

Park County Commission Meeting Minutes
Week of March 22 – 26, 2010
Park County, Montana

March 22, 2010

Review Daily Correspondence and Agenda

@8:31:46 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. partnership with Sweetgrass County renewable natural resources grant
- Memo from MACo re. Otter Creek coal
- Memo from DES Coordinator re. broadband testing
- Memo from DOWL HKM re. landfill gas monitoring results
- Memo from minutes clerk re. March 26 tax appeal board hearings
- Memo from Nittany Grantworks re. Bozeman Chronicle Fleshman Creek project article
- Memo re. 9th Street Island Bridge project conditional floodplain permit approval
- Memo from Surveyor Hank Rate re. Park County Corwin Bridge
- Memo re. East Boulder fuels reduction project
- Memo re. Yellowstone Gateway Museum newsletter
- Citizen public information request

@8:43:55 a.m., Taylor made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

March 22, 2010

Review of Minutes for Week of March 15, 2010

@9:59:18 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 of minutes for the Week of March 15, 2010.

Commissioner Taylor requested a revision to Page 13 of 20, noting the correct spelling of GIS/IT Manager Marc “Richards.”

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

@10:00:57 a.m., Taylor made a motion to adjourn the meeting. Durgan seconded that motion. The meeting adjourned.

March 22, 2010

Signing of Crushed Gravel Contract

@10:40:19 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; Steve Koontz, Koontz Construction; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to sign a gravel crushing contract.

Commissioner Malone said the contract is between Koontz Construction and Park County for 13,000 total yards of crushed gravel at \$3.75 per yard. Malone said the contract states one-inch minus road mix will be taken from the Mission Creek or Arthun sites for a total contract price of \$48,750 and gravel is to be crushed by June 1, 2010, weather permitting. A 30-day termination clause for either party is included.

Commissioner Durgan made a motion to sign the contract. Commissioner Taylor seconded that motion. Motion passed.

@10:46:02 a.m., Durgan made a motion to adjourn the meeting. Taylor seconded that motion. The meeting adjourned.

March 22, 2010

Discussion Regarding Tax Receivables

@11:04:43 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; Kevin Larkin, treasurer; Martha Miller, auditor; Brent Olness, Olness and Associates (via telephone); and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to discuss county tax receivables.

Auditor Martha Miller said she identified the amount of county tax receivable funds per the county treasurer's office and county finance department and associated offages in those dollar amounts between those departments by tax type and year, 2001 through 2006. Miller said offages are not large, it would not be an efficient use of county employee time to research those offages, and the county would like to adjust offages so

taxes will be balanced. Brett Olness of Olness and Associates said that adjustment can legally be done and will enable identification of problems in the future.

Miller read into the record current county tax receivable totals per the county treasurer and county finance department and approximate associated offages between those departments. Figures read by Miller were as follows: Mobile home and personal property taxes, treasurer: \$610,752.53; accounting: \$610,567.89; offage = \$184.64. Real estate and utility taxes: treasurer: \$1,340,090.12; accounting: \$1,338,007.52; offage = \$2,082.60. Miller said those figures are through tax year 2008 and Fiscal Year 2009, and those years are serving as the basis of the proposed adjustments.

Commissioner Taylor made a motion to allow the auditor to make adjusting entries. Commissioner Durgan seconded that motion. Motion passed.

@11:16:55 a.m., Durgan made a motion to adjourn the meeting. Taylor seconded that motion. The meeting adjourned.

March 23, 2010

Review Daily Correspondence and Agenda

@8:36:06 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 sanitarian re. fairgrounds sewer project PER - To Commissioner Durgan for review
- Memo from PCRFD#1 daily update
- Memo re. upcoming Commission meeting agendas
- Memo re. March 31 Federal Highways Administration visit
- Memo from Olness and Associates re. FY '09 final audit report – To Commissioners for review
- Memo re. Veteran's Affairs Interim Committee - To Durgan for review
- Memo from MACo re. SRS forest payments - To Durgan for review

@8:49:47 a.m., Durgan made a motion to adjourn the meeting. Taylor seconded that motion. The meeting adjourned.

March 23, 2010
County Road Updates

@9:05:43 a.m., Chairman Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Ed Hillman, road supervisor; Scott Fletcher, road crewman, Lani Hartung, finance; Erica Hoffman, GIS/IT; Kerry Fee, citizen; and Commission Minutes Clerk John Mueller.

The meeting was scheduled to discuss county road issues.

The Commission reviewed a road department crewman work log for the Week of March 15 presented by Road Supervisor Ed Hillman. Hillman said the road crew will repair Billman Lane this summer and will begin work on O'Rea Creek Road on March 25.

Citizen Kerry Fee said Trout Unlimited's annual river cleanup will use the city transfer station this year. Fee asked if the county knows of any areas in the county where a trash cleanup is needed. The Commission said it would check with Hillman on cleanup areas and report back to Fee.

The meeting continued in the Community Room to review county gas tax maps.

