

Park County Commission Meeting Minutes  
Week of January 13 – 17, 2014  
Park County, Montana

**January 13, 2014**

@9:00 a.m., the meeting opened in the Commission Chambers.

*Attendance:* Commissioners Durgan, Malone and Tinsley; Raea Morris, administrative assistant; Katie Weaver, MSU Extension; John Mueller, minutes clerk

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

Correspondence for January 9 and 10 included:

- Memo re. MACo Healthcare Trust dates
- Memo re. DOWL HKM landfill methane monitoring invoice
- Memo re. CTA invoice for professional services of GCDE
- Memo re. Livingston Enterprise Fairgrounds Sewer Project RFQ
- Memo re. Fair Board member letter of resignation
- Memo re. JPIA/JPA member survey
- Memo re. CTEP funds
- Memo re. SJR 14 study of local election laws
- Memo re. building access issue
- Memo re. DEQ asbestos program

Katie Weaver, MSU Extension, said MSU will host discovery sessions in conjunction with Job Service to educate local employers on area employee resource issues.

Commissioner Malone reported on a meeting about economic issues in Paradise Valley at Chico Hot Springs Resort attended by Commissioners Malone and Tinsley, Parks Frady (public works) and Eve Art.

@9:48 a.m., the meeting adjourned.

Human Resource Department Updates

@10:00 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, provided a printed draft of the newly revised Park County employee policy handbook.

Detention officer position will be posted for two more weeks. Fairgrounds caretaker interviews were not conducted last week, but will take place this week.

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

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

3:00 p.m. – Angel Line Board Meeting – East Room – Commissioner Malone attended

### **January 14, 2014**

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

*Attendance:* Commissioners Malone and Tinsley; Raea Morris, administrative assistant; Parks Frady, public works; Shannan Piccolo, civil deputy county attorney; Mike Inman, planning; Greg Coleman, fire; Barbara Woodbury, environmental health; Kevin Feldman, CTA; Kristen Galbraith, Nittany Grantworks; Bill Berg and Lewis Wilks, planning board; Jerry Brekke, historian; Dan Nelson, PCRFD#1; Mike Adams, fair board; Brenda Adams, Gary Barnhart, citizens; John Mueller, minutes clerk

### **Public Comment**

Citizen Gary Barnhart said a brochure sent out states metal now costs citizens \$53 per ton to dispose of.

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

Fleshman Creek Project: Main Street crossing work continues. Concrete was poured for the eastern headwall. Stream restoration crews are working close to F Street. A couple of minor alignment modifications were necessary at F Street.

Citizen Gary Barnhart said eight more trespassing violations occurred during the bridge project, which is more than 10 total. Three violations were cause for termination of the project. He said no drawings show a storm drain on Brenda Adams' contract, so he and Adams feel it was intentionally left out of drawings so they would sign the contract. Barnhart wants to know where crews will access before digging starts or he will terminate the contract.

Barnhart said the county commission never agreed at a meeting he attended that a sidewalk project would extend to his driveway on View Vista Drive.

Commissioner Tinsley said he is willing to have a special meeting with Adams and Barnhart to discuss all issues. Adams requested the city director of public works be present to answer lingering questions she has.

Gardiner Gateway Project: Parks Frady, public works, said a local focus group was held in Gardiner the previous week to discuss project specifics. A meeting with local business owners will take place tonight.

Gardiner Sidewalk Extension Project: MDT submitted information last week. Project slated for construction in 2015.

Museum Roof Restoration Project: Project bids due January 31. Opening is February 4.

Boulder River Road: No report

Fairgrounds Sewer Project: RFQ was due January 13. Opening is January 14. The Commission needs to appoint a five-member review committee.

Rock Creek Road: Construction has ceased for the winter season to be completed spring 2014.

TSEP County Bridge Improvement Project: Kevin Feldman, CTA Engineering, said preliminary discussions are taking place with Montana FWP.

## **ACTION ITEMS**

Discussion/Decision on Implementing an Electronic Burn Permit System: Greg Coleman, county fire, said Lewis and Clark County designed an online burn permit system in 2009 to relieve demand on its dispatch center. Ten other counties have adopted the system, which was created by a professional entity. The intent is to reduce non-emergency business calls to Dispatch, which is not the purpose of Dispatch 911. The system is designed to use GPS coordinates to inform internet users where a burn is planned. Three offices in the City-County Building, as well as a PCRFD#1 administrative staff, will be available to sign people up. Paper applications will be available at outlying venues (general stores) to be submitted to the City-County Building where information will be entered into the online system before burning can commence.

