

Park County Commission Meeting Minutes
Week of November 21 – 25, 2011
Park County, Montana

November 21, 2011

8:00 A.M. – Dispatch 911 Training – Community Room

November 21, 2011

Review Daily Agenda/Correspondence and Current County Projects

@8:34:24 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; and John Mueller, minutes clerk. No public comment made.

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

Correspondence for November 17 included:

- Memo email re. I-90 high winds closure
- Memo email re. department head timesheet submission requirement
- Memo email re. Yellowstone National Park employee housing plan
- Memo email re. county floodplain permit approval
- Memo email re. Bell and Associates solid waste study invoice
- Memo email re. Angel Line county board application
- Memo email re. EDD Strategy Committee efforts
- Memo document re. Montana in the Sky magazine
- Memo disc re. 2008 Fleshman Creek application

Correspondence for November 18 included:

- Memo document re. resolution amending Wilsall housing project
- Memo email re. Dec 16 EDD meeting
- Memo email re. Bell and Associates report Alternatives 3-10
- Memo email re. community development director out of office schedule
- Memo email re. fire training center letter of support request
- Memo email re. 911 Dispatch rewiring funds
- Memo email re. Angel Line Board member application
- Memo email re. Madison County brucellosis detection
- Memo email re. HRDC HOME program funding
- Memo email re. November 22 Airport Board meeting agenda

- Memo document re. City-County Compact
- Memo document re. Merrell ag exemption information

Lani Hartung, finance, updated the Commission on external audit findings. She said the county received a finding for its method of calculating landfill closure costs. Hartung said the county needs to correct an issue of donating funds to entities providing services in Park County, such as a chemical dependency program. Hartung provided the Commission with a GASB invoice for signature.

@9:07:16 a.m., Malone moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

November 21, 2011

Signing of MOU with Sweet Grass County for Main Boulder RAC Project

@9:38:35 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Malone and Taylor were present. Also present was John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to sign a Memorandum of Understanding (MOU) with Sweet Grass County for a Main Boulder Road Resource Advisory Council (RAC) project.

Commissioner Malone said the MOU will transfer all Sweet Grass County RAC funds to Park County in order for Park County to administer the Main Boulder Road improvement project.

Commissioner Malone moved to sign the MOU. Commissioner Taylor seconded the motion. Motion passed.

@9:40:16 a.m., Malone moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

November 21, 2011

Consider Decision to Change Application Date for Cooke City Resort Tax Funds;

Discuss Cooke City Community Council Resort Tax Funds Wish List

@10:33:36 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; Kevin Larkin, treasurer; Lani Hartung, finance; Mary Dye, Suzy Hahn and Bev Chatelain, Cooke City (via telephone); and John Mueller, minutes clerk.

The meeting was scheduled to consider a decision to change a Cooke City Resort Tax funds application date and discuss a Cooke City Community Council resort tax funds wish list.

It was decided Cooke City Resort Tax funds applications will be due by February 17, 2012, and the Commission will make a decision on fund allocation on March 2. Discussing a funding wish list, Mary Dye, Cooke City, inquired about the county's efforts in drafting a MOU for a water association. The Commission said the civil deputy county attorney will review the issue.

@10:55:58 a.m., Malone moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

November 21, 2011

Review of Minutes for Week of November 14, 2011

@1:03:20 p.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Malone and Taylor were present. Also present was John Mueller, minutes clerk. No public comment made.

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

Commissioner Taylor requested a revision to Page 5 of 16, noting the correct spelling of the Tom Sarrazin.

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

@1:07:50 p.m., Malone moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

November 21, 2011

6:30 P.M. – Search and Rescue Department Meeting – Community Room

November 22, 2011

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 was Raea Morris, administrative assistant. No public comment made.

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

Correspondence included:

- Memo email re. Nov 29 oil and gas resources workshop advertisement
- Memo email re. planning board member workshop comments
- Memo email re. November 22 Airport Board meeting

- Memo email re. community development director office supplies purchases
- Memo email re. Commissioner Durgan meeting
- Memo document re. Boulder Road improvements project MOU
- Memo document re. Merrell agricultural covenant issue
- Memo email re. brownfields assessment program
- Memo email re. community development director out of office schedule
- Memo email re. fire facility letter of support request

@8:50 a.m., Durgan moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

November 22, 2011

County Road/Engineering Updates

@9:30 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; Martha Miller, auditor; and Ron Isackson, CTA. No public comment made.

The meeting was scheduled to discuss county road issues and engineering updates.

Ron Isackson of CTA Engineering provided the Commission with four copies of a permit for work on Cavanaugh Creek and paperwork for White Lane and Morrison Creek.

Commissioner Malone provided Main Boulder Road traffic count numbers.

There was discussion about buying a new loader or repairing an existing loader.

@10:02:30 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

November 22, 2011

Human Resources Updates

@10:30 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present was Jill Ouellette, HR. No public comment made.

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

Jill Ouellette, HR, provided a report of employee fringe benefit accrual hours. Ouellette asked which fund she should take \$2,000-deductible risk management claims for a Wilsall power line accident and RV park flooding issue. The Commission said the funds will be taken from professional services budget lines within the appropriate department budgets.

Ouellette provided change of status forms for three individuals with longevity anniversaries and Justice Court clerk performance evaluation comments.

