

Park County Commission Meeting Minutes
Week of April 15 – 19, 2013
Park County, Montana

April 15, 2013

Review Daily Correspondence/Agenda

@8:34 a.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Malone and Tinsley were present. Also present were Raea Morris, administrative assistant; Shannan Piccolo, civil deputy county attorney; Kelly Johnson, maintenance; Ed Hillman, road; John Mueller, minutes clerk. No public comment made.

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

Correspondence for April 11 included:

- Memo email re. e-waste event application
- Memo email re. BLM news release
- Memo email re. LEPC meeting agenda
- Memo email re. COG Annex with MCA codes
- Memo email re. union negotiations confidential materials
- Memo email re. XL Pipeline article
- Memo email re. Week of April 15 road department work schedule
- Memo document re. SAR building contract, insurance and bonds
- Memo email re. April 11 road crewman work schedule
- Memo email re. HVAC bid advertisement
- Memo email re. Department Head meeting agenda item
- Memo document re. Area IV Agency on Aging minutes and contractor schedule
- Memo document re. Rock Creek Road Culvert Montana DEQ 124 Permit application
- Memo email re. water rights compact letter
- Memo email re. mandatory employee safety training
- Memo email re. Board of Health member reappointment recommendation
- Memo email re. County Attorney's Office FY'14 budget meeting

Correspondence for April 12 included:

- Memo email re. Mill Creek Water District meeting agenda
- Memo document re. MSU Extension Office ADA remodel invoice
- Memo email re. Accounting Department meeting request
- Memo email re. proposed City-County Compact Building Chapter final approval
- Memo document re. citizen Tax Appeal Board application

Shannan Piccolo, civil deputy county attorney, said the judge was requiring mediation for Fletcher v. Park County. Tentative dates were discussed.

Kelly Johnson, maintenance, said a leaking roof over Dispatch 911 has been reduced, but it still leaks. He said ACE Roofing provided a quote to refinish the entire roof.

The Commission scheduled a meeting for April 23 to prioritize upcoming Road Department projects.

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

April 15, 2013

Review of Minutes for Week of April 8, 2013

@1:10 p.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners 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 April 8, 2013.

Commissioner Malone requested a revision to Page 2 of 14, the first paragraph should read, "Commissioner Malone reported on April 4 trips to Gardiner and Yellowstone National Park. Malone said oral interviews for the MSU Extension economic development agent position would be held on April 17 and 18." On Page 5 of 12, a motion should read, "Commissioner Malone moved to assign Commissioner Tinsley to the road viewing committee per county road abandonment procedures. Commissioner Tinsley seconded the motion. Motion passed." On Page 11 of 14, the middle paragraph should read, "Commissioner Malone opened the floor to public comment. Comment was made for and against the proposed Keystone XL Pipeline, which is designed to traverse through eastern Montana." On Page 12 of 14; first paragraph, the last sentence should read, "He said a lot of American blood was shed on the sands of Iraq to achieve energy independence, which is precious to him." The first sentence of the middle paragraph should read, "Commissioner Malone said the Commission voted to purchase a trailer for the refuse department to allow transfer of two roll off refuse boxes at one time to reduce the amount of fuel used."

Commissioner Tinsley moved to accept the minutes as amended. Commissioner Malone seconded the motion. Motion passed.

@1:15 p.m., Tinsley moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

April 15, 2013

Discussion of Loss Runs with Taylor-Leavitt Insurance

@1:30 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; Dan Gutebier, Taylor-Leavitt; Kelly Johnson, maintenance; John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to discuss loss runs with Taylor-Leavitt Insurance.

Dan Gutebier, Taylor-Leavitt, provided reports of current Park County Workers' Compensation and Property and Casualty (P&C) claims and costs.

