

Park County Commission Meeting Minutes  
Week of July 18 – 22, 2011  
Park County, Montana

July 18, 2011

Review Daily Agenda/Correspondence and Current County Projects

@8:41:21 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; Ed Hillman, road; Philip Fletcher, community development; and Minutes Clerk John Mueller. No public comment made.

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

Correspondence included:

- Memo email re. Agency on Aging contract
- Memo document re. July 21 Planning Board agenda
- Memo email re. YNP proposed changes to north entrance
- Memo email re. maintenance man change of work schedule
- Memo document re. juvenile quarterly report
- Memo email re. economic development administration grant
- Memo email re. Gallatin County EDD meeting
- Memo email re. CTEP Gardiner School Sidewalk project categorical exclusion letter and environmental checklist

Road Supervisor Ed Hillman said the road crew is patching roads at Springdale. He said Loves Lane, Canyon View and Paradise Roads need patching and Gardiner roads may need to be patched, as well. Hillman said the crew will put a new deck on the West Boulder Road Bridge on July 20.

Commissioner Taylor said he will talk to City Manager Ed Meece about the county hauling six to eight green box site roll-off boxes to the city transfer station for a period of a month or so as a trial effort.

@9:06:48 a.m., Malone moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

July 18, 2011

10:00 A.M. – Cooke City Emergency Building Meeting – East Room – Commissioner Malone attended

July 18, 2011

Review of Minutes for Week of July 11, 2011

@1:02:14 p.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Malone and Taylor were present. Also present was Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to approve Commission meeting minutes for the Week of July 11, 2011.

Commissioner Malone requested a revision to Page 4 of 12; middle of the page, the last sentence should read, "Hillman said it will cost \$40,000 to seal Mill Creek Road and the road crew needs to fog seal Meigs and Cokedale Roads."

Commissioner Taylor requested a revision to Page 4 of 12, noting the correct spelling of Joyce "Sarrazin." The next paragraph should read, "Taylor asked Hillman to patch a hole on Chestnut and Pine."

Commissioner Malone moved to approve the minutes as corrected. Commissioner Taylor seconded the motion. Motion passed.

@1:05:36 p.m., Malone moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

July 19, 2011

Review Daily Agenda/Correspondence and Current County Projects

@8:32:31 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; Ed Hillman, road; Lani Hartung, finance; and Minutes Clerk John Mueller. No public comment made.

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

Correspondence included:

- Memo email re. FEMA quarterly report revision
- Memo email re. KPRK bridge traffic plan
- Memo email re. Gardiner 5<sup>th</sup> Street complaints
- Memo document re. resolution for law firm garage
- Memo email re. Gardiner Sidewalk project RFB
- Memo document re. draft City/County Compact

Finance Director Lani Hartung provided the Commission with the Dispatch 911 budget trial balance of revenues and expenditures.

@8:52:55 a.m., the meeting adjourned.

July 19, 2011

County Road Updates

@9:01:35 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Malone and Taylor were present. Also present were Ed Hillman, road; and Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to discuss county road issues.

Road Supervisor Ed Hillman said Ed Lamb has submitted a Forest Service RAC application for Willow Creek Road, and Steve Koontz will start crushing gravel at the Arthun Pit on August 1, and the first crush will be 10,000 yards.

Hillman said the West Boulder Road bridge project will begin on July 20; Loves, Canyon View and Paradise Lanes are being patched today; and the Wilsall Airport is being mowed today. He said the road department got in two loaner tractors for road mowing, but it is difficult to maintain a full mowing crew when crewmen are patching holes.

Commissioner Taylor said the patching crew did a good job on Old Clyde Park Road and Rock Creek Roads, and grading on Castle Mountain Road was done well.

@9:15:54 a.m., Malone moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

July 19, 2011

Department Head

@9:33 a.m., Chairman Taylor called a meeting to order in the Community Room. Present were Commissioners Malone and Taylor; Mary Anne Keyes, Extension; Erica Hoffman, GIS/IT; Ed Barich, superintendent of schools; Barbara Woodbury, environmental health; Lani Hartung, finance; Raea Morris, administrative assistant; Suzanne Brown, public health; Scott Hamilton, PCSO; Allen Lutes, PCSO; Ed Hillman, road; Paul Shea, museum; Jill Ouellette, HR; Shannan Piccolo, civil deputy county attorney; and John Mueller, minutes clerk.

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

Board Trainings: MSU Extension Agent Mary Anne Keyes said Extension is offering board member trainings if requested. Keyes said the thorough training lasts four hours, and an eight-hour minutes taking training is also available.

CDBG Grant Information: Commissioner Malone read into the record a memorandum from Community Development Philip Fletcher stating Fletcher is gaining certification as

a CDBG administrator, which can help the county gain higher scores on applications. The memo stated department heads may consider consulting with Fletcher on CDBG applications.

