

Park County Commission Meeting Minutes
Week of May 31 – June 4, 2010
Park County, Montana

May 31, 2010

Memorial Day Holiday – All Offices Closed

Voided Checks

Payroll #: 45706

June 1, 2010

8:00 A.M. – City/County Meeting – Community Room

June 1, 2010

Daily Correspondence/Agenda & Briefing on Current County Projects

@8:30 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 Ed Hillman, road supervisor. No public comment made.

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

Correspondence included:

- Citizen memo re. janitorial contract bid inquiry
- Memo from maintenance re. vehicle inspections
- Citizen memo re. trench across Merrill Lane at Willow Lane – To road supervisor for review
- Memo re. June 5 Parks and Recreation Board agenda – To Commissioner Taylor for review
- Memo from road crewman re. management concerns
- Memo re. courthouse HVAC requests for proposals
- Memo from Montana Tax Appeal Board – To board secretary for review
- Memo re. Library Board meeting agenda – To Commissioner Durgan for review
- Memo from DOWL HKM re. landfill monitoring results – To Taylor for review
- Memo from CUT re. green box lease agreement
- Memo re. Cooke City newsletter
- Memo re. June 3 NACo webinar
- Memo from Justice Court re. complaints about Montana Clean
- Citizen memo re. status of Bottler Springs Road

- Memo re. Emigrant Census final report

@8:50 a.m., the meeting adjourned.

June 1, 2010

County Road Updates

@9:00 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 Ed Hillman, road supervisor. No public comment made.

The meeting was scheduled to discuss county road issues.

Road Supervisor Ed Hillman said he discussed an issue of Crewman Mark Smith attending a Commission meeting with Human Resources Analyst Jill Ouellette. Commissioner Durgan said he told Smith it was okay for him to attend the meeting so everyone was on the same page for magnesium application on Jardine Road. There was discussion about what violates union contract with the county regarding employee/supervisor/commissioner relationships.

Hillman said gravel was placed on the South Fork of Deep Creek Road and Crewman Skip Ehert will grade the West Boulder Road. He said a museum wall is dried and the hole needs to be filled in.

The Commission asked Hillman to research signs to be placed at a closed trailhead in Gardiner.

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

June 1, 2010

Human Resources Updates

@10:00 a.m., Chairman Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present was Jill Ouellette, HR. No public comment made.

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

Human Resources Analyst Jill Ouellette said reviews were completed and two change of status forms provided for the environmental health department. She said an employee mediation has been requested from that department, as well. Ouellette provided a change of status form for an employee resignation; change of status form for a H1N1 carrier; and an official dismissal of a wage and hour complaint for Commission review. She said she processed employee insurance benefits paperwork and visited outlying offices to explain

benefit plans; attended an air quality meeting regarding the Gardiner Sheriff's Office/Library; conducted background checks on museum volunteers; discussed adjustment of work hours with the road supervisor; and is preparing for open enrollment.

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

June 1, 2010

10:30 A.M. – Review of Minutes for Week of May 24, 2010 – Commissioners Chambers
– Canceled due to personal leave schedules

June 1, 2010

Budget Workshop FY 2011

@1:00 p.m., Chairman Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Malone were present. Also present was Lani Hartung, finance. No public comment made.

The meeting was scheduled as a Fiscal Year 2011 Budget Workshop

The Commission and Finance Director Lani Hartung reviewed general fund budget figures for departments Hartung had received to-date.

@2:45 p.m., the meeting adjourned.

June 1, 2010

1:30 P.M. - Construction Progress Meeting: Senior Center Rehabilitation Project -
Livingston Senior Center – Commissioner Taylor attended

June 1, 2010

Discussion of Museum Budget FY 2011

@3:00 p.m., Chairman Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present was Lani Hartung, finance; Bobbie Williams, Melissa Todd and Rick VanAken, Friends of the Museum; Donna Armentaro, YGM Board; and Paul Shea, interim museum director. No public comment made.

The meeting was scheduled to review a proposed Yellowstone Gateway Museum Budget for Fiscal Year 2011.

Meeting attendees reviewed a proposed FY 2011 YGM Budget. Finance Director Lani Hartung said FY 2011 mills are expected to be 1.95 and the museum is requesting 2.25 mills.

@3:33 p.m., Taylor made a motion to adjourn the meeting. Durgan seconded that motion. The meeting adjourned.

June 2, 2010

Review Daily Agenda, Correspondence and Current County Projects

@8:30 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; Denise Nelson, clerk and recorder; and Ed Hillman, road supervisor. No public comment made.

