

Park County Commission Meeting Minutes  
Week of March 21 - 25, 2011  
Park County, Montana

March 21, 2011

Review Daily Correspondence / Agenda and Briefing on Current County Projects

@9:42:15 a.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; Raea Morris, administrative assistant; 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 re. 9<sup>th</sup> Street Bridge inspection report
- Memo from Rick's Refrigeration re. \$7,655 quote for IT room cooling
- Memo from Tri-County Sheet Metal re. trunk duct replacement
- Citizen memo re. plowing of Mill Creek parking lot
- Memo re. DW Burns certificate of liability insurance
- Memo re. Strong Lane road condition

The Commission asked Civil Deputy County Attorney Shannan Piccolo if a citizen can store 1,000 tires at the landfill. Piccolo said the Commission should ensure such storage does not contradict any DEQ or other permits and consult with the refuse manager and Solid Waste Board on the issue.

Commissioner Durgan reported on a March 17 Legislative Updates meeting. Durgan said the city public works director said a culvert has collapsed between Cambridge and 9<sup>th</sup> Streets needing repair or replacement.

Community Development Director Philip Fletcher provided an update of the March 17 planning board meeting. Fletcher said RGO said server room ducts are on one zone and an expert needs to correctly wire the controls. The Commission asked Fletcher to verify data received from various contractors to determine the next plan of action on the issue.

@10:20:52 a.m., Durgan made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

March 21, 2011

Discussion of Land Banking Proposal in Park County with DNRC

@10:31:10 a.m., Commissioner Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Malone were present. Also present were Philip Fletcher, community development; Craig Campbell, DNRC; Wes Venteicher, Livingston Enterprise; and Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to discuss land banking with the Montana Department of Natural Resources (DNRC).

Craig Campbell of Montana DNRC said DNRC received a land banking proposal from a nominee in Park County in 1N; 9E; Section 36 with a county easement to the property along Castle Mountain Road. Campbell said the program allows DNRC to sell isolated lands to purchase more valuable properties to support the trust. Campbell said the program requires DNRC to complete a thorough assessment of the property and associated logistics. He said DNRC would need to know what the term "road closure" means and whether the county has any intentions for the road in the future. He said the program does not require DNRC to replace the amount of purchased land in Park County.

Community Development Director Philip Fletcher said his department is conducting a study on recreational opportunities with use of Castle Mountain Road to be completed in August.

The Commission said the road was closed in 1971 to protect public health and safety, and a bridge is out on the road.

@11:05:06 a.m., Durgan made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

March 21, 2011

Review of Minutes for Week of March 14, 2011

@11:35:55 a.m., Commissioner Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Malone were present. Also present was Commission Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to review Commission meeting minutes for the Week of March 14, 2011.

Commissioner Malone requested a revision to Page 3 of 8; fourth full paragraph, the second sentence should read, "Hillman said a crewman is spreading gravel on Old Yellowstone Trail that was purchased by Yellowstone National Park." On Page 4 of 8; second to last paragraph, the second sentence should read, "She said options to take no action, using a sequencing batch reactors treatment system with a drainfield, retaining individual septic systems and installing a community drainfield were all rejected." The

last paragraph should read, “Commissioner Malone said the engineer quoted an additional cost of \$22,000 to get sewage from the end of the pipe at the fairgrounds to the proposed lift station.”

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

@11:41:08 a.m., Durgan made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

March 21, 2011

7:00 P.M. – Shields Valley Watershed – St. Margaret's Church, Clyde Park

March 22, 2011

Review of Daily Correspondence / Agenda and Briefing on Current County Projects

@8:33:40 a.m., Commissioner Malone called a meeting to order in the Commissioners Chambers. Commissioners Malone and Taylor (via telephone) 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 included:

- Citizen memo letter re. tax relief issue. The Commission said it will allow the woman until April 25 to pay her delinquent taxes.
- Memo email from community development re. Gallatin County economic development region
- Memo re. Chad Standish certificate of liability insurance
- Memo email re. Essential Air Service program
- Memo letter re. bison brucellosis issue
- Memo email from finance director re. budget sheets
- Memo email from Senator Tester's Office re. March 26 Small Business Workshop
- Memo email from Senator Tester's Office re. Sunshine Week
- Memo email from civil deputy county attorney re. Bell and Associates updated scope of work
- Memo email from Senator Baucus office re. jobs and communities issues
- Memo from American Lands Rights Network re. newsletter

The Commission said Citizen Mike Adkins can temporarily store 1,000 tires at the county landfill with a signed letter of agreement for removal date and site cleanup.

