

Park County Commission Meeting Minutes
Week of March 28 – April 1, 2011
Park County, Montana

March 28, 2011

Review Daily Correspondence / Agenda and Briefing on Current County Projects

@8:33:17 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; Erica Hoffman, GIS/IT; 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 from JSEC re. office elections
- Memo email re. Senate Bill 237
- Memo email re. USDA APHIS Wildlife Services
- Memo email re. Lewis and Clark County IT - To IT for review
- Memo email re. Pray Siding Road - To Commissioner Durgan for review
- Memo email re. March 24 Livingston Area Chamber of Commerce
- Memo letter re. City of Livingston 2011 Business Climate Survey
- Memo public information request re. county employee salaries
- Memo letter. re USDA earmarks predator control budget cuts
- Memo email re. HB 318
- Memo email re. DOR office space needs
- Memo email re. SB 237 date
- Memo from LTAP re. online bridge construction
- Memo contract and certificate of insurance re. Tom Roe and Son for Main Boulder Road maintenance - To civil deputy county attorney for review
- Memo email re. Park County parks and recreation survey - To Community Development Director for review
- Memo email from NRCS re. board meeting

GIS/IT Manager Erica Hoffman said a decision was made to not redo server room ductwork, but to redo ductwork in an adjacent office. She said a damper will be placed in order to use ductwork as a backup option in the event of air conditioning failure. She said state equipment and the telephone system are being housed in the county server room and their cost may be shared with other agencies.

Commissioner Malone said employees are going above the maintenance department when dealing with maintenance issues, such as courthouse light bulbs and HVAC issues. There was discussion about establishing protocol for employees to email the maintenance department and copy the Commission Office with maintenance needs. Malone reported on a March 25 meeting with Yellowstone National Park Superintendent Wenk.

@9:05:07 a.m., Malone made a motion to adjourn the meeting. Taylor seconded that motion. The meeting adjourned.

March 28, 2011

Consider Decision on County Silo Contract

@10:33:00 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; Erica Hoffman, GIS/IT; Lani Hartung, finance; Carol Woodley, PCGS; Matt Davison, DIS (via telephone); and Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to consider a decision on a County Silo contract.

GIS/IT Manager Erica Hoffman asked Matt Davison of Data Imaging Systems (DIS) what is required to get each county department set up with DIS County Silo projects so they can scan hard documents. Davison said that work can be done over the telephone or he could visit the county for a day to set up departments. Hoffman said she would like to have Davison set up the projects in person and encourage every department head who thinks they may use the scanning software in the future to set up a project.

Davison said the cost for a department set up day is \$1,200, and training a scanning “champion” who could then train other courthouse employees would be the same cost. Commissioner Malone said the Commission will have its legal counsel review DIS’s proposed contract.

Commissioner Malone made a motion to expend the necessary funds to initiate the process. Commissioner Taylor seconded that motion. Motion passed.

Minutes Clerk John Mueller said he would offer to serve as a scanning champion. Hoffman said an IT Department employee will also sit in on champion training and her department will begin to build a scanning computer.

@10:54:51 a.m., Malone made a motion to adjourn the meeting. Taylor seconded that motion. The meeting adjourned.

March 28, 2011

Review of Minutes for Week of March 21, 2011

@10:55:04 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Malone and Taylor 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 21, 2011.

Commissioner Malone requested a revision to Page 2 of 10; a paragraph should read, "The Commission said the road was closed in 1971 to protect public health and safety, and a bridge is out on the road." On Page 4 of 10; fourth paragraph, the first sentence should read, "Commissioner Malone said a citizen reported a county road grader failed to blade snow from a Mill Creek parking lot while plowing the road."

Commissioner Taylor requested a revision to Page 4 of 10; fifth paragraph, the last sentence should read, "Hillman said he will talk with the refuse manager to schedule training for the men."

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

@10:57:29 a.m., Malone made a motion to adjourn the meeting. Taylor seconded that motion. The meeting adjourned.

