

Notice: These minutes are paraphrased and reflect the proceedings of the Board of Commissioners. MCA 7-4-2611(2) (b).

MONDAY, DECEMBER 8, 2014

The Board of County Commissioners met in continued session at 8:00 o'clock A.M. Chairperson Holmquist, Commissioner Scott and Krueger, and Clerk Robinson were present.

NO MEETINGS SCHEDULED

At 5:00 o'clock P.M., the Board continued the session until 8:00 o'clock A.M. on December 9, 2014.

TUESDAY, DECEMBER 9, 2014

[Audiofile](#)

The Board of County Commissioners met in continued session at 8:00 o'clock A.M. Chairperson Holmquist, Commissioner Scott and Krueger, and Clerk Robinson were present.

Chairperson Holmquist led the Pledge of Allegiance.

Chairperson Holmquist opened public comment on matters within the Commissions' Jurisdiction.

Marc Liechti, 210 Capra Court, Lakeside spoke in support of re-appointment of Curt McIntyre to the Airport Authority Board for another term.

Ron Thibert, Highway 2 West, Kila spoke against the re-appointment of a current member to the Fair Commission. He explained he feels a member that works for Whitefish Credit Union has a conflict of interest since the Whitefish Credit Union has sole interest in advertising at the fairgrounds. He said other businesses in town should also have the option of advertising. Thibert further spoke about horse racing, exhibits at the fairgrounds and horse barns.

John Kestell, 30 Pleasant View Drive, Kalispell stated he submitted a resume for consideration of appointment to the Fair Commission and the Agency on Aging. He said he has been the owner of the Rosebrier Inn for the past eight years and has been a superintendent at the fairgrounds also.

Karen Enger, 41 Batavia Lane, Kalispell stated she submitted a letter of interest for appointment to the Fair Commission. She explained her extensive involvement with management and maintenance at the fairgrounds.

No one else rising to speak, Chairperson Holmquist closed the public comment period.

DOCUMENT FOR SIGNATURE: MDOT HIGHWAY EASEMENT AND AGREEMENT/ KARROW TO MOUNTAINSIDE

9:15:00 AM

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Deputy County Attorney David Randall, Clerk Kile

Randall reviewed the document for signature for an easement that corrects an error made between Flathead County and the Department of Transportation up on Lion Mountain Road and Highway 93.

Commissioner Krueger made a **motion** to approve the document for signature. Commissioner Scott **seconded** the motion. Motion carried unanimously.

The above referenced document is filed of record with the Clerk and Recorder under document number 2015 00000115.

DOCUMENT FOR SIGNATURE: REQUEST FOR DECLARATION OF SURPLUS PROPERTY/ PLANNING & ZONING OFFICE

9:16:00 AM

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Planning & Zoning Office Administrator Mary Fisher, Clerk Kile

Chairperson Holmquist read into the record the surplus item is a wide format copier.

Commissioner Krueger made a **motion** to approve the declaration of surplus property – Planning & Zoning Office. Commissioner Scott **seconded** the motion. Motion carried unanimously.

CONSIDERATION OF H.R. TRANSMITTALS: CHANGE FTE – GRANT WRITER; CHANGE FTE – MHIP RN MEDICAID CASE MANAGER

9:17:00 AM

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Human Resource Director Tammy Skramovsky, Clerk Kile

Skramovsky reported the grant writer position was in the budget as a .75 FTE years ago, and was unintentionally put into the budget as a .50 FTE. The request is to return the FTE to .75 with the employee working half-time.

Commissioner Scott made a **motion** to approve the H.R. Transmittal. Commissioner Krueger **seconded** the motion. Motion carried unanimously.

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(Continued)

Skramovsky reviewed the RN Case Manager FTE change.

Commissioner Krueger made a **motion** to approve the H.R. Transmittal - FTE change. Commissioner Scott **seconded** the motion. Motion carried unanimously.

MONTHLY MEETING W/ TAMMY SKRAMOVSKY, HUMAN RESOURCE OFFICE

9:20:00 AM

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Human Resource Director Tammy Skramovsky, Clerk Kile

Skramovsky reviewed the following monthly report with the commission.

WORK INDICATORS

8 Job postings closed (9 positions)
141 Applications received
7 UI claim responses submitted
9 Employment verifications completed
1 Disciplinary Hearing

PERSONNEL TRANSACTION LIST:

3 Flathead County employment terminations
0 FECC employment terminations
2 Exit meetings conducted
0 Formal exit interviews conducted
7 Seasonal Layoffs
4 Flathead County new hires
0 FECC new hires
3 New hire orientation sessions conducted

HR TRANSMITTALS APPROVED:

4 **Job Descriptions**

- District Court Clerk
- Justice Court Clerk
- Receptionist, AOA
- County Administrator, Commissioners Office

2 **Position Changes**

- Office Assistant II, C&R's Office, reduce 1.0 FTE
- Nurse Practitioner, Family Planner, reduce 0.20 FTE

4 **Position Replacements**

- District Court Clerk
- Road Equipment Operator II
- WIC Health Program Assistant II
- AOA Receptionist

WORK COMP

- Reviewed 2009 – current
- Summary of incidents for current plan year

HEALTH INSURANCE TRUST FUND

- Reported the Health Insurance Trust Fund ending balance for November 2014 is \$5.7 million.

TRAINING SESSIONS:

INDEPENDENT CONTRACTOR REQUIREMENTS:

- November 17th Finance Meeting
- Upcoming training session on January 27th

HR TRAINING:

- November 13th, Flathead Valley SHRM monthly meeting: Dynamics of a Health Business in Changing Times, presented by Guiseppe Caltabiano (Laura attended)

UNION CONTRACTS:

Dept.	Employees	Representative	Contract Start Date	Next End Date
Road	Truck Drivers/Teamsters	Teamsters Local 2	7/1/2012	6/30/2015
Solid Waste	Operators/Truck Drivers	Operating Engineers Local 400	7/1/2012	6/30/2015
FECC	911 Dispatchers	AFSCME Local 3032	7/1/2012	6/30/2015
SO	Non-Sworn	AFSCME Local 3364	1/1/2012	12/31/2015
SO	Sworn	AFSCME Local 3531	1/1/2012	12/31/2015
Road	Operators	Operating Engineers Local 400	7/1/2013	6/30/2016
Health	Health Dept. Employees	MPEA	7/1/2014	6/30/2016

COMMUNICATIONS:

Email – MPERA Education Calendar, November 5th

HR Transmittals:

Grant Writer FTE
MHIP RN Medicaid Case Mgr. FTE

Commissioner Scott made a **motion** to approve the personnel transactions for the month of November. Commissioner Krueger **seconded** the motion. Motion carried unanimously.

CONSIDERATION OF LAKESHORE PERMIT: ROSS, FLP 14-77

9:45:00 AM

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Deputy County Attorney Tara Fugina, Planning & Zoning Director B.J. Grieve, Planner Lawson Moorman, Planner Erik Mack, Greg Stevens, Clerk Kile

Lawson reviewed the after-the-fact lakeshore construction permit request that is to bring into compliance a previously completed mass mechanized aquatic weed cutting project and stock piling of the cut weeds that took place at 795 Lodgepole Drive, 815 Lodgepole Drive, and 805 Lodgepole Drive in Little Bitterroot Lake. The mechanized cutting of the aquatic weeds and stockpiling of the weeds within the Lakeshore Protection Zone has been determined by the Planning Director to create a significant impact requiring Planning Board review and a recommendation by the Flathead County Commissioners. The Planning Board voted unanimously to recommend denial to the commission.

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General discussion was held relative to handling this type of permit in the future and addressing what that process will be.

Commissioner Krueger made a **motion** to approve denial of FLP 14-77. Commissioner Scott **seconded** the motion. Motion carried unanimously.

DISCUSSION RE: ACCESSORY DWELLING UNIT TEXT AMENDMENTS/ AMEND FLATHEAD COUNTY ZONING REGULATIONS

10:00:00 AM

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Deputy County Attorney Tara Fugina, Planning & Zoning Director B.J. Grieve, Planner Erik Mack, Greg Stevens, Marc Liechti, Mayre Flowers, Clerk Kile

Mack reviewed citizen comments received for the Accessory Dwelling Unit Text Amendments that were opposed to the changes along with those in favor of the proposed changes.

Commissioner Krueger said there has been talk that this will significantly change the face of the valley; I don't see where that can happen as there are too many things out there that will regulate the concerns. I believe that this will be self-regulated through sanitation permits that would be needed for an additional unit. I don't believe there would be a lot of activity just because of the nature of how banks loan money to someone who would try to add a unit. Most homes where money is borrowed to build use the lot as their security.

