



Paw Paw Downtown Development Authority

MEETING MINUTES

November 19, 2018 • 5:30 p.m.

DDA Office at the 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 by Board Chairperson Mary Lou Hartwell.

In attendance – Mary Lou Hartwell, Roman Plaszczak, Barb Carpenter, Suzy Glomski, Steve Racette, Ellyn Jones, Cindy Mount, Susan Metzger, Maria Diaz, Sid Shank. Also Present: Sarah Moyer-Cale, Village Manager. Mary Springer DDA Coordinator.

Absent – Kimberly Otten,

Guest: None

MOTION by Susan Metzger with **SUPPORT** from Cindy Mount to approve the “special” meeting minutes of October 29, 2018 (bids for the roof at 210 E Mich.). All members present voting yes, **MOTION CARRIED**.

MOTION by Susan Metzger with **SUPPORT** from Barbara Carpenter to approve the regular meeting minutes of October 15, 2018. All members present voting yes, **MOTION CARRIED**.

GRANT and LOAN APPROVALS

No grant requests this month.

Ongoing Business

Roof repairs to begin on Monday November 26, on 210 E. Michigan Ave. The grant process for 210 E. Michigan is expected to be complete by March of 2019.

Discussion of attractive signage at Fadel St. to guide people downtown, replacing summer flowers with mums in the Large pots and the front planters in front of Village Hall.

Discussion about Carnegie housing historic museum. The Historical commission has purchased some antique display cases.

Committee and Staff Reports

Village Manager's Report All items covered in ongoing business

Coordinator's Report – Mary gave the staff report and discussed office activities announced the launch of the new website and the need in the budget for funding to replace burned out and damaged Christmas lights. Questioned why there are no trash receptacles downtown. Discussion of hooks on the sign in front of the building to secure banners for upcoming events.

The Channel 12 Committee met with Jason Bull, Rene Rodriguez and Rick Keimbaum (VBISD) to discuss what it would take to resurrect the Public Access channel and why it's important. There was discussion about how Portage got their public access channel up and about money available through Michigan's Unified Agreement Act which guarantees funding of 2% and as high as 5% to get the channel up and pay for production with revenue from area service providers. There was also discussion of possible sponsorship dollars to help with cost of production.

Steve Racette announced that the Courier Leader will be putting together the downtown business listing for the holidays combining the two published in the past.

New Business

There was discussion on the bid submitted by Chris Paynich for the downtown flowers. Tuttle's bid for the entire planting plus storage of pots \$5240. This would include Tuttle's (under supervision) to plant all of the downtown pots and containers rather than use volunteers. The only involvement DPS would have would be distribution of the pots to designated spots downtown and the watering and care once planted.

MOTION by Barbara Carpenter with **SUPPORT** from Roman Plaszczak to accept the bid from Tuttle's for the downtown planting at the cost of \$5240.00 with condition that Mary Springer supervise the planting. All members present voting yes, **MOTION CARRIED**.

Ellyn Jones requested that pots be placed from SeaLandAir to LaCantina in the downtown area. It was brought to the board's attention that a pot had been placed at the Library. It was felt that the pot was lost in the natural landscaping there and that it was too far out of town to be effective. In the future the pots are not to be placed any farther west than LaCantina and the public restrooms east of the bridge.

MOTION by Cindy Mount with **SUPPORT** from Sid Shank to skip the December Board meeting and resume meetings in January 2019. All members present voting yes, **MOTION CARRIED**

Adjournment – 6:26p.m.

ACTION ITEMS:

- Committee meeting for CH. 12 prior to the next DDA meeting.
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