

Park County Commission Meeting Minutes
Week of June 6 – 10, 2011
Park County, Montana

June 6, 2011

MACo District 8, 9 and 12 Meeting – Virginia City, MT – Commissioners Malone and Taylor attended

June 7, 2011

City/County Meeting

@8:05 a.m., a meeting was held in the Community Room of the City/County Complex to discuss City of Livingston and Park County activities and efforts. County Commissioners Malone and Taylor were present. City Commissioners James Bennett and Rick VanAken were present. Also present were Ed Meece, city commissioner; Alan Davis, Livingston Fire; Peggy Glass, 911; Jeff Tong, county fire; Belinda Van Nurden, DES; Shannan Piccolo, civil deputy county attorney; Lani Hartung, county finance; Camden Easterling, Livingston Enterprise; and John Mueller, minutes clerk.

Commissioner Taylor said the county is progressing and on schedule with its solid waste management study rewrite.

The city and county agreed to reduce individual contributions to the Dispatch 911 budget by \$50,000 annually because that budget is taking in \$100,000 annually and spending only \$40,000.

City Manager Ed Meece said the City/County Compact committee has addressed six joint department efforts at this time – IT, GIS, Dispatch 911, Library, Sanitation and Maintenance. Meece said the committee hopes to have a boiler plate and the entire effort completed within one year.

Taylor said the Army Corps of Engineers and Montana FWP stated the city and county do not need emergency permits to repair a Yellowstone River flood wall provided a certified engineer monitors all work. There was discussion about fixing the dyke behind the Long and Chappell properties and golf course, as well as altering the 9th/Siebeck Island isthmus to allow river water relief between channels. Meece said the city will take the lead on addressing the issue with a hole in the dyke.

There was discussion about an Emergency Operations Center flooding incident debriefing on June 2. Commissioner Malone asked whether the DES Coordinator is the individual to report emergency issues to the city and county commissions.

@8:25 a.m., the meeting adjourned.

June 7, 2011

Review of Daily Correspondence/Agenda and Briefing on 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 were Shannan Piccolo, civil deputy county attorney; 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 June 2 included:

- Memo document re. June 2 Fire Council meeting agenda
- Memo email re. Beartooth Highway road schedule
- Memo email re. Wool Growers Association predator control funds
- Memo email re. June 10 traffic counter meeting
- Memo email re. Fleshman Creek Project 319 grant application
- Memo email re. Parks and Recreation Board bylaws denial
- Memo email re. assistant fire warden domain name
- Memo email re. June 6 Community Network meeting

Correspondence for June 3 included:

- Memo email re. MT Department of Livestock newsletter
- Memo email re. Swingley Road stream channel near Triangle 7
- Memo email re. \$1,000 county board expenditure limit
- Memo document re. DUI taskforce plan
- Memo email re. MT Contract Association equipment
- Memo email re. May clerk of court warrants for witnesses
- Memo email re. MT Semintol Angus tour
- Memo document re. employee resignation from insurance committee
- Memo email re. Yellowstone River Corridor work plan
- Memo document re. high water life preserver information
- Memo email re. DNRC grant updated scope of work
- Memo email re. draft Safety Committee minutes
- Memo email re. sandbagging volunteer
- Memo email re. GIS/IT Manager work schedule
- Memo email re. PCSO complaint

Commissioner Durgan said a citizen reported the Eight Mile Bridge culvert is beginning to wash out

Administrative Assistant Raea Morris said a citizen reported speed limit signs are missing from Old Yellowstone Trail. Morris said the Stafford Animal Shelter contract is expired.

@9:01:39 a.m., Durgan moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

May 31, 2011

County Road Updates

@9:01:41 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; Shannan Piccolo, civil deputy county attorney; Raea Morris, administrative assistant; Dann Babcox, PCRFD#1; Amber Barnhill and Wayne Bowman, citizens; and Minutes Clerk John Mueller.

The meeting was scheduled to discuss county road issues.

Kevin Bales of Crazy Mountain Ranch said three vehicles blew tires on Rock Creek Road in the last few days and potholes need to be repaired. Bales asked if the county can get a subcontractor on the road for a temporary fix. Commissioner Taylor asked Road Supervisor Ed Hillman to send two crewmen to repair Rock Creek Road with the DuraPatcher as soon as he can.

