

Park County Commission Meeting Minutes
Week of October 14 – 18, 2013
Park County, Montana

October 14, 2013

Columbus Day Holiday Observed – All Offices Closed

October 15, 2013

Opening of Meeting: 9:01 a.m.; Commission Chambers

Attendance: Commissioners Durgan, Malone and Tinsley; Raea Morris, administrative assistant; Shannan Piccolo, civil deputy county attorney; Mike Inman, planning; Jill Ouellette, HR; Tracy Mosley and Mary Anne Keyes, MSU Extension; Mike Adams, Fair Board; Carol Woodley, Parks and Recreation Board; Kristen Galbraith, Nittany Grantworks; Parks Frady, CTA; Jake Magalsky, ACE Roofing; John Mueller, minutes clerk

Public Comment: Mike Adams, Fair Board, said a citizen asked if gravel could be put in potholes at the Fairgrounds caused by Fleshman Creek Project heavy equipment.

Update on Current County Projects

Fleshman Creek Project: Parks Frady, CTA Engineering, said public project update meetings continue.

Gardiner Gateway Project: Mike Inman, planning, said a drilling contractor is expected to start work on Thursday. The Steering Committee met last week.

Gardiner Sidewalk Extension Project: Kristen Galbraith, Nittany Grantworks, said the project is a go and will commence next spring.

Museum Roof Restoration Project: Galbraith said the project will likely not commence until the spring.

Boulder River Road: Commissioner Malone will contact Sweet Grass County about specifics of the project match agreement and match compilation.

Rock Creek Road: Frady said base course restoration and three miles of surface treatment were completed last week. The final application this fall is weather-dependent.

TSEP County Bridge Improvement Project: Construction will commence summer 2014.

ACTION ITEMS

Opening of RFB for Roof Replacement of City-County Complex: Commissioner Malone read into the record an RFB from ACE Roofing LLC for an amount of \$121,000. Jake Magalsky (ACE Roofing) said bonding, increased insurance requirements, and prevailing wage requirements resulted in a bid amount larger than verbally estimated a year ago. Work is warranted for ten-years. County legal counsel will review the bid for responsiveness.

Review/Signing of TSEP Bridge Improvement Project Start up Documents; Letter of Commitment, Designation of Depository for Direct Deposit of TSEP Funds, Signature Certification Form, and Park County TSEP Management Plan: Commissioner Tinsley moved to sign a TSEP Bridge Improvement Project with all associated documents. Commissioner Durgan seconded the motion. Motion passed.

Discussion/Decision on Recommendation from the Parks and Recreation Board to Develop and Implement a Maintenance Plan for Silver Gate Park and Design and Install a County Public Park Sign for the Park: Mike Inman, planning, will research potential costs and needs and report back to Commission for action.

Discussion/Decision on Recommendation from the Parks and Recreation Board to Hire a Consultant to Evaluate and Assess Condition of Playground Equipment at the Silver Gate Park: Inman will research potential costs and needs and report back to Commission for action.

Discussion/Decision on Recommendation from the Parks and Recreation Board to Allow the Board to Move Forward with Developing a Design, Cost Estimate and Proposed Location for Historic Poor Farm Signage: Inman said the historic county poor farm formerly located near the county landfill does not have interpretive signage. The board would work with the county historian and the genealogical society on sign design.

Commissioner Durgan moved the Commission allow the Parks and Recreation Board to move forward with developing a design, cost estimate and proposed location for historic Poor Farm signage. Commissioner Tinsley seconded the motion. Motion passed.

Discussion/Decision on Recommendation from the Hiring Committee for the Public Works Director Position: The position hiring committee consisted of Commissioner Tinsley, Tracy Mosley and Mary Anne Keyes (MSU Extension). Tinsley said the committee feels comfortable with its recommendation after four applicant interviews on October 9. The board recommends hiring Parks Frady, and if Frady is not hired then the committee recommends going back out to solicit additional applicants.

Mary Anne Keyes said Frady has a high level of professionalism, is well-spoken and has the experience and background fitting the job description. Concise, well-qualified answers were provided to specific questions resulting in Frady rising to the top of the

candidate pool. Tracy Mosley said she thinks Frady is very well qualified if he elects to accept a job offer. If he does not, perhaps the job description should concentrate more on management experience, but Frady has experience managing multiple projects at one time.

