

Missoula Board of County Commissioners

PUBLIC MEETING MINUTES COVER SHEET



THURSDAY, JANUARY 02, 2025 – 2 PM

Hybrid meeting – Missoula County Courthouse Annex Sophie Moiese
Room/Microsoft Teams

[Click here to view the meeting recording.](#)

Time stamps (in green) correspond to meeting recording above. Please click to
the time stamps listed to view a particular item in the meeting.

ATTENDANCE:

Commissioners Present:

Chair Juanita Vero

Commissioner Josh Slotnick

Staff Present:

Cheryl Hartman, Administrative Assistant, Commissioners' Office

John Hart, Lead Civil County Attorney, County Attorneys' Office

Chris Lounsbury, Chief Administrative Officer, Missoula County

Katy Reeder, Planner, Planning, Development, and Sustainability

Tim Worley, Senior Planner, Planning, Development and Sustainability

Sam Scott, Assistant Recording Director, Clerk and Recorders' Office

Annie Cathey, Lead Administrative Assistant, Commissioners' Office

Mattie Scott, Administrative Assistant, Commissioners' Office

Brenna Davis, Engagement Coordinator, Communications

Melissa Fisher, Strategic Initiatives Manager, Commissioners' Office

Carey Powers, Communications Coordinator, Communications

1. **CALL TO ORDER** *[Time stamp – 0:02]*
2. **PLEDGE OF ALLEGIANCE** *[Time stamp – 0:06]*
3. **LAND ACKNOWLEDGEMENT** *[Time stamp – 0:25]*
Missoula County acknowledges that this event takes place in the aboriginal territories of the Salish and Kalispel people.
4. **PUBLIC ANNOUNCEMENTS** *[Time stamp – 0:34]*
 - a. Closed Captioning
5. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA** *[Time stamp – 1:31]*

6. CURRENT CLAIMS LIST [Time stamp – 01:40]

Claims received as of December 04, 2024 to December 24, 2024 by the Commissioners' Office total \$7,445,469.25.

7. HEARINGS

a. Missoula Rural Fire District Annexations Petition [Time stamp – 02:01]

Sam Scott, Assistant Recording Director, Clerk and Recorders' Office

Commissioner Vero made the motion that the Board of Missoula County Commissioners approve the Missoula County Rural Fire District Annexations Petitions resolution as presented and written by staff.

Commissioner Slotnick seconded.

[Motion Passed 2-0.]

[Resolution 2025-007 Book:1108 Page:132]

b. Resolution- Appointing Chair for Calendar Year 2025 [Time stamp – 04:31]

Chris Lounsbury, Chief Administrative Officer, Missoula County

Commissioner Slotnick made the motion the Missoula Board of County Commissioners approve the resolution to appoint Juanita Vero as the Chair for the calendar year 2025.

Commissioner Vero seconded.

[Motion Passed 2-0.]

[Resolution 2025-001 Book:1108 Page:133]

c. Resolution- Setting the Location for Posting of Public Notices [Time stamp – 06:10]

Chris Lounsbury, Chief Administrative Officer, Missoula County

Commissioner Slotnick made the motion that the Missoula Board of County Commissioners approve the resolution to set the location of posting public notices.

Commissioner Vero seconded.

[Motion Passed 2-0.]

[Resolution 2025-002 Book:1108 Page:134]

d. Resolution- Setting the Dates and Times of Public Meetings [Time stamp – 07:24]

Chris Lounsbury, Chief Administrative Officer, Missoula County

Commissioner Slotnick made the motion that the Missoula Board of County Commissioners approve the resolution setting the dates and times of public meetings.

Commissioner Vero seconded.

[Motion Passed 2-0.]

[Resolution 2025-003 Book:1108 Page:135]

e. Resolution- Setting Office Hours [Time stamp – 08:26]

Chris Lounsbury, Chief Administrative Officer, Missoula County

Commissioner Slotnick made the motion that the Missoula Board of County Commissioners approve the resolution to set office hours.

Commissioner Vero seconded.

[Motion Passed 2-0.]

[Resolution 2025-004 Book:1108 Page:138]

- f. Resolution- Setting the Yearly Rate of Credit for Incarceration** [Time stamp – 09:38]
Chris Lounsbury, Chief Administrative Officer, Missoula County

Commissioner Slotnick made the motion that the Missoula Board of County Commissioners approve the resolution to set the yearly rate of credit for incarceration.

Commissioner Vero seconded.

[Motion Passed 2-0.]

