

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

September 20, 2010

Daily Correspondence, Agenda and Briefing on Current County Projects

@8:41:37 a.m., Commissioner Durgan called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Taylor were present. Also present were Raea Morris, executive assistant; Erica Hoffman, GIS/IT; 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. Big Bear Contracting invoice for parking lot ADA sidewalk
- Memo from PCEC re. mining fracking process
- Memo re. Oct 15 Yellowstone Music and Arts Festival open container request
- Citizen memo re. county option tax for vehicle registration
- Memo from city manager re. stop signs on Callender Street
- Memo from FHWA re. right-of-way ADA accessibility for 9<sup>th</sup> Street Bridge
- Memo re. Oasis Environmental professional services invoice for 9<sup>th</sup> Street Bridge
- Memo from clerk and recorder re. heating issue in West Room
- Memo from MACo re. fire retardant scoping draft EIS
- Memo from TWE Enterprises re. emergency courthouse generator
- Memo re. directional antennas - To GIS/IT for review
- Memo re. Shields River Road East invoice
- Memo re. RFP for YGM legal publication

GIS/IT Manager Erica Hoffman said the county GIS/IT Department has had a contract with the City of Livingston for the last year and a half that states the county will buy the city five computers or \$5,000 of small equipment per year at the city's request. Hoffman said she has never signed a Purchase Order (PO) in the year and a half for city computers, but she was told by the Accounting Department on Friday that she must do so. Hoffman said she will submit a PO if necessary, but her understanding from the county auditor is a contract trumps the PO policy, and she does not want to be slowed by the PO process if possible. She said she is unable to order, build or install a computer while waiting for the PO process to run its course, which seems redundant and un-streamlined if a PO is not required. Commissioner Durgan said the Accounting Department is trying to avoid audit findings, but Commissioner Taylor and Durgan said it is consensus on their part Hoffman need not submit a PO when under contract and the Commission takes the advice of the

county auditor. Durgan said the Commission will provide Hoffman with a memorandum on the matter upon request.

In other discussion, Hoffman asked whether Minutes Clerk John Mueller can begin road department data entry. The Commission asked Hoffman and Mueller to discuss logistics of the issue with the HR Department.

Commissioner Taylor said he viewed Shields River Road on Friday. Taylor reported on a September 16 Solid Waste Board meeting and discussion of a proposed trial roll-off dump situation at the Deep Creek green box site.

@9:16:59 a.m., Taylor made a motion to adjourn the meeting. Durgan seconded that motion. The meeting adjourned.

#### September 20, 2010

##### Review of Minutes for Week of September 13, 2010

@9:59:25 a.m., Commissioner Durgan called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Taylor were present. Also present was Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to review minutes for the Week of September 13, 2010.

Commissioner Taylor requested a revision to Page 2 of 18 noting the correct spelling of “overseer.” On Page 8 of 18, Taylor noted the correct spelling of “evasion.”

Commissioner Durgan requested a revision to Page 6 of 18, the second sentence should read, “Ouellette said she reviewed savings employees experienced with new auto insurance quotes and said she will inform employees of such possibilities.”

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

@10:03:18 a.m., Taylor made a motion to adjourn the meeting. Durgan seconded that motion. The meeting adjourned.

#### September 20, 2010

9:00 A.M. - Water Board Hearing - Helena, MT – Commissioner Malone attended

#### September 20, 2010

##### MSU Extension Update and Signing of Annual Extension Contract

@10:04:48 a.m., Commissioner Durgan called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Taylor were present. Also present were Mary

Anne Keyes and Tracy Mosley, MSU Extension; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to update MSU Extension activities and sign an annual Extension contract.

Extension Agent Tracy Mosley said it has been a very bad sick tree year, possibly due to an October frost. Mosley said she held a Mountain Pine Beetle seminar at the library in May, distributed over 800 pheromone patches, assisted many weed clients, is sitting on the board for the Coordinated Weed Management Group, assisted with community garden certifications, is working on a strategic planning effort with Agent Mary Anne Keyes, held town hall meetings in Wilsall, Gardiner and Livingston, is assisting more small acreage landowner clients and hopes to hold another small acreage educational series, and took over editing of the MSU Extension Big Sky Small Acres magazine. Mosley said she and Keyes submitted their three-year retention dossiers.

