

**VILLAGE OF MATTAWAN
DDA MEETING**

MAY 21, 2024

AGENDA

1. CALL TO ORDER @ 8:00 AM
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE
4. WELCOME TO PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. ADDITIONS TO AGENDA
7. APPROVAL OF THE AGENDA
8. APPROVAL OF THE MINUTES OF FEBRUARY 20, 2024
9. APPROVAL OF THE MINUTES OF APRIL 16, 2024
10. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEMS
11. OLD BUSINESS

A. SCULPTURE FOR FRONT STREET PEDESTAL - *Kelly VanderKley*

B. DDA REQUEST FOR CONTROL OVER MEMORIAL DAY AND CHRISTMAS EVENTS

Council Meeting Minutes 4/22/2024: DDA Chair Brooks explained the DDA has already planned several events for 2024 Christmas and was concerned about the selection of a different Santa by the village. The DDA requested take full control of the planning and financial requirements of the Christmas and Memorial Day events.

Motion by Stuut, supported by Smith to grant full control to the DDA for Memorial Day and Christmas Day events with the approval of council.

Further discussion took place regarding the use of village resources and personnel. Stuut withdrew motion, Smith withdrew Support.

Further Discussion took place in regards to terminology to be used in motion.

Motion by Daniel, supported by Stuut to grant control, on a one-year trail basis, of the events of Memorial Day and Christmas, with any village resources subject to the approval of council. Voice vote taken, voice in opposition. Roll call vote taken. Begeman, Cole, Daniel, Smith, and Stuut voted yes. McLean voted no. Motion carried.

C. 2024 CHRISTMAS HOLIDAY EVENTS

12. NEW BUSINESS

A. DDA LANDSCAPE -Council approved bid from RIPMASTER Landscape for \$2,870.00

B. MEMORIAL DAY EVENT AND PARADE -*Chair Brooks*

13. COMMUNICATIONS

14. COMMENTS FROM VISITORS

15. COMMENTS FROM MEMBERS

16. ADJOURN @

**VILLAGE OF MATTAWAN
DDA MEETING**

FEBRUARY 20, 2024

MINUTES

1. CALL TO ORDER @ 8:00 AM
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE *Brooks, Cole, Coy, Huyck, Laughlin, Moyle, Reed, Roberts*
ABSENT: *Brininger, Cavanaugh, Maxwell*
4. WELCOME TO PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. ADDITIONS TO AGENDA
7. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEMS
8. OLD BUSINESS
 - A. SCULPTURE FOR FRONT STREET PEDESTAL
Kelly VanderKlay not in attendance. Member Moyle discussed that they had not received any specifics on her proposal and she was looking for direction from the DDA on what they were looking for. Chairperson Brooks commented that Member Roberts had approached with an idea to make the statue of Village Founder Moyle. Member Roberts also suggested something grape related for the statue.
9. NEW BUSINESS
10. COMMUNICATIONS
11. COMMENTS FROM VISITORS
12. COMMENTS FROM MEMBERS
 - A. PARK BATHROOM – *Village Council President Cole spoke about the signed agreement with Amtrak and the bridge repair project. Budget and available funds discussed with possible timeline for bathroom project. Member Laughlin commented that the DDA should move forward with the process so that when funds do become available they are ready to proceed with the bathroom installation. Member Roberts*

spoke about the advice from Superintendent Anthony and Engineer Woodhams regarding the DDA contacting an engineer to create a plan for the bathroom. Chair Brooks stated he would reach out to Building Inspector Verleger and an engineer for more information, but that anything the DDA chose to move forward with would still need to be approved by council. Cole discussed the upcoming review of the 5-year park plan that could impact the DDA proposal. Discussion involving the cost and responsibility of maintenance, including water and sewer, of the bathroom once completed. Cole suggested that Superintendent Anthony and Engineer Woodhams be present at the next DDA meeting to advise further into this matter.

