

**Downtown Development Authority**  
Minutes of  
July 17, 2019

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

**Absent:** B. Anderson, B. Hawkinson and S. Ortman

**Others Present:** Ray Anderson, DDA Director

**Approve Agenda:** A motion was made by Member C. Brew, supported by Member M. Skog and unanimously approved July 17, 2019 agenda.

**Approve Minutes:** A motion was made by Member C, Brew, supported by Member M. Ebeling and unanimously approved minutes of Regular Meeting June 26, 2019.

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

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

- |   |             |
|---|-------------|
| • Terry Spence, Contract Services – July 2019 | \$ 100.00   |
| • The Garden Place                            | \$ 75.10    |
| • Trico Opportunities, Inc                    | \$ 399.34   |
| • UPTRA                                       | \$ 300.00   |
| • Danielson's Greenhouse                      | \$ 29.55    |
| • Civic Plus (quarterly payment 3/28-6/30)    | \$ 799.07   |
| • UP Matters – Advertisement                  | \$ 740.00   |
| • Andrews Consulting                          | \$ 3,000.00 |

**Transfer of Funds:** None.

**Old Business:**

Pocket Park Renovation Project – Bid packet was handed out, advertised, and bids will be received August 21<sup>st</sup> for DDA approval. Construction will begin in September. It was suggested having a naming contest to rename the park and offer a prize. Check with city auditor regarding rules for awarding a prize. Also, need to get information (maps) out to the public.

**Approval:** A motion was made by Member C. Brew, supported by Member M. Skog, and unanimously approved authorization to solicit bids.

Redevelopment Ready Community (RRC) – City Manager gave a brief update. CUPPAD will have the Public Participation Plan (PPP) completed by the end of the month. We will be working on the draft PPP at our next meeting.

By-Laws Review and Revisions – The Downtown Development Authority reviewed the by-law revisions and agreed to approve.

**Approval:** A motion was made by Member C. Brew, supported by Member M. Ebeling, and unanimously approved Downtown Development Authority By-Laws and Revisions.

**New Business:**

Marketing/Advertisement Proposal – The DDA discussed options regarding a marketing/advertising program for the City of Norway. The program would be developed for the purpose of providing information to the local residents as well as those from outside the community. The DDA agreed to solicit professional help from outside the community and would like to incorporate the use of video commercial to air on channel 7 and public events like the Dickinson County Fair (fair booth). An idea was also proposed to collect Norway area business cards, which can also be displayed at the city hall as well as the fair booth.

**Citizen Comment:** None

**Board Member Privilege:** None.

**Next Meeting Date:** August 21, 2019

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

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Mary Skog, Secretary  
Submitted by Ray Anderson and Terry Spence