

Downtown Development Authority
Minutes of
November 20, 2019

Roll Call: S. Tinti, M. Skog, B. Thorne, M. Ebeling, and S. Ortman

Absent: C. Brew, P. Hayes, B. Anderson, and B. Hawkinson

Others Present: Ray Anderson, DDA Director; and Terry Spence DDA Director Asst.; and Michael Johns and Seth Anderson of Mountain Media

Approve Agenda: A motion was made by Member M. Skog, supported by Member B. Thorne and unanimously approved November 20, 2019 agenda.

Approve Minutes: A motion was made by Member M. Ebeling, supported by Member M. Skog, and unanimously approved minutes of Regular Meeting October 16, 2019, with correction as noted.

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

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

- Terry Spence, Contract Services – November 2019 \$ 100.00
- Trico Opportunities, Inc. \$ 297.75
- Luft’s Advertiser \$ 50.00
- Dickinson Area Chamber of Commerce \$ 260.00
- G. Brooks Electric \$ 4,020.00
- US Bank (2012 Bonds) \$ 400.00

Transfer of Funds: None

Old Business:

Marketing/Advertising Proposals – Michael Johns and Seth Anderson were available from Mountain Media to discuss marketing and video ideas for the City of Norway. Their proposal included videos promoting Norway, they suggested a program that would include activities and video for all 4 seasons. They said that they would send video and print with links to Mountain Media so that board members could review some of their projects. The discussion was tabled until next meeting to discuss options, packages, and a pricing proposal. The DDA would review their work on line and discuss.

Main Street Parks (Bid Approval) – The DDA reviewed options for moving the project forward. Since there were no bids received in two separate advertisings it was determined that we could

move forward with direct solicitation and not go back out for public bid. The Director will moved forward with making contacts. A target time frame to receive quotes is January or February in 2020.

Salt Shed Project - Engineering – A meeting has been scheduled with the engineer to review the site plan. We are still planning on a spring/summer 2020 project+.

Band Shell Project (Update) – The project is now complete and the electrical upgrades were viewed positively by the Leif Erikson vendors.

New Business:

Christmas Parade (12/6/19) – The Christmas Parade is Friday, December 6th. The committee agreed on decorating the Pocket Park and Member Tinti providing a sleigh for Mr. and Mrs. Claus. The budget for the event was discussed.

Approval: A motion was made by Member Skog, supported by Member Thorne, and unanimously approved to contribution \$200 to Reath’s Nursery for Christmas Trees to be placed in the Pocket Park.

Approval: A motion was made by Member Skog, supported by Member Thorne, and unanimously approved contribution of \$200 to be used to purchase candy for the Christmas Parade (Mrs. & Mr. Clause will pass out to children).

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.

Citizen Comment: None

Board Member Privilege: None

Next Meeting Date: December 18, 2019

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

Mary Skog, Secretary
Submitted by Ray Anderson and Terry Spence