

Park County Commission Meeting Minutes  
Week of August 23 – 27, 2010  
Park County, Montana

August 23, 2010

Review Daily Agenda, Correspondence and Briefing on Current County Projects

@8:32:53 a.m., Chairman Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Raea Morris, executive assistant; Shannan Piccolo, civil deputy county attorney; Ed Hillman, road; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to review the daily agenda and correspondence.

Correspondence included:

- Memo from MACo re. Montana Downtown Forum in Missoula
- Memo re. CTA 9<sup>th</sup> Street Island Bridge Replacement comments
- Memo re. August 24 energy committee meeting - To Commissioner Durgan for review
- Memo re. Montana Rural Education Association
- Memo from MT Association of Oil, Gas and Coal Communities
- Citizen memo re. noise in Gardiner
- Memo from Western Mental Health re. grant application
- Memo re. Sept 3 open container request in Arch Park
- Memo re. vacuum order for Gardiner sheriff's office
- Memo re. Bioseal estimate for outlying road shops
- Memo from Crazy Mountain Ranch re. road repairs
- Citizen memo re. refuse assessment request
- Memo re. Arthun Pit deficiency notice
- Memo re. MACRS fall meeting
- Memo re. Montana in the Sky newsletter - To Durgan for review
- Memo re. July County Safety Committee minutes
- Memo from MT DEQ re. 9<sup>th</sup> Street Bridge permit
- Memo from MT DEQ re. Arthun Pit application
- Memo re. watershed symposium - To Durgan for review
- Memo from Dept of Public Service Regulation re. increase in charges
- Memo re. Central Federal Highway Lands Division
- Citizen memo re. Cutler Lake Cell Tower invoice
- Memo from MSU re. maintenance at Fort Parker interpretive site
- Memo from FWP re. 9<sup>th</sup> Street Bridge permit
- Memo from MDT re. consultation process

- Memo re. Park County loss ratio
- Memo from union negotiator - To Durgan for review
- Memo re. Park County Fair Board

Commissioner Durgan reported on an August 17 Fair Board meeting and an August 20 Yellowstone River Symposium.

@9:36:59 a.m., Durgan made a motion to adjourn the meeting. Taylor seconded that motion. The meeting adjourned.

August 23, 2010

Review of Minutes for Week of August 16, 2010

@10:14:19 a.m., Chairman Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present was Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to review and approve Commission meeting minutes for the Week of August 16, 2010.

Commissioner Taylor requested a revision to Page 7 of 8, noting an August 19 meeting should be advertised as, "The meeting was scheduled to sign a contract with Standish Excavation for road grading."

Commissioner Taylor made a motion to accept the minutes as corrected. Commissioner Durgan seconded that motion. Motion passed.

@10:15:55 a.m., Taylor made a motion to adjourn the meeting. Durgan seconded that motion. The meeting adjourned.

August 24, 2010

Review Daily Agenda, Correspondence and Briefing on Current County Projects

@8:33:38 a.m., Chairman Malone called a meeting to order in the Commissioners Chambers. Commissioners Malone and Taylor were present. Also present were Raea Morris, executive assistant; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to review the daily agenda and correspondence.

Correspondence included:

- Memo re. BLM presentation in Malta
- Memo re. Transportation Advisory Committee meeting minutes
- Memo re. LG Diesel and Biofuels - To Commissioner Durgan for review

@8:44:38 a.m., Taylor made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

August 24, 2010

County Road Updates

@9:02:24 a.m., Chairman Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Raea Morris, executive assistant; Ed Hillman, road supervisor; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to discuss county road issues.

Road Supervisor Ed Hillman said the West Boulder Bridge will be measured for a new steel deck and insurance claims have not been submitted for hail-damaged road shops in Wilsall and Clyde Park.

@9:28:12 a.m., Taylor made a motion to adjourn the meeting. Durgan seconded that motion. The meeting adjourned.

August 24, 2010

Human Resources Updates

@9:41:10 a.m., Chairman Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Jill Ouellette, HR; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to discuss activities in the Human Resources Department.

Human Resources Analyst Jill Ouellette provided a change of status form for a fair worker, a weed employee switching to the road department, and a part-time clerk of court employee who resigned. Ouellette provided performance appraisals from the clerk and recorder's office and environmental health for Commission review. She said she addressed an issue of possible confidentiality insurance breaches regarding archive data. The Commission instructed Ouellette to submit claims to the insurance carrier for Wilsall and Clyde Park road shops damaged by hail.

