

Park County Commission Meeting Minutes  
Week of February 24 – 28, 2014  
Park County, Montana

**February 24, 2014**

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

@ 9:00 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; Nels Swandal, county attorney; John Mueller, minutes clerk

Correspondence for February 20 included:

- Memo re. Fleshman Creek Project update
- Memo re. Mill Creek Water District meeting agenda
- Memo re. PCSO reply to open container request for Gardiner
- Memo re. employee travel expense form
- Memo re. Cooke City Fire EMS services update

Correspondence for February 21 included:

- Memo re. Airport Board meeting agenda
- Memo re. Gardiner Green box final design meeting request
- Memo re. MACo AID Demonstration Program application
- Memo re. MACo Mid Winter Conference jail standards and work session
- Memo re. Cooke City Resort Tax information
- Memo re. landfill credit card payments
- Memo re. MACo FY14 member dues
- Memo re. DOWL HKM methane monitoring at the landfill
- Memo re. February 24 Shields Valley Watershed meeting notice

Commissioner Tinsley said he thinks the Commission should ask Karen Harrison, environmental health, to take on mail duties. He said he thinks the Commission needs to advertise internally for an individual to take the place of the recently retired DES coordinator.

Interim County Attorney Nels Swandal provided an update of his efforts to get settled into his interim county attorney position.

@9:55 a.m., the meeting adjourned.

### Human Resource Department Updates

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

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

Jill Ouellette, HR, said MACo is projecting a 5.7-percent increase to the county's medical insurance and 10 percent for dental. Ouellette provided a new job description for the former interim refuse manager whose title is now refuse foreman. Ouellette provided performance evaluations for employees in the county attorney's office, some with pay wage increases. There was discussion about where within that department budget the wage increases would come. Commissioner Tinsley asked for time to review the county attorney office budget before considering award of the wage increases.

Tinsley said the Commission would like to advertise the vacant DES Coordinator position to the county employee pool.

@10:23 a.m., the meeting adjourned.

### Personnel Meeting

@10:32 a.m., the meeting opened in the Commission Chambers.

*Attendance:* Commissioners Durgan, Malone and Tinsley; Jill Ouellette, HR; Mike Inman, Jeri Stevens, planning; John Mueller, minutes clerk

Mike Inman, planning, said he did not want the meeting closed to the public record. Inman provided background history of updating Jeri Stevens' (planning) job description and associated communications with the HR Department. He said he budgeted for a wage increase for Stevens as directed in the last fiscal year budget process. He said the process is now in its ninth month. He said there is frustration with the length of time the effort has taken in comparison with other county employee job descriptions, and he is seeking clarification of how the process is to take place.

Commissioner Malone said he was concerned that Inman was talking about the performance of another employee (Ouellette).

Commissioner Tinsley asked Jill Ouellette, HR, if she could review the existing job description for Stevens and schedule a meeting for all appropriate parties to review the job description and consider the requested wage increase. Ouellette said the current meeting may not be appropriately titled if her performance in the HR Department is of

issue or will be discussed. She said her work load determines what she completes in order or priority, as her position is unique with an ever-changing work load.

The Commission and Ouellette received a copy of the job description as provided by Inman. Inman, Ouellette and Tinsley will meet at 2:00 p.m. to review the job description.

Ouellette said she was not able to fully express everything that she would have wanted to during the meeting. She said she did not want to set up a personnel meeting to talk with the Commission.

Inman said he was not accusing anyone of not doing their job, but was discussing timeframe and factual information on his progress of updating Steven's job description and seeking clarification and understanding of how he can finalize the process.

@10:59 a.m., the meeting adjourned.

#### Discussion/Decision on Rock Creek Road Quantity Reconciliation Change Order

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

*Attendance:* Commissioners Durgan, Malone and Tinsley; Shannan Piccolo, civil deputy county attorney; Parks Frady, public works; Kevin Feldman, CTA; John Mueller, minutes clerk

Kevin Feldman, CTA Engineering, provided background information on the requested reconciliation change order. The net change to widen the road is \$21,343.50. Feldman recommends approval in CTA's capacity as the county's engineer on retainer. Total project contract price with the change order is \$1,195,378.15. Original contract price was \$1,188,468.00.

Commissioner Malone moved to accept Feldman's recommendation and adjust the quantity by \$21,343.50. Commissioner Durgan seconded the motion. Motion passed.

@11:10 a.m., the meeting adjourned.

11:30 a.m. – Discussion/Decision on Search and Rescue Building Closeout Change Order  
– Canceled

#### Review/Consider Creation of a Rural Improvement District for Chicory Road Improvements and Maintenance

@1:04 p.m., the meeting opened in the Commission Chambers.

