

- REGULAR MEETING      The Downtown Development Authority met in regular session at 12:00 Noon, Wednesday, October 17, 2018 in the Norway City Hall.
- ROLL CALL            Mayor Brew, S. Tinti, M. Skog, B. Thorne, M. Ebeling, P. Hayes, S. Ortman, and B. Anderson
- ABSENT                B. Hawkinson
- OTHERS PRESENT      Ray Anderson, DDA Director; Terry Spence, DDA Director Assistant; and Marcus Andrews, Web Design
- APPROVE AGENDA      A motion was made by Member C. Brew, supported by Member M. Skog and unanimously approved the agenda.
- APPROVE MINUTES      A motion was made by Member C. Brew, supported by Member M. Ebeling and unanimously approved minutes of Regular Meeting September 19, 2018.
- APPROVE TREASURER'S REPORT, & FINANCIALS      A motion was made by Member M. Skog, supported by Member M. Ebeling and unanimously approved the financial reports and transfer of \$2,000 to Community Projects.
- APPROVE FINANCIAL REPORTS      A motion was made by Member C. Brew, supported by Member M. Skog and unanimously approved financial reports.
- APPROVE PAYMENT OF BILLS      A motion was made by Member B. Thorne, supported by Member M. Ebeling and unanimously approved payment of the following bills;
- |                                                |    |          |
|------------------------------------------------|----|----------|
| Terry Spence, Contract Services – October 2018 | \$ | 100.00   |
| TRICO, Monthly Maintenance – September 2018    | \$ | 255.99   |
| PM Surveying (Main Street Parks Project)       | \$ | 1,000.00 |
| Dickinson Area Chamber Alliance                | \$ | 250.00   |
| Transfers - Economic Development Organization  | \$ | 2,888.00 |
- OLD BUSINESS        Pocket Park Renovation Project – The DDA board reviewed the latest update to the architect's plan for the pocket park and veteran's park. The board also made comments and/or recommendations to be sent back to the architect for further design. We are now waiting on some budget or estimate figures for the project.

Web Page Update – Marcus Andrews gave the DDA a brief update on the web page redesign and encouraged members to complete survey on web design.

MEDC RRC Program – The City Manager/DDA Director provided an update on the RRC program and some upcoming decisions that will need to be made by the City Council. The city is eligible for a total of \$20,000 in grant monies to be used for any of the planning costs. The grant requires a 100% match from the city. After meeting with MEDC representatives this past week the manager advised the DDA that the Township does not qualify for any funding in this program and as such does not have much incentive to participate. We will need to have the township's support, however, because part of the plan is to update the master plan which they are involved with. City only \$20,000.

Main Street Holiday Decorations (Banners, Lights, etc.) – Mr. Spence provided some information regarding the condition and inventory of our current Main Street banners and asked for recommendations on what the DDA board would like to do about adding to our banner inventory. It was suggested that new banners should be purchased with spring and summer themes. We also discussed looking into banners for US 2 on the larger light poles.

NEW  
BUSINESS

Christmas Parade – There was a discussion regarding details relative to the upcoming Christmas parade. The parade is scheduled for the first Friday in December which is December 7<sup>th</sup>. A request was made to move the event up one week or to November 30<sup>th</sup> so that it happened one week after Thanksgiving instead of two weeks. This works better for the businesses. It was agreed that the event ultimately was created to support the local businesses and that the DDA should support the request of the businesses and schedule the event for November 30<sup>th</sup>. The DDA agreed to contribute \$1,000 for the event. This money will be used for the fireworks display, candy, and Santa and Mrs. Clause.

CHRISTMAS  
PARADE  
DONATION

A motion was made by Member M. Ebeling, supported by Member B. Thorne and unanimously approved to contribute \$1,000 for the Santa Parade.

Dickinson Area Economic Development Alliance – The annual DAEDA dues were discussed. The city agreed to a commitment of \$5,000 per year for \$3 years. As in the past, the DDA will pay half of the dues which is \$2,000. WPPI provides a \$1,000 incentive each year so the city ultimately pays \$2,000.

APPROVE  
DAEDA  
ANNUAL DUES

A motion was made by Member S. Ortman, supported by Member B. Thorne and unanimously approved payment of \$2,000 for the Dickinson Area Economic Development Alliance annual dues.

Welcome Sign – A request was made to the DDA to do something with the old welcome sign located by Lofholm's Building Center. The sign is in terrible condition and should be removed or rebuilt. It was agreed that the sign should be removed and that the shields should be relocated onto the Viking ships.

APPROVE  
REMOVAL OF  
WELCOME SIGN

A motion was made by Member S. Ortman, supported by Member C. Brew and unanimously approved to remove welcome sign on US2 (between Subway and McDonalds).

OTHER  
BUSINESS

None.

CITIZEN  
COMMENT

None.

BOARD  
MEMBER  
PRIVILEGE

None.

NEXT  
MEETING  
DATE

November 21, 2018

ADJOURN

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



Mary Skog, Secretary

Submitted by Ray Anderson and Terry Spence