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

April 15, 2013

6:30 P.M. – Shields Valley Foundation Meeting – Clyde Park High School – Commissioner Tinsley attended

April 16, 2013

Review of Daily Correspondence and Agenda

@8:32 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. county road petition procedures
- Memo email re. April 15 road crewman work schedule
- Memo document re. county auditor examination of County Attorney's Office books
- Memo document re. county auditor examination of Detention Center books
- Memo email re. Dispatch 911 roof leak
- Memo email re. RC&D meeting agenda
- Memo email re. Winans Elementary student count
- Memo email re. SWRJD reports
- Memo email re. draft prescription drug card press release
- Memo document re. Western MicroLine voting precinct legal description invoice
- Memo document re. HVAC rooftop unit Addendum #1
- Memo document re. RFB for crushed gravel
- Memo document re. MSU Extension agent position interview committee packet

- Memo document re. DEQ Integrated Solid Waste Management Plan
- Memo email re. Road Department special fire training
- Memo document re. Rock Creek Road bid award legal recommendation

Commissioner Tinsley said he thinks the county should consider increasing allotments to county employees for smart phones.

@8:58 a.m., Tinsley moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

April 16, 2013

Signing of the 124 Permit Authorization for Rock Creek Culvert Replacement

@9:00 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; Shannan Piccolo, civil deputy county attorney; Parks Frady, CTA; John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to sign a 124 Permit for a Rock Creek Road culvert replacement project.

Commissioner Malone said the Army Corps of Engineers 124 permit prohibits work in the stream between May 15 and July 1.

Commissioner Tinsley moved to accept the Rock Creek Road 124 permit. Commissioner Durgan seconded the motion. Motion passed.

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

April 16, 2013

Department Head Meeting

@9:37 a.m., Commissioner Malone called a meeting to order in the Community Room. Commissioners Durgan, Malone and Tinsley were present. Also present were Martha Miller, auditor; Warren Newhouse II, refuse; Ed Barich, schools; Jill Ouellette, HR; Lani Hartung, finance; Shannan Piccolo, civil deputy county attorney; Paul Shea, museum; Clay Williams, weed; Linda Budeski, JP; Raea Morris, administrative assistant; Kim Knutson, fair; Belinda VanNurden, DES; Suzanne Brown, health department; Ed Hillman, road; Mary Anne Keyes, MSU Extension; Erica Hoffman, GIS/IT; John Mueller, minutes clerk.

The meeting was scheduled as a department head meeting.

Safety Short: Jill Ouellette read into the record a safety short dealing with ergonomic breaks, rest periods and stretches and how each, along with maintaining a high level of overall physical health, can help reduce potential of injury.

Employee of the Quarter: Ouellette asked department heads to consider other department staff that may assist them in completing their own work for nominations for Employee of the Quarter.

New Pay Scales for FYs '14 and '15: Ouellette said the Commission recently passed new pay scales, an increase of 2.5 percent, as it had done every two years in order to stay above increasing minimum wage amounts.

Revised Handbook Update: Ouellette said she hopes the newly revised employee policy handbook would be approved and effective by the new fiscal year – July 1, 2013. She said the last review needed before approval is from the County Attorney's Office, which is partially through its review.

Changes to Health Insurance Coverage and Rates: Ouellette said the popular BP 2000 plan would have a prescription drug benefit as required by the Healthcare Reform Act. All plans would see a premium increase of 4.9 percent, and the BP 2000 plan would increase a total of 11 percent. Ouellette reviewed changes to vision and dental plans.

Budget Schedules: Lani Hartung, finance, said budget worksheets emailed to department heads the previous week were due by the end of April. Department heads could then schedule meetings with the Commission to review proposed budgets. The Commission will inform department heads of any changes are made to budgets.

Procurement Policy: Hartung said the Commission approved a new procurement policy. Purchase orders are no longer required for purchases less than \$5,000, but two or three documented written quotes are required for purchases up to that dollar amount. Hartung said the county received an audit finding for not following its procurement policy.

Update on Rules for County Employees Volunteering in Other Departments: Paul Shea said he would like clarification on the topic. Commissioner Malone said the Commission was seeking a county attorney's office opinion on the issue.