Ouellette said she recommends the Commission grant a written request from a road department employee on FMLA leave for adjustment of hours to four, ten-hour workdays. The Commission told Ouellette to respond in writing to the employee and inform the department head to grant the request.

Ouellette said an employee offered to help her in her office, but such assistance is not listed in the employee's job description. There was discussion about confidentiality issues and sensitive information housed in the HR department. Commissioner Malone

said he is concerned about having too many employees working with files in Ouellette's office. Commissioner Durgan said he does not feel it is a good idea for the Commission to determine who should work in the HR department because of sensitive materials. Ouellette said she appreciates the offer but does not want any more help.

@10:03:35 a.m., Durgan made a motion to adjourn the meeting. Taylor seconded that motion. The meeting adjourned.

August 24, 2010

Discussion of IT New Hire

@10:34:03 a.m., Chairman Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Erica Hoffman, GIS/IT; Jill Ouellette, HR; Martha Miller, auditor; Ben Ellis, Sagebrush Energy; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to discuss an IT position new hire.

Commissioner Malone said he asked GIS/IT Manager Erica Hoffman to research and report whether hiring an IT technician is more cost effective and efficient than contracting with Granite TCS.

Hoffman said she and Liz Suniga of Granite TCS, who is currently contracted with the county for 18 hours per week, do all computer IT support for 150 city, county and outlying office users, work with specialty software with printers and scanners, as well as eight servers with different components and new technology and software, Bresnan email, the City of Livingston email system, order all equipment for the City/County Complex, and service all city, county and state telephones and fax lines. Hoffman said she manages her department budget, as well.

Hoffman said GIS services include all maps, rural addressing, ordering, and physically digging holes and installing signs. She said GIS demand is increasing with FEMA maps, managing an ARC server, and transferring shape files into ARC SDE formatting.

Hoffman said currently 1.5 employees are working in two departments, and it is not possible for her to be on call 365 days a year. Hoffman said the county would have to pay Granite to be on call every other weekend at \$100.50 per hour plus \$85 travel charges, and Granite cannot cover GIS needs in the event Hoffman is on vacation or out of the office. She said phone calls are currently going unanswered, and she is concerned the county is in danger of losing the city contract at \$75,000 per year for GIS, IT or both.

Hoffman said Granite charges \$67/hour because Suniga lives in Livingston, but if her life situation changed, Granite would charge \$90 per hour plus an \$85 per day travel fee. Hoffman said currently the department has no depth, is not taking advantage of resources it has and no on-the-job or cross training is occurring. She said she thinks the county can

save funds in the future by cutting Granite to two days a week and training a new hire in GIS and IT through Granite while money exists.

Hoffman reviewed financial figures she said were put together by Auditor Martha Miller. Hoffman said currently Granite costs the county \$62,712 per year at 18 hours per week, but it would cost the county \$90,584 per year plus on call every other weekend at approximately \$9,000 to move Granite to part time at 26 hours per week. Hoffman said it would cost the county \$139,000 to maintain Granite for 26 hours per week if Suniga were no longer the county's technician. She said the county would save \$36,776 per year if it hired an IT technician at \$15.50 per hour with full benefits. She said that cost would be \$45,882 per year, including Granite at three days a week. Hoffman said it would essentially cost the county an additional \$9,000 this year to hire a full time IT tech, keeping Granite, having on call full time, and having a trained employee. She said the county would then save \$12,000 next year by contracting with Granite for only two days a week. Hoffman said the Commission also has the option of hiring a three-quarter time IT tech and saving the \$9,000. She provided the Commission with other options to consider, including reducing her hours.

Malone said he is concerned because the IT budget is increasing when in years past it was flat. Hoffman said she thinks her department is in dire need of a hire. Miller said from a budgeting standpoint, an employer always wants to go with a constant versus a variable, and Granite is a huge variable. Malone said it bothers him there has been a 29 percent increase in the GIS/IT budget over last year. Miller said she thinks when looking at the numbers, they support the issue that increasing Granite will cost as much as paying a fulltime IT tech, with less coverage. Commissioner Durgan said it is important to consider Hoffman is the only IT person the county has on call. Hoffman said she thinks not planning for a crisis will cost the county a lot of money, and the county will set itself up for failure if it does not plan ahead with training and lowering Granite's budget. She said the county does not want to lose the city IT budget of \$75,000.

