

Park County Commission Meeting Minutes
Week of July 14 – 18, 2014
Park County, Montana

July 14, 2014

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

@9:02 a.m., the meeting opened in the Commission Chambers

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

Correspondence from July 9 included:

- Memo re. July Safety Committee meeting accident report
- Memo re. Board of Health policy for facilities serving water to the general public
- Memo re. July City-County Compact/Budget meeting agenda
- Memo re. July 911 Communications meeting
- Memo re. RSVP contribution thank you
- Memo re. Rock Creek Road resume work order

Correspondence from July 10 included:

- Memo re. city concrete cost increase
- Memo re. employee resignation letter
- Memo re. MACo annual conference
- Memo re. Grizzly Meadows Land Association/Park County meeting
- Memo re. Area IV Agency on Aging notice of meeting/minutes/agenda packet
- Memo re. MACo member dues invoice
- Memo re. planning department action items request
- Memo re. Gardiner Gateway Project match agreement signing

Correspondence from July 11 included:

- Memo re. Cooke City EMS funds audit
- Memo re. Fair Board interviews
- Memo re. Cooke City Fire complaint follow-up
- Memo re. July Planning and Development Board meeting agenda
- Memo re. Special Board of Health meeting
- Memo re. Library Board notice of quorum for City-County meeting
- Memo re. Western Montana Mental Health meeting mileage/gas check

- Memo re. DIS County Silo data storage invoice
- Memo re. MACo firefighter/volunteer Workers' Compensation reporting/coverage

Commissioner Malone reported on a July 11 site visit in Gardiner to view an encroachment issue adjacent to the Yellowstone River Bridge.

@9:28 a.m., the meeting adjourned.

Human Resources Department Updates

@9:30 a.m., the meeting opened in the Commission Chambers

Attendance: Commissioners Durgan, Malone and Tinsley; Jill Ouellette, HR; Mike Inman, planning; Raea Morris, administrative assistant; John Mueller, minutes clerk

Jill Ouellette, HR, asked to be excused from the DES Coordinator interview panel. Commissioner Malone said Bob Fry (state DES) can fill Ouellette's spot on the interview panel. Ouellette provided a change of status form for a PCSO deputy; reactivating a fairgrounds worker; sheriff longevity anniversary; PCSO employee wage increase; and employee resignation.

The Commission asked Ouellette to create a job description combining the Commission Administrative Assistant and Minutes Clerk positions. The current minutes clerk has resigned his position. Commissioner Tinsley notified Ouellette an employee with approved FMLA leave benefits will use those benefits in the near future. The employee will send HR the dates of the leave by email. Tinsley asked the status of an MSU Extension administrative assistant position job description. Ouellette said she submitted a draft to an agent there two weeks ago and expects Extension is busy with the rodeo and upcoming fair. She will follow up. Tinsley asked about a performance evaluation associated with an IT/GIS Manager's wage increase. Ouellette said she would look into the situation and follow up with the commission.

@9:50 a.m., the meeting adjourned.

Park County Board/Committee Meetings

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

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

July 15, 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; Mike Inman, planning; Kristen Galbraith, Nittany Grantworks; Kevin Feldman, CTA; Leann Sudbeck, Diane Gracey, Zabun Burton, citizens; Natalie Storey, Livingston Enterprise; John Mueller, minutes clerk

ACTION ITEMS

Awarding of Bid for Janitorial Services Contract: Commissioner Tinsley said legal counsel reviewed and recommended awarding the bid go the lowest bidder, Execucare for \$47,952. Commissioner Durgan moved to accept the recommendation from legal counsel and award the bid to Execucare for the amount specified. Commissioner Malone seconded the motion. Motion passed.

Discuss Proposal to Relocate Common Boundaries and Access Easement on County Property in Gardiner Adjacent to the Yellowstone Bridge: There was discussion about a possibility to exchange land with a property owner who is encroaching on the county right of way in Gardiner to provide room to access the old jail in Gardiner. Abandonment of an alley right of way in exchange for equal value of county property is an option. The exchange must be dollar for dollar value, with cash making up any balance. The county must complete an appraisal of the value of the property it will release within three months of an exchange.

