

Park County Commission Meeting Minutes
Week of April 7 – 11, 2014
Park County, Montana

April 7, 2014

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

@9:04 a.m., the meeting opened in the Commission Chambers.

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

Correspondence for April 3 included:

- Memo re. MACo District 8, 9 and 12 meeting in Dillon
- Memo re. Burns court-ordered boundary line adjustment
- Memo re. PCSO vehicles
- Memo re. Data Imaging CountySilo invoice
- Memo re. DNRC Volunteer Fire Assistance Program grant funding application period

Correspondence for April 4 included:

- Memo re. 55 MPH Gardiner Basin speed limit
- Memo re. citizen US 89 S speed limit restrictions comment
- Memo re. Mungas Company certificate of liability insurance
- Memo re. DPHHS long-term care field office
- Memo re. Crystal Finishing Inc. notice of cease of policy
- Memo re. Fairgrounds Sewer Project Health and Safety Plan
- Memo re. amended Planning and Development Board bylaws
- Memo re. weekly Fleshman Creek Project update
- Memo re. Treasurer's Office balance sheet
- Memo re. Main Boulder Road FLAP project update

@9:30 a.m., the meeting adjourned.

Human Resource Department Updates

@9:30 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 a planning technician job description was completed and provided it for Commission signature. Ouellette said she prepared a customized job evaluation to move forward with the next steps, which will be forthcoming shortly. Ouellette reported on numerous employee PERS benefits issues; provided dollar figures to rectify a fair manager exempt/non-exempt wage issue; provided updated JP clerk job descriptions for review; and provided a NACO prescription drug benefit card report.

@10:00 a.m., the meeting adjourned.

Litigation Strategy Fletcher v. Park County

@10:06 a.m., the meeting opened in the Commission Chambers.

Attendance: Commissioners Durgan, Malone and Tinsley; Shannan Piccolo, civil deputy county attorney; John Mueller, minutes clerk

Commissioner Malone moved to close the meeting to discuss litigation strategy. Commissioner Durgan seconded the motion. The meeting closed to the public record. The audio recording was turned off and the recording secretary exited the chambers.

@10:16, the meeting reopened.

Commissioner Durgan moved to follow the recommendation of the civil deputy county attorney and allow counsel to make a determination of whether to hold a judge or jury trial. Commissioner Malone seconded the motion. Motion passed.

@10:27 a.m., the meeting adjourned.

Discussion of City-County IT/Broadband

@11:03 a.m., the meeting opened in the Commission Chambers.

Attendance: Commissioners Durgan, Malone and Tinsley; Erica Hoffman, GIS/IT; Liz Suniga, Granite TCS; Ed Meece, city manager; John Mueller, minutes clerk

Erica Hoffman, GIS/IT, said Charter as lowered monthly costs to \$1,462.50 for WAN (enables interconnection of outlying offices) and \$1,800 for internet connection for a five-year contract to be shared 50-50 between the city and county. Hoffman and Liz Suniga (Granite TCS) will provide a written proposal with associated IT options and costs for city and county review.

@11:39 a.m., the meeting adjourned.

April 8, 2014

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

Attendance: Commissioners Durgan, Malone and Tinsley; Raea Morris, administrative assistant; Mike Inman, planning; Parks Frady, public works; Kristen Galbraith, Nittany Grantworks; Mike Adams, fair board; Gary Barnhart, citizen; John Mueller, minutes clerk

Public Comment

Gary Barnhart said the city's compost pile is so large residents can barely dump there. The county public works director is discussing the issue with the city.

Department Updates

Kristen Galbraith, Nittany Grantworks, said a notice of intent was submitted the previous week to improve Myer's Flat radio equipment and a second option is to improve Myer's Flat and the north hill. The Wilsall site will be applied for next year.

Update on Current County Projects

Fleshman Creek Project: Galbraith said the April 8 school board meeting will be the last attended by the project committee. April 25 will be the last project email update. The first week of May will be the last weekly Pickle Barrel update meeting. Sime will pave E, Main, View Vista and Sleeping Giant Streets next week.

