Lincoln County
City-County Board of Health Agenda
North Lincoln County Annex - Eureka
6:00 PM, September 10, 2024

- **Call to Order**
  - Pledge of Allegiance
  - Roll Call
- **Administrative Items**
  - Update on Rexford's request to join BOH
- **Public Comment on Items Not on Agenda**
- **Public Comment on Non-Action Agenda Items**
- **Approval of Minutes**
  - *Action Item:* Approval of 6/11/24, 6/18/24 and 7/2/24 minutes
- **Unfinished Business**
- **New Business**
  - *Action Item*: Variance request for Dirty Shame
  - LCHD Strategic Plan
- **Program Reports:**
  - **Zero to Five**
    - Summer Activities
  - **Public Health**
    - Flu Vaccine Update
    - Credible Minds
  - **Environmental Health**
    - Animal Shelter Update
    - *Action Item*: Animal Shelter Fees Increase
    - Group Event Policy Discussion
  - **Solid Waste and Recycling**
    - Eureka Landfill
    - Expansion Update
- **General Comments from Board Members**
- **Adjourn**

Please note that our ZOOM login has changed:

ZOOM Login – Meeting ID: **5451478326** / Password: **59923**

MISSION STATEMENT

The City-County Board of Health for Lincoln County works to prevent disease and illness, ensures a healthy environment and promotes healthy choices by setting county-wide policies to protect the health of Lincoln County residents.

PUBLIC COMMENT

The Board encourages public comment and time is designated for public comment on every agenda. Public comment on non-action agenda items and non-agenda items is welcomed during the general public comment period. Action items will include public comment as follows:

- Presentation of the action item
- Board motion and second
- Board discussion
- **Public comment**
- Additional Board discussion
- Board vote

GROUND RULES

1. Plan comments to be concise, relevant, and meaningful.
2. Keep questions and comments respectful in content and tone.
3. Submit lengthy, detailed comments or supporting documentation in writing
4. Address the problem not the person.
5. Be prepared by reviewing the agenda and pertinent information.
6. Listen with an open mind.
7. Focus on the mission statement.
8. Encourage participation of all board members and attendees.
9. Public participation according to Operating Procedure #2:
   - Participants will address the Board at the time designated in the agenda or as directed by the Board, by presenting before the Board and stating their name audibly.
   - Persons wishing to speak, including Board members, shall first be recognized by the Chair. One speaker shall be given the floor at a time and may not re-enter the discussion without being given recognition by the Chair.
   - Verbal comments will be limited to 3 minutes per individual or as time permits.
10. Participants ask the chair for permission to speak. Participants are to give their full name and topic.
11. Questions or remarks shall be addressed to the board as a body and not to any member of the board or staff without permission from the chair.
12. If a remark has been made, the attendee can agree with what was previously stated. Repetition is unnecessary.

Everyone is responsible for enforcing ground rules.

Lincoln County
City- County Board of Health Minutes
Lincoln County Courthouse
6:00 PM, June 11, 2024

- **Call to Order**
- **Pledge of Allegiance**
- **Roll Call:**
  - Jan Ivers, Josh Letcher, Jim Seifert, Lannie Fehlberg, Kristin Smith. Patty Kincheloe present by phone. Quorum present. Amy couldn't make it so Jan will run the meeting.
- **Administrative Items**
  - None at this time
- **Public Comment on Items Not on Agenda**
  - None at this time.
- **Public Comment on Non-Action Agenda Items**
  - None at this time.
- **Approval of Minutes**
  - *Action Item:* Approval of 03/12/2024 minutes
    - Lannie motions to approve. Kristin seconds. All in favor. Motion passes.
- **Unfinished Business**
  - None at this time.
- **New Business**
  - BOH Membership- Rexford
    - Patsy Reece came to Kathi with interest in being on the board of health. Kathi asked Jinnifer Mariman what the process is adding in involving another town. The commissioners would have to enter an interlocal agreement with the town of Rexford. Existing interlocal agreements and by laws would need to be amended. Patsy spoke and gave the board an explanation as to why Rexford is interested. The board had a discussion on including Rexford.
- **Program Reports:**
  - **Zero to Five**
    - Summer Activities
      - Dorey Rowland gave an overview of what Zero to Five offers to the families of Lincoln County. She gave a summary of all of the events that the collaborative has coming up this summer. She shared with the board the Healthy Home Kits that are available on the Lincoln County Connections Van as well as the emergency supply kits. Dorey also went over the movement kits that Zero to Five has available for families to check out and take home to share with their children.

