

Park County Commission Meeting Minutes  
Week of August 1 – 5, 2011  
Park County, Montana

August 1, 2011

Review Daily Agenda/Correspondence and Current County Projects

@8:30 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Taylor were present. Also present was Raea Morris, administrative assistant. No public comment made.

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

Correspondence included:

- Memo document re. MACo claim notice
- Memo email re. Wilsall Retirement Home project
- Memo email re. Beartooth Highway construction updates
- Memo email re. Library Snipits

Commissioner Taylor said he and Sanitarian Barbara Woodbury will view flood damage at Citizen Dan Dinsdale's residence for possible FEMA flood relief funds.

The Commission said a parking lot restriping effort was done well.

@8:37:29 a.m., Durgan moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

August 1, 2011

Signing of Lease Agreement with Montana Rail Link

@9:30 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Taylor were present. Also present was Shannan Piccolo, civil deputy county attorney. No public comment made.

The meeting was scheduled to sign a lease agreement with Montana Rail Link (MRL) for the transfer station.

Civil Deputy County Attorney Shannan Piccolo said the contract is indefinite until terminated by one party. Commissioner Durgan said the indefinite term lease is to be paid annually August 1 starting in 2011 at an amount of \$5,000; in 2012 in amount of \$6,000; in 2013 in amount of \$7,000; in 2014 in amount of \$8,000 and in 2015 in amount of \$9,000.

Commissioner Durgan moved to pay the 2011 lease payment to Montana Rail Link as per the indefinite term lease Number 501602. Commissioner Taylor seconded the motion. Motion passed.

@9:32:53 a.m., Durgan moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

August 1, 2011

Signing of Resolution Adjusting Employee Pay Grade

@10:00 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Taylor were present. Also present were Shannan Piccolo, civil deputy county attorney; Jill Ouellette, HR; Raea Morris, administrative assistant; and Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to sign a resolution adjusting an employee's pay grade.

Human Resources Analyst Jill Ouellette said the Commission felt it wanted to give its administrative assistant additional activities to remain busy on a consistent basis during a performance evaluation and suggested that employee could assist the HR Department. Ouellette provided the Commission with Resolution #1111 and an updated job description for the employee in question as directed.

Commissioner Durgan said the resolution amends the administrative assistant's title to Administrative/HR Assistant and increases her grade level from Grade 11 to Grade 12 as defined by Resolution #837, Schedule A, and notes duties will be performed in assisting the HR Department. Ouellette gave differences in job responsibilities for an administrative assistant and executive assistant.

Commissioner Durgan moved to approve and sign Resolution #1111. Commissioner Taylor seconded the motion. Motion passed.

@10:06:41 a.m., Durgan moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

August 1, 2011

Signing of Letter of Support for Lighting at Yellowstone Gateway Museum

@11:00 a.m., Chairman Taylor 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 Paul Shea, YGM. No public comment made.

The meeting was scheduled to sign a letter of support for lighting at Yellowstone Gateway Museum (YGM).

YGM Director Paul Shea said the museum is asking the Commission to sign a letter of support for a Friends of the Museum grant submittal in the amount \$30,000 for new lighting at the museum. Commissioner Durgan read into the record a portion of the letter stating the lighting will assist the museum in remaining open year round.

Commissioner Durgan moved to sign the letter of support for the grant for lighting at the Yellowstone Gateway Museum. Commissioner Taylor seconded the motion. Motion passed.

@11:04:01 a.m., Durgan moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

August 2, 2011

Review Daily Agenda/Correspondence and Current County Projects

@8:30 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present was Raea Morris, administrative assistant. No public comment made.

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

Correspondence included:

- Memo email re. Treasurer's Office school accounting work
- Memo email re. fire management agreement language question
- Memo email re. open container permit
- Memo email re. September 14 MACo conference
- Memo email re. Burton First Minor Subdivision application change of ownership
- Memo email re. county fair activities
- Memo email re. RC&D education job description
- Memo email re. Cooke City resort roof damage
- Memo email re. SW Regional Juvenile Detention Board meeting
- Memo email re. certified mill levy limitations
- Memo email re. lien claim notice
- Memo email re. Board of Health invitation to county attorney
- Memo email re. oil and gas producing counties report
- Memo email re. invoice from Bainter Construction
- Memo email re. Great West Engineering Gardiner sidewalk project
- Memo email re. September 13 MACo Healthcare Trust meeting in Billings

Administrative Assistant Raea Morris said two fair board members told her they will not reapply for their board seats due to issues with the board.

