



City Planning Board Agenda

A regular meeting of the City Planning Board has been scheduled for January 18, 2023 at 5:30 PM in the Community Room of the City-County Complex located at 414 E. Callender Street. This meeting will be facilitated by Jessie Wilcox.

A virtual attendance option is also available:

Join Zoom Meeting

<https://us02web.zoom.us/j/81418546129?pwd=czVER1RTdWYwa3NScDdTUmZWNDZzUT09>

Meeting ID: 814 1854 6129

Passcode: 081499

Call in: (669) 900-9128

1. Call to Order
2. Roll Call
3. Annual Election of Planning Board positions
4. Approval of Minutes
 - A. Approve November 16, 2022 Minutes
5. New Business
 - A. Interview Amy Schilling to fill the non-freeholder board member position (she is the sole applicant that qualified as a non-freeholder citizen).
6. Old Business
7. Public Comments
8. Board Comments
9. Adjournment

File Attachments for Item:

A. Approve November 16, 2022 Minutes



City Planning Board Minutes

A meeting of the City Planning Board was held on November 16, 2022, from 5:30-7:30 p.m. The meeting was held via Zoom. This meeting was facilitated by Jessie Wilcox.

1. Call to Order

2. Roll Call

In attendance: Jessie Wilcox, Torrey Lyons, Taya Cromley, Mija Hamilton, Jim Barrett, Shannon Holmes, Stacy Jovick. And Johnathan Hettinger. Staff: City Manager Grant Gager, Building Director Jim Woodhull and Planning Director Jennifer Severson. Applicant attendees: Matt Faure and Garrett Schultz and Bill Mullenfeld.

3. Approval of Minutes: June 23, August 17, and September 21, 2022

- Motion by Cromley, second by Hamilton.
- Passes 8-0.

4. General Public Comment (5:36 pm)

- Frank Schroeder made comments

5. New Business

A. Preliminary Plat – Northtown Subdivision Phases 4A, 4B & 5 (5:40 pm)

- Woodhull presented application and staff findings.
- Woodhull stated applicant's request for a variance from the City's requirement to include alleys in the street design.
- Woodhull recommended approval of the variance and conditional approval of the subdivision application and stated recommended conditions of approval.
- Schultz presented for applicant.
- Wilcox asked Board if they have technical questions for applicant
- Lyons asked question
- Schultz responded
- Barrett asked question
- Schultz responded
- Hettinger asked question
- Faure responded
- Hettinger asked clarifying question
- Faure responded
- Jovick made comment and asked questions
- Faure and Schultz responded
- Jovick asked several clarifying questions
- Schultz responded

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- Holmes asked question
- Schultz responded
- Hettinger asked clarifying question
- Schultz responded
- Lyons asked follow up question
- Schultz responded
- Jovick made comment
- Schultz deferred to Mullenfeld
- Mullenfeld responded
- Wilcox opened public comment (6:43 pm)
- Robert Ballard made comments
- Andy Hathaway made comments
- Wilcox closed public comment (6:49 pm)
- Wilcox reopened Board discussion
- Wilcox asked for point of order clarification
- Woodhull clarified
- Barrett asked question
- Holmes responded
- Barrett asked several clarifying questions
- Holmes responded
- Cromley made comment
- Hettinger asked question
- Schultz responded
- Hettinger asked question
- Wilcox deferred to Woodhull
- Woodhull responded
- Hettinger proposed additional conditions of approval
- Jovick asked for point of order clarification
- Holmes clarified
- Wilcox asked for point of order clarification
- Holmes clarified
- Lyons made comment
- Hettinger made comment
- Lyons made several comments
- Wilcox asked question
- Schultz responded
- Wilcox requested motion
- Barrett moved to approve variance (7:12 pm)
- Jovick seconded
- Motion passes- 8-0

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- Wilcox asked for final discussion points from board on subdivision approval (7:13 pm)
- Barrett asked question
- Schultz responded
- Barrett asked follow up question
- Schultz responded
- Hamilton asked question
- Wilcox deferred to Holmes
- Holmes responded
- Cromley asked for point of order clarification
- Wilcox deferred to staff
- Woodhull responded
- Cromley made comment
- Jovick made point of order comment
- Jovick made additional comments
- Wilcox asked clarification question
- Holmes responded
- Jovick made comment
- Wilcox asked question
- Schulz responded
- Hettinger made comments
- Wilcox asked staff a question
- Woodhull responded
- Jovick made comment
- Wilcox made comment
- Barrett made comment
- Holmes made comments
- Wilcox asked clarification question
- Holmes responded
- Lyons asked question
- Hettinger asked question
- Wilcox deferred to Woodhull
- Woodhull responded
- Lyons asked clarification question
- Hettinger responded
- Wilcox made comment
- Jovick made comment
- Wilcox provided summary of discussed conditions
- Hamilton asked point of order question
- Wilcox responded
- Jovick made point of order comment

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- Holmes made a motion to approve with conditions (7:40 pm)
- Hamilton seconds
- Motion passes 8-0

B. Vote on applicants for Planning Board non-freeholder vacancy (7:41 pm)

6. Administrative Comments (7:45 pm)

A. Public Works Update provided by Director Holmes (7:45 pm)

B. Planning Update- Woodhull had no additional updates (7:47 pm)

C. Board Comments (7:47 pm)

- Barrett asked question
- Wilcox deferred to Woodhull
- Woodhull responded
- Jovick asked question
- Wilcox deferred to staff
- Woodhull responded
- Jovick asked question
- Woodhull responded
- Jovick made comment
- Jovick asked question
- Wilcox deferred to staff
- Severson responded

7. Wilcox adjourned meeting (7:55 pm)

File Attachments for Item:

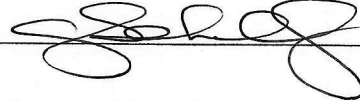
A. Interview Amy Schilling to fill the non-freeholder board member position (she is the sole applicant that qualified as a non-freeholder citizen).

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.

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	2018
Member, The Benevolent and Protective Order of Elks	Current
President, Joe Brooks Trout Unlimited Board of Directors	2014-2015
Member, Chicks n Chaps	2013-2015
Secretary, Joe Brooks Trout Unlimited Board of Directors	2012-2013
Montana Hospital Association Leadership Institute Grant Recipient	2012
ASHHRA & Healthcare Source New-to-the-Profession Grant Recipient	2010