

Park County Commission Meeting Minutes
Week of February 20 - 24, 2012
Park County, Montana

February 20, 2012

President's Day Holiday – All Offices Closed

February 21, 2012

County Road/Engineering Services Updates

@8:05:26 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Erica Hoffman, GIS/IT; Ed Hillman, road; Mark Westenskow, CTA; Wes Venteicher, Livingston Enterprise; 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 the county needs to do a rip rap job with FEMA funds on Mill Creek and a bridge abutment repair on Tom Miner or funds must be turned back. Hillman said the Willow Creek Ranch will allow gravel pits on its property to complete a RAC road improvement project on that road.

Commissioner Taylor said he will check on a citizen review of plans and discussions with adjacent landowners for proposed culvert work on Coal Camp Road.

Erica Hoffman, GIS/IT, said she needs to sit down with Mechanic Dan Hackman to develop an automated equipment maintenance repair database. Hoffman said she also needs Hillman to break out roads on maps so GIS can create the requested database for the road department.

Mark Westenskow, CTA Engineering, provided the Commission with drawings for proposed Miller Bridge work options for review. Westenskow said the public kickoff meeting for the Fleshman Creek Project will be held on February 23. He said CTA will present survey and access data, water hydrology and water flow data for citizens to review. He said the presentation will include project goals, competing factors, the need to gather survey data and describe the design process, timeframe and opportunities for public input. He said the presentation will conclude with an open public question and answer session with experts to field questions. Westenskow said he will send notification about the event to Kent Atwood with the state DES.

@8:47:51 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

February 21, 2012

Daily Correspondence/Agenda and Briefing on Current County Projects

@9:04:13 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Taylor were present. Commissioner Durgan moved to recess the meeting until 10:00 a.m. Commissioner Taylor seconded the motion. The meeting recessed. @10:48:42 a.m., the meeting reopened. Commissioners Durgan, Malone and Taylor were present. Also present were Raea Morris, administrative assistant; Joseph Gross, citizen; 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. Park County growth policy
- Memo email re. auditor books semi-annual report ending December 31
- Memo email re. citizen comment on proposed monofill tire landfill
- Memo email re. PCSO letter of support for GIS technician
- Memo email re. payroll processing
- Memo email re. refuse raw survey data
- Memo email re. Fair Board agenda
- Memo email re. CTA narrative for Coal Camp Road
- Memo email re. MDOT local and state highways projects

@11:03:01 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

February 21, 2012

Department Head Meeting

@9:32 a.m., Chairman Taylor called a meeting to order in the Community Room of the City-County Complex. Present were Commissioners Durgan, Malone and Taylor; Barbara Woodbury, environmental health; Lani Hartung, finance; Ed Hillman, road; Jill Ouellette, HR; Erica Hoffman, IT/GIS; Clay Williams, weed; Paul Shea, museum; Ed Barich, superintendent of schools; Suzanne Brown, health department; Kevin Larkin, treasurer; Belinda Van Nurden, DES; Scott Hamilton, PCSO; Raea Morris, administrative assistant; and John Mueller, minutes clerk.

Commissioner Taylor opened the floor to public comment. None made.

Discussion on Roles and Duties of Grants Review Committee: Lani Hartung, committee member, said the Grants Review Committee is available to assist department heads with

the grant writing process, reviews grants to ascertain impacts on county budgets, and helps with finding matching funds. She said the committee does not write grants.

Employee Expectations Regarding Cell Phones: Barbara Woodbury, environmental health, said she would like clarification of the county's cell phone policy regarding department head requirements to carry a county cell phone at all times. Woodbury said she requested the clarification because she was questioned as to why she had a roaming charge on her cell phone bill, which was the result of taking a county-business call, as instructed, while on vacation. Commissioner Taylor said department heads should have cell phones with them and answer them, and the county will pay associated bills.

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

Other Business/Comment: Kevin Larkin, treasurer, said an issue remains with courthouse building doors being unlocked after business hours, which was also the case over the Christmas Holiday. Larkin said county and state employees are still parking in the two-hour parking zone on E Street, which is not being enforced by the city. He said Tim Williams from the playhouse said employees can park in the East Side School lot when events are not going on there.

The next Department Head meeting is scheduled for March 20, 2012.

@10:27 a.m., the meeting adjourned.

