



## Paw Paw Downtown Development Authority

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### MEETING MINUTES

**March 20, 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, Roman Plaszczak, Sarah Cox, Jim Whelan, Jason Deibler, Terrie Simpkins, Jan Wartman, Will Joseph - Village Manager, Mary Springer – DDA Coordinator

**Absent** – Kim Otten, Ellyn Jones, Harold Schuitmaker

**Guest**-Marty Maytenier – District Library -Discussed the living history portrayal taking place at Prospect Cemetery on October 14, 2023. Tom Shoemaker is in charge of volunteers for the event. Tickets will sell for \$10.

**A MOTION** was made by Sarah Cox and **SUPPORTED** by Jan Wartman to approve the minutes of the February 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 but the Diebler-Loves have requested an extension on a grant that was approved for 404 E. Michigan Ave.

**A MOTION** was made by Terrie Simpkins and **SUPPORTED** by Sarah Cox to approve to extend the Grant for 404 E. Michigan Ave for 6 months. **MOTION CARRIED.**

### **New Business:**

### **Committee & Staff Reports – –**

William Joseph, the Village Manager, reported that There was a boil water advisory issued for the Village residents and businesses due to the maintenance being performed on the water tower. The soonest the advisory is expected to be lifted is Wednesday afternoon. The advisory went out via Facebook, Nixel App, Ch. 3 news, health dept, schools, emails etc. There are still openings on the Park and Recs. Committee if anyone is interested. A job posting will be going up for Phil Hovers position as downtown landscaper. Water main replacement and sewer updates is underway using funds from the revolving loan funds. Increases to water (over 7%) and sewer (9.93%) Effective April 1<sup>st</sup>. Increases are a State requirement.

Will and Mary will attend the Market Van Buren Summit meeting tomorrow, Tuesday March 21.

Staff report was given by Mary Springer who has been working with Phil Hover on a job description for Phil's position which has become more complicated with the completion of the streetscape project with the watering system and in ground beds in the Central Business District. She also attended the Township meeting to request the Township parking lot for a Touch A Truck event during the Wine and Harvest Car show. The Touch A Truck would be sponsored by the DDA with no cost other than a small amount of Mary's time. The office has been repainted and glass cabinets moved downstairs. Have been sorting through old print and accumulated stuff in the office to help eliminate clutter and open up storage space. Concerts are booked and contracts being signed. Several calls have come in from people looking for commercial properties. Have been working with MDOT, Valley City Signs and Leonard to get permits for the Wayfinding sign project.

Sarah Cox gave a report for the marketing committee and discussed increasing digital and social media presence and possibly hiring someone to help with and train on social media. The committee discussed sharing the person with other entities like the Chamber of Commerce, Wine & Harvest and other service organizations interested.

### **Ongoing Business**

Mary Lou gave an update on the wayfinding signs.

Sarah gave a re-cap of the chili walk and discussed plans to do the event again next year.

Member Comments: In response to the increases to utilities, Terrie Simpkins thought maybe we could provide some kind of tutorial/training for saving water and other utilities.

Janet Wartman asked when the lead service replacements would be completed. Will replied that the deadline to have all lead replacement done was 2039. Residential was felt to be a higher priority by the State so the Village is focusing on residential first.

**Adjournment** – The meeting adjourned at 6:31 pm.

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