

Park County Commission Meeting Minutes
Week of December 20 – 24, 2010
Park County, Montana

December 20, 2010

Daily Correspondence/Agenda and Briefing on Current County Projects

@8:34:08 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; Ed Hillman, road; Lani Hartung, finance; 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 Tom Lane re. snow plowing invoice
- Memo from Titeca re. snow plowing invoice
- Memo from Tri-County Network re. funds request
- Memo re. Fire Suppression Systems
- Citizen memo re. hunting carcasses along county roads
- Memo from Forest Service re. Boulder Road Forest Highway nomination
- Memo re. Olness and Associates audit draft

Finance Director Lani Hartung asked if the Commission will submit a letter to department heads requesting input on audit findings. Hartung said audit findings for the county went from 20 last year to 11 this year.

Commissioner Taylor reported on a December 17 meeting in Cooke City in which resort tax funds were awarded.

@9:02:08 a.m., Taylor made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

December 20, 2010

Review of Minutes for Weeks of November 29 and December 13, 2010

@10:24:18 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 Commission meeting minutes for the Weeks of November 29 and December 13, 2010.

Reviewing meeting minutes for the Week of November 29, 2010, Commissioner Taylor requested a revision to Page 1 of 16, the last sentence should read, "Malone said the problem with the heavy snow event over the weekend was there was no incident command present with access to the radio, and as a result many different entities were hiring private contractors to plow snow." On Page 5 of 16; second to last paragraph, the third sentence should read, "Babcox said the answer is not to do anything and Hillman left emergency services hanging with his decision." On Page 10 of 16; the sixth full paragraph should read, "Malone said Bob Smith bid \$78 per hour and \$30 per hour for hand shoveling, and Matt Asplund bid \$68 per hour and \$28 per hour hand clearing of snow with a \$10 dollar per hour additional charge during 12 inches or greater snowfall." On Page 12 of 16, Taylor noted the correct spelling of June "Kinnick."

Reviewing meeting minutes for the Week of December 13, 2010, Commissioner Taylor requested a revision to Page 2 of 12, the sixth full paragraph should read, "Commissioner Taylor made a motion to accept the two applicant's applications and appoint Mr. Dennis Dodge and Mr. Allen Carter to the Solid Waste Board. Commissioner Durgan seconded that motion. Motion passed."

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

@10:31:51 a.m., Durgan made a motion to adjourn the meeting. Taylor seconded that motion. The meeting adjourned.

December 20, 2010

Signing of Contract for the 9th Street Bridge Replacement Project with TCA, LLC and Signing of Grant Agreement with FHWA

@10:32:45 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; Philip Fletcher, community development; Lani Hartung, finance; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to sign a contract with TCA LLC for the 9th Street Bridge Replacement Project and sign a grant agreement with the Federal Highways Administration (FHWA).

Community Development Director Philip Fletcher said the agreement with FHWA is the final thing needed to move forward with the bridge replacement project.

Commissioner Taylor made a motion to sign the agreement with the Federal Highways Administration for the 9th Street Island Bridge. Commissioner Durgan seconded that motion. Motion passed.

Commissioner Malone read specifics of a 9th Street Island Bridge Replacement Project manual prepared by CTA Engineering, which includes a contract with TCA LLC.

Commissioner Taylor made a motion to sign the contract with TCA LLC to complete the 9th Street Island Bridge Replacement Project. Commissioner Durgan seconded that motion. Motion passed.

@10:41:03 a.m., Taylor made a motion to adjourn the meeting. Durgan seconded that motion. The meeting adjourned.

December 20, 2010

Discussion of Emergency Operations Plan with DES and Sheriff's Office

@11:31:55 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; Philip Fletcher, community development; Lani Hartung, finance; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to discuss an Emergency Operations Plan (EOP) with Disaster and Emergency Services (DES) and the Sheriff's Office.

DES Coordinator Belinda Van Nurden said she is working on a Standard Operating Procedure (SOP) with the county road department to follow on normal working days and an SOP for the road department to use during high snowfall events. Deputy DES Coordinator Greg Coleman said there were disagreements between agencies in how to best handle emergency operation during a Thanksgiving high-snowfall event and DES is trying to work out ahead of time to determine what responsibilities fall to what agencies during an event.

