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A Non-Profit Countywide Economic Development Corp

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# Full Board Meeting Minutes

June 7th, 2023

Pella Lutheran Church

Leif Anderson brought the meeting to order at 6:43 AM. Board members present were: Leif Anderson, Craig Averett, Jason Brothen, Jen Doty, Travis Gerten, Chip Gifford, Kali Godfrey, Michele Herres (zoom), Jamie Malsam (zoom), Walt McNutt, Vanessa Pooch, Mark Rehbein, Blaine Rogers, Gary Schoepp, Alan Seigfreid, Cami Skinner (zoom), Leslie Messer, and Amelia Messer. Members absent were; Paula Eberling, Dave Garland, Shane Gorder, Bill Henderson, Randy Olson and Morgan Taylor.

**Approval of Minutes:** Craig moved to approve the minutes. Blaine seconded. Approved.

**Financial Reports:** Leslie went over the monthly finances and showed where everything came in and went out. Mark moved to approve the financials; Walt seconded. Approved.

**Monthly happenings:** Leslie reported what she has accomplished this month. She had consultations for small businesses, set up a tour of PCS Insulation, Invoiced the City for 2024 Support, welcomed MonDak API as new REDC member, and presented gracious space at Health department for their staff.

**Marketing Plan next step:** Leslie reported that Rebel River gave an overview of the first draft of the marketing plan. We will be known as REDC from now on and this will be incorporated into the logo.

**Employee Manual, Whistleblower, Retention and Destruction Policies:** Leslie talked about how it was decided that the policies need to be updated and this was taken care of. She stated the handbook was revamped and other policies were added and updated. It was decided at last month's executive board meeting that the items should be looked at by an attorney. Jason B contacted one of their 4 attorneys, and had the documents reviewed. They have all been edited and approved by the Executive Board and recommended for full approval by the Full Board of Directors. A question was asked if part-time positions were also included in the handbook, and it was found that the handbook did cover this. Gary moved to accept the employee handbook, the whistleblower, and the retention and destruction policies. Craig seconded. Approved.

**Income & Property tax rebate:** The State of Montana had extra money, so two bills were passed so people could receive these refunds. Travis Gerten shared information on HB 222, property tax rebate, and HB 192, individual income tax rebate. Also, Travis shared that people need to go online to register to ask for the property tax rebates.

**County Report:** Shane was unable to attend but gave a report for Leslie to read. June is when the county conducts their 2024 budgeting process. All departments are asked to submit their budgets to the Commissioners for approval.

**City Report:** Kali reported that things are running smoothly. Construction on Lincoln is entering the second phase and should be done in July. Also, rain run-off is not hindering progress at all.

**Open discussion:**

Jen reported that construction on the hospital is going smoothly, and that the ER project is entering its last phase. Staff are excited about the project being completed.

Walt informed us that there will be an open house at the airport on June 21<sup>st</sup> from 5:30pm-7:30pm. There will be air rides and all kinds of fun.

Guest speaker Jenelle Stone from Richland Opportunities: Leslie introduced Jenelle to the REDC board, and Jenelle gave an educational and informational overview of the services that our local Richland Opportunities has and can do. The board appreciated the opportunity to hear updates on Richland Opportunities.

**Adjourned at 8:00 AM**

**Next Full Board Meeting:** Wednesday, July 12<sup>th</sup>, 2023

**Next Executive Board Meeting:** Wednesday, June 28<sup>th</sup>, 2023