Commissioner Tinsley said he thinks the county should not be responsible for paying for an appraisal, and the property owner should pay for an appraisal of the property in question. Citizen Zabun Burton said he will pay for said appraisal. The Commission will move forward with scheduling an appraisal of the property and pass cost to Burton, which should enable a surveyor time to execute a boundary line adjustment survey of Burton's property. A subsequent Commission meeting on the issue will be held.

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

Discuss/Decision/Signing of MT Fish, Wildlife and Parks Recreational Trails Program Contract for Grant Funds Awarded Associated with Use for Project Activities on Pedestrian Path South of Livingston: Kristen Galbraith, Nittany Grantworks, said the award amount will be \$25,731 to assist with installation of benches, garbage receptacles, truncated domes and traffic and interpretive signage associated with the trail resurfacing project. Commissioner Malone moved to sign the FWP Recreational Trails Program contract. Commissioner Durgan seconded the motion. Motion passed.

Discussion on Moving Forward with Updating the Park County Growth Policy: Mike Inman, planning, said the Commission previously determined to wait until the present to consider updating the county growth policy. Inman said he recommends exploring funding to pay for a professional firm to assist with updating the county growth policy. The Commission agreed it will seek funding to ultimately pursue SOQs from professional firms.

Discussion/Decision on Moving Forward with Chicory Road Rural Improvement District (RID) Petition: The Commission previously amended its initial RID policy in order to re-evaluate the proposed Chicory Road RID petition and potentially accept it.

Mike Inman, planning, said the Commission's RID petition process enables the Commission to determine whether enough public support exists to justify allocating staff resources and time to develop a proposed RID. An application question asks the petitioners to demonstrate public support for a proposed RID so the Commission can feel confident it will surpass the protest period.

Commissioner Malone moved to approve the Chicory Road RID petition as presented to the county with the caveat the county has the ability to modify the district boundaries. Commissioner Durgan seconded the motion. In discussion, Inman said he does not believe there is enough support within the proposed district to overcome the protest period. Shannan Piccolo, civil deputy county attorney, said the county will bear the cost of all efforts made up to the protest period if there is enough protest to deny the RID. Parks Frady, public works said he would be very wary of waiving any administrative costs. Motion passed.

Commissioner Malone moved to have staff move forward with the Chicory Road RID. Commissioner Durgan seconded the motion. Motion passed.

Review/Consider/Determine Allocation of Contract Hours for Gardiner Gateway Project (GGP) Coordinator Position to Implement Emergency Services Building Coordination Task: Inman provided a proposed summary of work for Consultant Katrina Hecimovic (GGP Coordinator). There will be no cost to Park County for the proposal. Duration of work is three months. Commissioner Malone moved to allow the GGP Coordinator to spend time to help the Community of Gardiner look at Emergency Services. Commissioner Durgan seconded the motion. Motion passed.

Review/Sign Revised Match Agreement between Western Federal Highways Administration and Park County for Gardiner Gateway Project: Commissioner Malone moved to sign the revised match agreement between federal highways and Park County for the Gardiner Gateway Project. Commissioner Durgan seconded the motion. Motion passed.

Park County Board Updates/Recommendations

Discussion/Decision on Solid Waste Board Assessment Fee Increase for Collection Site Upgrades: Commissioner Malone moved to postpone discussing the matter until the first week in August. 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. July Fair Board meeting agenda
- Memo re. Chicory Road RID PIR
- Memo re. annual Park County Transportation Committee Meeting packet
- Memo re. 911 Communications meeting
- Memo re. Department Head meeting agenda
- Memo re. citizen Bannack Trail concerns
- Memo re. July Airport Board meeting cancelation
- Memo re. June Airport Board meeting minutes
- Memo re. Fair Board interviews
- Memo re. citizen Chicory Road RID letter of opposition
- Memo re. dozer and lowboy trailer

Commissioner Malone reported on a July 14 Angel Line Board meeting.

Commissioner Tinsley reported on a July 14 Local Advisory Committee meeting.

