

**MINUTES OF THE  
EAST BUTTE RENOVATION AND REHABILITATION AGENCY  
BOARD OF DIRECTORS**

**June 17, 2021**

**MEETING WAS HELD IN PERSON AND BY PHONE CONFERENCE**

1. **CALL TO ORDER AND ROLL CALL** – Mark Rule called the meeting to order at 9:05 a.m.

**MEMBERS PRESENT:** Mark Rule (in person), Melissa O’Dell (by phone), and John Riordan (in person)

**MEMBERS ABSENT:** Paul Babb and Chuck Krause

**STAFF PRESENT:** Karen Byrnes, Director; Brianne Downey, Financial and Project Manager; and Susan Powell, Administrative Assistant

**CONSULTANTS:** None

**GUESTS:** Loretta Bolyard, (by phone)

**APPLICANTS PRESENT:** Mike Stoltz, Applicant (in person); Kathy Folio, Applicant (in person); Tom Reopelle, Applicant (in person); Tamara Spence, Applicant (by phone); Alyssa Lashway, Applicant (by phone); Greg Genho representing Montana Knapp, Applicant (in person); Anthony and Laslovich and Josh Gustavsen, Applicant (in person).

2. **APPROVAL OF MINUTES**

John Riordan made a motion that was seconded by Melissa O’Dell to approve the minutes from May 6, 2021, meeting as presented. The motion carried unanimously.

3. **PUBLIC COMMENT**

None.

4. **FINANCIAL REPORT**

Brianne Downey, Financial and Project Manager, went over the Financial Report with the RRA Board. A copy of the Financial Report is made part of these minutes.

5. **DIRECTOR'S REPORT**

Karen Byrnes wanted to clarify that the Tax Increment provision sunsets goes away our billing to collect funds from that provision disappears. The district itself and the Agency that we created does not go away. We continue to manage the projects that have been allocated to, we continue to revolve the funds that are in a revolving loan fund, and we continue to make decisions about that district and looking at how we want to manage things in the future. The thing that goes away is our main funding mechanism. We will still be seeing each other, maybe not quite as frequently but we will definitely be managing these projects as they roll out.

6. **GRANT REQUESTS**

a. **1240 Farrell Street– Mike Stoltz**

**Exterior Improvements**  
**Project Cost \$2,935.59**

The Applicant, Mike Stoltz, was present at the meeting in person. A copy of the application is made part of these minutes. The Applicant is seeking matching grant funds for exterior improvements to the residential property. The improvements include the replacement of the sidewalk and retaining wall. The Applicant has provided all necessary documentation.

Staff recommended a grant in the amount up to \$1,467.80 or 50% of the eligible costs associated with this project.

John Riordan made a motion that was seconded by Melissa O'Dell to approve a 50% grant in the amount up to \$1,467.80 to Mike Stoltz for the replacement of the sidewalk and retaining wall at 1240 Farrell Street. The motion carried unanimously.

b. **402 East Broadway Street – Berkley Shore Properties, LLC**

**Signage**  
**Project Cost \$800.00**

The Applicant, Kathy Folio, was present at the meeting in person. A copy of the application is made part of these minutes. The Applicant is seeking matching grant funds for exterior signage for the commercial property. The signage is a wall mounted sign. The Applicant has provided all necessary documentation. The project has also been approved by the Historic Preservation Commission at the June 1, 2021, meeting.

Staff recommended a grant in the amount up to \$400.00 or 50% of the eligible costs associated with this project.

John Riordan made a motion that was seconded by Melissa O'Dell to approve a 50% grant in the amount up to \$400.00 to Kathy Folio, Berkley Shore Properties, for exterior signage for the commercial property at 402 East Broadway Street. The project has been approved by the Historic Preservation Commission at the June 1, 2021, meeting. The motion carried unanimously.

**c. 498 East Platinum Street – Tom Reopelle**

**Exterior Improvements  
Project Cost \$95,500.00**

The Applicant, Tom Reopelle, was present at the meeting in person. A copy of the application is made part of these minutes. The Applicant is seeking matching grant funds for exterior improvements for the commercial property. The improvements include a new TPO roof as well as masonry repairs. The Applicant has provided all necessary documentation. The project has tentative approval from the Historic Preservation Officer and will be presented at the next HPC meeting.

Staff recommended a grant in the amount up to \$19,100.00 or 20% of the eligible costs associated with this project.

John Riordan made a motion that was seconded by Melissa O'Dell to approve a 20% grant in the amount up to \$19,100.00 to Tom Reopelle for a new TPO roof as well as masonry repairs at 498 East Platinum Street. The project has been approved by the Historic Preservation Officer. The motion carried unanimously.

**d. 1212 East 2<sup>nd</sup> Street – Soza LLC**

**Property Improvements  
Project Cost \$9,880.00**

The Applicant, Tamara Spence, was present at the meeting by phone. A copy of the application is made part of these minutes. The Applicant is seeking matching grant funds for improvements to the residential property. The improvements include the electrical, plumbing, heating, and landscaping. The Applicant has provided all necessary documentation.