*Attendance:* Commissioners Durgan, Malone and Tinsley; Shannan Piccolo, civil deputy county attorney; Parks Frady, public works; Mike Inman, planning; Natalie Storey, Livingston Enterprise; John Mueller, minutes clerk

Mike Inman, planning, said landowners along Chicory Road submitted the first application for a Rural Improvement District (RID) in Park County. The application states landowners do not want to be assessed maintenance costs of the road after improvement. Park County cannot accept the application as submitted because of the maintenance issue, thus the application must 1) be denied, or 2) Park County can modify its policy.

The Commission asked for data showing taxable value of each property along the road. Parks Frady, public works, said preliminary figures for 2014 dollar value are \$137,000 in improvements and \$27,000 per year for maintenance, which would be assessed to the entire district.

Inman said he recommends the Commission hold another meeting to hear from landowners on the maintenance issue. He will contact said individuals to inform them they currently do not meet requirements with the application as submitted.

Commissioner Malone moved the Commission direct Frady to generate necessary numbers in anticipation of the meeting to be held with the landowners. Commissioner Durgan seconded the motion. Motion passed.

@1:46 p.m., the meeting adjourned.

4:00 p.m. – Mill Creek Water District Special Meeting – Arrowhead School

7:00 p.m. – MDT Hwy 89 Corridor Study Public Meeting – Community Room

## **February 25, 2014**

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

*Attendance:* Commissioners Durgan and Malone; Raea Morris, administrative assistant; Parks Frady, public works; Paul Shea, museum; Greg Coleman, DES; Kevin Feldman, CTA (via telephone); Kristen Galbraith, Nittany Grantworks; Mike Adams, fair board; Gary Barnhart, citizens; Natalie Storey, Livingston Enterprise; John Mueller, minutes clerk

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

Fleshman Creek Project: Kevin Feldman, CTA Engineering, said culvert headwalls are being worked on at C Street. Mass excavation is completed at E Street. Finish grading was completed around headwalls at H Street. Stream restoration continues on Reach 11. CTA looked at erosion issues at the 2<sup>nd</sup> Street crossing last week at the request of the city. Kristen Galbraith, Nittany Grantworks, said she will send out reimbursement requests to three state and nonprofit organizations involved in the project from the last month once information is received from the county accounting department.

Citizen Gary Barnhart asked when stream stabilization of banks near his property will be completed. Feldman said he does not believe any bank stabilization was required in his stretch of creek, but will follow up with crews working there. Grade verification still needs to be done.

Gardiner Gateway Project: Parks Frady, public works, said CTA is assisting with inventory of county right of way encroachments in Gardiner. Weekly design and project update meetings continue. A public meeting is scheduled for 6:00 p.m. on March 19 in the Gardiner Community Center. Yellowstone Gateway Museum has been consulted regarding project interpretive coordination needs.

Bicycle Trail Extension: Notification of award has been received, but not a contract. Construction expected in 2015. The resurfacing of the trail has been programmed as a separate project.

Gardiner Sidewalk Extension Project: MDT easement exhibits have been received. Language for permanent easements has been finalized. Construction expected in 2015.

Museum Roof Restoration Project: Bid letters were sent out.

Boulder River Road: No report

Fairgrounds Sewer Project: Bid documents were published on February 21. Pre-bid walkthrough to be held on March 4. Completion of work is anticipated by end of May 2014.

Rock Creek Road: Construction to be completed spring 2014.

TSEP County Bridge Improvement Project: No update

## **ACTION ITEMS**

Discussion/Decision on Allocating Yellowstone Gateway Museum Staff Time and Resources for Gardiner Gateway Project: Paul Shea, YGM, said he was approached by the planning and public works directors for Yellowstone Gateway Museum to be the county's player in coordinating with the National Park Service in providing interpretation expertise for the Gardiner Gateway Project. Shea said YGM can do the work if given enough time to plan for staff and resources. Work will not require additional funds.

Commissioner Durgan moved to allow the museum director and staff time and resources for the Gardiner Gateway Project. Commissioner Malone seconded the motion. Motion passed.

Discussion/Decision on FWP Recreational Trails Program: Grant application will go out by February 28. The proposed project total is \$53,384 with CTEP to contribute \$11,300; Park County will contribute \$1,500 in cash as part of the required 13.42-percent match;

Park County Parks and Recreation Board will move propose contributing \$2,000 in cash, and the county public works department will contribute \$600 in design engineering time and \$3,000 in labor to install trail amenities and interpretive signage.

Commissioner Durgan moved to submit the application to FWP. Commissioner Malone seconded the motion. Motion passed.

Signing of the Community Transportation Enhancement Project (CTEP) Grant Agreement for Resurfacing of 2.5 Miles of Bicycle/Pedestrian Path: Commissioner Durgan moved to sign the CTEP grant agreement to resurface 2.5 miles of bicycle/pedestrian path. Commissioner Malone seconded the motion. Motion passed.

