

Park County Commission Meeting Minutes
Week of February 17 – 21, 2014
Park County, Montana

February 17, 2014

Presidents' Day Holiday – All Offices Closed

February 18, 2014

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

Attendance: Commissioners Malone and Tinsley; Raea Morris, administrative assistant; Greg Coleman, county fire; Shannan Piccolo, civil deputy county attorney; Peter Fox, Mike Hedegaard, NRMEDD; Parks Frady, public works; Kevin Feldman, CTA (via telephone);

Mike Inman, planning; Kristen Galbraith, Nittany Grantworks; Mike Adams, fair board; Natalie Storey, Livingston Enterprise

Greg Coleman said he assumes he will take the role of active DES coordinator in his capacity as deputy DES coordinator after retirement of Belinda Van Nurden. Coleman spoke with the head of Search and Rescue about a possible office position. He provided grant efforts he is working on with Nittany Grantworks, as well as other efforts with area resources.

Shannan Piccolo, civil deputy county attorney, said depositions for a Peterson Creek crossing lawsuit will need to be rescheduled as a result of insufficient submittal of requested documentation in the case.

Peter Fox introduced Mike Hedegaard as a new employee for the Northern Rocky Mountain Economic Development District.

Update on Current County Projects

Fleshman Creek Project: Kevin Feldman, CTA Engineering, said work began on the C Street box and stream restoration work is being conducted in Reach 11. C Street crossing work to be completed that morning. E Street culvert will be worked on next. All other crossings are approved.

Kristen Galbraith, Nittany Grantworks, said a FEMA reimbursement request invoicing back to June 2013 was submitted. Invoices will be submitted monthly in the future. A presentation for 5th graders will take place at the school in April followed by a field trip

to the site.

Commissioner Tinsley said the county may need to consider addressing beaver dams at the lower end of the creek regarding how they affect the creek.

Gardiner Gateway Project: Mike Inman, planning, said planning and committee meetings continue in Gardiner. A March 19 public open house is scheduled. Parks Frady, public works, said MDT will give 10,000 to 20,000 cubic yards of millings to the county, which the county will use as in-kind contribution to the GGP.

Gardiner Sidewalk Extension Project: Frady said Park County has prepared draft easements for landowners adjacent to sidewalk installation to be reviewed by MDT.

There was discussion about a 50-50 project cost share between the city and county for a sidewalk project.

Museum Roof Restoration Project: Galbraith provided the project agreement for signature.

Boulder River Road: No report

Fairgrounds Sewer Project: Permitting drawings are completed. CTA feels the project can be bid in the spring. Tentative timeline: First advertising date will be February 21; March 4 pre bid conference; bid opening April 13; bid award on April 18. Anticipated completion date is May 14.

Rock Creek Road: Construction talks with Crazy Mountain Ranch continue.

TSEP County Bridge Improvement Project: Feldman said the hope is to have bid documents in March. Galbraith said the next TSEP bridge grant deadline will be May 2.

In other discussion, Inman said discussions have commenced about using county resources to join a comprehensive interpretation effort for the GGP. Feldman said a hazardous materials assessment for the solid waste transfer station building was completed the previous week. A condition and hazardous materials assessment was completed on the Gardiner Depot building. There was discussion about the Hwy 89 Corridor Study timeline and its anticipated completion in May.

ACTION ITEMS

Discussion/Decision on Selection of Contractor for Bids on Museum Roof Replacement Project: Shannan Piccolo, civil deputy county attorney, said the apparent lowest bidder who met all bidding requirements was ACE Roofing at \$39,830. Commissioner Durgan moved to accept the bid and award the bid to ACE Roofing. Commissioner Tinsley seconded the motion. Motion passed.

Discussion/Decision on TSEP Capital Improvements Plan Application Submittal:
Commissioner Malone moved to approve the resolution to authorize submission of the TSEP application and authorizing statement. Commissioner Durgan seconded the motion. Motion passed.

Introduction of New Northern Rocky Mountain Economic Development District Assistant: See Department Updates

Signing of Lease Agreement for County Attorney's Office Copier Machine:
Commissioner Durgan moved to sign the lease agreement for the County Attorney's copy machine. Commissioner Malone seconded the motion. Motion passed.

Singing of Resolution to Increase Mill Levy for Cooke City Fire: Piccolo said the new mill was requested in addition to the existing mill of 13.29 mills (\$15,404,000.00) to be used for increasing operation costs, recent consolidation for emergency services, equipment upkeep and rehabilitation of the fire station building.

