



Fairgrounds & Parks Board Minutes

Tuesday - August 20, 2019 3:00 PM

Commission Chambers

CALL TO ORDER 3:04 PM - Nicole Divine, Director of Park County Fairgrounds and Parks called the meeting to order.

WELCOME & INTRODUCTIONS Those present: *Christina Nelson, Dan Clark, Judy Folts, Joshua Reynolds, Cara McNeely, Lauren Dalzell, Morgan Squires, Nicole Divine, Kate Cowart, Sarah Dittner, Steve Van Slyke,*

PCFP ORIENTATION, N. DIVINE – Informational handouts distributed. *Topics Covered in Handouts: Department History, Organizational Chart, Highlights for the Year-to-Date, Upcoming Events, Fairgrounds Master Plan, Strategic Plan*

BOARD TRAINING BY DAN CLARK, DIRECTOR, MSU EXTENSION, LOCAL GOVERNMENT CENTER – Informational packets handed out to participants, the packets included: *A Left Packet covering Montana Statutes on the Right of the Public to Know and Participate, Open Meetings Law, Minutes of Meetings, Montana Code of Ethics, Montana Statutes on Nepotism, General Board Statutes; A Right Packet covering Principles of Good Governance, Rules and Procedures for Governing Water/Sewer Districts, Parliamentary Procedure, Parliamentary Motions Guide.*

Topics covered:

- (1) **Principles of Good Governance**
 - a. (1) Legitimacy and Voice (a) Participation (b) Consensus Orientation (2) Direction (a) Strategic Vision (3) Performance (a) responsiveness (b) effectiveness & efficiency (4) Accountability (a) Accountability (b) Transparency (5) Fairness (a) Equity (b) Rule of Law
- (2) **Overview of Montana Statutes-** *Constitution of Montana Article II Declaration of Rights Section 8.- Section 9.*
- (3) **Public Participation in Meetings-** *MT. Code Annotated (2017) Title 2. GOVERNMENT STRUCTURE AND ADMINISTRATION CHAPTER 3. PUBLIC PARTICIPATION IN GOVERNMENT OPERATIONS*
 - a. Part 1. Notice and Opportunity to Be Heard
 - b. Part 2. Open Meetings
 - c. Part 3. Use of Electronic Mail Systems
- (4) **Board Liability and Responsibilities Discussion**
- (5) **Requirements for Taking Minutes**
- (6) **Forming Meeting Agendas and Meeting Management**
- (7) **Questions and Input from:** Nicole Divine, Kate Cowart, Lauren Dalzell, Joshua Reynolds, Steve Van Slyke, Laura McNeely, Judy Folts

BRIEF PM BREAK



FAIRGROUND HISTORY AND DINNER- Topics covered: *water and electrical breaks at Fairgrounds and lack of existing operations manual, outside contractors, 2019 Clean-Sweep including fairgrounds cleanup and waste removal, miscellaneous discussion.*

CONTINUATION OF TRAINING BY DAN CLARK

- (8) **Setting Meeting Guidelines and Maintaining Civility**
- (9) **Montana Code of Ethics- Constitution of Montana – Article XIII – General Provisions Title 2. Government Structure and Administration Chapter 2. Standards of Conduct**
 - a. Public Trust, Rules of Conduct, Nepotism, Gift Giving, Ethics on Use of Public Resources
- (10) **Using Open or Closed Meetings**

TRAINING EVALUATIONS COMPLETED FOR DAN CLARK

NOMINATION & ELECTION OF OFFICERS – *Nicole Divine opened floor for nominations or volunteers to act as Chair and the Vice Chair*

Nominations Made:

- Chair Sarah Dittner nominated Josh Reynolds for Chair, Seconded by Kate Cowart.
- Vice-Chair Kate Cowart self-nominated for Vice-Chair, Seconded by Lauren Dalzell.

Election Decisions:

- Chair: Unanimous vote to elect Josh Reynolds
- Vice-Chair: Unanimous vote to elect Kate Cowart

Nicole turned the meeting management over to the newly elected PCFP Board Chair, Josh Reynolds.

REGULAR MEETINGS: TIME & PLACE -

- (1) Without objection, an amendment was made to the bylaws changing the meeting time to occur *Every 3rd Wednesday of each month at 11:30 AM in the Community Room in the basement of the City-County Building*
- (2) Changes pending approval by the commission

PUBLIC COMMENT – *No members of the public were present to comment*

NEXT MONTH'S AGENDA ITEMS -

- (1) Board to talk in depth about the Master Plan
- (2) Josh Reynolds and Nicole Divine to report back on Master Plan discussion with Joe Hanser, PCFP Master Plan Committee Chair. Executive meeting timing TBD.
- (3) Discuss Bylaws
- (3) Incorporate board conversation into Agenda to assist with board familiarization
- (4) TABLED- Address Strategic Plan



IMPROMPTU MOTION— *Motion by Josh Reynolds to elect Laura Dalzell as the liaison between Livingston Parks & Trails Committee and PCFP Board, seconded by Judy Folts, consensus vote.*

CLOSING REMARKS

(1) On 9/6/2019 the PCFP staff will have an end of the season tour of all of Park County parks including Green Acres, Arch, Confluence and Silver Gate parks.

NEXT MEETING: September 18th at 11:00 AM in the Community Room, downstairs in the City-County Building.

ADJOURN MEETING 7:26 PM

Respectfully submitted by,

Morgan Squires

Morgan Squires, PCFP Facilities & Event Coordinator
8/22/2019