



Paw Paw Downtown Development Authority

MEETING MINUTES

June 17, 2019 • 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 Chair Mary Lou Hartwell.

In attendance –Mary Lou Hartwell, Steve Racette, Barbara Carpenter, Kimberly Otten, Harold Schuitmaker, Ellyn Jones, Randy, Barker, Maria Diaz, Joe Romph, Susan Metzger,

Sarah Moyer-Cale – Village Manager, Mary Springer-DDA Coordinator.

Absent –Roman Plazczak, Holly Hamilton, Sid Shank, Kim Otten

Guest, Zack Morris Discussed “Market Van Buren creating an environment for economic growth” and Seven Part Strategic Plan.

Strategic Plan:

1. Form an Economic Development Organization (done)
2. Create a county wide economic development plan (done)
3. Develop county industrial sites
4. Augment the current Revolving Loan Fund
5. Countywide high-speed internet connectivity
6. Develop county Business Connect program
7. Establish county Land Bank

Asking for a \$1240.00 3 year commitment of support.

Sarah asked to look into budget funds to see if there is funding for this.

A MOTION was made and **SUPPORTED** to approve the minutes of the May 2019 Board meeting as presented. **MOTION CARRIED.**

GRANT and LOAN APPROVALS

On behalf of the Grant and Loans committee, Mary Lou proposed a change to the Grant Application wording to amend and add wording requiring property improvements to be completed within 180 days of grant approval or be terminated. Full text is hereby attached to minutes. There was discussion:

A MOTION was made and **SUPPORTED** to amend the wording for the grant application **MOTION CARRIED.**

Discussion of Grant application submitted by Jacquelyn Cowels for roof repairs at 239 E Michigan Ave. for the UPS Store.

A MOTION was made and **SUPPORTED** to approve a grant of \$3750.00 to Jacquelyn Cowels – The UPS Store @ 239 E. Michigan Ave – for roof repairs. **MOTION CARRIED.**

Ongoing Business

Welcome Randy Barker to the DDA Board. DDA Board introductions made.

Committee and Staff Reports

Village Manager’s Report – Sarah reported on the 210 property. The Grant has been approved for \$607,383.00 with owner/county funds the project will come in over 1.2 million.

No Chamber Report

Mary Springer reporting that the Job Fair was successful although not as well attended as last year. Discussed Kinexus hiring events and announced that the direct mail piece had gone out and the concerts are scheduled to start July 7th.

.Adjournment – 6:45 pm

Façade Grant Amended Wording

“Property Improvements must be completed within 180 days of approval. An additional ninety (90) days can be requested due to unforeseen special circumstances. The additional time must be requested in writing and approved by the board to take effect. The board makes no guarantee that additional time will be approved.

Any approved request that has not been completed within the ninety (90) day time frame, and no extension has been requested or approved, will result in the grant being terminated and the applicant will have to re-apply for the grant funds, with no guarantee that a new grant request will be approved.

Upon completion of work, a copy of canceled check or credit card receipt must be presented before reimbursement will be released to applicant.”