

REGULAR MEETING The Downtown Development Authority met in regular session at 12:00 Noon, Wednesday, March 27, 2019 in the Norway City Hall.

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

ABSENT S. Ortman, and M. Skog

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

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

APPROVE MINUTES A motion was made by Member P. Hayes, supported by Member M. Ebeling and unanimously approved minutes of Regular Meeting January 16, 2019.

APPROVE TREASURER'S REPORT, & FINANCIALS A motion was made by Member C. Brew, supported by Member B. Thorne and unanimously approved the treasurer's report and financials.

APPROVE PAYMENT OF BILLS A motion was made by Member M. Ebeling, supported by Member C. Brew and unanimously approved payment of the following bills;

Terry Spence, Contract Services – February 2019	\$ 100.00
Terry Spence, Contract Services – March 2019	\$ 100.00
Michael Boileau – Security Camera Placement	\$ 300.00
• Lease 3/1/19 – 3/1/20	
Dickinson Area Chamber of Commerce	\$ 225.00
• Membership Dues 3/2019 – 3/2020	

OLD BUSINESS Pocket Park Renovation Project – The committee is still working with the architect on details with the proposal and design. The DDA board reviewed the architect's plans and referred back to the committee. The DDA board also put the architect invoice on hold until the committee had a chance to review the submittal documents. The DDA also discussed the option of having a 3-D rendering. The architect requests \$2,200 for this effort. The DDA had original requested the committee to request this effort as part of the original contract. The architect rejected that request and provided their proposal.

APPROVE
PAYMENT
BLOMQUIST
ARCHITECTS

A motion was made by Member B. Thorne, supported by Member B. Anderson and unanimously approved payment to Blomquist Architects for \$2,000 for 3D picture of each park.

Web Page Update – The City Manager/DDA Director provided an update on the web page. We received our bill from Civic Plus for \$3,900 for another year of service. It was suggested that we extend our contract for 3 to 6 months (not one year). We are a few months from roll out on our web page.

MEDC RRC Program – The City Manager/DDA Director provided an update on the RRC program. A synopsis of the full report was provided showing what work is required in the program over the next couple of years. We are still trying to coordinate a meeting for our public participation plan project.

NEW
BUSINESS

By-Law Review and Revisions – A copy of the current by-laws were provided to the board members for review and update. Action would be tabled until the next meeting in order that board members were able to review and comment.

Road Project – The DDA Director provided information regarding a possible road project in the district and request for DDA funding. The city would be eligible to apply for federal aid money through the FHA/MDOT Small Urban program. A grant would be issued for federal aid roads providing 80 percent of the construction costs. Main Street is a federal aid eligible street. The section of Main Street from US 2 to Railroad Avenue would be resurfaced on this project but would not be funded until 2021 or 2022. There will be more discussions on this during budget hearings.

City Salt Shed – A request was made by the city for the DDA to consider funding a salt shed which would be located within the DDA district. The salt shed is needed and the city is very short on road funds to divert from road improvements to build the shed. This will also be discussed during budget hearings.

CITIZEN
COMMENT


None.

BOARD
MEMBER
PRIVILEGE

None.

NEXT MEETING DATE April 17, 2019

ADJOURN A motion was made by Member S. Tinti, supported by Member B. Hawkinson and unanimously approved to adjourn the meeting.



Mary Skog, Secretary
Submitted by Ray Anderson and Terry Spence