PCRFD#1 Chief Dann Babcox said he thinks the county can hire private contractors to work on bridge issues and be paid with emergency funds to free up road crewmen to work on county roads, such as Five Acre Tracts roads. Babcox said the county can request mutual aid with PCRFD#1 to assist with road work.

Citizen Amber Barnhill said she has a petition of 50 names requesting the county patch potholes in Merrill Lane.

Hillman said Contractor John Hogenson will grade Mol Heron and Old Yellowstone Trail. Hillman said two graders are currently out of service, one with steering issues and one in Billings for upgrades. He reported on signs erected at various county road washout areas and other road issues.

Civil Deputy County Attorney Shannan Piccolo said she conducted research in the vault about 3rd Street in Springdale because of a culvert issue there. Piccolo said the county needs to determine whether it is a county road and maintain it as such if so.

@9:34:12 a.m., Durgan moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

June 7, 2011

Discuss Possible Flood Issues Associated with the Livingston Ditch

@10:01:38 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; Ed Meece and Clint Tinsley, city of Livingston; Wes Venteicher, Livingston Enterprise; Dave Wistey, ditch rider; Todd Quisel, Rob Forsternzer and Dave Haug, ditch board; John Fryer, citizen; and Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to discuss possible flood issues with the Livingston Ditch.

City Public Works Director Clint Tinsley said he thinks the chances of flooding from the Livingston Ditch is thin, but the city may need to temporarily fill the ditch with rock to prevent breakout of the ditch. City Manager Ed Meece said the city needs permission to fill in the ditch with rock to prevent flooding if need be. Ditch representatives said the city needs to contact Dave Haug to discuss any ditch work and prefer berms be constructed alongside the ditch to avoid plugging of culverts with rock fill.

@10:15:24 a.m., Durgan moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

June 7, 2011

Review of Minutes for the Week of May 30, 2011

@11:30 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 Commission meeting minutes for the Week of May 30, 2011.

Commissioner Malone moved to approve the minutes for the Week of May 30. Commissioner Taylor seconded the motion. Motion passed.

@11:34 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

June 7, 2011

Budget Workshop FY2012

@1:08:28 p.m., Commissioner Durgan called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Malone were present. Also present were Lani Hartung, finance; Martha Miller, auditor; Erica Hoffman, GIS; Raea Morris, administrative assistant; and Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled as a Fiscal Year 2012 budget workshop.

GIS/IT Manager Erica Hoffman presented her Fiscal Year 2012 budget to the Commission and reviewed that schedule.

There was discussion about the county's permissible mill levy.

@2:51:47 p.m., Durgan moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

June 7, 2011

Consider Decision on Repair of Flood Damage to Peterson Creek Road

@3:02:07 p.m., Commissioner Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Malone were present. Also present were Shannan Piccolo, civil deputy county attorney; Ed Hillman; road; Ryan Egan, Dave Stretiz, NW Energy; Citizens Bassett Hoiness, Erik Hoiness, Roy Wood, Scott Fletcher, Courtney Lawellin and Barbara Fletcher; and Minutes Clerk John Mueller.

The meeting was scheduled to consider repair of Peterson Creek Road flood damage.

Commissioner Malone said much of Peterson Creek Road washed away to the interstate during a recent high water event and the County Historian said the road is a county road to Eagle's Nest. Road Supervisor Ed Hillman said Montana FWP said the county cannot backfill a washout area or change the creek channel from its current location.

Malone read into the record an invoice from Stenburg Construction not to exceed \$6,410 to repair the road, which includes culvert removal and reinstallation. Citizen Bassett Hoiness said an existing culvert should be placed at the Fletcher residence and he will take care of the upper end of the road. Hoiness said he will pay for 25 percent of the road repair cost and will install Fletcher's culvert. Malone said the county will put down gravel on the road, and the bid does not include gravel application. He said Northwestern Energy wants to be onsite when work is completed in its right-of-way.

Hoiness said he would like to see the county abandon Peterson Creek Road after it is repaired. Malone said a process must be followed for road abandonment and he proposes the county maintain ownership of the road at this time as a Class V road, which means the county will not maintain the road.