[Resolution 2025-005 Book:1108 Page:136]

- g. Resolution- Setting the Duties and Responsibilities of the Missoula County Chief Administrative Officer** [Time stamp – 11:17]

Chris Lounsbury, Chief Administrative Officer, Missoula County

Commissioner Slotnick made the motion to adopt and approve the resolution setting the duties and responsibilities of the Missoula County Chief Administrative Officer.

Commissioner Vero seconded.

[Motion Passed 2-0.]

[Resolution 2025-006 Book:1108 Page:137]

- h. Walker-Keleher Family Transfer** [Time stamp – 14:33]
Katy Reeder, Planner, Planning, Development, and Sustainability

Commissioner Vero made the motion that the Missoula Board of County Commissioners approve the Walker-Keleher family to utilize the family transfer exemption as presented in the exemption application affidavit as presented by staff.

Commissioner Slotnick seconded.

[Motion Passed 2-0.]

[Letter 2025-001 electronically sent to Jessica Walker-Keleher]

8. OTHER BUSINESS

[None]

9. ADJOURN

Chair Vero – Called the meeting to adjourn at 2:24 p.m.

BCC Public Meeting January 02, 2025 – Transcription

This transcription was produced by transcription software. There may be discrepancies between this transcription and meeting dialogue. You can view the recording of the meeting on the county's YouTube channel: <https://www.youtube.com/c/missoulacounty> or contact the commissioners' office to obtain a copy.

Dialogue in the transcription attributed to "Sophie Moiese Room" is for all speakers that attended the meeting in person. Attendees that participated virtually are labeled individually.

0:02

This public meeting to order for Thursday, January 2nd, 2025.

0:06

Please join me in the pledge.

0:09

Pledge allegiance to the flag of the United States of America and to the Republic for which it stands, One nation under God, indivisible, with liberty and justice for all.

0:25

OK, Zula County acknowledges that this event takes place in the Aboriginal territories of the Salish and Kalispell people.

0:34

How many public announcements?

0:44

Hello everyone.

0:45

If you are joining us for this meeting virtually today, instructions for turning on closed captioning are on your screen.

0:51

If you're joining us in person, we'll have closed captioning on all the screens here in the Sophie Louise room.

0:56

There will be an opportunity to speak during the meeting for public comment, virtually and in person.

1:01

We ask that all speakers today speak slowly and clearly.

1:04

This helps with the accuracy of the closed captioning if you are on Microsoft Teams.

1:09

If you'll like to speak when discussion has been open for public comment, we ask that you use the Raise feature.

1:15

This is the small hand button at the top of your screen.

1:18

If you're calling in on the phone, you'll need to hit *5 to raise your hand.

1:21

Once called upon, you'll need to hit *6 to unmute.

1:24

If you have any questions, please find me during the meeting and let me know.

1:28

Thank you.

1:29

Thanks, Joe.

1:30

All right.

1:31

Do we have any public comment on items not on the agenda?

1:40

OK, our current claims list claims received as of December 3rd, 2024 to December 24th, 2024 by the Commissioner's Office total \$7,445,469.25.

1:55

OK, today we have 12345678 public hearings.

2:01

The first one is on Missoula Rural Fire District annexation petition and it appears that the role of Lisa Frost will be played by Sam Scott.

2:10

Sorry for the disappointment, Sam Scott with the Clerk and Records office.

2:14

A petition to annex land into the Missoula Rural Fire District has been submitted to our office.

2:19

The property proposed to be annexed is described as Tract 1 of Cos 5717 located in Section 18, Township 13 N, Range 17 W.

2:30

The physical address of the property is 13398 Highway 200 E Bonner 59823.

2:37

In the letter from the fire district and our notice there was a typo in the address.

2:41

The correct address is 13398 Highway 200 E.

2:45

The petition has been signed by property owners who represent more than 40% of the acreage and of the taxable value of the property to be annexed.

2:52

A notice of hearing has been published twice in the Missourian and all property owners have been notified of this hearing.

2:57

It's presented to you for your decision.

3:00

Great.

3:00

Thanks.

3:04

Juan, do you have any questions?

3:07

No.

3:08

And I'm not sure if I have the correct language that I, I motioned to approve the annexation.

3:15

Chris says that's fine.

3:16

OK, thanks.

3:19

Is there there's no one there to speak to this, is there?

3:23

No.

3:24

OK.

3:26

Yeah, it's any any public comment, anybody online or in the room that would like to speak to this.

3:34

OK.

3:35

I will second that motion and call for a vote.

3:38

So all in favor.

3:41

Aye, Great.

3:43

Thanks, Sam.

3:47

Next up, Katie and a family transfer.

3:52

Thank you.

3:53

My claimant is not online yet.

3:55

Do you want me to keep going?

4:04

I can't answer the question.