Commissioner Scott echoed Commissioner Krueger's comments and said there are multiple layers of review and approval in addition to regulations that do exist that would somewhat restrict any runaway with this type of an addition. There is a process available for any complaints or conditions that citizens may find objectionable.

Chairperson Holmquist added that there was a concern from someone of this happening in their subdivision and pointed out that this would not be true. The applicant would still have to go through the DEQ process, and I feel that this is a good amendment as it doesn't require additional infrastructure and creates infill that could happen without an additional expense or land usage. I do believe that there are areas where this could happen even without the ADU.

Grieve pointed out that much of the public comment could be summarized by bringing forth a concern that the proposal as currently brought to them is not robust enough to regulate many concerns.

Commissioner Scott said I believe the current restrictions we have on building and zoning are sufficient for the Flathead at this time. I don't believe that accessory dwelling units are going to be a serious challenge to any of the restrictions or processes we currently have in place. At such time in the future if that were to become the case then that could be addressed, but at this particular time I don't see where that would be a challenge.

Commissioner Krueger said he doesn't feel we are going to see ADU's mass produced in the valley, and so those impacts to infrastructure like transportation and so on are going to be minimal. We have set backs on all of these zones, so I believe that just the thought that there are not going to be a whole bunch of them will again regulate itself. These text amendments and anything we do in zoning and planning is a work in progress. This is a living document and if we see an issue that comes up in the future we have that ability to deal with it. I am absolutely against architectural review of buildings in Flathead County he stated.

Chairperson Holmquist concurred.

Commissioner Scott made a **motion** to adopt Resolution of Intent 955HQ. Commissioner Krueger **seconded** the motion. Motion carried unanimously.

RESOLUTION NO. 955 HQ

WHEREAS, the Board of Commissioners of Flathead County, Montana, held a public hearing on the 17th day of November, 2014, to consider amending the text of the Flathead County Zoning Regulations and closed the public hearing after which the Commission continued board discussion to December 9, 2014 to allow time for consideration of all comments received; and

WHEREAS, on December 9, 2014 the Commission did discuss the public's comments and whether to adopt the zoning text amendment in light of the comments; and

WHEREAS, the proposed amendments would revise the performance standards regarding accessory dwelling units. The proposed amendments are described as follows:

- 1) By adding 'Dwelling unit, accessory (ADU)' to the list of permitted uses in AG-80, AG-40, AG-20, SAG-10, SAG-5, and R-1 zoning districts found in Sections 3.04, 3.05, 3.06, 3.07, 3.08, and 3.09.
- 2) By adding 'Dwelling unit, accessory (ADU)' to the list of conditional uses found in R-2, R-3, R-4, R-5, RA-1, and R-2.5 in Sections 3.10, 3.11, 3.12, 3.13, 3.15, and 3.43.
- 3) By adding 'Dwelling unit, accessory (ADU)' to the list of accessory uses found in Section 5.01.020(1).
- 4) By adding 'Dwelling unit, accessory (ADU) Requires Administrative Conditional Use Permit to Section 5.01.020(3).
- 5) By amending Section 5.01.030(7) to read: Guest houses, caretaker facilities, and accessory dwelling units (ADU) are subject to the same setback requirements as the principal structure.
- 6) By adding 6.02.060 under Section 6.02 to read:
6.02.060 Accessory dwelling unit (ADU) 1 space per 400 square feet of gross floor area; maximum 2 spaces required
- 7) By adding 7.05.150 under Section 7.05 to read:
7.05.150 Dwelling unit, accessory (ADU) – A single, separate habitable living unit added to, created within, or detached from the principal single-family dwelling that's provides the basic requirements for living, sleeping, eating, cooking and sanitation with stays of 30 days or longer on a single-family lot. ADUs are subordinate in size (no larger than 40% of the floor area of the principal dwelling), location, and appearance to the principal single-family dwelling and have separate means of ingress and egress. One ADU is allowed per tract of record and it may be rented to the general public.

WHEREAS, notice of that hearing was posted for at least 45 days prior to the public hearing and published pursuant to Section 76-2-205, M.C.A., on October 29, 2014 and November 17, 2014; and

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(Continued)

WHEREAS, the Board of Commissioners did hear public comment on the proposed amendments to the Flathead County Zoning Regulations; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of Flathead County, Montana, hereby adopts the findings of fact as to the statutory criteria as adopted by the Flathead County Planning Board, and, in accordance with Section 76-2-205(4), M.C.A., hereby adopts this resolution of intention to amend the text of the Flathead County Zoning Regulations for the purpose of revising the performance standards regarding accessory dwelling units. The general character of the amendments are described as follows:

- 1) By adding 'Dwelling unit, accessory (ADU)' to the list of permitted uses in AG-80, AG-40, AG-20, SAG-10, SAG-5, and R-1 zoning districts found in Sections 3.04, 3.05, 3.06, 3.07, 3.08, and 3.09.
- 2) By adding 'Dwelling unit, accessory (ADU)' to the list of conditional uses found in R-2, R-3, R-4, R-5, RA-1, and R-2.5 in Sections 3.10, 3.11, 3.12, 3.13, 3.15, and 3.43.
- 3) By adding 'Dwelling unit, accessory (ADU)' to the list of accessory uses found in Section 5.01.020(1).
- 4) By adding 'Dwelling unit, accessory (ADU) Requires Administrative Conditional Use Permit to Section 5.01.020(3).
- 5) By amending Section 5.01.030(7) to read: Guest houses, caretaker facilities, and accessory dwelling units (ADU) are subject to the same setback requirements as the principal structure.
- 6) By adding 6.02.060 under Section 6.02 to read:
6.02.060 Accessory dwelling unit (ADU) 1 space per 400 square feet of gross floor area; maximum 2 spaces required
- 7) By adding 7.05.150 under Section 7.05 to read:
7.05.150 Dwelling unit, accessory (ADU) – A single, separate habitable living unit added to, created within, or detached from the principal single-family dwelling that's provides the basic requirements for living, sleeping, eating, cooking and sanitation with stays of 30 days or longer on a single-family lot. ADUs are subordinate in size (no larger than 40% of the floor area of the principal dwelling), location, and appearance to the principal single-family dwelling and have separate means of ingress and egress. One ADU is allowed per tract of record and it may be rented to the general public.

BE IT FURTHER RESOLVED, that notice of the passage of this resolution, stating the general character of the proposed change to the Flathead County Zoning Regulations, that said proposed changes and those regulations are on file in the Clerk and Recorder's Office, and that for thirty (30) days after the first publication thereof, the Board will receive written protests to the adoption of the proposed change, shall be published once a week for two weeks. A copy of the Flathead County Zoning Regulations, with the proposed amendments, is available in the Clerk and Recorder's Office and the Flathead County Planning & Zoning office for public inspection.

BE IT FURTHER RESOLVED, that written protests to the adoption of the proposed amendments will be received from persons owning real property within any zoning district heretofore created by Flathead County, for a period of thirty (30) days after the first publication of that notice, provided that, in order that only valid signatures are counted, the owners of real property who file protests are either registered to vote in Flathead County or execute and acknowledge their protests before a notary public.

BE IT FURTHER RESOLVED, that if forty percent of the owners of real property of the property zoned by Flathead County under Section 76-2-201, *et seq.*, M.C.A., protest the adoption of the proposed change, the change will not be adopted.

DATED this 9th day of December, 2014.

BOARD OF COUNTY COMMISSIONERS
Flathead County, Montana

By/s/Pamela J. Holmquist
Pamela J. Holmquist, Chairman

By/s/Gary D. Krueger
Gary D. Krueger, Member

ATTEST:
Paula Robinson, Clerk

By/s/Calvin L. Scott
Calvin L. Scott, Member

By/s/Diana Kile
Diana Kile, Deputy

NOTICE OF PASSAGE OF RESOLUTION OF INTENTION

The Board of Commissioners of Flathead County, Montana, hereby gives notice pursuant to Section 76-2-205(5), M.C.A., that it passed a resolution of intent (Resolution No. 955 HQ) on December 9, 2014, to adopt the proposed amendments to the text of the Flathead County Zoning Regulations.