Hillman said he will work on getting a permit from Montana FWP for the lower end culvert, but the landowners will have to obtain a permit if they do other culvert work. Hoiness said he will call Stenburg to get the project started.

Commissioner Durgan moved to accept the bid from Mr. Stenburg. Commissioner Malone seconded the motion. Motion passed.

@3:27:45 p.m., Durgan moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

June 7, 2011

Signing of Contracts for Yellowstone Gateway Museum HVAC Updates with BioSeal

@4:01:35 p.m., Commissioner Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Malone were present. Also present were Shannan Piccolo, civil deputy county attorney; Paul Shea, museum; Bob Ebinger, museum board; Greg Parks, BioSeal; Kirk Michels, KMA; and Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to sign a contract for Yellowstone Gateway Museum Heating, Ventilation and Air Conditioning updates with BioSeal.

A date of August 31, 2011, was determined as a contract close date.

Commissioner Durgan moved to sign the professional services contract with BioSeal. Commissioner Malone seconded the motion. Motion passed.

Malone said a change order was submitted by BioSeal, which reduced the original contract price from \$181,110 by \$31,134 for a new total amount of \$150,976.

Commissioner Durgan moved to accept the change order. Commissioner Malone seconded the motion. Motion passed.

Commissioner Durgan moved to request BioSeal proceed with project work. Commissioner Malone seconded the motion. Motion passed.

@4:10:13 p.m., Durgan moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

June 8, 2011

Review Daily Agenda/Correspondence and Current County Projects

@8:53:08 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; Amber Fowler, Vision Livingston; and Minutes Clerk John Mueller. No public comment made

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

Correspondence included:

- Memo letter re. FAA Helena district office for city/county airport

- Memo email re. OYT road conditions and drainage issues near Corwin Springs Bridge
- Memo document re. Bell and Associates solid waste study status report and invoice for \$1,842.31
- Memo document re. TCA bridge work advertisement
- Memo email re. county employee benefits open enrollment
- Memo email re. cabin removed from tax roles
- Memo email re. Hamilton Road status in Springdale
- Memo email re. citizen thank you for road work

Amber Fowler of Vision Livingston said her group needs a letter from the Commission, an official GPS site map and update of a date on an agreement document for a billboard on county property. The Commission provided Fowler with the requested information.

@9:21:48 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

June 8, 2011

Human Resources Updates

@9:26:22 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Jill Ouellette, HR; Kevin Larkin, treasurer; and Minutes Clerk John Mueller. No public comment made

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

Commissioner Malone moved to postpone the HR Updates meeting until 11:30 a.m. Commissioner Taylor seconded the motion. The meeting was postponed. @11:33:02 a.m., the meeting reopened.

Human Resources Analyst Jill Ouellette presented the Commission with an invoice for \$1,270 for repair of a fence damaged by the county road crew on Elbow Creek Road when plowing snow. Ouellette asked which budget line item should pay the invoice. The Commission said to pay the invoice from the Road Department budget.

Ouellette said the union okayed hire of a short term gravel employee. She provided the Commission with change of status forms for a PCSO deputy who started work on June 3, an Angel Line driver who completed her six-month probationary period and an offer of employment for a maintenance worker. Ouellette provided four Treasurer's Office employee performance evaluations that included recommended wage increases for three employees. Treasurer Kevin Larkin said he had his employees rate themselves and then discussed their ratings compared to ratings he gave them.

Commissioner Malone said he suggests employee wage increases are put off until every department increase is addressed by the Commission at one time.

Ouellette said the number of employees participating in healthcare benefit open enrollment rose to 85 employees this year compared to 50 employees three years ago and 75 employees last year. She said increased participation will reduce the amount of follow-up work for Ouellette.

@12:07:45 p.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

June 8, 2011

Decision of Angel Line Administrator Position

@9:31:57 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Jill Ouellette, HR; Martha Miller, auditor; Lani Hartung, finance; Barb Williams, Angel Line; and Minutes Clerk John Mueller. No public comment made

The meeting was scheduled to decide on an Angel Line administrator position.

Commissioner Malone said he talked to Auditor Martha Miller who said she is willing to take on responsibilities of the Angel Line administrator position, which includes processing claims, reviewing budgets, conducting employee evaluations and ensuring bus safety. Malone said he suggests the Commission see how the arrangement works out with Miller for a period of time.