@8:43:35 a.m., the meeting adjourned.

March 22, 2011  
County Road Updates

@9:01:42 a.m., Commissioner Malone called a meeting to order in the Commissioners Chambers. Commissioners Malone and Taylor (via telephone) were present. Also present were Ed Hillman, road; Raea Morris, administrative assistant; Courtney Lawellin, citizen; and Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to discuss county road issues.

Road Supervisor Ed Hillman said road crewmen are plowing snow today and insulating a shop building in Wilsall. Hillman said the Clyde Park building is finished and a snow plow broke down this morning. He said a culvert is kinked in an alley between South 8<sup>th</sup> and 9<sup>th</sup> Streets so asphalt will have to be removed and the culvert repaired.

Commissioner Malone said a citizen reported a county road grader failed to blade snow from a Mill Creek parking lot while plowing the road. Malone said two citizens complained about the condition of Strong Lane at the March 17 Solid Waste Board meeting and requested the road be bladed. Malone said two contractors have provided bids for gravel and grading of the stretch of road in question. He said the board suggested putting millings on Strong Lane to the end of the green box fence. Hillman said he has millings this summer committed to other projects. Malone said the county has a contractual agreement with RY Timber for the county to maintain Strong Lane for use of the green box site on timber company property.

Malone asked whether refuse personnel have been trained for snow plowing in emergency situations. Hillman said refuse personnel have not trained on plows to-date. Malone said he suggests Hillman get the personnel trained to drive trucks. Hillman said he will talk with the refuse manager to schedule training for the men.

@9:12:49 a.m., Taylor made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

March 22, 2011  
Human Resources Updates

@9:36:47 a.m., Commissioner Malone called a meeting to order in the Commissioners Chambers. Commissioners Malone and Taylor (via telephone) 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 said three Sheriff's Office employees were not granted vacation requests and need Commission approval to carry over annual leave

hours through the calendar year. The Commission granted that approval. Ouellette provided the Commission with change of status forms for a landfill employee and a road department employee for Commissioner Taylor's signature.

Ouellette said she attended a webinar on local tourism businesses, employee morale and customer service. She said the courthouse was reviewed for insufficient ADA access and service animals were defined. Ouellette said MPERA is attempting to go paperless and wants to begin emailing employee new-hire packets, which may result in paper being printed from courthouse printers. She said she recommends the information be sent to employees' personal email addresses. Ouellette and Commissioners Malone and Taylor said they do not support MPERA's request.

Ouellette said the Commission needs to consider putting mosquito spraying duties back to the maintenance position, and she finished an SRS issue regarding a deputy longevity pay issue.

@9:51:47 a.m., Taylor made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

#### March 22, 2011

11:00 A.M. - Opening of Bids for New Vehicles for Sheriff Office - Commission Chambers – Postponed to March 24

12:00 P.M. – Airport Board Meeting – Best Western – Livingston

5:00 P.M. – Museum Board – Yellowstone Gateway Museum

#### March 23, 2011

##### Review of Daily Correspondence / Agenda and Briefing on Current County Projects

@8:33:25 a.m., Commissioner Malone called a meeting to order in the Commissioners Chambers. Commissioners Malone and Taylor (via telephone) 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 included:

- Memo email from DES Coordinator re. office ventilation issue
- Memo letter re. Emigrant Gulch Road
- Memo letter re. tire storage at landfill
- Memo email re. update of board lists
- Memo email re. city/county airport at-large board member
- Memo email re. watershed group fracking opinion

- Memo email re. community development director working from home
- Memo email re. safety committee minutes
- Memo email re. juvenile detention resident monitoring
- Memo letter re. MDT upcoming construction projects

Civil Deputy County Attorney Shannan Piccolo said the Commission needs to hold a public meeting to discuss parameters of a citizen proposing storing tires at the landfill. Piccolo said Chris Bell of Bell and Associates submitted another revised scope of services for a solid waste management report rewrite.

