

Park County Commission Meeting Minutes  
Week of November 11–15, 2013  
Park County, Montana

**November 11, 2013**

Veteran's Day Holiday – All Offices Closed

**November 12, 2013**

**Opening of Meeting:** 9:00 a.m.; Commission Chambers

*Attendance:* Commissioners Durgan and Tinsley; Raea Morris, administrative assistant; Ed Hillman, road; Shannan Piccolo, civil deputy county attorney; Mike Inman, planning; Parks Frady, public works; Mike Adams, fair board; Kristen Galbraith, Nittany Grantworks; Dann Babcox, PCRFD#1; Caleb Minnick, CTA; Kevin Feldman, CTA (via telephone); Brenda Adams and Gary Barnhart, citizens; John Mueller, minutes clerk

**County Department Updates**

Civil Deputy County Attorney Shannan Piccolo provided additional information requested by Cooke City for the Cooke City area snow plowing contract.

Kristen Galbraith, Nittany Grantworks, said Nittany would be willing to use 40 of its general contract hours to prepare an application between \$60,000 and \$90,000 for a training officer and new Jaws of Life for Park County Rural Fire District #1.

**Update on Current County Projects**

Fleshman Creek Project: Kevin Feldman, CTA Engineering, said View Vista repaving was completed last Friday, and contractors anticipate completing curve and gutters at the H Street crossing this week. A fire hydrant serving East Side School was relocated last week. Stream restoration work between 2<sup>nd</sup> and Main Streets commenced.

Citizen Gary Barnhart said a street drain on H Street Bridge (18-inch culvert) on the (Adams side of the bridge) dumps directly back into Fleshman Creek, which was never discussed in a meeting.

Brenda Adams said she can see a blue PVC pipe from her house and the drainage slope is now worse than before. Adams said the mis-pouring of concrete on the bridge is homely looking. Commissioner Tinsley asked Feldman to visit Livingston this week to view the site and discuss citizen concerns. Adams said that would be okay.

Galbraith said old culverts must be reused within the county and cannot be sold per FEMA requirements. 1,300 additional flyers were distributed to the schools to inform of upcoming project work. Kent Atwood, FEMA, will be present at 2:00 p.m. for a site visit.

Gardiner Gateway Project: Mike Inman, planning, said 30-percent design documents should be received today. Geotechnical drillers will return to complete work possibly by the end of the week.

Gardiner Sidewalk Extension Project: No report

Museum Roof Restoration Project: Project has been approved/funded, but work would not be possible for at least a month, which likely will push the project off until spring.

Boulder River Road: No report

Rock Creek Road: "Construction Zone" signs were placed on the road.

TSEP County Bridge Improvement Project: Construction will commence summer 2014

## **ACTION ITEMS**

Signing of Letter to Department of Commerce Requesting Redesignation of Gardiner Resort Tax Community: Mike Inman, planning, said the county is seeking redesignation of the resort tax area through the Montana Department of Commerce. Surveyor Hank Rate's original legal description is being used for the effort. The hope is to have a determination back to the county by the end of the year.

Commissioner Durgan moved to sign the letter to Department of Commerce requesting redesignation of the Gardiner Resort Tax Community. Commissioner Tinsley seconded the motion. Motion passed.

Discussion/Decision on County Phone Stipend Policy: Commissioner Tinsley said he thinks it is to the county's benefit for employees to have their own smart phones, and he has no issue raising the stipend to \$70/month for an employee using his/her own phone for county business. Inman said he and his wife cannot use their personal plan until November 15, because it has been maxed out because of increased phone usage on account of increased county projects. There was discussion that employees' need of a smart phone be determined on a case-by-case basis.

Commissioner Tinsley moved to raise the stipend for smart phones for all department heads and employees on-call for Park County to \$70 per month. Commissioner Durgan seconded the motion. In discussion, Durgan said he thinks a department head should submit a recommendation to the Commission for an employee in his/her department needing a smart phone. There was discussion about requiring justification of smart phone use/needs. Motion passed.

Signing of Department of Natural Resources and Conservation Grant for Fairgrounds Wastewater System Improvements: Commissioner Durgan moved to sign the grant for the fairgrounds wastewater system. Commissioner Tinsley seconded the motion. Motion passed.

Signing of Letter of Representation with Olness and Associates for Audit Services: Lani Hartung, finance, said the letter is from Park County to Olness and Associates.

Commissioner Durgan moved to sign the letter of representation from the county to Olness and Associates for audit services. Commissioner Tinsley seconded the motion. Motion passed.

## **CONSENT ITEMS**

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

Correspondence for November 7 included:

- Memo re. Sandburg Enterprises North letter of interest for Park County parcel
- Memo re. MACo Inmate Excess Medical response
- Memo re. Cooke City snow removal RFQ
- Memo re. HB 130 meeting

Correspondence for November 8 included:

- Memo re. Fleshman Creek Project update
- Memo re. Cinnabar Basin Road status
- Memo re. Park County TSEP contract
- Memo re. Functional and Planning Requirements Survey

Review of Minutes for Week of November 4, 2013: Commissioner Durgan requested a revision to Page 8 of 10, noting potholes in the upper end of Trail Creek Road will be repaired by the road crew. Commissioner Dugan moved to approve the minutes as corrected. Commissioner Tinsley seconded the motion. Motion passed.

