

- REGULAR MEETING The Downtown Development Authority met in regular session at 12:00 Noon, Wednesday, January 17, 2018 in the Norway City Hall.
- WELCOME NEW MEMBER Terry Spence, DDA Director Assistant welcomed Mayor Candy Brew, and newly appointed members Beau Anderson, and Dr. Paul Hayes. Mr. Spence gave a brief introduction and introduced new members to current DDA members. Also, explained his duties as Assistant Director and encouraged members to ask him for help with anything.
- ROLL CALL Mayor Brew, M. Skog, M. Ebeling, S. Ortman, B. Anderson, P. Hayes, and S. Tinti
- ABSENT B. Hawkinson, and B. Thorne
- OTHERS PRESENT Terry Spence, DDA Director Assistant; Lee Meneghini, Council Member; Trisha Plante, City Clerk.
- APPROVE ELECTION OF CHAIR PERSON A motion was made by Member P. Hayes, supported by Member Ebeling and unanimously approved to appoint Member Steve Tinti as Chairperson of the DDA.
- APPROVE ELECTION OF VICE CHAIR PERSON A motion was made by Member P. Hayes, supported by Member M. Skog and unanimously approved to appoint Member Steve Ortman as Vice Chairperson of the DDA.
- APPROVE ELECTION OF SECRETARY A motion was made by Member P. Hayes, supported by Member C. Brew and unanimously approved to appoint Member Mary Skog as Secretary of the DDA.
- APPROVE SIGNATURE CARD AT NORTHERN INTERSTATE BANK A motion was made by Member P. Hayes, supported by Member S. Ortman and unanimously approved to remove Tim Mattson and Aileen Schinderle from the signature card at Northern Interstate Bank and add Members Steve Tinti, Steve Ortman, and Mary Skog.
- APPROVE MINUTES A motion was made by Member C. Brew, supported by Member M. Skog, and unanimously approved minutes of Regular Meeting December 20, 2017.
- APPROVE AGENDA A motion was made by Member M. Skog, supported by Member P. Hayes, and unanimously approved agenda as presented with no additions, deletions, or modifications.

APPROVE
FINANCIALS
& PAYMENT OF

A motion was made by Member C. Brew, supported by Member M. Ebeling and unanimously approved Financial Reports and to pay the

- Terry Spence, Contract Services – January 2018 \$ 100.00
- Norway Current – C. Street Building Demolition Bids \$ 55.97

CITIZEN TIME

Lee Meneghini, Council Member – Inquired on what the DDA does to welcome new businesses into the city.

DDA discussed forming a committee and other ways of welcoming new business owners to the community. It was also agreed to work with the City Council on getting the information out and to be aware of privacy.

NEW
BUSINESS

Annual Calendar – Discussed regular meeting dates for the Downtown Development Authority. Members agreed to keep meeting dates the third Wednesday of every month at noon.

Sub Committees – Spence reviewed with the board past sub-committees and why they are useful. Member Beau Anderson inquired on the creation of a “Welcome Committee” and if the Economic Development would have anything to contribute.

Project Priorities – The DDA reviewed the project list provided in the Managers report and discussed prioritizing projects to focus on. The following projects were discussed;

- Pocket Park Redesign – Would like to have the statue installed in the spring.
- Veterans Park –
- Myr Parking Lot Development – Discussed the city hauling in gravel and if this can be done in the winter.
- O’Dill Drive/B Street Construction – Member Tinti updated the board on the legal side of things. The board reviewed the map and discussed deed paperwork and timeframe. Member Skog concerned about the price of \$350,000 for a road to churches and how this benefits the DDA? It was agreed that the DDA look at the Master Plan and discuss further at the next meeting.
- Non-Motorized Trails – Still waiting on right-of-ways.
- Norway Spring Project – Member Tinti gave a brief update on the project.
- Web Page/Facebook Management – The City and DDA have secured Premiere Digital Presence to maintain and monitor the cities web page and facebook. Marcus Andrews, Co-Founder of Premiere Digital has already began work on these sites.

- Commercial Fiber Lines – Would like to have further discussions on the fiber optic near Kingsley North and Loadmaster.
- Building Façade Program – The DDA is waiting on information from Meghan Bloomquist. Member Beau Anderson will help out if needed.

OLD
BUSINESS

Pocket Park Renovation Project – Demolition Plan – Spence inquired on decorations left on trees in the park and who they belong to? Board also discussed city crews having the time to begin demolition now, verses waiting till spring.

O’Dill Drive/B Street Connection – Board discussed the upcoming project initiated by the Church properties in the area regarding the southeast edge of their property for the purpose of road construction. The road or street would connect O’Dill Drive with C and B Streets allowing for the area to have an alternate access route.

Non-Motorized Update – Member Beau Anderson gave an update on the trail project. Winter snow biking is now open, and working on securing a few more properties. Also, informed board on future timeline of projects.

Norway Spring Project – Member Tinti has been working on researching property ownership but currently has no additional information for the board.

Web Page/Facebook Management – Premiere Digital is working on the web page and facebook.

Commercial Fiber Line Extensions – Waiting for information on specific costs and an objective application process. DDA would like to have further discussions on the fiber optic near Kingsley North and Loadmaster.

Building Façade Program – Megan Bloomquist will provide further information.

OTHER
BUSINESS

January 25, 2017 Orientation Seminar

NEXT
MEETING
DATE

February 21, 2018

ADJOURN

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

CITY OF NORWAY
NORWAY, MICHIGAN

JANUARY 17, 2018
REGULAR MEETING



Mary Skog, Secretary

Submitted by Ray Anderson and Terry Spence