

Park County Commission Meeting Minutes
Week of June 24 – 28, 2013
Park County, Montana

June 24, 2013

Review of Daily Correspondence and Agenda

@8:30 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; Warren Newhouse II, refuse; Ed Hillman, road; Jill Ouellette, HR. No public comment made.

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

Warren Newhouse II, refuse, said he provided the Solid Waste Board (SWB) with a map at its request to consider increasing the size of the refuse site at Clyde Park. He said the board wants Newhouse to determine the annual cost to the county to dispose of tires per ton, particularly with an increase in tires dumped at the Chico site. The city of Livingston has complained it cannot get maximum trailer hauling tonnages because of construction material deposited in green boxes. The city was told the county refuse would include construction waste. The SWB would like a meeting with the Commission before the next SWB meeting to discuss Gardiner refuse site options.

Correspondence for June 21 included:

- Memo re. Montana State Fund Big Sky Locksmithing policy cancellation
- Memo re. GIS/IT budget clarification
- Memo re. City-County budget items
- Memo re. open pit permit notes
- Memo re. MACoHCT board packet
- Memo re. citizen Tax Appeal Board application
- Memo re. PCCF e-waste recycling event invoice
- Memo re. Paradise Valley Fire Service area certificate of insurance
- Memo re. library board letters of recommendation
- Memo re. citizen Fair Board application
- Memo re. Black Mountain Software presentation meeting request

@8:51 a.m., the meeting adjourned.

June 24, 2013

Discussion/Decision on Compensation Board Recommendations of Elected Official Salaries

@9:00 a.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan and Malone were present. Also present were Jill Ouellette, HR; Martha Miller, auditor. No public comment made.

The meeting was scheduled to consider Compensation Board recommendations for elected official salaries.

Commissioner Malone said the Commission had not received a recommendation from the county attorney and recommended the meeting recess until 11:00 a.m.

June 24, 2013

Introduction of New MACo Loss Control Specialist

@9:30 a.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan and Malone were present. Also present were Jill Ouellette, HR; Jim Muskovich, MACo. No public comment made.

The meeting was scheduled to introduce the new MACo loss control specialist.

The Commission was introduced to Jim Muskovich, Montana Association of Counties loss control specialist.

@10:18 a.m., the meeting adjourned.

June 24, 2013

Signing of Public Health Public Emergency Preparedness Contract

@10:30 a.m. Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan and Malone were present. No public comment made.

The meeting was scheduled to sign a public health emergency preparedness contract.

Commissioner Durgan moved to sign the contract. Commissioner Malone seconded the motion. Motion passed.

@10:32 a.m., the meeting adjourned.

June 24, 2013

Discussion/Decision on Employee Cell Phone Use and Benefit

@1:00 p.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan and Malone were present. Also present were Barbara Woodbury, environmental health; Jill Ouellette, HR. No public comment made.

The meeting was scheduled to consider an employee cell phone use benefit.

Jill Ouellette, HR, provided current employee cell phone usage and reimbursement rates. The Commission made modifications to current language for review in a future meeting and insertion into the revised employee handbook if approved.

@1:22 p.m., the meeting adjourned.

June 24, 2013

1:30 P.M. – Discussion/Decision on Setting FY 2014 Employee COLA – Canceled

June 24, 2013

Discussion/Decision on County Taking Title and Insuring MSU Extension 4-H Trailer

@2:00 p.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan and Malone were present. Also present were Mary Anne Keyes, MSU Extension. No public comment made.

The meeting was scheduled to consider title and insurance on an MSU Extension 4-H trailer.

Mary Anne Keyes, MSU Extension, said Extension received funds for the trailer from the Friends of NRA Foundation for shooting sports.

Commissioner Durgan moved Park County take title and insurance for the 4-H trailer with the understanding 4-H will maintain the trailer. Commissioner Malone seconded the motion. Motion passed.

@2:06 p.m., the meeting adjourned.

June 25, 2013

Review of Daily Correspondence and Agenda

@8:32 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; Susie Mosness, Sweet Grass County. No public comment made.

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

Commissioner Malone said he solved a tire issue at the Chico refuse site. There was discussion about Sweet Grass County's participation in the Boulder River Road project with Commissioner Susie Mosness.

Correspondence included:

- Memo re. Department of Revenue office move
- Memo re. MDT Deep Creek green box site lease agreement
- Memo re. Elk Brucellosis Group

@8:59 a.m., the meeting adjourned.

