

Commission Meeting Minutes; Park County, Montana
Week of November 10 – 14, 2008

November 10, 2008

Park County Road Updates

@9:01:40 a.m., Chairman Lahren called a meeting to order in the Commissioners Chambers. Commissioners Denton, Durgan and Lahren were present. Also present was Ed Hillman, road supervisor; Shannan Piccolo, deputy county attorney; Bill Hurley, director of operations; Raea Morris, Commission executive assistant; and Commission Minutes Clerk John Mueller. No public comment was made.

The meeting was scheduled to discuss county road issues.

Road Supervisor Ed Hillman said road crewmen Winn Treible and Jay Dixon are working on signs on Billman Lane, Old Clyde Park Road, and on Miller Drive for the school there. He said the crew doesn't yet have locates to erect signs on the north end. Hillman said the two crewmen will then burn weeds at Springdale and at Pine Creek Bridge. Commissioner Durgan said a few places along Old Yellowstone Trail North have weeds four feet tall that may need to be burned. Hillman said he will tell the crew about the weeds after the meeting. Durgan said Old Yellowstone Trail is moist at present and is in good condition for grading. Commissioner Denton asked if a big pothole on Old Clyde Park Road will be repaired.

Hillman said Cinnabar Road culvert work will be changed to Wednesday and the notification process was revised for work on that date. Hillman said the road will remain open as the road crew will work on one half of the culvert at a time.

Hillman said the county and citizen Jerry Murphy agreed the county would buy the wiring, and Jerry Murphy would buy the conduit and do the splicing in regards to a culvert work on Cinnabar Road. Hillman said he will get Murphy a road permit for the work. Hillman said Murphy has a water line and an electrical line near the culvert and the electrical line supplies Murphy with emergency water via an electrical pump. Durgan said trees and brush are growing in the irrigation ditch that parallels the county road. He said it is an established ditch with a deeded water right that carries water from a point of diversion in Cinnabar Creek to some tracts of land belonging to an area resident.

Hillman said Sharon Cochran on Eldridge Creek Road is willing to cost share in fixing the entire road. Hillman said he needs to figure out costs and the culverts needed for that road and get an exact point to point description and work plan of the portion of road in question. He said he needs a legal document from the county attorney on the matter for Cochran to sign.

Hillman said the road crew finished work on the O'Rea Creek railroad crossing and put 600 yards of gravel on the road. Hillman said the state put millings down like gravel

under the bridge and the county had to regrade them. Durgan said he notified Steve Warner of Montana Rail Link that approaches have been finished off with gravel and millings will be put on next spring.

Durgan said the Commission received a notice from Mike Murphy of MDT in regard to a bridge load limit on a Lower Deep Creek Road Bridge replaced by the county in September. Durgan read the notice into the record, which said in part the bridge requires a 15-ton load limit. Durgan said appropriate signs will be posted on that bridge.

Durgan said he had an inquiry from citizen Jackie Shplet who wants to know about the closure of the Castle Mountain Road. Lahren said the citizens are circulating a petition to close that road at this time.

Hillman asked about annexation of Fleshman Creek Road. Denton said she contacted Clint Tinsley of the city and did not hear back from him.

There was discussion about the county's policy of requesting monetary contribution from citizens for the replacement of an irrigation ditch bridge with a culvert. The Commission asked Deputy County Attorney Piccolo to research whether a resolution exists outlining a policy and any liability issues.

@9:28:47 a.m., Denton made a motion to adjourn the meeting. Durgan seconded that motion. The meeting was adjourned.

November 10, 2008

Discussion of Agenda and Review Minutes for Week of November 3, 2008

@9:34:37 a.m., Chairman Lahren called a meeting to order in the Commissioners Chambers. Commissioners Denton, Durgan and Lahren were present. Also present was Raea Morris, Commission executive assistant and Commission Minutes Clerk John Mueller. No public comment was made.

The meeting was scheduled to discuss the Commission's upcoming agenda and review Commission meeting minutes for the Week of November 3, 2008.

Commission Executive Assistant Raea Morris presented the Commission with its upcoming meeting agenda and schedule through November 28. Commissioner Denton said she will telephone Richard Wright of the transfer station and an outfitter about a scheduled meeting to discuss use of the transfer station by the outfitter at Cooke City. Regarding a Management Services/Architectural Services for the Senior Center meeting, the Commission directed Morris to brief the deputy county attorney about bids for that project so it can be verified whether the senior center board is a legitimate board.