Agent Mary Anne Keyes said 4-H Camp was held at Mill Creek in June with 53 members attending. She said Extension partnered with Links for Learning to put on a gardeners entrepreneurs program at Washington School. Keyes said horse numbers were down to 28 from 40 horses at the fair, but auction revenue increased. She said Extension partnered with an eight-hour managers course and four-hour Serve Safe class, and she will teach jams and jellies class this fall as part of the Adult Community Education program.

Mosley said a fair committee addressed a 2009 Park County Fair livestock issue grievance.

Keyes provided the Commission with an MSU annual contract, which states Park County agrees to pay 65 percent of the clerk and recorder's base salary as part of MSU Extension agent salaries.

@10:42:18 a.m., Taylor made a motion to adjourn the meeting. Durgan seconded that motion. The meeting adjourned.

September 20, 2010

Discussion/Authorization of Advertising for Construction Bids and Signing of Access Assurance Agreement for 9<sup>th</sup> Street Bridge Project

@11:03:59 a.m., Commissioner Durgan called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Taylor were present. Also present were Shannan Piccolo, civil deputy county attorney; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to discuss authorization to advertise for construction bids and sign an access assurance agreement for the 9<sup>th</sup> Street Bridge Replacement Project.

Civil Deputy County Attorney Shannan Piccolo said she is not prepared to authorize bid advertisements at the time and first needs to review documents. Piccolo said she recommends the Commission approve signature of the documents upon her review.

Commissioner Taylor made a motion to sign the documents once complete and presented to the Commission by the county attorney with her approval. Commissioner Durgan seconded that motion. Motion passed.

@11:07:45 a.m., Taylor made a motion to adjourn the meeting. Durgan seconded that motion. The meeting adjourned.

### September 21, 2010

#### Daily Correspondence, Agenda 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; 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. weed management area notes - To Commissioner Durgan for review
- Memo from YGM re. museum collections committee minutes
- Memo from RC&D re. SHOP site visit - To Durgan for review
- Memo re. September 22 Shields Valley Watershed Group meeting
- Memo re. House Bill 645 expenditure

Commissioner Malone reported on a September 20 meeting with the DNRC Land Board discussing a 9<sup>th</sup> Street Bridge Easement payment. Malone reported on a September 20 Farm Bureau meeting.

Finance Director Lani Hartung provided a March 2009 Park County Purchasing Policy resolution, and said department heads are responsible for filling out purchase orders of items more than \$1,000. She said it is not up to the accounting office to enforce a Commission policy. Hartung said she is not referring to purchases made under contract.

@8:53:14 a.m., Taylor made a motion to adjourn the meeting. Durgan seconded that motion. The meeting adjourned.

### September 21, 2010

#### County Road Updates

@9:01:43 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; Raea Morris, executive assistant; Jill Ouellette, HR; Erica Hoffman, GIS/IT; Steve Koontz, citizen; and Commission Minutes Clerk John Mueller.

The meeting was scheduled to discuss county road issues.

Road Supervisor Ed Hillman said the road staff meeting went well that morning. Commissioner Malone said Duck Creek Road is very rough. Hillman said a crewman is still in the process of grading that road. Commissioner Durgan said a citizen asked about Willow Drive, and Hillman said that road is a county road but is not maintained. Durgan said Swingley Road is still rough, and Divide Road was graded from the green boxes to Yellowstone Trail last week and already has washboards. Hillman said the road needed water. Durgan said a citizen commented favorably on road work done on Cokedale Road. He said the airport road has not yet been mowed. Durgan said big potholes exist on Shields River Road East at each end of the bridge over the river.

Citizen Steve Koontz said he encourages the Commission to begin crushing at Arthun Pit. Koontz provided the Commission with a proposal to crush 12,000 cubic yards of gravel for \$49,500. Koontz said it costs \$1,000 and time to measure gravel piles, and he encourages the Commission to allow Koontz to measure his own gravel piles. Commissioner Malone said the Commission will look at its budget.

Human Resources Analyst Jill Ouellette said it is not a problem if road department data entry is conducted by a Commission administrative employee. Malone said the Commission needs better road data, including specific lengths of roads maintained. Hillman said data in the road log is from daily timesheets, and reporting of specific sections of roads maintained was done for awhile but has fallen through the cracks. Malone said a problem was GIS/IT Manager Erica Hoffman was spending a lot of time at the road shop assisting Hillman with data entry and computer issues. Hillman said a problem with his data entry spreadsheet has been fixed and he does not need assistance. He said other people would not be able to interpret employee timesheets in order to accurately input data.

