

City of Livingston Planning Board Agenda Addendum

Date: November 16, 2022

Addendum to agenda

Approval of Minutes

- **June 23, 2022**
- **August 17, 2022**
- **September 21, 2022**

Review/discuss/recommend applications for vacant seat

- **Stephen Schmid**
- **Amy Schilling**

**Meeting of the City of Livingston Planning Board
June 15, 2022**

Link: <https://www.youtube.com/watch?v=61yxccluRyc&t=852s>

Roll Call: Shannon Holmes, Jessica Wilcox, Mija Hamilton, Jim Barrett, Stacy Jovick, Mike Petry

Not present: Johnathan Hettinger, Torrey Lyons, Taya Cromley

Meeting start: 5:30 p.m.

Approval of April Minutes: 2:50 minutes

Barrett comment: 2:53 minutes

Jovick comment: 4:04 minutes

Wilcox comment: 5:02 minutes

Jovick comment: 5:55 minutes

Wilcox comment: 6:30 minutes

Wilcox motions to approve April minutes, seconded by Hamilton: 8:00 minutes

Motion passes 6-0

Public Comment for items not on agenda: 8:45 minutes

Patricia Grabow, 204 E. Callender: 9:20 minutes

New Business: Discussion of Park County Housing Action Plan:

Lila Fleishman, HRDC, presentation: 13:16 minutes

Jessica Wilcox comment: 27:53 minutes

Jim Barrett comment: 28:50 minutes

Stacy Jovick comment and question: 29:23 minutes

Public Comment on Housing Action Plan: 35:52 minutes

Patricia Grabow, 204 E. Callender: 36:14 minutes

Board Discussion on Housing Action Plan: 38:37 minutes

Jim Barrett: 38:48 minutes

Stacy Jovick: 39:35 minutes

Shannon Holmes: 41:50 minutes

5 full time staff short, six seasonal short

Holmes makes a motion to approve Housing Action Plan, seconded by Barrett.

Motion passes unanimously.

Old Business: Public Works Update

Shannon Holmes, presentation: 45:33 minutes

Stacy Jovick comment: 48:14 minutes

Jessica Wilcox comment: 50:59 minutes

Stacy Jovick comment: 51:50 minutes

Board comments

Mija Hamilton comment: 54:35 minutes

Stacy Jovick comment: 55:20 minutes

Jessica Wilcox comment: 55:55 minutes

Shannon Holmes comment: 57:35 minutes

Meeting adjourned at 6:32 p.m.

Meeting of the City of Livingston Planning Board
August 17, 2022

Roll Call: Johnathan Hettinger, Shannon Holmes, Taya Cromley, Jessica Wilcox, Mija Hamilton, Jim Barrett, Stacy Jovick

Not present: Mike Petry

Meeting start: 5:30 p.m.

Public Comment:

N/A

Torrey Lyons is now present.

Public hearing:

Jim Woodhull begins his presentation at 5:34 p.m.

Woodhull reads his staff report.

Andrew Field, representative of Livingston West, begins his presentation at 5:47 p.m.

Planning Board begins questions at 5:58 p.m.

Jovick asks about lot access at 5:58 p.m.

Field answers question at 5:58 p.m.

Richard Smith answers at 6:01 p.m.

Jovick asks about covenants for design review at 6:02 p.m.

Field answers question at 6:02 p.m.

Jovick asks for more details about design review process at 6:03 p.m.

Field answers at 6:04 p.m.

Nick Runyon, CEO of PFL, answers at 6:05 p.m.

Jovick asks about wind accommodations at 6:06 p.m.

Andrew Field answers at 6:06 p.m.

Chris Naumann answers at 6:07 p.m.

Jovick asks about garbage at 6:08 p.m.

Andrew Field answers at 6:08 p.m.

Lyons asks about subdivision regulations and variances at 6:09 p.m.

Woodhull answers at 6:10 p.m.

Wilcox asks for clarification on Lyons question at 6:12 p.m.

Lyons answers at 6:12 p.m.

Field answers at 6:13 p.m.

Cromley asks about planning board materials at 6:14 p.m.