Reviewing Commission meeting minutes for the Week of November 3, 2008, Commissioner Lahren requested a revision to Page 1 of 14, the second to last paragraph; the second and third sentences should read, "Lahren said an approach was put in

incorrectly on that road due to work of a contractor, and part of the road problem is related to that. He said now the county needs to gravel the road up to where a new house is built past the canyon.”

Commissioner Denton requested a revision to Page 3 of 14, the last bullet point should read, “The Commission signed off on an agreement to retain Mona Jamison as legal counsel for Cooke City resort tax and water district issues.” On Page 11 of 14, first bullet point, the last sentence should read, “The Commission instructed Commission Executive Assistant Raea Morris to draft a claim to include the county attorney’s office code.” Denton noted the Commission signed off on the following bullet items: employee annual leave requests, a Clyde Bainter invoice for Whispering Pines rock work, an invoice from Nittany Grantworks work on a Fleshman Creek grant, an invoice for Oasis Environmental work on Fleshman Creek, an invoice from the Stafford Animal Shelter, an invoice for Mount Contact Cabins for Whispering Pines project, and an invoice from Rick D’Hooge for union representative work dating back to 2004. Denton noted the Commission signed the county budget resolution and filed that resolution with the clerk and recorder. On Page 14 of 14, Denton noted she was in Gardiner from 10 A.M. to 12 P.M.

Durgan made a motion to accept the minutes for the Week of November 3 with additions and corrections noted. Lahren seconded that motion. Motion passed.

@10:06:21 a.m., Durgan made a motion to adjourn the meeting. Denton seconded that motion. The meeting was adjourned.

November 10, 2008

Review of Correspondence, Public Contacts and Determine Action Plan

@10:06:35 a.m., Chairman Lahren called a meeting to order in the Commissioners Chambers. Commissioners Denton, Durgan and Lahren were present. Also present was Bill Hurley, director of operations; Raea Morris, Commission executive assistant; and Commission Minutes Clerk John Mueller. No public comment was made.

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

Correspondence included:

- Purchase order from the road department for a plow block – Lahren said another bid will be sought
- Purchase order for Fridley Creek for \$300 with a total of \$5,000 for the project
- Pre-approved purchase order for \$4,000 for 800 yards of one-inch minus gravel from Jesson
- Purchase order from CIB gravel for one-inch minus gravel for 800 yards on Eldridge Creek Road – Denton said there is no plan for Eldridge Creek Road

work at this time. Durgan said the Commission needs an operational plan and materials of proposed Eldridge Creek Road work.

- Voucher verification for claims
- Employee annual leave requests
- Invoice from road department for \$2,252 for salt sand. The Commission held onto that invoice until yardage needed is provided because salt sand is ordered by the ton and not by the yard.
- Invoice from Clyde Bainter for removing boulders and road grading work at Whispering Pines – Commissioner Lahren said he will talk with Bainter about potholes and a washout on the Main Boulder Road
- Invoice from Oasis
- Invoice from Bridger Communications
- Letter welcoming new board members - The Commission signed the letter
- Notice of date newly elected officials take over
- Commendation letter from Commission to University Women re. growth policy work – The Commission signed the letter
- Cooke City newsletter
- Memo re. Upper Yellowstone Watershed Basin meeting at St. John's
- Memo from RC&D re. available festival and event funding
- Memo re. external vacancy announcement in housing from Montana Department of Commerce
- Memo re. Deep Creek Bridge load limit
- Memo re. Wind Park Solutions America - To Durgan for review
- Memo re. Children's 2009 mental health workshop in Great Falls
- Memo announcing November 2008 issue of MACo News is available
- Memo announcing launch of city of Livingston website
- Memo re. Mental Health suicide prevention program
- Notice of Cinnabar Road work moved to October 12
- Memo from Livingston Area Chamber re. Park County Senior Center fundraiser on November 7

Hurely said the building at Myer's Flat is in and the tower is up but lacking anchors. He said the work is probably 80 percent complete and his guess is it will be completed by the end of the week.

@10:37:20 a.m., Denton made a motion to adjourn the meeting. Durgan seconded that motion. The meeting was adjourned.