Undersheriff Scott Hamilton said the sheriff wants to act under a unified command with each agency and department conducting its own responsibilities as part of a team effort during emergencies. Hamilton said the sheriff is charged with protecting public safety per doctrine. Sheriff Allen Lutes said it needs to be understood as absolute the Sheriff's Office is not interested in running the road department during emergency events, but the revised plan needs to show who the boss is during emergency events to avoid disagreements on what resources what agency needs. He said it needs to be crystal clear who is in charge in the time of the event and who has the right to call a situation an "emergency situation."

PCRFD#1 Chief Dann Babcox said from his point of view people running the emergency have to be emergency responders with the skills and ability to run an emergency, and law enforcement or fire departments will be the best suited to be the lead command.

Commissioner Malone said DES is working on a plan where the road department will be respondent to emergency services, and that plan will be available for review by all

agencies and services. Van Nurden said DES is also working on MOUs with other agencies and counties that have equipment for use during an emergency. Coleman said multi-day events require more complex coordination, and there has been discussion about opening the Emergency Operation Center. He said the winter storm annex of the county's Emergency Operations Plan is being updated, DES is helping with SOPs in each department and is putting together a review of the Thanksgiving snowfall event about what did and did not go well.

Coleman asked if it would be helpful to meeting attendees for the Commission to reaffirm its support specifically for the incident commander and the commander's ability to call upon any county resources necessary to meet the immediate needs of an emergency, because it seems that was the underlying issue with the Thanksgiving snowfall event response. Malone said the underlying issue was the road department was caught flatfooted and the Commission is straightening that out, because it must have a list of people available. Coleman said the incident commander has the authority and backing of the commissioners to call for resources. Malone said he thinks that it crucial because the incident commander is the individual who knows the emergency.

Babcox said he encourages the Commission to get familiar with incident command (ICS) training, and it may want to train county Finance, Planning and GIS Departments in ICS to understand how to take on all emergency expenditures and planning and mapping resource needs. Van Nurden said an ICS training course for department heads and elected officials will be held on January 21.

Malone said the Commission has addressed a lot of things in the road department, such as who is available; cross-training county employees, such as refuse department personnel; and permitting all equipment to be used by whomever needs it in emergency situations.

Van Nurden said DES has discussed with Road Supervisor Ed Hillman his role is to do what the incident commander asks him to do and he is grasping that concept. Malone said the Sheriff makes the call of whether trying to plow a road is feasible from a danger standpoint and Hillman has been told he needs to do anything he can to support the incident per the incident commander. Malone said any additional comments on the issue should go to DES and a demonstration of the revised plan will be held at a later date.

@12:08:07 p.m., Taylor made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

December 20, 2010

Consider Decision on Copy Room Copier

@2:02:42 p.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; Raea Morris, executive assistant; Philip Fletcher, community development; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to consider a decision on a copy room copier.

GIS/IT Manager Erica Hoffman said Terrell's proposed a copy machine lease of \$221.97 per month with a \$0.008 cost per page; and J&H proposed a lease of \$231 with \$0.007 cost per page. Hoffman said based exactly on current copy numbers, the county would pay \$415.48 a month for Terrell's proposal with a Kyrocera machine and \$400.39 per month with J&H's proposal of a Cannon machine that scans in color. Hoffman said each proposal saves the county money compared to what it currently pays, with Terrell's saving \$47.02 per month and J&H saving \$52.11 per month.

Hoffman said the lease for the county's current copy machine has expired, and the copier may start to experience repair problems and issues with getting repair parts. Hoffman said she recommends the county go with a lease from J&H with a better machine at a lower cost.

Commissioner Taylor made a motion to go along with Erica's recommendation for a printer and scanner. Commissioner Durgan seconded that motion. Motion passed.

@2:19:52 p.m., Durgan made a motion to adjourn the meeting. Taylor seconded that motion. The meeting adjourned.

December 20, 2010

7:00 P.M. - Shields Valley Watershed - Wilsall Fire Department

December 21, 2010

County Road Updates

@9:05:08 a.m., Chairman Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Malone were present. Also present were Ed Hillman, road; Shannan Piccolo, civil deputy county attorney; Raea Morris, executive assistant; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to discuss county road issues.

