



## AGENDA

### Summit County Recreation Arts and Parks Advisory Committee – Cultural (RAP Tax Cultural Committee)

Monday, April 25, 2022

NOTICE is hereby given that the Summit County RAP Tax Cultural Committee will meet electronically, via Zoom, and at the anchor location of the Summit County Health Department, 650 Round Valley Drive, Park City, UT 84060  
Upstairs Conference Room

#### To participate in the meeting via Zoom:

Join Zoom Meeting

<https://summitcountyut.zoom.us/j/6604432905?pwd=TTBWVGNWM1IRY2dXdUE4RjJTaHMzQT09>

Meeting ID: 660 443 2905

Passcode: 042522

#### WORK SESSION

9:00 – 10:45 AM

- 1) Training of RAP Tax Grant Cultural Committee
- 2) Review of Resolution for Zoom meetings
- 3) Q&A – training

#### PUBLIC COMMENT

10:45 – 11:00 AM

- 1) Public Comment

11:00 AM - Adjourn

*Members of the Committee will attend by electronic means, using Zoom (phone or video). Such members may fully participate in the proceedings as if physically present. The anchor location for purposes of the electronic meeting is the Summit County Courthouse, 60 N. Main Street, Coalville, UT 84017.*

Individuals with questions, comments, or needing special accommodations pursuant to the Americans with Disabilities Act regarding this meeting may contact Amy Jones at 435-336-3042

Posted: April 19, 2022

**Attendees:** Jennifer Morrill (County Liaison), JaNae Blonquist (Committee member), Ben Castro (Ex-Officio Committee Member), Les Kratter (Committee member), Sharon Hanson (Committee Chair), Katie Lindsay (Committee Vice Chair),

**Absent:** Julie Hooker (Committee Member), Hillary Gilson (Committee Member), Judy Horwitz (Committee Member)

No members participated by zoom for this meeting. A binder will be mailed to those that are absent along with the link for the audio of the meeting.

### **Welcome and thank you**

Sharon Hanson welcomed committee members and her thanks to Jenn for completing the training binders and Katie and Ben for their input with the training binders as well.

### **Review of Resolution for Zoom Meetings**

A copy of the resolution provided by Lynda Viti, County Attorney assigned to the RAP Cultural, was reviewed by the committee. Committee needed to decide on language to satisfy how a committee member may participate in the meeting and how to establish a quorum. Ben asked where the anchor location will be for the RAP Cultural meetings. The Park City Health Dept will be the anchor location since all the meetings will be held at the Health Dept in the months of April and May.

Les stated that the language we could use is “a member shall be included in calculating a quorum if present by Zoom or other remote application such that they can actively participate. A quorum need not be present at a single anchor location for the meeting.” A quorum is 4 of the 7 members. A reminder to committee members not to congregate together in a quorum unless an open meeting has been announced.

Sharon asked for a motion to accept the resolution for Zoom meetings as stated: “Quorum Verification. Before an electronic meeting may be called to order, all members of the Committee shall be given an opportunity to participate in the meeting. A member shall be included in calculating a quorum if present by Zoom or other remote application such that they can actively participate. A quorum need not be present at a single anchor location for the meeting.” Les motioned, Katie seconded, all committee members voted yes to accept this resolution as provided by the County Attorney with the language added about quorum verification.

### **Training of RAP Tax Grant Cultural Committee**

All committee members should take the time to look over the training binder and familiarize themselves. Sharon reiterated that it’s important to understand that the mission of the committee members is to allocate the money, that is tax payer money, in a wise manner in choosing good applicants who are contributing to the culture of Summit County. Review the program purpose on page 2 of the binder.

RAP Tax is enabled by the legislature and was reauthorized in Nov 2020 for 10 years.

An org chart that impacts RAP Cultural is in the binder. The committee members and contact information is included as well. Committee members should always be using the summit county email addresses. Committee member email addresses are paid for by the County.

Timeline and application deadlines were reviewed. The next meeting to assign applications to committee members will be May 5<sup>th</sup>. Sharon and Ben will not be in attendance so Katie will be in charge of the meeting. There is a spreadsheet of applicants that will be provided and the applications will be in the BOX. Lynda Viti, the County attorney, will review the applications to make sure they are eligible.

The applications are due April 29 @ 5 pm. There may be some applications that are not eligible but hopefully legal will be able to review the applications before the May 5<sup>th</sup> meeting. Ben said that we need to keep track of all that apply, even those that did not qualify, so that can be added to the report given to the Council.

Grant applicant zoom interviews are May 23 and 24. Can use May 25<sup>th</sup> if necessary. Committee members will be in person if possible so some deliberations and discussions can take place but the applicants will be via Zoom. If a committee member needs to attend any meeting via Zoom, the Zoom meeting information is in the binder or contact Jenn to help with getting on the meeting.

