

Park County Commission Meeting Minutes
Week of April 1 – 5, 2013
Park County, Montana

April 1, 2013

Review Daily Correspondence/Agenda

@8:35 a.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan, Malone and Tinsley were present. Also present were Raea Morris, administrative assistant; Scott Hamilton, PCSO; Ed Hillman, road; John Mueller, minutes clerk. No public comment made.

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

Correspondence for March 27 included:

- Memo document re. MSU Extension office remodel contractor letters
- Memo document re. road/fuel mileage annual certification
- Memo document re. surveyor redistricting precinct legal description
- Memo email re. mandatory safety class schedule
- Memo email re. GIS redistricting Livingston precincts
- Memo email re. Flathead County water compact
- Memo email re. MACo Secure Rural Schools letter to governor
- Memo email re. museum board terms and update of website
- Memo email re. Yellowstone ecosystem subcommittee
- Memo email re. draft March SWB minutes
- Memo email re. May claims review scheduled
- Memo document re. Security Solutions courthouse bid

Correspondence for March 28 included:

- Memo email re. March 28 road crewmen schedule
- Memo email re. MACo Federal Mineral Royalty payment reduction
- Memo email re. Rock Creek Road petition meeting minutes
- Memo email re. airport tripping hazard
- Memo document re. payroll voucher
- Memo email re. MACo USDA and OMB regarding SRS payments
- Memo email re. Shields Valley Watershed water monitoring meeting
- Memo email re. MACo legislative Update
- Memo email re. March 29 road crewmen work schedule

Correspondence for March 29 included:

- Memo document re. Data Imaging Systems maintenance renewal invoice
- Memo document re. Black Box certificate of liability insurance
- Memo email re. road mix gravel
- Memo email re. asphalt institute
- Memo email re. Senator Tester Livingston outreach session
- Memo email re. TSEP planning draft
- Memo email re. Gallatin County/FWP coordination meeting
- Memo email re. planning employee timesheet
- Memo document re. Bainter Construction IR150 roller cab cost

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

April 1, 2013

Signing of a Promissory Note for INTERCAP Loan for Search and Rescue Building

@9:48 a.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan, Malone and Tinsley were present. Also present was John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to sign a promissory note for an INTERCAP loan for a new Search and Rescue building.

Commissioner Durgan moved to sign the promissory note for the INTERCAP loan for the Search and Rescue building. Commissioner Tinsley seconded the motion. Motion passed.

@9:49 a.m., Tinsley moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

April 1, 2013

Discussion of Road, Bridge and Refuse Budgets

@10:06 a.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan, Malone and Tinsley were present. Also present were Warren Newhouse II, refuse; Ed Hillman, road; Martha Miller, auditor; Lani Hartung, finance; Camden Easterling, Livingston Enterprise; John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to review Road, Bridge and Refuse Department budgets.

Meeting attendees reviewed the current and proposed next fiscal year budget for the refuse department. There was discussion about the current \$1.5-million budget reserve potentially being reduced with current budgeted expenditures compared to revenues.

Commissioner Tinsley said he and the Road Supervisor Ed Hillman reviewed road department budget revenues and expenditures, and in general the road department budget is in decent shape. He said the department will need \$1,000,000 in machinery in the next 10 years. Tinsley said he would like to afford Hillman an opportunity to review the budget thoroughly before it is discussed in detail.

@11:10:21 a.m., Durgan moved to adjourn the meeting. Tinsley seconded the motion. The meeting adjourned.

April 1, 2013

Discussion/Decision on Rock Creek Road Culvert Replacement Joint Permit Application

@11:11:19 a.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan, Malone and Tinsley were present. Also present were Kevin Feldman and Parks Frady, CTA; John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to consider a Rock Creek Road culvert replacement project joint permit application.

Parks Frady, CTA Engineering, said the joint permit application would be through Montana FWP, Army Corps of Engineers, and the county floodplain administrators.

Commissioner Tinsley moved to sign the permit application. Commissioner Durgan seconded the motion. Motion passed.

@11:16:08 a.m., Tinsley moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

April 1, 2013

Review of Minutes for Week of March 25, 2013

@1:37:02 p.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan, Malone and Tinsley 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 March 25, 2013.

