

Park County Commission Meeting Minutes  
Week of April 16 - 20, 2012  
Park County, Montana

April 16, 2012

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 Raea Morris, administrative assistant; Shannan Piccolo, civil deputy county attorney; and Ed Hillman, road. No public comment made.

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

Correspondence for April 12 included:

- Memo email re. PCRFD#1 mill levy public information request
- Memo email re. Green Acres Park swings quote
- Memo email re. Upper Yellowstone Snowmobile Club grooming request
- Memo email re. JPIA Property and Liability/Workers Comp 2012/2013 renewal
- Memo document re. Cavanaugh Creek culvert replacement quote
- Memo document re. CASA program letter of support
- Memo email re. April 16-20 GIS conference
- Memo email re. April 18 Clyde Park bridge meeting
- Memo email re. Hammond Creek Road preparation request

Correspondence for April 13 included:

- Memo email re. Gardiner solid waste facility task order
- Memo document re. PCRFD#1 public information request
- Memo document re. janitorial services bid document
- Memo email re. April 17 Department Head Meeting agenda
- Memo email re. Treasurer out of office schedule
- Memo email re. watershed group joint response
- Memo email re. chicken processing facility variance request
- Memo email re. Mill Creek pallet refuse
- Memo invoice re. Pray Road maintenance work for \$1,120
- Memo document re. Livingston Enterprise donut zoning public information request
- Memo email re. April 16 Shields Valley Watershed Group meeting

Commissioner Malone asked Civil Deputy County Attorney Shannan Piccolo the difference it makes by waiting one more month to enact interim donut zoning.

Piccolo said she is working on developing a printing contract for the county.

Commissioner Durgan reported on an April 13 large predator meeting in Helena.

@9:08 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

April 16, 2012

Opening/Awarding of Quotes for Coal Camp Road and Morrison Creek Road Work

@9:10 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; Ed Hillman, road; and Ron Isackson, CTA. No public comment made.

The meeting was scheduled to open and award quotes for Coal Camp Road and Morrison Creek Road work.

Commissioner Taylor read into the record quotes for Morrison Creek culvert replacement work as follows:

- Homestead Construction: \$5,974
- Jim's Backhoe Service: \$5,850

Commissioner Taylor read into the record quotes for Coal Camp Road and Cavanaugh Creek Project as follows:

- Hogenson Construction: \$6,188
- Jim's Backhoe Service: \$12,500

Commissioner Malone moved to submit the quotes to the legal department with a question on a fuel permit requirement. Commissioner Durgan seconded the motion. Motion passed.

@9:17:40 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

April 16, 2012

Spring Fire Coordination Meeting with Montana DNRC

@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

Greg Coleman, county fire; Dann Babcox, PCRFD#1; and Craig Campbell, DNRC. No public comment made.

The meeting was scheduled to discuss spring fire coordination.

Craig Campbell, Montana DNRC, said a state legislative committee is working on improving worker's compensation benefits regarding fire fighting and local fire departments. Commissioner Malone said the local fire departments are paying for the cost of worker's compensation insurance required by the state, and the county needs to decide what to do with a state fire truck used in Cooke City that requires worker's compensation insurance. Campbell said perhaps he can look into getting the truck classified as a wildland fire truck through the Department of Defense.

Greg Coleman, county fire warden, said Cooke City can be told not to use the truck in question while the issue is resolved, and if it does it will assume all liability. Dann Babcox, PCRFD#1, said he can deliver an insured truck to Cooke City in the interim.

@10:43 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

#### April 16, 2012

4:00 P.M. – Special Library Board Meeting – Livingston/Park County Public Library – Commissioner Durgan attended

7:00 P.M. – CTA Bridge Meeting – Community Room – Canceled

#### April 17, 2012

##### Road Updates/ Engineering Services Updates

@8:04:55 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Mark Westenskow, CTA; Ed Hillman, road; and John Mueller, minutes clerk. No public comment made.

