

Park County Commission Meeting Minutes
Week of September 17 – 21, 2012
Park County, Montana

September 17, 2012

Daily Correspondence and Agenda

@8:49:23 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; Greg Coleman, fire warden; and John Mueller, minutes clerk. No public comment made.

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

Correspondence for September 13 included:

- Memo email re. Pine Creek Fire update
- Memo document re. CTA Peterson Creek task order
- Memo documents re. Pine Creek Fire updates
- Memo document re. September 22 DOWL HKM tailgating party invite
- Memo document re. MRL Hunters' Avenue invoice
- Memo document re. railroad crossing construction material
- Memo document re. September 20 Planning and Development Board update
- Memo email re. PCEC oil and gas outreach project
- Memo email re. Planning Board economic development role Commission update
- Memo document re. \$49.97 per ton Envirocon refuse services quote
- Memo email re. Gallatin County large predator resolution
- Memo document re. PCRFD#1 mills reimbursement request
- Memo email re. city of Livingston janitorial complaints protocol
- Memo email re. September 15 fire fighters open house
- Memo email re. RC&D grant funding match
- Memo email re. September 18 eCivis Incorporated meeting
- Memo document re. treasurer's cash report

Correspondence from September 14 included:

- Memo email re. employee safety video viewing schedule
- Memo document re. Pine Creek Fire updates
- Memo document re. public information requests
- Memo document re. Senate Bill 108 wolf depredation comments
- Memo email re. Federal Highways website

- Memo email re. jail inspection distribution
- Memo document re. J&H commissioner copier lease

Greg Coleman, fire warden, provided an update of his efforts regarding fire events.

@9:20:53 a.m., Durgan moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

September 17, 2012

9:00 A.M. – Review of Minutes for Week of September 10, 2012 – Commission Chambers – Postponed to September 19, 2012

September 17, 2012

Discussion/Decision of Rock Creek Road Resurfacing Agreement

@9:38:39 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Taylor were present. Also present were Shannan Piccolo, civil deputy county attorney; Mark Westenskow, CTA; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to consider a Rock Creek Road resurfacing agreement.

The Commission reviewed contract requirements with Mark Westenskow of CTA Engineering.

Commissioner Durgan moved to proceed with the Rock Creek Road resurfacing project and inform Altria the county will do such. Commissioner Taylor seconded the motion. Motion passed

@9:52:04 a.m., Durgan moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

September 17, 2012

Discussion/Decision on Allocation of Secure Rural Schools and Community Self Determination Act

@10:04:26 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Taylor were present. Also present were Lani Hartung, finance; Greg Coleman, fire; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to consider allocation of Secure Rural Schools and Community Self Determination Act funding.

Lani Hartung, finance, said the county has options in how and where it allocates its Secure Rural Schools.

Commissioner Durgan moved to follow the finance director's and fire warden's recommendation and put 15 percent in Title II and nothing into Title III in order to recoup money back through PILT. Commissioner Taylor seconded the motion. Motion passed.

@10:12:02 a.m., Durgan moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

September 17, 2012

Signing of Resolution's to Retroactively Adopt Amendments to Subdivision Regulations

@10:34:25 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Taylor were present. Also present were Shannan Piccolo, civil deputy county attorney; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to sign resolutions to retroactively adopt amendments to subdivision regulations.

Shannan Piccolo, civil deputy county attorney, said the Commission amended the county subdivision regulations in 2009 and 2010, and the proposed resolutions are needed to reflect the Commission's past actions.

Commissioner Durgan moved to sign Resolution #1142 to retroactively adopt amendments to the county subdivision regulations. Commissioner Taylor seconded the motion. Motion passed.

@10:38:43 a.m., Durgan moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

September 17, 2012

Signing of Contract with CTA for GCDB Project

@11:04:09 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Taylor were present. Also present were Shannan Piccolo, civil deputy county attorney; Erica Hoffman, GIS/IT; George Bornemann, CTA; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to sign a contract with CTA Engineering for a Geographic Coordinate Database project.