Road Supervisor Ed Hillman said a grader is headed for Mill Creek Road this morning, another grader is going to Deep Creek Road, and crewmen are on Swingely Road and Bruffy Lane.

@9:17:43 a.m., Durgan made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

December 21, 2010

Daily Correspondence/Agenda and Briefing on Current County Projects

@9:19:52 a.m., Chairman Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Malone 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. draft schedule for county FY '10 audit
- Memo from MACo re. multi-state wind energy meeting
- Memo re. December 16 Library Board meeting minutes - To Commissioner Durgan for review
- Memo from MACo re. payroll tax deductions

Commissioner Durgan said he was appointed to the MACo energy committee. Commissioner Malone said he is on the public lands committee.

@9:25:01 a.m., Durgan made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

December 21, 2010

Department Head Meeting

@9:30 a.m., Chairman Malone called a meeting to order in the Community Room. Present were Commissioners Durgan and Malone; Ed Hillman, road; Lani Hartung, finance; Scott Hamilton, undersheriff; Bruce Martin, maintenance; Belinda Van Nurden, DES; Shannan Piccolo, civil deputy county attorney; Mary Anne Keyes, Extension; Barbara Woodbury, environmental health; Clay Williams, weed; Jill Ouellette, HR; Raea Morris, executive assistant; Suzanne Brown, health department; Richard Wright, refuse; Erica Hoffman, GIS/IT; Kim Knutson, fair; Linda Budeski, JP; Mike Inman; community development; Martha Miller, auditor; and Paul Shea, YGM.

Commissioner Malone opened the floor to public comment. None made.

Motor Pool Keys: Commission Executive Assistant Raea Morris said employees need to return motor pool keys to her after vehicle use, and keys can be left with 911 Dispatch or the Clerk and Recorder's Office if Morris is not in her office.

Capital Improvement Plan: Senior Planner Mike Inman said the Community Development Department is working on a CIP by developing a methodology for traffic counter use to enable better cataloguing and maintenance of county roads and bridges.

Claims Process: Finance Director Lani Hartung said claims must be submitted on Friday and no later than Monday to get through the current check run. Hartung said department heads are responsible for obtaining commissioner, clerk and recorder and auditor signatures for checks they need cut outside of the regular check run process.

Purchase Order Policy: Malone said employees are responsible for submitting purchase orders for items over \$1,000 prior to obligating county funds for any item.

Roundtable Discussion of Activities: Department heads and elected officials reported on recent and ongoing activities and projects.

Other Business/Comment: Hartung said an external audit was completed by Olness and Associates and department heads can attend a 1:30 p.m., public review meeting.

The next department head meeting is scheduled for January 18, 2011, at 9:30 a.m.

@10:27 a.m., the meeting adjourned.

December 21, 2010

Human Resources Updates

@10:34:55 a.m., Chairman Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Malone were present. Also present were Jill Ouellette, HR; Lani Hartung, finance; 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 an offer and change of status form for permanent employment for an interim museum director; a performance appraisal for another YGM employee retroactive to November 1 for signature; longevity change of status forms for two law enforcement deputies; change of status form and exit interview for a temporary green box employee; change of status form for a new landfill employee; and a change of status form for a landfill scale house operator. Ouellette said Public Health Nurse Suzanne Brown updated a homemaker job description, and she provided that for signature.

Ouellette said an Angel Line driver resigned with a final day of work on November 19, and Ouellette discovered the Public Employment Retirement System (PERS) refund form was processed by someone other than her in the process of conducting an exit interview with the former employee. Ouellette said she is the county contact individual to conduct the exit interview and fill out the PERS form, but the form was signed by the Accounting Department payroll clerk on a different day than it was signed by the employee. Ouellette said the form is clearly an HR function and should not be done in the Accounting Department. She said the issue created embarrassment for her, as the employee was not impressed with the apparent lack of organization in the county offices.

Finance Director Lani Hartung said she had not heard of the exit interview process. Commissioner Malone said Ouellette has been doing exit interviews for over a year, but perhaps that was not passed along to the Accounting Department. Malone said the refund PERS form needs to be filled out by, and the exit interview conducted by, HR.