Open Enrollment Results: Human Resources Analyst Jill Ouellette reported on recent employee health insurance benefit open enrollment results. Ouellette said the county is no longer offering a VSP program through AFLAC to improve numbers of MACo vision benefits. Ouellette said 39 employees bought at least one AFLAC product last year, but 44 are buying products this year; the Flex plan went from 33 employees last year to 28 this year; Standard Life essentially stayed the same; gym memberships went from 7 to 3; and last year 105 employees were on the county's health insurance plan with 63 with dental and 41 with vision, and this year the numbers are 100; 59 and 40, respectively. Ouellette said no employees are on the RM 500 plan this year; 46 are on the RM 1000 plan; 5 are on the HSA plan; and 50 are on the BP 2000 plan.

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

Other Issues: Commissioner Taylor said the city will erect two-hour parking signs around the courthouse, and the code enforcer will begin enforcing parking zones.

The next department head meeting is scheduled for August 16, 2011, at 9:30 a.m.

@9:52 a.m., the meeting adjourned.

July 19, 2011

Human Resources Updates

@10:31:30 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Malone and Taylor were present. Also present were Jill Ouellette, HR; and 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 a leave request for HR training and two employee suggestion box comments about Community Room lights remaining on for long periods of time. Ouellette reviewed a YGM board member's exit interview answers and her efforts working on a Montana prevailing wage survey and a U.S. Census survey. She provided the Commission with performance appraisals for two justice court employees with requested wage increases.

There was discussion about the maintenance man serving on the Safety Committee with his new work schedule and the Commission completing an administrative assistant job evaluation.

@10:43:10 a.m., Malone moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

July 19, 2011

2:00 P.M. – I.T.A.C. Meeting – Community Room

3:00 P.M. – Web Committee – East Room

6:30 P.M. – Fair Board – Fairgrounds Office – Commissioner Taylor attended

July 20, 2011

Review Daily Agenda/Correspondence and Current County Projects

@8:51:33 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Raea Morris, administrative assistant; Ed Hillman, road; Tracy Mosley, MSU Extension; Paul Shea, YGM; Philip Fletcher, community development; and Minutes Clerk John Mueller. No public comment made.

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

Correspondence included:

- Memo email re. City/County Compact effort
- Memo email re. July 20 RC&D board meeting
- Memo email re. Airport Board member contact information
- Memo document re. City of Livingston solid waste services

Commissioner Taylor reported on a July 19 Fair Board meeting.

Yellowstone Gateway Museum Director Paul Shea said he researched a proposed cowboy hall of fame RFP. He said YGM is supportive of the proposal with caution. Commissioner Malone moved the Commission will sign the letter of interest. Commissioner Durgan seconded the motion. Motion passed.

Road Supervisor Ed Hillman said a new deck is being put on the West Boulder Road Bridge this morning. Hillman said 9<sup>th</sup> Street Island and Five Acre Tracts roads were patched on July 19.

@9:13:50 a.m., Durgan moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

July 20, 2011

Signing of Agreement to Approve Economic Development Administrative Grant

@9:15:53 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Philip Fletcher, community development; and Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to sign an agreement to approve an Economic Development District administrative grant.

Community Development Director Philip Fletcher said the application is part of separate application submittals to the Economic Development Administration as part of a joint Park/Gallatin County economic development district.

Commissioner Durgan moved to sign and submit the agreement. Commissioner Malone seconded the motion. Motion passed.

@9:18:38 a.m., Durgan moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

July 20, 2011

9:00 A.M. – HOME Grant Training – West Room

July 20, 2011

Discussion of Rural Fire Building Lease/Purchase Options

@9:30:22 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; Raea Morris, administrative assistant; PCRFD#1 representatives Dann Babcox and Dan Karell; Kevin Funk, citizen; and Minutes Clerk John Mueller.

The meeting was scheduled to discuss Park County Rural Fire District #1 (PCRFD#1) building lease/purchase options.

PCRFD#1 Board Chair Larry Blakely said the board has discussed moving its operations from its current Park Street location and the district would like to offer the county its building on Park Street. Blakely said the district has viewed three or four potential properties to this point on the south end of town. Civil Deputy County Attorney Shannan Piccolo said PCRFD#1 can sell or lease its building, but both the county and rural one must sign a release if she is to counsel both entities on the matter, or the district can retain its own legal counsel.

Commissioner Taylor said the county is interested in leasing the building, and the Sheriff's Office and Search and Rescue have expressed interest. Taylor said the county likes the location of the building and its options of office space and storage, but the county needs to talk dollars and cents to see if it fits into various county budgets.

