

REGULAR MEETING            The Downtown Development Authority met in regular session at 12:00 Noon, Wednesday, September 19, 2018 in the Norway City Hall.

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

ABSENT                        S. Ortman

OTHERS PRESENT            Ray Anderson, DDA Director; Terry Spence, DDA Director Assistant;

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

APPROVE MINUTES           A motion was made by Member M. Ebeling, supported by Member M. Skog and unanimously approved minutes of Regular Meeting August 15, 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 FINANCIAL REPORTS            A motion was made by Member B. Thorne, supported by Member M. Ebeling and unanimously approved financial reports.

APPROVE PAYMENT OF BILLS            A motion was made by Member M. Skog, supported by Member P. Hayes and unanimously approved payment of the following bills;

   Terry Spence, Contract Services – September 2018 \$ 100.00  
   TRICO, Monthly Maintenance – August 2018 . . . \$ 405.72

OLD BUSINESS                Pocket Park Renovation Project – Architect Plan – Members met with Bloomquist Architect and requested a more complete plan. Once plan is available, it will be emailed to members

Web Page Update – Discussed setting up a meeting to get input on web design. Member Skog, Thorne, and Tinti will contact DDA Director Anderson to schedule a meeting.

NEW BUSINESS                MEDC RRC Discussion – A special meeting has been scheduled for Monday, October 1<sup>st</sup> at 6:30pm between the City Council and Norway Township Board. Ryan Soucey from CUPPAD will provide a presentation. All board and committee members are requested to attend.

Main Street Holiday Decorations (Banners, Lights, etc.) – DDA would like to see the current inventory on banners, how many and what kind. T. Spence is working on Main Street twinkle lights, and is hoping to have them finished by the end of October. DDA would like to see the twinkle light all the same color.

Budget Amendment – Community Projects (\$3,000) – DDA discussed a budget amendment transfer to Community Projects. It was agreed to approve a transfer of \$3,068, to cover the shortage in the budget.

APPROVE  
BUDGET  
AMENDMENT  
COMMUNITY  
PROJECTS

A motion was made by Member Skog, supported by Member Hayes and unanimously approved a budget amendment transfer to Community Projects in the amount of \$3,068 from the General Fund to cover the shortage in the budget.

UPTRA

UPTRA Committee – Member Thorne discussed with the board the \$300 annual fee, which includes advertisement in the UP Travel Guide. No further action taken.

OTHER  
BUSINESS

Discussed adding events to the UP Travel Guide by September 30<sup>th</sup>.

CITIZEN  
COMMENT

None.

BOARD  
MEMBER  
PRIVILEGE

None.

NEXT  
MEETING  
DATE

October 17, 2018

ADJOURN

A motion was made by Member B. Hawkinson, supported by Member C. Brew and unanimously approved to adjourn the meeting.

  
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Mary Skog, Secretary

Submitted by Ray Anderson and Terry Spence