

Park County Commission Meeting Minutes
Week of December 9–13, 2013
Park County, Montana

December 9, 2013

No Commission Meetings Scheduled

9:00 a.m. – Fish, Wildlife and Parks First Annual Region 3 Meeting, Whitehall, MT –
Commissioner Malone attended

2:30 p.m. – Local Advisory Committee, Mental Health Drop-In Center, Livingston –
Commissioner Tinsley attended

December 10, 2013

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

Attendance: Commissioners Durgan and Tinsley; Raea Morris, administrative assistant; Mike Inman, planning; Parks Frady, public works; Barbara Woodbury, environmental health; Shannan Piccolo, civil deputy county attorney; Kristen Galbraith, Nittany Grantworks; Kevin Feldman, CTA; Natalie Storey, Livingston Enterprise; John Mueller, minutes clerk

Department Updates

Parks Frady, public works, provided an update on road clearing today. Frady said the road department did not respond to a PCSO request for service at 3 a.m. Mobilization of a grader to plow through Mill Creek was necessary. Swingley Road was plowed. All graders are out working on roads.

Civil Deputy County Attorney Shannan Piccolo said an owner of a fence encroaching on the county right of way on Old Clyde Park Road said he heard the county was going to work on a culvert in the area, so wanted to see if moving the fence could be done when the culvert work was done.

Mine Inman, planning, said the Planning Board will hold its monthly meeting in Gardiner on 4:00 p.m. and its land use public outreach forum at 6:00 p.m. He said the county atlas booklet is ready to print.

Barbara Woodbury, environmental health, said the RFB for the fairgrounds sewer project would be completed by December 11.

Update on Current County Projects

Fleshman Creek Project: Kevin Feldman, CTA Engineering, said weekly update meetings at the Pickle Barrel continue. Location of school utilities has taken more time than planned. Additional water outages will occur once a Main Street water line is located. Minor stream restoration is being done between Main and E Streets.

Gardiner Gateway Project: Parks Frady, public works, said the county received corrected 30-percent design plans on Friday, which will be reviewed. Update meeting is scheduled for Thursday in Gardiner. He will have a conference call with MDT on Friday to discuss coordination issues with MDT's project on Highway 89 from the intersection of Park Street going north.

Gardiner Sidewalk Extension Project: No report

Museum Roof Restoration Project: Frady said he is still reviewing the project manual. Invitations to bid will be put out the end of next week with hopes to start the project in early spring.

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. The county will determine work it can perform on the projects. CTA Engineering will draft a scope of services for the project.

ACTION ITEMS

Discussion/Decision on Project of Interest when Applying for MT Fish, Wildlife and Parks Recreational Trails Program Grant: Inman said US Highway 89 North MRL rail line. Old YT through Yankee Jim Canyon; Paradise Valley; bicycle trail to East River Road connecting to OYT North; resurfacing of that trail. Recommend focusing on extension and resurfacing of the existing trail because the project is furthest along in the planning stage. A viewing with MDT to assess requirements for the trail project was conducted last week.

Commissioner Durgan moved to authorize Nittany Grantworks and the Planning Department to pursue grant funds for the existing bicycle trail. Commissioner Tinsley seconded the motion. Motion passed.

Discussion/Decision on Tentative Park County Project Update Calendar for Ten Meetings in Six Park County Locations throughout the Year: Kristen Galbraith, Nittany Grantworks, said the proposal is to hold two meetings in Gardiner, four in Livingston,

one each in Clyde Park, Wilsall, Cooke City and Emigrant for updates of county CIP projects.

Commissioner Durgan moved to support the ten meetings being held and permit staff to put together a finalized schedule. Commissioner Tinsley seconded the motion. Motion passed.

Discussion/Decision for Nittany Grantworks to Provide Review/Recommendation of all Letter of Support Requests Received from Area Agencies, Municipalities, and Nonprofit Groups: Commissioner Durgan moved to approve the proposal through Nittany's general contract with the county. Commissioner Tinsley seconded the motion. Motion passed.

Discussion/Decision on 2014 Nittany Grantworks Fleshman Creek, Grant Administration, Project Management and Public Relations Contract: Increase in general contract hours at 20 hours per year. Cost estimate is not to \$47,800.

Commissioner Durgan moved to approve the 2014 Nittany Grantworks Grant Administration, Project Management and Public Relations contract. Commissioner Tinsley seconded the motion. Motion passed.

Commissioner Durgan moved to approve the 2014 Nittany Grantworks Fleshman Creek Project contract. Commissioner Tinsley seconded the motion. Motion passed.

Signing of Cooke City Fire District Ratification of Board Members: Commissioner Durgan moved to approve the ratification of Troy Wilson to replace a vacated seat. Commissioner Tinsley seconded the motion. Motion passed.

Signing of Cooke City Water District Ratification of Board Members: Remaining three members are Deborah Myers, Rick Sommers and Troy Wilson. Commissioner Durgan moved to approve the ratification of board members for the Cooke City Water District - Kay Whittle and Matt Asplund. Commissioner Tinsley seconded the motion. Motion passed.

Signing of Cooke City Snow Removal Contract with Park County and Bob Smith: Commissioner Durgan moved to sign the Cooke City snow removal contract with Park County and Bob Smith. Commissioner Tinsley seconded the motion. Motion passed.

Signing of Letter Addressing Commission Decision on a Citizen Refuse Assessment: Commissioner Durgan moved to sign the letter. Commissioner Tinsley seconded the motion. Motion passed.

