

Park County Commission Meeting Minutes
Week of August 13 - 17, 2012
Park County, Montana

August 13, 2012

Daily Correspondence/Agenda and Briefing on Current County Projects

@8:31:27 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 John Mueller, minutes clerk. No public comment made.

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

Correspondence for August 9 included:

- Memo email re. economic development director work schedule
- Memo email re. Main Boulder Road project update
- Memo email re. Dispatch 911 water leak
- Memo email re. MACo meeting RSVP
- Memo email re. Main Boulder Road project surfacing component meeting
- Memo document re. DOWL HKM solid waste inventory and landfill closure cost estimate
- Memo email re. August 10 Montana DNRC conference call
- Memo email re. August 23 Main Boulder Road project meeting

Correspondence for August 10 included:

- Memo email re. economic development director work schedule
- Memo email re. August 16 State Fair Energy Fair
- Memo email re. Montana MDT Chico green box site building restrictions
- Memo email re. December 31 SWB seat vacancy
- Memo document re. Silver Gate Water Association resort tax payment request \$2,606.25
- Memo email re. MACo district meeting minutes
- Memo email re. August 14 Yellowstone Conservation District Council meeting

Commissioner Taylor reported on an August 10 visit to the Shields Valley Senior Citizen Center.

Road Supervisor Ed Hillman said he would like to put magnesium chloride on two miles of Jardine Road hill to complement recent gravel application to that road. Hillman said

he received safety videos that morning and will reinstitute routinely-scheduled road department staff safety meetings at 7:00 a.m. every other Tuesday.

@9:01:59 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

August 13, 2012

Discussion of Maintenance and Funding of County-Owned Parks

@9:03:46 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Mike Inman, planning; Martha Miller, parks board; Kelly Johnson, maintenance; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to discuss maintenance and funding of county-owned parks.

Mike Inman, planning, said the county owns two parks Arch Park and Green Acres Parks, but county maintenance staff maintains Green Acres with county-owned equipment where the Gardiner Chamber of Commerce maintains Arch Park in Gardiner. Inman said the Arch Park lawnmower has stopped working, and he would like clarification as to how maintenance of the county-owned parks will be addressed in the future. Inman said Parks and Recreation Board funds must be used in the areas from which subdivisions that paid into the fund were built, thus the board's budget is very limited. He said the chamber has offered maintenance and labor for Arch Park, but general maintenance expenses for light bulbs, as well as high-dollar maintenance equipment such as lawnmowers, is not something the chamber can fund.

Commissioner Taylor asked if the Chamber experiences revenues from its use of the park. Commissioner Malone said a lease agreement with the chamber may be the cleanest route to go. Inman said he will discuss a potential Arch Park maintenance agreement with the Gardiner Chamber of Commerce.

@9:19:48 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

August 13, 2012

Signing of MACo Worker's Compensation Trust Agreement with Taylor-Leavitt Insurance

@9:32:21 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; Krista Grindlespergen, Taylor-Leavitt; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to sign a workers' compensation trust agreement with Taylor Leavitt-Insurance.

Krista Grindlespergen, Taylor-Leavitt Insurance, provided a workers' compensation trust agreement for the next fiscal year. Jill Ouellette, HR, said the Commission would like Taylor-Leavitt to break down its workers' compensation code trend analysis by department for more in-depth reference.

Commissioner Malone moved to sign the agent agreement with Taylor-Leavitt Insurance. Commissioner Durgan seconded the motion. Motion passed.

Commissioner Taylor said Captain Jay O'Neill would like to have a Taylor-Leavitt environmental agent conduct a mold inspection in the county jail.

@9:39:08 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

August 13, 2012

Signing of Amendment #2 Consultant Agreement for Main Boulder Road Project

@10:03:05 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 John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to sign consultant agreement Amendment #2 for the Main Boulder Road Drainage Improvement Project.

Commissioner Durgan said the amendment will add additional services to the Main Boulder Road Drainage Improvement Project as agreed upon by Park County and Great West Engineering. Durgan said the additional costs are not to exceed \$11,950, and those costs would increase the original project amount from \$14,100 to \$26,050.

Commissioner Durgan moved to recess the meeting until after Commissioner Malone telephones Great West Engineering for clarification. Commissioner Malone seconded the motion. The meeting recessed. @1:11:11 p.m., Commissioner Taylor reopened the meeting.

Commissioner Malone said the proposed cost increases will pay for culvert installation oversight, gravel bid preparation application and contractor gravel application oversight.

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

@1:12:08 p.m., Malone moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

August 13, 2012

Fiscal Year 2013 Budget Workshop with Certified Taxable Valuations

@10:36:00 a.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; Lani Hartung, finance; Chuck Donovan, citizen; and John Mueller, minutes clerk.

