

Park County Commission Meeting Minutes  
Week of August 11 – 15, 2014  
Park County, Montana

**August 11, 2014**

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

@9:17 a.m., the meeting opened in the Commission Chambers

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

The Commission signed administrative documents.

@9:29 a.m., the meeting adjourned.

Human Resources Department Updates

@9:33 a.m., the meeting opened in the Commission Chambers

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

Jill Ouellette, HR, provided a change of status form for an employee resignation. Ouellette said the first JPIA quarterly conference report was completed last week. Union negotiations took place last week. The DES Coordinator position offer is under negotiation. Ouellette said the Commission needs to determine who will keep minutes for Safety Committee meetings after the current minutes taker resigns his position.

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

Discussion of GIS Technician Resignation and Decision on Rehiring of Full Time Replacement

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

*Attendance:* Commissioners Durgan and Malone; Jill Ouellette, HR; Erica Hoffman, GIS/IT; John Mueller, minutes clerk

Erica Hoffman, GIS/IT manager, said she would like to replace an outgoing GIS Technician employee with a full-time replacement. The GIS Department budget has

funds to continue employing a full-time technician at or below the current employee's wage.

Commissioner Durgan moved to advertise for the position immediately. Commissioner Malone seconded the motion. Motion passed.

@10:15 a.m., the meeting adjourned.

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

9:00 a.m. – Montana DEQ Landfill Meeting, Helena – Commissioner Tinsley attended

2:30 p.m. – Local Advisory Committee – Drop-In Center, Livingston – Commissioner Tinsley attended

### **August 12, 2014**

**Opening of Meeting:** 9:03 a.m.; County Commission Chambers

*Attendance:* Commissioners Durgan and Malone; Shannan Piccolo, civil deputy county attorney; Lani Hartung, finance; Kristen Galbraith, Nittany Grantworks; John Kaiser, Dan Nelson, Mike Adams, citizens; Natalie Storey, Livingston Enterprise; John Mueller, minutes clerk

### **Department Updates**

Lani Hartung, finance, asked for direction and provided three options to address refuse department equipment being used by the road department.

Erica Hoffman, IT/GIS, asked if the Commission would be willing to host the county website offsite to enable outlying departments to update their own web pages with managing page content. The Commission said Hoffman could pursue the proposal and provide a written proposal for Commission decision.

### **Update on Current County Projects**

County staff provided updates of activities on the following projects:

- Gardiner Gateway Project
- Park County Pedestrian Path Extension Project
- Gardiner Green Box Site Project
- Gardiner Confluence Park Project
- Gardiner Sidewalk Extension
- Park County Bicycle Trail Resurfacing
- CIP Planning Project
- TSEP County Bridge Improvement Project

## **ACTION ITEMS**

Discussion of Park County Fairgrounds Arena: Dan Nelson said the crow's nest needs to be fixed at the fairgrounds arena. Nelson will have drawings and cost estimates at the next schedule meeting on the issue.

Signing of Professional Services Contract with ExecUCare for Janitorial Services: Commissioner Durgan moved to sign the professional services contract agreement with the contractor. Commissioner Malone seconded the motion. Motion passed.

Discussion/Decision on Regulating Parking in the County: Undersheriff Hamilton said Pine Creek, Gardiner and Cooke City all experience parking problems. State statutes can be enforced, but the only when operators of vehicles are present. The only other option is to tow the vehicle. He would like the county attorney's office to draft an ordinance to enable the sheriff's office to issue parking tickets. Hamilton said such would give PCSO another tool to use and would save the department time.

Commissioner Malone said he agrees there are problem areas in the county, but where does the county stop with writing parking tickets if it starts. Such may result in requiring hire of another position.

Hamilton will consult the county attorney's office on the matter.

Signing of Memorandum of Agreement for Main Boulder River Road Improvements with Federal Highway Administration: Commissioner Durgan moved to sign the memorandum. Commissioner Malone seconded the motion. Motion passed.

Discussion/Decision/Action for Signing of MDT Transportation Alternatives Program Project Agreement UPN 8692 Highway 89 Path South of Livingston: Commissioner Durgan moved to sign the MDT Transportation Alternatives Program Project Agreement UPN 8692 Highway 89 Path South of Livingston. Commissioner Malone 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. ExecuCare certificate of liability issues
- Memo re. Myers Flat Radio Site update
- Memo re. August 6 Commission meeting employee comments
- Memo re. Personnel meeting schedule
- Memo re. Fleshman Creek closeout documentation
- Memo re. protested Verizon tax settlement

- Memo re. Mission Field 5010 inspections
- Memo re. draft RID Timeline guide
- Memo re. Western Montana Mental Health 2014 Year End update
- Memo re. August ITAC meeting cancelation
- Memo re. citizen public information request
- Memo re. Montana FWP employee resignation
- Memo re. refuse department fixed assets meeting

Commissioner Malone said the Commission needs to address a refuse assessment fee before September 15.