Commissioner Malone moved to allow an increase to the mill levy for Cooke City Fire to go onto the ballot. 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 for February 6 included:

- Memo re. citizen application for Angel Line
- Memo re. DEQ Notice of Public Hearing on Proposed Amendments for Water Quality
- Memo re. filed Montana FWP Fleshman Creek Project complaint
- Memo re. United States Senate PILT letter
- Memo re. Farm Bill signing
- Memo re. Western Montana Mental Health first quarter report
- Memo re. YGM Roof Replacement bid tabulation
- Memo re. City-County Building insurance issue
- Memo re. floodplain letter to a citizen

Correspondence for February 7 included:

- Memo re. PCSO boarders report – Confidential
- Memo re. weekly Fleshman Creek Project update
- Memo re. Montana FWP project funding opportunities
- Memo re. MT DNRC Wildland Urban Interface packet
- Memo re. Museum Roof Project contractor selection meeting

Correspondence for February 10 included:

- Memo re. Southern Montana RAC meeting notice
- Memo re. ITAC meeting agenda
- Memo re. Cooke City Resort Tax Enterprise invoice
- Memo re. HRDC audited financial statements
- Memo re. January Safety Committee minutes

Correspondence for February 12 included:

- Memo re. Wilsall Water District meeting agenda
- Memo re. March 13th County Seat for a Day in Wilsall
- Memo re. Big Moose Resort mailing
- Memo re. Myers Flat county radio site
- Memo re. Safety Advisory Committee
- Memo re. Olness and Associates audit findings
- Memo re. Enterprise Fair Board seat invoice
- Memo re. national guard photo display
- Memo re. rear building parking lot issue

Correspondence for February 13 included:

- Memo re. citizen letter on English resolution
- Memo re. payroll voucher
- Memo re. Gardiner Resort Tax schedule
- Memo re. City-County Building access
- Memo re. February 27 Livingston Ditch Association meeting
- Memo re. Tennis Association thank you card
- Memo re. M916A3

Correspondence for February 14 included:

- Memo re. weekly Fleshman Creek Project update
- Memo re. Fair Board meeting agenda
- Memo re. courthouse door security
- Memo re. Canyon View Road issue
- Memo re. Library Board meeting agenda
- Memo re. Enterprise Angel Line Board seat legal ad
- Memo re. Brand Livingston advertising
- Memo re. county school bus route change
- Memo re. approved Southern MT RAC projects
- Memo re. USFS RAC
- Memo re. citizen Angel Line Board application
- Memo re. training room request

- Memo re. 911 Communications
- Memo re. SWB meeting information

There was discussion about local elk brucellosis working groups. Malone said elk from Wyoming feed grounds are not affecting Montana beef, thus it must be bison transmitting brucellosis.

Review of Minutes for Week of February 3, 2014: Commissioner Malone moved to approve the minutes as written. Commissioner Durgan seconded the motion. Motion passed.

Human Resources Department Updates: Jill Ouellette, HR, provided exit interviews from an Angel Line driver and DES coordinator for review. Ouellette's I-9 books were double-checked and emergency contact information updated with assistance from the accounting department. The Treasurer's Office assisted in printing 70 handbooks. A retired fill-in homemaker needs to be processed. Ouellette provided three PCSO deputy longevity anniversary change of status forms; and performance evaluation appraisals for two road crewmen with wage increase requests, which was signed off on by the public works director.

The public health nurse will retire effective January 2015. There was discussion about involving the public works director in the road crewmen performance evaluation process in the future. Commissioner Tinsley said he wants performance evaluations conducted by the public work director in the future. There was discussion about whether Community Health Partners could benefit the county with grant management in light of the upcoming retirement of the public health nurse.

Ouellette asked if the Commission would divvy up the duties of the now-retired DES coordinator. The county now needs an ADA compliance officer. She said the president increased the federal contractor minimum wage to \$10.10 per executive order, which will affect a half a million workers.

Commissioner Malone said a mailroom issue needs to be addressed.

Adjournment: 11:31 a.m.

Park County Board/Committee Meetings

6:30 p.m. – Park County Fair Board – Fairgrounds Office, Livingston – Commissioner Durgan attended

February 19, 2014

9:00 a.m. – Claims Review

9:30 a.m. – Department Head Meeting – Canceled due to Commission schedule

10:00 a.m. – Discussion of Future Use of Forest Service and Locations – Gallatin County Federal Building, Bozeman – Commissioners Durgan and Malone attended

1:00 p.m. – MACo/NACo/Forest Service Public Lands Management Meeting – Gallatin County Courthouse – Commissioners Durgan and Malone attended

4:00 p.m. – Planning and Development Board – Shields Valley Senior Center, Wilsall

6:00 p.m. – Public Land Use Outreach Forum – Shields Valley Senior Center, Wilsall – Commissioner Tinsley attended

February 20, 2014

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

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

County Department Updates

Public Works Department Updates: Parks Frady, public works, provided a written report of activities in his department.