Staff recommended a grant in the amount up to \$3,952.00 or 40% of the eligible costs associated with this project.

John Riordan made a motion that was seconded by Melissa O'Dell to approve a 40% grant in the amount up to \$3,952.00 to Tamara Spence, Soza, LLC, for electrical, plumbing, heating, and landscaping at 1212 East 2<sup>nd</sup> Street. The motion carried unanimously.

e. **1232 East 2<sup>nd</sup> Street – Alyssa Lashway**

**Roofing**

**Project Cost \$12,183.38**

The Applicant, Alyssa Lashway, was present at the meeting by phone. A copy of the application is made part of these minutes. The Applicant is seeking matching grant funds for improvements to the residential property. The improvements include a new roof. The Applicant has provided all necessary documentation. The Historic Preservation Officer has also provided approval to the project.

Staff recommended a grant in the amount up to \$3,655.01 or 30% of the eligible costs associated with this project.

Melissa O'Dell made a motion that was seconded by John Riordan to approve a 30% grant in the amount up to \$3,655.01 to Alyssa Lashway for a new roof at 1232 East 2<sup>nd</sup> Street. The Historic Preservation Officer has provided approval to the project. The motion carried unanimously.

f. **304 East Broadway Street – Montana Knapp**

**Property Improvements**

**Project Cost \$195,905.73**

The Applicant, Montana Knapp was represented by Greg Genho, was present at the meeting in person. A copy of the application is made part of these minutes. The Applicant is seeking matching grant funds for the redevelopment for the commercial property. The improvements include a façade, porch, and foundation improvement along with new signage. The project also consists of electrical, plumbing, HVAC, and fire suppression. The Applicant has provided all necessary documentation. The project has tentative approval from the Historic Preservation Officer and will be presented at the next HPC meeting.

Staff recommended a grant in the amount up to \$19,590.57 or 10% of the eligible costs associated with this project.

John Riordan made a motion that was seconded by Melissa O'Dell to approve a 10% grant in the amount up to \$19,590.57 to Montana Knapp for a façade, porch, and foundation improvement along with new signage. The project also consists of electrical, plumbing, HVAC, and fire suppression. The Historic Preservation Officer has provided approval to the project. The motion carried unanimously.

g. **701 South Warren Street – General Distributing Co**

**New Construction**  
**Project Cost \$1,270,750.00**

The Applicant, Anthony Laslovich and Josh Gustavsen, was present at the meeting in person. A copy of the application is made part of these minutes. The Applicant is seeking matching grant funds for improvements to the construction of a new 6,400 sq ft commercial warehouse. The Applicant has provided all necessary documentation.

Staff recommended a grant in the amount up to \$118,021.02 for eligible costs.

John Riordan made a motion that was seconded by Melissa O'Dell to approve a grant in the amount up to \$118,021.02 to Anthony Laslovich and Josh Gustavsen, General Distributing Co., for improvements to the construction of a new 6,400 sq ft commercial warehouse at 701 South Warren Street. The motion carried unanimously.

**7. FINAL BUDGET AND FUND ALLOCATION**

Karen Byrnes talked about wrapping up the district and allocating out funds. According to Montana Code and what drives us in terms of our tax increment financing provision collections, we do need to allocate all funds prior to the sunset date of that tax increment provision to ensure that they are used for what they are supposed to be used for within that District, the East Butte area. Karen is asking the Board to do is to consider making a motion today that would obligate any funds that we collect that are unforeseen or changed during this timeframe of projects not being carried to the way that they were presented for some reason, something happens that project cannot move forward or if we for some reason collect additional funds beyond what we have projected. We projected what our tax increment revenue collection should be, if for some reason it is different than that, we may have some budget authority that is created that we need to make sure we obligate to something. What Karen is asking of the Board today is to make a motion to obligate those funds, we have a couple of public improvement projects that are ongoing in the district that fit completely within our mission. One being the Columbia Gardens Interpretive Park, the Water Tower, we are ongoing with that project. So, if we do have any additional funds that come in Karen would like the ability to obligate those directly to that project. The other project we have ongoing right now is the design of that stormwater realignment of that large storm line. Karen asked the Board to make a motion that any funds that do become available that we can obligate those to those two existing projects that are already on our books.

John Riordan made a motion that was seconded by Melissa O'Dell that if there are any unforeseen funds or projects not carried out or we collect additional funds projected to obligate funds to two projects, Columbia Gardens Interpretive Park, the Water Tower and design of the stormwater realignment. The motion carried unanimously.

**8. WATER TOWER PROJECT UPDATE**

Karen Byrnes updated the Board that the Water Tower has been completely stabilized and we are on schedule. We are working with Water and Environmental on the design for the rest of the park and the project.

**9. OTHER ITEMS**

Karen Byrnes talked about Susan Powell retiring and the new person hired to take her position is Sherry Carpino.

**10. ADJOURN**

John Riordan made a motion that was seconded by Melissa O'Dell to adjourn the meeting at 9:46 a.m. The motion carried unanimously.

EastButteRRAMinutesJune 17, 2020