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

Correspondence included:

- Memo re. EQC public comment period thru July 2
- Memo re. Arch Park open container request for June 11
- Memo from JSEC re. June 7 Community Networking meeting
- Memo re. HOME program newsletter
- Memo from union negotiator re. road crewman attending weekly road meeting
- Memo from Sweet Grass County Commissioners re. June 22 or 25 meeting
- Citizen memo re. Whispering Pines road conditions
- Memo from Montana Dept of Commerce re. consolidated plan public comment
- Memo re. RD533 Historic Preservation Grant application
- Memo from DEQ re. county landfill methane monitoring report
- Memo re. DNRC grant application for surface water study – To community development director for review
- Memo re. June 24 oil and gas counties conference
- Memo re. National Park Service bison immunization plan
- Memo re. June 21 county canvassing board meeting
- Memo re. June 2 Parks and Recreation Board agenda
- Memo re. June 3 Museum subcommittee agenda
- Memo from clerk of court re. May juror and witness warrants
- Citizen memo re. Miller Lane signs and Merrill Lane potholes
- Memo re. Montana Transportation Commission project award
- Citizen memo re. tax appeal hearing requests

Clerk and Recorder Denise Nelson said she will purchase a new desk and will hire a part-time employee for elections.

Executive Assistant Raea Morris said she will advertise for an open Fair Board seat. The Commission directed Morris to advertise for request for proposals for a building HVAC system with a June 30 deadline.

Commissioner Durgan said a citizen asked when Five Acre Tracts roads will be patched with a patching machine. Road Supervisor Ed Hillman said the patching machine is next scheduled for those roads. Durgan said a citizen requested certification of the county's magnesium chloride to test for radioactivity. Hillman said he requested certification information from the mag chloride vendor. The Commission directed Hillman to provide the citizen with a sample of the material.

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

June 2, 2010

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

June 2, 2010

Community Development Department Project Updates

@9:30 a.m., Chairman Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present was Mike Inman, community development. No public comment made.

The meeting was scheduled to discuss Community Development Department project updates.

Senior Planner Mike Inman updated the Commission on the Community Development Department's annual work program. Inman said the department is working toward creating a division that includes natural resources, floodplain management, the Renewable Natural Resources Subcommittee, various aspects of the growth policy and subdivisions, which will be undertaken by Inman. Inman said he will take over the floodplain administrator responsibilities of the department, as well. Inman said goals for the planning division include land use planning and updating the Park County Growth Policy. He said the department wants to move forward with website and technologies regarding spatial analysis, GIS and visual tools to upgrade GIS capabilities. He said training will be needed in order to actively work with data layers the county has, and that will enable the department to present information to the public that is visual and easy to understand, as well as will enable the public to use some of the technology. Inman said visually seeing what one is talking about makes all the difference and thinks it will really assist the department in the education it is attempting to provide, such as in the area of the Wildland Urban Interface. He said the department is also working toward an electronic data system by scanning all current documents in order to eliminate a lot of paperwork.

Regarding zoning, Inman said the department is working with the planning board to update zoning regulations and is currently looking at the administrative provisions in order to effectively administer what currently exists. Inman said the question with the city is what will be done with the donut zoning area as far as expansion, changes to permissible land uses, and an updated map. Inman said that effort will be an undertaking

and will ultimately fall as a decision of the county commissioners. He said he is currently dealing with code enforcement and neighbor complaints, subdivision regulations have been updated for the next two years, and he feels the system to review exemptions is working and is a positive process that was established.

There was discussion about considering location of gravel pits in the county and where residential areas and gravel pits can be located within proximity of one another. Inman said the planning board could look at that issue if directed.

Inman said the Parks and Recreation Board is researching the Yellowstone River Trail near Gardiner, will view the Chico-Chicory Trail next week, is looking at extending the bike trail near Carter's Bridge to Old Yellowstone Trail North, and will discuss Arch Park maintenance issues.

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

June 2, 2010

Discussion of Treasurers Budget for FY2011

@10:00 a.m., Chairman Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Kevin Larkin, treasurer; Lani Hartung, finance; Martha Miller, auditor; and Kevin Funk, citizen. No public comment made.

The meeting was scheduled to discuss the Treasurer's Office Budget for Fiscal Year 2011.

Treasurer Kevin Larkin said he returned \$3,500 to the Commission last year and is requesting it back this year. He said his budget has not changed much from last year, but he needs a new printer and copy machine. Larkin said he is seeking a \$.50 increase for one employee in his office.

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

June 2, 2010

Discussion of Road Budget for FY2011

@11:00 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; Lani Hartung, finance; Martha Miller, auditor; and Kevin Funk, citizen.

The meeting was scheduled to discuss a Fiscal Year 2011 Road Department Budget.

Finance Director Lani Hartung said the proposed Road Department Budget for FY 2011 totals \$1,209,465, which is a 13-percent increase in the budget without new grader expenses and 13.67 percent in reserve funds. Road Supervisor Ed Hillman said he will need two temporary employees for at least three months. Bridge Budget figures were adjusted to create a budget of \$179,710 with a 12.3-percent reserve. Gas Tax Budget figures were adjusted to create a budget of \$146,523 with a 2-percent reserve.

