



## Paw Paw Downtown Development Authority

### MEETING MINUTES

**January 15, 2024• 5:30 p.m.**

Carnegie Center @ 129 S. Kalamazoo St. Paw Paw

**Call to order** - Meeting of the Paw Paw Downtown Development Authority Board of Directors was called to order at 5:30 pm by Board Chair Mary Lou Hartwell.

**In attendance** – Mary Lou Hartwell, Roman Plazczak, Kim Otten, Ellyn Jones, Terrie Simpkins, Jason Deibler, Jim Whelan, Sarah Cox, Ed Hellwege – Interim Village Manager and Mary Springer - DDA Coordinator

**Absent:** Janet Wartman, Barbara Carpenter

**Guest:** Chris Moraitis, SCCLaw

**A MOTION** was made by Sarah Cox and **SUPPORTED** by Kim Otten to approve the minutes of the November 2023 meeting minutes. **MOTION CARRIED.**

**Grant Requests:** Two Grant requests were submitted for consideration.

**A MOTION** was made by Jim Whelan and **SUPPORTED** by Kim Otten to approve the request of \$186.75 for roof repairs to the Strand Theater at 115 E. Michigan Ave. **MOTION CARRIED.**

**A MOTION** was made by Jim Whelan and **SUPPORTED** by Kim Otten to approve the request of 838.79 for paint for the 120 Taphouse at 120 E. Michigan Ave. **UPON SUBMISSION** of Invoice documenting what was painted with a date. **MOTION CARRIED.**

### **Committee and Staff Reports:**

#### **Managers' Report:**

Ed Hellwege introduced himself as interim Village Manager and reported that he is working to catch up with everything right now. He said the Village Council is looking at applications for Village Manager and that there are currently about 30 applications in. The Village will be posting the position again this week.

**Coordinators report:** See attached

**New Business** – Open Board Chair – 2 applicants to be interviewed.

**Ongoing Business-** Review of budget proposal and discussion and changes.

**Member Comments:** Sarah Cox Reported that the 2<sup>nd</sup> annual Chili Walk is scheduled for February 24<sup>th</sup>, 2023. She requested \$500 for marketing purposes.

**A MOTION was made by roman SUPPORTED** by Jason Deibler to support the Chili walk by giving Sarah Cox \$500 for marketing. **MOTION CARRIED**

Ellyn Jones wants to see banners, flowers and decorations extended outside of the Central Business district.

**Adjournment** – The meeting adjourned at 6:03 pm.