Commissioner Durgan moved to accept Miller's offer to head up the Angel Line Service. Commissioner Malone seconded the motion. Motion passed.

Retiring Angel Line Site Manager Barb Williams said Angel Line is currently experiencing a personnel issue with an employee taking leave in excess of what was approved, and the county will need to address that issue. The Commission and Ouellette thanked Williams for her 17 years of service to Angel Line.

@9:44:52 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

June 8, 2011

Consider Decision on Appointing an Interim Park County Fire Warden

@10:32:12 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Jill Ouellette, HR; PCRFD#1 personnel Dann Babcox and Chuck Donovan; Greg Coleman, county fire; Wes Venteicher, Livingston Enterprise; and Minutes Clerk John Mueller. No public comment made

The meeting was scheduled to consider a decision to appoint an interim Park County Fire Warden.

Commissioner Taylor said Park County Fire Warden Bob Fry submitted a written letter of resignation retiring from his fire warden position as of July 1, 2011. Commissioner Taylor said Bob Fry recommended the Commission appoint Coleman as the interim fire warden.

Citizen Chuck Donovan said he suggests the Commission may appoint Joe Fowler as interim fire warden. Commissioner Durgan said he feels like it would be a good test for Coleman to serve as interim fire warden at this time with added work load. Coleman said he would accept the appointment. PCRFD#1 Chief Dann Babcox said maintaining continuity is the most important issue for the Commission to address.

Commissioner Malone moved to appoint Greg Coleman as interim fire warden. Commissioner Durgan seconded the motion. Motion passed unanimously.

@10:44:18 a.m., Durgan moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

June 8, 2011

Discussion of Park County Motor Pool Vehicle Use Policy

@11:09:49 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Jill Ouellette, HR; Raea Morris, administrative assistant; Wes Venteicher, Livingston Enterprise; and Minutes Clerk John Mueller. No public comment made

The meeting was scheduled to discuss a Park County motor pool vehicle use policy.

Administrative Assistant Raea Morris said she has concern with county employees driving county vehicles home and accountability for vehicle use. Commissioner Taylor said a start would be to bring the issue up at a Department Head meeting.

Human Resources Analyst Jill Ouellette said any changes to existing policies needs to be reviewed by legal counsel and a revision made to a resolution within the current employee policy handbook. Ouellette said she has revision of that handbook on her schedule for this year. Ouellette read into the record the current vehicle use policy.

Commissioner Malone said he thinks the Commission should visit with each employee with authority over vehicle use to discuss use and how various uses can cost or save the county money. Malone said his basic premise is to save the county money with use of a county motor pool vehicle.

There was discussion about the need to revise the county's current ride-along policy. The Commission advised Morris to assign detailing of the Community Development Department Durango to county maintenance personnel.

@11:28:10 a.m., Durgan moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

June 8, 2011

Signing of the FY 2012 Southwest Chemical Dependency DUI Task Force Plan

@1:03:15 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; and Minutes Clerk John Mueller. No public comment made

The meeting was scheduled to sign a Southwest Chemical Dependency DUI Task Force plan for 2012.

Commissioner Taylor said the plan was reviewed by Civil Deputy County Attorney Shannan Piccolo.

Commissioner Malone moved to sign the 2012 DUI Task Force plan. Commissioner Durgan seconded the motion. Motion passed.

@1:05:51 p.m., Durgan moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

June 8, 2011

Signing of RYO Youth Corrections Agreement for FY2012

@1:33:10 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; and Minutes Clerk John Mueller. No public comment made

The meeting was scheduled to sign a youth corrections agreement for Reintegrating Youthful Offenders for FY 2012.

Commissioner Durgan said the county will experience a rate increase this year for housing youth offenders from \$231.13 to \$235.75 per day.

Commissioner Malone moved to set another meeting when Sue Chvilicek can be present to answer questions the Commission has. Commissioner Durgan seconded the motion. Motion passed.