November 10, 2008

3:00 P.M. – Park County Mental Health Local Advisory Council Meeting – Mental Health Center

November 11, 2008

Veterans Day Holiday – All Offices Closed

November 12, 2008

Meeting for the Exit of Auditors

@9:03:42 a.m., Chairman Lahren called a meeting to order in the Commissioners Chambers. Commissioners Denton, Durgan and Lahren were present. Also present was Brent Olness, Olness & Associates, P.C.; Bill Hurley, director of operations; Marilyn Hartley, accounting; Don Holland, auditor; and Commission Minutes Clerk John Mueller. No public comment was made.

The meeting was scheduled to discuss an audit report for Park County.

Brent Olness of Olness & Associates, P.C. said he is present to answer any question about the audit report and provide clarification. The Commission reviewed the auditor's draft report "Park County Livingston, Montana Financial Statements for the Year Ended June 30, 2008" submitted by Olness & Associates, P.C. That report documented Olness' audit of Park County financial statements for Fiscal Year ending June 30, 2008.

Olness provided the Commission with recommendations of how to respond to specific audit findings questioned by the auditors in its report, said the accounting office is currently conducting treasurer functions it should not be conducting, and listed tasks appropriate for the county auditor.

The Commission said each department head will get a copy of department findings in the report for review.

Olness said the Management Discussion and Analysis (MDA) gives a broad overview of why the county's net assets and fund balances changed over the period of the audit report. He said the final report from Olness will be submitted after it receives the county's MDA report, which he said ideally would be completed sooner rather than later. He said it is the county's responsibility to complete that report. Olness said many jurisdictions do not submit an MDA, even though it is a requirement. Commissioner Durgan said it is important to complete that report because it contains good information.

@9:40:07 a.m., Lahren made a motion to adjourn the meeting. Denton seconded that motion. The meeting was adjourned.

November 12, 2008

9:30 A.M. – Meeting for Permission and Permit to Use Transfer Station for Dog Sledding Outfitter – Commissioners Chambers – Canceled

November 12, 2008

Canvass General Election Meeting

@10:05:48 a.m., Chairman Lahren called a meeting to order in the Commissioners Chambers. Commissioners Denton, Durgan and Lahren were present. Also present was Denise Nelson, clerk and recorder; and Commission Minutes Clerk John Mueller. No public comment was made.

The meeting was scheduled to canvass general election results.

Clerk and Recorder Denise Nelson said she thinks reports from polling places went especially well. She said there were 3,500 absentee voters this election, and 1,900 was the highest number of absentee voters prior to this year. Nelson said her office processed more than 300 late registrants between close of the absentee election and 8:00 p.m. on Election Day.

Nelson said judges at polls keep track of people voting on Election Day in poll books even when M100 machines are used. She said absentee ballots were run through M100 machines for documentation and vote counting in the Clerk and Recorder's office on Election Day.

Nelson provided the Commission with precinct reports submitted by precinct voting judges after the close of the November 4 general election. The Commission checked reports submitted by polling place workers of number of ballots cast at precincts against M100 reports of voters entered into respective precinct M100 machines. The Commission reviewed official records of absentee ballots.

The Commission signed off on official canvass results and a Park County Certificate of Elections verifying the election results were canvassed by the individuals present.

@11:33:32 a.m., Durgan made a motion to adjourn the meeting. Denton seconded that motion. The meeting was adjourned.

November 13, 2008

8:30 A.M. – Safety Committee Meeting – Community Room

November 13, 2008

Personnel Meeting

@9:03:12 a.m., Chairman Lahren called a meeting to order in the Commissioners Chambers. Commissioners Denton, Durgan and Lahren were present. Also present was Brett Linneweber, county attorney; Road Supervisor Ed Hillman; Jill Ouellette, human resources; Mark York, Livingston Enterprise; and Public Citizens Mark Hartwig, Randy Taylor, Jim Taylor, Dan Dinsdale, Richard Juhnke, Mike Adkins, and Commission Minutes Clerk John Mueller.

The meeting was scheduled to address a personnel issue.

Road Supervisor Ed Hillman said he would like the meeting to remain open to the public.

Commissioner Lahren read into the record a memo from the Commission to Hillman dated November 13, 2008. The memo read in part “the Commission has decided to eliminate the position of Road Supervisor in Park County to reduce costs and expenses for Park County by eliminating salary and other expenses currently used on the position.” The memo said the Commission will directly supervise the road department, and the elimination of the Road Supervisor position is effective at the end of the business day on December 12, 2008. The memo was signed by all three commissioners.