- **Public Health**
  - Tobacco Prevention
    - Sarah Long gave an overview of this years task order for the tobacco prevention program. She gave a summary of all the events that she has been present at in 2023 until now. She will be performing a community assessment this summer to get an idea of what the community needs and wants, focused on tobacco-free parks.
  - Outreach Programs
    - Sarah gave an update on the car seat program that is available for residents in Lincoln County.
- **Environmental Health**
  - TVAS Contract
    - Kathi said TVAS gave her a letter that said TVAS would be terminating their contract with the county in 30 days. Kathi discussed the need for a shelter in the county and explained to the board the cost and the amount of animals that have been brought into the shelter within the past year.
- **Solid Waste and Recycling**
  - Eureka Landfill
    - Bryan Alkire gave an update on the Z wall construction at the Eureka landfill. This project is set to start on Thursday, June 13th.
  - Expansion Update
    - Kathi said the draft environmental assessment was completed by DEQ and is under review by their legal team and are hoping to have it approved by the end of June and then out for public comment.
- **General Comments from Board Members**
  - Jim talked about an article in Time Magazine about Barney Graham. Josh commented on the Hidden in Plain Sight Trailer that was put together by the drug task force. He said it was very impressive with how detailed it was and encouraged the board to go look at it if they ever got a chance.
- **Adjourn**
  - Jan adjourns @ 7:05. Next meeting is September 10th at 6:00 PM in Eureka.

Lincoln County

City-County Board of Health Agenda

Lincoln County Annex- Eureka

5:00 PM, June 18th, 2024

- **Call to Order**
  - Lannie Fehlberg, Josh Letcher, Jim Seifert (Zoom), Kristin Smith (Zoom), Patty Kincheloe (Zoom), Jan Ivers (Zoom). Quorum present. Amy could not make it so Josh was chair.
- ***Action Item***- Drew Renkewitz's Appeal of Kennel License Application Denial.
  - Kathi reviewed the timeline of events leading up to Mr. Renkewitz's appeal of his kennel license application denial. Mr. Renkewitz requested that this board meeting be rescheduled until his two other pending charges are dealt with in court. The board had discussion with him about his concerns and discrepancies in his documents. Kristin motioned to deny the kennel license as ruled by the Health Department. Lannie seconded. All in favor. Motion passes.
- **Public comment**
  - None at this time.
- **Adjourn**
  - Meeting was adjourned at 5:30 pm.

Lincoln County
City-County Board of Health Minutes
5:00 PM, July 2, 2024

- **Call to Order**
  - Jan, Amy, Kristin, Jim, Josh, Lannie and Patty present

- ***Action Item*** – Paul Dalziel Variance Request
  - Robin presented this variance request for a replacement system that is requesting a reduction of 30 lineal feet due to space limitations. The replacement would be pressure dosed and LCHD supports the variance request.
  - Jan motioned. Jim seconded. No public comment. All in favor. Motion passed.

- ***Action Item*** – Kody Green Variance Request
  - Robin explained that this variance started as a violation with surfacing sewage from a failed system. The proposed replacement drainfield is out of the neighbor's well isolation zone and 75' from Green's well. The existing drainfield is only 65' from Green's well. This is an improvement and LCHD supports the variance request.
  - Kristin motioned, Jan seconded. Jan amended the motion to add that LCHD strongly recommends that the property owner test his water annually. Jim commented that the variance needs to be recorded on the property at the Clerk & Recorders office. No public comment. All in favor. Motion passed.

- **Public Comment**
  - None

- **Adjourn**

LINCOLN COUNTY
HEALTH DEPARTMENT

Greetings,

The Dirty Shame RV park is requesting a variance from ARM 17.36.323 Setbacks of sealed components within 100' of any public wells. Five of the proposed service lines are within the 100' Well Isolation Zone(WIZ). If approved, a DEQ Deviation is still required. Evensen Engineering & Consulting, Inc. has explored other well locations and we agree this proposal appears to be the best option. The service lines will be cased within larger pipe to provide a double walled pipe for extra protection. Additionally, the proposed slope of the access roads and drainage ditches are sloped away from the WIZ. Therefore, we support issuing the variance.

