



## Fairgrounds Master Plan Committee Minutes

Wednesday - November 28, 2018 12:00 PM  
Commissioner's Chambers, City/County Complex,  
414 E. Callender Street, Livingston, MT 59047  
Live-streamed on [www.parkcounty.org](http://www.parkcounty.org)

1. **CALL TO ORDER** by Tim Sundling, presiding chair, at 12:00 PM.
2. **WELCOME & INTRODUCTIONS.** Those present include: Tim Sundling, Kristen Galbraith, Mike Klasing, Jeff Wagner, Larry Morales RIL, Tiffany Finley, Landon, Colton, and Adam, Martha Miller, Parks Frady, Cameron Tehranchi – Energy Corp intern, Greg Benjamin, Stahly, Clint Tinsley, County Commissioner, Matt Smith, MASS – teleconference, Josh Reynolds.
3. **CONFLICTS OF INTEREST.** None heard
4. **PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA** - *State name and address for the record, limit comments to 2 minutes per person.*
5. **OLD BUSINESS**
  - a. Approval of Previous Meeting Minutes moved by Kristen, 2<sup>nd</sup> by Jeff, all in favor and the motion carried.  
**Suggested Action: Review and discuss**  
[2018-10-24 Fairgrounds Master Plan Committee mtg minutes.pdf](#)  
[2018-09-13 FG Master Plan mtg #4 minutes.pdf](#)
  - b. Outreach - Chamber Live Event – tabled, Joe H not present today. **Suggested Action: Review and discuss**
6. **NEW BUSINESS**
  - a. Rural Impact Lab - Update. Link to YouTube video of Finding Common Ground event of 11/14/2018: <https://youtu.be/VOWtFqnCKO8>. Matt – feedback very appreciated, forms are being circulated. A final review, December 4 at 3 PM at MSU, will send an email invitation out to the committee.
    - The group gave a powerpoint presentation led by Adam. IBM (impact based design methodology) was used to develop a process for the Master Plan process starting with the mission: Establish a collectively respected process that reim

**Suggested Action: Update from the Rural Impact Lab as they wrap up the semester and the work with the Master Plan Committee.** [Immersion Report October 31.pdf](#)

  - b. Outreach & Education program for the master plan process???
  - c. Steps moving forward if want to expand this process, will write grants to help. Applying for \$10-\$15K grant to fund these community meetings and hire those working on them and the community output. Master Plan Community Outreach Process. Surveys and events (for data collection). Also, offer credit for student involvement, possibly with Stahley, in the future.



b. Engineering Update - from Parks Frady, Director of Public Works on status and next steps with Stahley Engineering . Parks Frady, stakeholders to provide list of needs in the April and May meeting. Five items that were top,

- a. Parking- a) Event b) RV
- b. Exhibit Hall / Arena a) Event Center b) Larger arena, seating capacity c) Golf Course Participation
- c. Livestock Stalls a) Event b) Exhibitor
- d. Open Space a) Grounds Enhancements, Trails etc... b) City Space c) Golf Course Participation
- e. Equipment Budget a) Grounds Support b) Furniture & Fixtures For User Services c) Tech Equipment

Parks: Committee Side: Focus on cross-group communication: someone on the committee takes the lead on transferring communications back and forth between the stakeholder group and the committee.

Deliverable: Committee representative will go back to their stakeholder group and discuss the five items we identified in April/May, and identify specific needs (x number of stalls, x number of seats, x number of parking, with firm and finite timelines. Engineering side: Parks and PC staff will meet with Stahly and review where we are at, what we have, and after next meeting provide Stahly with the next task. Greg provided us with a complete final product for a very similar project (Big Horn County Fairgrounds) including plans, drawings, budget, and scope. Once the public invests their time, they expect something out of it; meaning it's important to get a product out of it.

Parks wrap up, stakeholder expect to see a list from Nicole coming from Parks including ancillary items coming from the committee. Existing conditions map is something that could be done well within a month. A true master plan PAR/PER format that says exactly where we are and some conceptual solutions. 3-4 months in the process. Take a year (a full cycle of use) to take that plan around to community meetings, groups, etc., and put it around for people to comment on. 2 years before the first dirt gets moved. Important: What money does the county have to dedicate to the ultimate project and then work backwards to fill gaps. If only have \$500,000 then account for that in the planning.

**Suggested Action: Update from Parks Frady on status and next steps with Stahley Engineering**

7. **PUBLIC COMMENT** - *State name and address for the record, limit comments to 2 minutes per person.*
8. **RECOMMENDATIONS TO THE COMMISSION** - *Resulting from this meeting, if any.*
9. **NEXT STEPS** - *Agenda items for December meeting. Items requiring follow-up and responsible party. **Schedule a community meeting and bring key stakeholders together to discuss needs.** 4-H, LRA, FFA, etc., get what is needed. Good useful information – what is the story now, what are the uses now and what are the future uses and allow us to start plugging in the next steps. Summary of uses, current and future. January 23, 2019 at 12:00 PM next meeting.*
10. **ADJOURN** - *Meeting adjournment. Becky moved to adjourn, Jeff seconded, all in favor. Meeting adjourned 1:28 PM.*