

Park County Commission Meeting Minutes
Week of September 16 – 20, 2013
Park County, Montana

September 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 Malone and Tinsley; Raea Morris, administrative assistant; Warren Newhouse II, refuse; John Mueller, minutes clerk

Department Updates

Warren Newhouse II, refuse manager, reported on a visit to Tire Depot, a shredded tire landfill in Montana that may dispose of tires at the county landfill for \$1 to \$1.25 per tire.

Newhouse said a public complaint was received about a bear being present at the Deep Creek green box site.

Correspondence for September 12 included:

- Memo re. Mill Creek Water District special meeting agenda
- Memo re. landfill Professional Engineering Services RFQ
- Memo re. City-County meeting city manager comments
- Memo re. Fish Wildlife and Parks grizzly bear management environmental impact statement
- Memo re. county postage meter report

Correspondence for September 13 included:

- Memo re. Fleshman Creek project weekly update
- Memo re. bison EA public comment
- Memo re. Buildings for Lease or Rent regulations resolution
- Memo re. Emigrant Meadows/Chicory -Emigrant encroachments/MOU
- Memo re. MACo Healthcare Trust meeting packet
- Memo re. MACo annual conference
- Memo re. Northwest co-lien notice
- Memo re. citizen Public Information Request
- Memo re. PIR legal comment

- Memo re. Planning and Development Board meeting setup
- Memo re. September 18 Planning and Development Board meeting agenda

The Commission reviewed a mission statement for an ongoing public outreach effort as provided by the Planning and Development Board. Commissioner Malone said he is unhappy with MSU (and Doctor Austin) because he has not gotten a reply about throwing out the 43% (of Livingston Area respondents) from survey responses. He said a mission statement should look to the outreach part of the effort instead of dwelling back on history and the survey. Malone and Tinsley said commissioners will individually respond to the board regarding comments on the mission statement. Malone said such means the Commission neither condones nor condemns the language, as the board can do its own thing, which it is charged to do.

@9:45 a.m., the meeting adjourned.

Planning and Zoning Commission Meeting to Appoint a Board Member to the Cooke City, Silver Gate, Colter Pass Advisory Committee:

@10:08 a.m., the meeting opened in the Commission Chambers.

Attendance: Commissioners Durgan, Malone and Tinsley; Denise Nelson, Planning and Zoning Commission; Jeri Stevens, planning; John Mueller, minutes clerk

Commissioner Tinsley moved to approve Robert Smith. Denise Nelson seconded the motion. Motion passed.

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

September 17, 2013

Opening of Meeting: 9:03 a.m.

Attendance: Commissioners Durgan, Malone and Tinsley; Raea Morris, administrative assistant; Mike Inman, planning; Parks Frady, Kevin Feldman (via telephone), CTA; Camden Easterling, Livingston Enterprise; Gary Barnhart, citizen; John Mueller, minutes clerk

Update on Current County Projects

Fleshman Creek Rehabilitation Project: Kevin Feldman, CTA Engineering, said the project is underway. Lagoon gates continue to leak.

Citizen Gary Barnhart said he specifically asked last week whether anyone would be in his area working on the project, and Scott Opitz of Montana FWP was walking down his section of creek when he got home. Opitz said he knew nothing about a landowner agreement for the project. Barnhart said such trespassing is the contention landowners

have had all along with the project with people not being where they belong without landowner notification. Feldman said he takes responsibility for the incident.

Barnhart said an individual (CTA surveyor) who started the same argument last year was standing in the city street yesterday surveying, and Barnhart was not notified he would be doing such. Barnhart said he is to be notified when anyone is surveying near his property. Commissioner Tinsley said he was unaware Barnhart needed to be notified when survey work would be conducted off his property.

Gardiner Gateway Project: A project update was provided.

CTEP Projects - Gardiner Sidewalk Extension: A project update was provided.

Museum Roof Restoration Project: A project update was provided.

Boulder River Road: A project update was provided.

Rock Creek Road: A project update was provided.

TSEP County Bridge Improvement Project: A project update was provided.

ACTION ITEMS

Discussion/Decision on Hiring a Printing Firm for the Fleshman Creek Project

Mike Inman, planning, said contracted firm Marathon Printing does not have capabilities to print in color or deal with electronic data.

Commissioner Tinsley moved to allow the PR Department to use InstyPrints for county project documentation if it feels necessary. Commissioner Durgan seconded the motion. Motion passed.

