

**Downtown Development Authority**  
Minutes of  
March 4, 2020

**Roll Call:** J. Muraro, S. Tinti, B. Thorne, M. Skog, and S. Ortman,

**Absent:** M. Ebeling, P. Hayes, C. Brew, and B. Anderson

**Others Present:** Ray Anderson, DDA Director; Terry Spence DDA Director Asst., Lee Meneghini, Council Member; M. Andrews, Andrews Consulting;

**Approve Agenda:** No motion.

**Approve Minutes:** A motion was made by Member S. Ortman, supported by Member J. Muraro and unanimously approved minutes of Regular Meeting January 15, 2020.

**Approve Treasurer’s Report, Financials and Payment of Bills:** A motion was made by Member S. Ortman, supported by Member S. Tinti and unanimously approved the Treasurer’s report, financials, and payment of bills with the addition of Andrews Consulting invoice in the amount of \$3,000.

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|---|-------------|
| • Terry Spence, Contract Services – February 2020 | \$ 100.00   |
| • Hall’s True Value (Pocket Park)                 | \$ 67.46    |
| • Dickinson County Chamber of Commerce            | \$ 225.00   |
| ○ Membership Renewal 2/2020 to 2/2021             |             |
| • Andrews Consulting – website support            | \$ 3,000.00 |

**Transfer of Funds:** None

**Old Business:**

Main Street Parks (Project) - Waiting on two (2) proposals for the project.

**New Business:**

Andrews Consulting – Discussed the following;

- What’s our brand?
- Provide a proposal for services
- Strategy and distribution of content
- Digital Consultant (building brand)
- Merge age groups
- Phase 1, what’s our content?
- Phase 2, who’s our audience?

**Other Business: Communications** – Discussed Andrews Consulting and Mountain Media.  
Need direction or explanation. Liaison between City and Mountain Media

**Citizen Comment:** None

**Board Member Privilege:** None.

**Next Meeting Date:** March 18, 2020

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

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Mary Skog, Secretary

Submitted by Ray Anderson and Terry Spence