Sincerely,

Robin Blumberg R.S.

Evensen Engineering & Consulting, Inc.

September 5, 2024

Robin Blumberg
Lincoln County Environmental Health
418 Mineral Avenue
Libby, MT 59923

RE: **Dirty Shame RV Park – Variance Request**

Dear Robin,

The Dirty Shame RV Park is a proposed development located in the Yaak community north of the existing Dirty Shame Bar and Grill. The proposed RV park consists of 18 RV sites, 10 rental cabins, six (6) primitive tent sites and a camp store with two (2) restrooms. The development is proposed to be served by public water and wastewater systems. The bar and grill is also served by public systems. Both water systems are to be supplied by individual wells. The RV park wastewater system includes multiple gravity mains with gravity service lines extended to each RV site and rental cabin. The gravity mains convey effluent to a regional dose tank where it is pumped to a drainfield in the northeast corner of the property. There are a couple of proposed service lines which are located within the 100-ft well isolation zone of both supply wells. According to ARM 17.36.323, Table 2, Setbacks, there are not supposed to be any "sealed components" within 100 feet of the public wells. Therefore, the purpose of this letter is to request a variance from the County to allow the service lines to be located within 100 feet of the proposed well locations and describe the additional protections proposed to limit any associated potential contamination.

A deviation request has been submitted to DEQ to provide a plan to limit the potential threat of having the service lines within the well isolation zone. The deviation states:

> **Existing Standard/Rule Language**: Wells must be located at least 100 feet from sewer lines, septic tanks, holding tanks, and any other structures used to convey or retain industrial, storm, or sanitary waste and state or federal highway rights-of-way.
>
> **Proposed Standard/Rule Language:** Wells must be located at least 100 feet from sewer lines, septic tanks, holding tanks, and any other structures used to convey or retain industrial, storm, or sanitary waste and state or federal highway rights-of-way. If a well is proposed closer than 100 feet from the aforementioned potential contaminants, additional aquifer protection(s) must be employed.

As stated in the submitted deviation request, the following construction standards and protections are proposed:

- Pipes used to convey storm water or sanitary waste which are located within the WIZ will be cased to provide a double-wall pipe section. Casing will include installing the primary collection or service line completely within a larger pipe. For example, 4-inch service lines would be installed within 8-10 inch casing pipes.
- RV sites within the WIZ will be graded with a positive slope to promote drainage out of the WIZ.
- A list of park rules will be posted at several locations throughout the property. In addition to typical park rules such as quiet hours, pet rules, speed limits, etc., the rules will also include the

following list of best management practices (BMPs) to help tenants identify and minimize potential pollutants from their individual RV site:

- Prior to parking your RV:
  - Inspect your parking site for contaminants (vehicle fluid leaks, animal feces, etc.). Contact the park host if you believe there may be contaminants within your site.
- After parking your RV & throughout your stay:
  - Inspect your vehicle for fluid leaks including leaks from grey water and sewage storage tanks. If leaks are observed, contact the park host.
  - Ensure your RV sewer line is securely attached to the sewer service connection with a threaded adaptor when emptying your sewage and grey water tanks. Secure caps on your RV connections and on the sewer service when you are finished emptying your RV.
  - Cleanup all waste from your pets using a plastic bag and dispose of bagged wastes in a designated waste container.
  - Keep any hazardous materials such as vehicle fluids (oil, gasoline, etc.), cleaning supplies, RV sewer chemicals, etc. in closed containers. Contact the park host if materials are spilled so they can be properly cleaned up.
- After removing your RV from the parking spot and prior to leaving the park:
  - Inspect your parking site for contaminants (vehicle fluid leaks, animal feces, etc.). Contact the park host if you believe there may be contaminants within your site.
- A spill response plan will be implemented for the facility to help prevent contaminant spills and identify proper cleanup procedures.

