

Park County Commission Meeting Minutes  
Week of January 14 – 18, 2013  
Park County, Montana

January 14, 2013

Daily Correspondence/Agenda and Briefing on Current County Projects

@8:31:28 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; Barbara Woodbury, environmental health; John Mueller, minutes clerk. No public comment made.

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

Barbara Woodbury, environmental health, said she did not travel to Helena to promote the county's Renewable Resource Grant and Loan Program application for a fairgrounds sewer system, in the interest of time and weather. She said the application is ranked 16 of 99, so she feels it may have a good chance of getting funded.

Commissioner Malone reported on county road conditions in his district he drove over the weekend.

Commissioner Tinsley reported on citizen telephone calls he received the previous Friday and over the weekend regarding snow plowing.

Correspondence for January 10 included:

- Memo document re. courthouse upstairs painting estimate
- Memo document re. upstairs baseboard painting proposal
- Memo document re. Hard Drives paving maintenance projects asphalt analysis
- Memo document re. Nittany Grantworks services proposal
- Memo document re. The Windsor House MSU Extension office space option
- Memo document re. employee absence request
- Memo email re. payroll taxes
- Memo email re. 911 Communications meeting location
- Memo email re. TSEP HB11 hearing
- Memo email re. MSU Extension office space option letter request
- Memo email re. Gardiner Gateway Project website data

Correspondence for January 11 included

- Memo email re. citizen road abandonment request

- Memo email re. Gardiner Gateway Project website data
- Memo document re. employee Safety Committee letter of resignation
- Memo document re. CTA final closeout on 9<sup>th</sup> Street Bridge work invoice
- Memo document re. Department Head Meeting agenda
- Memo email re. It Starts With Me employee screening registration
- Memo document re. letter of authorization to switch two lines to new phone system
- Memo document re. MACoHCT reminder of renewal
- Memo document re. First West Mountain Sky Guest Ranch certificate of liability insurance
- Memo document re. public information request
- Memo email re. Board of Health member letter of support

@9:30:49 a.m., Durgan moved to adjourn the meeting. Tinsley seconded the motion. The meeting adjourned.

January 14, 2013

Review of Minutes for Week of January 7, 2013

@9:30:52 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. Commissioner Tinsley moved to recess until 10:30 a.m. Commissioner Durgan seconded the motion. The meeting recessed. @10:32:53 a.m., the meeting reopened.

The meeting was scheduled to review Commission meeting minutes for the Week of January 7, 2013.

Commissioner Tinsley requested a revision to Page 12 of 14; fourth paragraph, noting landfill hours would be cut back to three days per week.

Commissioner Durgan requested a revision to Page 8 of 14, noting a Custer County truck purchased had combustibles leaking into the coolant.

Commissioner Malone requested a revision to Page 4 of 14; middle paragraph, the first two sentences should read, "Bill Lloyd, Great West Engineering, said both Park and Sweet Grass County agreed to scale back an initial Main Boulder Road Project application after a 13.42-percent match was incurred. He said the project scope now proposes to initiate the project at Two Mile Bridge to go to the Flemming Bridge, which includes replacement of the Two Mile Bridge." On Page 6 of 14, the first full sentence should read, "Westenskow said DES and FEMA must improve the construction plans prior to them going out to bid."

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

@10:37:45 a.m., Tinsley moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

January 14, 2013

Signing of a Resolution Establishing the Justice of the Peace as a Court of Record

@9:34:02 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; Linda Budeski, JP, Shannan Piccolo and Kathy Carrick, county attorney's office; Scott Hamilton, PCSO; John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to sign a resolution establishing the Justice of the Peace as a Court of Record.

Commissioner Malone read the resolution into the record.

Commissioner Durgan moved to sign the resolution. Commissioner Tinsley seconded the motion. Motion passed. Commissioner Malone voted in opposition to the motion.

@9:39:53 a.m., Tinsley moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

January 14, 2013

Decision on Commission Boards and Committees

@10:01:59 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 consider commission boards and committees.

The Commission reviewed committees and boards each commissioner would sit on as a county commissioner representative.

Commissioner Tinsley moved to accept the committees and boards for the county commissioners as presented. Commissioner Durgan seconded the motion. Motion passed.

@10:04:02 a.m., Durgan moved to adjourn the meeting. Tinsley seconded the motion. The meeting adjourned.

January 14, 2013

1:00 P.M. – Discussion of MACo Mid-Year Policy – Commission Chambers – Canceled by MACo

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

3:00 P.M. – Angel Line Board – Community Room

January 15, 2013

County Road/Engineering Updates

@8:07:00 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; Mark Westenskow, CTA; John Mueller, minutes clerk. No public comment made.