Barnhart said a clarification article needs to be printed in the newspaper explaining private properties along the creek will not be open to public access.

Gardiner Gateway Project: Frady said weekly coordination and design planning meetings continue.

Bicycle/Pedestrian Trail Extension: No report

Gardiner Sidewalk Extension Project: No report

Bicycle Trail Extension Resurfacing: No report

Museum Roof Restoration Project: Contractor expects to complete work this week.

Boulder River Road: Beginning planning stages commencing.

Fairgrounds Sewer Project: Expected commencement of work is April 9.

Rock Creek Road: No report

TSEP County Bridge Improvement Project: No report

ACTION ITEMS

Appointing of County Post Election Audit Committee: Commissioner Malone moved to appoint Lani Hartung and Martha Miller to the county post-election audit committee. Commissioner Durgan seconded the motion. Motion passed.

CONSENT ITEMS

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

Correspondence included:

- Memo re. temporary speed restrictions
- Memo re. county advisory board workshop
- Memo re. MACo Defense Services confidential matter
- Memo re. March Safety Committee meeting minutes; April agenda
- Memo re. Forest Service updates meeting discussion topics

Review of Minutes for Week of March 31, 2014: Commissioner Malone moved to accept the minutes as written. Commissioner Tinsley seconded the motion. Motion passed.

@9:51 a.m., the meeting recessed till 3:30 p.m.

Park County Board Updates/Recommendations

Discussion/Decision on Fair Board Applicants Selection and Input from Hiring Selection Committee

@3:30 p.m., the meeting reopened.

Attendance: Commissioners Durgan, Malone and Tinsley; Greg Durham and Alice Williams, fair board; Jill Ouellette, HR; Kim Knutson, fair; Amanda Hamm, citizen; John Mueller, minutes clerk

Greg Durham and Alice Williams said the selection committee (comprised of Durham, Williams, Jill Ouellette – HR) reviewed interview question answers and discussed at length after the interviews for 45 minutes that they felt the two applicants interviewed were not qualified for the board seat and decided to re-advertise the opening. Durham said committee member's jobs were to conduct a fair and honest interview, which they did. He said he and Williams felt Ouellette felt the same as they did when the discussion broke.

Ouellette said Fair Manager Kim Knutson told the committee during the post-interview discussion that it would be helpful to her for the committee to make a selection among the two interviewees in order to establish a full fair board. Ouellette said she recommended Hamm for the fair board seat to help Knutson and because Hamm interviewed well and thought she would be a good board member with 4-H Council and FAA backgrounds.

Commissioner Malone said the county advertised for the board seat for 30 days and received two interested applicants.

Commissioner Malone moved to appoint Amanda Ham to serve on the Fair Board. Commissioner Durgan seconded the motion. In discussion, Durgan said he thinks the county needs more training in interviewing. He said 30 days is a long time to wait to get a complete fair board. Durham and Williams said they feel their opinions are being discounted, because they felt Ouellette felt the same way they did when the interview committee departed. Motion passed. Commissioner Tinsley voted in opposition to the motion.

Malone said he thinks the Commission needs to reconsider how advisory board members are appointed. Tinsley said he thinks there needs to be an established group of individuals on selection committees. Malone said board applications need to be sent to the Commission for it to decide who is appointed to board seats. Durgan and Tinsley said they do not have issue with using an applicant interview process. The Commission said future board seat advertisements can be published as box ads. Malone said he recommends the Commission chair set up a meeting to change the advisory board applicant appointment process.

@3:55 p.m., the meeting adjourned.

Adjournment: 4:02 p.m.

Park County Board/Committee Meetings

1:00 p.m. – Senior Citizens Meeting, Senior Citizen Center – Commissioner Dugan attended

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

5:30 p.m. – Board of Health, East Room – Meeting not held, No quorum of board members

April 9, 2014

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

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

@10:05 a.m., the meeting opened in the Commission Chambers.