February 21, 2012

Montana's Gardiner Gateway Project Conference Call

@11:05:43 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Joseph Gross, citizen; John Mueller, minutes clerk; and numerous interested government and non-profit entities. No public comment made.

The meeting was scheduled as a conference call to discuss the Montana Gardiner Gateway Project.

The teleconference was held to discuss Montana's Gardiner Gateway Project and efforts to formalize an MOU between numerous relevant entities to work together on the effort. There was discussion the project would commence in 2012 and finish in 2016, coordinating construction to minimize negative effects to local residents and businesses.

@11:41:57 a.m., the meeting adjourned.

February 21, 2012

Review of Minutes for Week of February 13, 2012

@1:22:17 p.m., Commissioner Durgan called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Malone 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 February 13, 2012.

The Commission had no corrections to the minutes.

Commissioner Durgan moved to approve the minutes as submitted. Commissioner Malone seconded the motion. Motion passed.

@1:23:08 p.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

February 21, 2012

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

February 21, 2012

Discussion of Health Insurance Committee Update with Quesenberry Insurance

@2:33:12 p.m., Commissioner Durgan called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Malone were present. Also present were Jill Ouellette and Scott Hamilton, insurance committee; Dan Gutebier, Taylor-Leavitt; Dan Quesenberry, Quesenberry Insurance; Bruce Wagner, Boulder Administrative Services; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to discuss Health Insurance Committee updates with Quesenberry Insurance.

Human Resources Analyst Jill Ouellette said the Commission tasked the county insurance committee with health insurance options other than MACo Healthcare Trust's.

Bruce Wagner, Boulder Administrative Services, said his company is a third party administrator that pays claims for self-funded companies in a market between 30 and 300 employees. He said self-funded plans give employers more flexibility, putting control in the hands of the employer as to what it will cover by selecting benefits. He said a company does not have to wait for a renewal date to change a plan. Wagner said the employer pays claims on health insurance, which often requires smaller employers to get stop-loss insurance, but claims checks come to the third party administrator, which deposits it into the employer's account. He said the administrator withdraws stop-loss premiums, network access, and precertification and administration fees from that

account, and the remainder is claims funding. He said the employer pays up to the stop-loss amount.

Wagner said he recommends entities commit to this type of program for a period of time, and do not try it on a one-year trial. He said information received from MACo was not sufficient to give a fully accurate quote.

@3:22:59 p.m., Durgan moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

February 21, 2012

Human Resources Updates

@3:24:16 p.m., Commissioner Durgan called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Malone were present. Also present were Jill Ouellette, HR; Scott Hamilton, PCSO; Dan Gutebier, Taylor-Leavitt; and John Mueller, minutes clerk. No public comment made.

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

There was discussion about a worker's compensation issue experienced by Park County Sheriff's Office personnel in dealing with MACo. Undersheriff Scott Hamilton inquired about the county's status in finalizing a union negotiations contract.

Human Resources Analyst Jill Ouellette said she completed an OSHA 300 report online timely again this year. Ouellette provided a change of status form for a seasonal green box attendant and change of status form with wage increase for a Gardiner green box attendant along with a completed employee appraisal. She said the maintenance staffer is due for his six-month review. Ouellette said she and the civil deputy county attorney will attend a Discipline and Employee Medical Issues training on May 17.

Ouellette provided a report of employee leave benefit hours.

There was discussion about compensation time. Ouellette said Park County's policy manual, excluding PCSO and emergency services personnel, states employees can have 40 hours of compensation time on the books accrued at 1.5 hours on the hour, preferably approved in advance by department heads. Commissioner Malone said the Commission needs to review the county's compensation time policy.

@3:58:52 p.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

February 21, 2012

6:30 P.M. – Fair Board Meeting – Fairgrounds Office – Commissioner Durgan attended

February 22, 2012

Discussion on Road Abandonment/Road Creation for Whispering Pines

@8:38:05 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; Mary Beth and Bill Keil, citizens; Gerald Dubiel, surveyor; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to discuss road abandonment/road creation in the Whispering Pines Subdivision.

Citizen Keil said Surveyor Gerald Dubiel surveyed an approach in question for acquisition on February 17 and the meeting was scheduled for all parties to review maps to ensure everyone is on the same page. Civil Deputy County Attorney Shannan Piccolo said an easement can be obtained through neighbor cooperation or court decision. Keil said he has no intention of going to court, and a landowner has agreed to provide the easement at a price, which Keil may finance up front and then seek reimbursement from other area landowners.