Lyons adds more concerns at 6:15 p.m.

Hettinger adds more concerns at 6:16 p.m.

Wilcox adds more concerns at 6:17 p.m.

Woodhull answers at 6:18 p.m.

Wilcox adds more concerns at 6:20 p.m. Wilcox asks if meeting should be delayed.

Holmes addresses Wilcox's concerns. 6:22 p.m.

Lyons expresses concerns about public process at 6:22 p.m.

Jovick asks what documents are missing 6:24 p.m.

Hettinger says meeting should end because public wasn't notified. 6:24 p.m.

Hamilton asks about process after this meeting is approved. 6:24 p.m.

Woodhull answers Hamilton's question at 6:25 p.m.

Jovick asks about warehouse sizes at 6:26 p.m.

Field answers question at 6:27 p.m.

Naumann answers question at 6:27 p.m.

Jovick asks about parkland dedication at 6:30 p.m.

Field answers question at 6:30 p.m.

Jovick asks about power lines at 6:32 p.m.

Holmes speaks about positives of development, including infrastructure at 6:32 p.m.

Hettinger asks about water loop costs at 6:38 p.m.

Holmes answers at 6:38 p.m.

Hettinger asks about TIF district at 6:40 p.m.

Holmes answers at 6:40 p.m.

Jovick asks about easements at 6:44 p.m.

Holmes answers at 6:44 p.m.

Hettinger asks about gateway overlay district at 6:45 p.m.

Woodhull answers at 6:45 p.m.

Hettinger asks about bear precautions at 6:46 p.m.

Smith answers at 6:46 p.m.

Lyons asks if he should continue with questions at 6:48 p.m.

Wilcox asks for public input at 6:48 p.m.

Barrett motions to continue public hearing to Sept. 21, 2022. Seconded by Hamilton at 6:54 p.m.

All members vote in support of continuance.

Wilcox requests additional documentation for next meeting at 6:54 p.m.

Lyons asks about traffic report at 6:56 p.m.

Jovick asks about traffic report at 6:58 p.m.

Chris Naumann answers at 6:59 p.m.

Jim Barrett asks about housing affordability at 7:00 p.m.

Field answers at 7:02 p.m.

Cromley asks about development plan at 7:04 p.m.

Smith addresses alleys at 7:05 p.m.

Wilcox asks about variance proposal at 7:05 p.m.

Public comment opens at 7:07 p.m.

Debbie Vanblaricom 1178 U.S. Highway 10 West public comment at 7:08 p.m.

Frank Schroeder 477 Mill Creek Road, Pray, public comment at 7:12 p.m.

Tom Blurock 122 S. Second Street public comment at 7:16 p.m.

Wilcox closes public comment at 7:20 p.m.

Holmes declines to provide public works update at 7:22 p.m.

Woodhull also does not have an update at 7:22 p.m.

Meeting adjourned at 7:22 p.m.

**Meeting of the City of Livingston Planning Board
September 21, 2022**

Link: <https://www.youtube.com/watch?v=nJfdpQy7z9I>

Roll Call: Shannon Holmes, Jessica Wilcox, Mija Hamilton, Jim Barrett, Stacy Jovick, Jonathan Hettinger, Torrey Lyons, Taya Cromley

Not Present: Mike Petry (resigned)

Meeting start: 5:32 p.m.

Approval of June and August Minutes: 3:38 minutes

Jovick said she has not received a copy of the minutes

Vote delayed to next meeting

Public Comment for items not on agenda: 5:02 minutes

Ruth Weissman, 173 Mill Creek East Fork Road, Livingston: 6:25 minutes

New Business:

Continued public hearing on Mountain View Subdivision: 7:13 minutes

Jim Woodhull, Livingston Planning Director, 7:51 minutes.