Commissioner Tinsley said Parks Frady started as the new county public works director today, and he talked with him about county gravel sources and solid waste issues.

## **Park County Board/Committee Meetings**

9:00 a.m. – Farm Bureau Meeting, Billings – Commissioner Malone attended

1:00 p.m. – Senior Citizens Meeting, Senior Center – Commissioner Durgan attended

2:00 p.m. – Information Technology Advisory Committee, Community Room

3:00 p.m. – Angel Line Board Meeting, Assessor’s Conference Room

6:00 p.m. – School Board Meeting, Sleeping Giant Middle School – Commissioner Tinsley attended

**November 13, 2013**

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

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

@ 10:01 a.m., the meeting opened in the Commission Chambers

*Attendance:* Commissioners Durgan, Malone and Tinsley; Raea Morris, administrative assistant; Shannan Piccolo, civil deputy county attorney; John Mueller, minutes clerk

Civil Deputy County Attorney Shannan Piccolo said an addendum can be added to the Cooke City snow removal contract to include revisions requested by Cooke City.

Correspondence included:

- Memo re. Department Head Meeting agenda item
- Memo re. City-County Building Assessment - City of Livingston
- Memo re. City-County Building Assessment
- Memo re. City-County Building Assessment - Sheriff Office
- Memo re. 2014 Park County Fair suggestions
- Memo re. Nittany Grantworks meeting request
- Memo re. Livingston Municipal Swimming Pool public notice
- Memo re. Cooke City Snowmobile Club \$12,000 resort tax request
- Memo re. Department of Commerce TSEP Grant Award
- Memo re. HRDC approval items
- Memo re. employee cell phone stipend

Commissioner Durgan reported on a November 12 Senior Citizens Center Board meeting and an onsite tour of the Fleshman Creek Restoration Project with FEMA representatives.

Commissioner Tinsley thanked Roger Bickford and an associate of Montana Waste for touring Park County at no charge on November 12 with Solid Waste Board members and talking with Tinsley about operation improvements.

Commissioner Malone said a tour of the Yellowstone Basin area and bison issues will take place on November 20. The Commission will attend.

The commissioners said they support using some insurance credit funds to send road and refuse personnel to a safe driving training in Lewistown.

@10:57 a.m., the meeting adjourned.

### **November 14, 2013**

**Opening of Meeting:** 9:00 a.m.; Commission Chambers

*Attendance:* Commissioners Durgan, Malone and Tinsley; Raea Morris, administrative assistant; Shannan Piccolo, civil deputy county attorney; Ed Hillman and Dan Hackmann, road; Parks Frady, public works; Kelly Johnson, maintenance; Tracy Mosley, MSU Extension; Richard O’Hair, citizen (via telephone); John Mueller, minutes clerk

### **County Department Updates**

County Road/Engineering Services: Citizen Richard O’Hair of Clyde Park said a stretch of Brackett Creek Road where magnesium chloride was applied needs to be graded before freeze.

Kelly Johnson, maintenance, said the roof project is two-thirds completed.

Tracy Mosley, MSU Extension, said she would like to apply for two noxious weed grants to be run through the county. Mosley said she will reapply for a grant to include one landowner who felt he was left out of an initial noxious weed effort. The Commission said it was okay with Mosley pursuing the grants.

### **CONSENT ITEMS**

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

The Commission discussed the necessity of establishing a chain of communication protocol with the new public works director.

Correspondence included:

- Memo re. FY 2014 MSU Extension Services Agreement
- Memo re. county office hours adoption notice
- Memo re. motor pool Durango check engine light
- Memo re. advisory board member expiring terms
- Memo re. civil deputy county attorney cell phone stipend request
- Memo re. Jesson Rock N Ranch road mix
- Memo re. Planning Director cell phone stipend request
- Memo re. Airport Board meeting date
- Memo re. citizen Airport Board application

**Adjournment:** 9:59 a.m.

Claims Review

Municipal Election Canvassing

@10:05 a.m., the meeting opened in the Commission Chambers

*Attendance:* Commissioners Durgan, Malone and Tinsley; Denis Nelson, clerk and recorder; John Mueller, minutes clerk

The Commission canvassed municipal election results, verifying vote tallies.

Commissioner Durgan moved to certify Livingston election results. Commissioner Tinsley seconded the motion. Motion passed.

Commissioner Tinsley moved to certify Clyde Park election results. Commissioner Durgan seconded the motion. Motion passed.

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

**Park County Board/Committee Meetings**

8:30 a.m. – Southwest Juvenile Detention Meeting (Conference Call) – Commissioner Durgan attended

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

**November 15, 2013**

No Commission Meetings Scheduled

Marty Malone  
Chairman, Park County Commission  
Park County, Montana

Denise Nelson  
Clerk & Recorder  
Park County, Montana