Public comment was made by Mark Hartwig. Hartwig said he was at the meeting for the purposes of representing Hillman. He said Hillman at this juncture will not make any comment. Hartwig said Hillman did not receive any information about the purpose of the meeting prior to the meeting so he did not have any time to prepare any comments. He said he’s going to assume Hartwig and Hillman will probably be asking for the records reflecting the decision and how the decision was made. Hartwig said he has advised Mr. Hillman not to make any comment and to retain an employment attorney if he wants to pursue anything with the county regarding this matter.

Public comment was made by Mike Adkins. Adkins said yet another grave mistake is being made by the sitting Commission and Ed Hillman is one of best road foremen the county has had bar none. Adkins said he has worked with the last three road foremen.

@9:06:34 a.m., Commissioner Lahren made a motion to adjourn the meeting. Durgan seconded that motion. The meeting was adjourned.

November 13, 2008

Opening of Bids for Management and Architectural Services for Senior Center Project

@10:04:41 a.m., Chairman Lahren called a meeting to order in the Commissioners Chambers. Commissioners Denton, Durgan and Lahren were present. Also present was Barb Williams, senior citizens center; Rick Van Aken, senior citizens center; and Commission Minutes Clerk John Mueller.

The meeting was scheduled to open bids for management and architectural services for the Park County Senior Citizens Center project.

Barb Williams said two separate Requests for Qualifications went out for bid, one for architectural services and one for management services. Lahren said bids were to be in by 4:00 p.m. on November 5, and four bids were received before the RFQ submission deadline.

Lahren opened two sealed bids from Mosaic Architecture of Helena, Montana, and James Schneider of Livingston, Montana, submitted for architectural services; and two sealed bids from Rocky Mountain RC&D of Bozeman, Montana, and Nittany Grantworks of Livingston, Montana, submitted for management services.

Lahren said respondents need to be scored for qualifications and asked if the Commission or the Senior Citizens Board should review the bids. Williams said a joint review may be best.

Lahren said he suggests giving the RFQs to the senior citizens board representatives present today, have them evaluate and score the respondents, schedule a meeting with Lahren to go over their review, and then schedule a meeting with a quorum of commissioners to award bids.

Williams and Van Aken said they will return the RFQ materials to Lahren by 11:00 a.m. November 14, and Lahren said he will have his review of them completed by 1:00 p.m. on that date.

The Commission scheduled a public meeting for November 19 at 10:00 a.m. to award the RFQ bids.

@10:44:26 a.m., Lahren made a motion to adjourn the meeting noting the Commission will meet again on the 19th of November at 10:00 a.m. to award the bids. Durgan seconded that motion. The meeting was adjourned.

November 13, 2008

10:00 A.M. – Local Emergency Planning Committee Meeting – Community Room

November 13, 2008

Review Draft Planning Board Application

@11:04:12 a.m., Chairman Lahren called a meeting to order in the Commissioners Chambers. Commissioners Denton, Durgan and Lahren were present. Also present was Philip Fletcher, planning director; and Commission Minutes Clerk John Mueller. No public comment was made.

The meeting was scheduled to review a draft planning board application.

Planning Director Philip Fletcher provided the Commission with a draft planning board member application for review. He said he made a few clarification revisions to the existing application, and he also drafted a revised board member qualifications form.

Commissioner Lahren said he had a recommended grammatical revision to board member qualifications, adding the word “or” between general background and professional experience. Also under qualifications, Lahren recommended adding

planning board members must become familiar with the relevant MCA and current rules and regulations for land planning in Park County and the current planning board bylaws. Under responsibilities, Lahren recommended adding criteria #8, which would suggest planning board members be objective and not be involved in ex parte communication on public issues outside of advertised public meetings or be otherwise influenced.

Commissioner Durgan said there needs to be an orientation of new board members and new members need to be made aware of the ex parte issue.

The Commission said Fletcher could submit the application for posting to the county website after making recommended changes.

Fletcher said he has written a letter to current planning board members Bill Berg, Dale Reinhart, and Rusty Collyer reminding them if they want to remain on the board they need to submit an application and be prepared to go through the same competitive process as other applicants. Fletcher said Berg and Reinhart have responded to the letter expressing interest in remaining on the board.

@11:13:37 a.m., Commissioner Lahren made a motion to adjourn the meeting. Denton seconded that motion. The meeting was adjourned.

