

Park County Commission Meeting Minutes  
Week of June 2 – 6, 2014  
Park County, Montana

**June 2, 2014**

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

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

*Attendance:* Commissioners Malone and Tinsley; Parks Frady, public works; Raea Morris, administrative assistant; Shannan Piccolo, civil deputy county attorney; Mike Inman, planning; Kristen Galbraith, Nittany Grantworks; Mike Hedegaard, NRMEDD; John Mueller, minutes clerk

Mike Hedegaard, NRMEDD, provided a report of recent efforts of the Northern Rocky Mountain Economic Development District.

Correspondence from May 29 included:

- Memo re. June 4 Gardiner affordable housing meeting
- Memo re. election protocol reminders
- Memo re. Western Montana Mental Health county contribution
- Memo re. Association of Oil, Gas & Coal annual meeting
- Memo re. June Parks and Recreation Board agenda
- Memo re. City-County Meeting attendance
- Memo re. FY15 PCSO union negotiations
- Memo re. Compensation Board meeting title
- Memo re. SAR building fencing
- Memo re. May Fair Board minutes

Correspondence from May 30 included:

- Memo re. tennis courts maintenance agreement
- Memo re. YGM Administration Assistant position
- Memo re. Fair Board seat applicant interviews
- Memo re. Gardiner Gateway Project NEPA determination
- Memo re. Royal Teton Ranch road work permit
- Memo re. City-County Meeting agenda
- Memo re. Draft May SWB minutes
- Memo re. JP out of the office schedule
- Memo re. executed/signed TSEP Planning Grant contract

@9:35 a.m., the meeting adjourned.

### Human Resources Department Update

@9:37 a.m.; the meeting opened in the Commission Chambers

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

Jill Ouellette, HR, provided change of status forms for FY'14 detention officer COLA increases; a museum intern position; an employee reduction in force; and a May leave benefit bank report.

Ouellette said a department head requested a budgeted, 2-percent wage increase for FY'13. The increase was never granted. She said such requests typically involve an employee performance evaluation to see if the increase is warranted. Ouellette said the public works director has completed his six-month probationary period.

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

### **June 3, 2014**

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

*Attendance:* Commissioners Durgan, Malone and Tinsley; Parks Frady, public works; Raea Morris, administrative assistant; Shannan Piccolo, civil county attorney; Mike Inman, planning; Greg Coleman, DES

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

*\*No audio file captured of Current County Project Updates. No minutes available. Staff provided updates of ongoing projects.*

Fleshman Creek Project  
Gardiner Gateway Project  
Bicycle/Pedestrian Trail Extension  
Gardiner Green Box Refuse Site  
Gardiner Confluence Park Project  
Gardiner Sidewalk Extension Project  
Bicycle Trail Extension Resurfacing  
Museum Roof Restoration Project  
Capital Improvements Plan  
Fairgrounds Sewer Project  
Rock Creek Road  
TSEP County Bridge Improvement Project

## **ACTION ITEMS**

Signing of Letter to Montana Director of Fish, Wildlife and Parks regarding Elk Brucellosis: Commissioner Durgan moved to sign the letter. Commissioner Malone seconded the motion. Motion passed.

Update/Discussion on Chicory Road Rural Improvement District (RID): Civil Deputy County Attorney Shannan Piccolo said the Commission must amend its RID resolution in order to consider accepting the proposed Chico-Chicory Road RID. The Chico-Chicory RID does not meet the build-out percentage requirements or maintenance by property owners in perpetuity as required by the county's RID resolution as written. Only one option exists to meet the maintenance requirement, which is that Park County will assume the maintenance in perpetuity. The Commission asked for appropriate county staff to amend the language within the current RID resolution as discussed for future review/approval.

## **CONSENT ITEMS**

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

Correspondence included:

- Memo re. county cemetery contacts
- Memos re. SAR Building fencing
- Memo re. SAR Building Project closeout
- Memo re. PRCA Horse Vaccination Policy
- Memo re. DUI Task Force contract
- Memo re. CTA and SAR building memorandum
- Memo re. airport improvements Addendum #1
- Memo re. Gardiner affordable housing meeting
- Memo re. MACo commissioner profile questions

The Commission will move forward setting up an interview committee for Fair Board applicants. Committee will be comprised of Commissioner Durgan, Kim Knutson (fair manager), Mary Anne Keyes (MSU Extension). The Commission will schedule a meeting to discuss a fairgrounds horse vaccination policy.