Coleman said education on the system is needed and information will be put in the Livingston Enterprise. He said a survey was conducted two years ago from permits distributed from the Commission Office where 60 percent of respondents said they would be okay with a \$5 to \$10 permit fee. Coleman said current permits are free, but the system is not. It costs \$325 to print permits, and there costs associate with dispatcher time, labor, maintenance and fuel for fire trucks dispatched to fire calls.

Citizen Jerry Brekke asked if the county is adding another fee to a situation where citizens were taxed and perhaps still are. Brekke referenced a “free” one-ton dumping at

the landfill. Commissioner Tinsley said the county reduced refuse assessments by \$30 a year and a half ago.

Commissioner Malone said he has concern with how long it will take individuals to fill out the form.

Commissioner Malone moved to delay a decision until Coleman has an article in the newspaper to allow for public comment. Commissioner Tinsley seconded the motion. Motion passed.

Discussion/Decision on Poor Farm Signage Proposal from County Historian and Recommendation from the Parks and Recreation Board: Jerry Brekke, historian, said he recommends a sign on the poor farm cemetery gate. He obtained bids from Avery Signs. His estimated cost of the interpretive part of the project is not to exceed \$2,000.

Commissioner Malone moved to allow Brekke to erect a sign for the Poor Farm not to exceed \$2,000. Commissioner Tinsley seconded the motion. Motion passed.

Discussion/Appointing of County Representative to the Northern Rocky Mountain Economic Development District (EDD) Board: Commissioner Malone said seven members sit on an executive board for the EDD. Four members sit on the board representing Gallatin County, and one of three members representing Park County resigned from the board. Citizen Brenda Adams asked criteria that qualify an individual to sit on the board. Malone said he does not know very well Caldwell's qualifications to sit on the board. Bill Berg said he sits on the board and thinks Caldwell would be a good fit. Lewis Wilks said he sits on the board and Caldwell has been involved in a lot of initiatives being worked on in Park County.

Commissioner Malone moved to appoint Steve Caldwell to the executive board for Northern Rocky Mountain Economic Development District. Commissioner Tinsley seconded the motion. Motion passed.

Opening of Request for Qualifications for Fairgrounds Sewer Project Final Design

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

One bid was received from CTA Engineering.

Commissioner Malone moved to submit the bid to a committee consisting of Mike Adams, Kristen Wester and Barbara Woodbury for scoring the RFQ. Commissioner Tinsley seconded the motion. Motion passed.

Review and Consideration of Material Changes to Seven Point Minor Subdivision

@11:00 a.m., the meeting reopened.

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

The meeting was reopened from recess on January 7 at 1:30 p.m. An individual without proof of power of attorney asked at that meeting for the application to be put on hold. The county received a power of attorney document for the individual prior to today's meeting.

Mike Inman, planning, said legal counsel for all parties involved will meet in Butte on January 22 to attempt resolution of issues before coming back before the Commission. The application would be put on hold for one year from today if the Commission votes to grant the applicant's request.

Commissioner Malone moved to allow the petition to put the subdivision on hold until January 14, 2015, with the Planning Director sending mailed notification to all adjoining landowners. Commissioner Durgan seconded the motion. Motion passed.

Discussion/Decision on County Attorney Office Copier Lease/Purchase Agreement:  
Postponed due to elected official schedule conflicts

## **CONSENT ITEMS**

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

Correspondence included:

- Memo re. new motor pool vehicle
- Memo re. Accepting Growth through Agriculture
- Memo re. citizen Fair Board application
- Memo re. local government study commission election
- Memo re. Library Board meeting agenda
- Memo re. Fleshman Creek Project update
- Memo re. ITAC agenda
- Memo re. MDT pavement preservation projects

Review of Minutes for Week of January 6, 2014: Commission Malone moved to approve the minutes. Commissioner Tinsley seconded the motion. Motion passed.

Commissioner Malone reported on a January 13 Angel Line Board meeting.

**Adjournment:** 11:14 a.m.

3:00 p.m. – Annual Coordination Meeting with National Park Service, Mammoth Hot Springs, WY

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

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

2:00 p.m. – I.T. Advisory Committee, Community Room

5:30 p.m. – Board of Health, East Room

### **January 15, 2014**

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

@9:04 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. Angel Line email requests
- Memo re. Park County Economic Development discovery session
- Memo re. PILT budget cut
- Memo re. citizen online burn permit comment

Commissioner Malone reported on a January 14 meeting with Yellowstone National Park personnel.

@9:20 a.m., the meeting adjourned

#### Department Head Meeting

@9:32 a.m., the meeting opened in the Commission Chambers.