November 13, 2008

Meeting to Provide Direction on Action Items in Human Resources Office

@11:33:34 a.m., Chairman Lahren called a meeting to order in the Commissioners Chambers. Commissioners Denton, Durgan and Lahren were present. Also present was Brett Linneweber, county attorney; Jill Ouellette, human resources; and Commission Minutes Clerk John Mueller. No public comment was made.

The meeting was scheduled to provide direction on action items in the human resources office.

County Attorney Linneweber said the Commission can confirm Jill Ouellette is the only employee employed by the county in the human resources office. Linneweber said Kim Gentry is no longer employed by the county. Linneweber said there is no reason for there to be any computer access restrictions on Ouellette at this point, because the process associated with personnel issues with former employees in the human resources office is now completed. He said the Commission is Ouellette's supervisor and responsible for determining what type of work she is to perform.

Lahren said Ouellette is the person in charge now and should have access to things.

Human Resources Employee Jill Ouellette said her hands have been tied in an attempt to set up questions for interviews for open county positions. Ouellette said she also does not have job descriptions for many jobs. She said she had to go to Job Service to retrieve a

pdf file of a sanitarian in training position description to properly close out that posting because she does not have computer access to necessary information.

Ouellette said she needs to begin receiving email correspondence through the county computers, specifically for a Family Medical Leave Act update she needs to address. The Commission directed Ouellette to submit a request for email access in writing to County GIS/IT Manager Marc Richards.

Ouellette said she needs to address an August 18 request from Montana Department of Transportation for social security numbers of existing county drivers.

Ouellette said she needs help with understanding the county's policy of orienting new employees and addressing the issue of a few employees who will soon be on medical leave.

Ouellette said she has experience in proper performance evaluation methods. She said she could help implement an ongoing performance evaluation schedule for county department heads and the Commission so all evaluations do not come due at one time. Ouellette said she has evaluations for road department employees the Commission did not address because those evaluations were not filled out satisfactorily. Ouellette said she offered to sit down with the road department to make sure the evaluations will comply and she was told "No, they are fine the way they are." Lahren said he recommends Ouellette wait until after December 12 and the Commission will address the road department evaluations.

Ouellette asked if the Commission is comfortable with her serving on the interview boards of new county position interviews. The Commission said Ouellette should be on the interview committee for the director of human resources interview. The Commission said that committee will include Linneweber, Commissioner Durgan, and Ouellette.

Ouellette said she worked with Sanitarian Randy Taylor on developing an interview scoring card for screening applicants to interview for the position of environmental health director. She said it is good to have scoring criteria in place to knock unqualified applicants out of the applicant pool at the outset for efficiency's sake. Ouellette said she would like to come up with applicant screening scoring cards by working with all county department heads.

Ouellette said a possible agenda item for a future meeting involves an issue with the Sheriff's office requesting a direct link from the Park County website to a consortium for Sheriff's Office position applicants to apply for jobs. She said she has talked to Job Service about that option and said that is a common practice in other counties.

Ouellette said she got a memo in the mail that a county employee was laid off last week, and said normally the human resources department would have communication with the department head of the laid off employee. She asked about the county policy of laying

off employees. Linneweber said that topic will not be discussed in a public meeting and the conversation was not continued.

She asked if Commission Executive Assistant Raea Morris will help her with employee correspondence such as annual leave requests, evaluations, and change of status forms. The Commission said such correspondence should come to Morris through the human resources department, and it then will go on to the Commission.

Ouellette said she had CSA training on Monday and is now more confident with that program. She said she was updated by the AFLAC representative and is now more comfortable with that program.

Ouellette said she was advised the county safety person has not received any copies of workers compensation claim forms. Ouellette said the safety officer has no way of knowing an issue is a safety hazard, needs to interview accident victims, and cannot complete her job if she does not have the right information. Ouellette said a short accident form exists listing the type of accident and where it occurred that may be helpful to the safety officer. Ouellette said she just wants to report any accident, and it should be the human resource office's responsibility to contact the Commission and the maintenance department.

Linneweber said the HIPPA law overrules any county accident information protocol because it is a federal law. He said he would like to review the short form mentioned by Ouellette. He said no personal information about an accident victim can be released per HIPPA laws, but reporting that an accident occurred is permissible.

Durgan said there is confusion among the safety committee because it does not know whether or not to investigate accidents. Durgan said the safety committee and the safety officer need direction.

