



## Downtown Development Authority

### MEETING MINUTES

**January 18, 2018 • 5:30 p.m.**

DDA Office at the Carnegie Center  
129 S. Kalamazoo St. Paw Paw

**Call to order** - The monthly meeting of the Paw Paw Downtown Development Board of Directors was called to order at 5:30 p.m. by Board Chair Mary Lou Hartwell

**In attendance** –Roman Plaszczyk, Harold Schuitmaker, Mary Lou Hartwell, Barbara Carpenter, Cindy Mount, Ellyn Jones, Steve Racette, Sid Shank, Linda Tyria, Kimberly Otten, Mary Holland-Springer (DDA Coordinator)

**Absent** –Patrick Lynch, Susan Metzger (on maternity leave), Sarah Moyer-Cale (Manager) due to illness.

**Guest** Rene Rodriguez – Studio One. Discussion of the Uncork Campaign and its success.

Erik Peterson Envirologic. Discussion of the Brownfield projects and opportunities for future projects. Van Buren Brownfield contacts are Wayne Nelson and Lisa Phillips. Steve Racette felt strongly that the DDA should market the availability of funding for testing for lead and asbestos in preparation of renovation work on existing buildings as well as environmental contamination, blight, tax reverted properties, buried demolition debris, functionally obsolete and historic properties.

**A MOTION** was made by Steve Racette and **SUPPORTED** by Cindy Mount to approve the minutes of the November 20, 2017 Board meeting as presented. **MOTION CARRIED.**

### GRANT and LOAN APPROVALS

There were no grant applications to review this month.

### Ongoing Business

Mary Lou Hartwell introduced Kim Otten who is representing Bloomingdale Communications in Mark Bahnson's place.

DDA By Laws changes were discussed.

**A MOTION** was made by Harold Schuitmaker and **SUPPORTED** by Barbara Carpenter to approve the changes of the by laws as presented. **MOTION CARRIED.**

(Please see attached)

The 2018- 2019 proposed budget was distributed. There were questions that could not be answered in Sarah's absence so the Board members will go over the budget and it will be discussed and voted on at the February meeting.

Chris Tapper – Village Clerk was present to preform the oath of office.

**A MOTION** was made by Harold Schuitmaker and **SUPPORTED** by Linda Tyria to approve the 2018 regular meeting schedule. **MOTION CARRIED.**

(Please see attached)

The flower bid from Tuttle Floral for downtown pots, containers and beds and the bid from Kloosterman Greenhouses were reviewed, discussed.

**A MOTION** was made by Sid Shank and **SUPPORTED** by Steve Racette to approve the 2018 flower bids at a total cost of \$4,400.00. **MOTION CARRIED.**

### Committee and Staff Reports

**Village Manager's Report** – There was no report given in Sarah's absence

**Chamber Report** – Linda reported that the Chamber is planning their awards dinner for Saturday March 3<sup>rd</sup> at the Lion's Club. Tickets will cost \$20.00 and the theme will be Spoonful's & Spirits.

**Coordinator's Report** – . As well as the normal report, (attached) Mary also mentioned that St Jullian is planning a million + dollar renovation project on their property and are interested in applying for some grant money for the outside patio.

## New Business

Discussion on stepping up our social media presence,

## Member Comments –

Ellyn mentioned the work being done at Freshwater Community Church. There was discussion of all of the services being offered there.

**Adjournment** – 6:40 pm

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### ACTION ITEMS:

- Look over the budget before the February meeting.
- **Please, make every effort to be at the February 19, meeting as a quorum will be necessary to make changes to, or approve the 2018 proposed budget.**