

## **PROCEEDINGS OF THE BOARD OF COMMISSIONERS**

### **BROADWATER COUNTY, STATE OF MONTANA**

**LOCATION:** 416 Broadway, Townsend, MT 59644

**DATE:** March 20, 2024

Commissioner Darrel Folkvord called the meeting to order at 10:00 AM. Commissioners Debi Randolph and Lindsey Richtmyer were also present.

Public Comment: Broadwater County Clerk and Recorder Angie Paulsen read into the record a Notice to Broadwater County Commissioners regarding the offices and the candidates who filed for County Commissioner District 3 and Clerk of District Court will not appear on the June 4, 2024, primary ballot and will be qualified to appear on the November 5, 2024, general ballot. Representative Jane Gillette commented regarding a grant. Director Graveley commented that the solid waste department does not accept oil or paint in the canisters. Commissioner Richtmyer gave a fair board update.

10:09 AM Deputy County Attorney Kaylan Minor presented Family Transfer Exemption Claim Procedure. Commissioner Richtmyer moved to approve the Family Transfer Exemption Claim Procedure. Commissioner Randolph seconded. Jeff Schritz commented. Deputy County Attorney commented. Schritz commented. Commissioner Folkvord commented. Nick Garcia commented. Deputy County Attorney Minor commented. Rylan Stahly with Stahly Engineering commented. Beth Ries with Triple R Surveying commented. Stahly commented. Representative Gillette commented. Bernadette Swenson with Schaubert Surveying commented. Jesse Swenson with Schaubert Surveying commented. Commissioner Folkvord commented. Stahly commented. Commissioner Richtmyer commented. Commissioner Randolph commented. Commissioner Folkvord commented. Richard Tramp commented. Commissioner Richtmyer moved to take previous motion Family Transfer Exemption Claim Procedure off the table. Commissioner Randolph seconded and carried.

10:53 AM Deputy County Attorney Minor presented updated Subdivision Exemption Claim Application and Application Fee Increase to \$400.00. Broadwater County Planning and Development Director Nichole Brown commented.

11:07 AM Commissioner Randolph moved to approve Broadwater County-Parks and Recreation Board By-Laws with edits as follows: on page 2 ARTICLE II Section 1. Members needs to be changed to state no less than five (5) voting member, need to add in Section 3. Special Meetings on page 4 Commission Liaison and all shall be notified of special meeting, on page 2 Section 4. Advisory Members the word "ex-officio" needs to be changed to liaison and to omit sentence 'Additional Advisory members may be appointed as non-voting members' and 'as an ex-officio member', on top of page 6 in the second sentence the 'July I' needs to be changed to 'July 1', on

page 4. Section 3. Special Meetings the word 'a' needs to be changed to 'as'. Commissioner Richtmyer seconded and carried.

11:21 AM Community Development and Planning Director Nichole Brown presented a request for Rolling Glen Ranch Estates Minor Subdivision (Township 2 North, Range 1 East, Section 6) Preliminary Plat. Email from Cavanaugh to commissioners to withdraw RGR estates minor Subdivision regarding exempt wells. Deputy Count Attorney Minor commented.

11:23 AM Commissioner Richtmyer moved to approve Area IV Agency on Aging Contractor Assessment Tool. Commissioner Randolph seconded and carried.

11:27 AM Commissioner Richtmyer moved to approve the Trust Board Transfer of \$100,000 from the Premier Trust Account to the County Trust Board Account. Commissioner Randolph seconded and carried.

11:31 AM Commissioner Randolph moved to approve Trust Board Grant Award of \$8,400 to the Broadwater County Historical Society. Commissioner Richtmyer seconded and carried.

11:33 AM Commissioner Richtmyer moved to approve the 8U8 Broadwater County Airport Improvement AIP 3-30-0078-017-2024 Application for Federal Assistance and FAA Required Sponsor Certificates. Commissioner Randolph seconded. Jeff Schritz commented.

11:41 AM Commissioner Richtmyer moved to approve Broadwater County Airport – Phase II IFE (Independent Fee Estimate) Contract with KLJ in the amount of \$3,800.00. Commissioner Randolph seconded and carried.

11:45 AM Al Christophersen with BCDC Trails Committee presented Hike-Bike Trails in Broadwater County. Commissioner Folkvord commented. Commissioner Richtmyer commented. Commissioner Randolph commented.

Commissioner Randolph moved to approve March 13, 2024 minutes. Commissioner Richtmyer seconded and carried.

Commissioner Richtmyer moved to approve claims in the amount of \$84,568.54. Commissioner Randolph seconded and carried.

Commissioner Randolph moved to approve claims in the amount of \$22,997.49. Commissioner Richtmyer seconded and carried.

Commissioner Richtmyer moved to approve payroll claims in the amount of \$254,992.27. Commissioner Randolph seconded and carried.

Communications received: Family Transfer Exemption Claim Procedure, Broadwater County Parks and Recreation Advisory Board Bylaws, Area IV Agency on Aging Contractor Assessment Tool, Premier Trust Funding Transfer Request Letter from Broadwater County Trust Board, Approved Broadwater County Historical Society Grant Letter from Broadwater County Trust Board, Appendix A. Documented Catex, Application for Federal Assistance, Current FAA Advisory Circulars Required for Use in AIP Funded, BIL Funded, and PFC Approved Projects,

FAA Airport Assurances Airport Sponsors, Standard DOT Title VI Assurances, Contractor Contractual Requirements, Required Statements Airport Improvement Program Projects, Certification for Contracts, Grants, Loans, and Cooperative Agreements, Areas Affected by Projects (Cities, Counties, State, etc.), US DOT OMB Control Number 2120-0569 Drug-Free Workplace Airport Improvement Program Sponsor Certification, US DOT OMB Control Number 2120-0569 Certification and Disclosure Regarding Potential Conflicts of Interest Airport Improvement Program Sponsor Certification, Certification Regarding Lobbying, US DOT OMB Control Number 2120-0569 Selection of Consultants Airport Improvement Program Sponsor Certification, US DOT OMB Control Number 2120-0569 Project Plans and Specifications Airport Improvement Program Sponsor Certification, US DOT OMB Control Number 2120-0569 Equipment and Construction Contracts Airport Improvement Sponsor Certification, US DOT OMB Control Number 2120-0569 Construction Project Final Acceptance Airport Improvement Program Sponsor Certification, KLJ Project # 2405-00418 Independent Fee Review Proposal and Agreement, and Trails Across Broadwater.

Present at meeting were: Bernadette Swenson, Jesse Swenson, Rylan Stahly, Ryan Collins with Bureau of Land Management (BLM), Jeff Schritz, Representative Jane Gillette, John Hahn, Kody Weinrich with BLM, Richard Tramp, and Al Christophersen.

The meeting adjourned at 12:30 PM. The next regular Commissioner Meeting will be held March 27, 2024, at 10:00 AM.



Attest:  
ANGIE PAULSEN  
Clerk and Recorder

  
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DARREL FOLKVORD  
Commissioner Chairman