Commission Executive Assistant Raea Morris said a Bottler Springs Lane sign was incorrectly printed as Bottler Springs Road and will need to be reordered and reprinted by Hillman. Civil Deputy County Attorney Shannan Piccolo said the county needs to order a Lower Deep Creek Bench Road sign per a court order. Hoffman said the county needs to erect a Miller Drive road sign and said she will erect the two signs and other signs needing erection before snowfall.

@9:30:25 a.m., Taylor made a motion to adjourn the meeting. Durgan seconded that motion. The meeting adjourned

September 21, 2010  
Department Head Meeting

@9:33 a.m., Chairman Malone called a meeting to order in the Community Room. Present were Commissioners Durgan and Taylor; Ed Hillman, road; Lani Hartung, finance; Ed Barich, county superintendent of schools; Philip Fletcher, community development; Allan Lutes, sheriff; Bruce Martin, maintenance; Belinda Van Nurden, DES; Brett Linneweber, county attorney; Mary Anne Keyes, Extension; Erica Hoffman, GIS/IT; Barbara Woodbury, environmental health; Clay Williams, weed; Jill Ouellette, HR; Raea Morris, executive assistant; and John Mueller, minutes clerk.

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

Budget Document/P:/Accounting Folder: Finance Director Lani Hartung said individual department and the approved Fiscal Year 2011 budgets are available on a new P: drive under "Accounting."

Ideas for Saving Taxpayer Dollars: Malone said the Commission will hold a brainstorming session to offer ideas of how to save county taxpayer dollars in a future Department Head Meeting.

2010-2011 Park County Capital Improvement Program: Community Development Director Philip Fletcher said his department received a grant for a countywide capital improvement program, and he will meet with department heads to gain an inventory of equipment the county has and what may need replacing as part of mapping out the overall program.

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

Additional Comment: GIS/IT Manager Erica Hoffman said the IT Committee asked her to present a proposal for a DAC, read-only system which would enable department heads to view budgets. Hartung said department heads could view revenues once a month and expenditures twice a month after check runs. Hoffman asked department heads to determine whether they would like to implement the system by the next department head meeting. Malone said he is unsure if the system's cost will outweigh the benefits.

The next department head meeting is scheduled for October 19, 2010, at 9:30 a.m.

@10:04 a.m., the meeting adjourned.

September 21, 2010  
Human Resources Updates

@10:37:06 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; Barbara Woodbury, environmental health; Raea Morris, executive assistant; Philip Fletcher, community development; 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 change of status forms for a part time deputy clerk in the clerk of court office, a temporary worker in the Extension Office, and an employee evaluation for a requested pay increase.

Ouellette asked the status of a Commission decision on an employee pay increase requested by that employee's department head. Commissioner Taylor said the Commission has not ruled on the issue, but needs to. Taylor said he thinks Rachael Lewis deserves a boost in pay and inspiration, as she has done a good job and the county needs to keep her employed. Barbara Woodbury, environmental health, said Lewis has been exemplary and has taken on all challenges. Woodbury said the requested increase was budgeted for and new swimming pool inspections will cover the increase.

Commissioner Taylor made a motion to give Rachael Lewis a \$1.50 per hour raise effective September 20, 2010. Commissioner Durgan seconded that motion. Motion passed.

Commissioner Malone said the Commission needs to adjust Community Development Philip Fletcher's salary, retroactive to July 1, as he has taken on new work duties. Ouellette said the Commission is to conduct performance evaluations prior to increasing employee wages per the county personnel policy manual. The Commission asked Fletcher and Ouellette to work on the necessary efforts to enable a pay increase.

Ouellette said an employment offer was made to an IT Tech applicant, the county received nine applicants for a sheriff's deputy position, and the county received many fairgrounds caretaker position applications.

Ouellette said she continues to work on a sheriff's office longevity pay issue with the county's union negotiator.

