

Park County Commission Meeting Minutes
Week of January 2 – 6, 2012
Park County, Montana

January 2, 2012

New Year's Day Holiday Observed – All Offices Closed

January 3, 2012

Daily Correspondence/Agenda and Briefing on Current County Projects

@8:34:17 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; and John Mueller, minutes clerk. No public comment made.

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

Correspondence for December 28 included:

- Memo email re. January 17 weed board meeting
- Memo document re. RY Timber certificate of liability insurance
- Memo documents re. vehicle bids
- Memo re. DNRC Fleshman Creek scope of work draft
- Memo email re. Road Activity log via Wispwest connection
- Memo document re. Guest House tax deed

Correspondence for December 29 included:

- Memo email re. Cooke City Chamber of Commerce refuse charge
- Memo email re. Commission employees vacation accruals
- Memo document re. Forest Service fire hazard tree removal project
- Memo email re. Northern Rocky Mountain RC&D website

Correspondence for December 30 included:

- Memo document re. island property deed
- Memo document re. Gardiner Airport compactor site
- Memo email re. cleaning bid requirements
- Memo document re. Park Electric Cooperative
- Memo document re. Tri-County Network support

- Memo document re. Tom Roe and Sons Construction certificate of liability
- Memo document re. Clyde Park City Council resignation
- Memo email re. Board of Adjustments
- Memo document re. external audit findings

Joan Bosley of J&J Cleaning said she is appalled at the poor level of cleanliness of the courthouse building considering the amount the county is paying for janitorial services. Bosley said she is willing to assist the county in revamping its janitorial services contract in order to cut costs by involving the county maintenance man in completing tasks, creating a task check-off list and suggesting to use community service workers to do work outside of locked offices.

Lani Hartung, finance, asked about costs for legal ads for board seats. The Commission said it will continue to pay for all county board seat advertisements.

@9:19:00 a.m., Durgan moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

January 3, 2012

Selection of Presiding Officer for 2012

@9:27:04 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; and John Mueller, minutes clerk.

The meeting was scheduled to select a presiding officer for 2012.

Commissioner Malone nominated Commissioner Taylor as presiding officer for 2012. Commissioner Durgan seconded the nomination. Commissioners Durgan and Malone voted in favor of the nomination and Taylor was elected as presiding officer.

@9:28:00 a.m., Durgan moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

January 3, 2012

County Road/Engineering Updates

@9:37:09 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; Parks Frady, CTA; and John Mueller, minutes clerk.

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

Parks Frady, CTA Engineering, said his associate sent requested abutment drawings to Montana FWP for a bridge permit for Hamilton Road.

Road Supervisor Ed Hillman said he called out crewmen on Saturday, Sunday and Monday to work on Shields River, Mill Creek and Pine Creek Roads and south roads. Hillman said work will commence on White Lane on January 4 and culverts on Jardine Road were cleared, but the issue of water running down the road will continue all winter. He said Deep Creek Road has no shoulder area on which to place snow and no right-of-way outside the road surface, which causes ice to form over the road in winter.

@10:06:17 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

January 3, 2012

Human Resources Updates

@10:36:44 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.

Human Resources Analyst Jill Ouellette said she has been working with agents on health insurance quotes, but neither will submit a bid without experience data, but failure to closely monitor such information could result in HIPPA law violations.

Ouellette said Clerk and Recorder Nelson would like to restructure her office by removing the chief deputy position and have that position's responsibilities distributed among all deputy clerks and give each clerk an increase of \$0.25 per hour. She said the county personnel policy handbook requires employee evaluations be conducted before merit increases can be awarded. Ouellette said a half-time clerk in that office will return to full-time status. Ouellette said she will double check with MACo regarding pay increases for the departmental restructure.

Ouellette said another error on PERS benefits has been discovered, the incorrect calculation period being four years. She said a Chico/Trail Creek green box attendant was hired and started today, she is working on filling Fair and Weed Board vacancies and she must complete OSHA 300 reports for workplace injuries by the end of January.