June 25, 2013

Human Resource Department Updates

@9:30 a.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan and Malone were present. Also present were Jill Ouellette, HR. No public comment made.

The meeting was scheduled to discuss activities in the Human Resources Department.

Jill Ouellette, HR, provided change of status forms for a job abandonment by a fairgrounds short-term worker and deputy sheriff with a longevity pay anniversary. She posted a temporary and winter Cooke City green box site caretaker position. She said the road supervisor would like one of his two part time temporary seasonal positions to be a permanent seasonal position.

Ouellette reported the number of employees signed up for each of the healthcare benefit plans offered by the county. She said she had a final draft DES Coordinator position job description completed and incorporated the county attorney's revisions to the revised employee handbook. A Department of Labor payroll report is due at the end of July.

@9:38 a.m., the meeting adjourned.

June 25, 2013

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

5:00 P.M. – Museum Board – Yellowstone Gateway Museum

June 26, 2013

No Commission Meetings Scheduled

8:30 A.M. – MACo Healthcare Trust – Helena, MT – Commission Malone attended

9:30 A.M. – Western Montana Mental Health – Butte, MT – Commissioner Tinsley attended

June 27, 2013

County Road Updates

@8:00 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; Jill Ouellette, HR; Dan Gutebier, citizen.

The meeting was scheduled to discuss county road issues.

There was discussion about whether the weed or road department would mow grass. A directive was sent to Ed Hillman (road supervisor) that the Weed Department would handle mowing of grass for the county. Hillman said new hoses and fittings were being put on new pup trailers.

@8:45 a.m., the meeting adjourned.

June 27, 2013

Review of Daily Correspondence and Agenda

@8:32 a.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan, Malone and Tinsley were present. Also present were Paul Shea and Bob Ebinger, YGM; Raea Morris, administrative assistant. No public comment made.

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

Paul Shea, YGM, provided an update of museum goings-on following the board's monthly meeting. Seed money will be put toward necessary building ADA accessibility upgrades. Bob Ebinger, YGM board president, said recent YGM hire Karen Reinhart is doing an exemplary job.

Correspondence included:

- Memo re. Fleshman Creek Project floodplain permitting
- Memo re. Fair Board member resignation letter
- Memo re. new commission meeting schedule

The meeting was recessed until after the scheduled 10:30 a.m. Claims Review.

- Memo re. Four Corners Recycling contract
- Memo re. open container letter request

@10:58 a.m., the meeting adjourned.

June 27, 2013

Discussion/Decision on Moving Forward with Gardiner Refuse Site Plan

@9:30 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; Warren Newhouse II, refuse. No public comment made.

The meeting was scheduled to consider moving forward with a Gardiner refuse site plan.

Commissioner Malone said the Commission has four options for the site: do nothing; install a permanent compactor site with or without a building; install a portable compactor site; use frontloading disposal trucks.

Commissioner Tinsley moved to set up a meeting with the refuse board to discuss possible solutions for the Gardiner site. Commissioner Durgan seconded the motion. Motion passed.

@9:49 a.m., the meeting adjourned.

June 27, 2013

Appointing of Recommended Library Board Applicants

@10:00 a.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan and Malone were present. Also present were Tammy Brawn and Nancy Kessler, library. No public comment made.

The meeting was scheduled to appointing Library Board applicants.

Commissioner Durgan moved the board recommendation for Robin Albright and Susan Kraft be accepted. Commissioner Malone seconded the motion. Motion passed.

@10:04 a.m., the meeting adjourned.

June 27, 2013

10:30 A.M. – Claims Review – Commissioner Chambers

June 27, 2013

Discussion/Decision on Employee for Chico Green Box Site

@11:00 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; Warren Newhouse II, refuse. No public comment made.

The meeting was scheduled to consider an employee for the Chico refuse site.

Commissioner Malone said he thinks it is important to have a part time attendant at the Chico refuse site. Meeting attendees discussed possible job duties and hours of work. Jill Ouellette, HR, said she would draft a job description for review.

@11:26 a.m., the meeting adjourned.

June 27, 2013

Signing of Contract with Artistic Landscaping LLC for Mowing and Trimming Services at Green Acres Park

@11:30 a.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan, Malone and Tinsley were present. Also present were Kelly Johnson, maintenance. No public comment made.