The meeting was scheduled as a Fiscal Year 2013 budget workshop to discuss certified taxable valuations.

Lani Hartung, finance, said the county received certified taxable valuations on August 1, and the actual value of a county general mill for FY'13 is \$38,751. She said the actual number of mills the county can levy is 84.68. Hartung said the county must set mill levies by September 6 and pass a final budget by September 14.

Hartung reported on an accounting workshop she attended and provided a memorandum discussing reimbursements using Title III monies to pay for Search and Rescue activities while applying for reimbursement from the state.

@11:37:27 a.m., Durgan moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

August 13, 2012

Review of Minutes for Week of August 6, 2012

@1:08:30 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 August 6, 2012.

Commissioner Malone requested a revision to Page 4 of 10; second full paragraph, the second sentence should read, "Barnhart said there will be no more cooperation from him on the project until he understands how many hands are in the project's pot." On Page 5 of 10, fourth paragraph, the first sentence should read, "Malone said he submitted a proposed draft letter to the county attorney's office addressed to the Park County Concerned Citizens about moving forward with refuse plans, but the county attorney's office suggested a proposed contract be submitted to the city and give Envirocon 60-days notice that the county will terminate its contract." On Page 9 of 10, the middle paragraph should read, "Greg Coleman, fire warden, said he attended a Gallatin County Communications meeting in which the narrow band transition effort was discussed, visited with Cooke City and Clyde Park wildland fire personnel, and said Clyde Park firefighters are using a Montana DNRC fire truck that was in Cooke City after obtaining workers' compensation insurance."

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

@1:10:55 p.m., Malone moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

August 13, 2012

2:30 P.M. –Commissioner Taylor @ Local Advisory Committee – Mental Health Drop-In Center, Livingston

August 14, 2012

County Road Updates/Engineering Services Updates

@8:04:44 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; Parks Frady and Mark Westenskow, CTA; and John Mueller, minutes clerk. No public comment made.

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

Road Supervisor Ed Hillman said a total cost of the proposed Willow Creek Road RAC project is \$544,500, so low priority items need to be eliminated to reduce the overall project cost.

Parks Frady, CTA Engineering, said rip rap has been delivered and placed for a Mill Creek Road bank stabilization project, and an estimated \$3,900+ worth of more gravel is needed on the project, which may require a change order. Frady said the National Park Foundation will meet in Gardiner for a Gardiner Gateway Project, and CTA will put together a proposal for a Peterson Creek culvert installation project. The Commission said it is agreeable to CTA working on the Peterson Creek project for a fixed fee.

Mark Westenskow, CTA Engineering, said CTA is working on a task order for a county Search and Rescue building.

Commissioner Malone said the coroner wants no parking signs erected on the road over Flathead Creek, as cars parked by citizens fishing in the creek are blocking farming equipment.

@8:31:06 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

August 14, 2012

Discussion/Status of Fleshman Creek Project

@8:34:02 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; Parks Frady and Mark Westenskow, CTA; Gary Barnhart and Brenda Adams, citizens; and John Mueller, minutes clerk.

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

Mark Westenskow, CTA Engineering, said CTA is looking to hold a follow-up public comment meeting the second week in September, and CTA is starting to meet with landowners about the project. Westenskow said he talked with Clint Tinsley with the city regarding Main and H Street culvert replacement options per the grant funding the project. He said perhaps the Commission could draft a letter to the city agreeing to cooperate on finding funding sources to improve Main or H Street culverts outside of the scope of grant funding, possibly through CTEP or economic development funds.

Parks Frady, CTA Engineering, said the city needs to identify what it wants in terms of culverts and sidewalks in order for CTA to provide a design.

Citizen Gary Barnhart said he will no longer cooperate on the project or provide access to his property until other issues with the project are settled.

@8:56:52 a.m., Durgan moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

August 14, 2012

Daily Correspondence/Agenda and Briefing on Current County Projects

@9:05:48 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; Parks Frady, CTA; Ed Skillman, citizen; and John Mueller, minutes clerk.

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

Correspondence included:

- Memo document re. Taylor-Leavitt workers' compensation trust agent agreement
- Memo document re. Mill Creek project report
- Memo email re. Adobe Acrobat Pro upgrade cost
- Memo email re. MACo county attorney pay scale
- Memo email re. MSU Extension personnel fringe benefits liability
- Memo email re. Willow Creek Road log

- Memo email re. DOWL HKM landfill closure task order
- Memo document re. Jim's Backhoe Service certification of insurance
- Memo document re. citizen public information request
- Memo email re. Library Board meeting agenda
- Memo document re. Mill Creek Road bank stabilization project work change directive
- Memo email re. RC&D meeting agenda
- Memo email re. MACo district legislation
- Memo email re. MACo juvenile detention funding

The Commission reviewed meeting requests for PCRFD#1 mill levies and a personnel meeting.

