

Park County Commission Meeting Minutes
Week of August 30 – September 3, 2010
Park County, Montana

August 30, 2010

Review Daily Agenda, Correspondence and Briefing on Current County Projects

@8:39:24 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. Sept 10 Park County Weed Management Area agenda - To Commissioner Durgan for review
- Memo re. RC&D Board strategic planning retreat - To Durgan for review
- Memo from Big Bear Contracting re. parking lot concrete work
- Memo re. Hazardous Fuels Reduction Program funding
- Memo re. Sept 3 Economic Affairs teleconference
- Memo re. interim water committee - To Durgan for review
- Memo from CTA Engineering re. professional services invoice
- Memo from Rocky Mountain Campground re. lease agreement
- Memo re. Sept 10 telecommunications/interim committee meeting

@8:50:39 a.m., Taylor made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

August 30, 2010

Review of Minutes for Week of August 23, 2010

@9:32:41 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 23, 2010.

Commissioner Taylor requested a revision to Page 6 of 10, noting the correct spelling of "Hartung." On Page 8 of 10, requested deletion of the term "from." On Page 9 of 10, Taylor noted the correct spelling of the term "Quonset."

Commissioner Durgan requested a revision to Page 6 of 10, noting the correct spelling of “Costco.”

Commissioner Malone requested a revision to Page 5 of 10, requesting deletion of the word “the.”

Commissioner Durgan made a motion to accept the minutes with corrections noted. Commissioner Taylor seconded that motion. Motion passed.

@9:34:43 a.m., Taylor made a motion to adjourn the meeting. Durgan seconded that motion. The meeting adjourned.

August 30, 2010

10:00 A.M. - Library Interviews - Park County Library – Commissioner Durgan attended

August 30, 2010

Appointing of New Fair Board Applicant

@10:31:43 a.m., Chairman Malone called a meeting to order in the Commissioners Chambers. Commissioners Malone and Taylor were present. Also present were Kim Knutson, fair manager; Mike Adams, fair board; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to appoint a new fair board applicant.

Commissioner Malone said applications were submitted from Amanda Smart, Tom Queen, Mary Ann Mack, and Venus Bantham. Malone said the Fair Board provided a recommendation of Amanda Smart to fill the Fair Board position. Fair Manager Kim Knutson said the Smarts have children active in high school rodeo, and the board felt it would be good to have both Mr. and Mrs. Smart active with the Fair Board.

Commissioner Taylor made a motion to appoint Amanda Smart to the Fair Board to a three year term through October 2013 effective immediately. Commissioner Malone seconded that motion. Motion passed.

@10:35:19 a.m., Taylor made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

August 30, 2010

Approval of the FY2011 School Budgets

@1:38:39 p.m., Chairman Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were

Ed Barich, superintendent of schools; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to approve county school budgets for Fiscal Year 2011.

County Superintendent of Schools Ed Barich provided the Commission with proposed county school budget reports for 2010-2011 based on district-approved mill levies.

Commissioner Taylor made a motion to approve the levy for the school budgets for FY 2011. Commissioner Durgan seconded that motion. Motion passed.

@1:49:05 p.m., Taylor made a motion to adjourn the meeting. Durgan seconded that motion. The meeting adjourned.

August 30, 2010

Signing of Pay Orders for the City/County Airport Project Grant

@2:01:36 p.m., Chairman Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Jerri Miller, airport board; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to sign a pay order for the City/County Airport project grant.

Airport Board Member Jerri Miller said Robert Peccia and Associates has funded an airport project since last year, and the pay order to the FAA will enable reimbursement to Peccia from a county account.

Commissioner Durgan made a motion to sign the pay orders for the airport project grant. Commissioner Taylor seconded that motion. Motion passed.

@2:13:57 p.m., Taylor made a motion to adjourn the meeting. Durgan seconded that motion. The meeting adjourned.

