

Gardiner Economic & Community Development Committee Meeting
Tuesday, October 19, 2021
5:30 pm in the Hazzard Reading Room in the Gardiner Public Library

In Attendance: Debby Willis (Acting Chair), Colin Frey, Anne Davis (Acting City Manager), Terry Berry, Carrie Arsenault, Tamara Whitmore, Melissa Lindley, Tracey Desjardins (City of Gardiner Economic Development Director)

1. Call to order at 5:36 pm.
2. Approval of the September AND October 14, 2021 Minutes
 - a. Colin makes the motion to accept September 8, 2021 minutes; Carrie seconds. Motion passes.
 - b. Colin makes the motion to accept October 14, 2021 minutes; Melissa seconds. Motion passes.
3. Reviewing the request from the Fire Chief, Rick Sieberg
 - a. (4) CPR Machines \$64,000
 - i. Questions: Is it 3 or 4 that is needed? Answer: Ideally (4), one for each ambulance and one for the chief's car.
 - ii. Is this item already in the budget? No.
 - iii. The committee seems to show support for this expenditure.
 - b. Private microwave path for the communication system \$20,000 Will "harden" the system and rid of the recurring cost. There is a dead zone in South Gardiner.
 - i. Concerns shared regarding the investment of \$100,000 that was already approved for the Libby Tower. (Three or Four years ago) What assurances are there that this \$20K would fix the situation?
 - ii. Suggestion: to invite Chief Rick Sieberg to provide more information to the committee on this need.
 - c. The committee could fund one ask and not the other if it wants.
 - d. Question: Will there be more direct asks from the City to expect? Answer: There shouldn't be; acting City Manager, Anne Davis, did remind the city heads to get any requests in.
4. Changes to make to the application for ARPA funding:
 - a. Change DUNS # to Tax ID number
 - b. Added word limits
 - c. Process of review
 - i. Create a rubric for evaluation
 - ii. Committee could request that the Administrator review all of the applications to make sure they have all the required pieces and information.
 - d. Create two different levels for applicants:
 - i. \$1,000 to \$10,000
 - ii. \$10,001 to \$25,000
 - iii. Need to figure out what proportion of the grant funds should be designated to each level.

- e. What additional documents should we suggest applicants submit?
 - i. Most recent 990 or Federal income tax return - 2 years worth?
 - ii. Nonprofit determination letter if applicable
 - iii. Project budget if applicable
- 5. Administrator to oversee the grant application process and reporting:
 - a. The committee had discussed 10% of the total grant amount to be used for hiring an administrator. Committee members expressed that 10% is quite a bit of the grant money that could be going to folks who need it.
 - b. Terry raises the question of whether [KVCOG](#) could administer the grant for us?
 - i. Tracey will look into this idea.
- 6. Motions to approve requests for funding:
 - a. Terry makes the motion to recommend to the City Council the approval of \$64,000 in ARPA funds to the Gardiner Fire Department for the purchase of (4) CPR machines. Colin seconded the motion. Motion passes.
 - b. Carrie makes the motion to recommend to the City Council the approval of \$50,000 in ARPA funds for the City of Gardiner to purchase (2) communication systems that will enhance the City's ability to provide remote access to city meetings. Colin seconded the motion. Motion passes.
 - c. Terry makes the motion to recommend to the City Council the approval of up to \$30,000 for a "City Facility Assessment" to evaluate the current conditions and needs for buildings that serve the community. Carrie seconded the motion. Motion passes.
- 7. Next steps:
 - a. Tracey and Tamara work on a "white paper", consisting of information from the minutes and listing the committee's recommendations, to give to the City Council.
 - b. Debby to work on the presentation to the City Council.
 - c. Tracey to ask Fire Chief Rick Sieberg to attend the next committee meeting on November 18, 2021.
 - d. All committee members: bring potential committee member names to the next meeting on November 18th.
 - e. Tracey to work with Debby to figure out the best City Council meeting to present our recommendations.

Meeting Adjourned at 6:50 pm

Respectfully submitted, Tamara Whitmore