

Downtown Development Authority
Minutes of
October 16, 2019

Roll Call: S. Tinti, M. Skog, P. Hayes, B. Thorne, M. Ebeling, B. Anderson, S. Ortman, and B. Hawkinson

Absent: C. Brew

Others Present: Ray Anderson, DDA Director; and Terry Spence DDA Director Asst.

Approve Agenda: A motion was made by Member M. Skog, supported by Member B. Thorne and unanimously approved October 16, 2019 agenda.

Approve Minutes: A motion was made by Member P. Hayes, supported by Member B. Thorne and unanimously approved minutes of Regular Meeting September 18, 2019.

Approve Treasurer's Report & Financials: A motion was made by Member M. Ebeling, supported by Member M. Skog and unanimously approved the treasurer's report and financials.

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

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| • Terry Spence, Contract Services – October 2019 | \$ 100.00 |
| • Trico Opportunities, Inc. | \$ 668.25 |
| • Norway Meerchantile (4 Leif Erikson Banners) | \$ 180.00 |
| • US Bank (2012 DDA Bonds) | \$162,638.75 |

Transfer of Funds: A motion was made by Member P. Hayes, supported by Member M. Skog and unanimously approved transfer of \$2,000 for the Dickinson Area Economic Development Alliance, and would like budget from DAEDA.

Old Business:

Marketing/Advertising Proposals – Mountain Media did not show up for the meeting but plans to be at the December meeting.

Main Street Parks (Bid Approval) – No bids were received for the Main Street Parks Project. We need to contact the area contractors and get feedback on why no one submitted bids and what we can do to get contractors interested in our project. The DDA also discussed options related to rebidding the project and decided that we should target a January/February bid date with expanding the construction schedule through the entire year instead of a completion date of July 1st.

Salt Shed Project – The DDA Director gave a brief update on the project. The engineers are working on a site plan and soil borings.

New Business:

Christmas Parade (Santa?) – The Christmas Parade Friday, December 6th. We have Mr. and Mrs. Claus under contract for this year and now need to schedule other particulars for the program. We did not pay them the \$100 for their services last year so we are asking to pay \$200 this year.

Approval: A motion was made by Member B. Hawkinson, supported by Member B. Thorne, and unanimously approved contribution of \$1,100 for the Santa Parade.

Other Business:

Committee Appointments – The DDA discussed the upcoming board appointments (Bruce Hawkinson and Mark Ebeling) and reminded members to get their renewal letter into the City Clerk for reappointment.

Leif Erikson Update – The city needs feedback on the results of the band shell project to let us know how the electric and lighting improvements worked out. There was also a suggestion to have a plan for kids by Mikes on Main Street. The petting zoo was across the street from other activities in the parking lot and it was at times dangerous when kids tried to cross the street. Also, there were complaints regarding having the Grace United Methodist booth in the American Legion building.

Citizen Comment: None

Board Member Privilege: Member Ortman had a question about weed control especially the weeds on Main Street. The Director explained that in order to have an employee spray that they need to have a spray license. There isn't currently anyone on the payroll with this license. We would need to contract out these services.

Next Meeting Date: November 20, 2019

Adjournment: A motion was made by Member B. Thorne, supported by Member P. Hayes and unanimously approved to adjourn the meeting.

Mary Skog, Secretary
Submitted by Ray Anderson and Terry Spence