

Park County Commission Meeting Minutes  
Week of July 16 – 20, 2012  
Park County, Montana

July 16, 2012

Daily Correspondence/Agenda and Briefing on Current County Projects

@8:35:49 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; Kelly Johnson, maintenance; Bob Currie, SWB; Phil Dawson, citizen; and John Mueller, minutes clerk.

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

Correspondence included:

- Memo email re. economic development/planning departments mail accounts
- Memo email re. MDT CTEP museum project information
- Memo document re. MDT Park County bridges
- Memo email re. Bresnan property tax challenge
- Memo email re. county office door numbers
- Memo document re. private road blockage issue
- Memo email re. Main Boulder Road work complaint
- Memo document re. Double Shot Saloon liquor license
- Memo email re. economic development director email correspondence
- Memo email re. Willow Creek Fire update
- Memo document re. Great West Engineering Main Boulder Road contract
- Memo email re. July 17 Mill Creek Water District litigation strategy meeting
- Memo document re. open cut mining application
- Memo document re. Enviroworks contract
- Memo document re. Western Mental Health mileage payment
- Memo email re. Library Board meeting agenda
- Memo email re. Engine 8 Prospera grant letter
- Memo email re. employee sick benefit grant request
- Memo email re. August 9 Planning and Development Board meeting
- Memo document re. Forest Highways maps

Phil Dawson of Locks and Clocks said the door lock into the law enforcement office has failed, but the distributor will not ship parts until the last week of August. Dawson said a loaner lock needs to be taken off the door. The Commission told Dawson to find a replacement lock.

Kelly Johnson, maintenance, said he will have an elevator contractor check building elevator operation.

@9:00:55 a.m., Malone moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

July 16, 2012

Signing of a Service Contract with Quarry Services, LLC

@9:06:49 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Malone and Taylor were present. Also present were Bob Currie, SWB; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to sign a service contract with Quarry Services, LLC.

Commissioner Malone said Quarry Services will be hired to grind up and repair certain county roads.

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

@9:07:49 a.m., Malone moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

July 16, 2012

Signing of the Department of Commerce Economic Development Administration Grant Extension

@9:35:29 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Malone and Taylor were present. Also present was John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to sign a Department of Commerce Economic Development Administration grant extension.

Commissioner Malone said the contract will allow for a two-month extension for completing the Comprehensive Economic Development Strategy for the joint Economic Development District between Park and Gallatin Counties.

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

@9:36:14 a.m., Malone moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

July 16, 2012

Discussion/Decision of Financing of New Search and Rescue Building

@10:03:03 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Wendy Wood and Greg Todd, PCSO SAR; Mark Westenskow and Ben Elias, CTA; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to consider financing of a new Search and Rescue (SAR) building.

Wendy Wood, SAR, provided the Commission with an updated proposal for a new SAR building as prepared by CTA Engineering, which allows for building expansion in the future. Wood said the building would also allow for office space for her office.

Commissioner Malone moved to move forward in researching how to finance a new SAR building. Commissioner Durgan seconded the motion. Motion passed.

The Commission said it will research possible funding sources for the SAR facility and present them at another public meeting on the topic to be held on August 1.

@10:36:30 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

July 16, 2012

Review of Minutes for Week of July 9, 2012

@11:07:45 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan, 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 July 9, 2012.

Commissioner Taylor requested a revision to Page 12 of 14, noting the correct acronym spelling for the Governmental Accounting Standards Board as GASB. On Page 9 of 14, Taylor noted he attended a July 11 meeting with CTA Engineering and the Montana Department of Transportation for the Fleshman Creek Restoration Project.

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

@11:09:57 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

July 17, 2012

Road Updates/Engineering Services Updates

@8:37 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; Shannan Piccolo, civil deputy county attorney; Philip Fletcher, economic development; Lani Hartung, finance; Mark Westenskow, CTA Engineering; Gary Barnhart and Brenda Gilbert, citizens. No public comment made.

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

Road Supervisor Ed Hillman said in his opinion the county would have to grind millings stockpiled at the airport if it wants to use them.