Committee members will be out conducting in-person interviews May 6-20, 2022. After applications are received, that will determine how many each committee person will be in charge of. Last year, new committee members shadowed a return committee member with some of the in-person interviews of applicants and that was very helpful. Katie and Sharon recommend doing that. Ben is also willing to help with shadowing.

June 10<sup>th</sup> the grant applicant reports are due to Sharon and Jenn. June 22<sup>nd</sup> is the planned date for County Council recommendations but that may change due the County Council's availability.

RAP Cultural communication guidelines were reviewed. For legal questions, Katie is the contact to get them to Lynda. For County questions, contact Sharon and she will send them to Jenn and other county staff. Inner committee communication, copy Jenn. Common sense is our guiding star. If you aren't sure, assume you need to document.

Committee cultural assignments – committee members were reminded of what they have already been assigned to:

- Katie – legal
- Julie – floater
- JaNae – financial review
- Les/Ben – voting/tally using an excel spreadsheet
- Judy – historical input
- Ben and Jenn – support

Les would like a text when an email is sent to the summit county emails as the county emails can't be combined with other email boxes. Committee agreed that a text would be fine when an email goes to committee members that needs to be read.

The Summit County policy, Chapter 14 and Park 7 of the UT Code should be read multiple times and used as guiding documents for the RAP Cultural Committee.

RAP Cultural eligibility was reviewed with the committee members – non-profit status, municipal/county cultural council, financial health assessment, etc. Grant applicants that have received funding the past year must file their documentation with the county for the previous year. Currently, there is one group that has not filed their compliance report for last year. Historically, groups were penalized financially for one year and then not allowed to apply the next year. Contracts/agreements that applicants sign state they have to do this reporting. The County Council decided that everyone from the previous year can apply for funding for 2022. In an email from Tom Fisher, he said that the Council would like all possible applicants considered and allocated funds on the merits of their application. This includes those that were late on financial reporting. After recommendations based on merit of application they would like appropriate notes in the recommendations of the committee that indicate whether financial reporting was late or not completed by the deadline.

On page 7 of the application, the compliance report is due with the application. For those that received funding from last year, the compliance report will be done before June because they have to submit it with their application. The Committee will be looking at their 2020 compliance report. Organizations have until mid-June to get the 2021 compliance report in. Katie would like a checkbox on the applicant spreadsheet for 2022 to say if the organization has submitted their compliance report.

For financial health assessment, look at the application to make sure an organization has good financial health. For example, does an organization have a lot of debt that is rolled over from year to year and if they do, should the committee really be looking at them to receive funding.

The applications guidelines were updated to coincide with the new applications. It is not a step-by-step guidance but an overview to help with filling out the application.

Questions received from the community were reviewed with committee members. Items discussed were formatting questions, what reports to send in, how much RAP has to allocate this year, how many applicants typically apply and if there is a particular focus, the size of the application, reducing repetition, etc.

Eligibility and disciplines that can apply were reviewed.

Motion pictures discipline was discussed – RAP cannot fund a movie. The County Attorney and County Council got involved with this in the past. What is the purpose and intent of the organization? For the motion picture in the past, they were a sporting organization that was wanting to make a movie so they weren't a cultural organization and did not qualify. Look at the core purpose and intent of an organization and if they are a 501 (c) (3) to see if they qualify.

Botanical falls within the RAP Culture. Must also look at the purpose of organization with botanical as well. Horticultural display, botanical research, or community education can be funded. Swaner usually applies and has received grants in the past. Example of an application last year that did not qualify was Summit County Community Gardens. Their primary purpose is growing food and not cultural so they did not qualify. Community Gardens is a 501 (c) (3) but their primary purpose was not cultural in nature.

RAP does not fund a variety of things. There is a page in the binder that lists those things.

Can marketing be funded? Question was asked of Lynda, the County Attorney. Can funds be used for marketing purposes? Answer: There is no statute, ordinance or policy that directly addresses this issue. However, the UT Code provides in part "the revenue collected from a tax imposed under subsection II shall be expended to fund ongoing operating expenses." Operating expenses is not defined in this title or chapter of the code but each public business or tax that I reviewed online includes marketing expenses as part of operating expenses. My opinion is you can use the funding for marketing expenses.

Ben said to be cognizant about how much you are going to allow them to spend for marketing expenses. Is it marketing expenses for a particular event or marketing for the general operation of the organization? As a committee, need to be aware of what type of marketing an applicant is wanting to use their grant funds for.

Summit County is classified as a third-class county. That means we may fund broadcast with RAP because of this classification.

RAP cannot fund rodeos. There is other funding for rodeos. Tyler Orgill contacted the RAP committee and wanted to have a conversation that the fair and livestock is cultural for the North and South Summit side of the county. 4-H cannot be funded using RAP. We cannot fund municipalities so any application for the fair would have to go thru the Summit County/Park City Arts Council. Music and art associated

with the fair could be funded but not the rodeo. There is an actual definition of what is cultural in the code. Ben challenged the committee to see how RAP could fund things. County Council wants funding for the North and South Summit parts of the County.