Commissioner Durgan said he feels someone should have checked with HR if the Accounting Office was not told about the exit interview process. Hartung asked how she can ask about something she does not know about. She said she was never told about an exit interview format. Durgan said it gets back to the same thing the Commission keeps going around about with the payroll clerk taking over other people's duties that do not concern her and that she has been instructed to stay out of. Hartung said it comes down to everyone being on the same team and they should be working together. Durgan said the issue under discussion is not a team effort for HR and payroll. Durgan said each department should know its duties, and should not conduct work if unsure the work is for it to do. Durgan said he is being blunt because the Commission has gone over the same issue so many times and he thinks it is time for letters to go into somebody's file to ensure things are understood.

Ouellette invited Hartung to her office to review Hartung's employee's file to learn what was placed in that employee's file in the time Hartung was not working at the county. Hartung said she did not realize there was a process or checklist to go through with exit interviews and it would help her if she was informed of that. Malone said the process ensures all forms are filled out correctly, especially PERS, because the county has paid penalties toward PERS.

Ouellette reviewed the Angel Line employee's exit interview comments on department communications. She updated the Commission on proposed legislation regarding employment issues. Ouellette said she had a discussion with HR expert Jim Nyes regarding various types of generic employee information.

The Commission said it would like to have a form for employees to submit when they cannot meet on-call responsibilities. Ouellette said creation of such a form would have to involve the Teamsters Union.

@11:07:20 a.m., Durgan made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

December 21, 2010

Telephone Conference for Auditors Review of FY2010

@1:30 p.m., Chairman Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Malone were present. Also present were Martha Miller, auditor; Lani Hartung, finance; Brent Oleness, Oleness and Associates (via telephone); and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to review a Fiscal Year 2010 external auditors report.

Brent Oleness of Oleness and Associates auditing firm answered questions from meeting attendees about 11 county audit findings.

@2:08:27 p.m., Durgan made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

December 21, 2010

6:30 P.M. – Fair Board Meeting – Park County Fairgrounds – Commissioner Durgan attended

December 22, 2010

Daily Correspondence/Agenda and Briefing on Current County Projects

@8:31:39 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; 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. Future Fisheries grant
- Memo from county fire re. Wilsall phone fire expense
- Memo re. Cooke City resort tax allocation questions
- Memo re. YGM board member
- Memo from Sheriff's clerk re. webpage updates
- Memo re. Willow Creek restoration project
- Memo re. silver Subaru in north parking lot

Road Supervisor Ed Hillman asked the county policy of private citizens plowing snow without authorization. Hillman said a citizen is plowing the county road on Elk Creek and a road crewman is taking issue with that. Commissioner Malone said the crewman can ask the individual to stop plowing the county road. Hillman said the crewman will try that and then a letter will be submitted.

Commissioner Taylor said a county road crewman broke a citizen's fence post with a snow grading machine and dug into a groomed corner right-of-way area. Hillman said he will discuss the issue with the road crewman.

Commissioner Durgan reported on a December 21 fair board meeting.

@9:17:41 a.m., Taylor made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

December 22, 2010

Selection of City/County Complex Janitorial Bids

@9:32:27 a.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; Lani Hartung, finance; Diane Gracey and Leanne Sudbeck, Montana Clean; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to select janitorial bids for City/County Complex cleaning.

Civil Deputy County Attorney Shannan Piccolo said after further review of the bids, she determined the Dust Bunnies bid was unresponsive because the county asked for a total bid cost, and Dust Bunnies gave a cost per square foot and the county was not able to accurately determine the total cost of that bid after taking building measurements. Piccolo said a bid from Steve Calendarillo included an equipment rental payment to be made by the county, and the county has no idea how much that additional cost would be.

Commissioner Taylor made a motion to accept Montana Clean as the successful bidder for the City/County Complex janitorial contract. Commissioner Durgan seconded that motion. Motion passed.

The Commission said the contract length will read January 1, 2011 through December 31, 2011.

@9:36:12 a.m., Durgan made a motion to adjourn the meeting. Taylor seconded that motion. The meeting adjourned.

December 22, 2010

Budget to Actual and Review of Treasurers Cash November 2010

@10:32:10 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; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to review budget to actual and treasurer's cash reports as of November 2010.