@8:42 a.m., Malone moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

July 17, 2012

Discussion/Status of Fleshman Creek Project

@8:43 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; Philip Fletcher, economic development; Lani Hartung, finance; Mark Westenskow, CTA Engineering; Gary Barnhart and Brenda Gilbert, citizens. No public comment made.

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

Mark Westenskow, CTA Engineering, said CTA attended a meeting with Montana Department of Transportation the previous week to discuss H and Main Street crossings over Fleshman Creek, as those streets are state routes. He said a public informational meeting will be held on July 26, and CTA will meet on the 25<sup>th</sup> with MDT, the city of Livingston and Park County to further discuss project details.

@9:13 a.m., the meeting adjourned.

July 17, 2012

9:00 A.M. – Daily Correspondence/Agenda and Briefing on Current County Projects – Commission Chambers – Canceled due to time conflict

July 17, 2012

Department Head Meeting

@9:30 a.m., Commissioner Malone called a meeting to order in the Community Room of the City-County Complex. Present were Commissioners Durgan and Malone; Lani

Hartung, finance; Jill Ouellette, HR; Martha Miller, auditor; Clay Williams, weed; Erica Hoffman, GIS/IT; Shannan Piccolo, civil deputy county attorney; Kelly Johnson, maintenance; Denise Nelson, clerk and recorder; Ed Barich, superintendent; and June Little, clerk of court.

Pets/Animals in Building: Commissioner Durgan said pets cannot be permitted in the City/County Building. Jill Ouellette said the Commission has set policy prohibiting pets and animals from the courthouse building as pets and animals can cause allergic reactions to employees and visiting public. Ouellette said liability issues, such as with possible dog bites, are a concern as well, and all department heads and elected officials need to be in 100-percent compliance, as an incident with a pet can negatively affect the county's liability insurance rates. Additional problems were discussed including carpets being soiled by pets. Commissioner Malone further clarified the policy is set for no pets permitted in the building Monday through Friday during business hours. The policy permits Sheriff's Office K-9 dogs and service animals.

End of Year Revenues and Expenses: Lani Hartung, finance, said any FY '12 revenues and expenditures need to be submitted as soon as possible to be billed in that year, especially grants.

Use of County Vehicles: Malone said the Commission continues to receive complaints about Park County employees using county vehicle for personal use. Malone reminded employees to be cognizant of appearance when driving county vehicles to public venues, even if for county business.

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 August 21, 2012.

@10:03:48 a.m., the meeting adjourned.

July 17, 2012

Human Resource Updates

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

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

Jill Ouellette, HR, provided a change of status form for a detention officer; a deputy coroner and an employee who left employment from the clerk of court office. Ouellette said she will get another written “short safety” training circulating to bolster the county’s safety effort in light of the DES Department workload focus on EOC matters and not being able to coordinate the optional safety videos for employees. Ouellette said she noticed at the Department Head meeting the Commission needs to be cognizant of praising certain employees and not others, as employees notice when do not receive positive Kudos. Ouellette said consultant Jim Nyes is working on an employee handbook draft and should have something for her review in the next week or so.

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

### July 17, 2012

12:00 P.M. – Commissioner Malone @ NRMEDD Meeting – Gallatin County Courthouse, Bozeman

1:00 P.M. – Fiscal Year 2013 Budget Workshop – Commission Chambers – Canceled due to no quorum of commissioners

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

3:00 P.M. – Mill Creek Water District Board – Three Peaks Ranch, Livingston (Meeting Closed for Litigation)

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

### July 18, 2012

#### Daily Correspondence/Agenda and Briefing on Current County Projects

@8:37:42 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; Tracy Mosley, MSU Extension; Bob Currie, SWB; 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. Fair Board meeting agenda
- Memo email re. PCEC clean up day thank you
- Memo email re. July 19 Museum Collections Committee
- Memo email re. July 17 ITAC meeting agenda
- Memo document re. MDT draft transition plan
- Memo document re. refuse tag payment

- Memo email re. city trails grant letter of support request
- Memo email re. YNP Blacktail Fire containment status
- Memo document re. MRL costs and city refuse disposal contract
- Memo document re. JPA/JPIA law amendments
- Memo document re. MACo Loss Control refuse operations
- Memo email re. DES Coordinator out of office schedule
- Memo email re. July 18 RC&D Board meeting cancelation
- Memo document re. CTA Engineering Freshman Creek update
- Memo document re. Montana FWP migratory bird season regulations
- Memo email re. economic development director CEDS project documentation
- Memo document re. janitorial cleaning complaints
- Memo document re. July 16, 2012, Facebook/Twitter news release
- Memo document re. Freshman Creek landowner surveyor access
- Memo document re. county audit of PCSO books
- Memo email re. July 17 county internet service
- Memo email re. Main Boulder Road project update
- Memo email re. draft Park County drought resolution

Commissioner Malone reported on a July 17 Economic Development District Board meeting.

