

Park County Commission Meeting Minutes
Week of November 18–22, 2013
Park County, Montana

November 18, 2013

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

@9:01 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

Correspondence for November 14 included:

- Memo re. RC&D construction trailer
- Memo re. county employee personnel handbook
- Memo re. November Planning and Development Board meeting agenda
- Memo re. Fleshman Creek Project update
- Memo re. Gallatin National Forest Weed Management Participation Agreement
- Memo re. CTA billing for GCDB Enhancement
- Memo re. Cooke City building project, travel counselor, executive director, and billboard update resort tax requests
- Memo re. citizen Angel Line Board application

Commissioner Tinsley said he and Parks Frady, public works, met with citizens Brenda Adams and her husband on November 15 about an H Street crossing as part of the Fleshman Creek Restoration Project.

Correspondence for November 15 included:

- Memo re. abandonment of Old Boulder Road affidavit
- Memo re. State of Montana audit contract amendment
- Memo re. Senator Tester reply to Marty Malone
- Memo re. MACo county funds transfer for Medicaid match
- Memo re. Cooke City Area Chamber of Commerce resort tax funds request
- Memo re. Gardiner Gateway Project schedule

Commissioner Tinsley said he and Frady looked at county roads and associated surface and bridge issues on November 15.

Commissioner Durgan reported on a November 14 SW Juvenile Detention conference call meeting.

@9:40 a.m., the meeting adjourned.

Human Resource Department Updates

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

Attendance: Commissioners Durgan and Malone; Jill Ouellette, HR; John Mueller, minutes clerk

Jill Ouellette, HR, provided a travel authorization form for her to attend Safetyfest in Helena and change of status forms for a new public works director position/employee, three PCSO deputy longevity pay anniversaries and two homemaker hires.

Ouellette said the county will rescind a conditional offer of employment to an individual for the fairgrounds caretaker position due to inability of both parties to agree to terms. The job position description will be reposted. Ouellette said she previously provided the Commission with a DES Coordinator performance evaluation, which should be completed before the end of the year.

Ouellette said she is attempting to contact Jim Nys, HR consultant, in attempt to finalize review of the revised county employee personnel policy handbook. Ouellette asked if the Commission will decide what to do with a claim for a hole in the former transfer station roof.

@10:33 a.m., the meeting adjourned.

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

November 19, 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; Mike Adams, fair board; Kristen Galbraith, Nittany Grantworks; Dann Babcox, PCRFD#1; Kevin Feldman, CTA (via telephone) John Mueller, minutes clerk

Update on Current County Projects

Fleshman Creek Project: Kevin Feldman, CTA Engineering, said assistance is needed in prompting Northwestern Energy to provide a power supply to a G Street Park sewer lift station.

Gardiner Gateway Project: Feldman said 30-percent design plans are being reviewed.

Gardiner Sidewalk Extension Project: Kristen Galbraith, Nittany Grantworks, provided documents for filing.

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. Construction has ceased for the winter season to be completed spring 2014.

TSEP County Bridge Improvement Project: Construction will commence summer 2014

ACTION ITEMS

Discussion/Decision on Nittany Grantworks Using up to 40 Hours under General Contract for Application, Preparation and Submittal for Park County Rural Fire District #1 Assistance for Firefighter Grant: Dann Babcox, PCRFD#1, said Rural One never intended for the county to pay for Nittany’s work for the Rural One grant effort.

Commissioner Tinsley moved to allow Rural Fire to use 40 hours of Nittany’s general contract hours with additional costs to Park County over 40 hours to be offset by Rural One. Commissioner Malone seconded the motion. Motion passed.

Signing of Treasure State Endowment Program Grant Agreement for Bridge Replacement and Rehabilitation: Commissioner Tinsley moved to sign the agreement. Commissioner Malone seconded the motion. Motion passed.

CONSENT ITEMS

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

Correspondence included:

- Memo re. November Fair Board meeting agenda
- Memo re. Public Works Director cell phone stipend request
- Memo re. Public Works Department Update meeting
- Memo re. downstairs women’s bathroom issue
- Memo re. personnel policy handbook
- Memo re. maintenance personnel travel authorization
- Memo re. commissioner request for a cell phone stipend
- Memo re. citizen letter regarding Paradise Valley trash
- Memo re. Department of Commerce certificate of insurance

- Memo re. HL Construction certificate of insurance
- Memo re. HRDC documents for November 21 commission meeting

Review of Minutes for Week of November 11, 2013: Commissioner Malone requested a revision to Page 5 of 6, noting oil applied to Brackett Creek Road is magnesium chloride application. Commissioner Tinsley moved to approve the minutes as amended. Commissioner Durgan seconded the motion. Motion passed.

@10:03 a.m., the meeting adjourned.

Park County Board/Committee Meetings

6:30 p.m. – Fair Board Meeting, Fairgrounds Office

November 20, 2013

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

@9:02 a.m., the meeting opened in the Commission Chambers

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

Ed Hillman, road supervisor, said a recently purchased water truck was used yesterday and runs well.