Citizen Kevin Funk asked about \$250,000 taken from the Road Budget for the 9th Street Bridge Project. Hartung said those funds were taken from the FY 2010 budget.

@11:59 a.m., Taylor made a motion to adjourn the meeting. Durgan seconded that motion. The meeting adjourned.

June 2, 2010

Appointing of Board of Health Applicant

@1:30 p.m., Commissioner Durgan called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Taylor were present. Also present were Barbara Woodbury, environmental health; and Brandy Olerman, citizen.

The meeting was scheduled to appoint a Board of Health applicant.

Barbara Woodbury said one county opening for the Board of Health was applied for by Citizen Brandy Olerman. Olerman introduced herself as the Pharmacy Manager at Western Drug and explained her interest in applying for the open seat.

Commissioner Taylor made a motion to appoint Brandy Olerman to the open Board of Health seat. Commissioner Durgan seconded that motion. Motion passed.

@1:35 p.m., Taylor made a motion to adjourn the meeting. Durgan seconded that motion. The meeting adjourned.

June 2, 2010

Discussion of Fleshman Creek Project/Nittany Grantworks FY2011 Contract

@2:00 p.m., Chairman Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Kristen Wester, Nittany Grantworks; and Mike Cox, Oasis Environmental. No public comment made.

The meeting was scheduled to discuss a Fleshman Creek Project.

There was discussion about possible in-kind services the county could provide toward a promised \$255,000 project match for the Fleshman Creek Restoration Project. Kristen Wester of Nittany Grantworks said the county will need to decide on whether to commit to funds by June 20 because FEMA is poised to award its share of project funds.

Commissioner Malone said the promised amount would require the Commission to hire four additional road crewmen. Malone asked Wester to determine from where a \$25.68 per hour figure came.

Nittany Grantworks contracts were not discussed.

@2:32 p.m., Taylor made a motion to adjourn the meeting. Durgan seconded that motion. The meeting adjourned.

June 2, 2010

7:00 P.M. - 2010 East Zone Mutual Aid Exercise Preplanning - Livingston Forest Service Office – Commissioner Taylor attended

June 3, 2010

Review Daily Agenda, Correspondence and Current County Projects

@8:30 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 Ed Hillman, road supervisor. No public comment made.

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

Correspondence included:

- Memo re. quote for highway mower
- Memo from MACo re. DEQ energy grant language
- Memo re. Central Service Assistance Area annual conference – To Commissioner Taylor for review
- Citizen memo re. yellow curb paint in Gardiner
- Memo from CASA re. \$10,000 payment

The Commission said the road shop could hire a custodian to clean shop restrooms and offices twice a month for \$80. Executive Assistant Raea Morris said she received citizen complaints about Pray Road and Busby Lane. Hillman said he will send a road crewman there tomorrow.

@8:51 a.m., Durgan made a motion to adjourn the meeting. Taylor seconded that motion. The meeting adjourned.

June 3, 2010

Budget Workshop FY2011

@9:00 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; Philip Fletcher, community development; Erica Hoffman, GIS/IT. No public comment made.

The meeting was scheduled as a budget workshop for the Fiscal Year 2011 county budget.

Finance Director Lani Hartung provided the Commission with department and office payroll distribution for 2011 with flat salaries and appropriate changes to employee benefits.

Erica Hoffman, GIS/IT, provided the Commission with her department's proposed budget and rationale for associated dollar figures. Hoffman's IT budget totaled \$139,126 and GIS budget totaled \$64,720 with the City of Livingston paying a portion of the budget. Hoffman said the total GIS/IT budget is decreased from the previous fiscal year, and includes paying an IT Director position and increasing her wage. Hoffman reviewed the map sales account and county land fund and her plans to purchase a \$15,000 plotter from those funds.

Community Development Director Philip Fletcher said he believes the county can provide very good services with equipment and technology Hoffman is proposing in her budget, and that technology is integral to what the Community Development Department is looking to do in its annual work plan.

@10:45 a.m., Taylor made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

June 3, 2010

Discussion of Loss Control

@11:30 a.m., Chairman Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Dan Gutebier and Chuck Vancura, Taylor-Leavitt. No public comment made.

The meeting was scheduled to discuss the county's loss control ratio.

Dan Gutebier of Taylor-Leavitt Insurance said it is not a good idea to set up a transit authority, and he will provide the numbers of the cost of the county's Angel Line transit service.

There was discussion about safety and logistical issues with the transfer station, road crew equipment, and green box sites.

@12:04 p.m., Taylor made a motion to adjourn the meeting. Durgan seconded that motion. The meeting adjourned.

June 3, 2010

4:00 P.M. - Library Search Committee - Park County Library

June 4, 2010

8:30 A.M. - Review Daily Agenda, Correspondence and Current County Projects -
Commissioners Chambers – Canceled due to no quorum of commissioners

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

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

Marty Malone
Chairman, Park County Commission
Park County, Montana

Denise Nelson
Clerk & Recorder
Park County, Montana