Review of Minutes for Weeks of May 26, 2014 – Minutes not reviewed

**Adjournment**: The meeting adjourned.

Discussion/Determination of Past/Future Road Work on Dry Creek Road Asphalt

@3:00 p.m., the meeting opened in the Commission Chambers

*Attendance:* Commissioners Durgan, Malone and Tinsley; Dry Creek Road residents; John Mueller, minutes clerk

Citizen Walter Wunsch provided history of verbal agreements about Dry Creek Road maintenance he said were made between Park County and the Glastonbury Landowner's Association in 2001. Roads included were 0.8 miles of Story Road in Emigrant and 1.9 miles of Dry Creek Road in South Glastonbury. Wunsch proposed Story and Dry Creek Roads be crack sealed as needed.

Commissioner Tinsley said the county has no budgeted funds to maintain paved county roads. He would like to be able to work with the residents on providing crack sealing.

There was discussion about benefits of establishing a Rural Improvement District (RID) for the roads in question. The county's public works director will view the road in question and prepare an RID cost estimate.

@3:32 p.m., the meeting adjourned.

#### **June 4, 2014**

9:00 a.m. – Federal Lands Access Grant and Main Boulder Road Kickoff Meeting – Big Timber – Commissioner Malone attended

#### **City-County Meeting**

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

*Attendance:* County Commissioners Durgan and Tinsley; City Commissioners Bennett, Freidman, Hoglund, Stern; Jessie Hogge, city finance; Jim Woodhull, city planning; Ed Meece, city manager; Katie Weaver, MSU Extension; Natalie Storey, Livingston Enterprise; John Mueller, minutes clerk

City commissioners said annexation of property at the east I-90 Interchange was tabled until the next city commission meeting. There was discussion about the city and county discussing procedures associated with land annexation as required by MCA. A meeting (non quorum of commissioners) was scheduled for June 12 to discuss issues.

Library Funding: The county has not discussed library funding, but has a budget meeting tomorrow.

Dispatch Relocation: The county has made no efforts toward relocation. Commissioner Tinsley asked if the city wants to go out for an RFQ or have CTA Engineering provide a design cost estimate. Ed Meece said it is up to the county to make that decision. Meece said the city fire department is unwilling to give up truck bays at this point until others are built.

Airport Funding: Meece said the city administration presented the city commission with a one-time, \$5,000-contribution for airport snow plow equipment and housing facility.

Katie Weaver, MSU Extension, provided an update of her recent efforts as the county's economic development agent.

@10:29 a.m., the meeting adjourned.

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

@10:40 a.m., the meeting opened in the Commission Chambers

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

Correspondence included:

- Memo re. MSU Extension strategic planning group
- Memo re. door fobs/exit interviews
- Memo re. SAR fencing
- Memo re. cattle nutrition workshop
- Memo re. Bridger Canyon corridor study
- Memo re. Chico Hot Springs certificate of liability insurance
- Memo re. sheep predator control invoice
- Memo re. cattle predator control invoice
- Memo re. Search and Rescue Building Change Order #3
- Memo re. CWMA meeting minutes
- Memo re. Main Boulder Road Project agreement
- Memo re. AED grants
- Memo re. Mission Field Airport snow equipment rebid

@10:50 a.m., the meeting adjourned.

1:00 p.m. – Forest Service Working Group, Bozeman – Commissioner Durgan attended

1:30 p.m. – City-County Compact – Community Room

3:00 p.m. – Parks & Recreation Board – East Room

**June 5, 2014**

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

*Attendance:* Commissioners Durgan, Malone and Tinsley; Raea Morris, administrative assistant; Parks Frady, public works; Tom Totland, PCSO; Ashley Holland, SWCDP; John Mueller, minutes clerk

## **ACTION ITEMS**

Discussion/Decision and Signing of Search and Rescue Building Change Order #3: Parks Frady, public works, said General Contractors Construction Company accepted the county's final offer of \$7,284.41 for actual damages. Change Order #3 is a reconciliation change order and is the final change order for the project. Commissioner Malone moved to sign Changer Order #3. Commissioner Durgan seconded the motion. Motion passed.

