

REGULAR MEETING The Downtown Development Authority met in regular session at 12:00 Noon, Wednesday, August 15, 2018 in the Norway City Hall.

ROLL CALL S. Ortman, B. Anderson, P. Hayes, S. Tinti, Mayor Brew, B. Thorne, and M. Ebeling

ABSENT M. Skog, and B. Hawkinson

OTHERS PRESENT Ray Anderson, DDA Director; Terry Spence, DDA Director Assistant; Suzanne Larson, DCCC; Mark Blomquist; Blomquist Architects; and Marcus Andrews, Web Design

APPROVE AGENDA A motion was made by Member S. Ortman, supported by Member M. Ebeling and unanimously approved the agenda.

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

APPROVE TREASURER'S REPORT, & FINANCIALS A motion was made by Member M. Ebeling, supported by Member B. Thorne and unanimously approved the financial reports.

APPROVE PAYMENT OF BILLS A motion was made by Member S. Ortman, supported by Member B. Thorne and unanimously approved payment of the following bills;

Terry Spence, Contract Services – August 2018	\$	100.00
TRICO, Monthly Maintenance – July 2018	\$	483.00

OLD BUSINESS Pocket Park Renovation Project – Architect Plan – Mark Blomquist, of Blomquist Architect was available for questions for the board. The board discussed the expectations for how best to move forward. It was agreed that Mr. Blomquist would design the park with more specific details and provide estimates on costs. The project would then be phased to allow for funding options and budget considerations.

Web Page Update – Marcus Andrews was available for questions. Mr. Andrews discussed with the board proposals received and reviewed price and options. The options included a number of different web redesign companies however Mr. Andrews recommended Revize Web Services due to their presentation and interview. Revize appeared to be the most flexible option for the city to customize its web page needs. They also had an automatic redesign after 3 years into the contract.

APPROVE
WEBPAGE
REDESINE/
UPDATE

A motion was made by Member S. Ortman, supported by Member P. Hayes, and unanimously approved web page redesign to Revize Web Services for \$9,900 and an annual maintenance fee of \$1,900. The agreement is for 4 years with pricing the first three years at \$4,568 per year and the fourth year at \$1,900. The fourth year includes a free redesign.

NEW
BUSINESS

Norway City Band – The Norway City Band is in the need of a donation to finish out their end of season payroll. The DDA agreed to make a one-time donate of \$1,500 to the Norway City Band to help with expenses.

APPROVE
CITY BAND
DONATION

A motion was made by Member M. Ebeling, supported by Member P. Hayes, and unanimously approved to donate \$1,500 to the Norway City Band.

Dickinson County Chamber - Executive Director of the Dickinson Area Chamber of Commerce, Suzanne Larson gave a brief update on the Chamber. Also, discussed assisting the City with events and promoted Chamber advertisement for \$250.00. DDA Member Beau Anderson discussed the new bike trail, dedication planned, ribbon cutting, and suggested advertising.

Leif Erikson – Discussed upcoming Leif Erikson Event and confirmed event date of October 6th. The DDA also discussed and agreed to contribute \$1,000 to the event.

APPROVE
LEIF ERIKSON
CONTRIBUTION

A motion was made by Member M. Ebeling, supported by Member P. Hayes, and unanimously approved contribution of \$1,000 to the Leif Erikson event being held October 6th.

OTHER
BUSINESS

None.

CITIZEN
COMMENT

None.

BOARD
MEMBER
PRIVILEGE


None.

NEXT
MEETING
DATE

September 19, 2018

ADJOURN

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


Mary Skog, Secretary
Submitted by Ray Anderson and Terry Spence