Shannan Piccolo, civil deputy county attorney, said the county GIS Department received a grant to complete the database project, which will make GIS data accurate and match

with state data. She said the county went out for bid with an RFQ and selected CTA Engineering to do the work. Piccolo said the signed documentation will enable CTA to begin work.

Erica Hoffman, GIS/IT, said the project is a ten-year project, but significant improvement will be realized once the first phase is completed. George Bornemann, CTA Engineering, said CTA can begin work immediately, and work will commence in Township 2S and Ranges 8E, 9E and 10E within the city of Livingston per a state of Montana request to begin with the highest populated areas.

Commissioner Durgan moved to sign the contract with CTA Engineering for the Geographic Coordinate Database Project. Commissioner Taylor seconded the motion. Motion passed.

@11:10:18 a.m., Durgan moved to adjourn the meeting. Taylor seconded the motion. The meeting adjourned.

September 18, 2012
Road Updates/ Engineering Services Updates

@8:10:02 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; Ed Hillman, road; Raea Morris, administrative assistant; Lani Hartung, finance; Parks Frady and Mark Westenskow, CTA Engineering; Clint Tinsley, city of Livingston; Brenda Adams, citizen; and John Mueller, minutes clerk.

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

Ed Hillman, road supervisor, said Loch Leven, Brackett Creek and Old Yellowstone Trail roads are being graded.

Mark Westenskow, CTA Engineering, provided a report of engineering services CTA performed for the county.

@8:31:54 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

September 18, 2012
Discussion/Status of Fleshman Creek Project

@8:31:56 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; Raea Morris, administrative assistant;

Lani Hartung, finance; Parks Frady and Mark Westenskow, CTA Engineering; Clint Tinsley, city of Livingston; Brenda Adams, citizen; and John Mueller, minutes clerk.

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

Mark Westenskow, CTA Engineering, said CTA held a public meeting on the project the previous week, and CTA is pursuing the single lift station sewer option until the Commission directs it otherwise. He said Nittany Grantworks was contacted the previous week, and that entity will be conducting background research on funding for surface improvements, such sidewalks. He said CTA is moving forward on a final design, but CTA still needs to meet with a few landowners.

Commissioner Durgan said the city of Livingston needs to be involved in the project's utilities, as they are on city property and the city's responsibility to maintain. Clint Tinsley, city of Livingston, said the city has been actively involved with project utilities discussions and proposals. He said meetings on the topic generally occur at CTA's office and not in the Tuesday project update meetings. Tinsley said he thinks presenting CTA's preliminary design at a city commission meeting would best introduce the effort to city residents.

@8:51:41 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

September 18, 2012

Correspondence/Agenda and Briefing on Current County Projects

@9:08:21 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. RC&D vehicle vandalism
- Memo email re. Supreme Court deputy sheriff longevity calculation
- Memo email re. September 19 RC&D meeting
- Memo email re. rural special improvement districts meeting request
- Memo email re. personnel policy handbook consultant meeting request
- Memo document re. Secure Rural Schools Act allocations
- Memo document re. SRS and Self Determination Act
- Memo document re. MDT green box refuse site
- Memo document re. YNP fire management plan
- Memo document re. October 26 MSU Department of Economics Change in Landscape Conference

- Memo document re. Pine Creek Fire update
- Memo document re. CTA Engineering Rock Creek Road scope of work
- Memo document re. city of Livingston Pine Creek Fire assistance thank you
- Memo email re. courthouse mold allergies issues
- Memo document re. September 18 Fair Board meeting

Commissioner Malone reported on a September 17 Farm Bureau meeting. He said he spoke to Ray Sundling about blowable refuse from the landfill and road shop issues that day.