The proposed amendments would revise the performance standards regarding accessory dwelling units. The proposed amendments are described as follows:

- 1) By adding 'Dwelling unit, accessory (ADU)' to the list of permitted uses in AG-80, AG-40, AG-20, SAG-10, SAG-5, and R-1 zoning districts found in Sections 3.04, 3.05, 3.06, 3.07, 3.08, and 3.09.
- 2) By adding 'Dwelling unit, accessory (ADU)' to the list of conditional uses found in R-2, R-3, R-4, R-5, RA-1, and R-2.5 in Sections 3.10, 3.11, 3.12, 3.13, 3.15, and 3.43.
- 3) By adding 'Dwelling unit, accessory (ADU)' to the list of accessory uses found in Section 5.01.020(1).
- 4) By adding 'Dwelling unit, accessory (ADU) Requires Administrative Conditional Use Permit to Section 5.01.020(3).
- 5) By amending Section 5.01.030(7) to read: Guest houses, caretaker facilities, and accessory dwelling units (ADU) are subject to the same setback requirements as the principal structure.
- 6) By adding 6.02.060 under Section 6.02 to read:
6.02.060 Accessory dwelling unit (ADU) 1 space per 400 square feet of gross floor area; maximum 2 spaces required
- 7) By adding 7.05.150 under Section 7.05 to read:
7.05.150 Dwelling unit, accessory (ADU) – A single, separate habitable living unit added to, created within, or detached from the principal single-family dwelling that's provides the basic requirements for living, sleeping, eating, cooking and sanitation with stays of 30 days or longer on a single-family lot. ADUs are subordinate in size (no larger than 40% of the floor area of the principal dwelling), location, and appearance to the principal single-family dwelling and have separate means of ingress and egress. One ADU is allowed per tract of record and it may be rented to the general public.

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The Flathead County Zoning Regulations are on file for public inspection at the Office of the Clerk and Recorder, 800 South Main, Kalispell, Montana, at the Flathead County Planning and Zoning Office, 1035 1st Avenue West, Kalispell, Montana, and on the Flathead County Planning and Zoning Office's website, at: http://flathead.mt.gov/planning_zoning/downloads.php. Documents related to the proposed amendments, including the Flathead County Zoning Regulations showing the proposed amendments to the text, along with the current Flathead County Zoning Regulations, are available for public inspection at the Office of the County Clerk and Recorder and the Flathead County Planning and Zoning Office.

For thirty (30) days after the first publication of this notice, the Board of Commissioners will receive written protests to the adoption of the proposed amendment to the Flathead County Zoning Regulations, from persons owning real property within any zoning district heretofore created by Flathead County whose names appear on the last completed assessment role of Flathead County and who either are registered voters in Flathead County or execute and acknowledge their protests before a notary public.

Dated this 9th day of December, 2014.

ATTEST:
Paula Robinson, Clerk

By/s/Diana Kile
Diana Kile, Deputy

BOARD OF COUNTY COMMISSIONERS
Flathead County, Montana

By/s/Pamela J. Holmquist
Pamela J. Holmquist, Chairman

Publish on December 13 and December 20, 2014.

BOARD APPOINTMENTS: MISCELLANEOUS

10:15:00 AM

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Deputy County Attorney Tara Fugina, Planning & Zoning Office Administrator Mary Fisher, Greg Stevens, Marc Liechti, Ron Thiebert, Cindi Martin, Karen Enger, Michael Moffitt, Butch Woolard, Kellie Danielson, Clerk Kile

Commissioner Krueger made a **motion** to appoint Greg Bancroft, Lois Katz, Dick Reedquist, Paula Robinson and Courtney Rudbach to the AOA Advisory Council. Chairperson Holmquist **seconded** the motion. Motion carried by quorum.

Commissioner Scott made a **motion** to appoint Curt McIntyre to the Airport Authority Board. Commissioner Krueger **seconded** the motion. Motion carried unanimously.

Commissioner Scott made a **motion** to appoint Bill Baum to the Animal Advisory Committee. Commissioner Krueger **seconded** the motion. **Aye** – Scott and Krueger. **Opposed** – Holmquist. Motion carried by quorum.

Commissioner Krueger made a **motion** to appoint Donald Peters to the Blacktail TV District. Commissioner Scott **seconded** the motion. Motion carried unanimously.

Commissioner Scott made a **motion** to appoint Robert Herman to the Columbia Falls Cemetery Board. Commissioner Krueger **seconded** the motion. Motion carried unanimously.

Chairperson Holmquist made a **motion** to appoint Mark Norley to the Conrad Mansion Board. Commissioner Krueger **seconded** the motion. Motion carried unanimously.

Commissioner Krueger made a **motion** to appoint Wes McAlpin and Michael Moffitt to the Fair Commission. Commissioner Scott **seconded** the motion. Motion carried unanimously.

Commissioner Krueger made a **motion** to appoint Jackie Fisher to the Fairview Cemetery Board. Commissioner Scott **seconded** the motion. Motion carried unanimously.

Commissioner Holmquist made a **motion** to appoint Lyle Mitchell and Jason Williams to the Port Authority. Motion died for lack of a second.

Commissioner Krueger made a **motion** to appoint Antoine Brockman and Lyle Mitchell to the Port Authority. Commissioner Scott **seconded** the motion. **Aye** – Scott and Krueger. **Opposed** – Holmquist. Motion carried by quorum.

Chairperson Holmquist made a **motion** to appoint Mary Meister to the RSVP Advisory Board. Commissioner Krueger **seconded** the motion. Motion carried by quorum.

Commissioner Krueger made a **motion** to appoint John Helton and Alan Ruby to the Solid Waste District. Chairperson Holmquist **seconded** the motion. Motion carried unanimously.

Commissioner Scott made a **motion** to appoint Fred Keiser to the Swan Hill TV District. Commissioner Krueger **seconded** the motion. Motion carried unanimously.

Chairperson Holmquist made a **motion** to appoint Martin Gilman to the Tax Appeal Board. Commissioner Krueger **seconded** the motion. Motion carried unanimously.

Commissioner Krueger made a **motion** to appoint Greg Bancroft, Carrie Jacobs, Roxy Larsen, Bev Sorensen and Claudia Walter to the Transportation Advisory Board. Commissioner Scott **seconded** the motion. Motion carried unanimously.

Chairperson Holmquist made a **motion** to appoint Clyde Fisher and Pete Woll to the Weed & Parks Board. Commissioner Krueger **seconded** the motion. Motion carried unanimously.

Commissioner Scott made a **motion** to appoint Jim Laidlaw to the Whitefish City Planning Board. Commissioner Krueger **seconded** the motion. Motion carried unanimously.

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MONTHLY MEETING W/ ELIZABETH BROOKS, OES & LINCOLN CHUTE, FIRE SERVICES AREA MANAGER

10:30:00 AM

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Fire Services Area Manager Lincoln Chute, Clerk Kile

Chute reported Nikki Stephan accepted the position as the OES Planner. In other business, he spoke about the Fire Service Area fee assessments and building an EMS responder list.

Brooks reported the call volume in November was 7,563 administrative calls and 2,839 - 911 calls which is up 11% from last year. She noted the night of the earthquake they received 115 calls in a 15 minute time period.

PRELIMINARY PLAT: WETTINGTON ACRES, PHASE 2

11:00:00 AM

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Deputy County Attorney Tara Fugina, Planning & Zoning Director B.J. Grieve, Planner Alex Hogle, Eric Mulcahy, Wayne Turner, Peggy Turner, Joanne Holm, Steve Bryan, Kurt Hafferman, Clerk Kile

Hogle entered into record Wettington Acres - Phase 2, FPP 14-01; an application submitted by Wayne and Peggy Turner. The request is for preliminary plat approval of a major subdivision that would create 40 single-family residential lots planned to be developed in three separate phases on 47.45 acres with a 4.56 net acre park area proposed to be dedicated to Flathead County for use as a public regional park. The lots would be served by an existing public water system and have individual wastewater treatment systems. Primary access to the subdivision would be from Swiss Drive and Wettington Drive via Highway 2, and an additional access to the eastern side of the subdivision would be from Redwing Court via Smith Lake Road and Bighorn Drive. The Planning Board held a public hearing on the proposal and adopted the staff report as Findings of Fact with two minor amendments. The Planning Board amended one condition but failed to pass a vote on a motion to recommend approval to the commission. Hogle pointed out the public comments received were mostly due to concerns pertaining to water issues, use of a public park in the subdivision and poor roads.

General discussion was held relative to the condition of offsite roads providing primary access to the subdivision and the proposed parkland dedication vs cash-in-lieu.

The commission unanimously agreed the applicant would pay cash-in-lieu vs. dedicating parkland.

Commissioner Krueger made a **main motion** to approve Findings of Fact as presented. Commissioner Scott **seconded** the motion. Motion carried unanimously.

Commissioner Krueger made a **motion** to conditionally approve. Commissioner Scott **seconded** the motion.

Commissioner Krueger made a **subsidiary motion** to strike the language in condition 19 other than the cash in lieu. Chairperson Holmquist **seconded** the motion.

Hogle read the suggested language for condition 19:

Condition 19 - The applicant shall donate cash-in-lieu in equivalent to the value of 2.11 gross acres in compliance with provisions of Section 4.7.24.