@10:57:08 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

January 3, 2012

Review of Minutes for Week of December 26, 2011

@1:07:36 p.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Malone and Taylor were present. Also present were Erica Hoffman, GIS/IT; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to review Commission meeting minutes for the Week of December 26, 2011.

Commissioner Malone requested a revision to Page 6 of 10; second full paragraph, the second sentence should read, "Commissioner Malone said since Stahly is working with the city and did a wonderful job with bridges, and since a lot of sewer work will be required, he moves to nominate Stahly and Associates and will leave it to the chairman to second a motion." On Page 8 of 10; second to last full paragraph, the first sentence should read, "Reinhart said he trusts the planning board to not be arbitrary on the donut zoning regulation updating effort, and thinks the board would be a good facilitator of the public comment process."

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

@1:10:46 p.m., the meeting adjourned.

January 3, 2012

3:00 P.M. – Dispatch 911 Training – West Room

January 4, 2012

7:30 A.M. – MACo Health Board Pool Meeting – Helena, MT – Commissioner Malone attended

January 4, 2012

Daily Correspondence/Agenda and Briefing on Current County Projects

@9:01:35 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; 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. Gardiner compactor letter of support
- Memo document re. IBMP draft EA adjustments
- Memo document re. road department consultant recommendation
- Memo document re. 310 permit 318 authorization
- Memo email re. Tri-County Network letter of support
- Memo document re. MRL railroad crossing efforts

@9:15:46 a.m., Durgan moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

January 4, 2012

Appointing of Park County Local Advisory Committee Applicants

@9:32:03 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Taylor were present. Also present were Brett Linneweber, county attorney; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to appoint Park County Local Advisory Committee Applicants.

County Attorney Brett Linneweber said both applicants who submitted board seat applications qualify as applicants. He said three seats are open for appointment.

Commissioner Durgan moved to appoint applicants Jana Lehman and Tammy Kevwitch to full terms on the board. Commissioner Taylor seconded the motion. Motion passed.

@9:36:56 a.m., Durgan moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

January 5, 2012

7:30 A.M. – MACo Health Board Pool Meeting – Helena, MT – Commissioner Malone attended

January 5, 2012

Daily Correspondence/Agenda and Briefing on Current County Projects

@9:09:06 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; 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. January 10 JSEC meeting agenda items
- Memo email re. Site Selector go-live preview and date
- Memo email re. February 8 Granite internet security presentation
- Memo email re. community development director out of office schedule
- Memo document re. January 6 SWB work session agenda
- Memo document re. Montana Public Works Consulting Inc. invoice

- Memo document re. January 9 Western Mental Health contract meeting
- Memo email re. community development director out of office annual leave schedule
- Memo email re. Chicory Road rural improvement district status
- Memo email re. community development director work hours
- Memo document re. January 10 Board of Health agenda

Commissioner Taylor said he drove Deep Creek Bottom Road to view where snow can be plowed in an emergency situation. He said the road is built in a ditch, which prohibits typical snow removal, as stated by the road supervisor. He said he will meet again with a citizen who complained about possible winter hazards should the road freeze over.

@9:25:44 a.m., Durgan moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

January 5, 2012

10:30 A.M. – Cooperative Weed Management Association – East Room

1:00 P.M. – MSU Extension Annual Conference Planning Retreat – Community Room

January 6, 2012

8:00 A.M. – MSU Extension Annual Conference Planning Retreat – Community Room

January 6, 2012

Daily Correspondence/Agenda and Briefing on Current County Projects

@8:39:20 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; 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. update of Board of Health website
- Memo document re. inaccurate tax assessment
- Memo email re. December Safety Committee minutes

Commissioner Malone reported on a January 4 and 5 MACo Healthcare Trust meeting he attended in Helena.

@9:07:32 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

January 6, 2012
Solid Waste Work Session

@9:08:27 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Richard Wright, refuse; Barbara Woodbury, environmental health; Lani Hartung, finance; SWB members Allen Carter, Robert Currie, Dennis Dodge and Dick Juhnke; Jim Hunt, citizen; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled as a Solid Waste Board (SWB) work session.