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

Commissioner Taylor said Morrison Creek and Coal Camp Road bids are being reviewed by the civil deputy county attorney before the job is awarded. Ed Hillman, road, said the Morrison Creek culvert is in, and a Coal Camp Road culvert is due in this week.

Mark Westenskow, CTA Engineering, provided a diagram of a proposed trial Chico green box site.

@8:32:49 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

April 17, 2012

Discuss Status of Fleshman Creek Project

@8:36:25 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; Shannan Piccolo, civil deputy county attorney; Lani Hartung, finance; Mark Westenskow, CTA; Clint Tinsley, city of Livingston; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to discuss the status of the Fleshman Creek Restoration Project.

Mark Westenskow, CTA Engineering, said CTA's surveying field work is completed, and CTA is looking into sanitary options and runoff conditions. Westenskow provided a diagram of city street stream crossings and existing and proposed sewer system lift station locations. He said a public meeting will be held in mid-July to update citizens on project process, possible constraints the firm is facing and possible options.

Lani Hartung, finance, said she was informed Montana DNRC reviewed the county's revised scope of work in the DNRC contract. Hartung said the DNRC representative thinks the contract is ready to be approved after Hartung addresses a small percentage of funds in question. Hartung said the county received an extension for its National Fish and Wildlife Foundation grant, and she is still awaiting in-kind contribution toward the project from the commissioners and school personnel.

@8:56:45 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

April 17, 2012

Daily Correspondence/Agenda and Briefing on Current County Projects

@9:06:29 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; Dann Babcox, PCRFD#1; and John Mueller, minutes clerk.

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

Correspondence included:

- Memo document re. Murray Bar catering license
- Memo document re. Raven Restaurant license
- Memo email re. janitorial services request for bids
- Memo email re. April 24 Airport Board meeting
- Memo email re. Arch Park open container request

- Memo email re. Park County Concerned Citizens solid waste settlement request extension approval
- Memo email re. Secure Rural Schools Act and Title III expenditures
- Memo email re. DPHHS public comment session
- Memo email re. Cooke City Fire District appointments
- Memo document re. Wilsall Rural Fire District appointments
- Memo document re. MDT-owned green box sites in Park County

Commissioner Durgan reported on an April 16 special Library Board meeting.

Commissioner Taylor said the civil deputy county attorney consulted Envirocon regarding a refuse hauling contract and determined the county can get out of that contract with a 60-day notice. Taylor reported on an April 16 Shields Valley Watershed Group meeting.

Durgan reported on an April 16 Park County Stock Growers Association meeting regarding concerns about brucellosis and bison leaving Yellowstone National Park.

Dann Babcox, PCRFD#1, asked what is discussed in the Commission's daily correspondence meetings and whether there is anything more he can do to be better informed of what will be discussed in those meetings.

@9:42:31 a.m., Durgan moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

April 17, 2012

Department Head Meeting

@9:40 a.m., Chairman Taylor called a meeting to order in the Community Room of the City-County Complex. Present were Commissioners Malone and Taylor; Barbara Woodbury, environmental health; Lani Hartung, finance; Jill Ouellette, HR; Martha Miller, auditor; Shannan Piccolo, county attorney's office; Kelly Johnson, maintenance; Paul Shea, museum; Allan Lutes, PCSO; Ed Hillman, road; Denise Nelson, clerk and recorder; Kim Knutson, fair; Clay Williams, weed; Raea Morris, administrative assistant; and John Mueller, minutes clerk.

Employee CarQuest Savings: Commissioner Malone said Park County employees can use the Park County account at CarQuest for cash purchases of parts. Employees cannot charge on the account, but can make purchases referencing the account and receive a large discount. Ed Hillman said the same discount applies at NAPA and O'Reilly's.