@8:52:43 a.m., Durgan moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

August 2, 2011  
County Road Updates

@9:00 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Ed Hillman, road; and Ed Lamb, Willow Creek Ranch. No public comment made.

The meeting was scheduled to discuss county road issues.

Ed Lamb, Willow Creek Ranch, said a RAC committee selected 15 applicants to present in Billings for RAC project funds. Lamb asked if the county will submit a letter of recommendation in favor of the project. The Commission asked Lamb to provide text for such a letter and the Commission will review and sign it after legal review.

Commissioner Taylor said an already-patched hole in Meigs Road needs to be redone. Road Supervisor Ed Hillman said the patching crew will continue to use a millings/CFR mixture to patch potholes. Hillman said a damaged dump truck needs a new cylinder and repair of a damaged frame rail.

@9:18:30 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

August 2, 2011  
Human Resources Update

@9:30 a.m., Chairman Taylor 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 provided Commissioner Malone with a change of status form for a homemaker employee for signature. Ouellette provided change of status forms for a fairgrounds caretaker assisting the GIS Manager in erecting road signs; a Commission/HR Assistant position title change and a Gardiner green box caretaker short-term position. Ouellette said she thinks the Commission/HR Assistant could spend two to three hours per week at minimum in the HR Department and five to ten hours maximum. Assistant Raea Morris said Fridays are often slow days in the Commission Office and she could assist Ouellette on those days. The Commission said it would like Morris to work 90 days as a trial period for the HR work.

Ouellette said the county received four worker's compensation and two lawsuit claims in the last three weeks. She said two other employees had accidents but refused to file claims.

Ouellette said an exempt employee on FMLA leave will have a cut in pay, which typically does not happen. She said the Commission needs to address an issue of meeting administrative and executive rules with various level employees required to work 40 hours per week. She said employees not working appropriate hours can cause skewed fringe benefit accrual amounts and suggests the Commission request all department heads submit timesheets to the Commission Office for review. The Commission said it would put that item on the next Department Head meeting agenda.

There was discussion about the Park County Fair Board not allowing the Sweet Grass County Fair to use the Park County Fairgrounds. Commissioner Durgan said Sweet Grass County submitted a request for a bid, which was provided. Malone said his opinion is supporting neighboring counties should be put on the next Department Head meeting agenda.

@10:02:30 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

August 2, 2011

Opening of Bids for Professional Engineering Services Requests for Qualifications

@10:00 a.m., Chairman Taylor 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; and Mark Westenskow, CTA. No public comment made.

The meeting was scheduled to open bids for professional engineering services Requests for Qualifications (RFQ).

Commissioner Taylor opened four sealed bids from CTA Engineering, Gaston Engineering, Great West Engineering and Stahly Engineering.

Commissioner Malone moved the civil deputy county attorney review the submissions to ensure they meet the specifications of the bid. Commissioner Durgan seconded the motion. Motion passed.

@10:06:01 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

August 2, 2011

Signing of Contract with Chris Iverson for Mowing Services on County Roads

@11:00 a.m., Commissioner Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Malone were present. Also present was Kevin Funk, citizen.

The meeting was scheduled to sign a contract with Chris Iverson for mowing of county roads.

Commissioner Malone said the contract will enable Chris Iverson to mow any county road when needed. He said the contract was reviewed by the county attorney's office.

Citizen Kevin Funk asked what type of tractor and mower Iverson will use and whether the work was put out for bid. The Commission said a sickle blade will be used and the work was not put out for bid because the Commission does not expect to spend that much money on the work and the county does not have to go out for bid for anything on anything under \$50,000. Funk asked how the county is supposed to learn how many individuals may be interested in contracting with the county for various types of work if the county does not go out for bid.

Commissioner Durgan moved to sign the contract with Chris Iverson to provide mowing services on county roads until September 15. Commissioner Malone seconded the motion. Motion passed.