Road Supervisor Ed Hillman said graders cannot use plow blades on gravel roads because it breaks the blades. He said the road crew is plowing Swingley Road this morning and a crewman is on Cottonwood Road.

@8:58:11 a.m., Taylor made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

March 23, 2011

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

10:00 A.M. - Work Session with Community Development for Discussion of Prioritizing Traffic Counters on County Roads – Commission Chambers – No quorum of commissioners

March 23, 2011

Discussion of County Road Book Maintenance

@1:12:58 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; Denise Nelson, clerk and recorder; Raea Morris, administrative assistant; and Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to discuss maintenance of the county road book.

Minutes Clerk John Mueller said the county road book has become a less comprehensive resource the last two years, and he proposed review of individual county road files and photocopies of relevant road data be included in a comprehensive road book. The Commission said Mueller should gather road documentation from past years and maintain current and future road books with copies of contracts and other relevant data.

Commissioner Malone asked Civil Deputy County Attorney Shannan Piccolo to provide a legal opinion of data statutorily required in county road books.

@1:37:51 p.m., Durgan made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

March 24, 2011

Review of Daily Correspondence / Agenda and Briefing on Current County Projects

@8:40:09 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; Philip Fletcher, community development; Craig Erickson and Chris Leity, Great West Engineering (via telephone); 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. digging out of snowbank on Main Boulder Road
- Memo sublease agreement re. Strong Lane green box road maintenance
- Memo letter from finance director re. June 10 preliminary operating budget submittal deadline
- Memo email re. Gallatin County Economic Development District
- Memo email re. Yellowstone County Motors business afterhours
- Memo email re. updated Bell and Associates contract
- Memo email re. March 29 Museum Board meeting agenda
- Memo email re. SB 283 update
- Memo email re. Bannock Trail snow plowing and grooming
- Memo newsletter re. Montana in the Sky
- Memo email re. McConnell Amendment

Craig Erickson and Chris Leity of Great West Engineering said his firm will prepare a Montana Forest Highway Program proposal submitted by Sweetgrass County and is in the process of gathering data on the section of the Main Boulder Road in Park County. Erickson said the road is a designated forest highway. He said his firm is going to submit two five-million dollar proposals for the Main Boulder Road. Community Development Director Philip Fletcher told Erickson to contact him via telephone to discuss data.

@9:03:16 a.m., Malone made a motion to adjourn the meeting. Taylor seconded that motion. The meeting adjourned.

March 24, 2011

Consider Decision on Relocation of State Assessor's Office

@9:04:39 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; Denise Nelson, clerk and recorder; Vicki Peterson, treasurer's office; Lani Hartung, finance; Mark Olson, DOR; and Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to consider a decision on relocation of the State Assessor's Office.

Mark Olson of the Department of Revenue (DOR) office manager said seven staff members work in the current DOR courthouse office and files take up space. He said the DOR is considering relocating offsite to free up space for both the DOR and some courthouse departments. Olson said the Point DelMar building is a refurbished building, which falls in line with the governor's building reuse agenda.

Commissioner Malone said it seems to him services to the public would be degraded with a DOR move. Commissioner Taylor said moving the Social Security and Driver's License offices from the courthouse reduced services to county residents. Olson said there was no noticeable difference in Gallatin County when that office moved from the Gallatin County Courthouse and a lot of the traffic that comes into the Assessor's Office is not relevant to office business. Olson said the Treasurer's Office deals with property valuations, not taxes, which is the primary reason why people stop in the Assessor's Office. He said the DOR's trend the last few years is to move out of crowded courthouses, specifically in the seven largest counties in Montana. He said DOR personnel will be present in the courthouse a couple of times a week to pick up documents.