B. MAIN STREET PROJECT – *Cole discussed the Main Street watermain, bridge, and roundabout projects set to take place on Main St. over the next few years and how it relates to the allocated funds from the DDA.*

13. **ADJOURN @ 8:54 AM**

DRAFT

**VILLAGE OF MATTAWAN
DDA MEETING**

APRIL 16, 2024

MINUTES

1. CALL TO ORDER @ 8:00 AM
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE: *Bringer, Brooks, Coy, Laughlin, Maxwell, Moyle, Penning, Reed*
ABSENT: *Cavanaugh, Cole, Roberts*
OTHERS PRESENT: *Engineer Woodhams, Manager McLean, Administrative Assistant Storm-Artis, Elizabeth Vaughn*
4. WELCOME TO PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. ADDITIONS TO AGENDA *None*
7. APPROVAL OF THE AGENDA *None*
8. APPROVAL OF THE MINUTES OF JANUARY 16, 2024 AND FEBRUARY 20, 2024
Chair Brooks tabled approval of the minutes of January 16, 2024 and February 20, 2024 next meeting May 21, 2024.
9. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEMS
10. OLD BUSINESS
 - A. SCULPTURE FOR FRONT STREET PEDESTAL - *Kelly VanderKley*
Manager McLean explained that the Attorney Graham was reviewing the contract, and that the council would need to approve before anything could move forward.
 - B. 2024 HOLIDAY EVENTS
Manager McLean stated Naylor would be out this week, week of April 17, 2024, to look over the park to provide an estimate for the Christmas decorations. Elizabeth Vaughn spoke about the schedule for the Christmas events including the Lions Club Carnival, the parade, and that Santa had been booked. Chair Brooks stated the issue of who would be Santa came up during the previous council meeting. There was some discussion regarding the who would be in charge of holiday events, as last year the DDA appointed a sub-committee that worked with the parks and rec. council committee to plan the village park events and parade for Christmas. Engineer Woodhams suggested the DDA present a request to council for the DDA to control the planning of the holiday events, including funding said events. More discussion took place to clarify what the DDA would propose to council.

Motion by Coy, supported by Reed to ask the council if they will allow the DDA to take full control of the planning and financial requirements of the Christmas and Memorial Day events. Roll call vote taken. All members voted in favor. Motion carried.

11. NEW BUSINESS

A. BUDGET

Manager McLean presented the current DDA budget numbers submitted to the council workshop. Discussion took place regarding the portable restroom, and looking at an alternative to building a permanent structure, such as a drop in place restroom that would connect to the water and sewer park connections. Engineer Woodhams explained that if the DDA decided later to move forward with a particular project that exceeded the allocated amount, a budget amendment could be submitted. Discussion regarding the current DDA account balance, the previously committed funds, and the possibility of investing the current cash balance into higher yield CD's. Manager McLean stated she would reach out to the accountants to determine if this is a viable option.

Motion by Moyle, supported by Brooks to adopt the budget as presented for submission to council for approval. All members voted in favor. Motion carried.

12. COMMUNICATIONS *None*

13. COMMENTS FROM VISITORS *None*

14. COMMENTS FROM MEMBERS *None*

15. ADJOURN @ ***8:47 AM***

Memorandum

To: Village Council
CC: Manager McLean
From: Superintendent Anthony
Date: 5/9/2024
Re: DDA Landscape

I took bids on the Spring landscape cleanup and mulching for the islands and parking lot in the DDA.

Project Locations:

Front Ave between Main and Scott Street and Murray from
Front to 2nd Street and the parking lot on the northeast corner of
Front and Murray.

Project Work:

Cleanup of all leaves, weeds and dead vegetation in the Islands
Add necessary wood mulch to the islands.
Add Hanging Baskets to all of the decorative light poles in area

Penning Landscape No Bid

MTH Lawn Service No Bid

Hacienda Landscaping \$7,260.00

RIPMASTER Landscape \$2,870.00 - Bid Approved 5/13/24