Correspondence included:

- Memo re. 2014 MT County Officials Directory
- Memo re. CTA Engineering Building Use Assessment follow-up meeting
- Memo re. Nov 18, 2013 Road Shop inspection
- Memo re. Nittany Grantworks agenda item request
- Memo re. citizen Weed Board application
- Memo re. MACo land Resources and Use addendum

@9:27 a.m., the meeting adjourned.

Department Head Meeting

@9:32 a.m., the meeting opened in the Commission Chambers

Attendance: Commissioners Durgan, Malone and Tinsley; Shannan Piccolo, civil deputy county attorney; Martha Miller, auditor; Lani Hartung, finance; Warren Newhouse II, refuse; Clay Williams, weed; Paul Shea, museum; Suzanne Brown, public health; Ed

Hillman, road; Linda Budeski, JP; Denise Nelson, clerk and recorder; Erica Hoffman, GIS/IT; Ed Barich, schools; Kim Knutson, fair; Barbara Woodbury, environmental health; Jill Ouellette, HR; Mary Anne Keyes, MSU Extension; Belinda Van Nurden, DES; John Mueller, minutes clerk

Introduction of New Public Works Director: Parks Frady is the new county public works director.

City-County Complex Office Space: CTA Engineering has completed department head questionnaires on building space needs.

County Cell Phone Stipend: Department heads are to submit written requests to the Commission for the \$70-Smart Phone stipend explaining why they and/or their employee needs it.

Safety Short: Paul Shea read, "Dressing for Winter Work."

Review of Unacceptable Email Blasts: Jill Ouellette read a portion of the county personnel policy handbook that states all emails from a Park County computer are public information, which includes advertisements, personal gain solicitation or spam email. No such emails should be sent by employees via a county email address.

Ouellette reviewed a "Begging for a Lawsuit?" flyer on how to avoid lawsuits in the workplace.

Lani Hartung reminded department heads of specifics of the county's purchasing policy.

@10:31 p.m., the meeting adjourned.

Discussion of Upcoming Federal Issues with Max Baucus Representative

@10:40 a.m., the meeting opened in the Commission Chambers.

Attendance: Commissioners Durgan and Malone; Brianne Dugan, Senator Baucus office; John Mueller, minutes clerk

Brianne Dugan, Senator Baucus staffer, reported on efforts Senator Baucus has been working on in Washington D.C. Commissioners Durgan and Malone expressed concerns they have about the federal government.

@11:25 a.m., the meeting adjourned.

1:30 p.m. – Interagency Bison Gardiner Tour, Yellowstone Heritage Center, Gardiner – Commissioners Durgan, Malone and Tinsley attended

4:00 p.m. – Planning and Development Board Meeting, Gardiner Community Center – Canceled due to inclement weather

6:00 p.m. – Land Use Public Education and Outreach Forum, Gardiner Community Center – Canceled due to inclement weather

November 21, 2013

Opening of Meeting: 9:07 a.m.; Commission Chambers

Attendance: Commissioners Durgan and Tinsley; Raea Morris, administrative assistant; Shannan Piccolo, civil deputy county attorney; Jeri Stevens, planning; Parks Frady, public works; Dan Hackmann and Ed Hillman, road; Mary Anne Keyes, MSU Extension; John Mueller, minutes clerk

County Department Updates

Jeri Stevens, planning, said the Planning Department has had inquiries into the county's appointment on the city planning board. One individual has applied for the position. The department would like to treat the situation as it does open seats for the county planning board – run a notice in the newspaper and hold interviews if more applications are received that open seats. The Commission said that process would be fine.

Public Works Department Updates: Parks Frady, public works, provided a written report of his first two weeks on the job. The county mechanic provided a comprehensive inventory of county road department equipment for evaluation. A similar evaluation will be done for the solid waste department in time for the FY'2014 budgeting cycle.

Mary Anne Keyes, MSU Extension, said the local elk brucellosis working group will meet next on December 18 at the MSU Extension Office. Keyes provided a map to be discussed at that meeting with data of elk groups observed during Montana FWP aerial surveys in Paradise Valley from 2010 to 2013.

ACTION ITEMS

Opening of Cooke City Snow Removal Quotes: Commissioner Durgan opened sealed bids from:

- Robert Smith (Bearclaw) for \$59/hour to plow roads listed in RFP, as well as handicap spaces in front of the community center; snow removal from fire hydrants by hand is \$23/hour; other removal needed with a skid steer loader will be \$59/hour. Plowing services will not commence before 5:30 a.m. Plowing will not commence until 6 inches of snow is on roads.
- Matt Asplund (Asplund Enterprises) for \$65/hour to plow roads listed in RFP; \$24/hour to hand clear around hydrants; \$65/piece of equipment/hour when used. An additional \$10/hour charge assessed for snowfall in excess of 18 inches. Dump truck use to haul snow to the county compactor site charged at \$80/hour.

