

REGULAR MEETING The Downtown Development Authority met in regular session at 12:00 Noon, Wednesday, May 16, 2018 in the Norway City Hall.

ROLL CALL S. Ortman, M. Skog, B. Thorne, B. Anderson, P. Hayes, M. Ebeling, and B. Hawkinson

ABSENT S. Tinti, and Mayor Brew

OTHERS PRESENT Ray Anderson, DDA Director; Terry Spence, DDA Director Assistant; Marcus Andrews, Web Design

APPROVE AGENDA A motion was made by Member M. Skog, supported by Member B. Hawkinson and unanimously approved the agenda.

APPROVE MINUTES A motion was made by Member B. Hawkinson, supported by Member M. Ebeling, and unanimously approved minutes of Regular Meeting April 18, 2018.

APPROVE TREASURER'S REPORT, FINANCIALS & PAYMENT OF BILLS A motion was made by Member M. Skog, supported by Member B. Thorne and unanimously approved treasurer's report, financials, and payment of the following bills;

* Terry Spence, Contract Services – May 2018 \$ 100.00

OLD BUSINESS Pocket Park Renovation Project – Architect Plan – The Committee met (Hawkinson, Thorne, & Anderson) with Mark Blomquist to go over his quote on the architectural services on the pocket park. Blomquist proposal was found complete and the committee recommended moving forward. The services will be to get engineered drawings and plans. The construction and destruction will be decided at a later date. We will also need to get a contract from Blomquist for DDA approval and move the snowman out of the park.

APPROVE BLOMQUIST ARCHITECTURAL SERVICES FOR PARKS A motion was made by Member B. Hawkinson, supported by Member P. Hayes, and unanimously approved hiring Blomquist Architect & Associates for architectural services for both the pocket parks and veterans park for a cost not to exceed \$8,500, and authorize the City Manager to negotiate the contract.

Web Page Management Update – Marcus Andrews provided an update on the progress of the web page. He is currently in the process of completing his revisions and requested consideration on getting a complete redo on the page and moving away from Civic Plus. Also, discussed other options available, and ideas for improvements to Facebook, Messenger, and adding a Google calendar and chat bot. Marcus also engaged the DDA

Board in discussing options and opportunities for making substantial upgrades to the web page.

NEW
BUSINESS

Main Street Maintenance and Light Poles – The DDA received a brief update on projects that need to be scheduled for the Main Street and the pole replacement project. The DDA needs to continue discussions regarding preference and options on light poles.

Music-in-the-Park – Donation - Request to donate \$1,000 to the Music-in-the-Park Program, for 2018.

APPROVE
MUSIC IN THE
PARK DONATION

A motion was made by Member M. Ebeling, supported by Member B. Anderson, and unanimously approved to donate \$1,000 to Music-in-the Park.

F.Y. 2018-19 Budget – The City Manager reviewed with the DDA Board the F.Y. 2018-19 Downtown Development Authority Budget.

APPROVE
DDA F.Y.
2018-19 BUDGET

A motion was made by Member B. Anderson, supported by Member B. Hawkinson, and approved the City of Norway Downtown Development Authority F. Y. Budget for 2018-19.

Ayes: S. Ortman, M. Skog, B. Thorne, B. Anderson, M. Ebeling, B. Hawkinson

Nays: P. Hayes

OTHER
BUSINESS

None

CITIZEN
COMMENT

None.

BOARD
MEMBER
PRIVILEGE

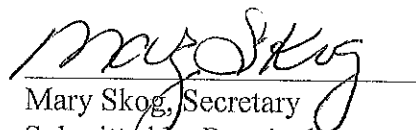
P.Hayes – Suggested setting up a special meeting to go over priorities on the project list.

NEXT
MEETING
DATE

June 20, 2018

ADJOURN

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


Mary Skog, Secretary

Submitted by Ray Anderson and Terry Spence