

Park County Commission Meeting Minutes
Week of July 25 – 29, 2011
Park County, Montana

July 25, 2011

Review Daily Agenda/Correspondence and Current County Projects

@8:34:59 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; Barbara Woodbury, environmental health; 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. island property
- Memo document re. funds transfer to community development department for grant writer
- Memo email re. community development workshop
- Memo email re. parking lot striping logistics
- Memo document re. FEMA floodplain regulations adoption

Director of Environmental Health Director Barbara Woodbury said a Fleshman Creek RFQ has not been received by Kent Atwood of the Federal Emergency Management Agency (FEMA). Civil Deputy County Attorney Shannan Piccolo said the scope of services needs to be completed before the RFQ can be submitted. Commissioner Malone said he completed the Fleshman Creek Restoration Project application with Mike Cox of Oasis Environmental on July 22, but he has concern with the size of culverts written into the project and the cost of those culverts to taxpayers. Malone said he would like to see in writing from Atwood the county can stop the project as soon as the FEMA funds are exhausted.

Commissioner Durgan said it makes sense to resolve county fairgrounds sewer issues through the Fleshman Creek Project sewer efforts with the opportunity the project presents. Woodbury said it would cost the county \$200,000 more to conduct a fairgrounds sewer project on its own without the Fleshman Creek Project. Woodbury said a lot of agencies are involved in the project and feel it is worthwhile. She said she thinks a lot of answers to Malone's questions can be answered in the final design report, and there may be opportunities to scale down the project cost and save federal funds, which may look good to funding agencies.

Malone said he wants to know how much the project will cost Park County before it commences. Woodbury said she thinks the Commission should complete a final design to learn answers to questions. Durgan said he thinks the county owes it to citizens who support the project. Malone said he agrees the county can put out an RFQ.

@9:18:01 a.m., Durgan moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

July 25, 2011

Signing of Montana DEQ Contract for Subdivision Sanitation Review

@9:32:03 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Barbara Woodbury, environmental health; and Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to sign a Montana Department of Environmental Quality (DEQ) contract for subdivision sanitation review.

Director of Environmental Health Barbara Woodbury said the contract is required for the county to conduct Montana DEQ subdivision sanitation review. Woodbury said she thinks conducting the reviews is a useful service to provide to residents in-county.

Commissioner Malone moved to sign the Department of Environmental Quality contract for subdivision sanitation review. Commissioner Durgan seconded the motion. Motion passed.

@9:34:10 a.m., Durgan moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

July 25, 2011

Signing of Cooperative Fire Management Agreement Operating Plan; Consideration of Deputy Fire Warden

@10:00 a.m., Chairman Taylor called a meeting to order in the Commissions Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Greg Coleman, interim fire warden; Joe Fowler, citizen; and Chuck Donovan, citizen.

The meeting was scheduled to sign a cooperative fire management agreement operating plan and consider a deputy fire warden.

Interim Fire Warden Greg Coleman provided the Commission with a south-central zone cooperative fire management operating plan agreement that defines cooperative operating rules and expectations of that zone. Coleman said the document was reviewed by Civil Deputy County Attorney Shannan Piccolo and former fire warden Bob Fry, as well as Joe Fowler.

Commissioner Durgan moved to sign the cooperative fire management agreement operating plan for cooperating agencies. Commissioner Malone seconded the motion. Motion passed.

Coleman said Joe Fowler said he is willing to serve as the county deputy fire warden to handle operations in the event Coleman is out of the office.

Commissioner Malone moved to appoint Fowler as deputy fire warden as Coleman will be on vacation. Commissioner Durgan seconded the motion. Motion passed.

@10:10:03 a.m., Malone moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

July 25, 2011

10:00 A.M. – Park County Transportation Committee – Community Room – Commissioner Durgan attended

10:30 A.M. – Natural Resources and Natural Gas Meeting – East Room

11:00 A.M. – Review of Minutes for Week of July 18, 2011 – Commission Chambers – Postponed to July 26 @ 11:30 a.m.

July 26, 2011

Review Daily Agenda/Correspondence and Current County Projects

@8:33:49 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; Karl Knuchel, attorney; and Minutes Clerk John Mueller. No public comment made.

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

Correspondence included:

- Memo document re. MACo errors and omissions claim
- Memo email re. budget to actual meeting scheduling for Week of August 1
- Memo email re. parking lot striping protocol notice
- Memo email re. Fleshman Creek questions to FEMA
- Memo email re. PFL corporate services
- Memo email re. MT Department of Commerce October 12 Downtown Conference in Bozeman
- Memo email re. fairgrounds sewer funding inquiry

Attorney Karl Knuchel was present to inquire into whether the county still wants to use a garage adjacent to the city/county building in exchange for three parking spots in the city/county parking lot. Commissioner Taylor said the Commission is reluctant to give up three parking spaces in the county parking lot.

Commissioner Malone said a Yellowstone County commissioner said he can assist Park County with Special Improvement Districts.

Road Supervisor Ed Hillman said Jardine Road is being prepared for magnesium chloride dust control application.

