



Paw Paw Downtown Development Authority

MEETING MINUTES

July 17, 2023 • 5:30 p.m.

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 5:32 pm by Board Chair Mary Lou Hartwell.

In attendance – Mary Lou Hartwell, Jason Deibler, Roman Plazczak, Terrie Simpkins, Sarah Cox, Jim Whelan, Will Joseph – Village Manager and Mary Springer - DDA Coordinator

Absent: Kim Otten, Ellyn Jones, Janet Wartman, Harold Schuitmaker,

Guests – Nick Martinez

A MOTION was made by Sarah Cox and **SUPPORTED** by Terrie Simpkins to approve the minutes of the May 2023 meeting minutes. **MOTION CARRIED.**

A MOTION was made by Jason Deibler and **SUPPORTED** by Sarah Cox to approve the minutes of the June 2023 meeting minutes. **MOTION CARRIED.**

Grant requests:

There were three grant requests this month and one from last month (No Quorum):

A MOTION was made by Jim Whelan and **SUPPORTED** by Sarah Cox to approve a grant request for John and Heather Whalen-Whalen Speed at 161 Commercial for the amount of \$5000.00 for renovations and repair. **MOTION CARRIED.**

A MOTION was made by Sarah Cox and **SUPPORTED** by Jim Whelan to approve a grant request by Jason Deibler – Warner Do It Center at 136 E. Michigan Ave for the amount of \$825.00 for roof repairs. **MOTION CARRIED.**

A MOTION was made by Jim Whelan and **SUPPORTED** by Terrie Simpkins to approve a grant request by Dorothy Mottl at 217 E. Michigan Ave. for the amount of \$3150 for exterior renovations and repairs. **MOTION CARRIED.**

A MOTION was made by Jim Whelan and **SUPPORTED** by Terrie Simpkins to approve a grant request by Patrick Desmond – Pipe Dreams at 219 E. Michigan ave. for the amount of \$4668.44 for repairs and renovations. **MOTION CARRIED.**

New Business –

Will discussed the possibility of hiring a full-time person to do the landscaping and help out DPS. We will need to discuss this further in the future.

Committee and Staff Reports:

Managers Report:

Will Joseph gave the Managers report. The council granted the Paw Paw Kayak rental an additional 3 year contract. Sol America (sp?) entered a power purchase agreement for a solar field on North St site. The Village has entered a lease agreement with Ryan Sylvester for the property in front of the Paw Paw Brewing Pub on Gremps. The PUD has loosened the sign design requirements. The Village annual audit has been completed. The waste water project is going well.

Coordinators report:

Mary got a price on a new laptop from VC3 and it was an even \$1000.00.

A MOTION was made by Sarah Cox and **SUPPORTED** by Terrie Simpkins to approve \$1000.00 for the purchase of a new laptop for the DDA office. **MOTION CARRIED.**

Mary has met with Kip Kerby and has spoken with South Haven/Van Buren Convention and Visitors Bureau regarding partnering on a Social Media Marketing person. They have a resume that is promising. 'Walked around with Abonmarche, Davis, and TwinLakes putting together a punch list of things that need to be addressed with the streetscape contractors work.

Our wayfinding signs went into production TODAY! Hoping for install in late September / Early October. Zach Lewis is reviving CH 12. Our 1st concert of the season was called due rain and of course as soon as we called it the sun came out. The following two concerts went very well.

I have called Severance Electric about the banner rods that are supposed to come with the Kalamazoo Street poles. The rods were too large for our banners so Brian is having rods the correct size manufactured.

Touch a truck event is all set for both Paw Paw Days and Wine and Harvest Festival We have 8 confirmed at this time with one possible.

Ongoing Business-

Mary Lou announced that Barb Carpenter has accepted the open board seat. Welcome back Barbara.

Will and DDA Board went into closed session. Mary and Nick Martinez left the room.

A MOTION was made by Sarah Cox and **SUPPORTED** by Terrie Simpkins to approve wage increase for Mary Springer. **MOTION CARRIED.**

No comments:

Adjournment – The meeting adjourned at 6:45 pm.