Oullette said any accident with an employee needs to go through the human resources department. She said she will generate a monthly accident report for safety committee meetings so the committee knows what is going on. She said she needs to have communication regarding safety issues so the county is acting responsibly to any recurring problem.

Ouellette inquired about a longevity pay issue she said two county employees have recently asked her about. Linneweber told Ouellette to contact MACo about that issue, which he said pertains only to Sheriff's office employees.

@12:15:50 p.m., Lahren made a motion to adjourn the meeting. Denton seconded that motion. The meeting was adjourned.

November 13, 2008

Review of Correspondence, Public Contacts and Determine Action Plan

@1:35:57 p.m., Chairman Lahren called a meeting to order in the Commissioners Chambers. Commissioners Denton, Durgan and Lahren were present. Also present was Bill Hurley, director of operations; and Commission Minutes Clerk John Mueller. No public comment was made.

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

Correspondence included:

- Draft resolution establishing the Park County Angel Line board
- MDT request for counties to submit any plans for local projects on local or state highways – The Commission said it has no such plans
- Letter addressing a formal complaint about dust on Six Mile Road – Director of Operations Bill Hurley drafted a response to that letter
- Department head meeting agenda
- Memo re. legal advice to Commission from deputy county attorney
- Memo requesting stakeholder meeting re. Voyich reach of Fleshman Creek Rehabilitation Project resulting from \$18,000 DEQ fine for spill at Gardiner sewer system - To Lahren for review
- Memo re. legal advice to Commission from deputy county attorney
- Memo re. legal advice to Commission from deputy county attorney
- Memo to Grants Coordinator Benner outlining the ranking of reclamation development grants program funding
- Memo from citizen re. Upper Rainbow Road request for maintenance - To County Historian Brekke for review
- Memo re. wind power - To Durgan for review
- Waste News, Arc News, Governing magazines
- Memo from clerk and recorder re. general election ballot statistics per precinct
- Copy of Resolution #1036 finalizing the Park County FY 2009 budget
- Copy of Resolution establishing Jamison law firm as counsel for Cooke City resort tax and water district issues
- Memo re. Commissioner Lahren and Durgan viewing of Main Boulder Road conditions - Lahren will follow up on the matter next week - To Road Book
- Copy of MSU Extension agreement - To file and finance department
- Citizen question asking for the floodplain manager for Park County - To Hurley for review
- Museum director timesheets - To Commission and Human Resources for review
- MACo data book re. Montana kids - To file
- Memo from citizen representing herself at the museum as a curator of archaeology
- September 15 Angel Line board meeting minutes - To file

- Public information request from Livingston Enterprise re. road personnel issue
- MOU for CBDG and Home Grants needing Commission signature - The Commission signed the MOU

Commissioner Lahren provided an update on a Main Boulder Road condition issue. Lahren said he and Commissioner Durgan met with the Sweetgrass County road supervisor at the natural bridge area after Park County received a citizen complaint that a Park County road department employee graded the wrong direction on the road and apparently kicked up big rocks with the blade and left them in the road. Lahren said he, Durgan and the Sweetgrass County road crew concurred the problem with the road at natural bridge is it runs through limestone bedrock, and the next bad stretch of road is due to glacial boulders coming to the surface. Lahren said he met with Clyde Bainter to discuss repairing the potholes at the guest ranch on the road. Lahren said he got a call from an individual accusing the county of not being honest about the condition of the road and the Commission conspired with Sweetgrass County to not fix the road. He said the individual is asking for third-party arbitration. Lahren said a lot remains to settle the issue.

Commissioner Durgan said he and Park County Historian Jerry Brekke viewed Cinnabar Road at a location where a replacement culvert is to go in. Brekke said a citizen, Mr. Murphy, has a water pipe under the culvert, and an electrical line for a pump was damaged by the county years ago. Durgan said Murphy and the county agreed the county would put the line back in. Durgan said removing the existing culvert is too difficult to do, so a new culvert will be installed above the existing culvert to properly drain the road. Durgan said that work is to be completed November 13.

Commissioner Denton said the Commission will review Cooke City resort tax applications next week.

@2:07:12 p.m., Lahren made a motion to adjourn the meeting. Durgan seconded that motion. The meeting was adjourned.

November 13, 2008

2008 - 2009 GIS/IT Project Updates

@2:07:23 p.m., Chairman Lahren called a meeting to order in the Commissioners Chambers. Commissioners Denton, Durgan and Lahren were present. Also present was Bill Hurley, director of operations; Marc Richards, GIS/IT; Erica Hoffman, GIS/IT; Mike Inman, planning; Philip Fletcher, planning; and Commission Minutes Clerk John Mueller. No public comment was made.