March 29, 2011

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

@8:34:25 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; Lani Hartung, finance; 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 citizen letter re. refuse assessment request
- Memo citizen letter re. camp trailer request
- Memo quote from Rick's Refrigeration for \$1,500 re. IT room duct work
- Memo email from community development director re. Park County parks survey
- Memo email re. revised EOP Direction and Control annex
- Memo email re. April 1 wolf call-in
- Memo email re. refuse assessment request
- Memo email re. SB 237

- Memo citizen email re. Old Yellowstone Trail South road work

Finance Director Lani Hartung said she submitted a claim for \$21,000 for CTEP funds for engineering on the Gardiner Sidewalk Project.

Commissioner Malone said he spoke with other county commissioners whose State Assessor's Offices have moved out of the courthouse.

@9:03:43 a.m., Malone made a motion to adjourn the meeting. Taylor seconded that motion. The meeting adjourned.

March 29, 2011

County Road Updates

@9:03:52 a.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 discuss county road issues.

Commissioner Malone said he met with the Yellowstone National Park superintendent on March 25 and snow plowing from Gardiner to Cooke City was discussed. He said Cooke City residents were concerned with the amount of time the roads were closed, medical patients are not able to get out for long periods of time and income dollars are being lost as tourist traffic is impeded. He said a citizen commented on the amount of snow on streets in Cooke City proper. Malone said the Stevens Creek facility road is falling apart due to park traffic and Yellowstone National Park has purchased 300 tons of gravel for that road. Malone provided a photograph of the large amount of gravel lying in the ditch along Pray Road.

@9:08:01 a.m., Malone made a motion to adjourn the meeting. Taylor seconded that motion. The meeting adjourned.

March 29, 2011

Human Resource Updates

@9:32:09 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; Erica Hoffman, GIS/IT; 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 a performance evaluation for a GIS/IT employee and a requested \$1.00 per hour pay increase. GIS/IT Manager Erica Hoffman said she will not be asking for department wage increases for the

next fiscal year, as the hours of the county's IT contractor will be reduced in the next fiscal year.

Commissioner Malone made a motion to increase the IT technician's wage one dollar per hour. Commissioner Taylor seconded that motion. Motion passed.

Ouellette provided the Commission with a leave benefits use-or-lose extension request for signature; change of status form for a part time snow fence removal employee; Angel Line employee performance evaluation; a new sanitarian change of status form for signature; and paperwork for a PCSO detective retirement.

Ouellette said 13 percent of full time staff has less than 40 hours of leave benefits on the books. Ouellette provided the Commission with legislative updates and said she is waiting to hear about RSVPs from three departments regarding a March 31 employee appreciation lunch. She said 55 employees have committed to attending the lunch. There was discussion about the lunch topics of discussion.

@9:50:50 a.m., Malone made a motion to adjourn the meeting. Taylor seconded that motion. The meeting adjourned.

March 29, 2011

5:00 P.M. – Museum Board – Yellowstone Gateway Museum – Commissioner Taylor attended

March 30, 2011

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

@8:49:15 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Malone and Taylor were present. Also present were Raea Morris, administrative assistant; Jill Ouellette, HR; 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. Quesenberry Insurance services
- Memo email re. September 7 CTAB training
- Memo email re. jailer plumbing question
- Memo questionnaire re. burn permits
- Memo email from Cody County Snowmobile Association re. meeting in Cooke City
- Memo re. April 4 JSEC monthly networking meeting
- Memo email from juvenile probation officer re. GPS follow up meeting

Human Resources Analyst Jill Ouellette provided an updated maintenance position job description for Commission review. Ouellette said she researched various maintenance activities, such as mowing of Green Acres Park and mosquito spraying, and the number of hours it takes to do such jobs. There was discussion as to whether the maintenance position should be half-time, three-quarter or full-time, and reducing janitorial services to two or three times a week. Administrative Assistant Raea Morris said she suggested the current part-time maintenance person review the professional services line item in the maintenance budget for the last three years to determine how many projects contracted out with that fund could be done in-house by the maintenance employee.