**Adjournment:** 10:18 a.m.

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

9:00 a.m. – Commissioner Tinsley in Tom Miner and Gardiner with Public Works Director

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

2:00 p.m. – IT Advisory Committee – Community Room – Canceled

### **August 13, 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**

@10:09 a.m., the meeting opened in the Commission Chambers

*Attendance:* Commissioners Malone and Tinsley; Raea Morris, administrative assistant; Bill Berg, citizen; John Mueller, minutes clerk

The Commission signed administrative documents.

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

### **Personnel Meeting**

@10:30 a.m., the meeting opened in the Commission Chambers

*Attendance:* Commissioners Malone and Tinsley; Jill Ouellette, HR; Parks Frady, public works; John Mueller, minutes clerk

Commissioner moved to close the meeting to the public record. Commissioner seconded the motion. The meeting was close to the public record, the audio recording was turned off, the recording secretary exited the chambers.

@11:18 a.m., the meeting adjourned.

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

1:00 p.m. – Forest Working Group, Bozeman MT – Commissioner Malone attended

7:00 p.m. – Gardiner School Board Meeting, Gardiner – Commissioner Malone attended

### **August 14, 2014**

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

*Attendance:* Commissioners Durgan, Malone and Tinsley; Parks Frady, public works; Shannan Piccolo, civil deputy county attorney; Raea Morris, administrative assistant; Lani Hartung, finance; Kim Knutson, fair manager; Ed Flatt, Mike Adams, fair board; Mary Beebe, Vicki Blakeman, Stafford Animal Shelter; John Mueller, minutes clerk

### **ACTION ITEMS**

Signing of the Memorandum of Understanding between Park County and Spay/Neuter Project: Commissioner Durgan moved to sign the memorandum of understanding. Commissioner Malone seconded the motion. Motion passed.

Discussion/Decision on Use of Refuse Department Assets: Commissioner Tinsley said he does not think the Commission should do anything with equipment at the landfill until it decides on the future use of the landfill. The county's external auditor has said county departments can share equipment.

Commissioner Malone moved to keep the assets arrangement the same as long as it is equitable for both sides. Commissioner Durgan seconded the motion. Motion passed.

### **Public Hearings/Ordinances/Resolutions**

Signing of Resolution Amending Resolution #505 Setting Policy for Meal Reimbursements: The new policy applies to employees with regular work stations stationed in the City-County Building, Fairgrounds, Road Shop, etc., and does not apply to employees with mobile work stations. Commissioner Malone moved to sign a resolution amending Resolution #505. Commissioner Durgan seconded the motion. Motion passed.

## **Department Updates**

Public Works: Parks Frady provided a written report of activities in his departments.

## **CONSENT ITEMS**

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

Correspondence included:

- Memo re. Fair board citizen application
- Memo re. Public Information Request legal opinion
- Memo re. Special Board of Health meeting notice
- Memo re. Wilsall Water District Board agenda
- Memo re. Fleshman Creek Project Environmental Closeout
- Memo re. Elk Brucellosis work plan
- Memo re. payroll voucher
- Memo re. 2002 Intl 4800 trucks recall
- Memo re. Arch Park Open Container request

Commissioner Malone reported on an August 13 Forest Service Working Group meeting.

Review of Minutes for Week of July 21, 2014: Commissioner Durgan moved to approve the minutes as written. Commissioner Malone seconded the motion. Motion passed.

Commissioner Durgan reported on an August 12 Senior Citizens Board meeting.

**Adjournment**: 10:43 a.m.

## Budget Workshop, All Funds

@1:37 p.m., the meeting opened in the Commission Chambers

*Attendance*: Commissioners Durgan and Malone; Lani Hartung, finance; John Mueller, minutes clerk

All county funds were reviewed.

@2:17 p.m., the meeting adjourned.

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

6:00 p.m. – Park County Community Project Update Meeting – Community Room

**August 15, 2014**

No Commission Meetings Scheduled

Clint Tinsley  
Chairman, Park County Commission  
Park County, Montana

Denise Nelson  
Clerk & Recorder  
Park County, Montana