

DDA Meeting Minutes

February 20 2006-02-21

Board members present: Richard Strand, Sherrie Taylor, Ellyn Jones, Don Rook, Pat Lynch, Steve Racette, Patrick Brennan, Jan Hoehn, and Mary Springer.

Meeting was called to order by Pat Lynch at 5:36 p.m.

Minutes: Rich motioned to approve the minutes, Sherrie supported, motion carried

Guests: Steve Haddad spoke on behalf of Paw Paw Free Sounds. Steve reported that last years Free Sounds were a great success. He petitioned to get on the agenda for the next meeting to discuss the 2006 budget. \$2000.00 was donated last year and he will ask for \$2000.00 again this year. Steve would also like to discuss some plans to develop and clean up the river and build a replica of the old mill that once sat there at the end of Berrien Street.

Old Business: Sherry motioned to accept application from Brad Smith for up to \$4000.00 for paint and \$358.00 for restorations to his building. Pat Brennan supported and the motion carried.

Rich Strand motioned to award Rina Schincarol \$1000.00 for paint, Pat Brennan supported, motion carried.

Downtown Parking Areas: Work will begin on the parking lots around March 1.

Downtown Beautification Project & Flower Pots: Will begin as soon as weather warms up. Chris Paynich has already started planting.

Information Boards: On-going.

New Business: Decorating the downtown flower pots: As stated already Chris has started planting. Sherrie brought up the fact that if we are trying to beautify downtown we might want to rethink the tarps held on by duct tape that now cover the pots for the winter. She suggests finding another way to decorate them until spring.

Committee Reports: Jan Hoehn announced annual meeting to install officers on the Chamber Board will be the March meeting. Citizen of the year will be held May 16 and she announced the Wine and Harvest fundraiser "Comedy Night" at the Lions on March 25th.

Presentation of Bills: Bills report was read by Mary Springer. There was a short discussion and Pat Lynch motioned to accept, supported by Pat Brennan, motion carried. Pat Brennan motioned to approve \$7900.00 to Tuttle's for flowers supported by Rich Strand, motion carried.

Conference in the Farmington Hill area on March 24 was announced and discussed. Pat Brennan moved to allow up to \$100.00 or \$50.00 per person if anyone is interested in attending. Steve Racette supported, motion carried.

Adjournment: Ellyn Jones motioned to adjourn, Sherry supported and the meeting was adjourned.

Mary Springer

PAW PAW DOWNTOWN
DEVELOPMENT AUTHORITY AND BOARD
Meeting Minutes
March 20, 2006

Board Members Present: Rich Strand, Garry Mattison, Don Rook, Sherry Taylor, Roman Plaszczak, John Schincariol, Steve Racette, Patrick Brennan, Ellyn Jones, Bradley Noeldner, Pat Lynch, Harold Schitmaker, Jan Hoehn, Mary Springer

Guest: Rina Schincariol

Meeting was called to order at 5:33 pm.

Pat Lynch moved to approve the minutes, John Schincariol seconded and the motion carried.

Introduction of guests: Steve Haddad was scheduled to speak but was not present. Rina Schincariol would like the board to find a way to contact applicants of the façade program to let them know whether or not their loans have been accepted.

Old Business

There are no new façade applications at this time. Crews are beginning to blow out lines in the downtown parking areas but crews have been tied up at the new Star Health medical site. The new work done behind the Village Hall held up well through the winter. The flower pot project is moving on schedule. The I-94 ramp lighting project is moving along. John Small has ordered the long arm light fixtures and applied for the necessary licenses.

The Information Board has no news. The promissory note between the Chamber and the DDA was discussed. Jan Hoehn presented the DDA with a check of \$1000.00 payment towards the loan for 2005 and asked that the loan be renegotiated and an extension of 5 years be considered. Someone suggested that the loan be extended 8 years allowing payments of \$1000.00 a year. Brad wasn't sure if there were some time limitations on that loan or not; he will check on it. Harold motioned to table the decision, Pat Lynch supported and so the decision on what to do with the loan was tabled until next month.

New Business

Sherry questioned if the business awnings were covered by the façade program. Brad said that although it is not really spelled out as to whether they are covered the program will cover the awning portion but not the art work (sign).

Ellyn Jones brought up the fact that a lot of business owners are upset at the prospect of Wal-Mart coming in. Pros and Cons were discussed. Brad also brought up the idea of having something in the contracts of these new businesses that would state that if they changed locations at some point, they would be responsible for tearing down their old building.