@1:36:55 p.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

June 9, 2011

Review Daily Agenda/Correspondence and Current County Projects

@8:31:48 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; Kim Knutson, fair; 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. house moving permit
- Memo document re. Angel Line van loan to Summerfest
- Memo document re. public health newsletter
- Memo document re. Gateway Hose Company
- Memo email re. detailing of Community Development Department Durango
- Memo email re. status of 3rd Street in Springdale
- Memo document re. Sysco claim

Fair Manager Kim Knutson said the fairgrounds has \$10,000 remaining in a fund she would like to use this year to address a proposed security fence to be erected by a volunteer for \$2000.10 and reroofing the caretaker's house and shower house for \$8,000. The Commission signed off on the expenditure request.

Road Supervisor Ed Hillman said the Boulder Road was opened on June 8 and he advises travel at one's own risk. Hillman said a soft spot on Swingley Road is drivable. He said Shields River Road East was closed last night at Adair Creek junction due to water over the road. He said the road crew worked on Daisy Dean junction on June 8 and is working on a Mission Creek Road slide today. Hillman said water is running over the road on Brackett Creek Road at Cottonwood Creek due to an insufficient culvert, a dyke washed out on Cole Camp Road and the road crew is addressing a washout at a bridge on Anderson Road.

Commissioner Taylor said Adair Creek Road needs to be graded before June 30 to assist Wounded Warriors traveling on that road.

@8:54:55 a.m., Malone moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

June 9, 2011

9:00 A.M. – Safety Meeting – Commission Chambers

June 9, 2011

Budget Workshop FY2012

@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 Lani Hartung, finance; PCSO personnel Allen Lutes, Scott Hamilton and Colleen Singer, and Minutes Clerk John Mueller. No public comment made

The meeting was scheduled as a Fiscal Year 2012 budget workshop.

Park County Sheriff's Office personnel reviewed the PCSO proposed budget for Fiscal Year 2012.

@12:00:01 p.m., Durgan moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

June 9, 2011

10:00 A.M. – Local Emergency Planning Committee – Community Room – Commissioner Durgan attended

12:00 P.M. – Critical Incident Stress Management Meeting – East Room

June 9, 2011

Update of Livingston Main Levee

@1:02:23 p.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Taylor were present. Also present were Ed Meece, city manager; Kim Knutson, fair; Mike Adams, fair board; Citizens June Little, PJ Moran, Jerry Martello, Paul McClennen, Jerry Jacobsen and Jim Parrow; and Minutes Clerk John Mueller.

The meeting was scheduled to discuss a Livingston main levee issue.

City Manager Ed Meece said the city discovered a hole in the floodwall built in 1996 and 1997 behind the Long and Chappel properties and golf course. Meece said that hole may give high water an opportunity to escape the river and go across the golf course to View Vista Drive and to St. Mary's church and school.

Meece said Stahley Engineering does not believe fixing the hole in the levy is a viable temporary fix, due to time constraints with high water approaching and the high level of design and careful work required to avoid destabilizing the riverbank. Meece said Stahley suggested creating a series of temporary berms from a location on View Vista Drive and other strategic locations at the golf course and fairgrounds to hold water and prevent it from causing major flooding problems.

Citizens at the meeting provided comment and suggestions as to how and where proposed work should be completed. Meece said he will relay the residents' messages to the engineer for consideration. Meece said the berms are not an attempt by the city to build a wall, and the county will have to become involved with the effort because the city and county own adjacent properties in the area in question.

@1:30:36 p.m., the meeting adjourned.

June 9, 2011

Consider Decision on a City/County Airport Board Recommendation for Project Bids

@1:47:29 p.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; Jerri Miller and Kerry LaDuke, airport; and Minutes Clerk John Mueller. No public comment made

The meeting was scheduled to consider a decision on a City/County Airport Board recommendation for project bids.

Commissioner Durgan moved to sign the papers to award the bid for the project to Knife River. Commissioner Taylor seconded the motion. Motion passed.

@1:51:44 p.m., Durgan moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

June 10, 2011

Discussion of Traffic Counting and Capital Improvements Planning

@9:11:42 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Taylor were present. Also present were Mike Inman and Philip Fletcher, community development; Jill Ouellette, HR; Raea Morris, administrative assistant; Lani Hartung, finance; Wes Venteicher, Livingston Enterprise; and Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to discuss traffic counting and Capital Improvements Planning.

