

Commission Meeting Minutes; Park County, Montana  
Week of January 14 - 18, 2008

January 14, 2008

Road Issues

@8:34:18 a.m. Chairman Lahren called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Lahren and Murphy were present. Also present were Ed Hillman, road supervisor; Brad Wilson, road crew; Bill Hurley, director of operations; and Commission Minutes Clerk John Mueller. No members of the public were present, and no public comment was made.

Ed Hillman and Brad Wilson gave an update on the county road crew work schedule. The Commission requested that Hillman prioritize for one year the road crew master list of projects needing completion. There was discussion about the possible need for a mill levy for road funds and an option to implement a \$.02 per gallon countywide tax on fuel, the funds of which would be shared between the county and the City of Livingston. The Commission requested information from Wilson on road mill levies and the gas tax. Murphy suggested approaching MDOT about whether or not TSEP funds can be used to address some problems on milled or paved roads.

@9:06:32 a.m. Lahren made a motion to adjourn the meeting. Durgan seconded that motion. The meeting was adjourned.

January 14, 2008

Review and Approve Meeting Minutes

@9:08:48 a.m. Chairman Lahren called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Lahren and Murphy were present. Also present were Bill Hurley, director of operations; and Commission Minutes Clerk John Mueller. No members of the public were present, and no public comment was made.

The meeting was scheduled to review and approve meeting minutes for the Week of January 7, 2008. Lahren requested a change on Page 1 of 13, sixth paragraph, the proper spelling is "Kerry LaDuke." On Page 2 of 13, last sentence, Durgan requested ending the sentence with "...procedural problems." On Page 3 of 13, 4th paragraph, Durgan requested adding, "DePuy will attend meetings on an as-needed basis." On Page 4 of 13, bulleted items, bullets should read "Jon Tester newsletter" and add "DEQ" to bulleted item discussing Park County's appeal of a finding by the Board of Review. On the same page, 4th bullet from the bottom, the correct name is "Governing magazine."

On Page 6 of 13, last sentence, Murphy requested adding "He voiced concern about the Commission being unable to act on solid waste board recommendations because of the injunction." Durgan noted that Ed Schilling is a public citizen and that he made public comment. On Page 7 of 13, fifth paragraph, Murphy noted that the correct spelling is

"Mary Beebe." On Page 10 of 13, Durgan requested adding the date "June 31, 2008" as the end of the fiscal year. On Page 11 of 13, second bullet from bottom, Lahren requested to strike "Lost" and replace with "Loss." Same page first bullet point, Durgan requested adding the title of "City of Livingston Fire Dept" after Patrick Walker. Durgan said the bullet item discussing the Consortium should follow with "To Hurley for review." On Page 12 of 13, third paragraph, Durgan said sentence should read, "Durgan reported that a Wilsall resident complained about the condition and maintenance of Horse Creek Road after a contractor's truck and backhoe slipped off the edge in icy conditions."

Durgan made a motion to accept the minutes with conditions and corrections noted. Murphy seconded that motion. Motion passed.

@9:29:04 a.m. Durgan made a motion to adjourn the meeting. Murphy seconded that motion. The meeting was adjourned.

January 14, 2008

Review Correspondence, Public Contacts and Determine Action Plan; Annual Financial Report Update

@10:06:03 a.m. Chairman Lahren called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Lahren and Murphy were present. Also present were Polly Miller, human resources; Marilyn Hartley, accounting; Bill Hurley, director of operations; and Commission Minutes Clerk John Mueller. No members of the public were present, and no public comment was made.

The meeting was scheduled to review correspondence, public contacts and determine action plans. An update on the completion status of the county annual financial report was given. Marilyn Hartley provided that update. She has the Long Term Debt section to finish. She cannot find the Management Discussion and Analysis section, but she will get the '05 template and '06 printed version of that section to the Commission to work on. She will have the report completed as far as she can go with it and to Commission by noon.

Polly Miller gave an update on auditor and planning director position postings. Mike Harbor will run an e-mail through the MACo e-mail system about the positions.

Lahren said he is meeting on the 28<sup>th</sup> with Ross Gammon, Chief of Maintenance for MDOT Bozeman District, to determine the chain of command on interstate highway closures. Lahren mentioned the Miller Drive extension project and reiterated that the Commission needs to know about and approve major road projects before they happen.