The meeting was scheduled to sign a contract for mowing and trimming of Green Acres Park.

The contract proposes said services at a rate of \$600 per month.

Commissioner Tinsley moved to accept he contact from Artistic Landscaping for mowing and trimming of Green Acres Park. Commissioner Durgan seconded the motion. Motion passed.

@11:32 a.m., the meeting adjourned.

June 27, 2013

Signing of Resolution Amending Appropriations for FY '12-13 for Plotter Map Sales Fund

@1:00 p.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Malone and Tinsley were present. Also present were Martha Miller, auditor; Lani Hartung, finance. No public comment made.

The meeting was scheduled to sign a resolution to amend appropriations for the FY '12-13 plotter map sales.

Commissioner Tinsley moved to sign a resolution to amend appropriations for the FY'12-13 plotter map sales. Commissioner Malone seconded the motion. Motion passed.

@1:02 p.m., the meeting adjourned.

June 27, 2013

Discussion/Decision on Public Works Director Job Description

@1:30 p.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan, Malone and Tinsley were present. Also present was Jill Ouellette, HR. No public comment made.

The meeting was scheduled to consider a public works director job description.

A draft public works director job description was reviewed and revisions suggested.

@2:02 p.m., the meeting adjourned.

June 27, 2013

Signing of Statement of Work for GCDB Grant for GIS Department

@2:05 p.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan, Malone and Tinsley were present. Also present were Erica Hoffman, IT/GIS. No public comment made.

The meeting was scheduled to sign a statement of work for a Bureau of Land Management Geographic Coordinate Data Base Project (GCDB) grant for the GIS Department.

Erica Hoffman, IT/GIS, said Park County GIS received a \$20,000-grant to update state GIS survey parcel data over a 10-year period in conjunction with CTA Engineering.

Commissioner Tinsley moved to approve the grant for the GIS Department. Commissioner Durgan seconded the motion. Motion passed.

@2:07 p.m., the meeting adjourned.

June 27, 2013

Discussion/Decision on Compensation Board Recommendations for Elected Official Salaries

@2:30 p.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan, Malone and Tinsley were present. Also present were Brett Linneweber, county attorney; Jill Ouellette, HR. No public comment made.

The meeting was scheduled to consider Compensation Board recommendations for elected official salaries.

The Compensation Board previously recommended a 2.1-percent salary increase over the previous year's base salary.

Commissioner Tinsley moved to approve the elected officials' compensation schedule of 2.1-percent from the previous year to include the mandatory and discretionary increases (for select elected officials as defined by Montana Code Annotated). Commissioner Durgan seconded the motion. Motion passed.

@2:36 p.m., the meeting adjourned.

June 27, 2013

Discussion/Decision on Setting FY 2014 Employee COLA Increases

@3:00 p.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan, Malone and Tinsley were present. Also present was Jill Ouellette, HR. No public comment made.

The meeting was scheduled to consider setting FY'14 county employee Cost of Living Adjustment (COLA) increases.

Commissioner Durgan moved to increase employee wages by 2.1-percent in accordance with a 2.1-percent increase to elected official salaries. Commissioner Tinsley seconded the motion. Motion passed.

@3:02 p.m., the meeting adjourned.

June 27, 2013

Review/Signing of Fleshman Creek Project, Joint Application for Proposed Work in Montana Streams, Floodplains and Water Bodies

@3:30 p.m., Chairman Malone called a meeting to order in the Commission Chambers. Commissioners Durgan, Malone and Tinsley were present. Also present were Mike Inman, planning; Parks Frady, CTA. No public comment made.

The meeting was scheduled to consider signing a Fleshman Creek Project, Joint Application for Proposed Work in Montana Streams, Floodplains and Water Bodies.

Parks Frady, CTA Engineering, provided the application in question for review. The application enables Park County to apply for additional permits required to complete the Fleshman Creek project.

Commissioner Tinsley moved to sign the joint application for the Fleshman Creek Project. Commissioner Durgan seconded the motion. Motion passed.

Frady said the project was put out for bid on Thursday, June 20. A pre-bid meeting is scheduled for Wednesday, July 3. Opening of bids is scheduled for Thursday, July 11.

@3:06 p.m., the meeting adjourned.

June 28, 2013

No Commission Meetings Scheduled

Marty Malone
Chairman, Park County Commission
Park County, Montana

Denise Nelson
Clerk & Recorder
Park County, Montana