Attendance: Commissioners Durgan and Malone; Raea Morris, administrative assistant; Parks Frady, public works; John Mueller, minutes clerk

Correspondence included:

- Memo re. MRL First Responder Railroad Safety
- Memo re. Cooke City Resort Tax contracts
- Memo re. Park County LEPC meeting agenda
- Memo re. Wilsall Water District meeting agenda
- Memo re. CTA GCDE invoice
- Memo re. deposition schedule
- Memo re. April 15/16 MACo Healthcare Trust work session
- Memo re. 2013 MACo Forest Reserve Payment
- Memo re. museum building roof project final payment invoice
- Memo re. FLAP application cover letter
- Memo re. Forest Service working group draft agenda

Parks Frady, public works, said he will submit a purchase order for a Gardiner green box site compactor unit. The city of Livingston sent the county an impact fee of \$31,000 for the Fairgrounds Sewer Project, which is within budget and included in the project's administrative and legal fee budget line. Commission Malone asked Frady to discuss the matter with Commissioner Tinsley.

@10:26 a.m., the meeting adjourned.

1:00 p.m. – Forest Service Working Group, Gallatin County Courthouse, Bozeman – Commissioner Durgan attended

Review/Consider moving Forward with Creation of an RID for Chicory Road

@1:31 p.m., the meeting opened in the Commission Chambers.

Attendance: Commissioners Malone and Tinsley; Parks Frady, public works; Mike Inman, planning; Lee Grindinger, Eivind (Ave) Forseth, citizens; John Mueller, minutes clerk

Mike Inman, planning, said landowners along Chicory Road submitted the first application under Park County's new RID policy. The application was reviewed by the Planning Department and County Attorney's Office. The proposal as submitted states district members will pay for a chip-seal improvement of Chicory Road, but will take on no vested maintenance of the road in perpetuity. Refusing responsibility for maintenance

of the RID improvement goes against county policy as currently written. Inman said Park County would have to modify its policy to allow the county to take on maintenance responsibilities, as well as make modification changing the current 70-percent build-out percentage requirement.

Commissioner Tinsley said basic yearly maintenance of county roads is part of the county road department maintenance schedule. Since Park County chip sealed Chicory Road in the past to its current surface, the county should take on permanent maintenance responsibilities of the road after the residents pay-in to resurface it through the RID agreement. The cost of the RID per landowner would be \$100 per year per lot for seven years.

Commissioner Malone said there has been significant interest in an RID by landowners along the road. As such, he said the county needs to bend over backward to make the RID happen. Citizen Ave Foreseth said landowner RID organizers probably have not talked to half of the landowners on the road, but the vast majority of people spoken to are in favor of the proposed RID.

Commissioner Malone moved to allow the planning department to change the county's policy to enable the Chicory Road RID to happen in accordance with state law. Commissioner Tinsley seconded the motion. Motion passed.

@2:02 p.m., the meeting adjourned.

April 10, 2014

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

Attendance: Commissioners Durgan and Tinsley; Greg Coleman, DES; Parks Frady, public works; Raea Morris, administrative assistant; Jill Ouellette, HR; Mike Inman, Jeri Stevens, planning; Kevin Larkin, treasurer; Kristen Galbraith, Nittany Grantworks; Wes Hiner, citizen; John Mueller, minutes clerk

Department Updates

Jill Ouellette, HR, said a homemaker submitted a resignation notice. Ouellette provided the resignation change of status form and a job posting to be posted ASAP per department head request.

Parks Frady, public works, provided a written report of activities performed in his department.

Greg Coleman, DES, said Park County will qualify for a presidential declaration for recent flood damage.