Correspondence included:

- Memo from Park County to MACo re. prescription drug cards - To Lahren for review.
- Road crew weekly schedule - To Mueller for Road Book

- Memo from Bill Moser re. Livingston ditch - To DePuy and Durgan for review
- Safety Committee meeting minutes - To Durgan for review.
- Memo from Miller re. county job openings
- Memo from Miller re. Bernadette needs claims to accounting no later than Friday at 5 p.m.
- Memo re. County Performance Summit in Las Vegas
- Montana Interoperability Update - To Hurley for review.
- Memo from Dept. of Natural Resource & Conservation re. grant monies for reclamation - To Lahren for review.
- Memo from Belinda re. liaison officer training and all hazardous incident command team - To Sheriff's Dept and Wendy Wood for review
- Memo from Belinda re. LEPC minutes - To Durgan for review.
- Memo from Michelle Beck re. FHWA office and assets management webinar
- Memo from Belinda re. child passenger safety training
- Friends of the Library newsletter - To Durgan for review.
- Montana Liquid and Gas Pipeline Association re. presentations in Bozeman Feb. 5 and Big Timber Jan. 24 - To Commissioners for review.
- Memo from Van Jamison re. Helena wind energy working group - To Murphy for review
- Memo from Miller re. request employee review of policy and procedure manual
- Memo from Bill Avey re. Forest Service Main Boulder fuel reduction update – removal of 4.5 million board feet of timber to be completed by 2011.
- Memo from David and Kathy Burns re. Hyalite Creek Road conditions - Murphy read letter into the record - To Road Book for review.

Murphy gave a review of his meeting in Helena on Friday. He said there is great concern that the PILT funds will not be renewed

Jerry Brekke gave an update on research of Boulder Road historical data and archiving of all county road data in petition envelopes.

Durgan made an addition to the department head meeting agenda. There will be discussion that press releases need to go through the Commission or Civil Attorney DePuy before released, and John Mueller is available to assist with drafting them.

Lahren will submit a draft letter of Commission findings of research done on formation of the Park County Volunteer Fire Department. The Commission will meet with Bob Fry and give him its recommendations. The Commission will then discuss its findings with Rural 1.

@11:07:37 a.m. Murphy made a motion to adjourn the meeting. Lahren seconded that motion. The meeting was adjourned.

January 14, 2008

Accounting Office Duties Meeting - Canceled

January 14, 2008

Planning & Zoning Meeting – Cokedale LLC Lawsuit

@1:30 p.m. Chairman Lahren called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Lahren and Murphy were present as members of the Planning and Zoning Commission. Also present were Tara DePuy, civil attorney; Denise Nelson, planning and zoning commission member; Randy Taylor, planning and zoning commission member; Sally Hughes, public planning and zoning commission member; Tracy Raich, public planning and zoning commission member; Allen Carte, public citizen; Mike Adkins, public citizen; and Jennifer Farve, MACo-appointed attorney for Park County. One member of the public did not sign the sign-in sheet.

The meeting was scheduled to discuss litigation between Cokedale LLC and Park County. Lahren opened the floor to public comment, and public comment was made. Allen Carter stated he was present representing the Sullivan Law Firm, the legal firm representing the Plaintiffs, and requested a copy of the audio of the meeting. Mr. Carter also requested that Commissioner Durgan not be allowed to be present during the meeting, as he had previously recused himself for a conflict of interest.

Lahren made a motion to close the meeting to the public for litigation proceedings. Murphy seconded that motion. The meeting was closed.

January 15, 2008

Approve Headwaters Recycling Contract

@9:12:33 a.m. Chairman Lahren called a meeting to order in the Commissioners Chambers. Commissioners Lahren and Murphy were present. Also present was Commission Minutes Clerk John Mueller. No members of the public were present, and no public comment was made.

The meeting was scheduled to review and approve the Headwaters Recycling Contract.

Lahren made a motion to approve the contract as written and reviewed by the county civil attorney. Murphy seconded that motion. Motion passed.

@9:14:49 a.m. Lahren made a motion to adjourn the meeting. Murphy seconded that motion. The meeting was adjourned.