Senior Planner Mike Inman said the Community Development Department requests assistance from Commission Minutes Clerk John Mueller with its county traffic counting analysis effort, which is part of the department's Capital Improvements Program. Inman said his department can allocate \$5,000 in grant funds for Mueller's efforts. He said obtaining counts of traffic usage on county roads is necessary in part as a prerequisite for FEMA pre-disaster mitigation efforts, cost analyses and provides important data for a variety of needs in various departments, including the Road Department, Commission Office, and Community Development Department planning purposes. Inman submitted a formal written request for Commission review.

Inman said his department proposes using Mueller 16 hours per month at an average of four hours per week on Fridays, and he would provide Mueller with appropriate training. Inman said his work hours are being pulled in numerous directions due to his department's broadening work load, including economic development, natural resources issues and maintaining the department's planning functions. He said he can no longer consistently set aside time to appropriately address traffic counters, which makes it impossible to collect data within a consistent timeframe and cross-analyze that data. Inman said traffic counter work requires programming of individual counters, researching appropriate placement of counters in the field as topography allows, and returning to counters to download data and move them to new relocations, which requires reprogramming.

Community Development Director Philip Fletcher said the availability of Mueller's time without interfering with regular Commission operations was a significant factor in requesting his assistance. Fletcher said the traffic counter work was never to be completed by his staff, but by consultants or an outside entity as per the grant contract. He said his department is allocating \$5,000 from the \$14,000 grant for Mueller's time. Fletcher said the grant runs through June 2012, but the traffic counting will be a continuing item in his department's work program. He said the proposal will be a temporary assignment with funding through June 2012, and after that date he will meet with the Commission to ask whether it wants to discontinue the program or find other funding sources for continuation. Fletcher said it may be useful at some point to consider moving this type of transportation and road planning from the Community Development Department to the Road Department because it is so important for road maintenance planning.

Commissioner Taylor said he thinks the proposal is a good thing if Mueller is willing to take on the work. Mueller said he is willing and would not have offered to assist the Community Development Department if he did not feel he could work it in with his other job responsibilities. Mueller said he is interested in the work and feels the opportunity will enable him to advance his efforts in assisting the county, and the proposed traffic counting work schedule will require him to effectively organize his current work load.

Commissioner Durgan asked whether it is appropriate for one individual to assist with the effort since three individuals were mentioned with assisting at one point. Inman said there is room to expand the traffic counter program, but that would require more counters and training of more people. He said with four counters currently, one individual working four hours per week is tight giving the drive time and proximity of roads that will need to be addressed with counts. He said based on his experience and utilizing the counters the county has, using Mueller with Inman serving as a backup will work best at this time. Fletcher said Yellowstone National Park has a traffic counter with which it collects data from select Gardiner roads. He said YNP commented it will coordinate with Park County with traffic counting and its transportation efforts.

Fletcher said consultants generally charge \$40 to \$50 per hour, Inman makes \$20 per hour excluding benefits and Mueller makes \$16 per hour excluding benefits, so Mueller is the cheapest option at this point. He said working in-house with fieldwork is important from a control point of view to ensure consistency and data comparison. He said the county may be able to use a university intern for work in the future.

Human Resources Analyst Jill Ouellette said the county generally would not adjust an employee's benefits for a relatively short-term assignment, such as a 30- to 90-day assignment. Ouellette said with the current proposal at 12.5 months, her suggestion is to adjust Mueller's benefits for the next fiscal year.

Fletcher said he will contact the Department of Commerce in the next few days to ensure grant funds can be spent in the manner proposed with Mueller completing proposed traffic counter work. The Commission asked Fletcher to develop an overall plan and schedule a meeting for decision next week.

@9:40:10 a.m., Durgan moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

June 10, 2011

Signing of FAA Grant Documents for City/County Airport Project

@9:42:48 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Taylor were present. Also present were Mike Inman and Philip Fletcher, community development; Jill Ouellette, HR; Raea Morris, administrative assistant; Wes Venteicher, Livingston Enterprise; and Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to sign an FAA grant document for the City/County Airport project.

The Commission signed contract documents as presented by Airport Board Chair Jerri Miller for the FAA grant for reconstruction of the airport runway as part of an overarching capital improvements project.

@9:55:56 a.m., Durgan moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

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

Denise Nelson
Clerk & Recorder
Park County, Montana