ACTION ITEMS

Signing of Federal Lands Access Program (FLAP) Grant Application for Mill Creek Road Resurfacing Project: Kristen Galbraith, Nittany Grantworks, said the grant application is 90-percent complete. Project scope is resurfacing of a 12-mile stretch of the paved portion of Mill Creek Road, as well as striping and safety signage. Project cost is estimated as \$2,000,000. Park County will be responsible for a 13.42-percent match.

Commissioner Durgan moved to sign the Federal Lands Access Program grant application for Mill Creek Road recognizing Park County's match amount commitment. Commissioner Tinsley seconded the motion. Motion passed.

Review/Consider Salary Increase for Planning Technician: Mike Inman, planning director, said the Commission approved an updated planning technician job description the previous week. A salary increase for the planning technician was requested and budgeted in July 2013 due to increased workload responsibilities, such as increased public relations tasks, with commencement of numerous capital improvement projects tied to the Planning Department. Inman said the proposed wage increase is not performance-based. Inman provided the Commission with a performance evaluation, which is signed by the Human Resources Department, planning technician and him. He asked that the evaluation be addressed independently from the proposed wage increase.

Commissioner Tinsley moved to approve the pay increase for the planning technician at \$0.51 per hour retroactive to July 1, 2013. Commissioner Durgan seconded the motion. In discussion, Inman asked that the retroactive wage increase amount be spread out as much as possible to lessen the effect of taxation on the lump sum. Barbara Woodbury, environmental health, said she thinks it would be wonderful if department heads had clear direction on how the process of requesting an employee wage increase is supposed to go, because department heads would like to keep their good employees. Woodbury asked how salaries are to be changed to reflect changes in job descriptions. She said clear direction is needed for department heads on how to conduct performance evaluations so the process is not so confusing and does not take so long to do. Inman said a written SOP (Standard Operations of Procedures) would be positive so everyone is on the same page. He said his opinion is the planning technician's wage increase request should have been addressed within weeks of July 1, 2013. Motion passed.

Discussion/Decision on Property Tax Assessment Reevaluation on Hanger at Airport: Citizen Wes Hiner explained his communications with government offices in attempting to address a discrepancy with an assessment of a hanger he owns at Mission Field. Treasurer Kevin Larkin said Hiner needs to ask the Commission to request that the DOR re-evaluate the assessed value for possible changes to tax amounts.

Commissioner Durgan moved to direct the DOR to reevaluate the value of the building for tax purposes. Commissioner Tinsley seconded the motion. Motion passed.

Discussion of Estate of Burns Proposed Boundary Line Adjustment and Division of Real Property: Mike Inman said the process for the issue in question is odd, as the court has requested comment from the county regarding a court order. Regardless of what the order demands, the landowner in question still must submit an adjustment application to the county, which the county can deny, even if it is contrary to the court order. Inman said the county should not be in the position of determining what a judge has or has not ordered, as it does not have that authority. Setting up a meeting with the district court judge may be beneficial for all parties. The Commission agreed to set up a meeting.

CONSENT ITEMS

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

Commissioner Durgan reported on an April 9 Forest Service working group meeting.

Commissioner Tinsley said unofficial Gardiner Resort Tax vote results from April 8 were 261 votes in favor of establishing a resort tax district and 76 against establishing the district.

Correspondence included:

- Memo re. Fair Board member resignation
- Memo re. county Resolution #630
- Memo re. month-end reports through March 2014
- Memo re. Fair Board member resignation
- Memo re. Livingston Enterprise Briefs policy

Adjournment: 11:37 a.m.

Park County Board/Committee Meetings

9:00 a.m. – Interagency Bison Management Plan Meeting, Bozeman – Commissioner Malone attended

11:00 a.m. – Meeting with Finance and Nittany Grantworks to Discuss Grant Billing – Commissioner Tinsley attended

11:00 a.m. – Local Emergency Planning Committee, East Room – Commissioner Durgan attended

April 11, 2014

No Commission Meetings Scheduled

Clint Tinsley
Chairman, Park County Commission
Park County, Montana

Denise Nelson
Clerk & Recorder
Park County, Montana