Clerk and Recorder Denise Nelson said county and state office staff intermingles a lot in assisting the public in the current office situation. Nelson said she would not give outside access to the Document Pro software used by the Assessor's Office and under the responsibility of the Clerk and Recorder's Office. Nelson said she has concerns with providing offsite access to the county server, but the Assessor's Office would be able to use IDoc offsite.

Finance Director Lani Hartung said the DOR currently pays the county \$900 per month in rent and reimburses the county for long distance lines. Olson said it is a six week process to move an office and involves state IT personnel. Olson said the state's office rental lease is due June 30, 2011, and proposed lease rates are being reduced by the legislature this year. Malone said he wants Olson to ensure state IT personnel coordinate with county IT personnel before they do any work.

Deputy Treasurer Vicki Peterson said Treasurer Kevin Larkin does not have an opinion on the move one way or the other. Olson said he needs a conference room, file cabinet space and room for seven employees. He said the Commission could send a letter to Director Buck expressing its concerns against the proposed move. He said Madison, Lake, Gallatin and Ravalli Counties have moved out of their courthouses. He said he encourages the county commissioners to talk with the commissioners in the other counties about how moves have gone.

Commissioner Malone made a motion the Commission contact other commissions with experience on the matter. Commissioner Taylor seconded that motion. Motion passed.

@9:28:11 a.m., Malone made a motion to adjourn the meeting. Taylor seconded that motion. The meeting adjourned.

March 24, 2011

Opening of Bids for New Vehicles for Sheriff's Office

@1:00 p.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Malone and Taylor were present. Also present were Coleen Singer, Tom Totland and Allan Lutes, sheriff's office; and Philip Fletcher, community development. No public comment made.

The meeting was scheduled to open bids for new Sheriff's Office (PCSO) vehicles.

Veto Enterprises provided a bond of 10 percent in the amount of \$8,459 and a bid to furnish two 2011 pickup trucks with power train warranty of five years/100,000 miles and three-year/36,000 for a total bid of \$84,590 including installation of all equipment with a proposed delivery date of eight to 11 weeks after the order is placed.

Security Solutions provided a bond of 10 percent for \$9,894.46 for two manufactured Dodge Ram 1500 ST Crewcabs with a five-year/100,000 mile warranty and three-year/36,000 mile warranty with a total bid of \$98,944.56.

Commissioner Malone made a motion to accept the bid from Veto Enterprises if determined to have followed all bid specifications. Commissioner Taylor seconded that motion. Motion passed.

Community Development Director Philip Fletcher said his department could use a used PCSO vehicle. Sheriff Allen Lutes said the PCSO attempts to squeeze every penny out of county equipment, and it benefits taxpayers for the Office to sign over used PCSO vehicles to other county departments without a fee.

@1:12 p.m., Malone made a motion to adjourn the meeting. Taylor seconded that motion. The meeting adjourned.

March 24, 2011

Update of Landfill Reports with Water Environmental Technologies

@2:00 p.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Malone and Taylor were present. Also present were David Erickson, Water Environmental Technologies; and Courtney Lawellin, citizen. No public comment made.

The meeting was scheduled to discuss updates of landfill reports with Water Environmental Technologies.

David Erickson of Water Environmental Technologies said 2010 monitoring results were similar to previous years, but showed some changes to groundwater levels due to drought. Erickson of said scale had been building up in a blower pipe causing blower failures, but that problem was solved.

Commissioner Taylor said Erickson's reports will go to the Solid Waste Board in the future instead of the Commission, and that board will report data to the Commission.

@2:12:45 p.m., Malone made a motion to adjourn the meeting. Taylor seconded that motion. The meeting adjourned.

March 25, 2011

No Commission Meetings Scheduled

1:00 P.M. – Meeting with Yellowstone Park Superintendant – Yellowstone Association Conference Room, Gardiner – Commissioner Malone attended

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

Denise Nelson  
Clerk & Recorder  
Park County, Montana