

- REGULAR MEETING The Downtown Development Authority met in regular session at 12:00 Noon, Wednesday, April 18, 2018 in the Norway City Hall.
- ROLL CALL S. Ortman, Mayor Brew, M. Skog, B. Thorne, and S. Tinti
B. Hawkinson (arrived at 12:45pm)
- ABSENT B. Anderson, P. Hayes, M. Ebeling, and B. Hawkinson
- OTHERS PRESENT Ray Anderson, DDA Director; Terry Spence, DDA Director Assistant; Sara, TRICO; Lee Meneghini, Council Member.
- APPROVE AGENDA A motion was made by Member C. Brew, supported by Member M. Skog and unanimously approved the agenda.
- APPROVE MINUTES A motion was made by Member S. Ortman, supported by Member M. Skog, and unanimously approved minutes of Regular Meeting March 28, 2018.
- APPROVE TREASURER'S REPORT & FINANCIALS A motion was made by Member C. Brew, supported by Member M. Skog and unanimously approved treasurer's report, and financials.
- APPROVE PAYMENT OF BILLS A motion was made by Member S. Ortman, supported by Member C. Brew and unanimously approved payment of the following bills;
- Terry Spence, Contract Services – April 2018 \$ 100.00
 - US Bank - DDA Bond - Interest \$14,731.25
- OLD BUSINESS Pocket Park Renovation Project – Construction Plan – Management is working with Blomquist Architects (Iron Mountain) and Sanders & Czapski Architects (Marquette) on proposals to handle the project. The DDA agreed to have a sub-committee (Hawkinson, Thorne, and B. Anderson) review the proposals and recommend an engineer.
- APPROVE POCKET PARK RENOVATION A motion was made by Member C. Brew, supported by Member B. Thorne and unanimously approved to have a sub-committee (Hawkinson, Thorne, and B. Anderson) review and recommend an architect for the Pocket Park Renovation.

Façade Program – Architectural Services – The DDA board was given an update on the Façade Grant program. The Façade Committee met and concluded that it would be appropriate for the DDA board to move forward with the program. The committee also reviewed the proposal provided by Megan Blomquist and recommends DDA consideration to approve the initial document phase of \$650. The committee’s conclusions are based on a phased approach with this project.

APPROVE
FAÇADE GRANT
ARCHITECT

A motion was made by Member S. Ortman, supported by Member B. Thorne and unanimously approved to hire Megan Bloomquist to develop program documents for the City of Norway Building Façade program for a price not to exceed \$650.

NEW
BUSINESS

Main Street Maintenance Contract (TRICO) – Each year the DDA has contracted Trico Opportunities Inc. to handle the maintenance on our Main Street plantings. The proposal for 2018 is for \$5,860.80 which is \$230 higher than last year’s contract. Trico has only charged the DDA for work performed with a maximum of the approved amount. For the past few years the DDA has offered a program where individuals or businesses can either donate money and/or time to adopt a corner which saves time and money off of the Trico contract. Their contract estimate was based on doing all of the corners. The costs (contract/actual) for last two years are as follows:

- 2017 (\$5,630.00/\$4,345.94)
- 2016 (\$4,787.00/\$4,320.72)

APPROVE
TRICO
MAINTENANCE
CONTRACT

A motion was made by Member S. Ortman, supported by Member C. Brew, and unanimously approved to contract with TRICO Opportunities for maintenance at a price not to exceed \$5,860.80 and to purchase flowers.

OTHER
BUSINESS

None

CITIZEN
COMMENT

None.

BOARD
MEMBER
PRIVILEGE

None.

NEXT
MEETING
DATE

May 16, 2018

ADJOURN

A motion was made by Member S. Ortman, supported by Member B. Thorne and unanimously approved to adjourn the meeting.



Mary Skog, Secretary

Submitted by Ray Anderson and Terry Spence