

Park County Commission Meeting Minutes  
Week of October 7 – 11, 2013  
Park County, Montana

**October 7, 2013**

Commissioner Malone @ MACo Healthcare Trust Conference – San Antonio, TX

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

@9:07 a.m., the meeting opened in the Commission Chambers

*Attendance:* Commissioners Durgan and Tinsley; Raea Morris, administrative assistant; John Mueller, minutes clerk

Correspondence for October 3 included:

- Memo re. Reinhardt Construction certificate of liability insurance
- Memo re. Weed Board meeting agenda
- Memo re. Brad Shepard conservation easement

Correspondence for October 4 included:

- Memo re. Fleshman Creek lift station application for new service
- Memo re. landfill engineering RFQ extension
- Memo re. roof replacement project RFB extension
- Memo re. mail postage meter report
- Memo re. LAC meeting change
- Memo re. Fleshman Creek Project update
- Memo re. roof replacement project budget
- Memo re. JSEC meeting cancelation

Commissioner Durgan reported on an RC&D meeting the previous week.

@9:50 a.m., the meeting adjourned.

10:00 a.m. – Opening of Requests for Bids for Roof Replacement of the City-County Complex – Canceled

Discussion/Decision on Remaining Metal at Landfill and County Options for Recycling

@10:38 a.m., the meeting opened in the Commission Chambers.

*Attendance:* Commissioners Durgan and Tinsley; Warren Newhouse II, refuse; John Mueller, minutes clerk

A question exists whether Four Corners Recycling should get metal that was in the county's possession before a contract was signed. Warren Newhouse II, refuse manager, will discuss the issue with Four Corners Recycling and report back to the Commission.

@10:46 a.m., the meeting adjourned.

Discussion/Decision on Bright Lane County Road Status

@11:02 a.m., the meeting opened in the Commission Chambers.

*Attendance:* Commissioners Durgan and Tinsley; Shannan Piccolo, civil deputy county attorney; Gordon and Jacqueline Bright, citizens; John Mueller, minutes clerk

Civil Deputy County Attorney Shannan Piccolo said the Commission hired consultant Jerry Brekke to research Bright Lane. Brekke determined Bright Lane was not created through the petition process. Piccolo reviewed information provided by the Brights. She said the county can create a road by resolution, which would require signatures of easement from all individuals living along the road, or the Brights could attempt to have a court declare the road a county road by prescriptive easement.

Commissioner Tinsley said the current road is not built to county road standards.

Commissioner Durgan moved to move forward with the resolution process to establish Bright Lane as a county road through the petition process and make contact with Lee Freeman, adjoining landowner. Commissioner Tinsley seconded the motion. Motion passed.

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

**October 8, 2013**

Commissioner Malone @ MACo Healthcare Trust Conference – San Antonio, TX

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

*Attendance:* Commissioners Durgan and Tinsley; Raea Morris, administrative assistant; Shannan Piccolo, civil deputy county attorney; Mike Inman, planning; Denise Nelson, clerk and recorder; Kevin Larkin, treasurer; Kristen Galbraith, Nittany Grantworks; Parks Frady, CTA

## **Department Updates**

Treasurer Kevin Larkin and Denise Nelson, clerk and recorder, said they have concerns with mail room security issues with upcoming tax and elections mailings.

## **Update on Current County Projects**

Fleshman Creek Project: Kristen Galbraith, Nittany Grantworks, said the next public meeting on the project will be held October 24 in the Community Room.

Gardiner Gateway Project: Mike Inman, planning, said a project Memorandum of Agreement was ready for signature.

Gardiner Sidewalk Extension Project: Kristen Galbraith, Nittany Grantworks, said the project will commence next summer. All preliminary paperwork is completed.

Museum Roof Restoration Project: Galbraith said the project will go out for bid upon CTEP funding approval.

Boulder River Road: No report

Rock Creek Road: Parks Frady, CTA Engineering, said work continues. The first two applications of chip sealing will be applied on the east side from Chicken Creek Road intersection this afternoon.

TSEP County Bridge Improvement Project: No report

In other discussion, Inman said all required players were contacted to determine the most time effective measures to determine Gardiner Resort Tax area boundaries.

## **ACTION ITEMS**

Review/Signing of Memorandum of Agreement for Gardiner Gateway Project: Commissioner Durgan moved to sign the Gardiner Gateway Project agreement. Commissioner Tinsley seconded the motion. Motion passed.

Signing of Application from NW Energy for Power for Lift Station regarding Fleshman Creek Project: Commissioner Durgan moved to sign the application from NW Energy for new power for the lift station association with the Fleshman Creek Project. Commissioner Tinsley seconded the motion. Motion passed.

Review and Consideration of Signing of Match Agreement between Park County and Federal Highways Administration for Boulder River Road ACCESS Project: The Commission postponed a decision on the topic to consult with Commissioner Malone.