Commissioner Durgan moved the Commission accept the recommendation from the hiring committee with the caveat the county goes back out for candidates if Frady is not hired. Commissioner Tinsley seconded the motion. Motion passed unanimously.

CONSENT ITEMS

Tracy Mosley, MSU Extension, said she would field Commission questions about a citizen letter to the editor if asked.

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

Correspondence for October 10 included:

- Memo re. CTA Fleshman Creek Project Payment Application #1
- Memo re. CTA Building Use Assessment Survey
- Memo re. Senior Officials workshop
- Memo re. CIP planning summary
- Memo re. MACo Constituent Letter
- Memo re. planning department action items
- Memo re. August on-line auction items checks
- Memo re. Rock Creek Road Change Order #1
- Memo re. Rock Creek Change Order #2 agenda item
- Memo re. CTA building use survey
- Memo re. environmental health building use survey
- Memo re. citizen Fair Board application
- Memo re. public health building use survey
- Memo re. Library Board agenda

Commissioner Tinsley said Montana Department of Transportation will not have funds to assist the county in repairing Old Clyde Park Road.

Commissioner Malone reported on traffic counters he set out on October 11 and a MACo Healthcare Trust convention he attended in Texas the previous week.

Review of Minutes for Week of October 7: Commissioner Malone asked to have the minutes note he attended a MACo Healthcare Trust convention in San Antonio the previous week. Commissioner Tinsley moved to approve the minutes for the Week of October 7 as amended. Commissioner Durgan seconded the motion. Motion passed.

Adjournment: 11:22 a.m.

Park County Board/Committee Meetings

5:30 p.m. – Board of Health, East Room

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

October 16, 2013

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

@9:03 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. Montana county pay grades
- Memo re. crushed gravel bid invitation
- Memo re. Park County Community Wildfire Protection Plan rewrite
- Memo re. GIS/IT Department Building Use Assessment response
- Memo re. landfill engineering RFQ legal ad
- Memo re. City-County Building roof project RFQ legal ad
- Memo re. Security Solutions contract
- Memo re. state DES hazard mitigation grant program
- Memo re. Solid Waste Board meeting agenda
- Memo re. roof replacement RFB legal recommendation
- Memo re. Rocky Mountain ATM contract
- Memo re. DIS Technology Urgent Virus Alert
- Memo re. on-call IT services

@9:31 a.m., the meeting adjourned.

Department Head Meeting

Attendance: Commissioners Durgan, Malone and Tinsley; Shannan Piccolo, civil deputy county attorney; Mike Inman, planning; Martha Miller, auditor; Kelly Johnson, maintenance; Lani Hartung, finance; Warren Newhouse II, refuse; Clay Williams, weed; Paul Shea, museum; Suzanne Brown, public health; John Mueller, minutes clerk

@9:37 a.m., the meeting opened in the Community Room

Report from Commissioners: CTA Engineering sent out a questionnaire for elected officials and department heads to discuss building space needs. CTA will meet with heads and officials within two weeks to discuss needs.

Roundtable Discussion of Activities: Department heads and elected officials provided updates of current and ongoing projects and efforts.

Public Comment: None

@10:20 a.m., the meeting adjourned.

10:30 a.m. – Commissioner Tinsley @ Rock Creek Road Project Meeting, Onsite

10:30 a.m. – Human Resource Department Updates – Meeting rescheduled for Mondays

2:30 p.m. – RC&D Meeting, Community Room – Commissioner Durgan attended

October 17, 2013

No Commission Meetings Scheduled

Park County Board/Committee Meetings

10:00 a.m. – Agency on Aging Meeting, Gallatin County Courthouse

1:00 p.m. – Solid Waste Board Meeting, East Room

1:30 p.m. – Planning and Development Board, Community Room

2:00 p.m. – Fleshman Creek Project Public Update Meeting, Pickle Barrel

4:00 p.m. – Library Board Meeting, Library

October 18, 2013

No Commission Meetings Scheduled

Marty Malone
Chairman, Park County Commission
Park County, Montana

Denise Nelson
Clerk & Recorder
Park County, Montana