In addition to the described aquifer protections, it is requested that the following information be considered in review for the proposed variance:

- The well casing will be grouted and sealed in accordance with ARM 36.21.654.
- The well location meets all of the minimum setback requirements of ARM 17.36.323 except the sanitary sewer gravity mains and service lines.
- The topography throughout the location of the proposed WIZ is sloped. Therefore, any fluid contaminants will be directed out of the WIZ.
- The proposed slope of the internal access roads and connected storm water ditches are sloped to direct and convey runoff (including any contaminants) out of the WIZ.
- Storage of bulk quantities of hazardous materials at the property is not anticipated. Any hazardous materials stored at the RV park will likely be kept within individual RVs or in the camp store which is over 100 feet away from the WIZ. Hazardous materials at the property will likely consist of small volumes of cleaning supplies, vehicle fluids (oil and gasoline), and RV sewer chemicals.

Due to the proposed infrastructure within the RV park development, there are not many alternative locations available for the proposed well site. However, additional locations were evaluated, and the proposed location was selected for the following reasons:

- The drainfield for the saloon/bar is located immediately west of the saloon building and does not allow the well to be located further west (ARM 17.36.323, Table 2).
- The highway right-of-way (R/W) limits the ability to move the well to the south (DEQ-3, Section 3.2.3.1).
- Sanitary sewer infrastructure (collection mains, septic and dosing tanks, drainfield) are proposed northeast and northwest of the proposed well which limits the ability to move the wells those directions.
- As shown on the preliminary plat, there are multiple proposed sanitary sewer service lines located within the WIZ as well as storm water ditches along the internal roadways. However, due to the limited space, locating the proposed storm and sanitary infrastructure within the

WIZ is viewed as a better option than installing the well southeast where the highway R/W would encroach within the WIZ because there is more potential to provide protection from potential contaminants inside the property boundary of the development as opposed to outside of the property, within the highway R/W.

Sincerely,

Scott Pfahler

Scott Pfahler, PE

Enclosure(s): Variance Exhibit
Project No. 21-074

DIRTY SHAME RV PARK

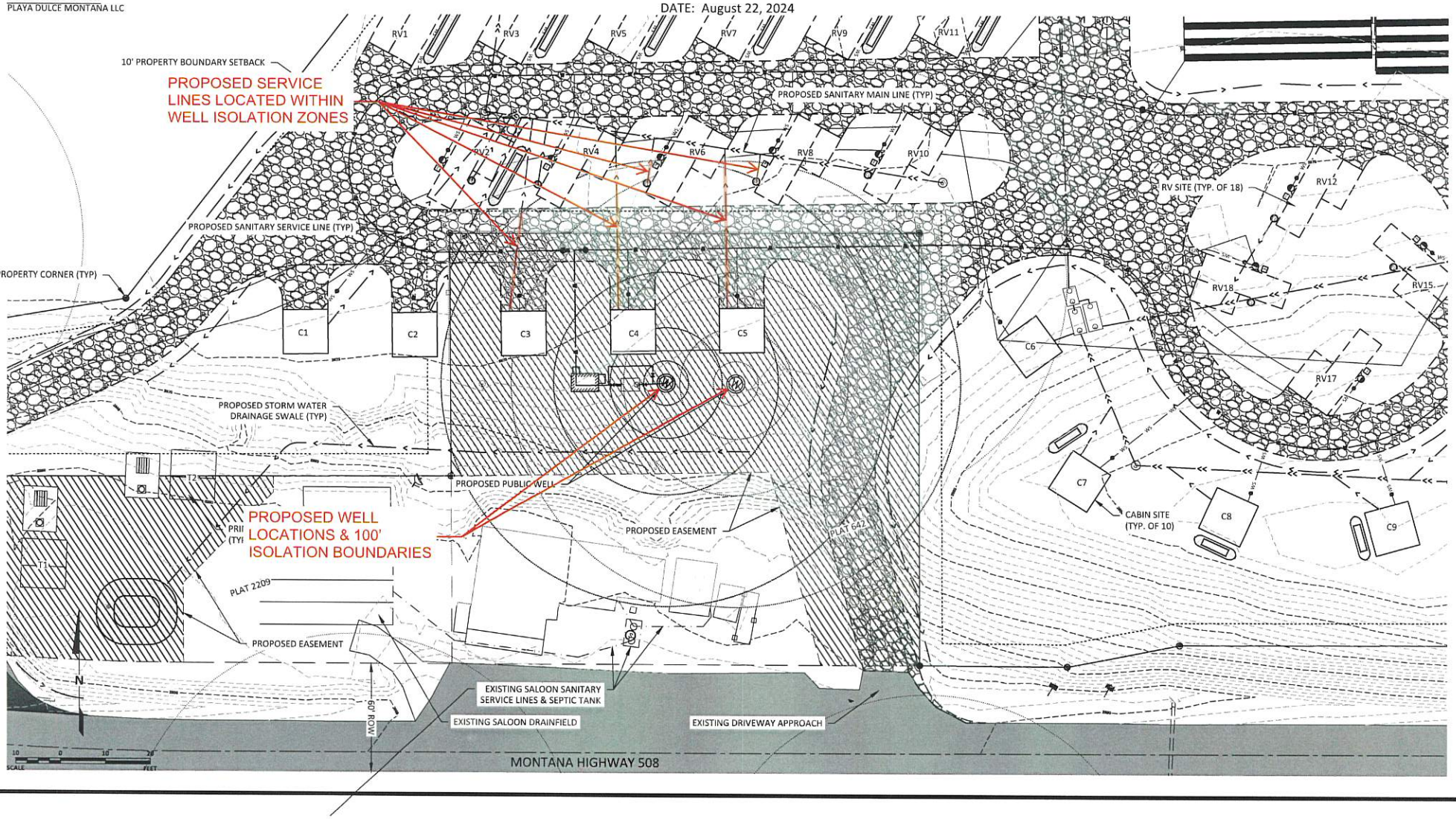
LOT 1 OF AIRBASE FLATS II, PLAT NO. 133875, 5.00 ACRES
SECTION 2, TOWNSHIP 35N, RANGE 32W, P.M.MT.
LINCOLN COUNTY, MONTANA