Andrew Field, developer of Mountain View Subdivision, 9:23 minutes

Public Comment, 12:30 minutes

Ken Cochrane, 60 Majestic Ridge Trail, Livingston, 13:58 minutes

Tom Blurock, 122 S. Second Street, Livingston, 17:25 minutes

Ann Donahue, 477 Mill Creek Road, Pray, 19:45 minutes

Jean Keffeler, 1010 Swingley Road, Livingston, 23:30 minutes

Larry Stephenson 24 Sapphire Flat Trail, 26:30 minutes

Frank Schroeder, 477 Mill Creek Road, Pray, 28:28 minutes

Board questions/discussion

Johnathan Hettinger, 31:49 minutes

Shannon Holmes, 32:35 minutes

Johnathan Hettinger, 37:37 minutes

Shannon Holmes, 37:45 minutes

Johnathan Hettinger, 39:02 minutes

Shannon Holmes, 39:36 minutes

Johnathan Hettinger, 41:03 minutes

Shannon Holmes, 41:28 minutes

Johnathan Hettinger, 42:10 minutes

Shannon Holmes, 42:33 minutes

Johnathan Hettinger, 42:53 minutes

Stacy Jovick, 44:00 minutes

Shannon Holmes: 44:10 minutes

Jessie Wilcox, 45:40 minutes

Jim Woodhull, 46:46 minutes

Jessie Wilcox, 47:10 minutes

Jim Woodhull, 47:28 minutes

Jessie Wilcox, 47:58 minutes

Shannon Holmes, 48:05 minutes

Jessie Wilcox, 52:00 minutes

Shannon Holmes, 53:10 minutes

Jessie Wilcox, 53:50 minutes

Taya Cromley, 56:10 minutes

Chris Naumann, Sanderson Stewart, 56:58 minutes

Shannon Holmes, 1:01:00 minutes

Chris Naumann, 1:02:20 minutes

Richard Smith, 1:04:04 minutes

Jessie Wilcox, 1:04:25 minutes

Shannon Holmes, 1:05:14 minutes

Torrey Lyons, 1:06:50 minutes

Andrew Field, 1:06:57 minutes

Stacy Jovick, 1:07:45 minutes

Chris Naumann, 1:08:38 minutes

Shannon Holmes, 1:12:26 minutes

Stacy Jovick, 1:14:45 minutes

Torrey Lyons, 1:15:34 minutes

Stacy Jovick, 1:16:32 minutes

Shannon Holmes, 1:17:30 minutes

Stacy Jovick, 1:18:20 minutes

Jim Barrett, 1:19:47 minutes

Andrew Field, 1:22:40 minutes

Mija Hamilton, 1:29:20 minutes

Andrew Field, 1:30:15 minutes

Jessie Wilcox, 1:32:30 minutes

Mija Hamilton, 1:36:08 minutes

Taya Cromley, 1:37:40 minutes

Chris Naumann, 1:38:30 minutes

Richard Smith, 1:41:40 minutes

Jessie Wilcox, 1:42:15 minutes

Johnathan Hettinger, 1:43:12 minutes

Andrew Field, 1:44:20 minutes

Chris Naumann, 1:47:15 minutes

Jim Woodhull, 1:47:58 minutes

Torrey Lyons, 1:48:55 minutes

Mija Hamilton, 1:52:18 minutes

Taya Cromley, 1:54:05 minutes

Andrew Field, 1:55:00 minutes

Chris Naumann, 1:56:25 minutes

Shannon Holmes, 1:58:11 minutes

Holmes moves to approve subdivision with conditions to be named, Jovick seconds

2:00:30 minutes

Torrey Lyons, 2:01:08 minutes

Johnathan Hettinger, 2:11:10 minutes

Jim Barrett, 2:13:20 minutes

Stacy Jovick, 2:14:28 minutes

Jim Woodhull, 2:18:45 minutes

Shannon Holmes, 2:19:30 minutes

Conditions:

1. Requirement to modify Starlo booster station to address this growth
2. Waiver of SID for any water or sewer system improvements
3. Assist city with acquiring public access on multi-use trail on existing water and sewer easement
4. Developer maintains stormwater ponds, unless ponds are put on city property
5. Install a privacy fence for neighboring home owner

Stacy Jovick, 2:21:15

Conditions:

1. Require wind filters for garbage cans
2. Landscaping and design of subdivision to match PFL's landscaping
3. Recommend writing a letter to Department of Transportation recommending turn lanes for both exit lanes be installed.