CONSENT ITEMS

Discussion of the Local Advisory Committee (LAC) and the County Commission's Involvement: The civil deputy county attorney has requested a county commissioner sit in on LAC meetings and suggested the county set the board up as its other advisory boards, such as advertising for open seats.

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

Correspondence included:

- Memo re. audit Clerk and Recorder Office books
- Memo re. juvenile electronic monitoring bill

- Memo re. county building office space assessment
- Memo re. Cooke City School Zone signs
- Memo re. citizen public information request
- Memo re. Engine 8 Fire Safe Coalition website proposal

Review of Minutes for Week of September 9, 2013: Commissioner Malone requested a revision to Page 1 of 10; noting the first meeting started with a public comment session. On Page 10 of 10, the first paragraph should read, “Questions by the Commission: Piccolo provided information about revisions she made to the document.”

Commissioner Tinsley moved to approve the minutes as corrected. Commissioner Durgan seconded the motion. Motion passed.

Adjournment: 11:08 a.m.

Park County Board/Committee Meetings

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

September 18, 2013

Public Comment Period, County Departmental Updates, Signing of Administrative Documents in Signature folder 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; Shannan Piccolo, civil deputy county attorney; Bill Moser, citizen; John Mueller, minutes clerk

Department Updates

Shannan Piccolo, civil deputy county attorney, said she would like to schedule a Commission meeting to discuss issues with attempting to potentially establish a resort tax in Gardiner.

Public Comment

Citizen Bill Moser provided comment about causes of road wash-boarding. He said the first quarter mile of Trail Creek Road where Gallatin County stopped maintenance should receive priority for paving.

Correspondence included:

- Memo re. fire restriction resolution
- Memo re. NACo SRS action alert

- Memo re. Governor flag proclamation
- Memo re. Representative Redfield bison letter
- Memo re. CTA GCDB enhancement invoice
- Memo re. JP Court copy machine status
- Memo re. CTA Gardiner refuse station

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

Department Head Meeting

@9:33 a.m., the meeting opened in the Community Room of the City-County Complex.

Attendance: Commissioners Durgan, Malone and Tinsley; Warren Newhouse II, refuse; Paul Shea, museum; Erica Hoffman, IT/GIS; Kelly Johnson, maintenance; Barbara Woodbury, environmental health; Denise Nelson, clerk and recorder; Jill Ouellette, HR; Lani Hartung, finance; Suzanne Brown, health department; Ed Barich, schools; Linda Budeski, JP; Kim Knutson, fair; Mike Inman, planning; John Mueller, minutes clerk.

Records Retention: Erica Hoffman, GIS/IT, said policy needs to be established to determine how long elected official records need to be stored on the county server system. The Commission will direct legal staff to look into the issue.

Safety Short: Jill Ouellette read into the record a safety short on steps to take to avoid cold conditions and cold stress.

Report from Finance: Lani Hartung said she sent information to department heads directing them how to access individual department budgets.

CSA Software: Hartung said departments can have the ability to view real time budget reports with the county's CSA software. Hoffman said such would require an access fee, purchase of RDP licenses, and there would be a cost to separate out individual department funds.

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

Commissioner Malone said for department heads to contact the commission administrative assistant if they want to discuss office space needs with CTA Engineering.

Public Comment: None

@10:28 a.m., the meeting adjourned.

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

Human Resource Department Updates

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

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

Jill Ouellette, HR, said four employees took a reasonable suspicion drug seminar recently, which will qualify for MACo training credit. Ouellette provided workers' compensation data from a 2012 Montana Department of Labor report, information on exempt/non-exempt employee categories, and requirements she must meet for the Affordable Healthcare Act and Fair Labor Act.

Ouellette said the average wage for a Park County employee with permanent status is \$17.59 per hour and \$24.80 per hour with benefits added in. Total average compensation for national state and local workers is \$42.09.

Ouellette provided numbers of employees in county attorney's offices in Rosebud, Sweet Grass, Richland, Carbon, Ravalli, Lincoln and Stillwater Counties per Commissioner Malone's request. Malone asked for the same data for Hill and Fergus Counties.