WELL ISOLATION ZONE

DATE: August 22, 2024

PREPARED BY:
EVENSEN ENGINEERING & CONSULTING, INC.
PO BOX 2677
BIGFORK, MT 59911
(406) 885-4064

PREPARED FOR:
PLAYA DULCE MONTANA LLC



DOMAIN 10
PATHWAYS DOCUMENTATION FORM

Measure 10.1.2 A **Foundational Capability Measure**	Adopt a department-wide strategic plan.
Required Documentation 1	
1 strategic plan	Dated within 5 years

Required Documentation		PDF Page Number(s)	Notes for Reviewer (optional)
1	**A department-wide strategic plan, which must include:**		
1a	The health department's mission, vision, **and** guiding principles or values.	3	
1b	Strategic priorities.	3-4	
1c	Objectives with measurable and time-framed targets.	3-4, 7-8	Pages 3 – 4 include priorities and objectives. Pages 7 – 8 include targets/measures.
1d	Strategies or actions to address objectives.	7-8	
1e	A description of how the strategic plan's implementation is monitored, including progress towards achieving objectives, and strategies or actions.	4	
1f	Linkage with the community health improvement plan (CHIP).	4, 7-8	
	Or describe in this form:		
1g	Linkage with performance management (PM).	4	
	Or describe in this form:		
PDF Page Number with Date:		2	2024-2026
If the health department is part of a super health agency or umbrella agency, the health department's strategic plan may be part of a larger organizational plan. If that is the case, the plan must include public health. At minimum, at least one of the strategic priorities must be relevant to public health. If not, then the health department must document that it has supplemented the agency plan to address required elements b-d or adopted a health department specific strategic plan that addresses required elements a-g.			
Additional explanatory notes for reviewers (optional):			

Lincoln County Health Department Strategic Plan

2024-2026

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Introduction

The Lincoln County Health Department Strategic Plan 2024 – 2026 serves as a tool that sets the foundation to drive internal organizational improvements to best serve Lincoln County. This plan serves as the roadman for the Health Department over the next 3 years. The goals and strategies outlined in the plan were informed by the mission, vision and values, the Community Health Needs Assessment and Implementation Plan, and the Community Health Improvement Plan.

This plan focuses on overarching goals rather than specific programmatic health goals. The identified strategic priorities areas are:

- Healthy Living
- Community Relationships and Perceptions
- Data Driven Communication

Executive Summary

Mission Vision Values

Mission: Our mission [illegible] a healthy and resilient Lincoln County [illegible] collaborative leadership and community involvement.

Vision: A unified, thriving and vibrant Lincoln County

Values:

We believe in:

- Collaborating with community members and organizations to develop and promote a health culture.
- Advocating for a healthy and safe environment.
- Empowering our employees to pursue personal and professional growth.
- Providing fair, honest, and quality service

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Strategic Plan Development

Strategic Priorities

Strategic Priority 1: Healthy Living

GOAL: Create conditions in which people can live safe and healthy lives.