Commissioner Krueger made a **motion** to approve. Chairperson Holmquist **seconded** the motion. Motion carried unanimously.

Hogle suggested the following language for Condition 26 pertaining to the offsite roads providing primary access:

Condition 26 - The portions of offsite roads Wettington Drive, Swiss Drive and Redwing Court, which provide primary access to the subdivision shall be engineer certified as complying with the Flathead County Road and Bridge Department's construction standards applicable at the time the roads were constructed.

Commissioner Krueger made a **motion** to add condition 26 as read. Commissioner Scott **seconded** the motion.

Chairperson Holmquist called for a vote on the **main motion**. Motion carried unanimously.

1. The developer shall receive physical addresses in accordance with Flathead County Resolution #1626C. All road names shall appear on the final plat. Street addressing shall be assigned by Flathead County. [Section 4.7.16(g)(iv), 4.7.26(c) Flathead County Subdivision Regulations (FCSR)]
2. The developer shall comply with reasonable fire suppression and access requirements of the Smith Valley Fire District. A letter from the fire chief stating that the plat meets the requirements of the Fire District (or Department) shall be submitted with the application for Final Plat. [Section 4.7.26(b), FCSR]
3. All areas disturbed during development of the subdivision shall be re-vegetated in accordance with an approved Weed Control Plan and a letter from the County Weed Supervisor stating that the Weed Control Plan has been approved shall be submitted with the final plat. [Section 4.7.25, FCSR]
4. Design and construction of all internal subdivision roads shall be certified by a licensed engineer and constructed and paved as proposed in accordance with the *Flathead County Minimum Standards for Design and Construction*, as applicable. [Sections 4.7.16, 4.7.17 FCSR]
5. With the application for final plat, the developer shall provide a compliant Road Users' Agreement or CC&R document which requires each property owner to bear his or her pro-rata share for maintenance of the roads within the subdivision and for any integral access roads lying outside the subdivision. [Section 4.7.15(e), FCSR]
6. All utilities shall be extended underground to abut and be available to each lot, in accordance with a plan approved by the applicable utility providers. [Section 4.7.23, FCSR]

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7. The proposed water, wastewater treatment, and stormwater drainage systems for the subdivision shall be reviewed, approved, and permitted as applicable by the Wettington Water District Inc. Community Public Water System, the Flathead City-County Health Department, and approved by the Montana Department of Environmental Quality. [Sections 4.7.20, 4.7.21 FCSR]
8. The mail delivery site shall be provided with the design and location approved by the local postmaster of USPS. A letter from the postmaster stating that the developer has met their requirements shall be included with the application for final plat. [Section 4.7.28, FCSR]
9. In order to assure the provisions for collection and disposal of solid waste, the developer shall submit a letter from the applicable solid waste contract hauler stating that the hauler is able to provide service to the proposed subdivision. [Section 4.7.22, FCSR]
10. The owners shall abide by the guidelines set forth in the approved Dust and Air Pollution Control and Mitigation Plan during and after site construction and development activities. [Section 4.7.14, FCSR]
11. All road names shall be approved by Flathead County and clearly identified and house numbers will be clearly visible from the road, either at the driveway entrance or on the house. House numbers shall be at least four inches in length per number. [Section 4.7.26(c), FCSR]
12. The following statements shall be placed on the face of the final plat applicable to all lots:
 - a. All road names shall be assigned by the Flathead County Address Coordinator and clearly identified and house numbers will be clearly visible from the road, either at the driveway entrance or on the house. House numbers shall be at least four inches in length per number. [Section 4.7.26(c), FCSR]
 - b. All utilities shall be placed underground. [Section 4.7.23, FCSR]
 - c. The owners shall abide by the guidelines set forth in the approved Dust and Air Pollution Control and Mitigation Plan during and after site construction and development activities. [Section 4.7.14, FCSR]
 - d. Solid Waste removal for all lots shall be provided by a contracted solid waste hauler. [Section 4.7.22, FCSR]
 - e. Lot owners are bound by the Weed Control Plan to which the developer and the Flathead County Weed Department agreed. [4.7.25, FCSR]
13. The final plat shall comply with state surveying requirements. [Section 76-3-608(b) (i), M.C.A.]
14. Where the aggregate total disturbed area of any infrastructure construction in the proposed subdivision as defined in A.R.M. 17.30.1102(28) is equal to, or greater than one acre; or where when combined with subsequent construction of structures such disturbed area will be equal to, or greater than one acre, a Montana State Department of Environmental Quality (DEQ) General Permit for Stormwater Discharges Associated with Construction Activity (General Permit) shall be obtained prior to any site disturbance or construction and a copy of the DEQ confirmation letter shall be provided to the Flathead County Planning & Zoning office prior to final plat approval. [17.30.1115 Administrative Rules of Montana (A.R.M.)]
15. All required improvements shall be completed in place or a Subdivision Improvement Agreement shall be provided by the subdivider prior to final approval by the County Commissioners. [Section 4.0.16, FCSR]
16. The final plat shall be in substantial compliance with the plat and plans submitted for preliminary plat review, except as modified by these conditions. [Section 4.1.13, FCSR]
17. Preliminary plat approval is valid for three years. The final plat shall be filed prior to the expiration of the three years. Extension requests to the preliminary plat approval shall be made in accordance with the applicable regulations and following associated timeline(s). [Section 4.1.11 FCSR]
18. The proposed phasing plan shall be implemented in accordance with the requirements of Section 4.4.2 of the Flathead County Subdivision Regulations; each development phase submitted for final plat review and approval shall be required to meet all conditions of approval established or identify where certain conditions have been previously met or are not applicable to the particular phase.
19. The developer shall pay cash-in-lieu of parkland dedication in an amount equivalent to the appraised value of 2.11 gross acres of the undivided land in accordance with the applicable provisions of Section 4.7.24 FCSR. [Section 4.7.24 FCSR]
20. Prior to Final Plat of the first phase of Wettington Acres Phase 2 (Phase 2A), the draft document entitled 'Wettington Acres Phase 2 Road and Stormwater Drainage Maintenance Agreement' shall be amended to establish that Lot owners of the proposed Wettington Acres Phase 2 shall be required to pay a pro-rata share of road maintenance for the internal subdivision roads and for the shared portion of the existing offsite subdivision roads Wettington Drive, Swiss Drive, and Redwing Court which provide access to the subdivision. [Section 4.7.15(d) FCSR]
21. The proposed extensions and connections of the public water system shall comply with the standards and requirements of the Wettington Water District and the Montana Department of Environmental Quality as applicable. A letter from the District stating that the water utility improvements for each subdivision phase meet the District requirements shall be submitted with the application for Final Plat of each phase. [Sections 4.7.20 FCSR]
22. The proposed water supply for fire suppression and hydrants onsite shall meet all applicable requirements set forth in Section 4.7.26(e) of the Flathead County Subdivision Regulations.
23. Prior to final plat approval of the first phase (Phase 2A) and each subsequent phase (Phases 2B and 2C), the developer shall provide evidence that all applicable water right requirements of the Department of Natural Resources Water Resources Division have been met. [Section 4.7.20(d) FCSR]
24. Traffic control signs shall be installed at necessary locations and intersections of the internal road system and the off-site roads providing access to Wettington Acres Phase 2 Subdivision in accordance with the standards outlined in Section 2-05 of the *Flathead County Minimum Standards for Design and Construction* in order to ensure safe and efficient traffic flow to, from, and within the proposed subdivision. [Sections 4.7.16, 4.7.17 FCSR]
25. The re-construction/paving of off-site roads providing access to the subdivision, including the approximate 200 foot section of Wettington Drive identified in the TIS as being damaged with potholes and cracks and the approximate 550 feet of unfinished Redwing Court and its cul-de-sac, shall be certified by a licensed engineer and constructed and paved in accordance with the *Flathead County Minimum Standards for Design and Construction*, as applicable. [Sections 4.7.16, 4.7.17 FCSR]
26. The portions of offsite roads Wettington Drive, Swiss Drive and Redwing Court, which provide primary access to the subdivision (and not specified in Condition 25 above), shall be engineer certified as complying with the Flathead County Road and Bridge Department's construction standard applicable at the time the roads were constructed. [Sections 4.7.16, 4.7.17 FCSR]

At 5:00 o'clock P.M., the Board continued the session until 8:00 o'clock A.M. on December 10, 2014.

WEDNESDAY, DECEMBER 10, 2014

[Audiofile](#)

The Board of County Commissioners met in continued session at 8:00 o'clock A.M. Chairperson Holmquist, Commissioner Scott and Krueger, and Clerk Robinson were present.

Chairperson Holmquist led the Pledge of Allegiance.