January 15, 2008

Combining Gardiner Water & Sewer Districts

@11:04:03 a.m. Chairman Lahren called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Lahren and Murphy were present. Also present were Max Berg, public citizen; Ron Shorter, Gardiner water district manager; Bill Hurley, director of operations; and Commission Minutes Clerk John Mueller. No members of the public were present, and no public comment was made.

The meeting was scheduled to discuss combining the Gardiner Water and Sewer Districts. Ron Shorter said the Gardiner water board is interested in the depot building as an office building if it takes on sewer operations. Shorter inquired about a binding, long-term lease agreement between Park County and the Gardiner Water and Sewer District for office space, so that future Commissions cannot displace them.

The depot building is a county building and would have to be appraised. A legal process must be followed to move a sewer district there. Lahren will approach Civil Attorney DePuy about options of land trading, sale of the Parrilli property and a sewer district occupying the depot.

There was discussion about the transition of assets and indebtedness should the two districts unite. The election is February 19, 2008, and a projected date when a transition and administrative business, such as creation of bylaws, might be completed is April 1, 2008.

Shorter suggested that a mailing is done before the election to inform citizens of possible new rates should the districts combine or if the county maintains control of sewer operations. Shorter will contact Patrick Murtagh of Great West Engineering to see if Murtagh can come up with projected rates and whether those rates can be mailed with the next water bill. The Commission will pay for the cost of the mailing. Hurley recommended that the mailing include a disclaimer stating that rates are estimates of a professional engineering firm and may not reflect what the Commission or the newly formed Gardiner Water and Sewer board may establish.

No public comment was made.

@11:31:58 a.m. Lahren made a motion to adjourn the meeting. Murphy seconded that motion. The meeting was adjourned.

January 15, 2008

Department Head Meeting

@1:34:48 p.m. Chairman Lahren called a meeting to order in the West Room. Present was Brett Linneweber, county attorney; Lois Hatfield, landfill; Bruce Martin, maintenance; Dan Hackman, shop; Randy Taylor, health department; Marc Richards, IT/GIS; Bill Hurley, operations; Kim Knutson, fair manager; Polly Miller, human resources; Hillary Taylor, planning department; Linda Budeski, justice court; Tara DePuy, civil attorney; Brian Sparks, museum; and Commission Minutes Clerk John Mueller. No members of the public were present, and no public comment was made.

The first agenda item was employee of the month nominations. Miller said she thought that individual was Gail Bowers.

The second agenda item was to review county Web site homepage for updates. Richards reported that everything is up to date. Lahren reiterated that department heads are responsible for ensuring their department web page content is current. The Guide to Park County Government will be available to department heads for comment by the next department head meeting.

The third agenda item was to discuss FY 09 budgets. Department heads will use last year's report as a template and submit projected budgets to Miller. Each department head must schedule a meeting with the Commission to review projected budgets by the end of April.

The fourth agenda item was to discuss required employee signatures on invoices submitted to department heads. Employees charging county accounts at local vendors must print their name on the invoice slip and submit it to Bernadette in accounting as soon as possible.

The fifth agenda item discussed employee tracking. Miller reiterated that, per the Park County Policy Manual, department heads are required to keep track of time employees work, specifically leave of absence without pay. Per the policy manual, employees that take leave without pay will be required to reimburse the county for insurance benefits for those days. A reimbursement contract must be signed by employees after taking leave without pay.

The sixth agenda item involved the policy book acknowledgement sheet. All county employees must sign that sheet and return it to Polly Miller.

The seventh agenda item involved First Aid kits. Bruce Martin reported on behalf of the Safety Committee. There is a First Aid kit in the coffee room upstairs and one in the planning office. The committee is considering placing a third kit in either the nurse's office or the kitchen. Kits must be in view and contain band aids only. Each county vehicle must have a kit. There is an eyewash station in the coffee machine room upstairs. There was no support to place a second station downstairs.

The eighth agenda item involved missing Community Room tables, a small metal table, and a flag. Martin said equipment in that room is to remain there.

The ninth agenda item involved press releases. All county press releases must go through the Commission before released. John Mueller is available to assist with drafting press releases.