@9:18:18 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

February 22, 2012

Daily Correspondence/Agenda and Briefing on Current County Projects

@9:21:36 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; 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. citizen tire monofill comments
- Memo email re. Livingston Enterprise article
- Memo email re. February 23 Main Boulder Road Project meeting
- Memo email re. citizen tire monofill comments
- Memo email re. citizen tire monofill comments
- Memo email re. SWB convenient tire oven agenda topic
- Memo document re. public information request
- Memo email re. city/county compact city commission member
- Memo email re. Yellowstone Gateway project statement of joint principles
- Memo email re. county predator control plan
- Memo email re. cleaning crew comments
- Memo document re. proposed tire monofill comments

- Memo email re. DES federal funding sources
- Memo email re. citizen tire monofill comments
- Memo document re. MACo safety award

Finance Director Lani Hartung said she received an email on February 21 from Montana DES about DES's concerns with the county's contract with CTA Engineering for the Fleshman Creek Restoration Project. She said she has concerns about reimbursement processes as proposed within the project application and whether they comply with the project scope of work. She said DES officials said a forthcoming letter will state DES recommends Park County apply for a grant extension as the project appears it will not be completed within the FEMA funding deadline, and officials will recommend Park County revise its project scope of work. Hartung said she thinks the county may be required to complete some work that is not reimbursable with grant funds. Commissioner Malone said the county needs to be sure it complies with the FEMA grant.

@9:53:10 a.m., Durgan moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

February 22, 2012

9:30 A.M. – Claims Review – Commission Chambers

1:00 P.M. – Weed Board – West Room

February 23, 2012

Daily Correspondence/Agenda and Briefing on Current County Projects

@9:03:12 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Taylor were present. Also present were Raea Morris, administrative assistant; Kelly Johnson, maintenance; 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. monofill tire pit public comments
- Memo email re. Paradise Valley Fire Department insurance issue
- Memo email re. EDD economic development director position
- Memo email re. Gardiner citizen land purchase
- Memo email re. February 23 Main Boulder Road meeting agenda
- Memo document re. January 24 Airport Board Meeting minutes
- Memo email re. monofill tire pit permitting process and public comment period
- Memo email re. monofill tire pit public comments
- Memo document re. D'Ewart First Minor Subdivision staff report
- Memo email re. Livingston Chamber of Commerce network live

- Memo email re. MACo weed board training cancelation
- Memo email re. subdivision exempt wells
- Memo email re. weed control bids
- Memo email re. DNRC wetland joint application form
- Memo document re. culvert replacement permitting for Smith Creek and Morrison Creek on Trail Creek Road

Kelly Johnson, maintenance, asked the procedure to contract with a painting crew to paint the courthouse downstairs. Johnson said restroom walls will be retextured by a contractor for \$200, and he will then repaint the walls. The Commission said that was okay.

Finance Director Lani Hartung asked about a Building Fund budget line item to install building polycom system wiring.

@9:28:19 a.m., Durgan moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

February 23, 2012

9:30 A.M. - Appointing of Post-Primary Election Audit Committee – Commission Chambers – Canceled due to employee out of office

9:30 A.M. – Main Boulder Road Project Meeting – Big Timber Courthouse – Commissioner Malone attended

February 23, 2012

Discuss Budget to Actual Revenues and Expenditures and Treasurer's Cash for Jan 2012

@10:05:12 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Taylor were present. Also present were Martha Miller, auditor; Lani Hartung, finance; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to discuss budge to actual revenues and expenditures and a Treasurer's cash report for January 2012.

Finance Director Lani Hartung provided the Commission with general fund totals and a County Treasurer's Cash report for January 2012.

Regarding the former Community Development Department budget, Commissioner Taylor said Mike Inman, planning, proposed the budget remain the same through the current fiscal year with all proposed expenditures to be run through the Commission, and then split and redo the budget for Fiscal Year 2013. Taylor said he still needs to discuss the proposal with the economic development director for his comments.

@10:38:03 a.m., Durgan moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

February 23, 2012

Review Commissioner Comments on Consultant Road Report

@10:41:11 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Taylor were present. Also present were Martha Miller, auditor; Lani Hartung, finance; Dan Babcox and Chuck Donovan, PCRFD#1; Wes Venteicher, Livingston Enterprise; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to review commissioner comments on consultant road department report.

