

Downtown Development Authority

Minutes of
April 28, 2021
Special Meeting

Roll Call: C. Brew, S. Tinti, B. Thorne, M. Skog, M. Ebeling, and S. Ortman (via Zoom)

Absent: J. Muraro, and P. Hayes

Others Present: Ray Anderson (DDA Director), Terry Spence, Carol Sundstrom and Nancy Sundstrom

Approve Agenda: A motion was made by Member C. Brew, supported by Member M. Skog and unanimously approved agenda for Special Meeting April 28, 2021.

Approve Minutes: A motion was made by Member B. Thorne, supported by Member M. Ebeling and unanimously approved minutes of Regular Meeting March 31, 2021.

Approve Treasurer’s Report: A motion was made by Member M. Ebeling, supported by Member B. Thorne and unanimously approved the Treasurer’s Report.

Motion: Cash Flow Schedule (Budget Amendment): A motion was made by Member C. Brew, supported by Member B. Thorne and unanimously approved increase of \$8,000 for Main Street.

A request was also made by member Skog to get copies of the EV charger Chargepoint Reports.

Approve Payment of Bills: A motion was made by Member B. Thorne, supported by Member M. Skog and unanimously approved payment of the following bills;

Terry Spence – April 2021	\$ 100.00
Chris Spence (Rummage Sale)	\$ 300.00
US Bank (Bond Interest)	\$ 7,986.25
The Collins Group (Flags)	\$ 1,266.00
• Transfer	
City of Norway Electric Dept (EV Charging Stations)	\$ 26,048.31
City of Norway General Fund (GoTech Cameras)	\$ 1,490.00
○ Cameras are on backorder	

Old Business:

Main Street Parks – Project Update – The DDA director provided an update on the Main Street Park Project. There are still a number of individual issues outstanding which require multiple different contractors to get pricing such as Peterson’s Welding for the modification to the fencing and arch, Brook’s Electric for pricing on the lighting and outlets, benches, tables, and other miscellaneous landscaping. The landscaping contractor provided a quote for his work at \$5,500 but this does not include this other work.

Motion: A motion was made by Member M. Skog, supported by Member B. Thorne and unanimously approved to authorize a budget for parks (Main Street) not to exceed \$40,000 to

complete. The DDA Director has the discretion to make decisions within the budget.

Marketing Project - Mountain Media – Seth Anderson from Mountain Media provided a quick update on the project. We are still working on the contract agreement.

New Business:

4th of July Parade – The DDA discussed the 4th of July event. Wally Zychowski will no longer be in charge of the parade and the event is in need of volunteers. Denise Lynch from the American Legion came to the April 21st to provide this information and to seek out assistance from another group, like the DDA, to take over the management of the event.

2021 Budget – DDA discussed and reviewed the 2021 Downtown Development Authority Budget.

Leif Erickson Event – The DDA discussed the Leif Erickson event. Carol Sundstrom and Nancy Sundstrom, expressed the need for help with the event and for volunteers. They, like the American Legion, do not have enough help to run the event and need more volunteers. They asked the DDA for assistance.

Other Business: None

Communications: None

Citizen Comment: None

Board Member Privilege: None.

Next Meeting Date: May 19, 2021

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

Mary Skog, Secretary
Submitted by Ray Anderson and Terry Spence