@10:05 a.m., the meeting adjourned.

March 23, 2010
Human Resources Updates

@10:32:56 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; Martha Miller, auditor; 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 presented the Commission with employee excess vacation requests. Commissioner Taylor made a motion to grant the employee vacation carryover requests. Commissioner Malone seconded that motion. Motion passed. Commissioner Durgan recused himself from voting.

Ouellette presented the Commission with employee change of status forms for signature, two training/travel authorization requests, a Yellowstone Gateway Museum employee performance appraisal and change of status form, and clerk position job postings for the clerk and recorders and justice of the peace offices. Commissioner Malone said he would like Commission review of the necessity of employee replacement before jobs are posted. Ouellette requested adjustments for a sheriff's deputy who returned to work after a termination and there was discussion about dollar amounts that employee would receive.

Ouellette said she spoke with AFLAC about Family Heritage Insurance presenting its insurance package to county employees.

@10:56:07 a.m., Taylor made a motion to adjourn the meeting. Durgan seconded that motion. The meeting adjourned.

March 23, 2010

12:00 P.M. – Airport Board – Clarks Crossing

March 23, 2010

Signing Amendment for HOME Contract for Senior Center Rehabilitation Project

@1:33:26 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; Julianne Brown, Rocky Mountain RC&D; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to sign an amendment to a HOME contract for a Senior Center Rehabilitation Project.

Julianne Brown of Rocky Mountain RC&D said the amendment will reduce HOME grant assisted low-income residents in the Park County Senior Center from 15 to 10 years, which will qualify all 24 apartments for the \$500,000 HOME grant funds.

Commissioner Taylor made a motion to sign the amendment to the HOME contract for the Senior Citizens Center Rehabilitation Project. Commissioner Malone seconded that motion. Motion passed.

@1:38:43 p.m., Taylor made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

March 23, 2010

Discuss Planning Department Responsibilities and Decide on Possible Merger into a Community Development Department

@2:30 p.m., Chairman Malone called a meeting to order in the Commissioners Chambers. Commissioners Malone and Taylor were present. Also present were Shannan Piccolo, civil deputy county attorney; Philip Fletcher, planning; Mike Inman, planning; Jill Ouellette, human resources; Lani Hartung, finance; Camden Easterling, Livingston Enterprise; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to discuss Planning Department responsibilities and decide on a possible merger into a Community Development Department.

Planning Director Philip Fletcher said he made a proposal a few months ago that several functions the county government and planning department have undertaken could reasonably be consolidated into a community development department. Fletcher said planning and parks and recreation efforts would be a division of that department. He said the planning department is already conducting community development work with a lack of subdivision activity, and job descriptions would specify duties currently listed as “other duties as assigned.” Fletcher said the proposal would make government more efficient with existing staff, and a Planning Department name change would put the Planning Department in a much more proactive light by merging and consolidating activities into one well-conceived, efficient Community Development Department.

There was discussion about planning department roles. Fletcher said he proposes his title would change to the Director of the Community Development Department and Senior Planner Mike Inman would be the supervisor or manager of the planning functions, but Fletcher would maintain the authority as department head over all divisions. There was discussion about refining and defining job descriptions.

Commissioner Taylor made a motion to accept the proposal from Mr. Fletcher for rearranging and renaming the Planning Department. Commissioner Malone seconded that motion. Motion passed.

@3:03 p.m., Taylor made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

March 23, 2010

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

March 24, 2010

Review Daily Correspondence and Agenda

@8:58:57 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. Yellowstone View Condominiums engineer
- Memo from MACo re. April 8 AERO energy workshop in Helena
- Memo from clerk and recorder re. 2009 audit finding response
- Citizen memo re. PCRFD#1 board member application
- Memo re. Park County Government telephone book listings

- Invoice from Oasis Environmental re. services conducted from January 31 to February 27
- Memo re. Park County Landfill report review
- Citizen memo re. Old Yellowstone Trail Road nails
- Memo re. invasive river species
- Memo from LTAP re. weekly calendar
- Memo from Surveyor Hank Rate re. Gardiner sewer easements

@9:29:24 a.m., Durgan made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

March 24, 2010

9:00 A.M. – Claims Review – Commissioners Chambers

10:00 A.M. – Western Montana Mental Health Meeting – Mental Health Center, Butte, MT – Commissioner Taylor attended

11:00 A.M. – Discussion with Federal Highway Administration Regarding Local Administration of 9th Street Bridge Project – Commissioners Chambers – Canceled due to scheduling conflict

12:00 P.M. – Employee Safety Tape Viewing – Community Room

1:00 P.M. – Meeting with DOWL HKM regarding Landfill Issues – Butte, MT – Commissioner Taylor attended

March 24, 2010

Discussion of Hazardous Fuels Reduction Program

@1:32:59 p.m., Chairman Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Malone were present. Also present were Shannan Piccolo, civil deputy county attorney; Crystal Hagerman, Gallatin County Extension Service; Mary Anne Keyes and Rose Lynn, Park County Extension Service; Bob Fry, fire warden; Dann Babcox, PCRFD#1; Greg Coleman, Paradise Valley Fire; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to discuss a Hazardous Fuels Reduction Program.