4:05

This is not Jessica Walker.

4:07

OK, well, why don't we jump ahead and do the other ones and maybe they'll maybe they'll jump on before we're done.

4:13

OK, OK.

4:14

So we're going to skip item B in hopes that the claimant will jump on and jump right to item C, which is a resolution appointing chair for calendar year 2025.

4:26

And Chris Loudsbury will present.

4:29

Thank you, Commissioner.

4:30

Good afternoon, everyone.

4:31

So at the beginning of each calendar year, the Commission by statute is required to pass several resolutions setting the chair, office hours and other items for the county.

4:41

So we'll start off commissioners today with asking you to open a public hearing and appoint the chair for this year.

4:47

Historically, Missoula County has used a rotational system so that the person who is chair is not up for election in the year that they're running for office.

4:56

And so if the Commission chooses to follow that same pattern this year would be Commissioner Vero becoming the chair of the Board of County Commissioners.

5:04

So with that, I would look to you to open this.

5:07

For public comment and then to appoint a chair for calendar year 2025.

5:11

Great.

5:11

Thanks, Chris.

5:12

All right.

5:12

Do we have any public comment?

5:15

Are there on the in the room or online on this issue?

5:23

OK, Juan, what do you think?

5:26

I will gladly accept the can I, can I vote on this or I mean, can I make this motion?

5:37

Sorry, Commissioner Slotnick, in this case, although it's unusual for the acting chair to make the motion, if you could make the motion and that will do second.

5:42

So I would move to adopt A resolution appointing appointing Commissioner Juanita Vero chair of the Missoula Board, County Board of County Commissioners for calendar year 2025.

5:55

Second.

5:56

All right, any public comment on this?

5:59

OK, All in favor.

6:00

All right.

6:03

You're it, Juan.

6:04

OK.

6:05

Thank you.

6:06

Thank you for thank you for doing it.

6:10

All right, Commissioner.

6:10

So next before you, you have a resolution to post for where you will post notices for public meetings.

6:18

So under statute, you're required to set each year where the physical copy of each agenda will be published.

6:26

And so historically, that has been at the county's administrative building at 199 W Pine St.

6:32

We post at that, use that as our official location for posting for any public meeting that you're going to be involved in.

6:38

And so our recommendation this year is to continue that process.

6:41

And so that I'd ask that you open a public hearing, take any public comment and then approve the resolution.

6:47

Thanks.

6:49

OK.

6:49

Do we have any public comment on this?

6:57

What do you think, Juan?

6:59

OK.

6:59

I I moved to approve the resolution setting the location for our public notices and that that location is 199 W Pine.

7:09

W Pine?

7:09

Yes, sorry.

7:10

Thank you.

7:12

Great.

7:12

All right, I will second that and call again for any public comment.

7:17
OK.

7:18
Seeing none.

7:18
All in favor.

7:20
Aye, aye.

7:21
Thanks.

7:23
Thank you, Commissioners.

7:24
Following on the heels of that, we need to set the dates and times for your administrative and public meetings.

7:29
And so this resolution would set the time for your public meetings as the first, second, and 4th Thursday of each month.

7:36
The meeting that we're in right now at 2:00 located here in the Sophie Mois room.

7:40
And then also sets your kind of more administrative meetings as the Tuesdays and Thursdays of each week at 10:00 in the Commissioners Meeting Room at 199 W Pine St.

7:51
So the motion before you today after your opening for public hearing would be to adopt A resolution specifying the regular meeting dates and notifying the public of those dates for 2025.

8:00
All right, what do you think, Ron?

8:06
I, I moved to adopt the resolution of specifying the regular meeting date and notifying the public of those dates for 2025.

8:14
All right, I'll second that and call for any public comment.

8:19
OK, seeing none all in favor, Aye, aye, great.

8:25
Thank you, commissioners.

8:26
So our next to last yearly resolution is to set the, sorry, set the office hours for all of the county offices which are overseen by elected officials.

8:38

And so under statute, in conjunction with those elected officials, you determine the regular hours for those offices.

8:44

This continues the long standing tradition of Missoula County of setting those office hours as Monday through Friday from 8:00 in the morning until 5:00 at night, except in circumstances of legal holidays, emergency circumstances, or when there's a departmental need to alter those hours.

8:59

And so the request today, after hearing from the public is to adopt the resolution setting the office hours for setting the office hours as Monday through Friday, 8:00 to 5:00.

9:08

With those exceptions, I moved to adopt the resolution setting office hours for 2025 as Monday through Friday from 8:00 AM to 5:00 PM, except in circumstances of legal holidays, emergency circumstances, or to meet the needs of the department.