The meeting was scheduled to update the Commission on planned GIS/IT projects for 2008-2009.

GIS/IT Manager Marc Richards said it has been a pleasure working with Commissioners Lahren and Denton and has admired their candor and honesty with the GIS/IT department.

Richards said TCS has agreed to charge \$2,500 for county attorney office work for which it had bid at \$1,800 but ended up charging \$4,500. Richards said he will submit an invoice to the Commission for that amount. Richards said TCS said they will continue working with the county if it agrees to the \$2,500 bill. Lahren said TCS should have come to Richards with a change order prior to doing then charging for unexpected work.

Reviewing projects planned for 2008-2009, Richards said the GIS/IT department has budgeted for replacing a law enforcement server, which has already begun. He said the total payment of \$6,500 will be shared between the city, county, and Dispatch 911.

Richards said his department needs to upgrade the county computer system antivirus software. Richards said the county has not been overly happy with Symantec, so it is going to go to a new product called NOD32 for a total price of \$4,670. Richards said the Symantec upgrade would have cost \$6,500.

Richards said the county needs a new network switch to which CAT5 cables run and which allow additional network space for new employees and phone lines. He said the cost is \$1,200.

Richards said the county needs to upgrade its Sleuth Program because Sleuth no longer supports the version the courthouse uses. Richards said Sleuth is a computer-aided dispatch program used by Emergency 911. He said the cost is unclear at this time, but may be \$10,000 which would be split three ways between the city, county and 911. Richards said that upgrade may be budgeted for in next year's budget.

Richards said his department may propose that the Commission executive assistant have access and ability to use Dreamweaver software for website updates for Commission meeting agendas. He said DreamWeaver software would cost \$300.

Richards said the Park County Fire Warden approached him about purchasing an ArcFuels mapping software to create a Wildland/Urban Interface (WUI) map. He said the cost of the software is \$10,000 and includes ArcFuels training in Missoula. Richards said the county fire warden told him he has the \$10,000 in his budget to purchase the software. Richards said ArcFuels maps are based more on science than models. Lahren asked if ArcFuels maps can be subject to debate between county fire districts, and the Commission wants to avoid spending \$10,000 just to start a debate.

Planning Director Philip Fletcher said mapping the WUI will be quite controversial. Planner Mike Inman said he talked with the county fire warden who told him the goal behind this project is to create a WUI map. He said local fire officials said in public meetings they don't need a map and can determine if a proposal is in a WUI by site visits on a case by case basis.

Erica Hoffman, GIS/IT department, said the ArcFuels software takes into account variables such as slope, elevation, temperature, wind and the likelihood of fire based on those variables. Inman said data can be input into the program to predict what type of fire incident can occur in a certain area. Richards said the software creates a baseline predictive model. He said if the county does not use it to create a WUI map, the Forest Service, road department, fire warden, and rural fire departments can all use it online as a source of baseline modeling data.

Richards said ArcGIS Service installation and setup for a web mapping site is needed and would cost \$14,000 for the service and \$4,000 for training.

Richards said the GIS/IT department is working on a county/private roads database and mapping project, which will show county and private roads in Park County. He said there is no specific cost to the project except for the time and labor to print out maps and the work of the county historian and deputy county attorney. He said the intent of the project is to know the status of all roads in Park County, which will help with determining how much gas tax money the county should receive.

Richards said the summer intern worked this year to resolve a discrepancy between fuel tax maps and the kinds of roads on which the state will pay fuel tax money. Richards said currently the county and state disagree on some of the roads that will and will not receive funds.

Richards said the GIS/IT department has taken photographs and put together information on roads within the county in question to make the county's case for gas tax support on certain roads. Richards provided the Commission with a slideshow presentation showing that information and photographs. Richards said the presentation will be sent to the state and he would like to have a letter of support from the Commission upon submission.

@2:52:10 p.m., Lahren made a motion to adjourn the meeting. Durgan seconded that motion. The meeting was adjourned.

November 13, 2008

3:00 P.M. – Park County Road Updates – Commissioners Chambers – Canceled due to road crew field work schedule

November 14, 2008

No Meetings Scheduled

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

Denise Nelson
Clerk & Recorder
Park County, Montana