Crystal Hagerman of the Gallatin County Extension Service provided the Commission with an update of the Hazardous Fuels Reduction Program in Park County in the current year and what is planned for the upcoming year. Hagerman said the program partnership consisting of the Northern Rocky Mountain RC&D and Park, Gallatin and Meagher counties, mitigated 140 acres in Park County through 33 projects in Cooke City, the Wineglass, Livingston area and Mountain Brook.

Hagerman said the program focuses on education, awareness and outreach of keeping landowners informed about wildland fire mitigation and keeping landowners safe via evacuation and responsibility of personal property. She said the program continues to receive and apply for grant funds through the RC&D's nonprofit status as well as encourage wildland mitigation efforts through partnerships. Hagerman said future projects include a proposed full-scale forest plan effort in the Boulder Forest Reserve, as well as wildfire mitigation at Mountain Sky Guest Ranch.

@1:52:16 p.m., Durgan made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

March 25, 2010

Review Daily Correspondence and Agenda

@9:02:17 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. tobacco cessation posters in courthouse lobby
- Memo National Alliance for Mental Illness - To Commissioner Taylor for review
- Memo from Taylor-Leavitt re. county property and liability loss ratio
- Memo re. welding hood installation in county road shop
- Memo re. April 1 TSEP public meeting
- Memo from LTAP re. high risk rural program on the internet
- Citizen memo re. PCRFD#1 board application
- Memo from city of Livingston re. West Room scheduling
- Memo re. special use permit for Cooke City baseball fields

Commissioner Durgan said Robert Peccia and Associates provided a report of Mission Airport projects completed from 1992 through 2005 and since 2005.

The Commission reviewed its upcoming agenda and out-of-office schedule.

@9:29:44 a.m., Durgan made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

March 25, 2010

9:00 A.M. – Consultation with Montana DEQ Hazardous Waste Department regarding Asbestos – Helena, MT – Commissioner Taylor attended

March 25, 2010

Annual MACo On-Track Safety Evaluation

@10:02:37 a.m., Chairman Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Malone were present. Also present were Amelia McEwen, MACo; Jill Ouellette, HR; Belinda Van Nurden, DES; Dan Hackman, shop; Jay Dixon, road; Clay Williams, weed/junk vehicle; Bruce Martin, maintenance; Dan Gutebier, Taylor-Leavitt Insurance; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to conduct an annual Montana Association of Counties on-track safety evaluation.

Amelia McEwen of MACo asked meeting attendees about Park County's safety program and efforts as part of an annual evaluation. McEwen scored the county's safety efforts accordingly.

There was discussion about attendance at monthly Park County safety meetings, work place inspections, accident investigations, scheduled maintenance, preventive measures, hazard prevention controls, emergency preparedness plan, and an annually-reviewed blood-born pathogen program. The safety committee set goals for 2010 to include completing job site analyses; improving work place inspections and accident investigations; annually reviewing written programs; finishing current work place inspections; and maintaining department training sign-up sheets.

Commissioner Malone asked Van Nurden to inform others when she compiles all safety information per McEwen's request.

@11:03:47 a.m., Durgan made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

March 25, 2010

Signing of Grant Development and General Services Contracts with Nittany Grantworks

@11:33:06 a.m., Chairman Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Malone were present. Also present were Shannan Piccolo, civil deputy county attorney; Lori Benner, Nittany Grantworks; Raea Morris, executive assistant; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to sign grant development and general services contracts with Nittany Grantworks.

Civil Deputy County Attorney Shannan Piccolo presented the Commission with two documents for signature, a contract for Nittany's services for a Treasure State

Endowment Program (TSEP) grant and a contract amendment extending Nittany's contract hours for the 2010 fiscal year.

Commissioner Durgan made a motion to approve the amendment to a general services contract for Nittany Grantworks. Commissioner Malone seconded that motion. Motion passed.

Commissioner Durgan made a motion to accept the professional services contract for Nittany Grantworks TSEP grant application services through April 16, 2010. Commissioner Malone seconded that motion. Motion passed.

@11:38:47 a.m., Durgan made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

March 26, 2010

8:30 A.M. – Review Daily Correspondence and Agenda - Commissioners Chambers – Canceled due to Commissioners' schedules

9:00 A.M. – Presentation and Roundtable Discussion of Economic Opportunities in Park County – Best Western, Livingston, MT

10:00 A.M. – Commissioner in Cooke City to Hear Area Resident Concerns – Cooke City Fire Hall

2:00 P.M. – Commissioner in Gardiner to Hear Area Resident Concerns – Gardiner Community Center

Marty Malone
Chairman, Park County Commission
Park County, Montana

Denise Nelson
Clerk & Recorder
Park County, Montana