

Park County Commission Meeting Minutes
Week of July 9 – 13, 2012
Park County, Montana

July 9, 2012

Daily Correspondence/Agenda and Briefing on Current County Projects

@8:31:42 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; Shannan Piccolo, civil deputy county attorney; 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. economic development director work schedule
- Memo email re. July 30 annexation/boundary amendment notice
- Memo email re. Cooke City Index Fire status
- Memo email re. PCSO Jardine Road patrol
- Memo email re. resolution amendment

Bob Currie, Solid Waste Board, provided the Commission with written specifics for a Chico green box site design.

@8:55:43 a.m., Malone moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

July 9, 2012

Public Hearing for Establishment of Lavender Lane

@9:34:38 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; Erica Hoffman, GIS; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled as a public hearing for the establishment of Lavender Lane.

Civil Deputy County Attorney Shannan Piccolo said the proposed road, Lavender Lane, is located in a new housing subdivision that has received preliminary plat approval. Piccolo said one landowner has not signed off in agreement of creation of the internal subdivision road after being sent all necessary paperwork, thus a second option is to establish the road via the current public hearing after legal notification had been

provided. She said subdivision roads in the proposed area are not county roads or open to public use due to a lawsuit settlement with the Glastonbury Landowner's Association, thus the county will incur no maintenance responsibilities or expenses with the new road. Erica Hoffman, GIS/IT, said she has received no comments against the formation of the road.

Commissioner Malone moved to establish Lavender Lane. Commissioner Taylor seconded the motion. Motion passed.

@9:37:33 a.m., Malone moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

July 9, 2012

Review of Minutes for Week of July 2, 2012

@11:03:12 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 review Commission meeting minutes for the Week of July 2, 2012.

Commissioner Malone requested a revision to Page 10 of 12, the first sentence should read, "Treasurer Kevin Larkin said a mobile home was dropped off at Chad Standish's property, and Standish does not want the mobile."

Commissioner Taylor requested a revision to Page 7 of 12; second to last paragraph, the first sentence should read, "Lieutenant Tom Totland, PCSO, said a red flag warning was currently in effect with a 40-percent chance of a lightning strike that afternoon."

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

@11:04:09 a.m., Malone moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

July 9, 2012

12:00 P.M. – Commissioner Malone @ Gallatin County Kiwanis – Bozeman

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

3:00 P.M. – Angel Line Board – West Room – Commissioner Malone attended

July 10, 2012

Road Updates/Engineering Services Updates

@8:05:27 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; Mark Westenskow, CTA; Shannan Piccolo, civil deputy county attorney; Gary Barnhart, citizen; 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 patching crew did more patching on edges of Pine Creek Road, and the road crew will start repairing Duck Creek Road on July 16. He said the entire crew is on Jardine Road graveling the road and flagging.

Mark Westenskow, CTA Engineering, provided a report of CTA's engineering work for Park County.

@8:31:49 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

July 10, 2012

Discussion/Status of Fleshman Creek Project

@8:32:04 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; Barbara Woodbury, environmental health; Philip Fletcher, economic development; Mark Westenskow, CTA; Brenda Adams and Gary Barnhart, 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 a public meeting on the project will be held on July 26. He said CTA met with Montana FWP last week, and FWP is amendable to dewatering the creek during construction. He said CTA will meet on July 11 with Montana MDT to ensure all are on the same page regarding Main and H Street approaches. Westenskow said he will update the county website with the latest project specifics.

@8:48:52 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

July 10, 2012

Daily Correspondence/Agenda and Briefing on Current County Projects

@9:06:26 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; 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. PCEC Chronicle natural gas story
- Memo email re. DOR refuse assessment
- Memo document re. July 12 stock growers predation allocation
- Memo document re. PCRFD#1 annexation meeting notice
- Memo email re. road department wildland refresher class
- Memo email re. September 29 open container request
- Memo document re. extended automobile coverage
- Memo document re. EDD grant

@9:16:36 a.m., Durgan moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

July 10, 2012

Human Resources Updates

@9:35:14 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 a change of status form for COLA increases for the undersheriff, and said she continues to work on COLA increases and longevity adjustments for deputies.

There was discussion about a county attorney opinion in response to short-term workers requested by the public administrator to complete her work. Ouellette asked if the Commission has set up a public meeting to discuss what avenue the Commission will take with employing an interim refuse manager. Ouellette said all position postings must be posted internally and externally for five days, the manager job description will remain the same and the position will be advertised as a temporary appointment.