Mary Springer presented the DDA with the monthly bills. Pat Lynch made a motion to accept the bills and Harold Schuitmaker seconded it. Motion carried.

Harold suggested that we get a subcommittee together to look at and take some pictures of signs and billboards for local businesses to put up.

Jan Hoehn gave a committee report for the Chamber. A list of the new Chamber executive board was distributed. She informed the board that Becky Valdez would not be returning and that the Chamber was in the process of trying to attain Mary Springer for the position of Community Relations Representative. Jan also mentioned the upcoming events-the comedy night and the April 20th After Hours Social Event.

Jan also mentioned the idea of sharing the newsletter with the DDA to get their information out to the businesses and the public. Brad made a motion and Pat supported. The motion carried.

Brad shared information about new purchasing contract with another electrical company. The proposal would extend into the year 2032. AEP will significantly raise rates (30%) in July if we don't come up with an alternative.

Bloomington Communications is pulling fiber optics through out the village.

Gary Mattison Moved that we adjourn and Pat Lynch seconded. Motion carried. Meeting adjourned at 6:45.

**PAW PAW DOWNTOWN
DEVELOPMENT AUTHORITY BOARD
Meeting Minutes
April 17, 2006
5:30 P.M.**

Meeting was called to order at 5:40.

In attendance: John Schincariol, Richard Strand, Steve Racette, Harold Schuitmaker, Don Rook, Roman Plaszczak, Ellyn Jones, Brad Noeldner, Jan Hoehn, Mary Springer

Don Rook made a motion to approve the minutes and Roman seconded, Motion carried.

Old Business

Harold Schuitmaker made a motion that we pay the Holiday prize winners, Ellyn Jones seconded and the motion carried.

The Primary wiring has been pulled and poles set in the parking area behind the Post Office. Downtown Beautification Project & Flower Pot project will resume when the parking lots are finished.

I-94 Ramp Lighting poles are set waiting for permit from MDot
Information Board No news

Promissory Note with the Chamber is tabled. Brad is checking on some information.

New Business

Mary Springer brought up the question of purchasing the logo blocks. Duane Zuber of the Comfort Inns and Suites is interested in incorporating the logo blocks into his building design. He'd like to construct something around the front posts with the logo blocks. There was discussion of selling the blocks for approximately \$125 each but possibly including cost that into the façade program. Rich motioned that the DDA pay for 50% of the cost of materials if a business wanted to incorporate the flower planter and logo block design with prior approval by the design committee. Harold supported and the motion carried. The DDA will pay 50% on flower planter and 50% on logo blocks incorporated into businesses upon approval by the design board.

Harold brought in pictures of a sign for Hartford and Lawrence Businesses as an example that we could use for ideas on designing a sign for Paw Paw Businesses to be placed at the I-94 exit. It was suggested that businesses would rent a spot on the sign. The possibility of getting Wal-Mart to help pay for the sign was discussed.

Mary Springer presented the bills for the month. Rich Strand made a motion to approve paying the bills and Steve Racette seconded and the motion carried.

Harold Schuitmaker made a motion to adjourn and Steve Seconded, the motion carried and the meeting was adjourned at 6:35.

**PAW PAW DOWNTOWN
DEVELOPMENT AUTHORITY BOARD
Meeting Minutes
May 21, 2006
5:30 P.M.**

Meeting was called to order at 5:29 p.m.

In attendance: John Schincariol, Richard Strand, Steve Racette, Harold Schuitmaker, Don Rook, Roman Plaszczak, Ellyn Jones, Brad Noeldner, Jan Hoehn, Pat Brennan, Mary Lou Hartwell, Sherry Taylor, Pat Lynch, Mary Springer

Don Rook made a motion to approve the minutes and Roman seconded, Motion carried.

Guest Sidney Shank from Bloomingdale Communications was introduced.

Old Business

The Village and Public works are attempting to have the parking lot project wrapped up by July 1st. The light poles are in behind the Strand and Post office. There is still one pole left to be put in behind Hiemstra Optical.

Downtown Beautification Project & Flower Pot project will resume when the parking lots are finished. Chris will start planting the planters soon to get them done before Memorial Day.

Harold had some pictures of signs to compare for the information board. Discussion ensued on keeping the signs simple and more generic at the exit ramps. Then possible have more detailed signs as you come into town

I-94 Ramp Lighting poles are on hold until the electricians can get out there to work on it. They are tied up with various projects.