August 31, 2010

Review Daily Agenda, Correspondence and Briefing on Current County Projects

@8:31:49 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; Shannan Piccolo, civil deputy county attorney; 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. IT Tech job description
- Memo re. Gardiner Sheriff's Office cleaning
- Memo from Community Development Director re. Fleshman Creek file
- Memo re. September 7 Community Network meeting
- Memo from city manager re. leadership presentation

Commissioner Durgan reported on Library Director interviews held August 30.

@8:49:49 a.m., Durgan made a motion to adjourn the meeting. Taylor seconded that motion. The meeting adjourned.

August 31, 2010
County Road Updates

@9:01:40 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; Shannan Piccolo, civil deputy county attorney; Kevin Bales, Crazy Mountain Ranch; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to discuss county road issues.

Kevin Bales of Crazy Mountain Ranch said he is present to talk about Hammond Creek Road, and Rock Creek Road still has six or eight potholes to fill. Bales said Crazy Mountain Ranch would like Rock Creek Road graded two times a year. Road Supervisor Ed Hillman said that road is on the road crew's priority list and the holes will be filled.

The Commission said it may put a traffic counter on Rock Creek Road to determine how much traffic the road gets from Crazy Mountain Ranch.

Hillman reported on work the road crew completed the previous week. He said he will view a supposed bridge issue on the Main Boulder Road.

@9:27:11 a.m., Taylor made a motion to adjourn the meeting. Durgan seconded that motion. The meeting adjourned.

August 31, 2010
Human Resources Updates

@9:32:36 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, human resources; 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 the Commission with a change of status form for a sheriff's deputy for signature and reported on leave hours available in various county departments. Ouellette discussed a response from MACo regarding retirees receiving county health benefits and said state code requires the county to offer health insurance benefits to retirees.

Ouellette said she has experienced a number of county employees concerned about rumors of Payment in Lieu of Taxes (PILT) reductions and possible cuts in staff and provided the Commission with ideas to increase productivity and reduce expenditures.

@10:12:40 a.m., Taylor made a motion to adjourn the meeting. Durgan seconded that motion. The meeting adjourned.

August 31, 2010

1:30 P.M. - Employee Safety Video Viewing - Community Room

5:00 P.M. - Museum Board - Yellowstone Gateway Museum – Commissioner Taylor attended

Voided Checks

Claims #s: 69872; 69888

September 1, 2010

Review Daily Agenda, Correspondence and Briefing on Current County Projects

@8:32:42 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; Mel Anzick, citizen; 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 Livingston Area Chamber of Commerce re. counterfeit cash
- Memo from MACo re. September 7 officer election conference call
- Memo from HR re. wage freeze meeting
- Confidential legal advice to Commission from civil deputy county attorney

Citizen Mel Anzick said he is no longer interested in subdividing his property but would like to transfer it to his children. Anzick said he was told by the Community Development Department he needs to first abandon his subdivision plans to the county commission.

@8:50:33 a.m., Taylor made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

September 1, 2010
Personnel Meeting

@9:31:32 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; Ed Hillman, road; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to address a personnel issue.

Commissioner Taylor made a motion to closed the meeting because the public right to know does not outweigh Hillman's right to privacy. Commissioner Durgan seconded that motion. The meeting closed to the public.

@11:10:30 a.m., the meeting adjourned.

September 1, 2010

3:00 P.M. - Parks and Recreation Board - West Room – Meeting minutes available at www.parkcounty.org and in the Community Development Department

September 2, 2010
Review Daily Correspondence, Agenda and Briefing on Current County Projects

@8:32:49 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. professional services contract
- Memo re. FY 10 \$14,000 planning grant award
- Citizen memo re. East River Road signage
- Memo from union negotiator re. road supervisor supervision protocol
- Memo from sheriff's office re. NHP data
- Memo from union negotiator re. Teamsters records review

@8:45:33 a.m., Taylor made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

September 2, 2010
Fiscal Year 2011 Budget Workshop

@10:06:59 a.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; Scott Hamilton, undersheriff; Colleen Singer, sheriff's clerk; Erica Hoffman, GIS/IT; Raea Morris, executive assistant; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled as a Fiscal Year 2011 Budget workshop.