@9:27:52 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

September 18, 2012

Department Head Meeting

@9:37 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; Jill Ouellette, HR; Martha Miller, auditor; Erica Hoffman, GIS/IT; Denise Nelson, clerk and recorder; Belinda Van Nurden, DES; Paul Shea, museum; Barbara Woodbury, environmental health; Ed Hillman, road; Warren Newhouse, refuse; Kim Knutson, fair; Clay Williams, weed; Kelly Johnson, maintenance; Lani Hartung, finance; John Mueller, minutes clerk.

Safety Shorts: Jill Ouellette, HR, read a safety short into the record titled *Close Calls – Take a Close Look at Close Calls*. The short read in part, a “close call” or accident without injury is easy to shrug off and forget. A close call should immediately send up a red flag warning that something was wrong, unexpected and could happen again. The next time it happens, it could result in serious damage, injury or death. The best way to prevent the reoccurrence of an accident is by looking at those close calls and taking action to eliminate the hazard. All incidents should be reported to the supervisor so that accident/injury report forms can be completed. Solutions may involve engineering controls, administrative controls, additional training or increased communication between management and workers. Workers should daily inspect the work area for unsafe conditions or unsafe actions and, if found, report them to the supervisor. Hazard awareness is key to preventing accidents before they happen. Take steps to eliminate hazards as soon as they are discovered. Learn the real lesson from close calls...they can happen again and again until they cause injury.

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

Public Comment: None

The next Department Head meeting is scheduled for October 16, 2012.

@10:14 a.m., the meeting adjourned.

September 18, 2012

Human Resources Updates

@10:31:01 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 change of status forms for five employees working temporary assignments for Commission signature. Ouellette said a meeting will take place with consultant Jim Neyes on September 18 to review the revised personnel policy handbook, and minimum wage for the state of Montana will rise to \$7.80 likely in January.

The Commission said it will keep a damaged water truck as salvage to auction it off.

@10:39:55 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

September 18, 2012

2:00 P.M. – ITAC Meeting – East Room

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

September 19, 2012

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; Ed Hillman, road supervisor; Chuck Donovan, 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. Crazy Mountain Ranch employee schedule
- Memo email re. CTA Engineering TRIP grant letter of support
- Memo email re. Pine Creek Fire rehabilitation information
- Memo email re. Public Information Request inquiry
- Memo email re. city of Livingston logo

- Memo email re. Paradise TV Board member commendation
- Memo document re. Clerk and Recorder's window invoice
- Memo email re. Cooke City commission visit request

Citizen Chuck Donovan asked whether contractors cleaning up Pine Creek Fire debris can dump refuse at the landfill.

@9:04:26 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

September 19, 2012

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

September 19, 2012

Review of Minutes for Week of September 10, 2012

@9:32:55 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 September 10, 2012.

Commissioner Durgan requested a revision to Page 7 of 10; second paragraph, the first sentence should read, “Commissioner Durgan moved to close the green box site and pull boxes at Deep Creek until further notice and instruct the refuse manager to erect a “Site Closed” sign instructing residents where to take their garbage.” The fourth paragraph should read, “The Commission directed the refuse manager to order another “Site Closed” sign, and the Forest Service site will be closed each night by refuse staff at 7:00 p.m. and opened at 7:00 a.m.”

Commissioner Taylor requested a revision to Page 2 of 10; last paragraph, the second sentence should read, “She said appeals double the work load for the state, county attorney, law enforcement officers, judges and costs for jurors between \$300 and \$700 for each jury.”

Commissioner Durgan moved to accept he minutes with changes noted. Commissioner Malone seconded the motion. Motion passed.

