

**VILLAGE OF MATTAWAN
DDA MEETING**

JUNE 18, 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 MAY 21, 2024
9. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEMS
10. OLD BUSINESS
 - A. SCULPTURE FOR FRONT STREET PEDESTAL - *Kelly VanderKley*
 - B. DDA LANDSCAPING MONTHLY COST
12. NEW BUSINESS
 - A. CHIEF MANSFIELD PRESENTATION TO DDA
13. COMMUNICATIONS
14. COMMENTS FROM VISITORS
15. COMMENTS FROM MEMBERS
16. ADJOURN @

**VILLAGE OF MATTAWAN
DDA MEETING**

MAY 21, 2024

MINUTES

1. CALL TO ORDER @ 8:00 AM
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE *Brininger, Brooks, Cavanaugh, Cole, Huyck, Laughlin, Maxwell, Moyer, Reed*
ABSENT: *Roberts*
OTHERS PRESENT: *Chief Mansfield, Superintendent Anthony, Administrative Assistant Storm-Artis*
4. WELCOME TO PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. ADDITIONS TO AGENDA *None*
7. APPROVAL OF THE AGENDA
Motion by Coy, supported by Laughlin to approve the agenda as presented. All members voted in favor. Motion carried.
8. APPROVAL OF THE MINUTES OF FEBRUARY 20, 2024
Motion by Brooks, supported by Laughlin to approve the minutes of February 20, 2024. All members voted in favor. Motion carried.
9. APPROVAL OF THE MINUTES OF APRIL 16, 2024
Motion by Moyle, supported by Brooks to approve the minutes of April 16, 2024. All members voted in favor. Motion carried.
10. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEMS *None*
11. OLD BUSINESS
 - A. SCULPTURE FOR FRONT STREET PEDESTAL - *Kelly VanderKley*
Discussion took place regarding the extensive contract presented and review by the village attorney. Administrative Assistant Storm-Artis did not know the specifics on changes being advised by the village attorney.
Motion by Brooks, supported by Moyle to table this issue until confirmation from the lawyer could be obtained. All members voted in favor. Motion carried.
 - 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 trial 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.

Administrative Assistant Storm-Artis presented the minutes from the council meeting on April 22, 2024 in relation to the previous DDA request for control over Memorial Day and Christmas events in the village. Discussion took place regarding the reference to village resources and council required approval. Also discussed was the one-year time frame. Further discussion took place involving communications between the DDA, Village Council, parks and rec committee, and village office staff. Chief Mansfield explained how the process of shutting down roads for an event or parade is accomplished, the extra required personnel, and other related costs of "village resources." Chair Brooks spoke about the upcoming Memorial Day parade and working with Chief Mansfield to determine the parade route, staging areas, and road closures for the event. Discussion took place regarding times and locations of other Memorial Day events, permits, and parking. Chair Brooks stated he had been contacted regarding a 4th of July parade but stated there were no plans this year. Maxwell asked about a Mattawan Days event. Further comments included how the DDA is trying to redevelop these events to improve the community and bring the community together.

C. 2024 CHRISTMAS HOLIDAY EVENTS

Administrative Assistant Storm-Artis explained Naylor came to evaluate the needs to develop a bid, but the office has not received the bid as yet. Superintendent Anthony was present during the meeting with Naylor and explained Manager McLean told Naylor what changes were wanting to be made from last years display.

Superintendent Anthony also stated he was unaware if any other bids were being sought.

12. NEW BUSINESS

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

Administrative Assistant Storm-Artis explained that the bid submission sheet presented from Superintendent Anthony was approved by Council on May 13, 2024.

Discussion took place regarding the specifics on the bids. Superintendent Anthony stated this bid was just for the initial spring clean-up and the monthly charges from RIPMASTER would be \$400. Further discussion took place as to why this was not presented to the DDA prior to going to council, as it was DDA funds that are being used to pay for this landscaping. Superintendent Anthony explained that dedicated monies for this expenditure were included in the approved budgeted and the monthly amounts were within spending limits of department heads, therefore specific approval by the DDA was not required. Further discussion took place and a motion to send to council was drafted.

Motion by Brooks, supported by Moyle to ask the council to allow a representative from the DDA to be consulted during bid communications for items being paid for with DDA funds. All members voted in favor. Motion carried.

B. MEMORIAL DAY EVENT AND PARADE -*Chair Brooks explained he had mostly spoke on this earlier in the meeting, but if anyone wanted to volunteer to assist with parade route direction, the help would be welcome.*

14. COMMENTS FROM VISITORS *None*

15. COMMENTS FROM MEMBERS *None*

16. ADJOURN @ 9:27 AM

Motion by Brooks, supported by Moyle to adjourn. All members voted in favor. Motion carried.



Mattawan Police Department

24221 Front Avenue

Mattawan, Michigan 49071

Phone: (269) 668-3661 Fax: (269) 668-7057

Email: police@mattawanmi.com

Jeremy S. Mansfield, Chief of Police

To: Mattawan Business Association, Mattawan Downtown Development Association

From: Chief Mansfield

Re: Michigan Compiled Law and Village Ordinances

Date: May 29, 2024

Business owners and representatives,

I wanted to take this opportunity to reach out in hopes of providing education and information regarding requirements under Michigan statutes and Village ordinances which may at times affect events and operations within the Village limits.

As the Village continues to see unprecedented growth, we have experienced some challenges which were not prevalent in years past. It is my sincere desire to continue to support the things which draw our growth; our community spirit, our small town feel and so much more.

I will admit there are "growing pains" as we adapt to new challenges-I hope I can assist in attempting to limit these moving forward to the extent I have responsibility for. In such I wanted to touch upon some of the growing pains I have seen and some which may come about. Below I will touch on some of these.

Outdoor Assembly Ordinance #25

Requires a license for an event where attendance is over 500 attendees. This does not apply to an event sponsored by a governmental unit/agency, sponsored by a 501c3 organization, or an event held entirely within the confines of a permanently enclosed and covered structure.

There are numerous other requirements relating to health and safety, noise, insurance/bonding, etc.

Sidewalk Ordinance #189

Section 6 of the ordinance prohibits "any obstructions" and mandates sidewalks "allow reasonable travel without interference from obstructions."

Hawkers/Peddlers/Solicitors #65

This ordinance requires a license for any "hawking, peddling, vending, door-to-door selling or soliciting" for all person/businesses except Charitable or religious organizations-such organizations are required to register with the Village Clerk.

This applies to vendors, food trucks, etc.

Recreation/Park Ordinance #170

Governs use of the Mattawan Memorial Park.



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Jeremy S. Mansfield, Chief of Police

Liquor License Ordinance #177

This ordinance is in conjunction to the regulations set forth by the Michigan Liquor Control Commission.

If any business/organization is serving/providing alcohol a permit is required.

Anti-Noise Ordinance #171

Regulate noise made within Village limits.

Signs (Permanent and temporary)

Regulates the size and placement of both permanent and temporary signs, banners, etc.

Working with the Mattawan Village Council there are paths to achieving special accommodations, licenses, and exemptions from ordinances. I wish to express I am more than willing to help navigate these processes in any way which I can. I have been invested in this community my entire law enforcement career and know many of you have been invested much longer than me.

Please feel free to contact me with any questions or concerns, I may not be able to address everything but will provide you with information to assist. My email address is jmansfield@mattawanmi.com and my cell phone number is 269.806.1541.

Respectfully submitted,

Jeremy S. Mansfield