Citizen Ed Skillman asked if an alley between McCaw and Frank Streets was transferred to the city of Livingston with transfer of those streets to the city. He said the alley has bad pot holes in it. Commissioner Taylor said the county will repair the alley if it is still a county alley.

@9:23:09 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

August 14, 2012

Human Resources Department Updates

@9:37:16 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 information on an employee satisfaction survey relative to receiving praise from superiors as provided by HR consultant Jim Nyes. Ouellette provided a change of status form for an employee in the Clerk and Recorder's Office after completion of the six-month probationary period for a request of \$0.75 increase. The Commission signed the document.

Ouellette said Road Supervisor Ed Hillman completed performance evaluations for five road crewmen and would like to increase the wages of four of those crewmen by \$0.50 per hour. Ouellette said such would result in some of the employees making more per hour than their pay grades permit.

Numerous commissioner concerns were voiced regarding road department work flows.

The commissioners discussed appropriate compensation increases they felt individual crewmen should experience based on increased department morale, work performance

and positive public and other feedback. The Commission returned the performance evaluations unsigned.

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

August 14, 2012

Decision of Budgeting and Funding for the Search and Rescue Building

@10:01:52 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Tom Totland, Scott Hamilton, Gregg Todd, Carol Withers, Allan Lutes and Wendy Wood, PCSO; Lani Hartung, finance; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to consider budgeting and funding for a Search and Rescue (SAR) building.

Wendy Wood, SAR, said she is close to finishing a Montana Intercap Revolving Loan Program application and would like to know if the Sheriff's Office (PCSO) can budget for the proposed SAR building project in the upcoming Fiscal Year 2013 budget, as she is concerned with requesting an emergency amendment and wasting time if the proposed project loses the Commission's support in the future. Wood said PCSO would apply for \$700,000, thus annual payments of between \$52,000 and \$60,000 would be required to pay off the loan in 15 years.

Lani Hartung, finance, said she thinks the project can be included in the FY'13 budget, but a resolution will be necessary to allow expenditure of Burlington Northern (BN) settlement fund interest to fund part of the effort. She said the project would be budgeted in the PCSO SAR Capital Improvements Program (CIP) account.

Undersheriff Scott Hamilton said his concern with budgeting the building in the PCSO CIP account is a subsequent commission may not want to continue the project.

Commissioner Durgan said such is why drafting a memorandum of understanding of agreed funding between the Commission and PCSO is necessary.

Commissioner Malone said he likes the Intercap loan idea better than using BN funds, as the next set of commissioners may decide not to pay back the money. He also said he thinks PCSO needs to seek grants to help fund the project.

Commissioner Malone moved to include budgeting of the SAR building in the FY'2013 budget. Commissioner Taylor seconded the motion. Motion passed unanimously.

@10:22:47 a.m., Durgan moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

August 14, 2012

Signing of Memorandum of Understanding for GPS and Alcohol Monitoring

@11:01:22 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Malone and Taylor were present. Also present were Sue Chvilicek, juvenile detention; Raea Morris, administrative assistant; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to sign a Memorandum of Understanding for Global Positioning Systems (GPS) and alcohol monitoring.

Sue Chvilicek, juvenile detention, said the MOU for use of GPS monitoring devices for alcohol monitoring treatment efforts was first signed in September 2011. Chvilicek provided comparisons of statistics and dollar figures associated with detention services and monitoring efforts, which showed detention costs \$235 per day per inmate and monitoring costs \$7 per day. She said the monitoring program has saved Park County money.

Commissioner Malone moved to sign the MOU for GPS and alcohol monitoring with the Court Administrator's Office. Commissioner Taylor seconded the motion. Motion passed.

@11:07:03 a.m., Malone moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

August 14, 2012

1:00 P.M. – Commissioner Taylor @ Senior Citizens Meeting – Senior Citizens Center, Livingston

2:00 P.M. – IT Advisory Committee – Community Room

August 15, 2012

8:30 A.M. – Commissioners at Montana State Fair “Commissioners Days” – Metra, Billings

8:30 A.M. – Commissioner Malone @ District Court Bison Trial – City-County Complex, Livingston

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

August 16, 2012

8:30 A.M. – Commissioner Malone @ District Court Bison Trial – City-County Complex, Livingston

4:00 P.M. – Library Board Meeting – Library, Livingston

August 17, 2012

8:30 A.M. – Commissioner Malone @ District Court Bison Trial – City-County Complex, Livingston

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

Denise Nelson
Clerk & Recorder
Park County, Montana