

Park County Commission Meeting Minutes
Week of November 25–29, 2013
Park County, Montana

November 25, 2013

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

@9:00 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 20 included:

- Memo re. Mental Health Medicaid match funds transfer
- Memo re. Fleshman Creek Project/NW Energy agreement
- Memo re. DES Office holiday schedule
- Memo re. November 26 Museum Board meeting agenda
- Memo re. Montana FWP proposed 2013-14 Helena urban deer take
- Memo re. MACo construction rebate program
- Memo re. Weekly Fleshman Creek Project update
- Memo re. City-County Complex Office space use assessment follow-up meeting
- Memo re. citizen Solid Waste Board application
- Memo re. citizen Solid Waste Board application
- Memo re. payroll voucher

Correspondence for November 21 included:

- Memo re. Airport Board meeting agenda
- Memo re. trade of county property legal recommendation
- Memo re. Cooke City Snow Removal legal recommendation
- Memo re. FWP Chronic Wasting Disease draft EA
- Memo re. employee maintenance request
- Memo re. Western Montana Mental Health FY2014 First Quarter update
- Memo re. Road Department supervisor cell phone request
- Memo re. RDO certificate of liability insurance
- Memo re. proposed sewer/water service conflict resolution

Commissioner Malone reported on November 20 and 21 bison meetings in Park County.

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

Human Resource Department Updates

@10:00 a.m., the meeting opened in the Commission Chambers

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

Jill Ouellette, HR, said Montana's minimum wage increases to \$7.90 on January 1. She said a detention officer position was reposted and a new PCSO deputy started work today.

Ouellette provided updates on the Affordable Care Act and changes to employee benefits that need to be run through the HR Department. She asked for Commission comments about sheriff's office union negotiation specifics.

@10:23 a.m., the meeting adjourned.

November 26, 2013

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

Attendance: Commissioners Durgan, Malone and Tinsley; Raea Morris, administrative assistant; Mike Inman, planning; Parks Frady, public works; Jay O'Neill, Scott Hamilton, PCSO; Kristen Galbraith, Nittany Grantworks; Kevin Feldman, CTA (via telephone) John Mueller, minutes clerk

Department Updates

Captain Jay O'Neill said he initially asked the Commission for \$8,000 for updating of the jail visitation and courtroom video system, but he has had issues with the vendor. The cost to go with a reliable vendor used by the state will be \$15,650+. He has the \$8,000 in his capital outlay budget.

Mike Inman, planning, said he is attempting to schedule the Planning Board meeting in conjunction with Commission meetings to be held in Gardiner one day in December.

Update on Current County Projects

Fleshman Creek Project: Kevin Feldman, CTA Engineering, said the school was out of water for a short time last week, but the issue was fixed. A cost of \$24,500 will be incurred to locate a water main under the parking lot. Sime Construction will not work over the Thanksgiving Holiday.

Gardiner Gateway Project: Parks Frady, public works, said revisions to the 30-percent design plans were submitted to the Federal Highways Administration for review. Inman said a project update meeting may be held in Gardiner on December 12.

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

TSEP County Bridge Improvement Project: Construction will commence summer 2014. CTA Engineering will begin design efforts in December.

Inman said repaving of the existing bicycle path to East River Road needs to be ADA accessible, which may require coming back to the Commission for a vote. Inman will meet with a MDT representative after the holidays about work requirements.

ACTION ITEMS

Discussion/Decision on Hiring Part-Time Detention Officers and Discussion/Decision of Transferring of PCSO Durango to Rural Fire: Captain Jay O’Neill said hiring of two part time positions is being considered. Detention is currently short one officer.

Commissioner Tinsley moved to allow the sheriff’s office to pursue hiring of part time detention officers. Commissioner Durgan seconded the motion. Motion passed.

Undersheriff Scott Hamilton said a 2008 Dodge Durango needs to be taken out of the PCSO fleet, and PCRFD#1 expressed a need for the vehicle. PCRFD#1 assists the sheriff’s office on accidents and emergency services.

Commissioner Tinsley moved to allow transfer of the Durango to Rural Fire at no charge. Commissioner Durgan seconded the motion. Motion passed.

Signing of Agreement with NorthWestern Energy for Installation of Meter and Services for Fleshman Creek Project: Kevin Feldman, CTA Engineering, said the agreement (\$7,500) and an application for power are no longer necessary due to line proximity to existing residences. The city of Livingston permitted pulling power from an existing meter.

Discussion/Decision on Nittany Grantworks using General Contract Hours to Prepare/Submit a MT Fish, Wildlife and Parks Recreational Trails Program Grant Application Due February 2014: Inman said MRL made an informal offer to a local

bicycle group to give Park County the entire Clyde Park spur line railroad right of way of if the county removes and gives back all salvageable material. The FWP grant has a 20-percent match requirement, which can be fulfilled with in-kind services. There was discussion about pursuing a bicycle trail along the Old Yellowstone Trail right-of-way through Yankee Jim Canyon, as well.

Commissioner Durgan moved to grant Nittany permission to submit the Parks Recreational Trails Program Grant. Commissioner Tinsley seconded the motion. In discussion, the Commission asked Nittany to come back in three weeks for a meeting to decide which trail project the Commission will pursue. Motion passed.

Awarding of Cooke City Snow Removal Bids: Sealed bids from Robert Smith and Matt Asplund (previously opened in a public meeting) were deemed responsive by county legal counsel.

Commissioner Durgan moved to award the contract to the low bidder (Robert Smith). Commissioner Tinsley seconded the motion. Motion passed.