May 15 Mandatory Safety Training: Jill Ouellette said the annual mandatory safety training day will be May 15 in the Community Room with duplicate sessions at 10:30 a.m. and 1:30 p.m. She said the training will focus on trips, slips and falls and general safety awareness with lunch provided. Ouellette said the county will invite volunteers and board members, as they are included on the Work Comp insurance policy.

Employee of the Quarter: Ouellette announced that Jan Buckner was nominated as the Second Quarter Employee of 2012 by Raea Morris for her dedication, hard work and willingness to assist others. She said Randy Todd was the First Quarter Employee of the Quarter.

Budgeting and Capital Improvements Plan (CIP): Lani Hartung, finance, provided budget worksheets with numbers through March 31, 2012. The Commission said the worksheet should be submitted by mid May. Hartung provided a CIP request form to detail out CIP budget requests for machinery and equipment.

Roundtable Discussion of Activities: Department heads and elected officials reported on recent and ongoing activities and projects.

Commissioner Comments: None

Public Comment: None

The next Department Head meeting is scheduled for May 15, 2012.

@10:15 a.m., the meeting adjourned.

April 17, 2012

Human Resources Updates

@10:34:06 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; and John Mueller, minutes clerk. No public comment made.

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

Jill Ouellette, HR, provided the Commission with an HR employee performance evaluation for a single missing signature, change of status forms for three sheriff's office personnel with longevity pay anniversaries and a resignation of a part time employee in the JP Office. Ouellette said she will ask JP Linda Budeski to attend a morning correspondence meeting to discuss whether or why the position should be refilled.

Ouellette provided the Commission with documentation for an upcoming employee appraisal and said the Commission needs to decide on how to address leave taken by an employee who was confused about logistics of use or lose leave benefits regarding the Leap Year. The Commission tasked Ouellette with drafting a formal memo to the accounting department to request the leave of the employee in question to be restored for eight hours of vacation.

@10:48:52 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

April 17, 2012

Discussion/Decision of Long Term, Summer Road Department Projects with CTA and Road Supervisor

@11:06:51 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 Hillman, road; Mark Westenskow and Parks Frady, CTA; Dann Babcox, PCRFD#1; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to consider long term summer projects in the Road Department.

Road Supervisor Ed Hillman said he would like to mill three miles of Duck Creek Road at \$7,500 per mile per Iron Wolf. The Commission said it will schedule a meeting with citizens living on that road. Hillman said he would like to put 10 miles of overlay on Swingley, Meigs, Cokedale and Five Acre Tracts Roads that will require two flaggers, two water truck drivers, two rollers and a decision on hauling logistics. Hillman said it will cost \$13,700 per mile to apply reclamite to millings.

Hillman said a six-mile Willow Creek Road RAC Project will require two blades, a backhoe and dump trucks to shape the road, install culverts and haul gravel. He said the gravel can be applied in the fall. Hillman said it costs \$10,000 annually to apply dust control to Jardine Road, and applying reclamite would cost \$27,000. He said improvements to Gardiner's Main Street would cost \$9,000 per mile. The Commission asked CTA to develop a scope of services and a task order for that project.

Malone asked about contracting out millings projects. There was discussion about having CTA Engineering assist with millings project design. Malone said the county needs to determine how many miles of hard surface roads it can afford to maintain. He said the county needs to get Mill Creek Road on the Forest Highways Road plan, as it is a Forest Service Road, and needs to find a better way to clean culverts, conduct road counts, continue with GIS data points, and map hard surface road miles.

@12:34:35 p.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

April 17, 2012

2:00 P.M. – Commissioners at Stenberg On-Site Subdivision Review – North Glastonbury

6:30 P.M. – Fair Board – Fairgrounds Office

April 18, 2012

8:30 A.M. – Water Rights Meeting – County Fairgrounds – Commissioner Durgan attended

April 18, 2012

Daily Correspondence/Agenda and Briefing on Current County Projects

@8:34:45 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; Ed Hillman, road; Linda Budeski, JP; and John Mueller, minutes clerk. No public comment made.