Commissioner Durgan said Moodie Equipment will furnish a Gator vehicle for the county fair demolition derby, but the county must ensure proper liability insurance is in place.

@8:52:40 a.m., Durgan moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

July 26, 2011

County Road Updates

@9:03:45 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; Kevin Bales, Crazy Mountain Ranch; and Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to discuss county road issues.

Commissioner Malone said a citizen complained about the condition of Jardine Road. Road Supervisor Ed Hillman said a grader and water truck are heading to that road to work. Hillman said a crewman damaged a dump truck on July 25, which resulted in the box being separated from the truck and damage to the cylinder.

There was discussion with Kevin Bales of Crazy Mountain Ranch about the county repairing Rock Creek Road and the ranch reimbursing the county in three installments. Bales said that arrangement is possible.

@9:16:57 a.m., Durgan moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

July 26, 2011

Human Resources Updates

@9:31:27 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; 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 provided the Commission with change of status forms for a fairgrounds caretaker to perform road sign installation and a six-month employee performance appraisal in the Public Health Department with a requested wage increase.

Ouellette read into the record tips on boosting employee morale. Ouellette provided the Commission with a review of HR Department priority efforts and required time-sensitive duties. She said assistance of five to 10 hours per week would enable her to train an individual on how to handle employee changes, which would be helpful to her workload. There was discussion the Commission administrative assistant could assist in that capacity. Ouellette said the added level of required confidentiality would require moving the administrative assistant up a pay grade, which would require a resolution to complete. Ouellette said employing the Commission minutes clerk to assist the HR Department is another option if logistics do not allow the administrative assistant to complete work, as that individual is a three-quarter-time employee who would not require a grade and wage increase.

The Commission said a meeting will be scheduled next week to pass the resolution for the administrative assistant to assist the HR Department as discussed.

@10:11:12 a.m., Durgan moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

July 26, 2011

Appointing of Board of Trustee Applicant for Rural Fire District #1

@10:30:32 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Taylor were present. Also present were Dann Babcox and Chuck Donovan, PCRFD#1; Courtney Lawellin, citizen; and Minutes Clerk John Mueller.

The meeting was scheduled to appoint a Park County Rural Fire District #1 (PCRFD#1) Board of Trustees applicant.

Commissioner Taylor said the Commission has a letter from the PCRFD#1 Board of Trustees stating the board unanimously selected Courtney Lawellin to fill a board seat left open by the resignation of Craig Ames. He said the term is to expire in May 2012.

Commissioner Durgan moved to accept the recommendation from Park County Rural Fire District #1 to fill the unexpired term of Craig Ames with Courtney Lawellin. Commissioner Taylor seconded the motion. Motion passed.

@10:34:23 a.m., Durgan moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

July 26, 2011

Signing of Professional Services Contract with Rick's Refrigeration

@11:05:54 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 Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to sign a professional services contract with Rick's Refrigeration.

Civil Deputy County Attorney Shannan Piccolo said the contract is a renewal of the professional services contract Rick Leckner of Rick's Refrigeration held the past year for HVAC services for the City/County Building. Piccolo said the contract has been reviewed to form and the renewal is for a period of one year.

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

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

July 26, 2011

Review of Minutes for Week of July 18, 2011

@11:30 a.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 review Commission meeting minutes for the Week of July 18, 2011.

Commissioner Taylor requested a revision to Page 3 of 14; middle of page, a paragraph should read, "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." On Page 7 of 14; middle of page, the first sentence should read, "PCRFD#1 Chief Dann Babcox said the Park Street building is 5,500 square feet of usable space and was appraised at \$400,000."

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

@11:36:18 a.m., Durgan moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

July 26, 2011

12:00 P.M. – City/County Airport Board – Best Western, Paradise Room – Commissioner Durgan attended

5:30 P.M. – Museum Board – The Club House, Willow Drive – Commissioner Taylor attended

July 27, 2011

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

9:30 A.M. – Western Montana Mental Health Meeting – Butte, MT – Commissioner Taylor attended

1:30 P.M. – Livingston TCC Meeting – West Room

July 28, 2011

Public Hearing to Amend Budget for Fiscal Year 2011

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

The meeting was scheduled as a public hearing to amend the Fiscal Year 2011 Budget.

Finance Director Lani Hartung said the resolution is needed for a grant payment of \$2,000 for City/County Airport runway renovation project work and for a cash reserves account refund from MACo for the permissible medical levy to account for an overage of \$26,000.

Commissioner Durgan moved to approve Resolution #1110 amending appropriations for Fiscal Year 2010-2011 for the airport and permissible levy funds. Commissioner Malone seconded the motion. Motion passed.

@9:01:34 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

July 28, 2011

10:00 A.M. – Tour of Stillwater County Refuse Facility – Commissioners and Solid Waste Board Members – Absarokee, MT

12:00 P.M. – Senator Tester Outreach Session – East Room

July 29, 2011

No Commission Meetings Scheduled

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

Denise Nelson
Clerk & Recorder
Park County, Montana