

Butte-Silver Bow Superfund Advisory and Redevelopment Trust Authority
Butte Justice Center
January 26, 2016

MINUTES

I. **Call to Order** - The meeting was called to order at 6:00 P.M. by Chairman Joyce in the Butte Justice Center Conference Room, 3615 Wynne Ave., Butte, MT.

II. **Roll Call and Introduction of Members**

Chairman Bill Joyce – present
Member Tom Michalek – present
Member Megan Cusson – present
Member Wendy Grace – present
Member Stella Capoccia – present
Member Danette Melvin – absent
Member Emily Munday – present
Member Neil Bolton – absent
Member Mark Moodry – present
Member Mitzi Rossillion – present
Member Rick LaBreche – present
Ex-Officio Dennis Henderson – present
Ex-Officio Cord Harris – absent
Ex-Officio Eileen Joyce – present
Ex-Officio Matt Vincent – present

Staff:

Jon Sesso
Julia Crain

A quorum was established present.

III. **Approval of Minutes of the meeting of January 12, 2016**

It was moved by Member Wendy Grace and seconded by Member Mark Moodry to approve the minutes of January 12, 2016, as presented, and passed by a unanimous verbal vote.

IV. **Public comment on any item on the Agenda**

V. **Public Hearings**

VI. **New Business**

- A question was raised by Member Rossillion inquiring about the Budget appropriations for Fiscal Year 2015 – 2016. Specifically, Ms. Rossillion noted that the appropriation for Program 7 is \$250,000 and understood that Redevelopment Trust Funds were earmarked

for the Miner's Field project. If the earmark is expended from program 7, it would have implications for the distribution of funds to applicants. Staff noted there was a discussion about utilizing Redevelopment Trust dollars for the project, as well as others, but it was Staff's understanding that no appropriations would be made to any project until the SARTA Grant Program criteria were finalized. Staff noted at this time there has not been a decision to fund the project, but that there is now an opportunity for Parks & Recreation Department to submit an application for consideration. At that time, SARTA will have the opportunity to make funding decisions and determine which program earmark to fund from. For example, a Parks & Recreation project such as Miner's Field would be eligible under Program 1, 3, or 7.

VII. Old Business

- The Eligibility Criteria were revisited to ensure appropriate revisions had been incorporated.
- Staff presented the 2016 Program Application to members of the Authority and discussion occurred related to verbiage, layout, and arrangement to aid applicants in the process. For instance, a conversation considered an applicant's ability to speak to experience administering similar grants. If an applicant has no experience administering grants, does this question work against them and should it be removed. It was added that many projects will receive funding this year and will build over time. Despite an applicant's limited experience, the question offers applicant's the opportunity to discuss their successes in other areas of the community unrelated to this particular funding source.

The discussion then began sorting through the application's effectiveness and ease for the applicant. The need for program instructions became clear indicating the need for minimum and maximum lengths for each section, appropriate font sizes, accepted formats (print, email, etc.), and submittal instructions. It was determined that applications would be accepted via the Planning Department and will be accepted until end of day, March 15, 2016. Hand delivered applications will be accepted until 5:00 p.m.; email submittals until 11:59 p.m. and mailed applications post marked by March 15, 2016.

Revisions of the application's Budget & Declaration of Match section was suggested to include language that clearly describes the requirements for applicants submitting multiphase projects.

Member Rossillion moved to approve the application with the comments made, changes requested, as reflected in the comments and imbedded in the minutes; the motion was seconded by Member Moodry. On the question, Member Grace suggested that the final application should be completed and allow Members an opportunity to "lay eyes" on the document prior to release. A vote was made with 4 yays; 5 nays; the motion died. A request was made to revise the application for consideration by the Authority for delivery

by Wednesday, February 3, 2016, via e-mail. Any changes would be provided and a final application would be prepared for approval at the February 9, 2016 meeting.

- The grant program schedule was then discussed. It was determined that a public launch of the grant should occur with the potential release of the Application packet on Wednesday, February 10, 2016. The Authority deliberated the evaluation period and did not determine when the applicants would be notified but discussed the intent to award funds prior to the summer 2016 construction season. A discussion of milestone dates for the process were discussed, but it was decided that at this point in time only two dates were important – a let date and a due date. A motion was made by Member Moodry that “contingent upon us approving a final application on February 9th, we will open acceptance of proposals on February 10th for an application period to close at close of business March 15, 2016 or electronically by 11:59. The motion was seconded by Member Rossillion. The motion passed unanimously.

VIII. Other Business

IX. Special Subcommittee Reports

X. Public Comment on any item not on the Agenda

XI. Adjournment

- There being no further business, a motion to adjourn was made by Member Moodry and was seconded by Member LaBreche. The meeting closed at 8:10 p.m.