Promissory Note with the Chamber is still being looked into but Harold Schuitmaker moved that the DDA plan on extending the terms to 8 years pending legal council approval and Mary Lou Hartwell seconded. Motion carried.

New Business

Vacancy on the board needs to be filled. Interested parties so far are Tony Dacoba of LaCantina, Lori from the Hallmark Store, and Joyce Webster of Bridal Creations. Roman or Brad will talk to the candidates to find out who is most committed to attending meetings.

Roman brought up traffic in town and would like to see an alternative route through town to help keep some of the Semi-Trucks from congesting the traffic through town. Roman met with Tonya Schuitmaker and Tom George, along with the county road commission and MDOT to discuss the feasibility of extending Ampey Rd. over the river and extend it to 38th to Red Arrow. Also another alternate route would be to extend 60th ave. out and put a bridge across I-94.

How can we get the project moving? A study needs to be done on the feasibility of an alternate route around town and the best route. This is a long range plan. At some point DDA will be approached for support and Grant monies.

Also in the works for the future; Curb repair and Sewer work – Repaving of Michigan Avenue (aprox. 2 years down the road).

Plans this summer to repave Red Arrow to the High School and resurface the bridge at Lawrence.

Jan Hoehn reminded the board of the up-coming awards dinner and asked the DDA for a sponsorship for Paw Paw Days. Pat Lynch made a motion to pay the Chamber \$100 Sponsorship plus \$30 trophy sponsorship. Rich Strand seconded and the motion carried.

There are currently 2 Façade Applications in.

1. State Farm - Dondi Squires

The old Lightfoot building- New Roof

Mary Lou Hartwell made a motion that the DDA pay 1/3 which will be very close to the \$5,000 maximum. Pat Brennen supported and the motion carried.

2. Chan's Palace- Tony Chan

Extensive exterior work- tuck point, waterproofing, Paint & etc...at cost of aprox. \$3,600

Mary Lou moved that the DDA pay \$1,400 Pat supported and the motion carried.

Mary Springer presented the bills for the month. Pat moved to accept and pay the bills and Don Rook seconded. Motion carried.

Mary Lou moved to adjourn and Harold seconded. The motion carried and the meeting adjourned at 6:28 p.m.

**PAW PAW DOWNTOWN
DEVELOPMENT AUTHORITY BOARD
Meeting Minutes
July 17, 2006
5:30 P.M.**

Meeting was called to order at 5:35.

In attendance: John Schincariol, Harold Schuitmaker, Don Rook, Roman Plaszczak, Jan Hoehn, Sherry Taylor, Mary Lou Hartwell, Gary Mattison, Dave Dinehart, Steve Racette, Mary Springer.

Harold made a motion to approve the June 2006 minutes, Roman supported and the motion carried.

Introduction of guests:

- Deborah Osment Independent / Foreign Film maker (L.A. Cell # 310-936-7722) Deb is working with the Michigan Economic Development Corp and is looking for support from the business community to make Paw Paw the base for foreign film industry. She needs people to come on board and commit to helping with finding an area for an air field and studio space.
- Ron Rademacher from Michigan Backroads Website is interested in getting Paw Paw to come onboard with the "Terrific Towns" Website.

The website has three parts: a.) Michigan Backroads, b.) Michigan Arts, c.) Michigan History

Search engines hit on keywords that take it to the Michigan Backroads Website to showcase area. This can be a great marketing tool. Terrific Towns look for History, Architecture, Nature areas, Arts, a parkable downtown area and a desire to preserve the character of the community even in the midst of change.

We can put as much input as we want. They'd do 3 pages on Paw Paw with photos and side trips to do while here, including local treasures, events, map, and 5 page news letter (redesigned every 30 days) with sections on lodging, events, for fun, unique shops, and the arts. We'd be entitled to two pages on each throughout the year.

The Website is www.travelmichigan.com and can be subscribed to for reminders on events etc...The website has dynamic changeable pages with sponsor listings on each page. Six pages for \$450 per year and the second year is guaranteed to remain the same price.

Ron has asked that Mary add him to the August Board meeting agenda.

Terrific towns were discussed and the board thought that it was something that they would like to seriously consider and discuss with the village and the Chamber.