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

Correspondence included:

- Memo email re. April 18 RC&D Board meeting
- Memo email re. April 19 suicide prevention seminar
- Memo email re. Tri-County Network presentation
- Memo document re. Yellowstone Valley Lodge liquor license
- Memo document re. Wagon Wheel catering license
- Memo document re. C. Davies Enterprises certificate of liability insurance
- Memo email re. May 1-3 Environmental Quality Council
- Memo email re. chicken farm variance request

Linda Budeski, justice court, said a part time employee is leaving her position and she needs to fill that position, preferably with a fulltime person. Commissioner Taylor told Budeski to inform HR what she needs regarding personnel.

Budeski said she wants the justice court to become a court of record, which may cost up to \$10,000. She said the advantage of such is appeals to district court would be on the record rather than starting from square one, as a large number of DUI and fish and game violations are being appealed. Budeski said the effort may also result in collecting more fines and restitution and reduce law enforcement overtime by reducing testifying.

The Commission telephoned Dave Erickson of Water and Environmental Technologies Inc. regarding a disclosure statement for property Park County may release to the city for a proposed Cowboy Hall of Fame. Erickson said a Phase II Environmental Assessment must be conducted on the property prior to transfer at an estimated cost of \$3,000 to \$4,000. The Commission asked Erickson to draft a contract for the work in the event it needs to be done.

@9:04:09 a.m., Malone moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

April 18, 2012

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

April 18, 2012

Signing of Change Order #1 for Gardiner Sidewalk Project with Great West Engineering

@9:35:28 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 Change Order #1 for the Gardiner Sidewalk Project.

Commissioner Taylor said the change order was reviewed by the civil deputy county attorney. Commissioner Malone said the existing sidewalk in front of the old theatre in Gardiner is cracked, and the contractor offered to repair it for \$2,000 while onsite.

Commissioner Malone moved to sign Change Order #1. Commissioner Taylor seconded the motion. Motion passed.

@9:36:33 a.m., Malone moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

April 18, 2012

2:00 P.M. – Preliminary Engineering Report Work Session for County Bridges – Fire Hall, Clyde Park

2:30 P.M. – RC&D Board Meeting – Community Room – Canceled due lack of quorum

April 19, 2012

Daily Correspondence/Agenda and Briefing on Current County Projects

@8:35:32 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; Greg Coleman and Belinda Van Nurden, DES; Jill Ouellette, HR; Lani Hartung, finance; and John Mueller, minutes clerk. No public comment made.

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

Correspondence included:

- Memo email re. April 26 transportation meeting
- Memo email re. April 18 RC&D meeting cancelation
- Memo email re. Week of May 21 Boulder Road project meeting

- Memo email re. coal exportation
- Memo email re. May 8 Cooperative Weed Management Agreement meeting
- Memo email re. April 21 town hall meeting for Land Rights Network
- Memo email re. \$375 quote for door window
- Memo email re. white bark pine meeting
- Memo email re. Jardine Road six-unit complex

Greg Coleman, fire warden, reported on a DES statewide and after-action review exercise and the need to coordinate Emergency Operation Center efforts with other emergency entities.

Lani Hartung, finance, asked the Commission how it will pay a \$7,500 invoice for the Northern Rocky Mountain EDD Comprehensive Economic Development Strategy. Commissioner Malone said he will discuss the issue with Earl Mathers from that group.

Jill Ouellette, HR, provided the Commission with a memorandum on the county benefit leave use or lose policy.

@9:02:42 a.m., Malone moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

April 19, 2012

Signing of 2012-2013 Letter of Permission for Upper Yellowstone Snowmobile Club Grooming of Roads for Silver Gate and Cooke City

@9:05:18 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; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to sign a letter of permission for Upper Yellowstone Snowmobile Club grooming of roads in Silver Gate and Cooke City for 2012 and 2013.

Commissioner Malone moved to grant permission to groom Bannock Trail, Broadway Street, Daisy Pass Road, Lulu Pass Road and all side streets that access Highway 212. Commissioner Taylor seconded the motion. Motion passed.

