



Downtown Development Authority
December 5th, 2018
5:30 PM
Regular Meeting
Minutes

1. Call to Order: Meeting called to order by Chair Reichert at 5:30 PM
Roll Call
 - Present: Angela Reichert, Karrie Linter, Carolyn Drier, Garth Taylor, Brandi Cardwell, Janet Schuttler, Dave Grosse
 - Absent: Don JacksonAdditions/Deletions to the agenda & approval of the agenda
 - Motion to approve the agenda as presented by Schuttler, seconded by Grosse – Approved
2. PUBLIC COMMENT – N/A
3. Approval of the November 7th, 2018 DDA Meeting Minutes
 - Motion to approve the November 7th, 2018 minutes by Schuttler, seconded by Grosse – Approved

Unfinished Business

4. DDA Bylaws: motion to approve the DDA Bylaws as presented with edits by Taylor, seconded by Schuttler - Approved
5. DDA Plan Update: Chair Reichert gave an update on the McKenna DDA Plan Update and noted that the first draft of the plan will be (tentatively) ready for review during the January 8th, 2019 Planning Commission meeting.
6. Farmers Market: Village Manager Greene noted that the RFP is open until the end of December and the DDA will be able to review and choose a new Market Manager during the January meeting. One application has been received thus far. DDA board also discussed relocating the market Carver Park and the need for accessible surfaced pathways.
7. Façade Program: Chair Reichert reviewed the Village of Paw Paw's façade program and a committee with Reichert and Schuttler was established to create the first template/standards for the DDA.
8. Advertising Update: Chair Reichert and Cardwell have compiled a list of possible places to advertise and will get more prices and outline budget to present to the DDA Board.
9. Board Vacancy: Council Liaison Grosse noted that the Village Council is planning on filling the DDA board vacancy during their regular December meeting.

New Business

10. 2019 Meeting Schedule: Motion to approve the 2019 DDA meeting schedule (first Wednesday of each month at 5:30 PM, pending holidays) by Grosse, seconded by Cardwell – Approved
11. Wurstfest 2019: Chair Reichert shared a letter from Cathi Rodgers expressing her interest in serving as the coordinator for Wurstfest, once again. Motion to modify contract details with Cathi Rogers for Wurstfest, Saturday, September 21st, 2019 by Grosse, seconded by Taylor – Approved
12. Committee Remarks: December 4th Planning Commission meeting with McKenna was valuable and Christmas decorations throughout town look nice.
13. PUBLIC COMMENT
 - Sandra Thompson (Acorn Theater) has concerns over parking downtown noting that Acorn attendees have difficult finding parking at times and is hoping the DDA/Village can increase parking signage.
14. Adjournment
 - Motion to adjourn at 6:13 PM by Drier, seconded by Grosse – Approved
 - Next regular meeting scheduled for January 9th, 2019

Angela Reichert – Chair
Karrie Linter
Vacant

Three Oaks Downtown Development Authority
Carolyn Drier
Garth Taylor
Don Jackson

Brandi Cardwell
Janet Schuttler
Dave Grosse – Village Council Liaison