Chairperson Holmquist opened public comment on matters within the Commissions' Jurisdiction, no one present to speak, Chairperson Holmquist closed the public comment period.

MEETING W/ ANDERSON, ZURMUEHLEN & COMPANY RE: AUDIT FINDINGS PRESENTATION

9:00:00 AM

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Finance Director Sandy Carlson, Finance Technician Amy Dexter, Finance Technician Tamara Helmstetler, Flathead County Treasurer Adele Krantz, Anderson Zurmuehlen & Co. P.C. Stefani Freese, Clerk Kile

Stefani Freese, External Auditor with Anderson, Zurmuehlen & Company summarized the year ending June 30, 2014 Audit Report prepared for Flathead County. She reported Flathead County received an unmodified/clean opinion on financial statements. Also noted was no significant deficiencies or material weaknesses were received.

Sandy Carlson, Finance Director presented an overview of the audit report.

8:00 a.m. Commissioner Holmquist: Audit Committee meeting @ Courthouse Conference Room, 3rd Floor
11:00 a.m. County Attorney meeting @ Co. Atty's Office
1:15 p.m. Commissioner Holmquist: 911 Board meeting @ FECC

At 5:00 o'clock P.M., the Board continued the session until 8:00 o'clock A.M. on December 11, 2014.

THURSDAY, DECEMBER 11, 2014

[Audiofile](#)

The Board of County Commissioners met in continued session at 8:00 o'clock A.M. Chairperson Holmquist, Commissioner Scott and Krueger, and Clerk Robinson were present.

Chairperson Holmquist led the Pledge of Allegiance.

Chairperson Holmquist opened public comment on matters within the Commissions' Jurisdiction, no one present to speak, Chairperson Holmquist closed the public comment period.

MONTHLY MEETING W/ B. J. GRIEVE, PLANNING & ZONING OFFICE

9:00:00 AM

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Planning & Zoning Director B. J. Grieve, Clerk Kile

Grieve summarized staff's workload; spoke about additional planning staff work due to the transition with planning taking place in Whitefish now; spoke about work with Glacier Park International Airport pertaining to an airport overlay zone; spoke about potential development in the West Glacier vicinity; reported an adjustment will be made to their fee revenue schedule; spoke about comments received regarding upcoming floodplain permits.

In other business, he spoke about an additional Planning Board meeting that was scheduled due to an oversight in getting comments from a prior Planning Board work session submitted to the Planning Board prior to their meeting.

TRI-ANNUAL MEETING W/ DEBBIE PIERSON, GRANT WRITER

9:32:00 AM

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Grant Support Debbie Pierson & Whitney Aschenwald, Clerk Kile

Pierson met with the commission and gave a brief overview of projects still in the works that Whitney Aschenwald the newly hired Grant Writer will take over. She spoke about potential opportunities for additional grant projects.

BI-MONTHLY MEETING W/ PAT MC GLYNN, MSU AGRICULTURE EXTENSION AGENT AND TAMMY WALKER, 4-H YOUTH DEVELOPMENT AGENT

9:45:00 AM

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, MSU Agriculture Extension Agent Pat McGlynn, 4-H Youth Development Agent Tammy Walker, Clerk Kile

McGlynn summarized projects currently being worked on and reviewed programs scheduled for January.

Walker summarized events she is involved with pertaining to the 4-H Office.

**THURSDAY, DECEMBER 11, 2014
(Continued)**

MONTHLY MEETING W/ SANDY CARLSON, FINANCE DEPARTMENT

10:00:00 AM

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Finance Director Sandy Carlson, Clerk Kile

Carlson summarized the following monthly report with the commission.

November 30, 2014 REVIEW OF CASH BALANCE

FUND	FUND NAME	APPROPRIATION	CASH RESERVES (\$ needed for 1st 4mos FY15)	TOTAL REQUIRED	RESOURCES AVAILABLE (FY15 beginning cash)	YTD CASH BALANCE AS OF November 30, 2014	PROJECTED CASH BALANCE AS OF JUNE 30, 2015	PROJECTED DIFFERENCE	CASH RESERVE %	YTD Expenditures	Expenditures as % of Budget
1000	GENERAL FUND	13,345,474	4,448,491	17,793,965	2,532,340	4,670,841	3,133,085	(1,537,756)	23.48%	3,089,673	23.2%
2120	POOR FUND	365,900	121,967	487,867	27,835	117,730	87,509	(30,221)	23.92%	83,024	22.7%
2130	BRIDGE FUND	949,474	316,491	1,265,965	446,129	365,470	230,769	(134,701)	24.30%	410,768	43.3%
2140	WEED	643,681	214,560	858,241	268,628	348,200	154,876	(193,324)	24.06%	199,599	31.0%
2160	COUNTY FAIR	1,372,322	457,441	1,829,763	59,912	190,289	419	(189,870)	0.03%	680,944	49.6%
2180	DISTRICT COURT	669,349	223,116	892,465	514,443	433,674	167,990	(265,684)	25.10%	237,172	35.4%
2190	COMP INS	995,856	331,952	1,327,808	661,619	186,362	248,615	62,253	24.96%	745,205	74.8%
2210	PARK	716,009	238,670	954,679	358,085	338,360	177,655	(160,705)	24.81%	236,834	33.1%
2220	LIBRARY	1,562,239	520,746	2,082,985	357,972	411,538	355,361	(56,177)	22.75%	597,791	38.3%
2280	AREA ON AGING	238,708	79,569	318,277	55,601	83,457	68,454	(15,003)	28.68%	79,679	33.4%
2290	4H/EXT	132,808	44,269	177,077	35,495	34,900	30,448	(4,452)	22.93%	52,460	39.5%
2300	SHERIFF	9,841,011	3,280,337	13,121,348	4,066,435	4,037,155	2,464,538	(1,572,617)	25.04%	3,412,219	34.7%
2370	RETIREMENT	3,014,270	1,004,757	4,019,027	1,167,139	1,127,524	747,095	(380,429)	24.79%	1,109,585	36.8%
2380	GROUP INS	2,960,481	986,827	3,947,308	995,959	159,779	739,254	579,475	24.97%	1,117,994	37.8%
2396	JUV DETENTION	725,255	241,752	967,007	347,328	329,875	178,313	(151,562)	24.59%	251,397	34.7%
TOTAL COUNTYWIDE NON-VOTED		37,532,837	12,510,946	50,043,783	11,894,920	12,835,154	8,784,381	(4,050,773)	23.40%	12,304,344	32.8%
2110	ROAD FUND	7,740,854	2,580,285	10,321,139	3,034,286	2,069,012	2,318,413	249,401	29.95%	2,777,685	35.88%
2251	PLANNING	456,757	152,252	609,009	201,195	170,520	133,309	(37,211)	29.19%	175,549	38.43%
TOTAL OUTSIDE CITIES NON-VOTED		8,197,611	2,732,537	10,930,148	3,235,481	2,239,532	2,451,722	212,190	29.91%	2,953,234	36.03%
2270	HEALTH FUND	2,300,173	766,724	3,066,897	681,835	790,735	670,549	(120,186)	29.15%	823,426	35.80%
TOTAL LEVIED FUNDS		2,300,173	766,724	3,066,897	681,835	790,735	670,549	(120,186)	29.15%	823,426	35.80%
2200	MOSQUITO	170,887	56,962	227,849	96,952	117,919	52,439	(65,480)	30.69%	36,131	21.14%
2272	EMS PROGRAM	254,873	84,958	339,831	78,636	100,384	77,001	(23,383)	30.21%	82,500	32.37%
2273	SPECIAL EMS PROGRAM	543,000	181,000	724,000	84,703	290,683	36,778	(253,905)	6.77%	-	0.00%
2372	PERMISSIVE MED LEVY	2,219,698	739,899	2,959,597	-	855,419	-	(855,419)	0.00%	-	0.00%
2382	SEARCH & RESCUE LEVY	287,791	95,930	383,721	108,609	145,184	88,982	(56,202)	30.92%	73,934	25.69%
2990	TRANSPORTATION	1,230,870	410,290	1,641,160	326,084	279,766	372,173	92,407	30.24%	384,905	31.27%
3001/3002	911 GO BOND DEBT SERVICE	488,017	162,672	650,689	122,695	319,583	141,446	(178,137)	28.98%	383,121	78.51%
TOTAL COUNTYWIDE VOTED/EXEMPT		5,195,136	1,731,712	6,926,848	817,679	2,108,938	768,819	(1,340,119)	14.80%	960,591	18.49%
2260	EMERGENCY/DISASTER	-	-	-	374,818	377,877	374,818	(3,059)	#DIV/0!	-	#DIV/0!
TOTAL OUTSIDE CITIES VOTED		-	-	-	374,818	377,877	374,818	(3,059)	#DIV/0!	-	#DIV/0!
2901	PILT	5,650,000	1,883,333	7,533,333	3,645,522	5,843,669	500,669	(5,343,000)	8.86%	-	0.00%
Total Tax Levied Funds + PILT		58,875,757	19,625,252	78,501,009	20,650,255	24,195,905	13,550,958	(10,644,947)	23.02%	17,041,595	28.95%

FY15 Review November 30, 2014.xlsx

BI-MONTHLY MEETING W/ KIM CROWLEY, LIBRARY

10:15:00 AM

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Library Director Kim Crowley, Clerk Kile

Crowley reviewed the following performance overview report.