Signing of Letter Regarding Cooke City and Access during Government Shutdown: Commissioner Durgan moved to postpone signing the letter for county legal counsel to review it and provide guidance.

CONSENT ITEMS

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

Correspondence for December 5 included:

- Memos re. City-County Meeting agenda
- Memo re. Montana Association of Oil and Gas Counties Executive Director
- Memo re. Fire Council meeting cancelation
- Memo re. Cooke City Fire District board changes
- Memo re. Cooke City Water District board changes
- Memo re. Whispering Pines full size mylar waiver
- Memo re. Fletcher v. Park County district court paperwork
- Memo re. citizen public information request
- Memo re. Fleshman Creek Project update for schools
- Memo re. Fleshman Creek Project update

Correspondence for December 6 included:

- Memo re. Sheriff report of detention boarders June July and August
- Memo re. executed Gallatin National Forest Weed Management Agreement
- Memo re. ITAC meeting agenda
- Memo re. citizen Museum Board application
- Memo re. Change Order #2/Pay Application #8 for Search and Rescue Building
- Memo re. CTA Pay Application #3 for Fleshman Creek project
- Memo re. executed CTA Work Change Directive #1 for Fleshman Creek Project

Correspondence for December 9 included:

- Memo re. payroll voucher
- Memo re. Montana DPHHS funds agreement
- Memo re. Image Silo invoice
- Memo re. Engine 8 certificate of liability insurance
- Memo re. Mill Creek Water District meeting notice

Review of Minutes for Week of December 2, 2013: Commissioner Durgan moved to approve the minutes as presented. Commissioner Tinsley seconded the motion. Motion passed.

Commissioner Tinsley reported on MACo commissioner training he attended in Helena the week of December 2, specifically cooperative efforts between Toole County and the town of Shelby. The mayor Shelby offered to visit Park County to discuss its extensive list of projects going on at the present time.

Park County Board/Committee Meetings

1:00 p.m. – Senior Citizens Meeting, Senior Citizens Center, Livingston

Adjournment: 11:35 a.m.

December 11, 2013

9:00 a.m. – Safety Committee Meeting – Commission Chambers

10:00 a.m. – Public Comment Period, County Departmental Updates, Signing of Administrative Documents and Review of Daily Correspondence/Agenda – Commission Chambers – Canceled due to no quorum of commissioners

1:00 p.m. – Park County 2014 Capital Improvements Plan Planning Meeting with Public Works Director, Commission Chambers – Commissioner Tinsley attended

December 12, 2013

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

Attendance: Commissioners Durgan and Tinsley; Raea Morris, administrative assistant; Parks Frady, public works; Mike Inman, planning; Greg Coleman, county fire/DES; Mary Anne Keyes and Katie Weaver, MSU Extension; John Mueller, minutes clerk

Department Updates

Greg Coleman, county fire/DES, provided an update of his recent activities, including Backyards and Beyond and Organizational Leadership and Command trainings. A Ready, Set, Go wildfire program will be available in the near future and put in community workshops by next spring. A Fire Safe Coalition website has been contracted for. An Electronic Burn Permit program is in the works with the county GIS Department. A community wildfire plan is being updated. An Emigrant after-fire flood concerns meeting will be held tonight.

Public Works Department Updates: Parks Frady, public works director, provided a list of activities his department has been working on, including, in part, starting a road department equipment inventory, including hourly rates of operating equipment and forms to be filled out by refuse drivers at each pickup site to get generate comprehensive tonnage data and operational costs.

Mary Anne Keyes, MSU Extension, said an elk/brucellosis working group meeting will be held on December 19 at 6 p.m. Keyes said the Northern Rocky Mountain Economic Development District has said it will hire a new position to work in Park County 20 to 30 hours per week. Keyes asked the Commission to inquire into the purpose of such a hire with the new MSU Extension agent working fulltime in Park County on economic

development efforts. Katie Weaver, MSU Extension, said there has been a disconnect between MSU Extension and NRMEDD efforts.

CONSENT ITEMS

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

Correspondence for December 10 included:

- Memo re. MACo SRS allocations
- Memo re. city commissioner CIP email
- Memo re. public works director county road update
- Memo re. citizen Brucellosis experience
- Memo re. CTA invoice for GCDE
- Memo re. Road/Dispatch assistance call on December 10
- Memo re. January St. Mary's School meeting dates/times
- Memo re. citizen Floodplain Permit application notification
- Memo re. PCSO county road/Dispatch 911 assistance

Correspondence for December 11 included:

- Memo re. Wilsall Water District meeting agenda
- Memo re. Park Conservation District annual banquet
- Memo re. Post-Emigrant Fire public meeting
- Memo re. Road Department preferred vendor
- Memo re. March 2013 Silver Gate Water Users Resort Tax agreement
- Memo re. SRS payment allocation designations
- Memo re. Department of Revenue business licensing and online services
- Memo re. Wilson v. Park County decision

Claims Review

Adjournment: 11:34 a.m.

Park County Board/Committee Meetings

10:00 a.m. – Local Emergency Planning Committee, East Room

4:00 p.m. – Mill Creek Water District, Arrowhead School

5:30 p.m. – Park County CIP Projects Update Meeting, Yellowstone Grill, Gardiner, MT

December 13, 2013

No Commission Meetings Scheduled

Marty Malone
Chairman, Park County Commission
Park County, Montana

Denise Nelson
Clerk & Recorder
Park County, Montana