9:26

Great.

9:26

I'll second that and call for any public comment.

9:31

OK, seeing none.

9:32

All in favor, aye, aye, thank you, commissioners.

9:38

And the last daily or yearly resolution that you need to adopt is to set the daily rate for credit for incarceration.

9:45

And so this resolution is what is used after being calculated by the detention facility for the actual cost of housing an inmate as the credit someone receives against their fines and fees as determined by one of the judges either in Justice court or District Court.

10:00

And that rate for 2025, after calculations by the detention center, moves up to \$138 per day for the cost of credit for incarceration.

10:09

So the request today is to take public comments during the public hearing and then adopt A resolution setting the daily rate for credit for incarceration for 2025 at \$138 per day.

10:21

What was it last year, Chris?

10:24

It was 120 a little.

10:26

I believe it was 125 last year.

10:28

So this covers the increased costs that have happened over the 2024 calendar year.

10:40

Sorry, is there anyone in from the detention center or Sheriff's Department?

10:47

Nope.

10:48

OK, I moved to adopt the resolution setting the daily rate for credit for incarceration for 2025 at \$138 per day.

10:56

All right.

10:58

I'll second that and call for any public comment.

11:03

OK, seeing none all in favor.

11:05

Aye, aye.

11:09

Thank you, Commissioner.

11:10

So that completes the yearly resolutions that are needed to be adopted and we have one last resolution for you this year.

11:17

So this is related to the Chief Administrative officer, the position that I currently hold.

11:22

Historically, we've used the job description to kind of outline the duties and powers of the Chief Administrative Officer across Missoula County.

11:30

During last year's kind of 360 review, it came up that it would be helpful to have some solid documentation behind the job description, kind of specifying what those duties and responsibilities were.

11:40

So working with the county attorney's office, we came up with a resolution that we think addresses those concerns that were raised during the annual review and kind of spells out the role of the chief administrative officer for Missoula County.

11:54

And I'll highlight just a couple of those really quickly here for folks.

11:58

And so the role of the chief administrative officer primarily is as the chief policy advisor for the Board of County Commissioners and then to carry out the policies of the Board of County Commissioners as they're adopted.

12:09

I also serve as your representative to the other elected officials and provide kind of administrative oversight for the appointed officials that you appoint.

12:18

So the chief officers and department heads for each of the departments under the commission's purview.

12:23

It also sets up the responsibility of the county's chief administrative officer to address the needs of the various properties that Missoula County has across the county.

12:33

And so that includes things like not only the courthouse and the administrative building, but our new sheriff's facilities, just addressing those kind of real property needs in conjunction with the facilities department to make sure that our space is adequately addressed.

12:47

And then the last thing I'll highlight out of the resolution is the work that we do in conjunction with the county attorney's civil office staff when addressing civil matters that arise.

12:57

And in that role, I, I provide advice and counsel to them on specific issues.

13:01

And so this just kind of lays out that as well.

13:04

This primarily comes directly from the job description that's been in place for a number of years.

13:08

It was there under Vicki Zire and Dale Bickel before her.

13:12

So no real changes to the, the scope and role and duties of the chief administrative officer.

13:17

This just kind of codifies it as a resolution of formally adopted by the board.

13:21

Fantastic.

13:24

Yes and yeah.

13:26

Thanks all for working on this.

13:31

That the Board approve & a resolution outline of the duties and responsibilities of the Cao for Missoula County.

13:39

I will second that and call for any public comment.

13:46

I have a little comment.

13:48

I just want to say thanks, Chris.

13:49

It's great to have you here and we're very appreciative that you will do this one more year.

13:55

Well, thank you, Commissioner.

13:57

So grateful.

13:58

We're it's all we can count on.

14:00

So fortunate.

14:05

OK, all in favor.

14:09

Aye, Juan to do.

14:18

Aye.

14:20

Can you hear me?

14:21

Yes, Now we can.

14:22

You need to vote.

14:24

I, I I'd Awesome.

14:26

We're done.

14:27

Thanks, Juan.

14:28

Well, I don't know if we're done.

14:29

We're not.

14:29

We're not done.

14:30
I think.

14:31
Oh, great, great.

14:32
The claimant is is on.

14:33
So now we're we're going back to hearing B the Walker Kelleher family transfer.

14:44
OK, Katie, take it away.

14:45
Let me just share my screen.

15:09
Good afternoon.

15:10
Today I'm presenting the Walker at Kelleher family transfer.

15:14
This family transfer is requested by Jessica.

15:17
Jessica Walker Kelleher the This family transfer is located at 81 Rock Creek Rd.

15:26
in Clinton, Mt.

