



## Paw Paw Downtown Development Authority

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### MEETING MINUTES

**April 17, 2023 • 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 pm by Board Chair Mary Lou Hartwell.

**In attendance** – Mary Lou Hartwell, Sarah Cox, Jim Whelan, Terrie Simpkins, Jan Wartman, Harold Schuitmaker, Kim Otten, Will Joseph - Village Manager, Mary Springer – DDA Coordinator

**Absent** –Roman, Jason Deibler

### **No Guests**

**A MOTION** was made by Harold Schuitmaker and **SUPPORTED** by Jan Wartman to approve the minutes of the March 20, 2023 Board meeting as with the addition of a line stating Naylors installs Christmas decor. **MOTION CARRIED.**

There were no Grant Application requests this month.

### **New Business:**

#### **Committee & Staff Reports – –**

William Joseph, the Village Manager, Water Tower is back in service. The water main project is starting Monday. The work in DDA along the M-40 corridor next year. There was discussion of the Hazen St. project.

Staff report was given by Mary Springer who gave an update on the wayfinding sign project. Mary and Tim Brandys, Will and Phil will be conducting job interviews for the downtown flowers. Mary Lou and Mary will walk the downtown looking at placement of the downtown flower pots. Chris Paynich has plants started in his green house and Tim Kloosterman has been contacted for the downtown baskets. Michael Kelley (Cornerstone Construction) has been contacted to give an estimate for repairing the back door. Also received a bid to paint the lower level as it was not in the scope of work in the first bid from cornerstone. The walls are water stained. Working with Bluefire to fix some glitches in the website so that it can be updated. Robin has been working on the print pieces for marketing. Looking into social media experts to

help guide us. Compiling events in the downtown for the back of the post card and putting together the annual report.

### **Ongoing Business**

Member Comments: Ellyn wanted it noted that she feels the flowers should extend outside of the central business district (main downtown blocks.) Sarah Cox announced that the Chamber's Spoonful's and Spirits Dinner is coming up and tables are still available as well as individual tickets. Jim Whelan announced the Golf outing on May 25<sup>th</sup>.

**Adjournment** – The meeting adjourned at 5:50 pm.

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