Human Resources Analyst Jill Ouellette thinks many IT people will apply for the position per her discussions with Job Service, and she does not recommend hiring someone for less than three-quarter time.

Commissioners Malone and Taylor said they are not ready to make a decision on the hire request at this time, but the Commission asked Ouellette to start drafting the job posting.

@11:05:55 a.m., Durgan made a motion to adjourn the meeting. Taylor seconded that motion. The meeting adjourned.

August 24, 2010

12:00 P.M. - Airport Board Meeting- Mission Field – Commissioner Durgan attended

August 24, 2010  
Fiscal Year 2011 Budget Workshop

@1:40:23 p.m., Chairman Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Lani Hartung, finance; Martha Miller, auditor; Philip Fletcher, community development; Colleen Singer, sheriff's office; Raea Morris executive assistant; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled as a Fiscal Year 2010 budget workshop.

The Commission and Finance Director Lani Hartung reviewed the Revolving Loan fund, Gardiner #5 and #5A sewer debt funds, CIP funds, refuse facility and collections, PILT 2902, gas tax, and road budgets.

Hartung said Costco is working to do away with reduced memberships for county employees and she suggests the county stop offering that benefit after next year.

Commissioner Malone said he spoke with Sheriff Allan Lutes about not replacing a retiring deputy. Malone said his reasoning is the county is coming to a point it is going to have to reduce the Sheriff's Office budget by \$320,000 if PILT goes away in three years. Sheriff's Clerk Coleen Singer said the people in the community will pay if the deputy position is not filled, and she hopes the Commission will field associated telephone calls. Malone said Sheriff Lutes told him the department needs a replacement deputy.

Hartung showed a 2300 Law Enforcement budget breakout with bar graphs, as well as breakouts for other departments. Singer said all other budgets have gone up in FY '10, as well.

Community Development Director Philip Fletcher said he thinks there may be room to free up county resources for departments in need with cross training and other options in order to be creative versus reactionary. Fletcher said he thinks it will cost \$1,500 to maintain Arch Park in Gardiner.

Hartung said the final budget is due September 15, and she has written a draft resolution that will run in the newspaper and hopes to hold a public hearing on September 14. Commissioner Durgan said the Airport Board said it assumes its proposed FY '10 budget is okay since it has not been invited in to discuss its budget. Durgan said Angel Line has a proposal to offer public transportation, but board members are concerned about matching funds. Hartung said the levy that funds Angel Line was voted in by citizens for elderly and in-need citizens.

@2:49:16 p.m., Taylor made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

August 24, 2010

5:00 P.M. - Museum Board - Yellowstone Gateway Museum

August 25, 2010

No Meetings Scheduled

MACo District Meeting - Billings, MT – Commissioners Malone and Taylor attended

August 26, 2010

Signing of Emergency Management Performance Grant Documents for DES

@9:05:46 a.m., Chairman Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Raea Morris, executive assistant; Shannan Piccolo, civil deputy county attorney; Belinda Van Nurden, DES; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was schedule to sign Emergency Management Performance Grant documents for Disaster and Emergency Services.

Commissioner Malone said the county is to come up with \$21,879 in local match for the 2010/2011 Emergency Management Performance Grant. DES Coordinator Belinda Van Nurden said her DES planning is completed and the grant funds performance of that plan.

Commissioner Taylor made a motion to sign the EMPG grant for DES. Commissioner Durgan seconded that motion. Motion passed.

@9:13:58 a.m., Durgan made a motion to adjourn the meeting. Taylor seconded that motion. The meeting adjourned.

August 26, 2010

Review Daily Agenda, Correspondence and Briefing on Current County Projects

@9:15:11 a.m., Chairman Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Raea Morris, executive assistant; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to review the daily agenda and correspondence.

Correspondence included:

- Memo from SWB member re. gravel at green box sites
- Memo re. Standish Excavation contract for grading Five Acre Tracts

- Memo re. September 26 MACo Billings conference agenda
- Memo from oil and gas counties
- Memo from Community Development Director re. out of office notice
- Memo from union negotiator re. Teamsters longevity grievance
- Memo from archives technician re. assistance with shelving
- Memo from HR re. county openings
- Memo from MACo re. Weed Act provisions - To Commissioner Durgan for review
- Memo from MACo re. September 7-9 Watershed Symposium in Helena - To Durgan for review
- Memo from DES re. LEPC meetings - To Durgan for review

The Commission reviewed confidential documents from the County Attorney's Office.