Finance Director Lani Hartung provided the Commission with a county budget worksheet as of November 30, 2010. The Commission asked Hartung to draft a resolution for county attorney review that would move work from the Treasurer's Office to the Accounting Department to rectify an audit finding.

@10:47:25 a.m., Taylor made a motion to adjourn the meeting. Durgan seconded that motion. The meeting adjourned.

December 22, 2010

10:30 A.M. – Fleshman Creek Meeting – East Room – Canceled due to employee illness

December 23, 2010

Daily Correspondence/Agenda and Briefing on Current County Projects

@8:35:28 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; Lani Hartung, finance; Philip Fletcher, community development; 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. coffee pot invoice from LiquiServe
- Memo from Treasurer re. FY '10 audit findings - To finance director for review
- Memo re. board of health member resignation
- Confidential legal advice to Commission from civil deputy county attorney

Community Development Director Philip Fletcher said the civil deputy county attorney determined the county has a valid contract with Great West Engineering to construct a sidewalk in Gardiner. Fletcher said contractors are picking up courthouse retrofit requests for quotation, but the Commission can select any contractor it wishes to conduct the work. He said a meeting is scheduled for December 28 to discuss the issue with a hopeful start date of January. Fletcher said a Planning Board interview committee made recommendations to the Commission on December 22 about three open board seats.

Commissioner Malone said City Manager Ed Meece appeared interested in the city's involvement with receptors in the Fleshman Creek Restoration Project. Malone said the county needs to obtain a map from FEMA that defines the overall project scope.

Finance Director Lani Hartung provided the Commission with a contract for auditor services from Olness and Associates for signature she said was approved by the county attorney. Malone said the Commission will get written legal advice on the contract from the County Attorney's Office before it signs the contract.

Hartung said she questions a claim from a former county employee who received testing on a health issue he reported while employed at Park County. Hartung said she recommends discussing the issue with the County Attorney's Office so as not to set precedence of paying claims submitted by a private citizen.

@9:08:29 a.m., Taylor made a motion to adjourn the meeting. Durgan seconded that motion. The meeting adjourned.

December 23, 2010

Consider Decision of Proposed Bleachers at Park County Fairgrounds

@9:34:25 a.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; Barbara Woodbury, sanitarian; Kim Knutson, fair; Fair Board Members Ed Flatt, Mike Adams and Bob Skillman; Livingston Roundup Association Members Bruce Becker, Dan Nelson and Carla Williams; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to consider a decision of proposed bleachers at the county fairgrounds.

Livingston Roundup Association Member Bruce Becker said the Association has explored the option with the Fair Board of adding bleachers at the fairgrounds over the calf pens at an estimated cost of \$150,000 and asked the county if it had any funds to assist with the project. Becker said the PBR is getting bigger and other events use the fairgrounds that benefit the county. He said the Association is present to ask the Commission for its blessing to go forward with the project.

Commissioner Durgan asked how much funds the Roundup Association has toward the project. Becker said he thinks the Association has close to \$100,000. He said the fairgrounds current capacity is 3,500 to 4,000 seats and the new seating would add 550 seats and likely the seats would sell for \$25 per seat. He said the Association will meet on January 6 to go forward with the project if it gets the county's blessing.

Fair Manager Kim Knutson said new bleachers are not the top priority for fairgrounds improvements. Commissioner Malone said the county's number-one priority at the fairgrounds is improving the sewer system. Durgan said improving the main exhibit building roof is another maintenance need coming up.

Association Member Carla Williams asked if arrangements could be made where a portion of new seat sales go to the rodeo association to help pay for the new bleachers if the county does not help with funds.

Civil Deputy County Attorney Shannan Piccolo said the Association would likely have to go out for bid for the bleacher work since it would be an improvement to county property. Becker said County Attorney Brett Linneweber said the Association did not have to go out for bid for a building it built at the fairgrounds in the past.

Sanitarian Barbara Woodbury said additional porta-toilets would be required accordingly for more attendees with new bleachers.

Malone said he does not have a problem with the proposed project, but he does not think bleachers are the best place to put funds. He said he thinks the Association needs to look at the future and other improvement needs at the fairgrounds.