Mija Hamilton, 2:23:05

Conditions:

1. Design standards need to be in place on all lots for the purchasers

Johnathan Hettinger, 2:23:35 minutes

Conditions:

1. Require bear-proof garbage containers

Taya Cromley, 2:24:00 minutes

Conditions:

1. Require wildlife friendly fencing, particularly near open space

Jessie Wilcox, 2:24:20 minutes

Conditions:

1. Include all of Jim Woodhull's proposed conditions

Roll Call on approval of subdivision with 23 conditions, 2:25:20 minutes

For: Jovick, Hamilton, Holmes

Against: Barrett, Lyons, Hettinger, Cromley, Wilcox

Motion fails, 3-5

Lyons motions to deny subdivision, seconded by Hettinger, 2:26:00 minutes

Jessie Wilcox, 2:26:10 minutes

Torrey Lyons, 2:28:23 minutes

Jim Barrett, 2:30:00 minutes

Stacy Jovick, 2:31:04 minutes

Roll Call on motion to deny subdivision, 2:32:35 minutes

For: Barrett, Cromley Hamilton, Hettinger, Lyons, Wilcox

Against: Jovick, Holmes

Motion passes 6-2

Andrew Field, 2:36:39 minutes

Old Business: Public Works Update

Shannon Holmes defers, 2:37:50 minutes

Planning Update

Jim Woodhull, 2:38:55 minutes

Board comments

Johnathan Hettinger, 2:44:00 minutes

Stacy Jovick, 2:44:50 minutes

Jessie Wilcox, 2:46:20 minutes

Meeting adjourned at 8:18 p.m.

City of Livingston
Application for Appointed Office
(Revised 8/09/2022)



Appointed Position Seeking: City Planning Board

Date of Application: October 25, 2022

Name: Amy Schilling

Signed: 

Address: 310 South 2nd Street

Telephone: daytime 406-223-2244

after 5:00 p.m.: 406 223-2244

Fax Number: _____

e-mail address: amyschilling406@gmail.com

1. Are you a resident of the City of Livingston? Yes
2. Are you a registered voter? Yes
3. Will you be at least 18 years of age at the time of the appointment? Yes
4. Describe the reasons you are interested in this appointment: See attached

5. Describe any background, experience and interests that you have which may assist you in performing the responsibilities of this appointment:
 - A. Occupation: Director of Human Resources
 - B. Education: B.A. Economics
 - C. Experience: _____

(please attach a detailed resume if desired)

6. Have you served on any previous boards or in any governmental positions in the past? No
7. Are you currently serving on any Community Boards? No
 - A. If yes, please describe those boards. No
8. Current Employer? Ressler Motors
9. Are you available for night meetings? Yes
10. Are you available for daytime meetings? Occasionally
11. Do you foresee any potential conflicts of interest that you might have in executing the duties of this appointed office? No
12. If conflict of interest arose for you, how would you deal with it as an appointed member of this board? See attached
See attached
See attached

THIS APPLICATION WILL BE KEPT ON FILE FOR 6 MONTHS AND THEN DISCARDED.

Return completed paper applications to Faith Kinnick at fkinnick@livingstonmontana.org or drop off in person at Livingston City Hall, 220 E. Park Street, Livingston.

RECEIVED

4. I would like to offer input regarding the growth of our community, while balancing individual rights and the common good.

12. I believe that having a conflict-of-interest policy that defines expectations and requires the disclosure of potential conflicts is imperative. Once a disclosure is made it may be necessary for a person to remain neutral on certain topics or choose not to participate in decision making.

Amy Schilling, PHR, SHRM-CP

310 South 2nd Street, Livingston, Montana 59047

406-223-2244

amyschilling406@gmail.com

EXECUTIVE SUMMARY

Accomplished Human Resources professional with experience in human resources strategies and operations. Extensive experience in employee relations, recruitment, onboarding, performance management, and human resources operations.

PROFESSIONAL EXPERIENCE

RESSLER MOTORS, Bozeman, Montana

December 2018 – Present

Large automotive group with five locations, six OEMs and 425 employees.

