

**Downtown Development Authority**  
Minutes of  
December 18, 2019

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

**Absent:** C. Brew, and B. Anderson

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

**Approve Agenda:** A motion was made by Member S. Ortman, supported by Member M. Skog and unanimously approved December 18, 2019 agenda.

**Approve Minutes:** A motion was made by Member S.Ortman, supported by Member M. Ebeling, and unanimously approved minutes of Regular Meeting November 20, 2019, with correction as noted below;

- Motion to purchase candy for the Christmas Parade, not Christmas lights.

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

**Approve Payment of Bills:** A motion was made by Member S. Ortman, supported by Member P. Hayes 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 – Seth Anderson was available from Mountain Media and gave a brief presentation on marketing and video ideas for the City of Norway. Members discussed opportunities to provide video marketing through the use of City Community Channel 7, Web Page, Facebook, and YouTube. Seth also discussed using a drone for city properties, various marketing packages, and a pricing proposal. The DDA will review and put a budget together. The DDA selected a committee to help with this Marketing/Advertising which included members Tinti, Thorne, and DDA Director Anderson.

Main Street Parks (Update) – The DDA director still working with a couple of local contractors to get proposals. The target is still February to have a proposal for the DDA to consider.

Salt Shed Project - Engineering – The site plan has been finalized and is now moving to the Planning Commission for review. Once the site plan has been completed and approved, bid packages will be advertised for the structure and the project.

**New Business:**

Electrical Vehicle Charging Station Grants – A presentation was made by the DDA Director regarding a grant opportunity through EGGLE regarding the construction of EV charging stations in Norway. An application is being worked on for submittal with local funding to be provided by the DDA and the City.

Meeting Schedule - DDA discussed and agreed to keep meeting the 3<sup>rd</sup> Wednesday of each month at noon.

**Approval:** A motion was made by Member M. Skog, supported by Member P. Hayes, and unanimously approved to meet the 3<sup>rd</sup> Wednesday of every month at noon.

**Other Business:** None

**Citizen Comment:** None

**Board Member Privilege:** Member P. Hayes discussed working on doing something with Norway Spring, such as a four season building. He would like to see the spring open year round and connected with the walking trails.

**Next Meeting Date:** January 15, 2020

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

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Mary Skog, Secretary  
Submitted by Ray Anderson and Terry Spence