Commissioner Durgan said the county is interested in a long-term lease with an option to buy, and the Commission would like the first right of refusal on the building if the district chooses to move locations. Piccolo said all potential dealings with the building must be done under the legal realm of action.

PCRFD#1 Board Member Dan Karell said he is getting cold about PCRFD#1's discussions of moving from its current building. He said he is concerned whether the issue is about wants versus needs and he does not know what the rest of the board feels about the issue.

PCRFD#1 Chief Dann Babcox said the Park Street building is 5,500 square feet of usable space and was appraised at \$400,000. He said the district will not go to taxpayers for more funds for a new building, so the sale or lease term of the existing building will affect financial decisions the district can make for a newer building.

Commissioner Malone said the county has records it needs to properly store and maintain, and his opinion is the county and district should cooperate on the effort for the benefit of the county.

Citizen Kevin Funk said he does not think the existing district building is a beneficial long-term plan for the county. Funk said it may be a good time to purchase land or build a new building with the low prices of materials during the economic recession. He said he would hate to see the county locked into the Rural One building at this time if something better exists.

@9:53:46 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

July 20, 2011

Discussion of Rocky Mountain Campground Subdivision Application and Lease Agreement

@10:01:46 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; Mike Inman, community development; Lynelle Dahn, Rocky Mountain Campground; Phil Dawson, citizen; and Minutes Clerk John Mueller.

The meeting was scheduled to discuss a Rocky Mountain Campground subdivision application and lease agreement.

Subdivision Administrator Mike Inman said the Rocky Mountain RV Park and Lodging requested to lease county-owned property adjacent to the park to put in more RV spaces and county legal staff determined such a lease agreement qualifies to go through review procedures of the Montana Subdivision and Platting Act. Inman said Park County would then be a co-signer on the lease agreement and the purpose of the meeting is to determine which party is responsible for what fees and other logistics that apply throughout review the process.

Commissioner Taylor said each space in an RV park is a separate lot, therefore adding property to the existing park will change lot configuration and requires the park to go through Montana Subdivision and Platting Act review. He said the process should be less stringent than a full-blown subdivision review, since the current park already exists.

Lynelle Dahn, Rocky Mountain RV Park, said she is reluctant to pay for a subdivision of land she does not own based on past history in which she had problems with the county and a signed lease agreement. Dahn asked if the agreement would remain if Commission regimes changed. Inman said the goal is for the agreement to receive all due diligence to avoid oversights that caused the negative issues in the past. Dahn said she thinks the county should share in some legal costs to have some vestment in the issue and the agreement should state partial agreed-upon costs, such as the subdivision review and application generation, should be deducted from the RV park's first year lease payment. Inman said the county cannot legally waive the subdivision application fee.

Dahn asked if the park can lease the county property in question and use it as vacant land after moving a fence as proposed and maintain the first right of refusal. Piccolo said the county would have to auction the property, but the Dahns would have the opportunity to match the highest bid. Dahn said perhaps she can approach the county in the future if it decides to sell the property, and she would feel better about becoming financially vested in the property at that point as opposed to the current proposed subdivision lease agreement.

Citizen Phil Dawson asked if there was possibility for the RV Park to take care of maintenance of a short stretch of a trail adjacent to the campground in exchange for a lease reduction. Dahn said she might be able to do that.

Commissioner Malone moved to have the Rocky Mountain Campground work with the county's legal staff to draft a lease agreement beneficial to both parties. Commissioner Durgan seconded the motion. Motion passed.

@10:41:14 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

July 20, 2011

Discussion and Strategy of a New Park County Jail Facility

@11:00 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Allan Lutes and Jay O'Neill, PCSO; Dan Askenazi, Municipal Capital; and Wes Venteicher, Livingston Enterprise. No public comment made.

The meeting was scheduled to discuss strategy to build a new Park County jail facility.

Dan Askenazi, Municipal Capital, said his firm is a financing firm that specializes in jail financing. He said this firm's intent is to financially design a building and stay on budget with available revenues and operating costs. Askenazi provided meeting attendees with a presentation of Municipal Capital's proposed tax-exempt lease purchasing financial and design package for a new jail facility.

Captain Jay O'Neill said he feels more beds in the jail will result in higher incarceration numbers, because the current judge checks on jail space and sometimes does not give jail sentences to criminals as a result.

Askenazi said he will provide the Commission with updated cost figures and increase the proposed jail size by 2,000 square feet.

@12:07 p.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

July 20, 2011

Litigation Strategy Rakela v. Park County

@1:00 p.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; Mike Inman, community development; Tara DePuy and Keith Stapley, MACo. No public comment made.

The meeting was scheduled to discuss litigation strategy for Rakela v. Park County.