@9:56:22 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

July 10, 2012

Fiscal Year 2013 Budget Workshop

@10:08:30 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; Raea Morris, administrative assistant; Lani Hartung, finance; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled as a Fiscal Year 2013 budget workshop.

The Commission reviewed the Refuse Department budget with Finance Director Lani Hartung.

@10:52:34 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

July 10, 2012

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

1:00 P.M. – Fire Safe Coalition – East Room

2:00 P.M. – I.T. Advisory Committee – Community Room

3:00 P.M. – Web Committee – East Room

5:30 P.M. – Board of Health – East Room – Commissioner Taylor attended

July 11, 2012

Daily Correspondence/Agenda and Briefing on Current County Projects

@8:32:36 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; Shannan Piccolo, civil deputy county attorney; Ed Hillman, road; Wes Venteicher, Livingston Enterprise; 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. fall MACo convention registration
- Memo email re. DUI Task Force plan
- Memo email re. July 26 Fleshman Creek meeting announcement
- Memo email re. July 12 LEPC meeting

- Memo email re. ITAC meeting rescheduled
- Memo email re. July 14 server work schedule
- Memo document re. HKM DOWL landfill methane monitoring invoice
- Memo email re. July 12 Safety Committee meeting and minutes
- Memo email re. Atlas funding update meeting request
- Memo email re. Mushrush Family Transfer application
- Memo email re. library carpet issue maintenance
- Memo email re. Park County Fire Council
- Memo document re. Enviroworks certificate of liability insurance
- Memo email re. transfer station employee out of office schedule
- Memo document re. July 29 Cooke City Museum CTEP meeting minutes

@8:49:05 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

July 11, 2012

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

July 11, 2012

City/County Meeting

@9:38:56 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; City Commissioners James Bennett and Mel Friedman; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to discuss joint city of Livingston and Park County efforts.

City/County Compact: Commissioner Taylor said the committee is currently working on a jail contract.

County Refuse Issue: Taylor said the county is considering moving some refuse staff currently working at the landfill to work for the road department. He said the county will close a portion of the landfill to reduce the overall size, but citizens can call ahead to use the landfill in a controlled environment with locked gates when the facility is not in use. He said the Commission is also considering deconstructing the transfer station on Montana Rail Link (MRL) land and getting out of its land lease contact with MRL.

Commissioner Malone said the county would like to work with the city to expand recycling options for residents. He said the July trial solid waste effort with all county refuse going to the city is going fine. Malone said trucks must pull forward slightly to dump on the city transfer station floor due to box size, but it is not a major problem. He said an MOU or contract with the city will be the next step after the trial to define x dollars per ton charged for county refuse to the city for x number of years.

Building Janitorial Contract: Taylor said the new janitorial contract has been working well with three or four complaints submitted. He said he telephones the janitors whenever a cleaning complaint arises and the issue is promptly taken care of. Taylor said he thinks the cleaners know the county is watching their work more closely.

Building Roof Maintenance: Taylor said the county will have a leak repaired that is dripping water into Dispatch 911, and will get a bid to reroof the entire roof. He said the roofer agreed to deduct the leak repairs from the total reroofing quote.

Fleshman Creek Restoration Project: Taylor said the estimated project price is currently higher than dollars available. Malone said a public informational meeting will be held on July 26, CTA Engineering will meet with Montana DOT that day to discuss H and Main Street crossing plans, and it met with Montana FWP on July 2. He said FWP is satisfied with design progress. Malone said the county is having issues with gathering in-kind donation hours from school efforts.

City Effort on Growth Policy: No report

Courthouse Rear Doors: No report

County Zoning Donut Issue: Commissioner Durgan said the county planning board is conducting research on zoning options.

@10:28:46 a.m., Durgan moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

July 11, 2012

Appointing of Parks and Recreation Board Members

@10:34:03 a.m., Commissioner Durgan called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Malone were present. Also present were Mike Inman, planning; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to appoint a Parks and Recreation Board member.

Mike Inman, planning, said a board seat advertisement was run for three weeks after a Parks and Recreation Board member's term expired at the end of June. Inman said one county resident, Cara McNeely, submitted an application, and Inman recommended the Commission appoint McNeely to the board.

Commissioner Malone moved to appoint Cara McNeely to serve a term of two years on the Parks and Recreation Board. Commissioner Durgan seconded the motion. Motion passed.