@9:37:06 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

September 19, 2012

2:30 P.M. – RC&D Meeting – Community Room – Commissioner Durgan attended

September 20, 2012

Daily Correspondence/Agenda and Briefing on Current County Projects

@8:48:06 a.m., Commissioner Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan, and Malone 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. Rock Creek road conditions
- Memo document re. Sept 26 Weed Board meeting agenda
- Memo document re. Commission Gardiner Gateway Project letter of support
- Memo email re. September 25 MACo Public Lands Committee
- Memo email re. September 21 SWB agenda
- Memo email re. Automark office space
- Memo email re. Shield's Valley Education and Outreach project
- Memo email re. RAC project funding expenditure timeline

Commissioner Durgan reported on a September 19 RC&D Board meeting.

@9:16:31 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

September 20, 2012

Discussion of Caller ID Options with GIS/IT Manager

@9:35:22 a.m., Commissioner Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan, and Malone were present. Also present were Raea Morris, administrative assistant; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to discuss Caller ID options with the GIS/IT manager.

Erica Hoffman, GIS/IT manager, said employees have inquired about a caller ID option on courthouse telephones. Hoffman said Integra will charge \$565.70 as a monthly charge with Caller ID included with a one-time \$475 installation fee, and the county is currently paying \$480 per month to Centurylink without the service. She said the County Attorney's Office is currently paying \$60 per line to have Caller ID, so bringing that office into the Integra option would result in a wash.

Commissioner Malone suggested Hoffman move forward to draft a contract for review by the county attorney's office and a meeting will be scheduled to discuss it at a later date.

@9:42:38 a.m., Malone moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

September 20, 2012

Signing of the Peterson Creek Scope of Work Task Order

@10:03:30 a.m., Commissioner Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan, and Malone were present. Also present were Raea Morris, administrative assistant; Shannan Piccolo, civil deputy county attorney; Mark Westenskow and Kevin Feldman, CTA; Barbara Fletcher, citizen; and John Mueller, minutes clerk.

The meeting was scheduled to sign a Peterson Creek scope of work task order.

Commissioner Malone said the US Army Corps of Engineers was unhappy with a crossing installed in Peterson Creek Road. Mark Westenskow, CTA Engineering, said CTA prepared a task order including civil, structural and design survey work to determine the appropriate class and size of a culvert required by the ACOE to be installed in Peterson Creek Road.

Citizen Barbara Fletcher said she and her mother are not opposed to a bridge installed at the crossing in question if that structure is deemed most appropriate, and her mother owns the property at that crossing. She said a guardrail on the bridge is not wanted.

Commissioner Durgan moved to allow CTA to move forward with a task order to design a water crossing across Peterson Creek Road. Commissioner Malone seconded the motion. Motion passed.

@10:15:41 a.m., Durgan moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

September 20, 2012

MSU Extension Update

@10:40:23 a.m., Commissioner Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan, and Malone were present. Also present were Tracy Mosley and Mary Anne Keyes, MSU Extension; Ed Meece, city manager; and John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to discuss activities of MSU Extension.

MSU Extension agents Tracy Mosley and Mary Ann Keyes provided updates of recent Extension activities and services in Park County.

In other discussion, Keyes said MSU Extension is interested in serving as an economic development contractor to provide associated services for Park County and the city of Livingston. She said the city has expressed interest in working with MSU Extension in that capacity. Keyes provided a draft memorandum of understanding for such services for review.

City Manager Ed Meece said the cost to the county for the proposed contract would be \$48,000, which would reduce the county's economic development cost by \$41,000 when compared to the annual budget of its recently dissolved Economic Development Department. Meece said the city would pay that same amount. He said MSU Extension would be an independent contractor of the city and county with the city and county serving in an advisory capacity, only. Meece said he thinks a three-year effort is necessary to give the effort a fair chance.

Commissioner Durgan said he is very much in favor of a three-year timeline proposal in order for priorities to be established, but with expectations laid out for the effort. Keyes said MSU Extension would like to establish such priorities in a sit down meeting rather than through an MOU to avoid extraneous administrative housekeeping. Commissioner Malone said Park County has contracted with MSU Extension for decades with very few negative issues.