The civil deputy county attorney will review the bids for responsiveness. A meeting was scheduled for November 26 to award a bid.

Discussion/Decision on Approval for Human Resource Development Council (HRDC) Community Services Block Grant (CSBG) Work Plan, Emergency Solutions Grant (ESG) Work Plan, and Letter of Support for the Operation of Homeownership Center

@1:03 p.m., the meeting opened in the Commission Chambers.

Attendance: Commissioners Durgan and Tinsley; Jeff Rupp and Heather Grenier, HRDC; Raea Morris, administrative assistant; John Mueller, minutes clerk

Jeff Rupp, HRDC, said the Community Services Block Grant (CSBG) is the heart and soul of the HRDC, defining how its business operations and all service programs are conducted. The county's involvement earns it a seat on the board overseeing the funds. Approval of the Emergency Solutions Grant annual work plan by municipalities in areas served is required per the state. A letter of support is required from each county served for the Road to Home Program, which provides homebuyer education, foreclosure prevention, down payment assistance and credit services to eligible clients.

Heather Grenier, HRDC, said HRDC reopened and restaffed its Livingston office in the Miles Building this week. The new staffer is a service navigator answering questions about all HRDC programs. A VITA (Volunteer Income Tax Assistance) Program will be available this year for eligible clients from the Livingston office, as well.

Grenier said 534 households were helped in Park County last year, primarily with energy and food assistance. Two families avoided home foreclosure. The supplemental food assistance program delivers groceries to 200 seniors in Park County through partnership with Gallatin County and Livingston food banks. The program is the biggest way in which HRDC helps area residents, which also prompted reopening the Livingston Office. HRDC will begin to provide a quarterly report of activities and services in Park County to better keep the Commission abreast of HRDC's efforts.

Commissioner Durgan moved to sign the letter of support for the Montana Department of Health and Human Services CSBG Work Plan. Commissioner Tinsley seconded the motion. Motion passed.

Commissioner Durgan moved to sign the Montana Department of Commerce letter concerning the Road to Home Program. Commissioner Tinsley seconded the motion. Motion passed.

Commissioner Durgan moved to sign the Emergency Solutions Grant work plan through the Montana Department of Public Health and Human Services. Commissioner Tinsley seconded the motion. Motion passed.

@1:20 p.m., the meeting adjourned.

Discussion/Decision on Approval of Purchase of Angel Line Bus

@2:01 p.m., the meeting opened in the Commission Chambers.

Attendance: Commissioners Durgan and Tinsley; Martha Miller, Angel Line; Shannan Piccolo, civil deputy county attorney; Raea Morris, administrative assistant; John Mueller, minutes clerk

Martha Miller, Angel Line, said the Angel Line Board decided to no longer maintain its 1999 passenger bus, due to age and expense. Angel Line would like to disclose what is wrong with the bus and sell it via public surplus auction. The board is pursuing purchase of a smaller bus to more efficiently transport small numbers of riders in town and voted today to recommend to the Commission purchase of a brand new bus. A Government Price Concession benefit will earn the county \$6,200 off the price of the bus for a total purchase price of \$49,999, vehicle delivered. Angel Line's current fiscal year CIP fund has \$52,000 available for expenditure.

Commissioner Durgan moved to approve the purchase of the 2014 Goshen Coach Pacer II. Commissioner Tinsley seconded the motion. Motion passed.

@2:20 p.m., the meeting adjourned.

CONSENT ITEMS

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

- Memo re. DES office key
- Memo re. FY14 Farm to School grant award
- Memo re. new fair board member
- Memo re. Angel Line Board citizen application
- Memo re. Montana Fish Wildlife and Parks annual Region 3 overview meeting
- Memo re. citizen Airport Board application
- Memo re. citizen Weed Board application
- Memo re. employee cell phone stipend
- Memo re. Livingston Enterprise legal ad for Cooke City Snow removal RFP
- Memo re. non legal holiday courthouse closure policy

Commissioner Durgan reported on a November 20 Interagency Bison Management Plan discussion in Gardiner on wildlife forage issues in Yellowstone National Park and the Gardiner Basin.

Commissioner Tinsley commended the consistent efforts of Park County's agriculture extension agents.

@10:05 a.m., the meeting adjourned.

Park County Board/Committee Meetings

9:00 a.m. – Interagency Bison Meeting, Chico Hot Springs – Commissioner Malone attended

1:00 p.m. – Solid Waste Board, East Room – Commissioner Tinsley attended

2:00 p.m. – 911 Communications Meeting, Assessor’s Office Conference Room

4:00 p.m. – Library Board, Library Bev Steveson Room

November 22, 2013

No Commission Meetings Scheduled

Marty Malone
Chairman, Park County Commission
Park County, Montana

Denise Nelson
Clerk & Recorder
Park County, Montana