



Paw Paw Downtown Development Authority

MEETING MINUTES

May , 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, Kim Otten, Ellyn Jones, Jason Deibler, Roman Plaszczak, Will Joseph - Village Manager, Mary Springer – DDA Coordinator

Absent –Harold Schuitmaker, Terrie Simpkins, Janet Wartman, Jim Whelan

A MOTION was made by Sarah Cox and **SUPPORTED** by Kim Otten to approve the minutes of the May 15, 2023 Board meeting. **MOTION CARRIED.**

Grant request by Bill Cashen, Maple Lake Builders @ 200 E. Michigan Ave. for \$5000 for exterior brick repair and replacement of street facing windows on a project totaling more than \$10,000.

A MOTION was made by Kim Otten **SUPPORTED** by Jason Deibler to approve a grant for \$5000 for exterior brick work and street facing windows at 200 E. Michigan Ave. **MOTION CARRIED.**

The façade committee also went over Jessica Steele’s invoices and agreed that she had supplied what was needed to receive her grant payout.

Committee & Staff Reports – –

William Joseph, the Village Manager, talked a little bit about the ARPA funds \$300,000 being used for the bridge to Maple Isle. The job cost is \$489,000 leaving about a \$200,000 gap. Abonmarche will be doing the work. Due-diligence on the Briggs Pond project is scheduled for fall of 2024. Currently monitoring ground water and soil and relining storm sewers. Water line replacement is in progress. It is being done by Lounsbury and is going well. Ryan Sylvester has applied for an off premise, tasting rm Lic.

Staff report was given by Mary Springer who gave an update on the wayfinding sign project. Getting ready for the summer concert series, helped with design and ordered the post cards to hand out at local businesses. Worked a little bit with the auditors for the annual report, attended interviews for landscaping employee, hired Sandy Rose. Still have a posting out for an

assistant, getting flowers out, banners up. Putting together a meeting with Slick Raven (social media marketer) and marketing committee to talk about social media marketing.

Got bids for repair of the back door and paint downstairs.

The bid for painting the lower level from parking lot door to conference room was \$2500.00 – submitted by David Barker

Repair of the concrete, threshold and floor at the back door was \$2120.00 – submitted by Michael Kelly/Cornerstone. Mike believes the door is ok and doesn't think the floor under the tile needs replacing but wont know for sure until he pulls up what is there.

A MOTION was made by Roman **SUPPORTED** by Sarah to approve a grant for \$2500 to David Barker to paint the lower level of the Carnegie. **MOTION CARRIED.**

A MOTION was made by Roman **SUPPORTED** by Jason to approve an amount not to exceed \$2700 to Mike Kelly at Cornerstone to make necessary repairs to the back entrance & door facing Paw Paw St. **MOTION CARRIED.**

Ongoing Business

Sarah Cox brought up the need for more parking downtown and discussed the idea of turning the county park into a parking lot.

Adjournment – The meeting adjourned around 6:00 pm.