Discussion/Decision on Nittany Grantworks Using General Contract Hours for Administration of TSEP Bridge Projects: Civil Deputy County Attorney Shannan Piccolo said Nittany's general contract with the county permits it to use hours, as assigned, for specific projects. Kristen Galbraith, Nittany Grantworks, said the county will have many excess hours in both its general and Fleshman Creek contracts with Nittany. She said it may take Nittany 20 hours to get all contract information established with TSEP and possible five hours a month until the projects end.

Commissioner Durgan moved to have Nittany Grantworks use its general contract hours. Commissioner Tinsley seconded the motion. Motion passed.

Discussion/Decision on Recommendations for Repair/Replacement of Upper and Lower Big Creek Bridges: Commissioner Tinsley said his opinion is both bridges should be replaced with one-lane bridges with appropriate signage. No side rails are necessary. Steel for both bridges is \$11,000 per the road supervisor. There was discussion about approaching individuals who use the bridges on a routine basis to share with improvement costs.

Discussion/Decision on Warranty Requirement for (City-County Building) Roof Bids: Civil Deputy County Attorney Shannan Piccolo said an issue with a bidder obtaining a 10-year warranty on craftsmanship has been resolved.

## **CONSENT ITEMS**

*Attendance:* Commissioners Durgan and Tinsley; Raea Morris, administrative assistant; Shannan Piccolo, civil deputy county attorney

Review of Minutes for Week of September 30-October 4, 2013: Commissioner Durgan moved the minutes for the Week of September 30 through October 4 be approved as submitted. Commissioner Tinsley seconded the motion. Motion passed.

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

Correspondence included:

- Memo re. City-County Complex security needs
- Memo re. Gardiner Transfer Station FAA form
- Memo re. City-County Meeting agenda
- Memo re. courthouse coffee monitor

**Adjournment:** 11:40 a.m.

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

1:00 p.m. – Senior Citizens Meeting, Senior Citizens Center, Livingston

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

### **October 9, 2013**

Commissioner Malone @ MACo Healthcare Trust Conference – San Antonio, TX

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

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

### **October 10, 2013**

**Opening of Meeting:** 9:05 a.m.; Commission Chambers

*Attendance:* Commissioners Durgan and Tinsley; Kevin Larkin, treasurer; Warren Newhouse II, refuse; Raea Morris, administrative assistant; Ed Hillman, road; Martha Miller, auditor; Parks Frady, CTA; Camden Easterling, Livingston Enterprise; John Mueller, minutes clerk

### **County Department Updates**

County Road/Engineering Services: Commissioner Tinsley said Ed Hillman, road supervisor, needs to provide the Commission with county gravel specifications. Hillman provided a diagram of Big Creek bridges with measurement specifications. Hillman said a Freightliner representative said parts to fix a wrecked Mack truck (road department) would be at minimum \$15,000, so he assumes it will be considered totaled. There was some damage to the pup trailer, including a damaged wheel.

Parks Frady, CTA Engineering, said 2.5 miles of Rock Creek Road were chip sealed starting on the east end of Chicken Creek Road. Frady said a building use assessment was emailed out and needs to be completed within a week. CTA will then schedule meetings with departments.

Warren Newhouse II, refuse, said a Gardiner refuse worker struck a deer that morning with a county pickup truck. The vehicle is operable but needs repair.

### **ACTION ITEMS**

Discussion/Decision on Construction Change Order for Rock Creek Road Project: Parks Frady, CTA Engineering, provided Change order #1. No change in price, but a change in contract time of 16 days, in part due to inclement weather. New substantial completion date is October 29. A second change order is scheduled for next week.

Commissioner Durgan moved to approve Change Order #1 for additional 16 days with an end date of October 29. Commissioner Tinsley seconded the motion. Motion passed.

Discussion/Decision on Installing an ATM Machine in the City-County Complex:  
Treasurer Kevin Larkin said Butte/Sliver Bow County has an ATM machine in its treasurer's office. The machine is owned and maintained by a private company. A telephone line hookup cost of \$200 would be required.

Commissioner Durgan moved to allow the Treasurer's Office to proceed with gathering information and installing an ATM machine if it meets legal counsel criteria.  
Commissioner Tinsley seconded the motion. Motion passed.

## **CONSENT ITEMS**

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

Correspondence included:

- Memo re. Nittany Grantworks CIP projects meeting action items

Claims Review

**Adjournment:** 10:05 a.m.

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

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

11:00 a.m. – Burn Area Emergency Response Team Meeting – Community Room –  
Canceled due to federal government shutdown

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

## **October 11, 2013**

No Commission Meetings Scheduled

Marty Malone  
Chairman, Park County Commission  
Park County, Montana

Denise Nelson  
Clerk & Recorder  
Park County, Montana