Director of Human Resources

December 2018 – Present

Responsible for the areas of employee relations, recruitment, benefit programs, employee records, workers' compensation reports, and payroll.

PIONEER MEDICAL CENTER, Big Timber, Montana

April 2017 – December 2018

Twenty-five bed Critical Access Hospital, Rural Health Clinic and Assisted Living facility with 135 employees.

Director of Human Resources

April 2017 – December 2018

Responsible for the areas of employee relations, recruitment and new employee orientation, benefit programs, employee records, workers' compensation reports, and payroll.

- Coach management members on employee relations while balancing the needs of the organization and maintaining high employee moral
- Support management with staffing strategic planning and succession plans
- Assist in recruiting efforts to attract top candidates from local and national labor markets
- Review, update and implement organizational policies and procedures
- Implemented Stay Interviews and employee rounding
- Increased employee engagement score by 11% in first year by implementing practices to increase employee satisfaction

LIVINGSTON HEALTHCARE, Livingston, Montana

November 2008 – July 2017

Twenty-five bed Critical Access Hospital and Rural Health Clinic with 340 employees.

HR Generalist

May 2011 – July 2017

Served as a HR Business Partner to 20+ leaders. Consistently influences Leadership team to achieve the Standards of Excellence and hold all employees accountable while working to achieve a high satisfaction score in Employee Engagement.

- Worked collaboratively with the Executive Leadership Team and the Employer of Choice Committee to revamp the Employee Evaluation process, to be pay for performance and focus on organizational goals
- Designed and conducted new employee orientation and continues to manage onboarding process for all new employees
- Lead the Employer of Choice Committee; revised and implement the Standard of Excellence
- Plan, coordinate and facilitate Years of Service Awards, Employee Picnic and Employee Holiday Party
- Track and maintain workers' compensation claims
- Participate in salary surveys and create pay scales
- Maintain up-to-date knowledge of state and federal laws including FMLA, ADA and FLSA

- Point person on the implementation of ADP and KRONOS
- Active Member of Safety Committee and Employer of Choice Committee

Interim HR Director

May 2015 – August 2015

Leadership and management responsibility for the HR and payroll functions for the organization.

- Direct oversight and development of two HR staff
- Contributed to the planning and execution of the organizations strategic plan
- Worked with department managers to establish pay ranges and appropriate pay for employees
- Prepared annual operating budget
- Coached and assisted managers with staff disciplinary issues
- Supported and modeled behavior consistent with the mission, vision and values of the organization

HR Assistant

November 2008 – May 2011

Provided administrative support to the HR Director and Human Resources team.

- Prepared and processed payroll
- Assisted department managers with the creation and development of policies and job descriptions
- Prepared new employee files and enter information into HRIS systems
- Maintain OSHA Logs
- Verified I-9 documentation and maintained current information
- Assisted HR Director with research projects including annual competency training modules

FAY RANCHES, Bozeman, Montana

October 2005 – September 2008

Recreational ranch brokerage specializing in hunting and fishing properties.

Administrative Assistant

Involved in ~\$85 million annual real estate transactions

- Managed contracts and researched titles
- Drafted buy/sell agreements and listing contracts
- Created marketing copy and Publisher documents for advertising
- Reviewed and contacted computer-generated leads
- Coordinated logistics for buyers and sellers
- Provided customer and client accountability reports
- Reviewed and updated various working procedures
- Created written documents and policies for employee handbook
- Led weekly employee meetings

EDUCATION

Bachelor of Arts, Business Economics
Wofford College, Spartanburg, South Carolina

May 2002

ACCOMPLISHMENTS AND COMMUNITY INVOLVEMENT

Montana Hospital Association Leadership Institute Grant Recipient
Member, The Benevolent and Protective Order of Elks
President, Joe Brooks Trout Unlimited Board of Directors
Member, Chicks n Chaps
Secretary, Joe Brooks Trout Unlimited Board of Directors
Montana Hospital Association Leadership Institute Grant Recipient
ASHHRA & Healthcare Source New-to-the-Profession Grant Recipient

2018
Current
2014-2015
2013-2015
2012-2013
2012
2010