Finance Director Lani Hartung said she has been doing fine tune adjustments to the general fund, some of which is related to payroll including a Clerk and Recorder Office increase not reflected in payroll and an increase in the Treasurer's Office payroll for an employee who finished probation. The Commission said it will leave \$14,000 in a line item for a Nittany Grantworks contract. Hartung said she adjusted a building improvements capital budget and GIS/IT budget personnel wages.

There was discussion about a 30-percent Sheriff's Office Budget reserve. Hartung said the sheriff's budget total revenue for FY 2011 is \$1.96 million and total expenditures are \$1.90 million, so the sheriff is planning more revenue than he will spend and the net effect will be an increase in the Sheriff's Office Budget reserves. Commissioner Durgan said he spoke to Sheriff Lutes about that fact and it is being done in part because one wildfire incident can cost the Sheriff's Office \$60,000 to \$100,000 to address. Malone said his issue is, with the money in the budget, the Sheriff's Office can come in and say it has money in the budget to buy a new vehicle. Malone and Hartung said their concern is the county is not addressing its reduction of PILT. Durgan said he understands that, but also recalls former Sheriff Clark Carpenter came into the job with virtually no reserves and he developed a reserve account because his deputies were working with substandard equipment and vehicles, which was a personnel safety issue.

The Commission reviewed its PILT fund, which Hartung said is currently at \$1.8 million. Hartung said the county is appropriating \$1.5 million and expects to receive \$967,000 in revenue, so the PILT reserves will be reduced by \$500,000. Malone said the Sheriff's Office budget has doubled in 10 years. Durgan said the cost of living in general has also increased. Malone said the Commission will have to talk again with the undersheriff and sheriff's clerk about the Sheriff's Office proposed budget. Hartung said she made adjustments to the Sheriff's payroll line due to recent retirees.

@10:59:35 a.m., Undersheriff Scott Hamilton entered the meeting. Hamilton answered questions about the Sheriff's Office budget regarding longevity and payroll figures and Missouri River Drug Task Force (MRDTF) program funding. Malone said the Commission and Sheriff's Office needs to argue about reserve figures. Malone said he would like to give the Sheriff's Office budge \$220,000 in reserves from PILT instead of \$320,000. Hamilton said the money should not be transferred if it is not needed. Commissioner Taylor said the Commission will be there to back the Sheriff's Office up if

that office needs unbudgeted funds in an emergency situation. Malone said he is concerned because budgeted funds can be spent with spending authority and he would rather the Sheriff's Office come in and ask for funds when it needs them. He said the Sheriff's Office reserves are too high. Hamilton said the Commission needs to talk to Sheriff Lutes about that issue.

Sheriff's Clerk Colleen Singer said she almost feels like the Sheriff's Office is being punished because it has been penny savvy and does not understand the Commission taking reserves away when the office worked so hard to get reserves up. Hamilton said cash reserves are a cushion to get through difficult financial times before a mill levy or alternative funding can be found to ensure public safety, and there is talk from the Commission of having to reduce deputies in the future if PILT funds are lost. He said the Commission should look at other departments where responsibilities have been reduced but those departments have experienced increased staff levels. Malone said the Commission is proposing a sheriff's budget including \$220,000 from PILT and \$100,000 from the general fund. There was discussion of reducing the Sheriff's Office reserves to 24.8 percent.

Hartung said everything is increasing of course, including revenues and departments, but the point is the Sheriff's Office keeps getting a bigger piece of the pie.

Hamilton said history shows that budgeted funds in the Sheriff's Office budget that are not needed are not being spent during Lutes' time as sheriff. Hamilton said the Sheriff's Office does not want to go back 10 years when the office did not have enough personnel to take care of anything, had absolutely no cash reserves and there was a constant battle between the sheriff's office and the commissioners trying to simply get by and make things work. Hamilton said some investigations failed in the past in part because the office did not have the resources to correctly do its job, but now the office does have those resources and does not want to return to having a poorly operating sheriff's office.

