



Fairgrounds Master Plan Committee Minutes

Wednesday - August 28, 2019 12:00 PM
City/County Complex, 414 E. Callender Street, Livingston, MT 59047

1. **CALL TO ORDER** by Joe Hanser 11:59 AM
2. **WELCOME & INTRODUCTIONS.** Committee Members Present: *Joe Hanser, Chair, Becky Bird, Nicole Divine, Parks Frady, Kristen Galbraith, Mike Klasing, Morgan Squires, Jeff Wagner, Others Present: Chuck Donovan, Mike Inman, Cara McNeely, Christina Nelson, Joshua Reynolds.*
3. **PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA** – None Heard
4. **OLD BUSINESS**
 - 4.1. Review and approve August 8, 2019 Master Plan Stakeholder Workshop notes
 - 4.1a. Suggested action from Jeff Wagner to elaborate more within workshop notes about the outcome of the workshops.
 - 4.2b. Consensus agreement to approve Minutes and workshop notes
 - 4.2. Overview of Master Plan given by Nicole Divine
 - 4.2a. Options for Sale Pavilion in Master Plan as well as challenges
 1. Move or sell the pavilion 2. Keep the pavilion 3. Remove the pavilion
 - 4.2b. Options for RV site placement and parking
Comments received from: *Becky Berg, Clint Tinsley, Joe Hanser, Jeff Wagner, Kristen Galbraith, Parks Frady, Mike Inman, Joe Hanser and Clint Tinsley*
 - 4.2c. Public comments received from: *Joshua Reynolds and Christina Nelson*
 - 4.3. Stahly Engineering update on Task Order 10, Park County Fairgrounds - Master Planning
 - 4.3b. Review final Master Plan options 1-3 with focus on livestock building placement, parking space availability and RV sites.
 - 4.3c. Facility needs discussion: The proposed livestock building is rectangular and positioned parallel with the exhibit hall. This shape allows for easier separation of livestock and a convenient livestock wash area. The East / West direction will allow for the best views and maximize fairground spacing.
 - 4.3d. Cost Estimates: Costs are unknown, recommended action proposed by Kristen Galbraith to conduct a cost benefit analysis on both the RV site rental expansion and future use of the Sale Pavilion.
 - 4.3e Motion: To explore and move forward with Proposed Master Plan Option 1 with and without the Sale Pavilion made by Mike Inman and 2nd by Kristen Galbraith. Unanimous approval, motion passes.
5. **NEW BUSINESS**
 - 5.1 Presentation by Mike Inman, Director, Park County Planning Department, on the subdivision review process required for RV parks/campgrounds in Montana.
 - 5.1a. Mike Inman discussed that although the board may select options for the master plan, these options are subject to change depending on subdivision review findings. The board needs to define which components of construction within the Master Plan pertains to the RV campground and what does not. Once the RV campground boundary is defined and the review process is in place, no construction may begin on any RV related projects. Once the RV campground is defined, modifications cannot be easily made.
 - 5.1b. Suggested Action:
 - Kristen Galbraith suggested a cost benefit analysis (CBA) be done on the RV sites and Sale Pavilion.



- Nicole agreed to conduct a CBA on the expansion of the RV sites and Sale Pavilion before the September meeting.
- 5.1c. Comment received from: *Becky Bird, Clint Tinsley, Mike Inman, Kristen Galbraith, Jeff Wagner, Joe Hanser and Parks Frady*. Public comment received from: *Joshua Reynolds, Cara McNeely and Nicole Divine*.
6. **PUBLIC COMMENT** - *State name and address for the record, limit comments to 3 minutes per person.*
- 6.a. Cara McNeely asked about the process of appraising the value of the Sale Pavilion if it is to be sold. Parks noted that it may have to go to auction. Comment from Chuck Donovan pertaining to sale of the log pavilion.
- 6.b. Nicole Divine inquired about the future of the Master Plan Committee when phase 4 ends. Clint Tinsley stated that the original intent was to have the Committee involved only with the Master Plan and once it is done it should be passed over to the Fairgrounds & Parks Board.
- 6.c. Chuck Donovan wanted to know who will be at the fairgrounds to check people in and out. Nicole noted that the fairgrounds is moving towards a self-serve system and possibly an app for check-in and check-out.
7. **RECOMMENDATIONS TO THE COMMISSIONS** - *Resulting from this meeting, if any.*
- 7.a. Nicole Divine will conduct cost benefit analysis pertaining to suggested action from 5.1b.
8. **NEXT STEPS** - *Agenda items for next meeting. Items requiring follow-up and responsible party.*
- 8.a. Next regular meeting: Wednesday – September 25, 2019 12:00 PM in Commission Chambers
9. **ADJOURN** - Motion by Kristen Galbraith 2nd by Jeff Wagner. All in favor, meeting adjourned at 1:08 PM

Respectfully submitted by:

A handwritten signature in blue ink that reads "Morgan Squires".

Morgan J. Squires
PCFP Facilities & Event Coordinator
August 8, 2019



PARK COUNTY PARKS & FAIRGROUNDS DEPARTMENT

46 View Vista Drive • Livingston, MT 59047 • Phone 406-222-4185
<http://www.parkcounty.org/Government-Departments/Fairgrounds-Parks/>

Wednesday, August 28, 2019 12 PM
Master Plan Committee Meeting
Commission Chambers, City/County Complex

Please sign in:

Name	Representing	Miles Traveled (round-trip)
Mark Dixie	PCFP	n/a
Jeff Wasner	Planning Committee	
Kristen Balbrath	Brants + SP	N/A
Parks Finlay	Public Works	NA
Joshua Reynolds	Fairgrounds & Parks Rec	NA
Betsy Bon	PCSCC	NA
Geoff Hansen	Fair Grounds Imp	140
Christina Nelson	Fair/Parks & Rec Board member	20
Mike Luman	Planning	-
Morgan Seulis	PCFP	n/a