- Objective 1.1: By December 2026, LCHD will increase services provided to underserved areas of Lincoln County.
- Objective 1.2: By December 2026, the community's knowledge and awareness of Health Department programs and services will increase.

Strategic Priority 2: Community Relationships and Perceptions

GOAL: Serve our community in a way that promotes approachability, accessibility, collaboration and trust.

- Objective 2.1: By December 2026, LCHD will create a collaborative, inclusive and equitable approach to offering services and programs.
- Objective 2.2: By December 2026, LCHD will increase support from elected officials, partners and stakeholders in the community.
- Objective 2.3: By December 2026, Community partners will know that LCHD is the expert agency in public health issues and LCHD is viewed as reliable and accountable.

Strategic Priority 3: Data Driven Communication

GOAL: Use data driven communication to raise awareness of public health issues and initiatives to enhance decision making processes

- Objective 3.1: By December 2026, LCHD will change the narrative about current and emerging public health topics.
- Objective 3.2: By December 2026, there will be an increase in knowledge of LCHD programs.
- Objective 3.3: By December 2026, LCHD will create a stronger brand and image.

Alignment: When a ropriate, s egies or work outlined in this doc nent r y be aligned with work being done thr gh the Com nity e mp Pla , joint Implementation Pla IP). Both of t se p s are o going eff s to a ess a prioritize health issues in Lincoln Co ty based on ta fr n the Com alth eds A essment as well as community, stakeh er and staf put.

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Evaluation Plan

The Strategic Plan is meant to be a document that provides a roadmap for the next 3 years. A mid-term review will be held in 2025 to assess progress, identify barriers and consider changes in priorities, resources or opportunities before proceeding with implementation of the plan for the remaining year. A final report will outline achievements as a result of this plan, challenges and barriers encountered and lessons learned to inform the development of subsequent strategic plans. The Strategic Plan will be monitored as a component of the Performance Management System on a quarterly basis. The Quality Improvement plan will be utilized to guide the process of any quality improvement activities.

Appendix A: Strategic Planning Process

This strategic planning process started in partnership with Cabinet Peaks Medical Center, Northwest Community Health Center and other key stakeholders and community members to develop the 2023 Community Health Needs Assessment (CHNA) and Implementation Plan. The CHNA was built on existing data, a community survey and key informant interviews. The health priorities that were identified were:

- Access to care
- Social Determinates of Health
- Healthy Lifestyles

In winter 2024, Lincoln County Health Department partnered with Montana Department of Health and Human Services to facilitate the strategic planning process using the framework developed by the National Association of County & City Health Officials. All Health Department staff participated in the facilitated process.

Strategic planning data sources:

- Strengths, Weaknesses, Opportunities and Threats Analysis
- Environmental Scan
  - LCH Annual Re t
  - 202 ommunity H lth N e sse
  - Impl entation Pla
  - LCH Community alth provement Pl
- Staff input

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Appendix B: SWOT Analysis

Strengths

- Health Dept staff are not siloed and a strong team that is willing to help across programs
- Department leadership
- Current collaborations (ex. Zero to 5 partners)
- Trusted by partners
- The resource van
- Pathways to Recognition program
- Staff has growth mindset
- Trust in rural communities
- Many programs
- Fiscally responsible and independent
- Knowledge and cross training

Weaknesses

- County fund[illegible]g – facing b[illegible]kruptcy
- Community [illegible]rception an[illegible]ivisi[illegible]
- Politics
- Geographic [illegible]stances that [illegible]alle[illegible]e equity and a[illegible]essibility
- Work is grar[illegible]
- County policy towards funding streams
- Lack of vision from County
- Scarcity mindset for resources in County
- Understaffed
- Lack of authority and support
- Increasing population
- Grants – difficult to compete with larger counties

Opportunities

- Increased relationships
- 2024 election
- Pride in staff
- Confidence in staff
- Social determinants of health
- Healthier community
- Increased funding options
- Opportunities to share workload and resources
- Decreased health issues and ability to work more in prevention
- Focus shift – Public Health 3.0

Threats

- Politics and 2025 state legislative session
- Misinfo[illegible]nation[illegible] malicious [illegible]form[illegible]on
- [illegible]stain[illegible]bility o[illegible]rograms when [illegible]ndin[illegible]nds
- [illegible]dget[illegible]uts
- [illegible]nerge[illegible]cies (n[illegible]l disasters, pandemic, etc.)
- Culture
- Staff burnout

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Appendix C: Implementation Plan

A detailed workplan with timelines, measures and indicators has been developed for evaluation and quality improvement efforts.