@9:06:15 a.m., Malone moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

April 19, 2012

Discussion of Parameters on the Short Term Work Assignment in Environmental Health Department

@11:04:00 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were

Barbara Woodbury, environmental health; Jill Ouellette, HR; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to discuss parameters of a short-term work assignment in the Environmental Health Department.

Barbara Woodbury, environmental health, said her staff is updating septic system permits to scan them into an online database, but scanning assistance from an individual is necessary. Woodbury said she has \$2,000 in her current fiscal year's budget for emergency preparedness that can be used for wages, and Jill Ouellette, HR, has estimated that money will equate to 100 work hours without any employee fringe benefit adjustments. Woodbury said she will put any additional monies she receives toward the scanning effort in FY 2013.

Ouellette said the proposed work assignment appears to be a short-term assignment, although it may last for more than one year, with consideration of using an existing employee rather than posting with Job Service. Ouellette said short-term assignments generally last for 90 days or less, and assignments in excess of 90 days may be added to the employee's job description and correlating compensation for county health insurance benefits may be considered. She said the Commission needs to determine whether the position will be short term for the current fiscal year with no additional employee fringe benefits and whether it will remain short term with or without additional benefits in future fiscal years.

Commissioner Malone moved to review the scanning effort on July 1, 2012, to consider the assignment status and fringe benefits issues raised by Ouellette. Commissioner Durgan seconded the motion. Motion passed.

@ 11:10:23 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

#### April 19, 2012

1:00 P.M. – Weed Board – East Room

1:30 P.M. – Planning and Development Board – Community Room – Commissioner Durgan attended – Meeting minutes available at [www.parkcounty.org](http://www.parkcounty.org) and in the Planning Department

4:00 P.M. – Library Board Meeting – Bev Steveson Room, Library – Commissioner Durgan attended

6:30 P.M. – 4-H Lariats Meeting – Community Room

April 20, 2012

Daily Correspondence/Agenda and Briefing on Current County Projects

@8:36:27 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; Dann Babcox, PCRFD#1; and John Mueller, minutes clerk. No public comment made.

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

Correspondence included:

- Memo document re. 2012-2013 Envirocon contract of \$49.97 per ton
- Memo email re. April 30 Board of Health variance request meeting
- Memo document re. Montana FWP mountain lion licenses comment
- Memo document re. interim zoning attorney's PIR request
- Memo email re. April 24 logo committee meeting
- Memo email re. April 19 suicide prevention meeting
- Memo email re. April 24 YGM Board meeting

The Commission reviewed meeting requests.

Commissioner Taylor said he walked the building on April 19 with the undersheriff and a local locksmith to discuss courthouse door relocking options.

Dann Babcox, Park County Rural Fire District#1, provided the Commission with a requested transcript of a Rural #1 meeting in which the county finance director addressed the board regarding its mill levies.

@8:50:13 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

April 20, 2012

Signing of Sanitarian Services Agreement with Sweet Grass County

@9:03:50 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Barbara Woodbury, environmental health; Shannan Piccolo, civil deputy county attorney; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to sign an agreement for sanitarian services with Sweet Grass County.

Barbara Woodbury, environmental health, said Park County's Environmental Health Department has provided sanitarian services to Sweet Grass County for one year, and the meeting was scheduled to re-sign the agreement for another year. She said the agreement

will state that Sweet Grass County will be charged a flat fee of \$12,000 for services for one year to be paid in two equal payments.

Commissioner Malone moved to sign the agreement with corrections. Commissioner Durgan seconded the motion. Motion passed.

@9:11:04 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

April 20, 2012

1:00 P.M. – Solid Waste Board – Commission Chambers – Meeting minutes available at [www.parkcounty.org](http://www.parkcounty.org) and in the Commission Office

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

Denise Nelson  
Clerk & Recorder  
Park County, Montana