Commissioner Taylor reported on a July 17 Meals on Wheels meeting.

@9:21:11 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

July 18, 2012

Signing of an Agency on Aging Home Care Grant Contract

@9:29:11 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; Bob Currie, SWB; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to sign an Area IV Agency on Aging Home Care Grant contract.

Commissioner Malone said the contract is between Rocky Mountain Area IV Agency on Aging and Park County for in-home care assistance for the elderly.

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

@9:29:55 a.m., Malone moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

July 18, 2012

Signing of Contract with Standish Excavation to Revamp of Chico Waste Collection Site

@9:33:47 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; Bob Currie and Dick Juhke, SWB; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to sign a contract with Standish Excavation to revamp the Chico waste collection site.

Commissioner Taylor said the proposed work to revamp the Chico green box site would involve installation of roll off boxes, redesign the site and install a new ingress and egress for a cost of \$34,155.

Dick Juhnke, Solid Waste Board, said he thinks it is premature to make a decision, because a compactor with a removable building could be put at the Chico green box site. Juhnke said he thinks residents in the area need to be surveyed as to the type of service they would like to have at the site.

Commissioner Malone moved to go forward with the Standish contract after modified by the civil deputy county attorney to state MDT needs to give final approval before initiation. Commissioner Taylor seconded the motion. Motion passed unanimously.

@9:52:06 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

July 18, 2012

Signing of Great West Engineering Application for Payment on Main Boulder Road Drainage Improvement Project

@10:05:35 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; Bob Currie, SWB; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to sign an application with Great West Engineering for payment on the Main Boulder Road Drainage Improvement Project.

Commissioner Malone said the application for payment for Resource Area Council funds on the Main Boulder Road Improvement Project in amount of \$49,537 is for culvert and ditching work.

Commissioner Malone moved to approve Payment #1. Commissioner Durgan seconded the motion. Motion passed.

@10:07:54 a.m., Durgan moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

July 18, 2012

Discussion of New Traffic Counts with Possible Road Reclassification Decisions

@1:07:46 p.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Erica Hoffman and Julie Sendra, GIS; Ed Hillman, road; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to discuss traffic counts and possible road reclassification decisions.

Commissioner Malone said discrepancies exist between traffic count numbers and the frequency to which county road crewmen maintain roads. Malone said Class I roads do not need to be maintained as often in the summer as they do during the rest of the year when they need to be cleared for school bus travel.

@2:34:18 p.m., the meeting adjourned.

July 18, 2012

2:30 P.M. – RC&D Board – Community Room – Canceled

July 18, 2012

Update and Presentation on Park County Atlas with Possible Decision to Move Forward with Funding Opportunities and Needs

@3:03:14 p.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Taylor were present. Also present were Mike Inman, planning; Lew Wilks, planning board; Josh Gage, Gage Cartographics; Dennis Glick, Future West; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to consider a decision on Park County Atlas funding opportunities.

Josh Gage of Gage Cartographics provided a PowerPoint presentation of possible features and capabilities of a proposed Park County Atlas program that will serve as a comprehensive, interactive mapping system available to any individual with internet access.

Mike Inman, planning, said Park County has an outdated interactive mapping system beyond repair. He said the county GIS manager has a goal to create a new system, and the Planning Department wishes to pursue an atlas data layer tool that would result in a

joint product to be hosted in-house and routinely updated with new data layers. Inman said \$24,000 should cover expenses to build the system, and he is asking the Commission to match up to \$8,000 toward the project. Inman said the Sonoran Institute has a \$5,000 grant toward the project, the Park County Community Foundation will provide between \$2,000 and \$4,000 for the project, and individual private citizens will provide funding if the Commission agrees to match up to \$8,000. Inman said coming up with half of the funding will enable the project to commence with Future West assisting with a table of contents in association with the planning and development board, and Gage Cartographics can begin on front-end development efforts.