FY15 Performance Overview

PROGRAMS	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total YTD FY15	Total YTD FY14	% change Y-T-D
Library															
Bigfork # programs	6	5	6	7									24	18	33.33%
attendees	196	73	43	56									368	269	36.80%
CFalls # programs	16	14	13	16									59	40	47.50%
attendees	595	255	235	370									1,455	930	56.45%
Kalispell # programs	25	21	23	32									101	86	17.44%
attendees	1,907	872	1,661	1,488									5,928	3,513	68.74%
Marion # programs	1	1	0	3									5	2	150.00%
attendees	5	5	0	30									40	15	166.67%
Systemwide # of Programs	48	41	42	58									189	146	29.45%
Attendees	2,703	1,205	1,939	1,944									7,791	4,727	64.82%
COMPUTER USE															
Library															
Bigfork WiFi	382	98	165	85									730	451	61.86%
Public Computers	425	442	449	415									1,731	2,251	-23.10%
CFalls WiFi	719	198	629	512									2,058	1,990	3.42%
Public Computers	1,390	2,241	1,849	1,801									7,281	6,782	7.36%
Kalispell WiFi	2,294	711	2,159	2,033									7,197	6,593	9.16%
Public Computers	7,546	6,637	5,995	5,838									26,016	27,941	-6.89%
Marion WiFi	15	32	90	53									190	0	
Public Computers	42	39	75	143									299	234	27.78%
Systemwide WiFi	3,410	1,039	3,043	2,683									10,175	9,034	12.63%
Public Computers	9,403	9,359	8,368	8,197									35,327	37,208	-5.06%

THURSDAY, DECEMBER 11, 2014
(Continued)

CHECKOUTS													Total YTD FY15	Total YTD FY14	% change Y-T-D
Library	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June			
Bigfork	3,136	2,751	2,644	2,621									11,152	11,238	-0.77%
Columbia Falls	6,360	6,341	4,715	6,846									24,262	27,569	-12.00%
Kalispell	41,925	39,466	40,204	34,735									156,330	155,068	0.81%
Marion	114	88	385	229									816	1,115	-26.82%
Digital content	4,311	4,337	4,372	4,495									17,515	14,549	20.39%
Systemwide Checkouts FY14	55,846	52,983	52,320	48,926									210,075	209,539	0.26%
BUILDING TRAFFIC													Total YTD FY15	Total YTD FY14	% change Y-T-D
Library	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June			
Bigfork	3,675	2,713	1,884	1,436									9,708	12,172	-20.24%
Columbia Falls	5,826	5,721	5,147	5,439									22,133	22,126	0.03%
Kalispell	22,267	20,958	18,700	19,849									81,774	79,771	2.51%
Marion	84	83	126	228									521	448	16.29%
Systemwide Traffic	31,852	29,475	25,857	26,952									114,136	114,517	-0.33%

- I serve on the Montana State Library statewide Statistics Task Force, which met one last time in October to clarify the term "capital" in relation to books and materials. The only time collections can be capitalized is when they are purchased as, for instance, an opening day collection where you would spend a significant amount of money for a huge lot of books. This was clarified and will hopefully result in cleaner comparative statistics.
- Sandy Carlson will be presenting a budgeting workshop for our Tamarack Federation meeting in May. The Tam Fed includes all public libraries in Lincoln, Flathead, Lake, Sanders, Ravalli, Mineral, and Missoula Counties. Just as our countywide budget serves as a model to other governing agencies, the library portion is a model for other libraries in the state.
- On October 30th I presented our library needs at the Community Development Block Grant Public Needs Assessment Hearing at Kalispell City Hall. Mike Pence gave the first presentation and talked about current county projects and future projects like the library, which he stated was a priority. People in the room seemed impressed when I talked about the number of library cardholders, the number of visits, and the number of checkouts.
- On November 12th I flew to Chattanooga, TN to attend the Library Journal Director's Summit. It was very interesting and enlightening and reinforced what an innovative library we are. I have yet to see a library as innovative as ImagineIF in delivering children's services and collaborative experiences for adults.
- The Foundation has hosted Bruce Tutvedt, Bob Keenan, Randy Brodehl, Mark Blasdel, Frank Garner, Zac Perry, Bob Brown and Ed Lieser for Lunch and Learns at the library. We have highlighted how we have used the increase in state funding to improve services to our communities. We've also hosted many more prominent community members who are very positive about the changes we've made at the library. Library Legislative Day is January 15, 2015 and all legislators will be invited to attend a barbeque dinner at the Montana State Library, which is funded by the Montana Library Association and library foundations and friends' groups across the state.
- On the 19th I met with newly elected Senator Bob Keenan in Bigfork. Senator Keenan sits on the Board of the Bigfork Community Development Trust Foundation and he accepted a proposal for a portion of the remodel work at ImagineIF Bigfork.
- David Koel from CTA has provided us with a conceptual drawing for ImagineIF Bigfork's reconfiguration. We are moving forward with bidding the pieces of the project.
- At our all-staff day on the 21st, Janice Kalvig was recognized for 35 years of service and Greg Weatherly for 10 years of service.
- We are hiring two new Materials Handlers, one in Columbia Falls and one in Kalispell. Background checks are under way.
- In partnership with FVCC, we have begun planning the second annual Mini MakerFaire which will take place in late February at FVCC.
- We have given several community presentations recently and have several more planned. We've presented to the AAUW, Bigfork Rotary, and Kalispell noon Rotary. Coming up yet this month we will present to the Columbia Falls City Council, the Flathead Job Service, and the Flathead County Management Team. I attended the Bigfork Chamber Dinner which occurred the evening after the rotary presentation in Bigfork and heard nothing but very positive comments on the presentation and the library in general. People are excited about all that we are doing.
- Beginning next week, we will have holds pickup service at West Shore Community library in Lakeside. We've installed a self-check computer on a piece of furniture that will also serve as a book drop. WSCL was added to our library catalog as a holds pickup location on Dec 8, and the project will go live Dec 15. This will be a nice service for those people who live in the Somers, Lakeside and Rollins areas.