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

Commissioner Malone read into the record a citizen memorandum commending the road supervisor for maintaining emergency evacuation routes in Paradise Valley, per the citizen. The citizen said he thinks Pray Road should be hard surfaced.

Commissioner Tinsley said he had received many compliments about the road crew's attention to snow plowing and thanked Hillman and his crew for their work. Tinsley said he would like the road supervisor to provide a written schedule each Tuesday of the work each road crewmen will perform and in what location. He said that schedule should be posted in the road shop for employees to view, as well. Tinsley said he is an individual who likes to follow and stay within budget limits, so he will follow the road budget closely.

Mark Westenskow, CTA Engineering, provided a report of CTA's engineering work for the county.

@8:25:07 a.m., Tinsley moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

January 15, 2013

Status of Fleshman Creek Project

@8:32:01 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; Barbara Woodbury, environmental health; Lani Hartung, finance; Shannan Piccolo, civil deputy county attorney; Mike Adams, fair board; Mark Westenskow, CTA; Brenda Adams and Gary Barnhart, citizens; John Mueller, minutes clerk.

The meeting was scheduled to discuss the status of the Fleshman Creek Restoration Project.

Mark Westenskow, CTA Engineering, said he and Commissioner Durgan went to Helena the previous week to speak with Kent Atwood of Montana DES to discuss possible project design changes and explain their necessity. Project sanitary sewer approach, design of culverts, and habitat restoration elements were discussed, as well. Westenskow said the county reinforced its position the changes were to detail only and not to the overall scope of the project. He said Atwood would submit the changes to FEMA for its approval. Westenskow said he thinks work can be completed within a one-year extension, if granted, and state and federal agencies were invited to tour the site before work commenced.

Commissioner Malone said the Commission rehired Nittany Grantworks to assist with getting the project completed.

Commissioner Tinsley asked the finance director to carbon copy all commissioners on email correspondence.

@8:50:28 a.m., Tinsley moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

January 15, 2013

Review Daily Correspondence/Agenda

@9:02:28 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; Barbara Woodbury, environmental health; Wendy Wood, SAR; John Mueller, minutes clerk. No public comment made.

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

Barbara Woodbury, environmental health, said an environmental professional found no mold or associated issues in the Dispatch 911 Office. She said an air filter stationed there may help filter particulates and provide relief.

Wendy Wood, Search and Rescue (SAR), provided a building permit for a proposed SAR building, as the state INETERPCAP loan funding the project requires the loaned entity to obtain all permits prior to closing on the loan. Wood said the county may have to get a permit from Montana FWP to install a culvert in Chicken Creek, as well.

Correspondence included:

- Memo document re. Road Department five-year plan
- Memo email re. PIO awareness class
- Memo email re. citizen Gardiner Sidewalk Project complaint
- Memo emails re. city commission meeting
- Memo email re. TSEP RRGL hearings scheduled update
- Memo email re. January Fair Board meeting agenda

- Memo email re. January MACo legislative update
- Memo email re. Library Board meeting agenda
- Memo documents re. Nittany Grantworks contracts
- Memo email re. loss control credit criteria
- Memo email re. HR meeting request
- Memo email re. RC&D Board of Directors meeting
- Memo email re. Mill Creek Water District meeting agenda
- Memo email re. 9<sup>th</sup> Street Island property for sale
- Memo email re. MACo membership meetings
- Memo email re. citizen refuse assessment and charges
- Memo email re. Park County Ranchers Roundtable cancelation
- Memo document re. computerized statewide voter registration system
- Memo document re. HOME Program rental housing annual certification
- Memo document re. receipt for \$1,000 lease payment
- Memo email re. road department commendation citizen comments
- Memo email re. CDBG meeting

@9:33:31 a.m., Tinsley moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

January 15, 2013

Department Head Meeting

@9:32 a.m., Commissioner Malone called a meeting to order in the Community Room. Commissioners Durgan, Malone and Tinsley were present. Also present were Erica Hoffman, GIS/IT; Martha Miller, auditor; Linda Budeski, JP; Suzanne Brown, health department; Warren Newhouse II, refuse; Ed Barich, schools; Jill Ouellette, HR; Maritza Reddington, clerk and recorder; Kim Knutson, fair; Barbara Woodbury, environmental health; Lani Hartung, finance; Belinda Van Nurden, DES; June Little, clerk of court; Ed Hillman, road; Shannan Piccolo, civil deputy county attorney; Raea Morris, administrative assistant; John Mueller, minutes clerk. No public comment made.