The tenth agenda item was Other Business. Lois Hatfield reported that she will contact a Tractor and Equipment Community salesperson to get a quote on trading-in the landfill backhoe. The Commission authorized that action in a past Commission meeting.

Linneweber reported that he used the web-based board training tool from MSU Extension. He said the tool is very helpful, and he strongly recommended other Park

County employees serving on boards use it. The county purchased 40 licenses from Extension. Kris Denton has licenses, user names and passwords.

No public comment was made.

@1:56:35 p.m. Lahren adjourned the meeting.

### January 16, 2008

8:00 A.M. – 4 P.M. – MACo Loss Control Conference/LTAP Road Session – Bozeman

1:00 P.M. – Sign Claims – Commissioner’s Chambers

### January 17, 2008

#### Review Correspondence, Public Contacts and Determine Action Plan

@1:37:15 p.m. Chairman Lahren called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Lahren and Murphy were present. Also present were Bill Hurley, director of operations; Polly Miller, human resources; and Commission Minutes Clerk John Mueller. No members of the public were present, and no public comment was made.

The meeting was scheduled to review correspondence, public contacts and determine action plans. Correspondence included:

- Letter from DePuy to MT Dept of Admin re. corrective action plan on audit findings - To file
- NACo booklet re. prescription drug card and initiatives
- Logan landfill minutes - To Hatfield for review.
- Flier from MT Dept of Commerce re. TSEP issues - To Benner and Hillman for review.
- NACo newsletter announcing seminars
- Memo from Forest Counties re. request for Commission to submit op-ed on effects of losing Secures Rural Schools funds - To Lahren for review.
- Board meeting - To Durgan for review
- DePuy weekly schedule
- Memo from DePuy re. highway meeting on Jan. 28
- Yellowstone Country Montana Board of Directors meeting minutes - To Murphy for review.
- Memo from MACo re. CTAP legislation updates - To planning dept and DePuy for review
- Report from County Rural Fire Chief Bob Fry - To Commissioners for review
- New e-mail address for T Vincent
- Memo from Bill Moser - To Lahren for review
- MACo grant information - To Richards for review

- Advertisement for web conference in Orlando, FL
- Memo re. Angeline Board meeting rescheduled for Jan. 28 - To Denton for review.
- Memo from NACo re. drug prescription card delay
- Memo on MACRS Conference - To Hillman for review
- Memo from Susan Swimley re. letter to Karl re. lifting the solid waste injunction - To file
- Airport Board minutes - To Durgan for review
- Park County Solid Waste Advisory Board bylaws - To file
- Memo from Mike Graham re. his appointment as deputy fire warden by Bob Fry - To Lahren for review
- Mass mailing letter from Patrick Murtagh drafted by Shorter re. estimated Gardiner sewer and water rates
- Annual Fire Fighter Awards banquet invitation
- Memo from Erica Hoffman re. Wispwest in tomorrow at 1 p.m. for IP addresses
- Memo from Lahren re. annual finance report progress status request
- NACo prescription drug card program information

The Commissioners updated the Commission task list. Lahren reported that he spoke with Miller re. staffing issues and possibly actively employing Papineau until Growth Policy vote.

Miller gave an update on department budgets. There have been some miscoding errors in department budgets. She discussed a proposal for county employee identification cards. She reiterated that fringe benefit policy requires employees who drive vehicles home to pay taxes on gas mileage. She reported that no more applicants were received to-date for the planning director position. The position's qualifications may need to be lowered. Miller presented the Commission with a price quote on new HR software with timecard capabilities.

Murphy recommended that a meeting be set up with Judge Swandal re. building security during after-hours events.

@2:36:42 p.m. Lahren made a motion to adjourn the meeting. Murphy seconded that motion. The meeting was adjourned.

### January 18, 2008

9:00 – 10:30 A.M. – Commissioner Murphy will be at the Wilsall Senior Center to hear area residents' concerns and share upcoming agendas

11:00 A.M. – 12:30 P.M. – Commissioner Murphy will be at the Clyde Park Town Hall to hear area residents' concerns and share upcoming agendas

Larry A. Lahren  
Park County Commission Chairman  
Park County, Montana

Denise Nelson  
Clerk & Recorder  
Park County, Montana