Park City/Summit County Arts Council is a clearinghouse that some applications are received through. Specific projects are funded using this Council as the one that submits the application. Park City/Summit County Arts Council is a 501 (c) (3). Summit County/Park City Arts Council has been asked to vet the projects that are submitted through them to make sure they are consistent with what is eligible.

RAP can help the smaller organizations in a bigger role with projects. Larger organizations have more funding and their dollars go further. Don't get hung up on what is the percentage the Park City/Summit County Art Council is charging. They are the fiscal agent and they charge of percentage of the grant for them to be the fiscal agent. Park City/Summit County Arts Council is a facilitator to help smaller organizations get funding and its not the RAP Committee to get involved in how much they charge to be the fiscal agent.

Capital investments/projects should not be funded through RAP Culture. The maintenance of a capital investment/project would fall within that realm because it has a historical and cultural value to the community and the maintenance would be a worthwhile use and could receive grant funding. You can assist a municipality in non-capital expenditure thru the Park City/Summit County Arts Council or NS Unite. NS Unite is a 501 (c) (3). It's similar to the Park City/Summit County Arts Council and could serve like a clearinghouse for the east side of the county.

A copy of the application is in the binder and a copy of a good application from last year is provided as well. A good application is not repetitive, is easy to read, and serves and engages the community.

It's important for committee members to read all the applications that are coming in. Committee members don't have to give each application the same scrutiny of the ones that are assigned to each person but it is helpful to have a working knowledge of what the application is. For the grant applications assigned to each committee member, please become the subject matter expert. Be an advocate for them. Impose critical thinking but be enthusiastic for the good things they bring and advocate to the committee for them. There is a list of questions in the binders to help evaluate the applications:

- What is the primary function?
- Is it clear?
- What do they do?
- What is the organizational capacity?
- Length of time and service?
- Is there a board?
- Are there employees and how many? Are there volunteers?
- Does the amount requested make sense with what they plan to do with the money?
- Have they used their funding correctly in the past?

Newer and smaller organizations may be harder to evaluate but it doesn't mean they are not worthy of consideration. RAP Funding can serve to start a cultural project that an organization may find longer term funding because it generates some enthusiasm about the art and the project. RAP can't fund everyone but its purpose is to help smaller, newer projects get on their feet.

RAP funds should not be/cannot be the sole source of funding. The code, page 5 in the Summit Co policy, includes funding limits. The application asks what other sources of funding applicant are seeking. By looking for outside sources of funding, it helps to broaden the organization.

The compliance reports are sent directly to the Administration so it's not a RAP Committee responsibility. The spreadsheet that Jenn is keeping track of is a list of organizations that are applying for RAP funding for 2022. JaNae will look at the financials that come in with the applications to make sure they look fine. The compliance report is not due until mid-June 2022. Jenn will send out reminders two weeks before the deadline to organization's emails to remind them that their compliance reports are due mid-June 2022.

The compliance report they submit with the application, if an organization is re-applying for funding for 2022, will have a rough draft ready to submit with the application. JaNae can also review these reports.

When setting up the meeting with the grant applicant, email and ask them for a meeting. Meet in person at their location but Zoom can be used and Jenn can help set this up. Set up a timeframe for the meeting. Bring a copy of the application to the meeting and a list of questions. Listen and take notes but these notes do not need to be submitted. Ask the applicants if they want a zoom interview with the whole committee. It is not mandatory but ask for scheduling purposes if the applicant wants to do it. Help the applicant by giving them a few pointers on what to highlight in the zoom interviews. Remind them that 1-2 presenters are sufficient. For the Zoom interviews, applicants will be via zoom and committee members in person. Interviews will be recorded. Be prepared with questions for the applicants and be the advocate for your grant applicant. The committee member will be running the show with their applicant's interview.

Remove page 33 from the binder.

Committee members use a report template to submit a written back to the committee.

Scoring and voting/tallying - Les will be the vote tally expert. Refer to the voting/tally pages in the binder on what will be voted on. A zip drive was made by Ben and given to committee members that has a tally sheet, the past 5 years of applications, the past 5 years of the scoring sheets and the final word documents of the reports. Even if an organization gets a score of 100%, they may not get 100% funding. Use subjective evaluation and decide on funding that is appropriate.

Creating a grant application report – final report: Word document is on the flash drive. The report needs to include what is the main project they want funding for, what is the RAP recommendations for funding and what they cannot use the funds for – the restrictions. The County will use this for the contracts of what will be funded. Use the template on the Word document to create the reports so they are consistent and the same so the Council can easily read through the report.

### **Public Comment**

There was no public comment.

### **Adjourn**

Les made a motion to adjourn the meeting and JaNae seconded the motion. All in attendance voted unanimously to adjourn.