The meeting was scheduled as a department head meeting.

Use of Vendors: Department heads were reminded to go through the Maintenance Department when scheduling contractors to do work inside the City-County Building. The county has contracts with various vendors.

Commissioner Malone said he would like department heads to post proposed projects on the county website to enable any contractor to bid on them.

Safety Short: Jill Ouellette, HR, read a safety short into the record titled "Office Safety." It read, in part, office work also has its share of potential safety hazards. Employees should not read and walk at the same time; do not leave filing cabinet drawers open or unattended; slow down even when in a hurry; keep shoes on at work; assist a load you

will carry; bend at the waste, and do not twist at the waist, to lift objects; avoid placing extension cords across a floor; keep fingers away from automatic staplers or paper shredders; ensure hair, scarves and ties are not dangling into paper shredders; keep travel aisles and work stations clear of debris.

Roundtable Discussion of Activities: Department heads and elected officials reported on recent and ongoing projects and activities.

Commissioner Comments: It was reiterated that a purchase order is necessary for any purchase of \$1,000 or more.

The Commission said it will not hold Commission meetings on Fridays, except in necessary situations.

The Commission rehired Nittany Grantworks the previous week to assist with completing the Fleshman Creek Restoration Project and general grant writing services. There was discussion about the Grants Review Committee reviewing proposed grants to ensure the county is not committed to something beyond its means. Employees comfortable with or submitting annual grants need not use the committee grant review process. Commissioner Tinsley will be the sitting commissioner on the Grants Review Committee.

Public Comment: None

The next Department Head meeting is scheduled for February 19, 2013.

@10:37 a.m., the meeting adjourned.

January 15, 2013

Human Resource Updates

@10:47:37 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, said the free employee healthcare screening will be two days instead of three days like the previous year. She said 35 employees had registered, compared to 55 the previous year out of about 100 on the county plan. Ouellette said some employees expressed discontent with being continually contacted by MACo health representatives after their health results were received.

Ouellette said an annual Montana Association of County Road Supervisor (MACRS) training will take place March 25-28 in Great Falls. Commissioner Tinsley may attend.

There was discussion about the county DES Coordinator resigning from the Safety Committee and how to address how that resignation may affect the employee's work hours.

Ouellette said three major personnel issues just surfaced that she will need to address.

@11:10:14 a.m., Tinsley moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

### January 15, 2013

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

### January 16, 2013

#### Review Daily Correspondence/Agenda

@8:33:34 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; Kelly Johnson, maintenance; John Mueller, minutes clerk. No public comment made.

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

Kelly Johnson, maintenance, provided a proposal for painting of the courthouse upstairs.

Correspondence included:

- Memo email re. Nittany Grantworks CDBG
- Memo email re. CTA Engineering update agenda
- Memo emails re. Dispatch 911 Office mold issue
- Memo document re. Northwestern Energy 38<sup>th</sup> annual Economic Outlook seminar
- Memo email re. RC&D meeting
- Memo email re. employee use of personal vehicle to travel to meeting
- Memo email re. DES coordinator workshop
- Memo emails re. Great West Engineering Gardiner Sidewalk backfill issue

The Commission reviewed requested meetings.

Commissioner Tinsley asked about snow plowing maintenance on Willow Drive and Willow Bend Roads. Tinsley said a local contractor would like to dump asbestos materials at the landfill. The Commission said it may not be worth it to permit the disposal, which may include blowable garbage.

@9:03:04 a.m., Tinsley moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

January 16, 2013

Discussion/Decision on Recommendation from Interview Committee for Angel Line Board Positions

@9:35:13 a.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan, Malone and Tinsley were present. Also present were Martha Miller, Angel Line; Jill Ouellette, HR; John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to consider recommendations for Angel Line Board seats.

Jill Ouellette, HR, and Martha Miller, Angel Line site manager, said an interview panel of three individuals recommended appointing applicants Jim Hunt and Renay Mathews to the Angel Line Board. Three applicants applied for two positions.

Commissioner Tinsley moved to take the committee's recommendation on the top two choices, Renay Mathews and Jim Hunt. Commissioner Durgan seconded the motion. Motion passed.

@9:35:33 a.m., Durgan moved to adjourn the meeting. Tinsley seconded the motion. The meeting adjourned.

January 16, 2013

Peterson Creek Onsite Visit

@10:52 a.m., Commissioner Durgan called a meeting to order onsite at the Peterson Creek Bridge. Commissioners Durgan and Tinsley were present. Also present were Kevin Feldman, CTA Engineering; John Mueller, minutes clerk. NO public comment made.

The meeting was scheduled to view the Peterson Creek Bridge project.