Discussion/Decision on Approving Cell Phone Stipends under the New Rate: Requests were received from the civil deputy county attorney, planning director, public works director, road supervisor and Commissioner Malone.

Commissioner Tinsley moved to accept the \$70 cell phone stipend for Shannan Piccolo, Mike Inman, Parks Frady, Ed Hillman and Marty Malone. Commissioner Durgan 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. Park County Atlas
- Memo re. Old Clyde Park Road citizen encroachment letter
- Memo re. MDT proposed pavement preservation of I-90 near Livingston
- Memo re. Crazy Mountain Ranch road work permit
- Memo re. Montana DNRC executed copy of fairgrounds wastewater system grant agreement
- Memo re. November Solid Waste Board (SWB) draft minutes
- Memo re. SWB meeting recommendations to Commission

Review of Minutes for Week of November 18, 2013: Commissioner Durgan moved the minutes be accepted. Commissioner Tinsley seconded the motion. Motion passed.

Signing of Montana Aeronautics Grant Application for City-County Airport Purchase of Snowplow and Storage Building

@2:00 p.m., the meeting opened in the Commission Chambers.

Attendance: Commissioners Durgan and Malone; Lani Hartung, finance; Kerry LaDuke, Jerri Miller, Airport Board; Lance Bowser, RPA; John Mueller, minutes clerk

Lance Bowser, Robert Peccia and Associates (RPA), said the proposal is purchase of a new bidirectional tractor plow and construction of a building to store it in. Total project cost is \$385,000 with a county match of 10 percent equaling \$38,000. \$19,000 is available through the Aeronautics Division of Montana Department of Transportation. Annual payments to the \$19,000 loan would take the place of existing airport project loan payments.

Commissioner Durgan moved to grant approval for the Airport Board to move forward with the grant application. Commissioner Malone seconded the motion. In discussion, Malone said the motion is contingent on the airport selling the two plow trucks it currently has when the new plow is purchased. Motion passed.

@2:24p.m., the meeting adjourned.

Park County Board/Committee Meetings

12:00 p.m. – Airport Board Meeting, Mission Field – Commissioner Durgan attended

5:30 p.m. – Museum Board Meeting, Yellowstone Gateway Museum

November 27, 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; John Mueller, minutes clerk

Correspondence included:

- Memo re. Old Clyde Park Road encroachments
- Memo re. PCSO deputies swearing in
- Memo re. debt offset
- Memo re. subdivision meeting cancellation
- Memo re. December 16 Defend Rural America workshop
- Memo re. proposed MDT pavement preservation US 89 near Gardiner

- Memo re. Nittany Grantworks Tuesday meeting agenda items
- Memo re. MSU Extension personnel cell phone stipend allowance request
- Memo re. courthouse roofing project extension request
- Memo re. citizen application to County Planning Board

Commissioner Malone said he would retract his request for the recently-revised employee cell phone stipend program. Malone mistakenly voted on an initial request on November 26.

@9:16 a.m., the meeting adjourned.

10:00 a.m. - Claims Review

Discussion/Decision on Final Approval of Park County Employee Handbook

@10:33 a.m., the meeting opened and was recessed until 2:00 p.m. to accommodate consultant Jim Nys' schedule. @2:01 p.m., the meeting reopened.

Attendance: Commissioners Durgan, Malone and Tinsley; Brett Linneweber, county attorney; Shannan Piccolo, civil deputy county attorney; Barbara Woodbury, environmental health; Raea Morris, administrative assistant; Jim Nys, consultant (via telephone); John Mueller, minutes clerk

Meeting attendees reviewed proposed revisions to the document.

@4:01 p.m., the meeting adjourned.

Discussion/Decision on Fleshman Creek Restoration Work Change Directive#1

@1:00 p.m., the meeting opened in the Commission Chambers

Attendance: Commissioners Durgan, Malone and Tinsley; Mike Inman, planning; Kristen Galbraith, Nittany Grantworks; Caleb Minnick, CTA; Kevin Feldman, CTA (via telephone); John Mueller, minutes clerk

Kevin Feldman, CTA Engineering, said a Montana DEQ provision requires water and sewer mains to be separated by 10 feet. Work Change Directive #1 includes a revision providing the contractor direction to relocate and redirect the existing water service into the middle school to maintain the 10-foot minimum separation from the newly proposed sanitary sewer line. The directive provides for temporary water service to the school. Cost of the change is estimated at \$24,500.

Commissioner Tinsley moved to approve Change Directive #1 for the Fleshman Creek Project. Commissioner Durgan seconded the motion. Motion passed.

@1:13 p.m., the meeting adjourned.

Review, Consideration and Determination of Moving Forward with Printing of Park County Atlas

@1:35 p.m., the meeting opened in the Commission Chambers

Attendance: Commissioners Durgan, Malone and Tinsley; Mike Inman, planning; Katie Weaver, MSU Extension; Shannan Piccolo, civil deputy county attorney; Raea Morris, administrative assistant; John Mueller, minutes clerk

Mike Inman, planning, said the Park County Atlas document has been edited by numerous individuals and is nearing print.

Commissioner Tinsley moved to allow the Park County planner to move forward with printing of the Park County Atlas. Commissioner Durgan seconded the motion. Motion passed.

@1:42 p.m., the meeting adjourned.

November 28, 2013

Thanksgiving Day Holiday – All Offices Closed

November 29, 2013

No Commission Meetings Scheduled

Voided Checks

Claims #: 79227

Marty Malone
Chairman, Park County Commission
Park County, Montana

Denise Nelson
Clerk & Recorder
Park County, Montana