EXPERIENCE ZONES

- Brew It Yourself was the experience zone theme for October. In Bigfork, Columbia Falls, and Kalispell we had brewing ingredients and equipment out on display. On loan from Withey's, Darin Fisher from Backslope Brewery, and Tyler Glidden, the supplies helped show people what was needed to get into homebrewing. People could also test their senses to see if they could identify varieties of hops and malts. Kalispell Brewing Company offered two special tours for library patrons with a free sample at the end. On Saturday the 18th we also had a homebrew demonstration in Kalispell, where Tyler Glidden and Sean Anderson brewed beer on the front steps of the library. Over the course of the week Megan spoke with several adults who were inspired by the experience zone and ready to start brewing, she recommended books and sent them on their way ready to buy equipment. One gentleman was especially pleased as he had been thinking about home brewing for years, he said our program gave him the extra nudge that he needed to get started.
- The same week as Brew it Yourself we had our all staff training day. Connie Behe and Megan Glidden helped lead the staff through brainstorming and evaluation of themes and activities for our new experience zones. The new format will have a quarterly theme with various activities throughout the three months that all relate back to the selected theme. Working as a group we selected Home as the first theme and in the afternoon voted to have a yurt inside the library as one of the activities. Not only did these results help in planning our new experience zones, but it also really made us think more about how we will plan experience zones in the future. We have formed a new team to help in the planning and execution of experience zones, with members from various departments and locations, it promises to add a great deal to the programs.
- The second week of November, we started Weave it all Together. With three giant looms built by a local craftsman and yarn and fabric strips on the floor people have been happily creating community weavings. Kalispell has two of the 7 ½ foot looms and Columbia Falls has the third. Bigfork has a smaller table top loom. The Daily Interlake did a nice story on the experience zone, which was in the paper Sunday November 16th. The experience zone has been very popular, in Kalispell we have finished three 3' x5' weavings and are working on two more.
- Deena Stacey, Columbia Falls Branch Manager, and Megan Glidden, Programming and Outreach Librarian recently visited Denver where they met with people at the Denver Art Museum, several Anythink library locations, and two Denver Public Library locations. They had a number of fruitful meetings learning how these various other institutions do programming and outreach, structure their staff and teams, and use the space in their libraries. It was very revealing. All seem to be struggling with issues that we deal with as well, like trying to figure out how to get new users, increase circulation, to do more with already busy staff, and how to conduct more effective marketing and outreach. Again despite the fact that all of these organizations have bigger staff and better funding, Megan reported that she thinks the approach to so many of these issues at ImagineIF is, if not outright superior, at least in the same realm as what others were doing. Our brand identity really sets us apart and makes it clear how we need to frame our work, from programming and marketing to our day to day service. Still it was so productive to talk to all of these helpful people in person and many were more honest and open than they would have been over the phone or in an e-mail.
- Children:** In mid-October we hosted a series of events around the theme of "Apples." At storytime, children peeled apples with our old-fashioned apple peeler and enjoyed them sliced with a sprinkle of cinnamon. We offered an after school program with apple peeling, juicing, dehydrating, and an "apple pop" bar with toppings and apple slices on sticks. Also offered all week was a sensory bin with whole oats, cinnamon sticks, and small faux apples. We found oats throughout the first floor of ImagineIF Kalispell, proving the high level of engagement with our sensory materials!
- On October 29th we launched our partnership with WIC (The USDA Special Supplemental Nutrition Program for **Women, Infants, and Children (WIC)**) wherein we visit once a month and interact with their clients, who are parents of very young children. Our goal is to give parents early literacy tips so they can talk, read, sing, play, and write with their children at home. We accomplish this through informal chats, brief storytimes with the children (if present), a slideshow of our offerings, and examples of some of our sensory toys and materials. So far our numbers have been small, but the staff at WIC is working with us to increase participation. At our next visit, we will be inside the clinic – rather than in the waiting room – talking with parents as their benefits are printed.
- On November 5th Martha Furman and Foundation Director Dori Muehlhof visited Park Side Credit Union to propose continuation of funding of our Summer Experience program for the next 5 years. Dori and Martha met with Josh Kroll and Angie Meehan and discussed successes over the past 5 years and what the future will look like. We expect to hear back from them before the end of the year.
- On November 19th Martha visited the Wednesday MOMS group that meets at Trinity Lutheran Church in Kalispell. She presented on early literacy tips for parents and some of ImagineIF's offerings. Though attendance was low that day, she met some mothers (one who is new to the area and excited about our offerings) and look forward to returning for another visit. Another presenter from the Child Development Center was there and very interested in the information. She would like us to visit their organization and present for their staff. It's great to get out there and make connections.

THURSDAY, DECEMBER 11, 2014
(Continued)

- Also on November 19th, we hosted an after school maker event at ImagineIF Kalispell. Using materials from the State Library's traveling maker kit, we presented activities with MaKey MaKeys, Snap Circuits, Squishy Circuits, and sticker makers. Over 60 people attended and experienced a banana piano, simple circuitry, and making play dough creatures with light up components. We had a great time and it was a fun and easy way to dip our toe into playing with electronic components with kids.
- **Teens:** On October 31st we hosted a Halloween Pre-Party with homemade soda making. Around 50 teens (our highest number ever) turned out to create soda using flavored syrup, plain water, and a CO2 canister generously lent to us by Sean Anderson. We had a great time devising different soda flavors and figuring out the magic method to getting just the right carbonation in the bottles. The teens loved the process and were fascinated by the carbonation device. We also designed Halloween masks, played Wii games, and turned images of ourselves into zombies using the iPad, our big screen, and the app "Dead Yourself."
- On November 3rd our Anime Club met to watch episodes of the very strange anime series *Rozen Maiden*, about dolls brought to life who battle over pieces of their souls. The teens loved it. We are enjoying a bit of a renaissance of Anime Club as it is vitalized by a large batch of newcomers from Kalispell Middle School. Great fun!
- At our Teen Social on November 20th, we used gadgets from the State Library's maker kit to explore circuitry and gaming. The teens also loved working the MaKey MaKeys, Snap Circuits, and Squishy Circuits. I heard lots of comments along the lines of "I feel so smart!" when they were able to design a particularly complex circuit or make a website work using bananas. It was very cool and a good introduction to making and tinkering for them. We also learned about what materials and applications are most interesting to teens – definitely gaming and game design, with circuit building a close second.
- CFBB has installed a new roof on the building there are no more leaks. We had a few days of lots of noise but for the most part no one complained. Annie's husband will now replace all the stained ceiling tiles.
- Staffing changes at Columbia Falls are largely underway. Deena Stacy will be coming to Kalispell to work as Programming and Outreach support for 16 hours per week. She will also be using this time to gain experience working in the children's department to better serve as Storytime support in Columbia Falls. A new materials handler should be hired in the coming weeks, which will allow us to implement a more lean staffing structure. This will generate more time for Library Advisors to focus on higher-level duties such as planning, programming, and establishing outreach partnerships.
- We have completed two cycles in using CollectionHQ tools to manage collections. It is still early in the process, so conclusions about the effectiveness are hard to make, but some interesting results have come back since we implemented these tools. For example, we can now see performance data for titles that float between ImagineIF locations and compare with performance data for titles that have been selected by staff for transfer between locations. Items that float tend to circulate fewer times per copy once they float to one of the branches. However, items that we select to move between branches based on customer interest or to rebalance collections tend to circulate far more per copy after being transferred. This is, of course, a small sample size to draw strong conclusions from, but it is an indication that by manipulating collections based on circulation data, we should start seeing more positive circulation numbers system-wide.
- During our last Adult Services meeting, we visited Flathead Job Service for a quick tour and overview of their services. It was a great refresher to see just how much they offer for local job seekers. We will continue to refer people there for computers, faxing, copies, phone calls and classes – all free, with expert help.
- Our Facebook page is nearing 1,000 fans! Since becoming ImagineIF we have had a faster increase in fans, and Marilyn Bennett and April Vomfell do a great job helping keep the posts fresh and frequent. We have a giveaway drawing planned for when we reach 1,000 fans.
- Coming soon for staff and board members is the ImagineIF Institute, which will include monthly staff meeting topics, conferences, trainings and more. The Institute will be unveiled around the beginning of January.
- We are in the midst of doing a one-year checkup on our ImagineIF website, and after evaluating all the suggestions we will begin to make some changes. The site probably won't look too different at a glance, but we came back with a lot of small improvements that should make the site easier to use and more engaging.
- April Vomfell attended Seattle Interactive in October and reports it was excellent. She attended several interesting sessions and learned about what's happening right now in technology, marketing and social media. Getting a look at those topics through the eyes of web developers, marketers, artists, consultants and other creative people was refreshing. It was also great timing, since she is in the middle of developing a full-scale communications plan for ImagineIF. What she learned at Seattle Interactive reinforced the plan we are working toward and also gave her some fresh ideas. The communications plan is scheduled to be completed by the end of December.
- On the technology front, Sam Crompton has upgraded the wireless access point in Bigfork. All locations now have the same equipment providing a consistent user and management experience.
- Relocated wireless access point in Columbia Falls. The new mounting position high on the wall now projects the WiFi signal out to the overall library space and provides improved reception for patrons.
- Reconfigured color printing to separate staff and public machines in Kalispell and purchased and deployed a refurbished color printer for patron use.
- Continued deployment of centrally managed Symantec Virus protection software to staff computers.
- Continued evaluation of alternative people-counter solution for use in Kalispell and eventually the branches. A new solution will provide the ability to much more accurately differentiate between adults and children as well as provide accurate ingress & egress counts over specific time periods.

PUBLIC HEARING: EVERGREEN ENTERPRISE OVERLAY INTERIM ZONING EXTENSION

10:30:00 AM

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Deputy County Attorney Caitlin Overland, Planning & Zoning Director B.J. Grieve, Planner Rachel Ezell, Clerk Kile

Grieve reported the public hearing is to consider a request by the Flathead County Planning Office to grant a one-year extension to the Evergreen Enterprise Overlay Interim Zoning that was adopted at the end of 2013 to be effective January 1, 2014. He noted for the record one public comment was received via e-mail from Erica Wirtala, Governor Affairs Director for Northwest Montana Association of Realtors stating support of the extension.

Chairperson Holmquist opened the public hearing to anyone wishing to speak regarding an Interim Zoning extension. No one rising to speak, Chairperson Holmquist closed the public hearing.

Grieve reported he would bring forth a resolution at a later date for consideration.