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

2:30 p.m. – RC&D Meeting – First Interstate Bank

6:30 p.m. – Planning and Development Board, Park High School

September 19, 2013

Opening of Meeting: 9:00 a.m., the meeting opened in the Commission Chambers

County Department Updates

Attendance: Commissioners Durgan, Malone and Tinsley; Ed Hillman and Dan Hackmann, road; Kelly Johnson, maintenance; Kevin Feldman, CTA; John Mueller, minutes clerk

County Road/Engineering Services Updates: Ed Hillman, road supervisor, said a day remains of mowing. A rented Case tractor needs maintenance. Hammond Creek Road will be prepared next week in advance of Altria applying magnesium chloride.

There was discussion about prioritizing equipment needed by the road department.

Kevin Feldman, CTA Engineering, reported on two bridges he reviewed on Big Creek Road for safety issues and sufficiency ratings.

Feldman reported on the status of the Rock Creek Road Project. Grinding of road is to be completed this week. Cement pouring will take place next week, which may cause local traffic delays.

ACTION ITEMS

Signing of the Janitorial Contract with Execucare: Commissioner Durgan moved to sign the contract. Commissioner Tinsley seconded the motion. Motion passed.

Consideration/Decision on Engine 8 Developing a Park County Fire Safe Coalition Website for Information, Resources and Educational Purposes: Website design total price = \$6,300; custom photography = \$2,400

Commissioner Durgan moved to approve the proposal. Commissioner Tinsley seconded the motion. Motion passed.

Discussion/Decision for Extension of CTA Contract for Professional Engineering Services: Kevin Feldman said it has been a pleasure to provide professional engineering services for Park County since August 2011. Feldman presented an offer to extend services through 2013-2014 fiscal years with an updated fee schedule.

Commissioner Tinsley moved to approve the extension for CTA with the new wage rates. Commissioner Durgan seconded the motion. Motion passed.

Discussion/Decision on Hiring CTA to Perform Bridge Assessment on the Big Creek Bridge: Feldman provided a proposal to conduct bridge assessment work for \$700.

Commissioner Durgan moved to allow CTA to provide engineering services for Big Creek Road bridges. Commissioner Tinsley seconded the motion. Motion passed.

Signing of a Resolution Vacating Ordinance #28 to Lift Park County Fire Restrictions: Commissioner Tinsley moved to approve vacating Ordinance #28. Commissioner Durgan 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

Department Updates

Kelly Johnson, maintenance, said repair of an irrigation system at Green Acres Park will cost \$1,500. Johnson said Execucare will pay for removal of courthouse toilets in order to remove sanitary scent disk Execucare put in the toilets and which have gotten stuck in plumbing and confounded flushing.

Correspondence included:

- Memo re. citizen refuse note of appreciation
- Memo re. Allied Engineering invoice for geotechnical investigation on tennis court repair
- Memo re. Department of Revenue application for Owl Lounge ownership transfer

Commissioner Malone submitted a letter for Commission review for consideration of submittal for vote on the Healthy Forest Act.

Commissioner Tinsley reported on a September 18 Planning and Development Board meeting.

Claims Review

Adjourn: 10:26 a.m.

Park County Board/Committee Meetings

10:00 a.m. – Mill Creek Water District Special Meeting, Swandal Law Office

11:00 a.m. – Northern Rocky Mountain Economic Development Meeting, Community Room – Commissioner Malone attended

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

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

2:00 p.m. – Gardiner Gateway Project Meeting, Assessor's Meeting Room

4:00 p.m. – Library Board, Park County Library

September 20, 2013

Discussion/Decision on Temporarily Closing the Deep Creek Refuse Site Due to High Bear Activity

@10:02 a.m., the meeting opened in the Commission Chambers.

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

Warren Newhouse II, refuse manager, said Solid Waste Board Chairman John Kaiser said the board approved closure of the Deep Creek green box site before a bear problem arose.

Newhouse said a neighboring landowner offered to allow the county to store refuse boxes on his property during the closure period.

Commissioner Tinsley moved to close the Deep Creek site until further notice due to bear issues. Commissioner Durgan seconded the motion. Motion passed.

@10:09 a.m., the meeting adjourned.

11:00 a.m. - 12:00 p.m. – Commissioners Conducting Public Works Director Position Interviews – Canceled

1:00 p.m. - 4:30 p.m. – Commissioners Conducting Public Works Director Position Interviews – Canceled

Marty Malone
Chairman, Park County Commission
Park County, Montana

Denise Nelson
Clerk & Recorder
Park County, Montana