The commissioners exited the meeting to attend an offsite road issue viewing.

Roundtable Discussion of Activities: Department heads elected to hold discussions until the next Department Head meeting when commissioners were present.

Public Comment: None

The next Department Head Meeting is scheduled for May 21, 2013.

@10:01 a.m., the meeting adjourned.

April 16, 2013

10:30 A.M. – Mission Creek Slide Repair Viewing – Mission Creek Road - Onsite

10:30 A.M. – Mandatory Employee Safety Tape Viewing – Community Room

April 16, 2013

Human Resource Updates

@1:34 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 discuss activities in the Human Resources Department.

Jill Ouellette, HR, said an insurance entity continues to work on a settlement for home repairs after floodwater damaged homes in the Five Acre Tract area. Ouellette provided change of status forms for a retiring road crewman and a clerk and recorder deputy clerk wage increase.

Ouellette provided a report of prescription drug card use showing the card was used twice in Park County in March. A press release will be sent out explaining the program. Ouellette reviewed HR Department proposed budget line items and said she cut those line items by 50 percent. She said she inquired into how Stillwater County staffs and maintains its airport. She said she worked on a pre-screen for a road crewman position, and interviews were scheduled.

Ouellette said she was disappointed in behavior at the Department Head meeting that morning as department heads left the meeting after the Commission excused itself to attend an offsite meeting. She said department heads who prepared reports were disappointed they could not give them.

Ouellette said the county attorney is reviewing the newly revised employee policy manual. She said time will be required to print the manual once finalized, as well as hold meetings with department heads to review changes. There was discussion about the handbook computer use policy.

Ouellette said she has the public works director job description on deck to complete, but she must address her work load according to immediate priorities.

Commissioner Tinsley said he thinks all employees other than elected officials should submit paycheck timesheets with dates and hours worked per day. Tinsley asked Ouellette to send out a memorandum to employees who do not fill out a timesheet as defined. She said she would provide the Commission with a draft letter for review in time to send it to employees during the current pay period.

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

April 16, 2013

2:00 P.M. – Information Technology Advisory Committee – West Room – Commissioner Malone attended

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

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

6:30 P.M. – Mill Creek Water District Meeting – Arrowhead School

April 17, 2013

Review of Daily Correspondence and Agenda

@9:39 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. April 16 road crewman work schedule
- Memo email re. Commissioner Malone meeting request
- Memo email re. road mix gravel bid
- Memo document re. Gallatin County Department of Grants Economic Development District contract
- Memo email re. Weed Board meeting agenda
- Memo email re. Exec U Care Services janitorial services interim position bid

Commissioner Durgan reported on an April 16 Fair Board meeting.

Commissioner Tinsley reported on a Shields Valley Foundation meeting on April 16. Tinsley said a public meeting was scheduled for Community Transportation Enhancement Program applications for sidewalks in Gardiner, a YGM museum building roof and ADA accessibility issues, and a request for a gazebo in Clyde Park.

@9:18 a.m., Tinsley moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

April 17, 2013

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

1:00 P.M. – Yellowstone River Bridge Public Meeting – Best Western, Livingston

April 17, 2013

12:00 – Legislative Updates – Commission Chambers

April 17, 2013

Review of Park County Refuse Assessments

@1:35 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; Warren Newhouse II, refuse; Lani Hartung, finance; John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to review Park County refuse assessments.

Commissioner Malone said he asked Lani Hartung, finance director, to generate thoughts on how to better determine how many people were not being assessed refuse, or not being assessed refuse correctly, in Park County. Hartung said her department took over distribution of annual refuse tags on April 9, and the AP clerk is the first public contact for tags in that office at the current time. Hartung said she was working on a narrative report of the history of refuse assessments, and would use accounting software and cadastral information to research changes in the process since the effort was transferred from the state Department of Revenue (DOR) to Park County, the number of assessments being applied to each county business, county businesses not currently assessed and tax exempt entities. She provided a report of such entities that have potential to generate refuse.