Commissioner Taylor said he and Commissioners Durgan and Malone submitted comments on the road consultant report. Taylor said his opinion is county road department equipment should be upgraded where feasible. Commissioner Durgan said his comments included a lack of short and long term project planning, as well as the scheduling of work and events. He said the county needs to work on that, and Road Supervisor Ed Hillman has indicated such can be done.

Taylor read Commissioner Malone's written comments into the record. Taylor said he thinks Malone's comments summarize what the three commissioners feel about the consultant report. That report included, in part, recommendations on the following:

Management: The Commission will hold monthly or bi-monthly long-range planning meetings with road, finance, economic development, citizens and other individuals; take a more active role in road maintenance management; periodically travel roads within districts to determine road quality complete with written and photographic records inserted into the County Road Book for public review; employ use of a contract engineering firm for culvert and bridge design and state permitting requirements; use the County GIS/IT Department to ensure photographic and GIS locations of water crossings underneath county roads; continue traffic counts as initiated in the spring of 2011 to include summer and winter counts; obtain data from Montana DOT about suitability of bridges in excess of 20 feet with unsuitable bridges being placed on the Off-System Bridge replacement list or TSEP grant program; serve as the contact body for citizens with road concerns, including responses to concerns; actively comply with purchase of easements for county roadways that cross state trust lands per state mandate; work with county landowners to obtain gravel mining permits; and contract with local pit owners to use suitable gravel. Malone's report said the county needs to be on firm legal footing that it can categorize and "maintain" roads as non-maintained roads, as well as require an individual building on such a road to pay for the road's upgrade. The report said the road supervisor needs to take a more active role in daily crewman oversight, particularly with bridge and culvert construction projects.

Equipment: Acquire two semi tractors with bottom dump trailers to haul gravel and a vibratory roller to use on high-traffic roads and those with dust control application. Replace current small fleet of single-axle plow/sander trucks with those with tandem axles; upgrade small fleet of pickup trucks to maintain safety and reliability.

In other discussion, Taylor said each commissioner will have to inventory roads within districts and work with Hillman to devise maintenance schedules within cost.

Dan Babcox, PCRFD#1, said one of the biggest areas of issue with information is between the Commission and the road supervisor from what he has seen. Babcox said hiring a part-time individual to enter data and complete paperwork would free up much of Hillman's time to complete much of the proposed efforts and work as noted in Malone's report comments. He said information gaps seem to be causing a lot of issues, not necessarily at anyone's fault. Taylor said the Commission has appointed its recording secretary to assist with data entry work. Babcox said, regarding time management, he suggests non-productive time can be reduced by the mechanic arriving at the shop 30 minutes before crewmen, inspecting each vehicle and warming vehicles so crewmen are ready leave the shop when they arrive to work.

Taylor said the Commission's next step will be to sit down with Hillman to discuss how the Commission's wishes can be implemented.

@11:03:23 a.m., Durgan moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

February 23, 2012

Discussion of Status of GIS/IT Department

@11:10:04 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Taylor were present. Also present were Erica Hoffman, GIS/IT; Martha Miller, auditor; Lani Hartung, finance; Dan Babcox and Chuck Donovan, PCRFD#1; Ed Meece, city of Livingston; Mike Inman, planning; Greg Coleman, DES; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to discuss the status of the GIS/IT Department.

Erica Hoffman, GIS/IT, said she scheduled the meeting as an informational update for the city of Livingston and county regarding where the GIS/IT Department currently stands and where it would like to go in the future.

Hoffman read into the record a department mission statement and said one full-time GIS/IT manager translates to only a half-time GIS employee for the city and county. Hoffman said the term for a special-project, temporary GIS hire will expire in June 2012.

Hoffman provided examples of GIS work load, such as redrawing accurate city boundaries that reflect annexations, which took three and half months to complete.

Addressing problems, she said parcel data layers do not line up on mapping software and are off by as much as 100 feet, because state parcel data is not correct. She said the department has put in for a 10-year long grant to rectify that problem, but fire district data is also wrong, and that data goes to emergency services when responding to emergency calls. Hoffman said data does not match that of the State Assessor's Office, thus some residents are being taxed in the wrong districts, web maps are out of date and not user friendly, and her department cannot keep up with incoming new addresses, much of the data for which is incorrect. She said city utility information is at least 10 years old, realtors complain that GIS data is not all correct and has not been updated in years, and county bridge and culvert inventory and water district data and are nonexistent.