The meeting recessed until 1:45 p.m. for time to read minutes.

Review of Minutes for Weeks June 30 and July 7, 2014: Commissioner Malone moved to approve the minutes for June 30 and July 7. Commissioner Durgan seconded the motion. Motion passed.

Adjournment: 1:47 p.m.

Professional Engineering Service Interviews

@2:00 p.m., the meeting opened in the Commission Chambers

Attendance: Commissioners Durgan, Malone and Tinsley; Parks Frady, public works; Mike Inman, planning; Kristen Galbraith, Nittany Grantworks; representatives from KLJ, Great West Engineering and CTA Engineering; John Mueller, minutes clerk

Representatives from KLJ, Great West Engineering and CTA Engineering provided presentations of engineering services they can provide.

@4:06 p.m., the meeting adjourned.

Park County Board/Committee Meetings

6:30 p.m. – Fair Board Meeting – Fairgrounds Office – Commissioner Durgan attended

July 16, 2014

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

@9:02 a.m., the meeting opened in the Commission Chambers

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

Correspondence included:

- Memo re. Deep Creek Road South damage
- Memo re. county attorney response to Deep Creek Road South damage
- Memo re. Area IV Agency on Aging MOU
- Memo re. Montana FWP contract agreement

Commissioner Durgan reported on a July 15 Fair Board meeting.

@9:27 a.m., the meeting adjourned.

Department Head Meeting

@9:33 a.m., the meeting opened in the Community Room

Attendance: Commissioners Durgan, Malone, Tinsley; Martha Miller, auditor; Lani Hartung, finance; Paul Shea, museum; Raea Morris, administrative assistant; Kelly Johnson, maintenance; Suzanne Brown, public health; Barbara Woodbury, environmental health; Parks Frady, public works; Linda Budeski, JP; Jill Ouellette, HR; Greg Coleman, DES; Kim Knutson, fair; Clay Williams, weed/junk vehicle; Kevin Larkin, treasurer; Mike Inman, planning; John Mueller, minutes clerk

Job Postings – Replacement/New Positions: In light of budget constraints, the Commission would like to meet with any department head/elected official to discuss the need to replace an outgoing staffer or create a new staff position.

Employee Discipline Procedure: Commissioners will no longer sign employee reprimands for employees in departments outside the Commission Office. Maintaining written documentation of discipline issues/histories is essential.

Employee of the Quarter: Department heads were reminded to nominate outstanding employees for the award.

Roundtable Discussion of Activities: Department heads and elected officials provided updates of current and ongoing projects and efforts.

@10:18 a.m., the meeting adjourned.

Signing of Park County Central Weed Management Area RAC Grant

@11:05 a.m., the meeting opened in the Commission Chambers

Attendance: Commissioners Durgan, Malone, Tinsley; Tracy Mosley, MSU Extension; John Mueller, minutes clerk

Commissioner Durgan moved to sign the agreement. Commissioner Malone seconded the motion. Motion passed.

@11:08 a.m., the meeting adjourned.

Park County Board/Committee Meetings

10:00 a.m. – City-County Compact Budget Committee – East Room – Commissioner Tinsley attended

July 17, 2014

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

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

Department Updates

Shannan Piccolo, civil deputy county attorney, said an individual is interested in rehabilitating and entering into a maintenance agreement on Crevice Mountain Road to access property he will mine. The Commission scheduled a meeting to discuss the proposal.

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

@9:01 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; John Mueller, minutes clerk

Correspondence included:

- Memo re. Mayors Landing/Fleshman Creek picture history
- Memo re. NRMEDD conference call meeting

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

1:00 p.m. – Budget Workshop – Capital Improvement Funds – Canceled

Park County Board/Committee Meetings

10:00 a.m. – Area IV Agency on Aging – Community Room – Commissioner Tinsley attended

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

4:00 p.m. – Library Board – Livingston/Park County Library

4:00 p.m. – Planning and Development Board – Community Room

July 18, 2014

No Commission Meetings Scheduled

Clint Tinsley
Chairman, Park County Commission
Park County, Montana

Denise Nelson
Clerk & Recorder
Park County, Montana