Discuss Citizen Solid Waste Refund Request: There was discussion about Citizen Ed Schilling who requested a refund of part of his home business refuse assessment. There was discussion about the difficulty in determining how many home businesses exist in Park County. Richard Wright, refuse manager, said the county could possibly reduce its assessment costs to all district members if it captured every home business, but it cannot arbitrarily start reducing the refuse budget by forgiving assessments. Commissioner Malone said he thinks the SWB should reassess the entire county refuse assessment policy regarding what entities are and are not receiving refuse assessments. Commissioner Taylor said he thinks drafting of the new master plan is the ideal time to define refuse district rules and rates.

Discuss Gardiner Compactor Green Box Site: Malone said an FAA representative told him the county road shop, a lagoon, and the airport being too close to the highway, having a hump in the middle and the runway being too short would negate the airport from receiving federal funding if a compactor site was constructed in the Gardiner Airport Affected Area.

Discuss Chico/Long-Term Plan Compactor Sites: Malone said his goal has been to build the Gardiner compactor site and see how it works, and then move onto compactor sites in other green box locations if the Gardiner site is successful. Carter said perhaps the county should consider a compactor site at the Chico or Clyde Park site if the Gardiner site is stalemated.

Discuss Countywide Refuse Master Plan: There was discussion about including the previously discussed topics in the countywide refuse master plan.

In other discussion, Taylor said Montana Rail Link told him it wants to reduce the size of the footprint currently leased to the county for the transfer station. He said he will discuss the issue with Wright. Taylor said whole tires can be put into the county landfill, but it is suggested to cut the tires up.

Jim Hunt, citizen, asked if the county has looked into about 65 home sites in the Smith Creek area in Meagher County about paying Park County refuse assessments.

Administrative Assistant Raea Morris said she mailed out 35 out-of-county tags for 2012, but she does not have those mailings separated by region.

The January 20 Solid Waste Board Meeting agenda will include the following topics: Allen Carter report on possible alternative property for Gardiner compactor site; discussion/decision on compactor site at Clyde Park; motion for Taylor to talk to the state about logistics of installing a compactor site at the Chico green box site; discuss Monday Cooke City compactor site closure hours; Taylor report on disposal of Mike Adkins tires; motion on date to commence a full fledged test with the city; elect 2012 board officers.

@10:28:55 a.m., the meeting adjourned.

January 6, 2012

Appointing of Board of Adjustments Members

@10:32:25 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Malone and Taylor were present. Also present were Jeri Stevens, planning; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to appoint Board of Adjustments members.

Jeri Stevens, planning, said the Planning Department advertised for open Board of Adjustments seats for a month without any new applicants filing. She said Peter McKenzie and Don Gimbel reapplied for seats and the department recommends appointment of those two applicants.

Commissioner Malone moved to appoint Mr. Gimbel and Mr. McKenzie to the Park County Board of Adjustments. Commissioner Malone seconded that motion. Motion passed.

In other discussion, Stevens said she asked Surveyor Barney Hallin to provide an estimate to complete a legal description of a past change to the donut zoned district that was never legally described. The Commission said Stevens can go forward with the effort provided it is not an exorbitant cost.

@10:34:42 a.m., Malone moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

January 6, 2012

Discussion/Review of FY2012 Olness and Associates Audit Report

@11:03:59 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; Wes Venteicher, Livingston Enterprise; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to review a Fiscal Year 2012 Olness and Associates external audit report.

Finance Director Lani Hartung said the audit report is for a FY 2011 audit, not FY 2012. Hartung reviewed that report with the Commission, including seven audit findings, which she said is down from 36 findings in 2002.

@11:57:45 a.m., Durgan moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

January 6, 2012

1:00 P.M. – MSU Extension Training Planning Group – East Room

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

Denise Nelson
Clerk & Recorder
Park County, Montana