

**Downtown Development Authority
Regular Meeting Minutes
Tuesday, November 8, 2016 - 7:30 AM**

Board Members Present: David Ralph, Deb Huch (remote), Tim Mulcahy, John Hoppough, Linda Huckleberry, Jim Hopkins, and Roy LaMarte (remote)

Board Members Absent: Wendy Gladding and Bill Johnson

Others Present: George Bosanic, City Manager
Norice Rasmussen, Clerk-Treasurer
Gae Wolfe, Chamber of Commerce
Cory Smith, Daily News
Keith Hudson, Flat River Museum Board

The meeting was called to order by Chair Ralph at 7:40.

The Board reviewed the minutes from the October 11, 2016 meeting. Board member Huckleberry made a motion to accept the minutes as presented. Board member Hoppough seconded the motion. Motion carried.

The Board reviewed the hanging basket bids for the downtown.

Board member Hoppough made a motion to award the bid for hanging baskets to Jensen's Garden Center in the amount of \$1,456.00. Board member Huckleberry seconded the motion. Motion carried.

The Board continued the discussion on the interpretive sign proposal.

Keith Hudson, chairman of the Flat River Museum Board, presented various concepts for sign content to the DDA Board.

The Board gave Keith direction on the content of the signs, and to report back at the December meeting.

The Board received a presentation on the Financial Report for September 2016 from Clerk-Treasurer, Norice Rasmussen. Board member Hopkins made a motion to accept the Financial Report. Board member Mulcahy seconded the motion. Motion carried.

Clerk-Treasurer Norice Rasmussen presented the 2016-2017 Proposed DDA Budget to the Board.

Board member Hoppough made a motion to accept the 2016-2017 Proposed DDA Budget as presented. Board member Huch seconded the motion. Motion carried.

Roy LaMarte updated the Board on a conversation with the architects he had recently. The consultants are developing a conceptual design and soliciting cost estimates for the November 22, 2016 special DDA meeting.

Board member Hoppough made a motion to set a special meeting for November 22, 2016 to discuss a preliminary design for the proposed downtown structure. Board member Huckleberry seconded the motion. Motion carried.

Gae Wolfe updated the Board on the upcoming activities for the holidays.

George updated the Board on the status of the current façade grants, and the plan to pursue rental rehab grants.

Gae Wolfe updated the Board on upcoming marketing projects.

Board member Hoppough made a motion to adjourn; supported by board member Huckleberry. Motion carried. Board adjourned at 8:50.

Respectfully submitted,
George Bosanic