Commissioner Malone moved to close the meeting to the public to discuss litigation strategy. Commissioner Durgan seconded the motion. The meeting closed to the public.

@1:30 p.m., the meeting adjourned.

July 20, 2011

2:30 P.M. – RC&D Meeting – Community Room – Commissioner Durgan attended

3:00 P.M. – Inspection of Shields River Road with MDOT – Onsite at Junction of Shields River Road and 89 North – Wilsall – Commissioner Taylor attended

July 21, 2011

8:30 A.M. - Review Daily Agenda/Correspondence and Current County Projects - Commission Chambers – Canceled

July 21, 2011

Discussion of Budget

@9:00 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Taylor were present. Also present were Lani Hartung, finance; and Martha Miller, auditor. No public comment made.

The meeting was scheduled to discuss the county budget.

Hartung said she adjusted budget numbers to account for a Cost of Living Adjustment, as well as conducted a health insurance transfer-in per a permissible medical levy. She said the estimated value of a mill remains at \$38,500. Hartung said the Community Development and Road Departments are over budget and will need cash transfers-in, as will the Fleshman Creek Project and the bridge CIP program.

@9:46:35 a.m., Durgan moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

July 21, 2011

Discussion of Green Box Attendant Position for Trail Creek and Chico Sites

@11:30 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Taylor were present. Also present were Jill Ouellette, HR; Richard Wright, refuse; and Raea Morris, administrative assistant. No public comment made.

The meeting was scheduled to discuss a green box attendant position for the Trail Creek and Chico green box sites.

There was discussion the green box attendant position would be set up as a temporary, full-time position working 40-hours per week. Work would include all maintenance of the Chico and Trail Creek sites, which would remove that work from a part-time, roving green box attendant's workload. Refuse Manager Richard Wright signed for the job posting to be posted by the Human Resources Department.

In other discussion, the Commission said Wright can research purchasing a couple newer pickup trucks for refuse service work within his budget. There was discussion about

closing some green box sites, building a compactor site in Gardiner and manning other green box sites.

@11:53:02 a.m., Durgan moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

July 21, 2011

Signing of Area IV Agency on Aging Contract

@1:01:30 p.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Taylor were present. Also present was Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to sign an Area IV Agency on Aging contract.

Commissioner Taylor said the annual contract provides funds for public health service Homemaker program home care visits and other home nursing services. Commissioner Durgan said the contract duration is July 1, 2011 to June 30, 2012 and provides for development and provisions for health and nutritional services to elderly individuals with economic needs.

Commissioner Durgan moved to sign the contract. Commissioner Taylor seconded the motion. Motion passed.

@1:03:11 p.m., Durgan moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

July 21, 2011

1:30 P.M. – Planning and Development Board – Community Room – Meeting minutes available in the Community Development Department

4:00 P.M. – Library Board – Park County Library, Bev Stevenson Room

July 22, 2011

Review Daily Agenda/Correspondence and Current County Projects

@8:31:59 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Raea Morris, administrative assistant; and Minutes Clerk John Mueller. No public comment made.

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

Correspondence for July 20 included:

- Memo document re. Michael L. Peters parking lot striping estimate

- Memo email re. FAA partial shutdown
- Memo email re. RC&D packet
- Memo document re. white bark pine restoration project
- Memo email re. Toole County position vacancy
- Memo email re. Grants Review Committee
- Memo document re. Montana FWP migratory bird regulations
- Memo document re. county cash balance sheet
- Memo email re. Emergency Efficiency block grant program funds
- Memo email re. Cooke City SAR project status
- Memo email re. IT firewall upgrade completion
- Memo document re. board member selection
- Memo document re. litigation summons

Correspondence for July 21 included:

- Memo document re. Dept of Labor and Industry apprentice training CD
- Memo email re. estimated county liability for MSU Extension unused vacation leave
- Memo email re. Airport Board meeting minutes
- Memo email re. Southern Montana RAC meeting
- Memo document re. city of Livingston flood berm permitting

Commissioner Malone reported on a July 21 site visit to the Main Boulder Road with the MDT Forest Highways Program and Forest Service personnel.

Commissioner Taylor reported on a July 20 onsite visit to Shields River Road as a potential Forest Highway program proposal.

@8:56:24 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

July 22, 2011

Personnel Meeting

@9:01:14 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Raea Morris, administrative assistant; Jill Ouellette, HR; and Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to address a personnel issue.

Administrative Assistant Raea Morris requested the meeting be closed to the public. Commissioner Durgan moved to close the meeting to the public. Commissioner Malone seconded the motion. The meeting closed to the public and the minutes clerk exited the chambers.

@10:00:47 a.m., the meeting adjourned.

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

Denise Nelson  
Clerk & Recorder  
Park County, Montana