

Sweetgrass Development – February 9, 2010

In attendance: Tony Sitzmann, Jerilee Wilkerson, Steve Malicott, Shannon Augare, Llew Jones, Doug Embody, Jim Hodgkiss, Larry Bonderud, John Shevlin, Deb Brandon and Brett Doney. Guests – Tony Preite, Andy Poole, John Rogers and Joyce Dickson. Recording minutes – Lorette Carter

MINUTES: Larry moved and Jim seconded to approve the minutes of January 12, 2010. The motion carried.

TREASURY REPORT: Larry handed out general ledger information. Board members requested a profit/loss against budget statement, balance sheet, capital account statement and verbiage in relation to these financial statements. A vote was not taken to approve the treasury report.

OLD BUSINESS:

Financial Review: John and Larry spoke with Agnes Fowler, Chief Finance Officer for the City of Conrad in regard to reviewing the financials of Sweetgrass Development. She will get back to us with a cost estimate and schedule.

Website Maintenance: Deb reported that Shortgrass Web Development has done a good job with the website. The new maintenance contract is due. Web maintenance will be \$550.00 for 10 hours of service. Brett moved and John seconded to approve the maintenance contract.

CDBG Fund Management: Brett reported that the contracts with HPF are yet to be signed.

Letters of Congressional Delegation: Tony will get these letters sent this week in support of MT contractors in the bid letting process.

Letters of Support: Deb reported that a letter was sent to Opportunity Link on behalf of the Northern Transit Interlocal for additional financial support.

Policy Review/Approval: Brett moved that the policy submitted to the board at the January meeting be approved. Larry seconded and the motion carried.

Easter Seals: Brett reported the project is moving along fine.

EMS Building: Jerilee reported a first payment has been made to the project architect who will meet with Cut Bank officials on the project in regard to contract negotiation and change orders.

NEW BUSINESS:

EDA Application: Jerilee reported that the EDA Application will be due in July. She is currently working on the current reporting requirements, but the hope is that a new director will be in place to complete the new application.

Letters of Support: Brett moved and Steve seconded to approve letters of support for the City of Cut Bank water project; City of Shelby water project; and City of Shelby appropriations request for additional funding for the industrial park. Motion carried. Entities will draft the letters for signatures.

Economic Development Entities Report:

Cut Bank Mayor, Doug Embody reported they continue work on repairing city streets and the on-going water projects.

Shelby Mayor, Larry Bonderud reported that work continues on the industrial park and intermodal hub.

Brett Doney, GFDA reported the Big Sky Trust Fund grant for the Great Falls International Airport for air cargo logistics and back-haul truck analysis are on hold.

OTHER BUSINESS:

Office Matters: After discussion with EDA specialist, Jodi Duncan, it was requested that Jerilee be hired as a part-time employee of Sweetgrass Development as contracts/sub-contracts are not allowable under EDA guidelines. Larry moved and Shannon seconded to approve Jerilee as a part-time employee at a rate of \$19.87 for 10 hours weekly. The floor was then open for discussion. Brett suggested a decision like this be taken before the board for vote prior to a decision made. Brett stressed the federal requirements for hiring and the need to keep the board notified of matters such as these. It was decided that the Executive Board, after the strategic visioning sessions work on employee policies; job descriptions and hiring matters to begin the hiring process for an executive director. A vote was called and the motion carried.

Chamber Dues: Jerilee reported she has paid dues for Cut Bank, Conrad, Shelby and Browning. She will follow up with Valier, Great Falls, Fairfield and Choteau.

Deb Brandon requested letters of support for Toole County for grant submissions for the Marias Medical Center and Toole County Road Department. The Marias Medical Center will be seeking funding for hospital equipment and the TCRD will seek funding for improvements to a secondary road in north Toole County that is under DEQ review. Shannon moved and Brett seconded to submit these letters of support. Motion carried.

Brett reminded everyone of the first strategic visioning session, Friday, February 12th at Joe's Steakhouse on Main Street in Conrad. The session begins at 10:00 am. The second session will be March 19th in Shelby. He noted that First Interstate Bank waived Maria's fee for these sessions.

The March 9th board meeting will be held in Browning. Shannon will take care of a meeting place and meal.

With no further business, the meeting was adjourned.