Lewis Wilks, planning and development board, said every issue the board has dealt with in the last two months could have been enhanced with the proposed atlas tool, which is why the board supports the project. Wilks said support for the project in the community is extremely high, and his confidence level is extremely good that \$8,000 in private funds can be raised toward the project if the Commission is willing to match with up to \$8,000, as the private funders want the county to have skin in the game with a match.

Commissioner Durgan said he sees no reason why the Commission cannot put in \$8,000. Commissioner Taylor said he agreed and thinks the project is of enough importance for the Commission to provide funding.

Commissioner Durgan moved the Commission accept the challenge to fund up to \$8,000 with county funds as a match to the proposed project. Commissioner Taylor seconded the motion. Motion passed.

Wilks asked if private donations toward the project would be tax deductible. The Commission said it would check with its legal staff for that answer.

@3:30:21 p.m., Durgan moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

July 19, 2012

Daily Correspondence/Agenda and Briefing on Current County Projects

@8:32:52 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; Tracy Mosley, MSU Extension; 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. employee safety shorts
- Memo document re. Koontz Construction certificate of liability insurance
- Memo document re. USPS county road work permit

- Memo document re. solid waste services right of first refusal letter
- Memo email re. CTA Engineering Freshman Creek update
- Memo email re. governor's drought committee
- Memo document re. July 20 SWB agenda
- Memo email re. July 18 grassland fire information
- Memo email re. Mushrush Family Transfer meeting cancelation
- Memo email re. City/County Compact solid waste chapter
- Memo document re. budget workshop audio public information request

Commissioner Malone said IT and other personnel who provided Twitter information on the county's website during a grassland fire on July 18 did a good job and need to be commended.

Tracy Mosley, MSU Extension, said a Montana DNRC grant applied for by Nittany Grantworks through the Park County Environmental Council might be positive to assist with education and watershed groups in completing baseline water quality sampling in the Shield's Valley Watershed group. She said those grant funds may best be administered through Park County. The Commission advised Mosley to discuss the possibility with the finance director.

@9:03:11 a.m., Malone moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

July 19, 2012

Fiscal Year 2013 Budget Workshop

@9:03:49 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Malone 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 as a Fiscal Year 2013 budget workshop.

Lani Hartung, finance, said she updated cash accounts in the budget levy matrix. There was discussion about budgeting for a Community Transportation Enhancement Program grant in Fiscal Year 2013 for a Cooke City museum project.

@9:22:26 a.m., the meeting adjourned.

July 19, 2012

9:30 A.M. – Commissioner Taylor at Agency on Aging – Best Western Yellowstone Inn, Livingston

4:00 P.M. – Library Board – Park County Library, Livingston

July 20, 2012

Daily Correspondence/Agenda and Briefing on Current County Projects

@11:31:22 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; Greg Coleman, county fire; Jill Ouellette, HR; Marilyn Hartley, 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. Dreamweaver software update
- Memo email re. August 15 Montana State Fair commissioners invite
- Memo email re. Kone Elevator invoice
- Memo document re. citizen fireworks comment
- Memo document re. draft drought resolution
- Memo email re. June Dept Head meeting minutes
- Memo email re. LTAP comments
- Memo email re. fair entertainment purchase order
- Memo email re. draft July Dept Head meeting minutes

There was discussion about a late MACo insurance payment as alleged by MACo. Jill Ouellette, HR, said the bill is due with a \$638 finance charge. The Commission advised Marilyn Hartley, finance, to do whatever it takes to get the payment paid on time.

Greg Coleman, county fire, said four separate fires were burning along the interstate at Exit 333. The Commission said Coleman can drive a fire vehicle to his home residence during fire season for quick transportation to fire events.

@12:09:13 p.m., Durgan moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

July 20, 2012

1:00 P.M. – Solid Waste Board – Commission Chambers

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

Denise Nelson  
Clerk & Recorder  
Park County, Montana