*Attendance:* Commissioners Durgan, Malone, Tinsley; Martha Miller, auditor; Lani Hartung, finance; Paul Shea, museum; Barbara Woodbury, environmental health; Belinda Van Nurden, DES; Raea Morris, administrative assistant; Kristen Galbraith, Nittany Grantworks; Mike Inman, planning; Kim Knutson, fair; Kelly Johnson, maintenance; Suzanne Brown, public health; Linda Budeski, JP; Erica Hoffman, GIS/IT; Jill Ouellette, HR; John Mueller, minutes clerk

Report from Commission: Commissioner Malone said the Commission had a good meeting with Yellowstone National Park about discussing road, septic and refuse issues. Commissioner Tinsley said a secure door-locking system will be installed on the City-County Building, which has been discussed for 26 years. Lots of projects are moving forward in Park County, including completion of a revised personnel policy handbook.

Report from Finance Department: Lani Hartung reminded department heads of the county's procurement policy.

Personnel Handbook: Jill Ouellette reviewed changes to the update personnel policy handbook.

The Commission said Nittany Grantworks can assist with grant opportunity research. Department heads can submit grant requests to the Commission via email. The Grants Review Committee no longer exists.

@10:30 a.m., the meeting adjourned.

#### Discussion/Decision on County Attorney Office Copier Lease/Purchase Agreement

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

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

County Attorney Brett Linneweber said the used copier in the County Attorney's Office is beyond repair and parts are no longer available for the machine. J&H has been used by the office in the past. A 60-month lease is \$225 per month (\$13,500 total). Purchase of the machine is \$11,800.

Linneweber will return with requested information to compare competitive vendor contracts.

@10:46 a.m., the meeting adjourned.

#### Personnel Meeting

@1:00 p.m., the meeting opened in the Commission Chambers.

*Attendance:* Commissioners Durgan and Tinsley; Belinda Van Nurden, DES; Jill Ouellette, HR; John Mueller, minutes clerk

Belinda Van Nurden, DES, requested the meeting be closed to the public record, with her right to privacy of potential personal information outweighing the public right to know.

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

@1:31 p.m., the meeting adjourned.

4:00 p.m. – Planning and Development Board Meeting, Emigrant Hall, Emigrant

6:00 p.m. – Land Use Outreach and Public Forum, Emigrant Hall, Emigrant

### **January 16, 2014**

10:00 a.m. – Area IV Agency on Aging, Helena – Commissioner Tinsley to attend

**Opening of Meeting:** 9:02 a.m.; Commission Chambers

*Attendance:* Commissioners Durgan and Malone; Raea Morris, administrative assistant; Kelly Johnson, maintenance; Parks Frady, public works; Lani Hartung, finance; Frank Rigler, Bill Oestreich, citizens; John Mueller, minutes clerk

### **County Department Updates**

Lani Hartung, finance, provided a budget to actual report of county expenses. She said Commissioner Tinsley had questions about a previous report, so she is present to provide the to-date report. Commissioner Tinsley is out of the office on county business in Helena all day.

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

Commissioner Malone said he and Frady had a good meeting with the Church Universal and Triumphant at Royal Teton Ranch discussing refuse issues.

### **CONSENT ITEMS**

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

Citizen Frank Rigler said people from Livingston and Bozeman attended a meeting in Gardiner, which will skew things. The meetings should be attended by people from the area. He said Yellowstone National Park is the biggest problem to Park County residents. The guy who did the talk last night and the guy who heads the thing donate money to conservation organizations. Rigler said he chewed Bill Berg out last night. He said he questioned people last night on the deal where they were from, because everyone has an agenda.

- Memo re. burning permits
- Memo re. citizen public information request
- Memo re. Park County economic development discovery session venue
- Memo re. MSU Extension updates
- Memo re. Solid Waste Board new members
- Memo re. new laptops

Citizen Bill Oestreich said he wanted to comment about meetings in the valley that he has no idea what they are about. He said got pissed off and walked out of one such meeting when he was asked to shake hands with people he had never seen before. He said he never received or heard about a questionnaire, and wonders how data can be gathered if not everyone is notified. He said he has lived in Gardiner for 44 years, so wonders why people can tell him what to do with his property.

Commissioner Malone said he has not attended the meetings in question. He said the effort is not a Commission meeting, but a public meeting that can be attended by anyone. Commissioner Durgan said the effort is an information gathering process. People accusing the Commission and Planning Department of scheming to enact a hidden agenda could not be further from the truth.

Malone said he does not know how to address a don't ask, don't tell policy on bison.

**Adjournment:** 11:02 a.m.

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

4:00 p.m. – Library Board, Livingston/Park County Library, Bev Steveson Room

### **January 17, 2014**

No Commission Meetings Scheduled

10:30 a.m. – Commission Walk-thru of New Search and Rescue Building – Onsite

Clint Tinsley  
Chairman, Park County Commission  
Park County, Montana

Denise Nelson  
Clerk & Recorder  
Park County, Montana