The over-all consensus was that it would be more beneficial than the Newcomers Guide at this time as well as more economical. It was suggested that Mary let Fran Kribbs know

that we would not be taking an ad with the newcomers guide. Mary informed the board that Fran had talked to Brad Noeldner and that the Chamber had voted in favor of helping with an ad based on the report from the previous DDA meeting. All three were under the assumption that the ad for the Newcomers Guide was a go as long as the village and Chamber were willing to come on board. This had already been relayed to Fran per Brad and Mary.

The board suggested that Mary call Fran and let her know that unless she felt we had committed, we would not be taking the ad at this time. No contract has been signed yet. Mary Lou made a motion that we add Michigan Backroads to the August agenda. Gary supported and the motion carried.

There were no new Façade Applications.

The downtown parking areas are slotted to be complete by August 31.

I-94 lighting has been started by the village.

Nothing new from the information board

Promissory Note with the Chamber is tabled. Brad is checking on some information. (Brad not present due to zoning board meeting).

Roman discussed a Sunday night band concert being put on at the band shell at the lake by a Holland band as well as a band from Ontario. Jim Cook the band organizer and a former Paw Paw resident was bringing the band of 70 members but was asking help from the board with housing expenses while they were here because the Paw Paw Public school was charging them \$600 per night to stay at the school. The band will also be performing in Plainwell and were not charged to stay at the school there. The DDA discussed donating \$500 to help the band out. Roman made a motion and Harold supported and the motion carried. Mary Lou Hartwell suggested we find out who makes the decisions about what to charge for staying at the school.

Updated board members lists and terms was handed out to all the board members.

Roman suggested that Mary update the DDA information have Preferred Printing copy the DDA information books for all of the board members to have a copy. Marylou suggested that we make them loose leaf, 3 hole punched as apposed to GBC Bindings so pages can be easily added. Harold made a motion that Mary go ahead with the printing. Mary Lou supported and the motion carried.

Jan reported that the Paw Paw Days went smoothly and were a success and that the Kids spot was a well received addition.

Mary Springer presented the bills for the month. Harold made a motion to accept all the bills except the employee quarterly taxes. Gary supported and the motion carried.

The meeting adjourned at 6:40.

**PAW PAW DOWNTOWN
DEVELOPMENT AUTHORITY BOARD
Meeting Minutes
October 16, 2006
5:30 P.M.**

Meeting was called to order at 5:30

In attendance: John Schincariol, Roman Plaszczak, Brad Noeldner, Gary Mattison, Pat Brennan, Rich Strand, Dave Dinehart, Mary Lou Hartwell, Don Rook, Harold Schuitmaker, Steve Racette, Jan Hoehn, Ellyn Jones, Mary Springer.

Gary Mattison motioned to approve the minutes supported by Don Rook. Motion carried.

Old Business

Façade application was received from Flo Hunt for the South West Survey building at (214 E. Michigan Ave.) for paint and restoration Marylou Hartwell made a motion on behalf of the committee to approve \$1671.83 and Gary Mattison supported, motion carried.

Mary Lou made a motion to approve the Wechter Guitar (200 S. Gremps) façade application for a new awning minus \$64.41 for the lettering, Gary supported, motion carried and \$207.56 was approved.

Harold Schuitmaker has two façade applications in for Properties at 228 E. Michigan Ave New Windows and restorations and 232 E. Michigan Ave for new windows. MaryLou motioned that the board approve, Gary Mattison supported motion carried for \$995.00 for property at 228 E. Michigan Ave. and \$2086.00 for property at 232 E. Michigan Ave.

Flo Hunt also had a façade application for new roof, paint, repairs and restoration of personal property at 300 E. Michigan Ave. Mary Lou motioned to approve as property is located in the downtown development area. Pat Brennan supported motion carried. \$5000.00 in DDA funding approved.

Downtown Parking Areas are almost finished. Crew is currently finishing up on the dumpster areas.

I-94 Ramp Lighting is completed but it was suggested that it would not hurt to put some pressure on MDOT to put in the larger lights where more light is needed.

A motion was made by Mary Lou and supported by Gary to finance the Christmas trees for the down town area. Motion carried.

The Chamber has agreed to pay the Promissory Note with n 5 years at \$2000.00 a year.

Jan Hoehn reported that the Christmas Parade Committee has begun meeting and Russ Reynnells has agreed to be the Grand Marshall this year.

