

Jefferson Local Development Corporation (JLDC) Minutes
May 15th, 2023

Western Legacy Center Conference Room, Whitehall, MT

Board Members Present: Nick Hensleigh, Lee Good, Gary Carlson, Drew Dawson, Keith Foley.

Via Zoom: Clint Smith.

Staff Present: Erin Carbajal.

Guests: Bruce Binkowski via zoom.

Call Meeting to order: Meeting called to order by Keith at 1:30pm. Lee moved, and Drew seconded to approve the April Minutes as presented. Minutes were approved unanimously.

Correspondence/Presentations – There were no presentations to go over today, however Keith mentioned the possibility of having presentations in the future as he works on strategic planning. Advertising in the Whitehall Ledger, Boulder Monitor, Jefferson County Radio, and Facebook was suggested to see if any additional responses would come into JLDC regarding the RFI.

- **Project Updates** – Sam sent out a detailed report on current projects. Gary mentioned that JLDC should receive additional information about the CDBG grant considering JLDC will be responsible for administering it, and questions about the TIFID were raised. Keith tabled the CDBG/TIFID discussion until Sam is back and can provide more information.
- **Membership & Board Members** – Sam and Keith have been working on a strategic plan, Keith secured booths at both Frontier and Clancy Days. Currently working on outreach for new memberships this coming summer, and Keith will reach out to past members who have not renewed.

New Business/Administration Items:

-Budget– There was a quick discussion about the Metal Mines and ARPA budgets and an agreement on the total budget proposed. Gary moved that JLDC approve the Metal Mines and ARPA budgets as presented for Fiscal Year 24-25, Drew seconded. Budgets were approved unanimously.

-Whitetail Center – Board members reviewed quotes provided in the board packets for HVAC services/repairs. It was noted that JLDC needed to get clarification of bid items, including disposal of the removal of the units and Freon, before accepting bids as previously submitted. It was discussed that Artic Heat would update their submitted bid as we had accepted it. Drew moved to approve Arctic Heat, LLC’s bid subject to review and recommendation by Clint and subsequent approval and signature by Keith. Gary seconded with discussion to follow. Lee expressed concerns about other companies not having a chance to bid on the project. A vote concluded with 5 “yes” and 1 “no” on hiring Arctic Heat, LLC. Drew suggested having a policy in place on advertising when looking to hire for large projects and specific rules about hiring vendors. Gary brought up needing to have a budget range for the Whitetail Center and suggested \$60k for maintenance, which would include the funds allocated for the new A/C units. Gary moved that JLDC allocate \$60k for “Maintenance and Capital Improvements” for the Whitetail Center over the next six months, Drew seconded, motion passed.

Jefferson County Updates

None

Jefferson County Events: Clancy Days kicks off the event season June 8th. Gary suggested scheduling our Annual Membership dinner date, as the use of the fairgrounds and available dates is filling up.

Public Comment – Lee recommended that Erin contact CenturyLink about getting the JLDC office phone transferred to the new office space sooner rather than later and that we need to get going on moving large items over as well. Gary discussed a financial audit process for the 2023-24 fiscal year and will coordinate with Nick. Keith brought up strategic planning and had wanted to get everyone’s thoughts and ideas at today’s meeting, however he decided to table the discussion until the next meeting when there is more time.

Meeting adjourned at 3:11 PM.

The next meeting will be at Volunteer Hall in Boulder on June 19th, 2024, at 1:30 PM.