@10:35:54 a.m., Durgan moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

July 11, 2012

Discussion/Decision on HRDC Home to Stay Program Plan and HUD Emergency Solutions Grant Funding for Rental Assistance in Park County

@11:00 a.m., Commissioner Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Malone were present. Also present were Heather Grenier and Sara Anderson, HRDC. No public comment made.

The meeting was scheduled to consider a Human Resources Development Council (HRDC) Home to Stay Program Plan and HUD Emergency Solutions Grant Funding for rental assistance in Park County.

Heather Grenier, HRDC, provided a work plan for annual HRDC funding that provides state funds for short-term rental assistance and shelter operations. She said funding also goes toward homeless prevention services.

Commissioner Durgan moved to accept the Home to Stay Program Plan and HUD Emergency Solutions Grant Funding for Park County. Commissioner Malone seconded the motion. Motion passed.

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

July 11, 2012

Discussion/Decision of CTEP for a Cooke City Museum Project

@11:30 a.m., Commissioner Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Malone were present. Also present were Barbara Woodbury, environmental health; Philip Fletcher, economic development; and Bev Chatlain and Donna Rowland, Cooke City (via telephone). No public comment made.

The meeting was scheduled to consider a Community Transportation Enhancement Program (CTEP) grant for a Cooke City museum project.

Philip Fletcher, economic development, explained specifics of a CTEP grant for \$63,154 toward a proposed Cooke City museum project totaling \$72,943. Fletcher said the local funding will amount of \$9,789. Fletcher said he has broken the project into interior work and exterior pathway with associated construction costs. He said the grant application is completed, and he will submit the grant and exhibits in the mail by the morning of July 12.

Commissioner Durgan moved to sign off on and submit the CTEP application as prepared with the understanding it will be mailed on July 12. Commissioner Malone seconded the motion. Motion passed.

@11:40:30 a.m., Durgan moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

July 11, 2012

1:30 P.M. – Commissioner Taylor @ CTA and Montana Department of Transportation Meeting for the Fleshman Creek Restoration Project – CTA Offices, Livingston

July 12, 2012

Daily Correspondence/Agenda and Briefing on Current County Projects

@8:42:05 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; 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. Area IV Agency on Aging contract
- Memo document re. HRDC emergency housing grant approval
- Memo email re. EOC fire information opening
- Memo email re. county site Twitter/Facebook protocol

The Commission scheduled a meeting to sign a contract with Standish Excavation to install new green box sites.

Commissioner Taylor reported on a July 11 meeting with CTA Engineering and Montana Department of Transportation to discuss Fleshman Creek crossings at H and Main Streets.

@8:52:39 a.m., Malone moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

July 12, 2012

9:00 A.M. – Safety Committee – Commission Chambers

10:00 A.M. – Local Emergency Planning Committee – Community Room – Commissioner Durgan attended

July 12, 2012

Economic Development Department Updates

@10:07:16 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Philip Fletcher, economic development, Raea Morris, administrative assistant; Peter Fox, planning board; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to discuss activities in the Economic Development Department.

Philip Fletcher, economic development, provided a 2012-2013 work plan for the Economic Development Department, which he said was also submitted to the Planning and Development Board. The plan included, in part, a countywide Capital Improvements Plan (CIP), Gardiner Arch/Gateway Project and inventory and development options for county-owned properties.

Fletcher said he was told on the record in a Commission meeting that Rob Gilmore (Northern Rocky Mountain Economic Development District (EDD)) was his boss and he was to follow Gilmore's directives. Fletcher said that same afternoon Gilmore emailed him and told him his work and assistance was no longer needed on the Comprehensive Economic Development Strategy (CEDS), and the commissioners commented the following week that Fletcher was 100-percent removed from the CEDS project. Fletcher said he asked Gilmore who he had contacted and spoken to regarding gathering information for the Park County's portion of the CEDs so as not to duplicate efforts. Fletcher said he also asked Gilmore for meetings to discuss such, but he received no responses from Gilmore. Fletcher said he gave Gilmore and individuals in Gallatin County a thumb drive of everything he had as the Park County database. Fletcher said Gilmore wrote him a letter on May 17 requesting information, to which Fletcher responded, and on June 13 Gilmore removed him from the project, which he has in writing. Taylor said he will schedule another meeting to review Fletcher's work plan after he speaks with Gilmore about how things transpired with the CEDS.

Commissioner Durgan asked what type of council and what type of council members Fletcher has in mind as stated in his proposed work plan. Fletcher said the council would be equivalent to Bozeman's EDD committee. Fletcher said he has no doubt whatsoever a standing room only crowd would result if Park County solicited individuals interested in forming an economic development district council for regularly scheduled meetings to be held in designated areas.