There was discussion about a purported Rocky Mountain Campground easement across private ground in Gardiner.

@9:49:30 a.m., Durgan made a motion to adjourn the meeting. Taylor seconded that motion. The meeting adjourned.

August 26, 2010

10:30 A.M. - Claims Review - Commissioners Chambers

August 26, 2010

Fiscal Year 2011 Budget Workshop

@1:09:10 p.m., Chairman Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Lani Hartung, finance; Martha Miller, auditor; Philip Fletcher, community development; Scott Hamilton, Gregg Todd, Wendy Wood and Colleen Singer, sheriff's office; Marilyn Hartley, finance; Kim Knutson, fair; Raea Morris executive assistant; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled as a Fiscal Year 2010 budget workshop.

Finance Director Lani Hartung provided the Commission with a county budget levy matrix from a Department of Administration format for review. Hartung said the matrix helps show percentages of reserves in each department budget, which must kept below 33.3 percent. Hartung said she has reviewed each department budget line by line and discussed Commission changes with department heads whose budgets were changed. She said she feels the Commission is close to passing the budget.

Sheriff's Office Clerk Colleen Singer said it looks like the Commission is always talking about cutting the budget and asked if it is looking at any additional possibilities of bringing revenue into the county. Commissioner Malone said it is either raise revenue or

cut expenses and the Commission does both. Community Development Director Philip Fletcher said perhaps the Commission can consider conducting a brainstorming analysis in attempt to address revenue needs and options in anticipation of next year's budget. Commissioner Durgan said the Community Development Department is beginning to work on such issues, and he thinks that department's scope can increase with more buy-in to find revenues or save the county money. Durgan said the worst thing the Commission can do is talk about cutting employees because there is a lot of good employees working for Park County, and employees can assist in revenue issues, as well. Commission Executive Assistant Raea Morris said the county could charge for burn permits. Hartung said a proposed windmill project will generate a huge tax base to Park County. Fletcher said tax breaks and other incentives may reduce that tax base.

Singer said talk from the Commission in the community needs to be positive, because the community does not understand seeing a county department with a new vehicle when they always hear the county's budget is tight. She said the Commission could challenge employees to come up with revenue ideas. Fletcher said he thinks such an effort needs to be done in a systematic, structured fashion.

Hartung presented the Commission with a draft resolution required to pass the Fiscal Year 2011 Budget for review. She requested a public meeting on September 9 at 2:00 p.m. to review the budget.

Search and Rescue Coordinator Wendy Wood said \$30,000 in a SAR capital improvement fund is intended to remodel the Fairgrounds Quonset hut. Undersheriff Scott Hamilton said he will make minor changes to the Sheriff's Office budget to address staffing issues and a Western Mental Health grant.

@2:23:14 p.m., Durgan made a motion to adjourn the meeting. Taylor seconded that motion. The meeting adjourned.

August 27, 2010

Review Daily Agenda, Correspondence and Briefing on Current County Projects

@8:31:51 a.m., Chairman Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Raea Morris, executive assistant; Shannan Piccolo, civil deputy county attorney; Jill Ouellette, HR; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to review the daily agenda and correspondence.

Correspondence included:

- Memo re. 9<sup>th</sup> Street Bridge evaluation of requests for proposals
- Memo re. IT tech position advertisement for Bozeman Chronicle
- Memo re. YGM board meeting agenda
- Memo re. Cooke City resort tax renewal

- Memo from Airport Board re. candidate forum
- Memo from FWP re. 9<sup>th</sup> Street Bridge project permit
- Memo from MDT re. STIP

Human Resources Analyst Jill Ouellette said an IT Technician job description has been drafted and is ready to post with Commission signature.

@8:43:44 a.m., Taylor made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

August 27, 2010  
Personnel Meeting

@9:30:49 a.m., Chairman Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were June Little, clerk of court; Jill Ouellette, HR; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to address a personnel issue.

Clerk of Court June Little requested the meeting be closed to the public. Commissioner Durgan made a motion to close the meeting to the public. Commissioner Taylor seconded that motion. The meeting closed to the public.

@9:55 a.m., the meeting adjourned.

Marty Malone  
Chairman, Park County Commission  
Park County, Montana

Denise Nelson  
Clerk & Recorder  
Park County, Montana