Commissioner Durgan made a motion to give the Association permission to pursue the proposal and work with the Fair Board to develop a capital improvement program for the project to be included in the overall fairgrounds improvement. Commissioner Taylor seconded that motion. Motion passed.

The Commission said it will not commit any county funds to the bleacher project at this time. Fair Board Member Mike Adams asked if the county can obtain grant writing assistance from the county grant writer for possible funds. Durgan said he will discuss that issue with the county grant writer.

Malone said Becker may ask the City of Livingston for funding support. Williams said a survey done a few years ago estimated the rodeo brings \$1.5 million into the community.

@10:01:06 a.m., Taylor made a motion to adjourn the meeting. Durgan seconded that motion. The meeting adjourned.

December 23, 2010

Consider Decision on Angel Line Bus Purchase

@10:32:28 a.m., Chairman Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Barb Williams, Angel Line; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to consider a decision on purchasing an Angel Line bus.

Angel Line Site Manager Barb Williams said the Angel Line Board discussed whether it should buy a used bus, and Board Member Kevin Funk attended an auction in Billings where he bid \$6,700 on a 2002 gasoline-powered bus with 103,000 miles. Williams said the board members she spoke with are in favor of the purchase.

Commissioner Durgan said Mechanic Dan Hackman looked over the van for maintenance issues and determined the bus was in good condition, but needs a few minor repairs. Commissioner Malone told Williams to address the maintenance needs before the van is put into service.

Commissioner Durgan made a motion to authorize the purchase of the bus by the Angel Line Board as long as there is no opposition. Commissioner Taylor seconded that motion. Motion passed.

@10:39:47 a.m., Durgan made a motion to adjourn the meeting. Taylor seconded that motion. The meeting adjourned.

December 23, 2010
Personnel Meeting

@11:03:00 a.m., Chairman Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Philip Fletcher, community development; Jill Ouellette, HR; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to address a personnel issue.

Community Development Director Philip Fletcher said all evaluation materials are open, public record and he does not need the meeting closed to the public to discuss personal issues.

Human Resources Analyst Jill Ouellette said each commissioner has provided his own input in rating Fletcher's performance as part of an official performance evaluation. Commissioner Malone said one comment he heard from a board member is Fletcher does not let the board chairman run the meeting. Fletcher said he rated himself a "3" on that item and he is talking less at meetings now, as he is phasing himself out of the Planning Division of the Community Development Department. Ouellette read into the record each evaluation question and Fletcher read associated commissioner comments.

Ouellette said Fletcher requested a wage increase as part of the evaluation process. Fletcher said he provided the Commission with justification why he thinks the raise is warranted, and he knows the request he has made is reasonable in all aspects and it is in the budget. He said he believes he is asking for \$25.24 per hour (\$52,499.20 per year) and his grade wage goes to the upper \$26 per hour. Fletcher said he notes from the records he has been given he would be earning equivalent to \$19 per hour for the time he actually puts in, but he understands he is an exempt employee. Ouellette said Fletcher currently makes \$20.65 per hour (\$42,952 per year).

Commissioner Durgan said he will take a devil's advocate position because other departments are going to want to understand the situation if the Commission talks about salary increases. He said he thinks the Commission needs to consider the request carefully because other employees will approach the Commission after a decision. Durgan said he personally feels the Commission owes a salary increase to the position because the job description and amount of work being done has increased.

Fletcher said the job's duties have changed and his department has done infinitely more work than was done before and has gained the county funds rather than being a deficit department. Fletcher said he can document his department has saved the county \$400,000 to \$500,000 in the last year. Fletcher said he has done what he has over the last three years without a wage increase even after his six-month probation ended. Fletcher said the Commission can justify his wage increase request with however it justified other raises given to people in the last year with less tenure than he. Fletcher said he has done

calculations for increases for a county sanitarian, HR director and Director of Environmental Health, and he knows at least one if not two of those positions had a higher dollar per hour increase than he is requesting.

