



## Paw Paw Downtown Development Authority

### MEETING MINUTES

**February 19, 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, Ellyn Jones, Terrie Simpkins, Jason Deibler, Janet Wartman, Jim Whelan, Sarah Cox, Barbara Carpenter, Chris Moraitis  
Ed Hellwege – Interim Village Manager and Mary Springer - DDA Coordinator

**Absent:** Kim Otten

**Guest:** Eric Cook, Kip Kerby

**A MOTION** was made by Sarah Cox and **SUPPORTED** by Jim Whelan to approve the minutes of the January 2024 meeting. **MOTION CARRIED.**

**Grant Requests:** Special Grant Request was made by Eric Cook for theater seating. After some discussion it was determined that the project does not fit the DDA's scope for a grant. A loan was offered for \$7,500 at 2% below prime.

**A MOTION** was made by Jim Whelan and **SUPPORTED** by Roman Plazczak to approve the request of \$7,500 loan for seating for the Strand Theater at 115 E. Michigan Ave.. **MOTION CARRIED.**

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

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

Ed Hellwege reported 2024-2025 budget will be presented to the council at next Monday's meeting. There is a special meeting scheduled to interview 3 candidates for Village Manager. They are coming to us from Charlotte, Gibraltar, and St. Joe.

**Coordinators report:** See attached

**Ongoing Business-** The board reviewed the proposed budget and approved.

**A MOTION** was made by Sarah Cox to approve the proposed budget and **SUPPORTED** by Barbara Carpenter. **MOTION CARRIED**

**New Business** – Willis and Willis Law Firm's gave us a proposed lease agreement for the lower level of the Carnegie. There was discussion and the decision was tabled for next month. I will get estimates of what buildings are currently leasing for in Paw Paw and bring it back to the board in March.

**Member Comments:** Sarah Cox Reported that the 2<sup>nd</sup> annual Chili Walk is this week end with 32 businesses participating, and 18 chili's being served. Judging and awards will be done at the Fire Department with the Fire Dept having an entry as well as the Quillen families memorial chili entry.

**Adjournment** – The meeting adjourned at 7:00 pm.