

Park County Commission Meeting Minutes
Week of December 2–6, 2013
Park County, Montana

December 2, 2013

9:00 a.m. - 5:00 p.m. – Elected Officials Training, Helena, MT – Commissioners Malone and Tinsley attended

No Commission Meetings Scheduled

December 3, 2013

9:00 a.m. - 5:00 p.m. – Elected Officials Training, Helena, MT – Commissioner Tinsley attended

Opening of Meeting: 9:27 a.m.; Commission Chambers

Attendance: Commissioners Durgan, Malone and Tinsley (via telephone); Raea Morris, administrative assistant; Mike Inman, planning; Parks Frady, public works; Kelly Johnson, maintenance; Shannan Piccolo, civil deputy county attorney; Kristen Galbraith, Nittany Grantworks; Kevin Feldman, CTA (via telephone); John Mueller, minutes clerk

Department Updates

Kelly Johnson, maintenance, said the roof contractors are 95 percent complete. Work will be finished by the end of the next week. Stucco Tech has set up scaffolding to begin work on the Fire Department portion of the building.

Parks Frady, public works, said snow is being plowed as expected today.

Mike Inman, planning, said the December Planning Board meeting and public land use forum is scheduled for December 18 in Gardiner. A countywide Capital Improvements Projects update meeting is scheduled in Gardiner for December 12 at 5:30 p.m.

Update on Current County Projects

Fleshman Creek Project: Kevin Feldman, CTA Engineering, said crews are working this week on days with temperatures above zero degrees. Work on water and sewer lines continues behind Sleeping Giant Middle School. Main Street crossing work will commence by week's end.

Gardiner Gateway Project: Parks Frady, public works, said revisions of 30-percent plans should be completed by the end of next week.

Gardiner Sidewalk Extension Project: No report

Museum Roof Restoration Project: Shannan Piccolo, civil deputy county attorney, said the project is ready to be put out for bid. Commissioner Malone said he thinks the project should be bid beyond what law requires to potentially reach more contractors.

Boulder River Road: No report

Rock Creek Road: “Construction Zone” signs were placed on the road. Construction has ceased for the winter season to be completed spring 2014.

TSEP County Bridge Improvement Project: The contract has been approved. Construction will commence summer 2014.

Inman said he will meet with Montana Department of Transportation today to review crossing requirements and potential additional associated costs for the proposed bicycle trail extension project (ending at East River Road).

ACTION ITEMS

Discussion/Decision on Signing Extension for Roof Replacement Project due to Bad Weather: Commissioner Durgan moved to extend the contract end date to December 20, 2013 (from December 1). Commissioner Malone seconded the motion. Motion passed.

Discussion/Decision on Hiring an Appraiser to Appraise 3-Acre Parcel Adjacent to Arrowhead School: Arrowhead Schools owns land on which the Chico Cemetery sits. Park County owns a three-acre parcel within the fenced area of Arrowhead School. Arrowhead School proposes swapping the parcels. Civil Deputy County Attorney Shannan Piccolo said state law requires appraisals of both the cemetery and three-acre parcel in question in order for a swap to occur.

The Commission will hold off on hiring an appraiser until time a decision is made on whether the county wants to acquire the cemetery property.

CONSENT ITEMS

Review of Daily Correspondence and Agenda/Signing of Administrative Documents and Upcoming Claims/P.O.'s

Correspondence for November 27 included:

- Memo re. PCSO Detention video system meeting request
- Memo re. Fleshman Creek Project update

- Memo re. Fairgrounds sewer project update
- Memo re. CALO program Livestock Operations Guide
- Memo re. JPIA regional training registration
- Memo re. Mountain Bible Church refuse assessment request
- Memo re. citizen application for Solid Waste Board
- Memo re. Detention janitorial services request
- Memo re. Tom Roe and Sons certificate of liability insurance
- Memo re. roof replacement project contract extension request
- Memo re. Brand Livingston website
- Memo re. December Parks and Recreation Board agenda

Correspondence for December 2 included:

- Memo re. IB Roof Systems notice of right to file lien for roofing project
- Memo re. MDT Airport loan third payment reminder
- Memo re. State of Montana renewal notice for scales; underground storage tanks
- Memo re. post audit election appointments
- Memo re. HR vehicle use request 12/17 thru 12/18
- Memo re. proposed joint Planning Board and Commission meeting
- Memo re. mail room postage report
- Memo re. map of parcels in excess of 100 acres owned by non Park County residents
- Memo re. Montana State Parks and Recreation grants
- Memo re. TSEP bridge repair/maintenance contract

Commissioner Malone reported on December 2 MACo Commissioner training in Helena.