@10:54:49 a.m., Taylor made a motion to adjourn the meeting. Durgan seconded that motion. The meeting adjourned

September 21, 2010

Consider Signing Maintenance Agreement with TW Enterprises for 911 Communications

@11:31:33 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; Alan Davis, Livingston Fire Chief; and Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to consider signing a maintenance agreement with TW Enterprises for 911 Communications.

Civil Deputy County Attorney Shannan Piccolo said the contract is for a Myer's Flat radio site emergency generator and that provision needs to be added to the contract.

Commissioner Taylor made a motion to sign the agreement with TW Enterprises for maintenance of the generator at Myer's Flat. Commissioner Durgan seconded that motion. Motion passed.

@11:42:02 a.m., Taylor made a motion to adjourn the meeting. Durgan seconded that motion. The meeting adjourned

#### September 21, 2010

12:00 P.M. - Airport Board - Clarks Crossing – Commissioner Durgan attended

6:30 P.M. - Fair Board Meeting - Fairgrounds Office – Commissioner Durgan attended

#### September 22, 2010

##### Daily Correspondence, Agenda and Briefing on Current County Projects

@8:33:56 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; Ed Hillman, road supervisor; 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 22 9<sup>th</sup> Street Island bid announcement
- Memo re. 9<sup>th</sup> Street Island right-of-way
- Memo from CTA Engineering re. 9<sup>th</sup> Street Bridge Project updated cost estimate
- Memo re. RC&D Board retreat - To Commissioner Durgan for review
- Memo re. approved transportation and retiree budgets error correction
- Memo from MDT re. Newsline newsletter - To Durgan for review
- Memo re. Land Board meeting testimony
- Memo re. Resolution #1045
- Memo from clerk and recorder re. November 2 Election Day staffing

Civil Deputy County Attorney Shannan Piccolo asked whether the Commission is interested in joining a Boehm v. Cokedale LLC lawsuit. The Commission said it does not want to join in the lawsuit.

The Commission asked Piccolo to inform the Church Universal and Triumphant of its responsibility to hire a surveyor to determine whether a road leading to the Corwin Springs Bridge is a county road.

Commissioner Durgan said the Governor has stated he will offer student scholarships as Otter Creek Tracts payback. Durgan also reported on a September 21 Fair Board meeting.

Commissioner Malone said he will walk Fleshman Creek on September 23 with the city manager, Oasis Environmental, and a few individuals from the fishing industry as part of planning for a Fleshman Creek Restoration Project.

@9:13:07 a.m., Taylor made a motion to adjourn the meeting. Durgan seconded that motion. The meeting adjourned.

#### September 22, 2010

9:30 A.M. - Claims Review - Commissioners Chambers

12:00 P.M. - Petroleum Association Meeting - Bozeman, MT – Commissioner Durgan attended

2:00 P.M. - Transportation Advisory Committee - Community Room – Commissioner Durgan attended

#### September 23, 2010

##### Daily Correspondence, Agenda and Briefing on Current County Projects

@8:31:52 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; Shannan Piccolo, civil deputy county attorney; Ed Hillman, road supervisor; 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:

- Memos re. September 23 Fleshman Creek walking tour
- Memo re. RFP for Cooke City snow removal
- Memo re. MRL Transcaer training
- Memo from civil deputy county attorney re. Boehm v. Cokedale LLC lawsuit involvement
- Memo re. Library Board meeting agenda
- Memo re. parking lot utility easement - To civil deputy county attorney for review
- Citizen memo re. Elbow Creek Road maintenance commendation

Executive Assistant Raea Morris reported on a September 22 communications seminar she attended in Bozeman.

Road Supervisor Ed Hillman provided a road crewmen daily work schedule. Hillman said he was contacted by the US Army Corps of Engineers regarding a bridge repaired by a private contractor in Cooke City. The Commission asked Hillman to contact the appropriate individual about the matter. Hillman said a bridge deck ordered for a West Boulder Road Bridge will be in next week. He said the crew has running planks to repair a bridge in Jardine, but that project may not commence until spring.

Finance Director Lani Hartung said she has the Fiscal Year 2011 budget report for the state about 90 percent completed, and that report requires Commission signature.

@8:58:27 a.m., Taylor made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

September 24, 2010

No Meetings Scheduled

10:00 A.M. - Commissioner @ Cooke City to Hear Area Resident Concerns - Cooke City Community Center

2:00 P.M. - Commissioner @ 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