

Park County Commission Meeting Minutes
Week of January 21 – 25, 2013
Park County, Montana

January 21, 2013

Martin Luther King, Jr. Holiday Observed – All Offices Closed

January 22, 2013

7:30 A.M. – LTAP Funding Road Projects Webinar – Commission Chambers – Canceled by LTAP

January 22, 2013

County Road/Engineering Updates

@8:04:14 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 and Dan Hackmann, road; Mark Westenskow and Kevin Feldman, CTA; Kevin Bales, Altria; Bill Harris, citizen; John Mueller, minutes clerk.

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

Mark Westenskow, CTA Engineering, said a stream crossing project in Clyde Park proposes pavement rehabilitation for five miles from the intersection in front of the school to Hammond Creek Road. Altria will fund up to \$1,000,000 for the project. Westenskow said about an inch of asphaltic material is present. Kevin Feldman, CTA Engineering, provided a map visual of the proposed project area and said an existing culvert will be replaced with a 20-foot wide by 7-foot deep culvert.

Commissioner Tinsley moved to accept the box culvert at the crossing to withstand a 25-year event. Commissioner Durgan seconded the motion. Motion passed.

Bill Harris provided a map of a stretch of Billman Creek Road where he lives and said the road would last 30 more years if the county road crew would patch and seal that stretch of road with its patching machine.

Ed Hillman, road supervisor, provided a proposal to purchase a loader and a crewman road schedule.

@8:30:33 a.m., Tinsley moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

January 22, 2013

Status of Fleshman Creek Project

@8:34:02 a.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan, Malone and Tinsley were present. Also present were Shannan Piccolo, civil deputy county attorney; Lani Hartung, finance; Mike Adams, fair board; Mark Westenskow and Kevin Feldman, CTA; Tom Coleman, Oasis; Brenda Adams and Gary Barnhart, citizens; John Mueller, minutes clerk.

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

Tom Coleman, Oasis Environmental, provided drawings for the upper reach of the Fleshman Creek Project stretch. Mark Westenskow, CTA Engineering, said Kent Atwood of Montana DES forwarded Park County's proposed project revisions to FEMA, but it had not yet heard back from FEMA.

@8:56:12 a.m., Tinsley moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

January 22, 2013

Review Daily Correspondence/Agenda

@9:31:43 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; Tracy Mosley and Mary Anne Keyes, MSU Extension; John Mueller, minutes clerk. No public comment made.

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

Correspondence for January 17 included:

- Memo email re. courthouse IT cabling
- Memo email re. MACo Western Region Cohesive Strategy
- Memo email re. judges chambers lock
- Memo email re. January 17 road crewmen schedule
- Memo mail re. Nelson Spring Creek status
- Memo email re. FHWA webinar
- Memo email re. request for employee RIF cost savings
- Memo email re. airport bookshelf request
- Memo email re. January 22 SWB agenda
- Memo email re. WET SWB agenda item
- Memo document re. Main Boulder Road MOU
- Memo email re. HR Department personnel meeting requests

Tracy Mosley, MSU Extension, said MSU Extension needs to bring its new office space to ADA accessibility standards and needs IT/computer services work. Commissioner Tinsley asked Mosley for MSU Extension to get bids from contractors for the work to present to the Commission to expedite the effort. MSU staff will purchase new office furnishings for its new office space.

The Commission discussed supporting a bill in the state legislature permitting private landowners to shoot wild bison creating damage or nuisance on private properties.

@9:47:49 a.m., Durgan moved to adjourn the meeting. Tinsley seconded the motion. The meeting adjourned.

January 22, 2013

Review of Minutes for Week of January 14, 2013

@9:57:21 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 review Commission meeting minutes for the Week of January 14, 2013.

Commissioner Malone requested a revision to Page 4 of 12; first full paragraph, the last sentence should read, "The citizen said he thinks Pray Road should be hard surfaced." On Page 5 of 12, the first sentence should read, "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."

Commissioner Tinsley moved to accept the minutes for January 14-18 as corrected. Commissioner Durgan seconded the motion. Motion passed.

@10:00:25 a.m., Tinsley moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

January 22, 2013

Appointing of Applicant to Board of Health

@10:03:32 a.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan, Malone and Tinsley were present. Also present were Barbara Woodbury, environmental health; John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to appoint a Board of Health applicant.

Barbara Woodbury, environmental health, said Peggy O'Neil reapplied to the Board of Health, and the board voted to support that application at its January meeting. Woodbury asked the Commission to support to recommendation.

Commissioner Tinsley moved to accept Peggy O'Neil as a Board of Health member. Commissioner Durgan seconded the motion. Motion passed.

@10:04:44 a.m., Tinsley moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

January 22, 2013

Human Resource Updates

@10:32:32 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 2013 W-4s were received, and 22 counties are participating NACO prescription program are, some since 2005. She said an Ameri-gas truck broke a sidewalk in Gardiner at a second location, but she had not heard back yet on an estimate. Ouellette said 49 employees signed up for health screening, but she is awaiting final numbers.

Ouellette said the standard offer of employment letter for Park County contains a sentence stating "Park County reserves the right to change your hours and duties as it sees necessary." Ouellette read into the record the county policy for Reduction in Work Force (RIF). She said the county policy was adhered to when the county provided change of duty letters to refuse employees on January 17 explaining changes to work schedules.

