

Park County Commission Meeting Minutes
Week of December 30, 2013 – January 3, 2014
Park County, Montana

December 30, 2013

@9:04 a.m., the meeting opened in the Commission Chambers.

Attendance: Commissioners Durgan, Malone and Tinsley; Raea Morris, administrative assistant; John Mueller, minutes clerk

Public Comment/Review of Daily Correspondence and Agenda/Signing of Administrative Documents and Upcoming Claims/P.O.'s: None

Commissioner Malone said an individual telephoned with complaints about snow plowing in Cooke City.

@9:20 a.m., the meeting adjourned.

Human Resource Department Updates

@10:00 a.m., the meeting opened in the Commission Chambers.

Attendance: Commissioners Durgan, Malone and Tinsley; Jill Ouellette, HR; John Mueller, minutes clerk

Jill Ouellette, HR, said the approved employee handbook is in the county attorney's office. Ouellette provided change of status forms for the sheriff's longevity pay anniversary and a detention officer hire; Treasurer Office employee evaluations; and an employee leave benefits report.

@10:12 a.m., the meeting adjourned.

Signing of Annual (2014-2015) Victim Witness Advocate Proposed Grant

@10:30 a.m., the meeting opened in the Commission Chambers.

Attendance: Commissioners Durgan, Malone and Tinsley; Kim Lavender, victim's witness; John Mueller, minutes clerk

Kim Lavender, victim's witness, she is requesting \$25,454 from the Montana Board of Crime Control 2014-2015 grant with a local match at 35 percent to come from the county attorney's budget. The funds, in part, pay her salary.

Commissioner Tinsley moved to sign the proposal for the grant for the County Attorney's Office. Commissioner Durgan seconded the motion. Motion passed.

@10:38 a.m., the meeting adjourned.

December 31, 2013

Opening of Meeting: 9:02 a.m.; Commission Chambers

Attendance: Commissioners Durgan, Malone and Tinsley; Raea Morris, administrative assistant; Parks Frady, public works; Shannan Piccolo, civil deputy county attorney; Kevin Feldman, CTA; Mike Adams, fair board; John Mueller, minutes clerk

Update on Current County Projects

Fleshman Creek Project: Contractor is off work for the holidays to return to work on January 6.

Gardiner Gateway Project: Parks Frady, public works, said weekly meetings with the project team continue on Thursday mornings. A right-of-way task order modification will be necessary, similar to one done for the Fleshman Creek Project. A local focus group meeting will be held January 9 in the high school library for people living on Park Street to be impacted by Phase I construction.

Gardiner Sidewalk Extension Project: No report

Museum Roof Restoration Project: Project is out for bid and is widely posted, including on a builders' clearinghouse site.

Boulder River Road: No activity to-date.

Fairgrounds Sewer Project: RFQ is out and due January 13.

Rock Creek Road: Construction has ceased for the winter season to be completed spring 2014.

TSEP County Bridge Improvement Project: Construction will commence summer 2014. Montana Fish, Wildlife and Parks will consult on the Rock Creek crossing. CTA Engineering will draft a scope of services for the project.

CONSENT ITEMS

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

Correspondence for December 23-30 included:

- Memo re. Park County/YNP annual coordination meeting
- Memo re. county school bus route change
- Memo re. Cooke City MOU
- Memo re. MACo midwinter conference
- Memo re. January legislative council meeting
- Memo re. City-County Meeting agenda
- Memo re. Safety Committee draft minutes
- Memo re. LEPC draft meeting minutes
- Memo re. county information request
- Memo re. MSU Extension Office snow removal
- Memo re. GIS/IT Manager cell phone stipend
- Memo re. MSU Extension cell phone stipend
- Memo re. February 11 Southern RAC meeting
- Memo re. Richard Keigley letter
- Memo re. Sept-Dec Department Head meeting minutes
- Memo re. LDS bibles
- Memo re. upcoming election information
- Memo re. Lewis and Clark County fire resolution
- Memo re. Hogenson Construction certificate of liability insurance
- Memo re. Livingston Enterprise Museum Board legal advertisement

Commissioner Tinsley said the Commission needs to consider addressing two housekeeping items – formally adoption of the Planning and Development Board bylaws and a floodplain regulations issue. Commissioner Malone said he would like to ask the Planning and Development Board whether it needs to be associated with “development” in light of individuals hired for that effort with Northern Rocky Mountain EDD and MSU Extension.