ACTION ITEMS

Appointing of Park County Weed Board Members: Commissioner Tinsley said the Weed Board recommended appointing Alvin Pierce and Jamie Lannen to continue on the board. Commissioner Malone moved to reappoint Lannen and Pierce to the Weed Board. Commissioner Durgan seconded the motion. Motion passed.

CONSENT ITEMS

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

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

Correspondence for February 18 included:

- Memo re. Weed Board member recommendations
- Memo re. draft January SWB meeting minutes
- Memo re. January Airport Board meeting minutes
- Memo re. Public Works Department SWB update
- Memo re. Wildland Urban Interface listening session
- Memo re. MACo DEQ open cut, air quality and road approach

- Memo re. February Planning and Development Board meeting agenda
- Memo re. sheriff bids
- Memo re. MACo July 2014 preliminary renewal rates
- Memo re. DEQ Numeric Standards for Nitrogen/Phosphorus levels

Correspondence for February 19 included:

- Memo re. Dodge Neon motor pool maintenance request
- Memo re. Fleshman Creek inspection certification form
- Memo re. Wildland Urban Interface issue
- Memo re. February Solid Waste Board meeting agenda
- Memo re. Keystone XL Pipeline support letters
- Memo re. county computer programs
- Memo re. Lone Island Subdivision road maintenance
- Memo re. CTA invoice for GCDB Enhancement
- Memo re. Double T floodplain letter
- Memo re. CTA invoice for City-County Use Assessment study

Undersheriff Scott Hamilton said a downed fence at the road department compound needs to be repaired.

Commissioner Malone reported on February 19 meetings with the Forest Service.

The Commission discussed the county employee meal reimbursement policy.

Commissioner Durgan reported on a February 18 Fair Board meeting.

The meeting recessed until 3:30 p.m.

1:30 p.m. – Discussion of Loss Runs with Taylor Leavitt Insurance – Canceled

County Attorney Final Transition Decisions

@3:31 p.m., the meeting reopened in the Commission Chambers.

Attendance: Commissioners Durgan, Malone and Tinsley; Brett Linneweber, county attorney; John Mueller, minutes clerk

County Attorney Brett Linneweber provided information on final transition efforts the Commission may need to make with his February 24 resignation. Linneweber said he is available to provide institutional knowledge if requested. Three of his office personnel will receive performance evaluations before he leaves work February 21. Linneweber said he will sell the county the desk and chair in his office for use by the incoming county attorney.

Commissioner Malone moved to buy the credenza and chair from Linneweber for \$500. Commissioner Durgan seconded the motion. In discussion, Durgan said Nels Swandal will have to make arrangements for a desk and chair if he does not like Linneweber's. Motion passed.

Adjournment: 3:45 p.m.

Park County Board/Committee Meetings

8:30 a.m. – Southwest Juvenile Detention Board – Juvenile Detention Office

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

2:00 p.m. – 911 Communications – Assessor's Office Conference Room

4:00 p.m. – Library Board – Bev Steveson Room, Library

6:00 p.m. – City Commission Capital Improvements Workshop, East Room

February 21, 2014

Cooke City Resort Tax Oral Presentation Meeting

@10:30 a.m., the meeting opened in the Cooke City Community Center.

Attendance: Bev Chatlain (via telephone), Suzy Hahn, Donna Rowland, Dale Dempsey, Nancy Flug, Greg Coleman

Commissioner Tinsley read resort tax dollar application requests as follows:

- Colter Pass, Cooke City, Silver Gate Community Council: \$57,657 for community center loan payment and operating expenses
- Colter Pass, Cooke City, Silver Gate Community Council: \$15,000 to \$20,000 of leftover resort tax balance for pay-down of community center principle
- Colter Pass, Cooke City, Silver Gate Community Council: \$1,000 for travel counselor
- Colter Pass, Cooke City, Silver Gate Chamber of Commerce: \$19,500 for executive director position
- Colter Pass, Cooke City, Silver Gate Chamber of Commerce: \$3,300 for billboard advertisement
- Silver Gate Water District: \$10,000
- Cooke City Water District: \$20,000
- Cooke City Fire: \$25,000 for new building construction and operating expenses
- Cooke City Fire: \$6,000 toward the loan for SCBA equipment
- Upper Yellowstone Snowmobile Club: \$12,000 for payment toward groomer loan

Resort Tax Funds

Total resort tax funds available to-date as of February 23: \$134,546.23

Total requested funds: approximately \$40,000 over available funds

@11:40 a.m., the meeting adjourned.

Clint Tinsley
Chairman, Park County Commission
Park County, Montana

Denise Nelson
Clerk & Recorder
Park County, Montana