Fletcher said he has been working on a Cooke City museum grant and heavily on putting together a CIP strategy since his last department update meeting, but he has no current responsibilities regarding CEDS efforts. Fletcher said such has resulted in a short leash regarding completing the CIP, but he has held meetings and laid out a plan of attack.

Commissioner Durgan asked the status of the Cooke City Museum CTEP grant. Fletcher said the grant has been signed by two commissioners and has been sent off. Fletcher said he has the grant application in hand at the current meeting.

Fletcher said he has had a couple of meetings with CTA Engineering to fine tune strategies and communications in reference to the Fleshman Creek Restoration Project, has been coordinating for a project public meeting, assisted the finance director on quarterly reports and has sought additional funding to fund projected project overages.

Peter Fox, planning and development board, said his first reaction to Fletcher's work plan is the 15 programs are wide-ranging, non specific tasks and it would be helpful to prioritize the list as to what will be worked on first and the estimated man hours required for each task. Fox said it would take a team of eight individuals a year to work on the proposed work plan tasks. Fletcher said he can supplement his report to the planning board with that prioritization. Taylor asked for more detail for each work program item to define how programs will be achieved and the benefit they would provide to the county. Fletcher said he can provide a detailed analysis of each work program item, and he has put together teams of collaborators to accomplish the list of tasks.

Malone said he thinks it is important for Fletcher to work with the Planning and Development Board, as they are the eyes and ears in the community. Fletcher said he sent his proposed work plan to the board to generate conversation.

@10:55:35 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

July 12, 2012

Signing of Maternal & Child Health Block Grant Agreement

@11:00 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. No public comment made.

The meeting was scheduled to sign a Maternal and Child Health Block Grant agreement.

Commissioner Malone moved to sign the Maternal and Child Health Block Grant agreement. Commissioner Durgan seconded the motion. Motion passed.

@11:02 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

July 12, 2012

Signing of a Resolution Amending Resolution #1107 for the Governmental Accounting Standards Board

@11:32:04 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Lani Hartung, finance; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to sign a resolution amending Resolution #1107 for the Governmental Accounting Standards Board (GASB).

Lani Hartung said a list of funds were added to the county budget as allowable by GASB and is available for public reference in the accounting department.

Commissioner Durgan moved the Commission approve the resolution amending Resolution #1107 for the GASB 54 program. Commissioner Malone seconded the motion. Motion passed.

@11:35:18 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

July 12, 2012

Fiscal Year 2013 Budget Workshop

@1:03:28 p.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; 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 will transfer funds into the pop machine budget to bring it into a positive balance and submitted purchase orders in the amount of \$54 from the Public Administrator.

There was discussion about the line item for \$6,500 in the Sanitarian budget.

@1:33:07 p.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

July 12, 2012

1:30 P.M. – Planning and Development Board – Community Room

July 12, 2012

Signing of Engagement Letter of Understanding with Olness & Associates

@2:27:20 p.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Malone and Taylor were present. Also present were Lani Hartung, finance; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled sign an engagement letter of understanding with Olness and Associates.

Lani Hartung, finance, said the engagement letter from Olness and Associates defines Olness' and Park County's responsibilities in completing the annual external audit.

Commissioner Malone moved to sign the letter with Olness and Associates for audit services. Commissioner Taylor seconded the motion. Motion passed.

@2:28:33 p.m., Malone moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

July 12, 2012

Signing of Memorandum of Understanding for Predator Control

@2:33:27 p.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Malone and Taylor were present. Also present were Lani Hartung, finance; John Steuber, UDSA wildlife services (via telephone); and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to sign a Memorandum of Understanding (MOU) for predator control.

The Commission consulted John Steuber, UDSA wildlife services, on the appropriate dollar figure to put into the MOU for wildlife services.

Commissioner Malone moved to sign the MOU for predator control with USDA APHIS. Commissioner Taylor seconded the motion. Motion passed.

@2:37:55 p.m., Malone moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

July 13, 2012

8:30 A.M. - Daily Correspondence/Agenda and Briefing on Current County Projects – Commission Chambers – Canceled

9:00 A.M. – Commissioner Taylor @ Wilsall to Hear Area Resident Concerns – Val's Mercantile, Wilsall

10:30 A.M. – Commissioner Taylor at Clyde Park to Hear Area Resident Concerns–
Town Hall, Clyde Park

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

Denise Nelson
Clerk & Recorder
Park County, Montana