The Commission said it may be interested in expanding maintenance position duties and discuss having an emergency maintenance worker with the City of Livingston in times the county maintenance worker is not available. The Commission said it will schedule a meeting with the city manager to discuss that matter.

The Commission approved a road work permit for William Smith for Old Pray Siding Road.

@9:29:03 a.m., the meeting adjourned.

March 30, 2011

Update of Southwest Chemical Dependency Services

@9:37:06 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Malone and Taylor were present. Also present were Lani Hartung, finance; Jean McCauley, SW Chemical Dependency; and Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to discuss Southwest Chemical Dependency services.

Jean McCauley of Southwest Chemical Dependency said the county's services plan is updated each year and signed off by the Commission for alcohol earmarked taxes. McCauley reviewed services her program offers, including checks of alcohol sales to minors by local vendors. She said the legislature is proposing a lot of changes to Montana's DUI laws.

@9:57:02 a.m., Malone made a motion to adjourn the meeting. Taylor seconded that motion. The meeting adjourned.

March 30, 2011

Consider Decision on Temporary Tire Storage at Landfill

@10:38:53 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners 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 consider a decision on temporary tire storage at the landfill.

Commissioner Taylor said Citizen Mike Adkins stated he is willing to sign a letter stating the number of tires stored will be less than 1,000 tires, he will remove the tires by June 15, he will return the storage area to the condition it was in prior to tire storage, and language will be added to the agreement stating the county is not be responsible for missing or damaged tires.

Commissioner Malone made a motion to allow Mr. Adkins temporary storage of tires at the landfill. Commissioner Taylor seconded that motion. Motion passed.

@10:40:28 a.m., Malone made a motion to adjourn the meeting. Taylor seconded that motion. The meeting adjourned.

March 30, 2011

11:00 A.M. – 9th Street Bridge Construction Meeting – CTA Offices, Livingston – Commissioners Malone and Taylor attended

March 30, 2011

Discussion of Arch Park Liability Concerns

@11:31:17 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners 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 discuss Commission liability concerns with Arch Park.

The Commission asked Civil Deputy County Attorney Shannan Piccolo to research potential county liabilities with alcohol usage, signage for no firearms if possible, expanding park hours and an open container ordinance in Arch Park.

@11:35:50 a.m., Malone made a motion to adjourn the meeting. Taylor seconded that motion. The meeting adjourned.

March 31, 2011

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

@8:36:21 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; 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. narrow band radio conversion
- Memo email re. MACo spring safety audit/analysis
- Memo email re. newspaper advertisement for airport project

Community Development Director Philip Fletcher reported on a March 30 meeting in Gardiner with the National Park Service and Gardiner Chamber of Commerce to discuss composition of a coordinated design plan for Arch Park. Fletcher said he met with Gallatin County on March 30 to discuss development of an economic development district between Park and Gallatin Counties. Fletcher said he is compiling a large database on various subjects pertaining to Park County. He said he will hold a discussion on a draft proposal for the county's economic development plan on April 4 and Floodplain Manager Mike Inman is working with a planning board subcommittee in reviewing floodplain regulations upgrades.

Commissioner Malone said he contacted two private contractors at 3:00 p.m. on March 30 to spread gravel and grade Five Acre Tracts roads and Strong Lane, but that road work has yet to be done.

Commissioner Taylor said he is talking with Chris Bell of Bell and Associates to discuss logistics of a citizen committee tasked with completing a portion of the Zia Report solid waste management update.

@9:08:44 a.m., Malone made a motion to adjourn the meeting. Taylor seconded that motion. The meeting adjourned.

March 31, 2011

Signing of Agreement with Bell and Associates for Update of Zia Solid Waste Management Report

@10:34:26 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 sign an agreement with Bell and Associates for an update of a Zia solid waste management report.

Commissioner Taylor said Bell and Associates submitted an updated scope of services for a solid waste management plan update. Taylor said the agreement states the \$86,790-proposed project cost may be reduced if Bell and Associates completes its portion of work in quick time and a citizen committee completes report statistics update work. The Commission said it will give that committee parameters by which to complete requested tasks.