Strategic Priority 1: Healthy Living

Goal: Create conditions in which people can live safe and healthy lives			
Objectives	Activities	Target/Measure	Linkages
Objective 1.1: By December 2026, LCHD will increase services provided to underserved areas of Lincoln County.	Provide services (education, direct service, etc.) from each program area (public health, environmental health, early childhood) in each outlying area of the county (TFS, Yaak, Happy's Inn) at least once per year.	Number of services provided by each program in each area.	CHIP 2.1 IP 2.1. 3.1
	Utilize Lincoln County Connections Mobile Resource Van to reach underserved areas of the County	Number of days van is on the road.	CHIP 1.1 IP 2.1. 1.1
Objective 1.2: By December 2026, the community's knowledge and awareness of Health Department programs and services will increase.	Establish internal policies to cross train to improve collaboration within the department	Policy created	CHIP 1.2, 3.1 IP 2.2
	implement a plan for a social media pres e that shares content on each progra nd s	oped th reg ar	

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Strategic Priority 2: Community Relationships and Perceptions

Goal: Serve our community in a way that promotes approachability, accessibility, collaboration and trust.			
Objectives	Activities	Target/Measure	Linkages
Objective 2.1: By December 2026, LCHD will create a collaborative, inclusive and equitable approach to offering services and programs.	Utilize the 2024 Health Equity Policy to ensure that all new programs follow it.	100% of all new programs are evaluated against the Health Equity Policy	CHIP 2.2
	Offer annual training.	Annual training for all staff	CHIP 1.2
Objective 2.2: By December 2026, LCHD will increase support from elected officials, partners and stakeholders in the community.	Increase collaborations and partnerships in Lincoln County	# of new partnerships	

Strategic Priority 3: Data Driven Communication

Goal: Use data driven communication to raise awareness of public health issues and initiatives to enhance decision making processes.			
Objectives	Activities	Target/Measure	Linkages
Objective 3.1: By December 2026, LCHD will change the narrative about current and emerging public health topics.	Develop metrics to utilize and share public health and environmental health data to inform decisions about needs and services in Lincoln County.		
	Create and implement standards for presenting data and information in a way that is easy for the public to understand and access.		CHIP 1.2
	Utilize HOPE framework to develop messaging about current and emerging health topics.		CHIP 2.1 IP 3.1
Objective 3.2: By December 2026, there will be an increase [illegible] knowledge of LCH[illegible] programs.	Maintain a current and culturally inclusive website.	Website updated regularly	
	[illegible]ocial media to increase engag[illegible]ment with different audiences and de[illegible]ogra[illegible]ic	S[illegible] me[illegible]lia [illegible]alytic[illegible]	
Objective 3.3: By December 2026, L[illegible]ID will create a strong brand and image.	Improv[illegible]ur s[illegible]al med[illegible]and me[illegible] presen[illegible]	[illegible]cial m[illegible]lia [illegible]alytic[illegible]	
	Develo[illegible]cons[illegible]ent cor[illegible]unicati[illegible] tem[illegible]es	[illegible]mplat[illegible] [illegible]velop[illegible]	

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Lincoln County Impound Fees:

$40 Impound Fee

+20 For Unlicensed Dogs

- **Dog may be licensed in lieu of unlicensed fee.**

(must have proof of current Rabies vaccine)

+20 for Unaltered dogs

+20 Per Day Boarding Fee

Impound fees double with each additional time a dog is picked up.

Fee must be paid before dog is released to owner.

Thank you for your cooperation.

418 Mineral Ave, Libby, MT 59923 - Phone: (406) 283-2442 - Fax: (406) 293-5640

	Temporary Event/Campground Permitting		
Original Effective Date:	Review or Revision Date:		
Maintenance Steward:	Environmental Health Manager		
History:	☒ New	☐ Revised	
Document Type:	☒ Policy	☐ Procedure	☐ Plan
Frequency of Review:	☐ Annually	☒ As Needed	☐ Other_____

I. Policy: This policy provides guidance for the review and permitting of temporary events and/or campgrounds within Lincoln County.