New Business

Roman discussed the donation of property by the village to the library for a new Library and Cultural Center at the north end of Maple Lake. Building plans would include an outside bathroom for accessibility to fishermen. There are also plans to add a fishing pier. Plans were shown for building.

Bike trails may need to be considered for kids to use to get to the library. Buses would be available to drop children off at the library after school.

Discussion of selling or renting the Carnegie building with stipulations that it could not be altered as it is a historical building.

Mary presented the bills. Rich Strand moved to approve, Gary Mattison supported and the motion carried.

Ellyn brought up complaints that some of the new benches in town are not straight with the walls and some sag. Also daffodils planted by the Rotary were dug up by the heavy machinery.

Roman had discussed it with Sen. Tom George who saw no problem with MDOT replanting the daffodils.

A motion for adjournment by Gary, supported by Rich, motion carried and meeting adjourned at 6:35.

**PAW PAW DOWNTOWN
DEVELOPMENT AUTHORITY BOARD
Meeting Minutes
November 20, 2006
5:30 P.M.**

Meeting was called to order at 5:34

In attendance: John Schincariol, Roman Plaszczak, Brad Noeldner, Dave Dinehart, Mary Lou Hartwell, Don Rook, Steve Racette, Jan Hoehn, Ellyn Jones, Pat Lynch, Mary Springer.

Mary Lou motioned to approve the minutes supported by Don Rook. Motion carried.

Old Business

There were no new Façade applications this month.

New Business

Jan reported that the Christmas Parade was coming along on schedule. The committee could use a printer for the Santa pictures. Mia Porter can get one for around \$99.00 unless someone can donate one for use the day of the parade and it is compatible with Mia's Camera. Brad Noeldner offered to donate his printer for the day. OnTrak Communications has offered to donate all of the ink and photo paper. About \$500 in donations has come in so far, (that is more than last year).

Brad brought up Sherrie Thompson's expense for the "Old Fashion Christmas" and suggested that the DDA may want to help pay for some of the cost since it can only benefit the businesses in town. Mary Lou agreed that the "Old Fashion Christmas" was a great idea and she thinks it is great that Sherrie took this on and she should not be stuck paying a lot of out of pocket cost. Mary made a motion to authorize up to \$150 to help Sherry out and then if she needs more she can turn in her receipts and the DDA can consider adding to the \$150 if necessary. Roman supported and the motion carried.

Brad made a request to purchase a Gazebo from Meyer Wood Products for the County Park. The cost would be \$2900 and the Village would retain ownership and responsibility for insurance. This price is 1/3 off the regular price and the

money could be taken from the capital improvement fund. As of October 6 2006 the DDA has \$486,000.00 in reserve. Pat asked if the Gazebo could be in place by December 1st for the tree lighting ceremony and Brad thought that it probably could.

Roman made a motion to purchase the Gazebo and Don Rook supported.

Motion carried.

Roman brought up the Seminar in Lansing on December 7th. The topic is Tourism/ Grants/ Cultural and Economic growth. Roman would like to send Mary Springer. Steve motioned, Mary Lou supported and the motion carried.

Roman also brought up that Jim Cook would like to bring the Drum and Bugle Corp. back. He would like 3 communities to host and to donate \$1500 each to offset expense. Roman was asking the DDA to support with \$500 and then see if the Rotary and another organization could come up with \$500 each.

Roman made a motion to support with \$500 from the DDA. Pat Lynch supported and the motion carried.

Roman told the board that Mary had brought it to his attention that the Greater Guide had sent a letter (copies passed around) explaining that they had restructured their business and therefore had not put out an October or November edition of the Greater Guide. They now have sufficient backing and are asking us to continue to support them. They would like to do an article on Paw Paw drawing attention to any aspect that we choose. The wording is not clear but it is assumed that they are extending the DDA's subscription time two months for the two months that they did not produce a magazine.

Mary will call for clarification on the extension.

Jan Hoehn asked if the DDA wanted to do a page for the local business merchants again this year for the holidays. Mary Lou made a motion supported by Dave. Motion carried.

Mary Lou made a motion that there not be a DDA meeting scheduled for December and Pat Lynch supported. Motion carried. There will be no DDA meeting in December. John Schincariol will authorize standard monthly expenses for the month of December.

Mary presented the bills. Steve Racette made a motion to accept and pay the bills. Mary Lou supported and the motion carried.

John made a motion to adjourn and Mary Lou supported. Motion carried.

The meeting adjourned at 6:35.