

Glacier County Port Authority
EMS Conference Room, Cut Bank
Meeting Minutes Thursday, January 19, 2017

I. Roll Call

Tom McKay Amie Allison Willie Morris Ken Hoyt Pat Murphy
 Bill McCauley Tony Sitzmann Tyson Michaels

Guests: Amy Overstreet, Admin - Sarah Converse

II. Call to Order by Chairman Tom McKay at 2:00 p.m.

- A. Approval of Agenda – It was moved by Pat and seconded by Bill to accept the agenda as presented. Motion passed.
- B. Tony suggested discussion on whether the Board vacancy should be filled. At this time, the vacancy will not be filled.
- C. Approval of Board Absences – It was moved by Bill and seconded by Amie to approve Tyson’s absence. Motion passed.
- D. Approval of November 17, 2016 Meeting Minutes – It was moved by Amie and seconded by Ken to excuse Willie’s absence from November meeting. Motion passed. Following the correction, it was moved by Bill and seconded by Pat to accept the November 17 minutes. Motion passed and minutes were approved
- E. Approval of December Financials – Willie moved to approve the December Financials. Motion was seconded by Pat. All voted favorably and motion passed.
- F. A bill was presented by Brenda for \$40.50 to The Pioneer Press. Item had been approved in October, and bill will be turned in to Tess at Gage Accounting for payment.

III. Old Business

- A. Brenda was welcomed as Executive Assistant, with starting date of January 2, 2017.
- B. Office Space – Pat presented the Board with research done on office space at the Pattiwagon Press Building, owned by Dee and Bob Omsberg. Pat obtained rental prices on the front office with the window (\$225/mo.), the next office down the hall (\$175/mo.), and a back office with an adjoining room which has the possibility of serving as a conference room (\$230/mo.). The Port Authority would have the capability of attaching to the current wifi for an additional \$20/mo. A desk would be provided, regardless of which office might be chosen. Willie suggested to Board that if front office was rented, the Port Authority should check first to see if window could be used for advertising purposes. Tom recommended that Brenda and Pat make an appointment to go look at the spaces and make a decision to present to the Board. Pat made said motion, it was seconded by Bill, and the motion passed.
- C. Office Equipment – A request and application has been made to 3 Rivers Communications for the donation of or monetary assistance with a laptop computer, a printer/scanner, and a shredder. Since 3 Rivers requires a month to announce their decision, Tom suggested that the Board bid out for equipment as well. It was moved by Willie and seconded by Pat to do so. Motion passed.
- D. Post Office Box – Since the Port Authority has had P.O. Box 178 in the past, it was recommended that we check on obtaining that box number again. Brenda presented the Board with the bi-annual and the annual cost of a post office box. A motion was made by Bill and seconded by Pat to fill out the Post Office Box application and turn it in to Tess at Gage Accounting to process. Motion carried.

IV. New Business

- A. Browning Area Representative – The Board was informed that the Browning Chamber has dissolved and currently has a defunct committee. The members of that committee have sent the Port Authority a refund of \$3500 from a previous awarded Economic Development grant that was only partially used.
- B. Personnel Policies – Willie suggested looking at the City of Cut Bank’s personnel policies as an example. It was also suggested to check with the Montana Non-Profit Association. This issue was tabled until the next meeting in order to do the appropriate research.
- C. EDF Discussion – none
- D. Office Discussion – misprint (covered in old business)

V. Activity Reports:

- A. Glacier County Economic Development – none
- B. Cut Bank Area Chamber of Commerce — Pat Murphy discussed upcoming projects, including the cover for the City Park Stage. Also discussed was a new brewery opening in Cut Bank, for which the Chamber will be hosting an event next month. Guest Amy Overstreet explained the progress of the cleanup project at the Mercantile (owned by the County) and Public Drug (owned by the Chamber) Buildings. She explained the potential structural damage done to the Public Drug done during cleanup, which the Chamber applied for an additional \$54,000 grant from the EPA Brownsfields program for a structural assessment, as well as the asbestos found outside the Merc and in the roof flashing. It was noted that the Port Authority has donated \$10,000 to the Mercantile demolition project. Amy also presented the Board with information regarding the Glacier Country Regional Tourism organization, which promotes the Western side of Montana including all of Glacier County. Amy is the GCRT representative for Glacier County. There was a lengthy discussion on the role of the GCRT, after which Willie suggested the Port Authority Board obtain membership. The website was provided, along with the date for the next GCRT meeting, should the Port Authority decide to move forward with membership. Sarah then discussed the upcoming Governor’s Conference on Tourism in Helena on March 12, stressing the importance of the information provided at such an event.
- C. Sweetgrass Development – Sarah Converse spoke about being extremely busy with the legislative session taking place. She gave further explanation of the Brownsfields money, which is all allocated at this time. Finally, Sarah informed the Board of the upcoming 100 year anniversary and grand opening of the Belt Theatre.

- VI. Public Comment – Bill offered the suggestion that the Board do something special in memory of Roy Doore. He also suggested the importance of publicly recognizing the Browning Chamber for sending the refund. Bill’s final suggestion was that Brenda attend the Governor’s Conference on Tourism in Helena. There is a first time attendee scholarship which needs to be moved on ASAP.

Next Meeting — February 16, 2017, 2:00 p.m., 3 Rivers Conference Room, Browning, MT

VII. Adjournment

- A. Tom adjourned the meeting at 3:00 p.m.

Minutes respectfully submitted by Brenda Schilling.