15:27
It is formerly known as the Ekstrom Stage Station and is just South of the I-90 and Rock Creek Rd.

15:35
interchange.

15:40
Here are the existing conditions of the property.

15:43
The RV park and campground is still in operation.

15:47
However, the website states the restaurant is closed due to many necessary upgrades and will remain closed pending those renovations.

16:00
The property is unzoned.

16:01
The parcel is split into two land use designations.

16:06

The family transfer parcel will be designated open and resource one dwelling per 40 acres.

16:12

The remaining parcel is designated General Commercial, which per the 2002 Regional Land Use Guide, includes bars, supper clubs, truck stops and motels.

16:28

The claimant would like to transfer a 4.5 acres to her husband, Peter Walker Kelleher or they will construct a single family residence.

16:38

The applicant will retain the remaining 6.96 acre tract and the property will continue to be used for commercial purposes.

16:47

The RV parking campground.

16:53

Here is what their proposal looks like.

17:00

The part of the process for family transfers is sending out the application to various Missoula County agencies for comments and reviews.

17:08

The health department submitted a completed and extensive review of the property's wastewater history and identified the limitations the existing septic system has.

17:18

However, the health department is confident the claimant is aware of the challenges this property has and ultimately the two lot family transfer will require a state sanitation review.

17:37

We also received comments from Missoula County Floodplain Administrator and the executive director of the Missoula County Conservation District.

17:45

A summary of their comments are the proposed family transfer raises concern about development pressure near the Rock Creek flood hazard and riparian areas.

17:58

Potential issues include bank erosion and the need for setbacks to mitigate erosion risks, especially along the northeastern side channel.

18:08

In a full subdivision review, conditions would include labeling the firm boundary and requiring notes on the plat, such as a need for a 310 permit for work within 50 feet of the Creek bank.

18:26

Of the three rebuttable presumptions and 18 evasion criteria, 3 were identified to possibly indicate evasion.

18:34

However, this is the most appropriate exemption for what the claimant wants to accomplish and we will be recommending approval.

18:44

Is the claimant present or online?

18:50

Yes, I'm I'm present.

18:52

This is Jessica.

18:54

Great.

18:54

Thank you.

18:55

Jessica, I'm going to ask you some questions.

18:57

Are you ready?

18:59

Yes.

19:01

Did you buy the property with the intent of dividing it?

19:08

We knew that we wanted to reserve some for our family.

19:13

Yes.

19:15

Thank you.

19:15

Do you or your transferee intend to transfer the property within the next year?

19:21

No.

19:23

Great.

19:24

Have you talked to anyone at the county about going through subdivision review?

19:30

We spoke with the planning department about our plans for transitioning the campground into a tiny house village for tiny houses on wheels.

19:44

That's our eventual goal.

19:48

And so, yes, in that conversation, we understood what situation we want to understand what was possible.

19:58

So we did talk with them about what would be needed there.

20:03

Thank you.

20:06

Will the property be developed?

20:11

We plan to build an accessible home for myself, my husband, my family and my mother and to have.

20:21

Infrastructure for two guest houses for our children.

20:27

So the I, I guess this is in reference to the family transfer, correct?

20:32

That's because the other yes, we plan to develop the remaining parts.

20:40

Thank you.

20:40

As a tiny house village.

20:43

Thank you.

20:45

And will the recipient of the property be residing on the property?

20:51

Yes, we plan my husband and I plan to live there.

20:55

Great, thank you so much.

21:00

Again with that, we are recommending approval with the motion on the screen before you today.

21:06

Thanks Juan.

21:07

Do you have any questions?

21:10

I I don't if I just make sure I understand.

21:13

So the tiny home village should be as part of the general commercial that goes through a completely different process or I mean that's is that subdivision that's a just a commercial endeavor, is that correct?

21:29

Yeah.

21:31

OK.

21:34

I don't have any other questions.

21:39

Did or did Jessica want to add anything?

21:45

Jessica, did you want to add anything?

21:49

No, I'm happy to answer other questions, but no.

21:54

Then I I move to the request by Jessica Walker Keeler.

21:57

Oh, sorry, Kelleher to utilize the family transfer exemption as presented in the exemption application affidavit be approved.

22:05

I'll second that and ask for any public comment.

22:10

All right.

22:11

Seeing none all in favor.

22:14

Aye, aye.

22:17

Great.

22:17

Thanks, Katie.

22:18

Thank you.

22:18

Thanks, Jessica.

22:19

Good luck.

22:21
Thank you all.

22:21
Appreciate it.

22:23
OK.

22:24
I believe with that we are adjourned.

22:26
Thanks all.

22:27
Thanks everyone.