Review of Minutes for Week of November 25, 2013: Commissioner Malone requested a revision to Page 6 of 8. A statement should read, “Commissioner Malone said he would retract his request for the recently-revised employee cell phone stipend program.”

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

Adjournment: 11:05 a.m.

December 4, 2013

9:00 a.m. - 5:00 p.m. – Elected Officials Training, Helena, MT – Commissioner Tinsley attended

City-County Meeting

@9:34 a.m., the meeting opened in the Commission Chambers.

Attendance: Commissioners Durgan and Malone; City Commissioners Bennett, Friedman and Stern; Ed Meece, city manager; John Mueller, minutes clerk

All solid waste efforts are going well. The City-County Complex roof replacement project is 95 percent complete. The Fleshman Creek Project is on schedule for completion by May 2014. Adam Stern said he would like a list of needed major building expenditures from the county in time for the city's budget process. Ed Meece said there has been no City-County Compact meeting for five months. The building office space study will tie in with the current compact chapter on hold, which is the building chapter.

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

Public Comment Period, County Departmental Updates, Signing of Administrative Documents and Review of Daily Correspondence/Agenda

@10:38 a.m., the meeting opened in the Commission Chambers.

Correspondence included:

- Memo re. Gardiner Airport waste transfer station
- Memo re. Municipal Election canvassing
- Memo re. TSEP staff update
- Memo re. Tri-County Network annual letter of support
- Memo re. MACo reclamation and development grants
- Memo re. county animal control officer
- Memo re. Fleshman Creek Project Main Street closure

@10:56 a.m., the meeting adjourned.

1:30 p.m. – City-County Compact, Community Room – Canceled

3:00 p.m. – Parks and Recreation Board, East Room – Commissioner Durgan attended

December 5, 2013

9:00 a.m. - 12:00 p.m. – Elected Officials Training, Helena, MT – Commissioner Tinsley attended

Opening of Meeting: 9:04 a.m.; Commission Chambers

Attendance: Commissioners Durgan and Malone; Raea Morris, administrative assistant; Parks Frady, public works; Jill Ouellette, HR; Brett Linneweber, county attorney; Lani Hartung, finance; Dann Babcox, PCRFD#1; John Mueller, minutes clerk

Department Updates

Public Works Department Updates: Parks Frady, public works director, provided a list of activities his department has worked on since November 22. List included, in part, discussions with emergency service, DES and road department personnel to solidify bad weather road maintenance protocols, and discussion of cross-over training between refuse and road department personnel.

Commissioner Malone said he would like all county culverts mapped. Frady said he has started meeting with the county GIS/IT Department about the effort. Malone said a road region map was created to define the area in which each road grader would work.

Dann Babcox, PCRFD#1, said he would like Park County Rural Fire District #1 budget information for the last 20 years. The county only has mill levy data, not PCRFD#1 budget history.

ACTION ITEMS

Attendance: Commissioners Durgan and Malone; Raea Morris, administrative assistant; Jill Ouellette, HR; Brett Linneweber, county attorney; John Mueller, minutes clerk

Discussion/Decision on Signing of Resolution to Adopt the New Park County Employee Handbook: Meeting attendees made revisions to the building smoking policy and exempt vs. non-exempt employee timesheet requirements.

Commissioner Durgan moved to sign Resolution #1166 adopting the new Park County employee handbook. Commissioner Malone seconded the motion. Motion passed.

CONSENT ITEMS

Review of Daily Correspondence and Agenda/Signing of Administrative Documents and Upcoming Claims/P.O.'s

Correspondence included:

- Memo re. proposed RAC meeting dates
- Memo re. Mountain Bible Church refuse request letter
- Memo re. government shutdown letter
- Memo re. PCRFD#1 mill increases and budgets
- Memo re. county animal control officer responsibilities
- Memo re. Fish Wildlife and Parks adoption for salvage permits
- Memo re. basement level women's restroom issue
- Memo re. Park County map of non Park County addresses

Adjournment: 10:59 a.m.

Park County Board/Committee Meetings

12:00 p.m. – Senator Tester Outreach Session, East Room

1:30 p.m. – Northern Rocky Mountain Economic Development District Meeting – Shane Lelani Center, Livingston – Commissioner Malone attended

2:00 p.m. – Information Technology Meeting, East Room

December 6, 2013

No Commission Meetings Scheduled

8:30 a.m. - Commissioner Tinsley in Wilsall to Hear Area Resident Concerns, Val's Mercantile

10:00 a.m. – Commissioner Tinsley in Clyde Park to Hear Area Resident Concerns, Clyde Park Town Hall

Marty Malone
Chairman, Park County Commission
Park County, Montana

Denise Nelson
Clerk & Recorder
Park County, Montana