Kevin Feldman, CTA Engineering, provided a history of the bridge project, which resulted from high spring runoff water in 2010. The commissioners viewed the project to discuss efforts necessary to complete the project per contract design plans.

@11:20 a.m., the meeting adjourned.

January 16, 2013

12:00 P.M. – DUI Task Force – Community Room

January 16, 2013

Discussion/Decision for Personnel Plus with Jim Nys (Conference Call)

@2:02:31 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; Raea Morris, administrative assistant; Jim Nys and Michelle Edmonds, Personnel Plus; John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to review the draft revised Park County personnel policy handbook.

The Commission reviewed a draft copy of the Park County personnel policy handbook, as revised by Jim Nys and staff, consultants.

@3:31:47 p.m., Durgan moved to adjourn the meeting. Tinsley seconded the motion. The meeting adjourned.

January 17, 2013

Review of Daily Correspondence/Agenda

@8:32:47 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; Ed Hillman, road; Barbara Woodbury, environmental health; Bob Currie, SWB; John Mueller, minutes clerk. No public comment made.

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

Correspondence included:

- Memo email re. bridge meeting cancellation notice
- Memo email re. RC&D Board of Directors meeting postponed
- Memo email re. comparison to actual budget meeting request
- Memo email re. road department daily crewmen work report
- Memo document re. SWB member expense report
- Memo email re. Nittany Grantworks CDBG information
- Memo email re. January 15 road update meeting agenda
- Memo document re. payroll voucher
- Memo document re. courthouse building employee maintenance request
- Memo email re. Dispatch 911 mold issue
- Memo email re. SRS final payment report
- Memo email re. DOI Secretary Salazar resignation
- Memo document re. Senator Tester letter to commission
- Memo document re. MACo JPIA/JPA notice of annual membership meeting
- Memo document re. DES commission chambers large screen TV recommendation
- Memo email re. Dispatch courthouse building door post maintenance

- Memo email re. PIO Awareness class
- Memo email re. RAC announcement and local timeline
- Memo email re. courthouse office space changes
- Memo email re. spring vehicle requisitions

@9:00:15 a.m., Tinsley moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

January 17, 2013

Discussion/Decision on Proposal for Refuse Department Staffing Due to Recent Changes in Workflow

@9:02:43 a.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Malone and Tinsley were present. Also present were Warren Newhouse II, refuse; Jill Ouellette, HR; Martha Miller, auditor; Raea Morris, administrative assistant; Barbara Woodbury, environmental health; Bob Currie, SWB; Wes Venteicher, Livingston Enterprise; John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to consider a proposal for refuse department staffing due to recent changes in workflow.

Warren Newhouse II, interim refuse manager, provided a report with proposed options for existing refuse personnel.

Commissioner Tinsley moved to approve the letter submitted by Newhouse and Ouellette on the temporary refuse management with a correction to remove the term “test” from the Chico refuse site name. Commissioner Malone seconded the motion. Motion passed.

Barbara Woodbury, environmental health, said she would like assistance from refuse staff on working toward a county household hazardous waste disposal program.

@9:18:44 a.m., Tinsley moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

January 17, 2013

Signing of Contract with CTS America for Law Enforcement Software

@9:33:13 a.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Malone and Tinsley were present. Also present were Shannan Piccolo, civil deputy county attorney; Scott Hamilton, undersheriff; Liz Suniga, Granite TCS; John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to sign a contract with CTS America for law enforcement software.

Shannan Piccolo, civil deputy county attorney, said the sheriff's office put out and accepted bids for new law enforcement software, and a review panel scored the bids.

Liz Suniga, Granite TCS, said personnel will be trained on the new software in April with a go-live May or June. Scott Hamilton, undersheriff, said the new software would replace existing, outdated software. It will facilitate a records management system for patrol, civil and detention operations and enable deputies to process mobile reports and queries from patrol vehicles. He said the sheriff's office would like to go forward with the software purchase.

Commissioner Tinsley moved to sign the contract with CTA American for law enforcement software. Commissioner Malone seconded the motion. Motion passed.

@9:37:39 a.m., Tinsley moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

### January 17, 2013

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

1:00 P.M. – Planning and Development Board – Community Room

2:00 P.M. – 911 Communications Meeting – City Fire Station

4:00 P.M. – Library Board – Library

### January 18, 2013

10:00 A.M. – Commissioners to Listen to Resort Tax Allocation Proposals – Cooke City Community Center

Marty Malone  
Chairman, Park County Commission  
Park County, Montana

Denise Nelson  
Clerk & Recorder  
Park County, Montana