There was discussion about where to house MSU Extension if an economic development agent were hired, as existing space issues exist within the courthouse. Meeting attendees scheduled a meeting for October 10 to further discuss the issue and review draft documents for future approval. Meece said a search for an employee theoretically could begin by the end of October.

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

September 20, 2012

11:00 A.M. – eCivis Grants Network Web Meeting – Commission Chambers – Canceled due to time constraints

September 20, 2012

Signing of Department of Transportation Lease Agreement for Chico Green Box Site

@11:34:43 a.m., Commissioner Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan and Malone 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 a Department of Transportation lease agreement for the Chico green box site.

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

@11:37:06 a.m., Durgan moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

September 20, 2012

1:30 P.M. – Planning and Development Board – Community Room – Meeting minutes available at www.parkcounty.org and in the Planning Department

2:00 P.M. – 911- Communications – East Room

4:00 P.M. – Library Board – Library, Bev Steveson Room

September 21, 2012

Review Daily Correspondence and Agenda

@8:34:53 a.m., Commissioner Malone called a meeting to order in the Commissioners Chambers. Commissioners Durgan, Malone and Taylor were present. Also present were Raea Morris, administrative assistant; Ed Hillman, road; 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 document re. statewide public school levy mills
- Memo email re. HOME Program newsletter
- Memo email re. October 4 Gardiner Gateway Project meeting
- Memo document re. Peterson Creek task order
- Memo email re. Pine Creek Fire update
- Memo email re. mining activity public speaker
- Memo email re. Yellowstone County surplus auction
- Memo email re. September 14 SWB minutes
- Memo email re. Shields Valley Ranch spay/neuter effort

The Commission scheduled a meeting for October 3 to consider terminating a contract with Envirocon.

Lani Hartung, finance, presented a bill from the Paradise Valley TV District for \$166,000 as part of a grant effort. Commissioner Malone said the grant is a reimbursement grant, and the Commission told the district the county would front payments.

@9:01:25 a.m., the meeting adjourned.

September 21, 2012

9:00 A.M. – Solid Waste Board – Commission Chambers – Meeting minutes available at www.parkcounty.org and in the Commission Office

September 21, 2012

Discussion/Decision on Equipment Purchase for Chico Green Box Site

@11:01:21 a.m., Chairman Taylor called a meeting to order in the Commissioners Chambers. Commissioners Durgan, 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 consider equipment purchase for the Chico green box site.

Commissioner Taylor said the Commission received recommendations from the Solid Waste Board (SWB). Commissioner Malone said the recommendation is to purchase another refuse truck to upgrade the fleet, as well as a pup trailer to go with it, as will be required for efficiency with using more roll off boxes at the Chico green box site.

Commissioner Malone moved pending sufficient funds in the bank the Commission purchase a truck and pup approved by Mr. Newhouse (interim refuse manager). Commissioner Durgan seconded the motion. Motion passed.

Bob Currie said the SWB obtained specifications and quotes for pups and trucks from two firms, which are being reviewed by Allen Carter (SWB) and Newhouse to be serviceable for the Gardiner and Chico green box sites. Malone said the equipment would have to be bid out.

Currie said the consideration to purchase a backhoe is to station that equipment at the Chico green box site to tamp boxes on as needed basis by the operator, clear the site, remove snow, fill potholes, load tires and other general use at the Chico site. He said the equipment would later be modified to include a thumb to facilitate tamping and brush handling. Taylor said the backhoe would be purchased from the city of Livingston for \$25,000. Durgan said the funds to purchase the backhoe would come out of the county's enterprise fund and not tax funds. Currie said the purchase would not be a new cost to the taxpayer, but a transfer on the books.

Commissioner Malone moved to purchase the backhoe from the city for the amount of \$25,000. Commissioner Durgan seconded the motion. Motion passed.

@11:06:57 a.m., Durgan moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

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

Denise Nelson
Clerk & Recorder
Park County, Montana