AUTHORIZE MIKE PENCE AS SIGNATORY: GRANT DEED/ HERRON PARK – FOYS TO BLACKTAIL TRAILS FINAL PHASE

10:45:00 AM

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Deputy County Attorney Tara Fugina, Deputy County Attorney Caitlin Overland, Clerk Kile

Commissioner Scott made a **motion** to approve Mike Pence as signatory for the Grant Deed/ Herron Park – Foys to Blacktail trails final phase. Commissioner Krueger **seconded** the motion. Motion carried unanimously.

AUTHORIZE MIKE PENCE AS SIGNATORY: BUY/SELL AGREEMENT, HERRON PARK – FOYS TO BLACKTAIL TRAILS FINAL PHASE

10:46:00 AM

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Deputy County Attorney Tara Fugina, Deputy County Attorney Caitlin Overland, Clerk Kile

Commissioner Krueger made a **motion** to authorize Mike Pence as signatory for the buy/sell agreement, Herron Park - Foys to Blacktail trails final phase. Commissioner Krueger **seconded** the motion. Motion carried unanimously.

**THURSDAY, DECEMBER 11, 2014
(Continued)**

AUTHORIZE MIKE PENCE TO RELEASE FUNDS: HERRON PARK – FOYS TO BLACKTAIL TRAILS FINAL PHASE

10:47:00 AM

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Deputy County Attorney Tara Fugina, Deputy County Attorney Caitlin Overland, Clerk Kile

Commissioner Scott made a **motion** to authorize Mike Pence to release funds for the Herron Park Foys to Blacktail trails final phase. Commissioner Krueger **seconded** the motion. Motion carried unanimously.

AUTHORIZE MIKE PENCE TO ATTEND CLOSING: HERRON PARK – FOYS TO BLACKTAIL TRAILS FINAL PHASE AND SIGN CLOSING DOCUMENTS

10:48:00 AM

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Deputy County Attorney Tara Fugina, Deputy County Attorney Caitlin Overland, Clerk Kile

Commissioner Krueger made a **motion** to authorize Mike Pence to sign the closing documents. Commissioner Scott **seconded** the motion. Motion carried unanimously.

DOCUMENT FOR SIGNATURE: CONSULTANT SERVICES AGREEMENT TASK ORDER NO. 3/ SWAN RIVER ROAD PATH

10:49:00 AM

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Deputy County Attorney Tara Fugina, Planner Alex Hogle, Clerk Kile

Commissioner Krueger made a **motion** to approve the document for signature. Commissioner Scott **seconded** the motion. Motion carried unanimously.

DOCUMENT FOR SIGNATURE: CONSULTANT SERVICES AGREEMENT/ U.S. 2 PATH – CORAM TO WEST GLACIER

10:50:00 AM

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Deputy County Attorney Tara Fugina, Planner Alex Hogle, Clerk Kile

Commissioner Scott made a **motion** to approve the document for signature. Commissioner Krueger **seconded** the motion. Motion carried unanimously.

DOCUMENT FOR SIGNATURE: GOING TO THE SUN ROAD TRANSIT SYSTEM MODIFICATION/ EAGLE TRANSIT

10:52:00 AM

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Deputy County Attorney Tara Fugina, AOA Director Lisa Sheppard, Clerk Kile

Commissioner Scott made a **motion** to approve the document for signature. Commissioner Krueger **seconded** the motion. Motion carried unanimously.

BOARD APPOINTMENT: COLUMBIA FALLS CITY-COUNTY PLANNING BOARD

11:01:00 AM

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Planning & Zoning Office Administrator Mary Fisher, Clerk Kile

Commissioner Scott made a **motion** to appoint Anna Stene to the Columbia Falls City-County Planning Board. Commissioner Krueger **seconded** the motion. Motion carried unanimously.

AUTHORIZATION TO PUBLISH CALL FOR BIDS: REPLACEMENT OF EXISTING FIBER OPTIC INFRASTRUCTURE/ I.T.

11:02:00 AM

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Deputy County Attorney Tara Fugina, Clerk Kile

Commissioner Krueger made a **motion** to authorize publication of Call for Bids – replacement of existing fiber optic infrastructure. Commissioner Scott **seconded** the motion. Motion carried unanimously.

CALL FOR BID

Notice is hereby given that the Board of County Commissioners of Flathead County, Montana, will receive sealed bids for:

Replacement of existing fiber optic infrastructure

All sealed bids, **plainly marked “SEALED BID – Replacement of existing fiber optic infrastructure”** must be in the hands of the County Clerk and Recorder, 800 South Main, Room 302, Kalispell, MT, 59901, on or before **10:30 a.m., local time, January 5, 2015**. Bids will be **opened and read immediately thereafter**, in the Commissioner's Office at the County Courthouse.

Complete specifications are on file in the Flathead County Information Technology Office, 920 S. Main St., Suite B01, Kalispell, MT., or by calling (406)758-5571.

A pre-bid walkthrough will be held at **10:00 a.m. on December 29, 2014**. Interested parties will meet outside the Flathead County Justice Center. The walkthrough is not a bid requirement.

THURSDAY, DECEMBER 11, 2014
(Continued)

All bids offered shall be accompanied by a check payable to the Flathead County Treasurer, certified by a responsible bank, or a Bid Bond for an amount which shall not be less than ten (10%) percent of the aggregate of said proposal. The Bids shall, in open session, be publicly opened and examined and declared the same; provided, however, that no Bid shall be considered unless accompanied by said check or Bid Bond. The County may reject any and all Bids should it deem this for the public good, and also the Bid of any party who has been delinquent or unfaithful in any former contract with the County, and shall reject all Bids, other than the lowest regular bid of any responsible bidder, and may award the Contract for such work or improvement to the lowest responsible bidder at the prices named in his or her bid.

The checks or Bid Bonds of the three (3) low responsible bidders accompanying such accepted Bids shall be held by the County until the Contract for doing said work, as hereinafter provided, has been entered into, whereupon said checks or Bid Bonds shall be returned to said bidders. If the lowest responsible bidder fails, neglects, or refuses to enter into the contract to perform said work or improvements, as hereinafter provided, then the check or Bid Bond accompanying his or her bid, and the amount therein mentioned, shall be declared to be forfeited to the County. The successful bidder will be required to furnish a Performance and Payment Bond in the amount of one-hundred (100%) percent of the Contract.

Bidders on the work will be required to comply with Montana Prevailing Wage Rates. It is incumbent upon each employer to pay, as a minimum, the rate of wages including fringe benefits for health and welfare and pension contributions, and travel allowance provisions, provided in the most current Prevailing Wage Rates. Bidders on the project will also be required to pay the State's 1% Contractor's withholding tax.

No Bid may be withdrawn within a period of 60 days after the date for opening bids.

Flathead County reserves the right to reject all Bids, to waive informalities, and to reject nonconforming, irregular, non-responsive or conditional Bids.

Flathead County is an Equal Opportunity Employer.

DATED this 11th day of December, 2014.

BOARD OF COUNTY COMMISSIONERS
Flathead County, Montana

ATTEST:
Paula Robinson, Clerk

By/s/Pamela J. Holmquist
Pamela J. Holmquist, Chairman

By/s/Diana Kile
Diana Kile, Deputy

Publish on December 16 and December 23, 2014.

CONSIDERATION OF PRINT BIDS: COMMISSIONERS OFFICE AND HEALTH DEPARTMENT

11:02:00 AM

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Clerk Kile

Chairperson Holmquist read into the record that Insty Prints was the low bidder for 500 business cards for \$29.95 for the Commissioner's Office.

Commissioner Krueger made a **motion** to approve the print bid. Commissioner Scott **seconded** the motion. Motion carried unanimously.

Chairperson Holmquist read into the record that Insty Prints was the low bidder for 3-sets of 500 business cards for \$99.90 for the Health Department.

Commissioner Scott made a **motion** to approve the print bid. Commissioner Krueger **seconded** the motion. Motion carried unanimously.

Chairperson Holmquist read into the record that O'Neil Printers was the low bidder for numerous receipt books in the amount of \$242.50 for the Health Department.

Commissioner Krueger made a **motion** to approve the print bid. Commissioner Scott **seconded** the motion. Motion carried unanimously.

Chairperson Holmquist read into the record that Trippet's Printing was the low bidder for numerous receipt books for \$195.95 for the Health Department.

Commissioner Krueger made a **motion** to approve the print bid. Commissioner Scott **seconded** the motion. Motion carried unanimously.

At 5:00 o'clock P.M., the Board continued the session until 8:00 o'clock A.M. on December 12, 2014.

FRIDAY, DECEMBER 12, 2014

The Board of County Commissioners met in continued session at 8:00 o'clock A.M. Chairperson Holmquist, Commissioner Scott and Krueger, and Clerk Robinson were present.

NO MEETINGS SCHEDULED

At 5:00 o'clock P.M., the Board continued the session until 8:00 o'clock A.M. on December 15, 2014.