Fletcher said Park County very strongly, verbally indicated it had to start him at a low wage in his pay range when he was hired, but he could expect a substantial raise after his six-month probationary period. Fletcher said that raise never happened, and he has received no other wage increase beyond annual Cost of Living Adjustments in his three years of employment with the county. He said he feels every aspect of the increase request is reasonable and if the county wants to talk credentials and qualifications to separate attorneys from the rest of the employees, he matches those credentials as he is nationally certified in economic development and remains certified and a member of the Arizona Bar.

Commissioner Taylor said he is not comfortable in awarding Fletcher a requested 22-percent increase. Fletcher said Taylor should not look at percentages but at dollars per hour. Taylor said he does not feel he should give someone a raise to make more money than he makes. Durgan said he is uncomfortable with the request as well, but he does not question anything about Fletcher's job performance

Fletcher said the Commission has given substantial pay raises to three other employees in the past year, and he points out his job has changed into an entirely different job. He said he has taken on much more work at the county's request and his own volunteer and his department is a profit center, and the Commission could consider that.

Ouellette said generally speaking only a few people in the county are employed at an amount higher than the Commission, and those individuals usually have additional education requirements. Ouellette said those individuals, such as the Director of Environmental Health and Director of Public Health, are higher paid because they have the responsibility and ability to shut down services and functions to protect public health and safety. Ouellette asked if Fletcher and the Commission can begin to discuss negotiation numbers less than Fletcher's request. Fletcher said he has proposed a number, justified that number in great detail a number of times, and that number is within his wage grade. He said he is fully aware of some of the ramifications the Commission could face in granting his requested increase, but he has given the Commission substantial reasons to face those ramifications.

Taylor asked what is in store for Senior Planner Mike Inman and whether he will become a department head since he is taking on a lot of Fletcher's administrative duties. Fletcher said Inman is undergoing a training program so Fletcher can teach him skills in other areas, but right now he is not capable at all of running any of the department's programs. Fletcher said he is trying to build up Inman's resume, is teaching him grant writing and is giving him administrative experience including assisting in supervising department employee Jeri Stevens because he has no experience in supervising employees. Fletcher said he still supervises Inman on everything, including his planning and looking at and relooking at his work, and Inman is not supervising anyone. Fletcher said Stevens is a

department administrative and planning technician, so he assigns Stevens to work with Inman on his planning efforts in order to give Inman experience in supervising. Fletcher said in that capacity, Inman supervises Stevens on work she does, such as the department's annual report. He said he asks Inman to do initial evaluations on Steven's work, but Fletcher signs off on the final evaluation. Fletcher said he overrides Inman, but Inman is being trained in supervising.

Malone compared Fletcher's requested wage to wages of the Undersheriff and a sheriff's deputy, including overtime work those individuals perform. Fletcher said he has given many reasons why his request is justified, and other than not wanting to take in internal political action, he has not heard any disagreements from the commission to what he has said. Taylor said he always thought the county planner and sanitarian should make the same wage, because the sanitarian has environmental health responsibilities and the planner can influence how the future of the county could unfold based on his planning responsibilities. Fletcher said the logic of making him equal to the Director of Environmental Health can be reasonably justified.

Commissioner Taylor made a motion to raise Fletcher's salary to \$48,980, which is equivalent to salary of the Director of Environmental Health. Commissioner Durgan seconded that motion. Motion passed.

The Commission said the increase would be retroactive to July 1, 2010.

@12:31:38 p.m., Taylor made a motion to adjourn the meeting. Durgan seconded that motion. The meeting adjourned.

December 23, 2010

Consider Reappointing Planning & Zoning Commission Member

@1:00:59 p.m., Chairman Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Jeri Stevens, community development; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to reappoint a Planning & Zoning Commission member.

Commissioner Malone said one application was received by current commission member Sally Hughes for one board seat.

Commissioner Taylor made a motion to reappoint Sally Hughes to the Planning and Zoning Commission seeing she is the only applicant and has served the board before. Commissioner Durgan seconded that motion. Motion passed.

Commissioner Durgan said Hughes has taken an active role in serving on the commission and has been a good member.

@1:02:18 p.m., Durgan made a motion to adjourn the meeting. Taylor seconded that motion. The meeting adjourned.

December 24, 2010

Christmas Day Holiday Observed – All Offices Closed

Marty Malone
Chairman, Park County Commission
Park County, Montana

Denise Nelson
Clerk & Recorder
Park County, Montana