Ouellette said she will complete an OSHA 300 report on January 24 and 25, and two road department employees had completed their hiring probationary period and need to be evaluated.

@10:41:51 a.m., Tinsley moved to adjourn the meeting. Durgan seconded the motion. The meeting adjourned.

January 22, 2013

Discussion/Decision on Signing a Lease for the Windsor House and MSU Extension

@11:07:04 a.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan, Malone and Tinsley were present. Also present were Tracy Mosley, MSU Extension; Ed Meece, city manager; John Mueller, minutes clerk. No public comment made.

The meeting was scheduled to consider signing a lease for the Windsor House for MSU Extension office space.

Commissioner Malone said the county civil deputy county attorney said the lessor should draft the contract for offsite MSU Extension office space, but that document has not been received.

There was discussion about needed remodeling to the office space in question, and need for a server and two external hard drives for backup. Tracy Mosley, MSU Extension, said Park County IT and Granite TCS can assist with IT work needs. She said the estimated cost to get the office space up and running is \$3,100. City Manager Ed Meece said the city does not have any addition funds to assist in paying for the needed work discussed. He said it was never his intention to share the cost to outfit the entire MSU Extension Office on a 50/50 cost basis, but only to fund the newly created Extension agent position, 50/50. He said the city does not have any more funds to give to the joint effort for three years.

The county commission asked Mosley to provide a total bottom line of expenditures to get the new MSU Extension office space up and running. Mosley said MSU's human resources department has started the new agent position recruitment process, and she expects the job posting to come out the first of February.

@11:27:39 a.m., Malone moved to adjourn the meeting. Tinsley seconded the motion. The meeting adjourned.

January 22, 2013

12:00 P.M. – Airport Board Meeting – Mission Field, Livingston – Commissioner Durgan attended

2:00 P.M. – Solid Waste Board – Commission Chambers – Meeting minutes available at www.parkcounty.org and in the Commission Office

January 23, 2013

8:30 A.M. – Western Montana Mental Health – Butte, MT – Commissioner Tinsley attended

January 23, 2013

Review of Daily Correspondence and Agenda

@9:38 a.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan and Malone 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 for January 22 included:

- Memo email re. CIP reminder
- Memo email re. Safety Fest schedule
- Memo email re. SWB meeting agenda
- Memo email re. June e-waste recycling event
- Memo email re. Taylor-Leavitt Insurance statement of values
- Memo email re. MACo MT Votes funding budget hearing
- Memo email re. MACo legislative updates
- Memo email re. board legislative committee
- Memo email re. Montana Petroleum Frack Nation
- Memo email re. CTA road updates meeting agenda
- Memo email re. upcoming CSAA meeting
- Memo email re. January 18 road department schedule
- Memo email re. January 22 road department schedule
- Memo email re. Federal Forest payments
- Memo email re. MACo survey
- Memo document re. Montana Hard Rock FY2013 assessed dues invoice
- Memo email re. Road Department Livingston plow/grader routes
- Memo email re. Nittany Grantworks contracts signing
- Memo email re. Ranchers Roundtable
- Memo document re. Shields Valley Foundation Crazy Mountain funding request
- Memo document re. Commissioner Malone letter to house agriculture committee
- Memo document re. maintenance request
- Memo email re. household hazardous waste collections
- Memo email re. employee vacation schedule
- Memo email re. Library Board applications

There was discussion about the January 22 Solid Waste Board (SWB) meeting. Commissioner Malone said a SWB member will finish the revamped Chico refuse site with associated costs.

@10:05 a.m., Malone moved to adjourn the meeting. Tinsley seconded the motion. The meeting adjourned.

January 22, 2013

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

1:30 P.M. – Transportation Coordination Committee – Community Room – Commissioners Durgan and Malone attended

January 24, 2013

8:30 A.M. – Area IV Agency on Aging Meeting – Helena, MT – Commissioner Tinsley attended

January 24, 2013

Daily Correspondence/Agenda and Briefing on Current County Projects

@8:44 a.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan and Malone were present. Also present were Raea Morris, administrative assistant; Clay Williams, weed/junk vehicle; John Mueller, minutes clerk. No public comment made.

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

Correspondence for January 23 included:

- Memo email re. bison trial decision
- Memo document re. WET landfill groundwater monitoring report
- Memo document re. Tri State refuse truck parts estimate
- Memo email re. Liberty County grader lease questions
- Memo document re. Commission Office employee vacation accruals
- Memo document re. coroner burial application
- Memo document re. citizen refuse requests
- Memo email re. highway traffic safety solicitation
- Memo email re. MACo TSEP and RRGL update
- Memo email re. Department of Agriculture farm service information
- Memo email re. TSEP RRGL response

Commissioners Durgan and Malone reported on a January 23 Transportation Coordination Committee meeting. Durgan reported on upcoming Montana Department of Transportation projects proposed in Park County.

Commissioner Durgan reported on a January 22 Airport Board meeting.

@ a.m., Durgan moved to adjourn the meeting. Malone seconded the motion. The meeting adjourned.

January 25, 2013

No Commission Meetings Scheduled

Marty Malone
Chairman, Park County Commission
Park County, Montana

Denise Nelson
Clerk & Recorder
Park County, Montana