



Paw Paw Downtown Development Authority

MEETING MINUTES

July 16, 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 by Board Mary Lou Hartwell.

In attendance –Sid Shank, Barbara Carpenter, Suzy Glomski, Ellyn Jones, Joe Romph, Steve Racette, Maria Diaz, Susan Metzger, Mary Lou Hartwell, Roman Plaszczak, Kim Otten, Harold Schuitmaker, Village Manager Sarah Moyer-Cale and Mary Springer

Absent –Cindy Mount,

Guest: Steve Sholts – Bloomingdale Communications – Discussion of Public Access CH 12 How it has been run, by who and what needs to happen to get it up and running more than just static images. Volunteers are needed for production. There were suggestions of the VBISD or alternative ed.

A MOTION was made by Harold Schuitmaker and **SUPPORTED** by Steve Racette to approve the minutes of the June 16, 2018 Board meeting as presented. **MOTION CARRIED.**

GRANT and LOAN APPROVALS

The Grant review committee reviewed and recommended that the board accept the grant request for \$5000.00 by Ellen Jones for a new roof for 513 E Michigan Avenue and Dorothy ModdL -217 E. Michigan Ave.- Re-submitting a previously approved, uncollected \$1500.00 grant to extend the project to \$5,000.00 to do not only the roof but needed windows and façade improvements all at one time. 217 E Michigan Ave. grant request was tabled pending further documentation.

A MOTION was made by Susan Metzger and **SUPPORTED** by Harold Schuitmaker to approve a grant of \$5000.00 to Ellen Jones for a new roof for 513 E Michigan Avenue. **MOTION CARRIED.** (*Ellen Jones and Roman Plaszczak Abstained.*)

Ongoing Business

Committee and Staff Reports

Village Manager's Report – The Barton's were approved by the MEDC for the revolving loan funds. It will now go before the State and County Commissioners. An environmental statement needs to go out. They are hoping to at least get a roof repairs completed by November. John and Sarah have been looking into the care of the flowers at the Amphitheatre, they are over grown and some need to be taken out and lower growing flowers planted.

Uncork Committee Report: The Uncork committee reported that they started out with 5 prospects for building the website and then narrowed it down to 2, Bluefire Media and Vineyard Press. The committee met with both and both were very impressive. Both used word press which Mary is familiar with and is very user friendly and compatible with all platforms and operating systems. Bluefire has a crew of 12 -14 vs 1 person. They have 3 full time programmers and 2 full time graphic designers. They have a drone lic. and 2 working drones. The committee felt that Bluefire was the better fit for the DDA's needs and is recommending contracting with them. The cost was \$5600.00 = \$60 per month hosting fee. Require 1/3 down .

A MOTION was made by Sid Shank to enter into the contract with Bluefire Media and it was **SUPPORTED** by Steve Racette **MOTION CARRIED Unanimously.**

Chamber Report – Maria Diaz reported that the Chamber would not be partnering with the WWMT Road Trippin segment at this time. Paw Paw Days is coming up next week end.

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

New Business

No new business

Member Comments –

No member comment.

Adjournment – 6:28 pm