@11:06:59 a.m., Durgan moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

August 3, 2011

Review Daily Agenda/Correspondence and Current County Projects

@8:30 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Taylor were present. Also present were Raea Morris, administrative assistant; Shannan Piccolo, civil deputy county attorney; and Wes Venteicher, Livingston Enterprise. No public comment made.

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

Correspondence included:

- Memo email re. Fleshman Creek response
- Memo email re. Commission meetings agenda scheduling training
- Memo email re. Aug 24 Cochran First Minor Subdivision site visit and Aug 31 meeting
- Memo email re. Cooke City sewer district petition
- Memo email re. public works departments fuel user permit number
- Memo email re. NRMRC&D housing preservation grant submission
- Memo document re. Donaldson floodplain permit application
- Memo email re. Cooke City/Lamar repeaters
- Memo email re. May 12 Safety Advisory Committee minutes
- Memo email re. web committee meeting
- Memo email re. Park County Fair August 3-6 notice
- Memo report re. Wood Family Transfer Community Development Staff Report

Commissioner Durgan said a citizen telephoned about a damaged plank on Eight Mile Bridge and he will notify the Road Department of the issue.

@8:42:50 a.m., Durgan moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

August 3, 2011

3:00 P.M. – Parks and Recreation Board – West Room – Canceled

August 4, 2011

Review Daily Agenda/Correspondence and Current County Projects

@8:30 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Malone and Taylor were present. Also present were Raea Morris, administrative assistant; Jill Ouellette, HR; Denise Nelson, clerk and recorder; and Ed Hillman, road. No public comment made.

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

Correspondence included:

- Memo email re. Bull Fire update
- Memo document re. Bull Fire news release
- Memo document re. Angel Line Board application
- Memo email re. Clerk and Recorder vault lighting issues
- Memo document re. county funds Medicaid match transfer

Human Resources Analyst Jill Ouellette said department head and elected officials have inquired about requested employee wage increases now that the value of a mill has been determined.

Commissioner Taylor said Bell and Associates submitted a draft outline with table of content topics for a Park County technical memo. Taylor said he will make copies of the memo and distribute them appropriately.

Commissioner Malone said he discussed Rural Special Improvement Districts (RSID) with a Yellowstone County representative who is willing to assist Park County with an effort in Park County. Malone said Park County's civil deputy county attorney continues to state the county cannot help anyone with RSIDs. Malone said he did not ask if the Yellowstone County Attorney assisted that county's residents with RSIDs.

Road Supervisor Ed Hillman said the Montana Fish, Wildlife and Parks denied a permit for a culvert on Peterson Creek.

Hillman said a Mission Creek Road washout was repaired on August 3 and a washout on Swingley Road is being repaired today.

@8:46:57 a.m., Malone moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

August 4, 2011

Consider the Wood Family Transfer

@1:30 p.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Mike Inman, community development; Shannan Piccolo, civil deputy county attorney; Cameron Clark, surveyor; and Cody Wood, citizen.

The meeting was scheduled to consider the Wood Family Transfer Exemption application.

Senior Planner Mike Inman said the Woods submitted a family transfer exemption application on July 14 proposing transfer of a 10-acre parcel to their son Casey Wood and a 20-acre parcel to their son Cody Wood. Inman said the application was recommended for approval by the County Attorney's Office and the Planning Division of the Community Development Department, but denied by Sanitarian Barbara Woodbury stipulating the plat must contain bold lettering clearly stating Tract A2 contains sanitary restrictions. Inman said the subdivision is being reviewed under Chapter 5 of the *2010 Park County Subdivision Regulations*. He said the applicants have signed affidavits stating the transferred tracts will not be sold for a minimum period of three years, and he recommends approval be contingent on final mylars containing language requested by Woodbury.

Commissioner Malone moved to accept the Wood Family Transfer as submitted and with sanitary restrictions noted. Commissioner Durgan seconded the motion. Motion passed.

@1:35:09 p.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

Randy Taylor, R.S.  
Chairman, Park County Commission  
Park County, Montana

Denise Nelson  
Clerk & Recorder  
Park County, Montana