There was discussion about requesting an insurance check for a damaged road grader and department heads nominating employees of the quarter.

Ouellette provided an update on an ALFAC flex payment issue rectified by AFLAC and employee suggestion box comments. A comment said an employee said they feel employee morale would improve by providing safe Halloween trick or treating in the courthouse for grade school children from 4 to 4:30 p.m. on Halloween. A comment said the employee was appalled to learn the county hired a registered violent offender to do labor around the courthouse work. An employee asked why the Clerk of Court does not attend monthly Department Head meetings. Ouellette said county department heads are expected to attend those meetings and elected officials are invited to attend but their attendance cannot be mandated. An employee asked how a former county employee was let go because they did not have sick time when an existing employee does not attend work but receives a paycheck. Ouellette said work is being completed by the employee on FMLA leave in question and verified by a third party per agreed-upon arrangement. She said county employees need to focus on their jobs and job duties and recognize the positive benefits of being employed by the county government.

Ouellette said she is working on a Chico/Trail Creek green box caretaker job posting.

@10:56:30 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

November 22, 2011

Discussion of Initial Funding to Create Bid Documents for a Cooke City Emergency Response Building Project

@11:00 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Shannan Piccolo, civil deputy county attorney; Greg Coleman, county fire; Wendy Wood, Gregg Todd and Scott Hamilton, PCSO. No public comment made.

The meeting was scheduled to discuss initial funding to create bid documents for a Cooke City Emergency Response Building project.

Greg Coleman said a building design has been drafted for an emergency response building in Cooke City and entities are ready to make a financial commitment to the project. Coleman said he proposes Cooke City Fire pay for 50 percent of the initial costs with Park County paying the remaining 50 percent. Coleman said he is looking for commitment from the county and he needs information to submit to the USDA to secure \$50,000 in grant funds. He said Cooke City does not have the fire service resources at this time to ensure the safety of patrons staying in local motels.

Civil Deputy County Attorney Shannan Piccolo said the county can hire an engineering/architecture firm to draft an RFQ for professional services to design the buildings and provide bid documents for building construction. She said she will review the county's contract with CTA Engineering to determine whether the RFQ work can fall under that contract.

There was discussion about available funding and funding logistics for the proposed emergency response center. Wendy Wood, Search and Rescue, said she does not want to put resources into designing a response center until funding is guaranteed. Coleman said he will look into Title II funding and Cooke City Resort Tax options.

@11:54 a.m., Malone moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

November 22, 2011

12:00 P.M. – Airport Board Meeting – Best Western, Livingston – Commissioner Durgan attended

November 22, 2011

Award Bid for Cooke City Snow Removal Contract

@1:30 p.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; and Matt Asplund, Asplund Enterprises (via telephone). No public comment made.

The meeting was scheduled to award a bid for a Cooke City snow removal contract.

Commissioner Malone said two bids submitted met deadline requirements, but said a required fuel permit is necessary before the Commission can award a bid. Malone read bid specifics and fees into the record.

@1:41:35 p.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

November 22, 2011

2:00 P.M. – Cooke City Advisory Committee – East Room

November 23, 2011

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 was Raea Morris, administrative assistant. No public comment made.

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

Correspondence included:

- Memo document re. Solid Waste Board application
- Memo email re. Dec 7 Boulder Road corridor study meeting
- Memo email re. Cooke City Community Council taxes
- Memo email re. GIS work accommodation
- Memo email re. standard audit contract amendment
- Memo email re. Young Frankenstein tickets
- Memo document re. RAC road improvement agreements

Commissioner Durgan reported on a November 22 Airport Board meeting.

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

November 23, 2011

Discussion/Status Update of Livingston Food Pantry of Park County

@9:30 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Mary Anne Keyes, MSU Extension; Michael McCormick, Livingston Food Pantry; and Phil Dawson, citizen.

The meeting was scheduled to discuss the status of the Livingston Food Pantry of Park County.

Michael McCormick, Livingston Food Pantry of Park County, said the food pantry recently opened a satellite pantry in Clyde Park, updated its community garden at Lincoln School, established a community food system center, implemented a crock pot recipe program and a food coupon program at Albertson's. He said the Loaves and Fishes wants the pantry to take over its operations and MSU's Gallatin College is considering offering cooking classes at a proposed facility in Livingston that will have a licensed community kitchen.

McCormick said the concept behind the Community Food System Center is to tackle root causes of hunger and provide economic stimulus to the community. He provided a design drawing and said the facility would be built in Livingston's historical district at Lewis and 2nd Streets. He said the conceptual cost of the building is \$650,000 with an equipped kitchen, and \$550,000 is still needed.

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

November 23, 2011

Signing of Resolution Amending Resolution #974 Authorizing Transfer of Lots to Wilsall Community Events

@10:30 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present was Shannan Piccolo, civil deputy county attorney. No public comment made.

The meeting was scheduled to sign a resolution amending Resolution #974 authorizing transfer of lots to Wilsall Community Events.

Commissioner Malone moved to postpone the meeting to allow Chairman Taylor to gather more information so the Commission can make an informed decision on the matter. Commissioner Durgan seconded the motion. Motion passed.

@10:30:49 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

November 24, 2011

Thanksgiving Day Holiday – All Offices Closed

November 25, 2011

No Commission Meetings Scheduled

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

Denise Nelson
Clerk & Recorder
Park County, Montana