Malone said the County Attorney's Office is a part of the law enforcement effort, and that office now has three full-time attorneys, and Park County has more attorneys and sheriff's deputies than other similarly-sized Montana counties. Hamilton said the caseload has increased in Park County, and such are some of many reasons why the Sheriff's Office budget has increased. He said an influx of 1.5 million visitors each year to Park County has an effect and there needs to be a means to receive money for such impacts. Hamilton said the Sheriff's Office understands times are tough, but it wants to provide public service and safety to county residents.

There was discussion about what budgets, departments and grant matches PILT funds support.

Hamilton requested a printout of the figures Hartung has on her computer versus numbers on Assistant Finance Director Marilyn Hartley's computer to ensure they match up.

Singer asked if there were questions about a MRDTF grant match and from where a \$30,000-transfer-in came. Malone said he will ask the Sheriff about it those funds when he speaks to him.

The Commission reviewed a Fleshman Creek Restoration Project grant and a plotter map sales line item. The Commission said to do away with the plotter sales line item. Hartung said the general fund has been paying for plotter sales and individual departments have not been contributing to the fund as designed.

Auditor Martha Miller said talking about budget authority and always budgeting for worst case scenario sends mixed messages to departments. Miller said if the Commission is really asking departments to spend responsibly, department heads should budget responsibly, because at the end of the fiscal year there often is an influx of new office equipment coming in, so asking to cut budgets means departments would also cut office supplies. Miller said that message needs to be sent if that is what the Commission is trying to do. She said some of the equipment coming in at the end of the fiscal year is somewhat unnecessary

@11:53:39 a.m., Taylor made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

September 2, 2010

Opening of SOQ for Construction Oversight on 9th Street Island Bridge Project

@1:34:45 p.m., Chairman Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Shannan Piccolo, civil deputy county attorney; Philip Fletcher, community development; Margot Aserlind, citizen; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to open statements of qualifications for oversight of the 9th Street Island Bridge Replacement Project.

Commissioner Malone said two firms, Stahley Engineering and CTA Engineering, submitted statement of qualifications to the clerk and recorder's office prior to the submittal deadline. Civil Deputy County Attorney Shannan Piccolo said she will review the statements for responsiveness by this afternoon, but the Commission can begin its evaluation procedure per Montana Department of Transportation to be completed by September 7.

Community Development Director Philip Fletcher said it is his observation there is beginning to be a reputation that Park County hires local firms for bid jobs and he is getting calls from other consultants asking if they should even bother with submitting RFQs. Fletcher said construction on the bridge is on schedule to commence the first week in October.

@1:52:23 p.m., Taylor made a motion to adjourn the meeting. Durgan seconded that motion. The meeting adjourned.

September 3, 2010

Daily Correspondence, Agenda and Briefing on Current County Projects

@8:43:44 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; 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. Concerned Citizens final settlement agreement
- Memo from deputy fire warden re. communications plan working group
- Memo from Montana Clean re. carpet spot-cleaning
- Memo from undersheriff re. commission budget discussion with sheriff
- Citizen memo re. Gardiner jail purchase
- Memo re. statement of qualifications from Stahley and CTA Engineering
- Confidential legal advice to Commission from civil deputy county attorney
- Memo re. sanitarian rookie of the year letter - To Commissioner Taylor for review
- Memo from DOWL HKM re. landfill methane monitoring - To Taylor for review
- Memo re. Lycox Enterprise Inc. walk n roll advertisement
- Memo re. Bioseal invoice for Clyde Park/Wilsall road shops
- Memo re. TSEP rankings
- Memo re. Commission postage log
- Memo re. Sept 21 Airport Board meeting - To Commissioner Durgan for review

Human Resources Analyst Jill Ouellette said she has a job positing for a Fairgrounds grounds keeper. The Commission said it will sign the posting.

@9:04:44 a.m., Taylor made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

Marty Malone
Chairman, Park County Commission
Park County, Montana

Denise Nelson
Clerk & Recorder
Park County, Montana