



## Downtown Development Authority

### MEETING MINUTES

**February 19, 2018 • 5:30 p.m.**

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

**Call to order** - Meeting was called to order 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** –Roman Plaszcak, Mary Lou Hartwell, Barbara Carpenter, Cindy Mount, Ellyn Jones, Steve Racette, Linda Tyria, Sarah Moyer-Cale (Manager), Mary Holland-Springer (DDA Coordinator)

**Absent** –Patrick Lynch, Sid Shank, Harold Schuitmaker, Susan Metzger (on maternity leave), Kimberly Otten (ill).

**No Guests**

**A MOTION** was made by Linda Tyria and **SUPPORTED** by Barbara Carpenter to approve the minutes of the January 19, 2018 Board meeting as presented. **MOTION CARRIED.**

### GRANT and LOAN APPROVALS

The Grant review committee reviewed the grant request by Dorothy MottL for roof and window repair for property at 217 E. Michigan Ave., (Garden Griddle). The review committee saw no problem with the grant request but tabled for documentation.

### Ongoing Business

The proposal submitted by Joe Borgstrom, (Place and Main) was discussed.

A MOTION was made by Roman and Supported by Barbara to approve objective 4 not to exceed \$6250.00 and to divide marketing part 2 into Phase I and Phase II. Review after Phase I (which should not exceed 10 hours max.) to determine how to move forward before moving on to Phase II. MOTION CARRIED

Reflected in the budget proposal: The DDA will be paying more for DPS services and wages, a 2% wage increase and \$18 phone stipend for Mary Springer, money to do work on the Carnegie and for more downtown benches money budgeted for a job fair in an attempt to partner local business with local people.

The board asked Sarah to raise the budget line for uncork back up to the prior budgeted amount.

A MOTION was made by Steve and Supported by Cindy to approve the proposed budget with the uncork budget line remaining the same as last year. MOTION CARRIED

### Committee and Staff Reports

**Village Manager's Report** – Sarah gave an update on the property at 210 E. Michigan Ave. and reported that the uncork committee met refocusing goals Changing focus from the shop local campaign and focusing on reaching out to other communities with our marketing, bringing in new businesses and filling the needs for missing housing

**Chamber Report** – Linda gave the Chamber report. The Chamber is hosting its annual dinner. This year's theme is Spoonfuls and Spirits and will take place on March 3<sup>rd</sup> at the Lions Club. Tickets are on sale at this time for \$25.

**Coordinator's Report** – . Mary gave the staff report.

## **New Business**

### **Member Comments** –

Discussion of business development in the downtown with several new businesses going in Fair exchange building just sold, Deming building sold to Jessica Steele, H2 Designs opening on the corner this spring, Oo La La Pet Spa, Sports Fieldhouse is currently beginning construction on the site of the old Mitchells Tavern/ Legends) and Lori's Hallmark and Fashion Boutique is closing with Lori's retirement. The building is on the market. Water Street demoed the Hoods market building but there has not been an approval of a site plan at this time.

**Adjournment** – 6:45 pm

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## **ACTION ITEMS:**