Taylor said the \$86,790 quote is on a not-to-exceed basis and based on a proposed work program. He said the county hopes to reduce the overall project cost to the original proposed amount of approximately \$69,000. Taylor said Bell and Associates quoted Phase I of the project at \$48,760, and that cost likely will not be reduced as the county does not have the expertise to complete Phase I work requirements. He said the agreement states the county is to complete and submit its portion of project work to Bell and Associates by June 27.

Commissioner Malone made a motion to sign the professional services contract with Bell and Associates as submitted. Commissioner Durgan seconded that motion. Motion passed unanimously.

@10:59:30 a.m., Durgan made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

March 31, 2011

Signing of Contract with Great West Engineering for Gardiner Sidewalk Project

@2:03:37 p.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; and Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to sign a contract with Great West Engineering for the Gardiner Sidewalk Project.

Community Development Director Philip Fletcher said the contract's scope of services contains modifications to an original contract to accommodate parking issues along Stone Street. Fletcher said the project is scheduled for completion before the start of school in the fall of 2011.

Commissioner Malone made a motion to sign a contract with Great West Engineering to complete the engineering on the Stone Street sidewalk. Commissioner Taylor seconded that motion. Motion passed. Commissioner Durgan was present but unavailable to vote on the motion.

@2:15:07 p.m., Durgan made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

March 31, 2011

Consider Decision on GPS Monitoring In-lieu of Juvenile Detention

@3:02:32 p.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were

Sue Chvilicek, juvenile detention; Dan Tronrud, Sweetgrass County Sheriff; and Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to consider a decision on GPS monitoring in-lieu of juvenile detention.

Sue Chvilicek, juvenile detention, said the Montana Court Administrator's Office received \$170,000 in federal funds for use of GPS and alcohol monitoring technology in lieu of admitting juvenile offenders to and keeping them in detention. She said the funds are to be spent between April 1 and June 2012, and up to \$12 dollars a day can be spent for GPS monitoring and up to \$15 per day for alcohol monitoring. She said she recommends the county choose equipment manufactured by BI Incorporated.

Commissioner Malone made a motion the Commission take Chvilicek's recommendation and sign up for the technology pending legal review. Commissioner Durgan seconded that motion. Motion passed.

@3:15:36 p.m., Malone made a motion to adjourn the meeting. Durgan seconded that motion. The meeting adjourned.

March 31, 2011

Signing of Agreement for Deed Restriction with Park County Senior Citizens Center

@3:32:33 p.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Martha Miller, auditor; Julianne Brown, RC&D; Rick Van Aken, senior center; and Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to sign an agreement for a deed restriction with the Park County Senior Center.

Julianne Brown, RC&D, said a requirement of the \$500,000 HOME grant received to renovate the senior center is to monitor the property for 10 years to ensure the required quota for low and very low income individuals, 62 years and older, is met. Brown said data will be generated via an annual tenant audit.

Commissioner Malone made a motion the Commission approve the deed restriction agreement between Park County and the Park County Senior Citizens Center Corporation. Commissioner Durgan seconded that motion. Motion passed.

@3:41:01 p.m., Durgan made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

April 1, 2011

Legislative Session with Congressman Rehberg District Regional Director

@1:04:36 p.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Malone were present. Also present were Will Selph, Congressman Rehberg's Office; and Minutes Clerk John Mueller. No public comment made.

The meeting was scheduled to discuss legislative issues with Congressman Rehberg's regional director.

Will Selph, Congressman Rehberg district representative, provided a background of his work with Congressman Rehberg. Selph said a proposed Payment in Lieu of Taxes reduction bill was dead on arrival in the U.S. House of Representatives. He said PILT and Secure Rural Schools funding remain a high priority for Congressman Rehberg's Office. Selph said his office is also working on HB 509.

Commissioner Durgan said issues remain with a stalled Resource Advisory Council effort to which Park County belongs.

@1:39:40 p.m., Durgan made a motion to adjourn the meeting. Malone seconded that motion. The meeting adjourned.

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

Denise Nelson
Clerk & Recorder
Park County, Montana