There was discussion about research assessments for Bed & Breakfasts, guest lodges, bars and restaurants, grocery stores, churches, schools, and condominiums, the last which are to be assessed per unit per state statute according to the civil deputy county attorney. Commissioner Durgan said he would like to provide a reduced-cost assessment option for senior citizens on a fixed income who do not generate one ton of refuse in a year.

Commissioner Tinsley said exact figures on tonnage of refuse collected by the county in one year divided by the number of assessment tags given out should give a clear answer to how far off the county is regarding assessments. Using the average of each household generates one ton of refuse per year, 6,200 tons should equate to 620 assessments.

Hartung provided a report of entities Malone asked the Accounting Department to send bills to for refuse services, including Montana FWP, the US Forest service and each school in the county. Malone asked Hartung to research how many toilets the Church

Universal and Triumphant has -- toilets are used by the state DOR as a criterion to assess whether a dwelling is "livable," thus warranting a county refuse assessment.

Civil Deputy County Attorney Shannan Piccolo said passing a refuse assessment fee schedule resolution would officially implement said schedule. Piccolo provided relevant Montana code to assist the Commission in creating such a resolution.

Hartung said she would like the AP clerk to dedicate one day per week to conduct the proposed research possibly through the end of the current fiscal year, moving that employee to fulltime status while the work is completed. Commissioners Malone and Tinsley said they did not have an issue with that arrangement provided it was temporary fulltime status. There was discussion about reassessing the proposed research effort after one month's time. Hartung said the additional eight hours per week in which the AP clerk would conduct the research would be charged to the refuse department. Martha Miller, auditor, said she also had access to necessary programs and databases and would be happy to assist with data research as proposed.

@2:45 p.m., Tinsley moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

April 17, 2013

3:00 P.M. – MSU Extension City-County Tour – Onsite – Commissioner Tinsley attended

5:30 P.M. – MSU Park County Extension Economic and Community Development Candidate Public Presentations – Community Room – Commissioner Malone attended

April 18, 2013

8:00 A.M. – Critical Incident Stress Management – West Room

8:30 A.M. – MSU Extension Interviews – Community Room – Commissioner Malone attended

9:00 A.M. – Area IV Agency on Aging – Three Forks, MT – Commissioner Tinsley attended

10:00 A.M. – Gardiner Gateway Project Status Meeting – West Room – Commissioner Malone attended

1:00 P.M. – Solid Waste Board Meeting – Commission Chambers – Commissioner Malone attended

2:00 P.M. – 911 Communications Meeting – West Room

April 19, 2013

8:00 A.M. – Search and Rescue Class – Community Room

April 19, 2013

Selection of Quotes for Interim Cleaning Company

@8:35 a.m., Commissioner Tinsley opened a meeting and recessed until 10:00 a.m. to have a quorum of commissioners. @10:00 a.m., the meeting reopened. Commissioners Durgan and Tinsley were present. Also present were Raea Morris, administrative assistant; Kelly Johnson, maintenance (via telephone); Mel Friedman, city commissioner; John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to select an interim City-County Complex cleaning company.

Commissioner Tinsley said bids were received from Dust Bunnies and Exec U Care Services for cleaning of courthouse facilities for two months until a fulltime cleaning bid was obtained. Bids were read into the record as follows: Dust Bunnies: \$3,900 per month plus \$2,000 for a deep clean to be completed over a two-month period; Exec U Care: \$4,200 per month (includes deep clean).

Commissioner Tinsley moved to approve the price for Exec U Care of \$4,200 a month for services with the condition background checks were completed. Commissioner Durgan seconded the motion. Motion passed.

@10:14 a.m., Durgan moved to adjourn the meeting. Tinsley seconded the motion. The meeting adjourned.

April 19, 2013

9:00 A.M. – 1:00 P.M. – Commissioner Malone Viewing County Roads – Out of Office

Marty Malone
Chairman, Park County Commission
Park County, Montana

Denise Nelson
Clerk & Recorder
Park County, Montana