Hoffman said her three major department objectives are to update, maintain and create new data layers as it comes available; create a user-friendly online mapping service; and upgrade hardware, software and GPS capabilities. In order to accomplish said goals, Hoffman said a fulltime technician would be responsible for building, maintaining and correcting data layers; uploading and maintaining the commercial site selector economic development tool; creating an up-to-date, user friendly online mapping service for public and city/county employees; training and assisting users; gathering data using GPS units and keeping GPS software current; creating rural addressing maps/books; addressing sign postage; and assisting in building a geo-database. Hoffman said three grants have been applied for to gather data, build maps and create an all-hazard website tool.

Hoffman said, because of workload, GIS is taking a backseat to IT, as IT is "crisis management." She said a full time GIS tech is needed in order to add to the county's GIS capabilities. In addition, Hoffman said IT is considering virtualization, which will save space, power/energy, redundancy, data storage and back up, and is working on CAD, RMS and jail mobile projects.

Ed Meece, city of Livingston, said GIS needs are growing on a monthly basis for the city, and he understands and agrees Hoffman's department is severely limited regarding staffing. He said it is incumbent on both the city and county to provide more staffing resources. Meece said he would like Hoffman to map out GIS project goals for 2012 and 2013 she feels could be met if her staff request were granted, as such would be a good way of justifying expenditures. Meece said he thinks accurately mapping infrastructure and property line data layers is critical and would be priority work to complete in the next two years. He said the city is willing to share the expense of the requested staff provided he is convinced it will generate the promised products. Meece said the alternative is to contract out the work, and if an entity does not keep its GIS and IT data up to date, then it might as well get rid of the department. He said the city and county governments are about saving money and being frugal, but there comes a point when additional staff is needed or the return on an investment is ruined. Meece added that Granite TCS is only available to assist with IT issues, not GIS issues.

Hoffman said her department budget figures would increase from \$75,599 to \$110,000-\$120,000 for the extra staffer, which would be an increase of \$22,000 for the city and county. Meece and Commissioner Taylor said they are not interested in hiring a three-

quarter-time employee for the proposed work, and would hire a full-time staffer or hire no one. Taylor asked for a proposal from Hoffman similar to what Meece requested. Taylor said the county has to ensure it can support efforts it takes on, such as the responsibilities with the new site selector tool. Hoffman said her department can complete real GIS project goals for '12 and '13 with another staffer.

Commissioner Durgan said he has noticed Hoffman has been increasingly busy, and she does not want to have to say “no” to someone when the county has the capability to meet most work requests.

Greg Coleman, DES, said DES and fire personnel are increasingly placing demands on IT and GIS, and recent capabilities in the EOC alone are huge, with new conference phones. Coleman said he supports Hoffman’s request in the sense of needing more staff.

Mike Inman, planning, said his department deals a lot with spatial analysis and visual and geographic data. He said he just created two maps that morning using such data, and maps are only as good as the data available, and he has struggled having to use the inaccurate data Hoffman mentioned. Inman said it is astounding to him what the GIS Department has done so far with one-half person, and he fully supports the need of Hoffman’s request.

Durgan said the Commission also received letters of support from Dispatch 911, the Park County Sheriff’s Office, Environmental Health and a couple of local realtors.

Dan Babcox, PCRFD#1, said increasing GIS staff is a necessity, and he recommends the Commission budget for one and half employees to ensure all GPS data point field work and data updating can be done. Babcox said such planning could include seasonal, temporary employees in the form of younger workers wishing to gain experience with GIS and county government work.

@11:35:20 a.m., Durgan moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

February 23, 2012

1:00 P.M. – Site Visit for D’Ewart First Minor Subdivision – Wilsall

7:00 P.M. – Fleshman Creek Public Informational Meeting with CTA Engineering and Oasis Environmental – Community Room

February 24, 2012

10:00 A.M. – Commissioners at Discussion of Cooke City, Silver Gate/Colter Pass Resort Tax Appropriations – Community Center, Cooke City

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

Denise Nelson
Clerk & Recorder
Park County, Montana