Commissioner Malone requested a revision to Page 6 of 12; the third to last paragraph, the fourth sentence should read, "She said changes were needed to refuse employee job descriptions required to relicense their CDLs to pull refuse pup trailers."

Commissioner Tinsley moved to accept the minutes for March 25-29 as corrected. Commissioner Durgan seconded the motion. Motion passed.

@1:41:48 p.m., Tinsley moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

April 1, 2013

Discussion/Selection of Janitorial Services/Contract

@2:05:40 p.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan, Malone and Tinsley were present. Also present were Shannan Piccolo, civil deputy county attorney; Barbara Woodbury, environmental health; Kelly Johnson, maintenance; John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to select janitorial services.

Commissioner Malone said Montana Clean submitted a 30-day notice to terminate its janitorial contract with the county for the City-County Complex. Malone asked Kelly Johnson, maintenance, to telephone three custodian services in the phone book to provide janitorial services in the interim. Johnson said he could hold a walk through with interested firms.

@2:15:49 p.m., Tinsley moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

April 1, 2013

Final Discussion/Decision on MACoHCT Renewal for Health Insurance for FY2014

@2:34:06 p.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan, Malone and Tinsley were present. Also present were Jill Ouellette, HR; John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to consider a MACo Healthcare Trust renewal for Fiscal Year 2014.

Commissioner Tinsley moved to accept the personnel healthcare insurance for 2014. Commissioner Durgan seconded the motion. Motion passed.

@2:36:59 p.m., Durgan moved to adjourn the meeting. Tinsley seconded the motion. The meeting adjourned.

April 2, 2013

Road and Engineering Service Updates

@8:02:30 a.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan, Malone and Tinsley were present. Also present were Ed Hillman, road; Parks Frady, CTA; John Mueller, minutes clerk. No public comment made.

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

There was discussion about gravel purchase in proximity to road projects.

Commissioner Tinsley said an individual could clean culverts in Gardiner for \$600 to \$800. Tinsley asked Ed Hillman, road supervisor, to have a crewman to roll Peterson Creek Road at the new bridge site.

The Commission said it would begin holding road update meetings on Thursdays and asked for the following week's crewmen schedule by Thursday evenings. Commissioner Malone said he would like the Commission to view county roads as advertised on Fridays.

Parks Frady, CTA Engineering, provided an update of CTA's engineering services for Park County.

@8:45:03 a.m., Tinsley moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

April 2, 2013

Review of Daily Correspondence and Agenda

@9:05:20 a.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan, Malone and Tinsley were present. Also present were Raea Morris, administrative assistant; John Mueller, minutes clerk. No public comment made.

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

Correspondence included:

- Memo email re. MACo safety audit preparation
- Memo email re. April 1 road crewmen work schedule
- Memo document re. CTA Rock Creek Road task order and scope of services modification
- Memo document re. lost warrant bond
- Memo email re. Cooke City Plug East snow plowing
- Memo email re. Gardiner football field assistance
- Memo document re. Big BearMSU Extension ADA remodel invoice
- Memo document re. citizen public information request
- Memo document re. DNRC matching volunteer fire funds
- Memo document re. Department of Public Health alcohol tax earmarks
- Memo email re. April 1 road crewman work schedule
- Memo email re. MACo sage grouse advisory council
- Memo email re. city email repairs

- Memo email re. MPERA rule notice
- Memo email re. CTEP public meeting
- Memo email re. Upper Yellowstone Watershed basin meeting

@9:35:22 a.m., Tinsley moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

April 2, 2013

Discussion/Decision of City-County Building Maintenance Budget and Upcoming Potential HVAC Repairs

@9:39:17 a.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan, Malone and Tinsley were present. Also present were Jill Ouellette, HR; John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to consider City-County Building maintenance budget and upcoming potential HVAC repairs.

Commissioner Malone said he had a conflict of interest with the meeting, as Rick Leckner, Rick's Refrigeration, has a family relation to Malone's wife.

Leckner said Carrier no longer manufactures the three courthouse HVAC rooftop units, and units are more and more obsolete as fewer replacement parts are made. Leckner said the replacement cost of one unit would be \$176,000, and the other two units would be \$150,000 each.

Commissioner Tinsley moved to go out for bid for the heating units and have Rick's Refrigeration do the installation. Commissioner Durgan seconded the motion. Motion passed. Commissioner Malone abstained from voting.