II. Scope: This policy applies to operators looking to provide temporary accommodations for patrons or employees attending or working events such as concerts, festivals, carnivals, etc. in Lincoln County.

III. Purpose: The purpose of this policy is to provide clear and consistent guidance to event organizers, operators, business and property owners, etc., who wish to provide such a service in a manner that complies with local and state regulations.

IV. Background:

a. Per ARM 37.111.1224:

(1) A special event campground may be licensed by the local regulatory authority for a single event that takes place at a single venue for 14 days or less.
(2) The operator of a special event campground must submit a complete plan review application to the regulatory authority at least 30 days prior to opening and must receive approval from the regulatory authority before opening.
(3) The application must include a site plan showing:
(a) the area that will be used for camping;
(b) the location of the event;
(c) an estimate of the number of people to be accommodated;
(d) the maximum number of people that can be accommodated;
(e) the number of toilets, handwashing, and bathing facilities to be provided and plans for servicing and maintenance;
(f) the water supply source and distribution method; and
(g) the method of handling solid and liquid waste.
(4) Water must be supplied by a public water supply, licensed water hauler, bottled water, or alternative system approved by the local regulatory authority in compliance with state and local regulations.
(5) Wastewater treatment systems must meet the requirements of ARM 37.111.1209.
(6) The licensee must ensure solid waste requirements under ARM 37.111.1218 are met.
(7) The operator must comply with all components of the approved plan. No modifications to the plan are allowed without regulatory authority approval.

V. General:

a. While the ARM listed above allows for a 14-day max for any one given event, it does not place limits on the number of permits that can be issued. Lincoln County will issue permits on a more restrictive basis including the incorporation of the aforementioned 14-day single event max as well as a total limit of (XXX) days for all events to be hosted by the individual for a specific parcel, address, or location.

b. For operators wishing to exceed the time parameters listed above, full campground licensing through this department and the Montana Department of Public Health and Human Service will be required. See ARM 37.111.2 and MCA 50-52-101 for rules, regulations, and requirements surrounding campground licensing.

c. The policy requirements listed below are not all-inclusive. In addition to those listed, all federal, state, and local policies, regulations, and ordinances apply.

d. Lincoln County Environmental Health reserves the right to deny or rescind any application or permit that does not fit the parameters set forth by this policy.

e. It is the operator's duty to ensure that no CC&Rs are in place to restrict such a venture. This department will not permit an operator if it interferes with such restrictions. As well, the operator and this department must ensure that no violations of Montana's Sanitation and Subdivision will occur if a permit is issued and camping services are offered.

VI. Policy Requirements:

a. A full and completed plan review submitted to Lincoln County Environmental Health at least 30 days prior to the event start date.

b. A scaled drawing of the campground area to include the event location, identification, and location of service buildings such as restrooms, positioning of solid waste receptacles, and campsites.

c. If wastewater services are to be provided, the wastewater system must be valid and sized accordingly. If wastewater services are not to be provided, a notification to patrons advising them of where approved dump stations are located must be provided. A copy of the septic permit may be requested or pulled from Lincoln County Environmental Health's files.

d. If potable water is to be provided to patrons, it must come from an approved and registered public water supply (PWS). If water is not to be provided, patrons must be notified that potable water will not be available.

e. All animals shall be contained to the patron's campsite unless on a leash.

f. The hosting property must be free of harborage and maintained in a manner that prevents noxious weeds as well as pests such as rodents, insects, etc.

g. If offering tent camping, bathrooms, either temporary such as portapotties or permanent facilities, must be provided and must include a number of facilities to adequately serve the anticipated ingress and egress of patrons.

h. If serving food, the operator must have a retail food license or apply for a temporary food permit through this department.

i. All federal, state, and local policies, regulations, and ordinances apply.

j. Lincoln County Environmental Health reserves the right to inspect the operation during reasonable and/or operational hours.

Discussion Points:

- What should be the max cumulative days for any one given operator or property?
- Should the 14-day limit for any single event remain?
- Should there be capacity limits? What should they be based on?
- What else am I missing?