Signing of Prospera Satisfaction Letter for Livingston Branding Project: Greg Coleman, DES, said the project has deployed billboards and created a website and print ad advertising campaign plan.

Commissioner Durgan moved to sign the Prospera satisfaction letter for the Livingston Branding Project. Commissioner Malone seconded the motion. Motion passed.

Discussion/Decision on BLM Wildland Community Assistance – Hazardous Fuels Reduction for Rural Communities Application Submittal: \$120,000 of the \$150,000-fuels mitigation and reduction project can be obtained from the Bureau of Land Management through the proposed grant. Mitigation work will take place in priority areas as outlined in Park County’s Wildfire Protection Plan. Park County will be required to pay a \$30,000 grant match.

Commission Durgan moved to submit an application for the BLM Wildland Community Assistance Program. Commissioner Malone seconded the motion. Motion passed.

Discussion/Decision on USDOT Hazardous Materials Emergency Preparedness (HMEP) Planning Grant Application Submittal: Coleman said the training would address railroad oil spills and such type emergencies.

Commissioner Durgan moved to move forward with the planning grant and the required \$5,600 match. Commissioner Malone seconded the motion. Motion passed.

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

Signing of Resolution Presenting Resort Tax to Electors Residing in the Proposed Gardiner Resort Tax Area

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

Denise Nelson, clerk and recorder, said the election would be a special election, mail ballot. All necessary signatures, petitions, documents and approvals have been obtained to put the proposed resort tax on a citizen ballot.

Commissioner Durgan moved to sign Resolution #1174. 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. monthly NRMEDD newsletter information
- Memo re. Taylor-Leavitt Insurance Loss Run meeting
- Memo re. Rock Creek Road Project Change Order #4
- Memo re. fire districts term letters

Review of Minutes for Week of February 10, 2014: Commissioner Durgan moved to approve the minutes, noting the Commission was at the MACo Conference all week. Commissioner Malone seconded the motion. Motion passed.

**Adjournment:** 11:44 a.m.

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

12:00 p.m. – City-County Joint Airport Board, Mission Field, Livingston, MT – Commissioner Durgan attended

5:30 p.m. – Museum Board, Yellowstone Gateway Museum, Livingston MT – Canceled due to winter weather

7:00 p.m. – MDT Hwy 89 Corridor Study Public Meeting, Community Room, Gardiner – Commissioner Malone attended

## **February 26, 2014**

9:00 a.m. – Western Montana Mental Health – Butte, MT

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

@9:01 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; John Mueller, minutes clerk

Correspondence included:

- Memo re. NACo transportation funding reporting challenges
- Memo re. Park County Economic Development Discovery session
- Memo re. special Library Board meeting
- Memo re. YGM Board meeting cancelation
- Memo re. Angel Line Board meeting
- Memo re. March 1 YGM Museum Board meeting agenda

Commissioner Malone reported on a February 25 MDT Corridor Study meeting in Gardiner.

Commissioner Durgan reported on a February 25 Airport Board meeting.

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

6:00 p.m. – Public Land Use Outreach Forum – Springdale School, Springdale

### **February 27, 2014**

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

*Attendance:* Commissioners Durgan, Malone and Tinsley; Parks Frady, public works  
Greg Coleman, DES; Tom Totland, PCSO; Tracy Mosley, Mary Anne Keyes, MSU  
Extension; Dann Babcox, PCRFD #1; John Mueller, minutes clerk

### **County Department Updates**

Greg Coleman, DES, provided information on a winter weather preparedness meeting on February 26.

Tracy Mosley and Mary Anne Keyes, MSU Extension, provided an update of recent activities.

Commissioner Tinsley said he would like to update the DES Coordinator job description, open the position to any interested county employee and establish a review and interview committee to fill the position.

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

## **ACTION ITEMS**

Discussion/Decision on Gardiner Green Box Site Final Design: Commissioner Malone moved to accept the Gardiner green box site final design. Commissioner Durgan seconded the motion. Motion passed.

## **CONSENT ITEMS**

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

Correspondence included:

- Memo re. Fair Board recommendations
- Memo re. RPA Mission Field Airport Snow Removal/Building proposal
- Memo re. fairgrounds sustainability study
- Memo re. City-County meeting agenda item

**Adjournment:** 10:58 a.m.

Discussion of Loss Runs with Taylor Leavitt Insurance

@1:05 p.m., the meeting opened in the Commission Chambers.

*Attendance:* Commissioners Durgan and Malone; Dan Gutebier, Taylor-Leavitt; John Mueller, minutes clerk

Dan Gutebier, Taylor-Leavitt Insurance, provided county insurance loss run reports for July 1 through December 31, 2013.

@1:29 p.m., the meeting adjourned.

**February 21, 2014**

No Commission Meetings Scheduled

Clint Tinsley  
Chairman, Park County Commission  
Park County, Montana

Denise Nelson  
Clerk & Recorder  
Park County, Montana