@9:57:58 a.m., Tinsley moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

April 2, 2013

Human Resources Updates

@10:30 a.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan, Malone and Tinsley were present. Also present were Jill Ouellette, HR; John Mueller, minutes clerk. No public comment made.

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

Jill Ouellette, HR, reviewed county safety program documentation to be presented to MACo at an April 3 audit of the county's safety program.

Ouellette reviewed county attorney comments to the proposed revised county employee handbook.

There was discussion about the county's exempt employee timesheet policy.

@11:10:48 a.m., Tinsley moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

April 2, 2013

Discussion/Decision on the Solid Waste Board Recommendations

@1:05:09 p.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan, Malone and Tinsley were present. Also present were Raea Morris, administrative assistant; Bob Currie and John Kaiser, SWB; John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to consider Solid Waste Board (SWB) recommendations.

Commissioner Tinsley reviewed draft SWB minutes as provided by the recording secretary. Tinsley said the only SWB recommendation from its March meeting was for the Commission to purchase a roll-off truck pup trailer for the Chico refuse site. Tinsley said he would recommend the Commission approve the SWB request to buy a pup trailer for the roll off truck with the caveat the refuse department is losing money the current year and likely would lose money the next year, but purchase of the pup may help lessen the cost losses down the road.

John Kaiser, SWB, said he wanted a formal answer from MRL whether it would lease the transfer station to the county or sell the property underneath the building to the county in order for the SWB to make an informed decision on the transfer station building. Currie asked what contract documents require the property to look like if the county dismantled the transfer station building.

Kaiser said the SWB wants to explore improvements to the O'Hair Trail Creek refuse site with 40-yard roll off boxes with Bobcat compaction by commissioning CTA Engineering to engineer site schematics. Currie said it was estimated improving that site to the design he presented would cost between \$60,000 and \$65,000.

@1:40:14 p.m., Tinsley moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

April 2, 2013

Discussion/Decision on Refuse Tag Management and Disbursement

@1:41:23 p.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan, Malone and Tinsley were present. Also present were Raea Morris, administrative assistant; Martha Miller, auditor; Jill Ouellette, HR;

Bob Currie and John Kaiser, SWB; John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to consider refuse tag management and disbursement.

Commissioner Malone said possibly 20 percent of people in Park County do not pay for county refuse services and he thinks the county needs an individual to conduct research within all necessary government departments to determine what residences, businesses and other entities qualify for refuse assessments so the Solid Waste Board can accurately assess refuse.

Commissioner Tinsley said he feels the refuse tag is a function of finance and he strongly believes the finance department should be given the refuse tag distribution program.

Commissioner Tinsley moved to give refuse to the finance office in total, completely, and ask that office to take it on. Commissioner Malone seconded the motion. Motion passed. Commissioner Durgan voted in opposition to the motion.

@2:06:50 p.m., Tinsley moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

April 2, 2013

Discussion/Decision on Purchase of Pup Trailer for Refuse Department

@2:06:52 p.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan, Malone and Tinsley were present. Also present were Bob Currie and John Kaiser, SWB; John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to consider Solid Waste Board (SWB) recommendations.

Commissioner Tinsley moved to approve the purchase of a rear load pup at the lowest quoted price using solid waste budget reserves to do so, as the pup purchase would save money in the long run. Commissioner Durgan seconded the motion. Motion passed.

@2:13:27 p.m., Tinsley moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

April 3, 2013

Review of Daily Correspondence and Agenda

@8:30 a.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan, Malone and Tinsley were present. Also present was John Mueller, minutes clerk. No public comment made.

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

Correspondence included:

- Memo email re. JPIA loss run report
- Memo email re. five-year workers' compensation
- Memo document re. Fletcher v. Park County district court papers
- Memo email re. April 2 road crewmen work schedule
- Memo email re. Pamela Holmquist water compact letter to editor
- Memo email re. City-County meeting agenda
- Memo document re. new HVAC rooftop unit RFB
- Memo document re. MDT newsletter
- Memo email re. April planning board meeting cancelation
- Memo email re. Gallatin County Logan Landfill press release
- Memo document re. Thompson v. Moe court documents

@8:57 a.m., Tinsley moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

April 3, 2013

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

April 3, 2013

City-County Meeting

@9:36:03 a.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan, Malone and Tinsley were present. Also present were Ed Meece, city manager; Mel Friedman and Adam Stern, city commission; Kelly Johnson, maintenance; Larry Teeter and Carol Goosey, LPCTA; John Mueller, minutes clerk. No public comment made.