Commissioner Durgan reported on a December 27 Fair Board meeting.

Park County Board/Committee Meetings

12:00 p.m. – City-County Joint Airport Board Meeting, Mission Field Office –
Commissioner Durgan attended

Adjournment: 9:50 a.m.

January 1, 2014

New Year’s Day Holiday – All Offices Closed

January 2, 2014

Opening of Meeting: 9:03 a.m.; Commission Chambers

Attendance: Commissioners Malone and Tinsley; Raea Morris, administrative assistant; Shannan Piccolo, civil deputy county attorney; Parks Frady, public works; Greg Coleman, DES; Mary Anne Keyes, MSU Extension; Kevin Feldman, CTA; Kerry LaDuke, airport board; Natalie Storey, Livingston Enterprise; John Mueller, minutes clerk

County Department Updates

Public Works Department Updates

Parks Frady, public works director, provided a written report of ongoing and recent activities in his department.

Kevin Feldman, CTA Engineering, provided pay applications for Fleshman Creek Project contractors for signature.

Mary Anne Keyes, MSU Extension, said the Extension office needs to enter into a snow removal contract for its office grounds. The Commission said it was okay with Extension doing so.

Greg Coleman, county fire, said he addressed an issue of snow blocking a fire hydrant in Cooke City.

ACTION ITEMS

Signing of Mission Field Building Construction Environmental Survey Cultural Resource Site Study: Kerry LaDuke, Airport Board, said the study was required to complete per federal statute. There are no known cultural resources in the proposed construction area.

Commissioner Tinsley moved to sign the certification document. Commissioner Malone seconded the motion. Motion passed.

Signing of Consultant Agreement for Professional Services with Great West Engineering for Park County Landfill: Commissioner Tinsley moved to sign the consultant agreement with Great West for the landfill. Commissioner Malone seconded the motion. Motion passed.

Discussion/Decision for CTA Task Order Modification for Gardiner Gateway Project Right-of-Way Coordination: Kevin Feldman, CTA Engineering, said Federal Highways Administration requested Phase IV survey work include encroachment easements, which will cost an additional \$30,000 to Park County's required, project direct match. Match total to now equal \$207,480, which is a reimbursable expense.

Commissioner Tinsley moved to approve the modification for the Gardiner Gateway Project for CTA. Commissioner Malone seconded the motion. Motion passed.

CONSENT ITEMS

Public Comment Period, County Departmental Updates, Signing of Administrative Documents/Claims in Signature folder and Review of Daily Correspondence/Agenda:

Correspondence included:

- Memo re. county floodplain regulations resolution
- Memo re. Fletcher v. Park county court documents
- Memo re. citizen comments on Park County projects
- Memo re. Department of Interior YNP gate passes
- Memo re. citizen Museum Board application
- Memo re. public works director meeting requests
- Memo re. Museum Board seat vacancies

Commissioner Malone said he talked with a couple of Planning and Development Board members about having an economic development advisory board to MSU Extension Agent Katie Weaver and moving some of those official efforts from the planning board. Malone said one member liked the idea, but he would like to talk to Peter Fox about a possible advisory board to the Extension agent. A city representative might be appropriate, as well.

Adjournment: 9:59 a.m.

January 3, 2014

No Commission Meetings Scheduled

Marty Malone
Chairman, Park County Commission
Park County, Montana

Denise Nelson
Clerk & Recorder
Park County, Montana