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

Tennis Association Presentation: Carol Goosey, Livingston-Park County Tennis Association (LPCTA) Board of Directors, provided a packet of information showing a timeline, donations and needed funds to proposed improvements to tennis courts in Livingston. She said the association would like to split a bill of \$9,900 between Park County, city of Livingston, Livingston Public Schools and the association for a site survey as required for application for a United States Tennis Association grant. City Commissioner Adam Stern said he was willing to discuss the city commission about providing \$1,000 to \$2,000 from the general fund toward the needed engineering study. Commissioner Malone asked Goosey for a written request for the funds.

Goosey said the courts would provide an economic boost to the community with the ability to host statewide tournaments.

Courthouse Building Security: Commissioner Tinsley said the county received bids on security options for City-County Building doors ranging from \$18,000 for wireless capabilities to \$30,000 for hardwire with Dispatch 911 controlling all building access. Tinsley said the proposed system would take one week to install and would automatically lock all perimeter doors at a set time each day. The bid received is good for 90 days.

Building Janitorial Services: Tinsley said he would like to work with Mel Friedman to put together a bid for city and county to hire a custodial firm to clean the building full time. He said the county would hire a temporary agency while it completes its bidding process. Kelly Johnson, maintenance, said he telephoned seven cleaning companies and five said they could work in the interim. He said he would like to conduct a walkthrough of the building with interested parties to bid on a deep clean and a month-to-month services.

Building HVAC/Maintenance Needs: Tinsley said courthouse heating and cooling units need to be replaced. Bid specifications are ready to go out. One unit will cost \$175,000 to replace.

@10:30:34 a.m., Tinsley moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

April 3, 2013

1:30 P.M. – City-County Compact – Community Room – Commissioner Tinsley attended

April 3, 2013

Discussion of Safety Audit with MACo

@2:04:34 p.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan and Malone were present. Also present were Safety Committee members Jill Ouellette, Raea Morris, Clay Williams, MJ Bothman, Martha Miller, Kelly Johnson, Belinda VanNurden, Dan Hackmann, Mike Lukenbill; Krista Grindlesparger, Taylor-Leavitt; Emelia McEwen, MACo; John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to discuss a Montana Association of Counties (MACo) audit of the county safety program.

Emelia McEwen, MACo, said the county's MOD factor (which affects county employee insurance premium rates) increased in the current year due to a high severity from the previous year after having gradually reduced in the previous three years. MOD factors reflect the prior three years. She said the average MOD factor of the MACo Healthcare Trust pool was 1, which is a good number. Park County's MOD factor for FY' 14 will be 1.16. The previous year MOD factors were 0.91; 0.98; 0.94; 1.0; and 1.14, respectively. She said the increased factor will result in paying 16 percent in additional premium

(excluding possible safety program credits), where the previous year the county received a 9-percent discount.

Meeting attendees provided justification for proposed scores (1=low; 5=high) to aspects of the county safety program as outlined in a MACo score sheet as provided by McEwen.

McEwen said JPA and JPIA hoped to start defensive driving classes every three years, pool-wide. She encouraged the county to identify areas of high potential risk, as well as specific and potential accidents within those areas. Relevant Job Safety Analyses (JSA) should immediately be reviewed after an accident occurs, or a JSA created for a particular accident if one does not exist.

@3:14:19 p.m., Durgan moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

April 4, 2013

10:00 A.M. – Commissioners in Gardiner for Tour of Gardiner – Gardiner, MT

2:30 P.M. – Commissioners in Mammoth to Meet with Yellowstone National Park Superintendant to Discuss Gardiner Refuse/Airport, Cooke City, Old Yellowstone Trial Bike Path – Mammoth, WY

April 5, 2013

No Commission Meetings Scheduled

Marty Malone
Chairman, Park County Commission
Park County, Montana

Denise Nelson
Clerk & Recorder
Park County, Montana