Signing of the FY2015 DUI Task Force Plan Contract: Ashley Holland, DUI Taskforce, provided a current DUI Task Force budget. Commissioner Durgan moved to sign the 2015 DUI Task Force Plan contract. Commissioner Malone seconded the motion. Motion passed.

## **Department Updates**

Public Works Department Update: Parks Frady, public works, provided a written report of the previous week's activities in his departments.

## **CONSENT ITEMS**

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

Correspondence included:

- Memo re. Mission Field Sponsor Certification signing
- Memo re. Annual WIC Program contract
- Memo re. Department of Administration Standard Audit Contract
- Memo re. Department of Administration Audit Review reporting requirements
- Memo re. Fisher Sand and Gravel Search & Rescue building outstanding concrete invoice
- Memo re. PCRFD#1 auction vehicles

Commissioner Durgan reported on a June 4 Forest Service Working Group meeting.

**Adjournment:** 10:09 a.m.

Senior Center Budget Review

@1:03 p.m., the meeting opened in the Commission Chambers

*Attendance:* Commissioners Malone and Tinsley; Lani Hartung, finance; Heidi Barrett, Rick VanAken, Bob Meyer, senior center; John Mueller, minutes clerk

Commissioner Tinsley asked the Senior Center to also approach the city of Livingston with budgetary needs. There was discussion about encouraging communication and cooperation between entities in the county providing similar services to improve efficiency and services funding.

@1:41 p.m., the meeting adjourned.

#### Opening of Bids for Mission Field Airport Snow Equipment

@1:43 p.m., the meeting opened in the Commission Chambers

*Attendance:* Commissioners Malone and Tinsley; Raea Morris, administrative assistant; Shannan Piccolo, civil deputy county attorney; Jerri Miller, Kerry LaDuke, airport board; Mike Swanson, I-State Truck Center; John Mueller, minutes clerk

Commissioner Tinsley read sealed bids into the record as follows:

- New Holland of Belgrade, Inc. for a tractor in the amount of \$187,777
- I-State Truck Center for a Freightliner plow truck in the amount of \$149,997

Commissioner Malone moved to send the bids to legal counsel and the engineer for review and recommendations. Commissioner Tinsley seconded the motion. Motion passed.

@1:49 p.m., the meeting adjourned.

#### Discussion/Decision on Elected Official FY' 15 Salaries and Longevity by County Compensation Board

@2:01 p.m., the meeting opened in the Commission Chambers

*Attendance:* Marty Malone, Clint Tinsley, Allan Lutes, Nels Swandal, June Little, Denise Nelson, Shaun Ryan, Steve Woodruff, compensation board; Jill Ouellette, HR; Lani Hartung, finance; Martha Miller, auditor; John Mueller, minutes clerk

Lani Hartung, finance, reviewed a summary report of the county's assets. Park County elected officials have not had wage increases in 14 years. Shaun Ryan said he thinks Park County's elected official wages should be closer to Carbon County wages.

Nels Swandal moved to raise the elected official wages by 3 percent, except for the county attorney. Steve Woodruff seconded the motion. Motion passed.

A three-percent increase would increase elected official salaries by \$1,500 annually. The three-percent increase would include any Cost of Living Adjustment (COLA).

@2:23 p.m., the meeting adjourned.

#### Preliminary Budget Review

@3:02 p.m., the meeting opened in the Commission Chambers

*Attendance:* Commissioners Malone and Tinsley, Allan Lutes, Tom Totland, PCSO; Lani Hartung, finance; Martha Miller, auditor; Mike Inman, planning; Barbara Woodbury, environmental health; Parks Frady, public works; Greg Coleman, DES; Erica Hoffman, GIS/IT; Kim Knutson, fair; June Little, clerk of court; Denise Nelson, clerk and recorder; Mary Anne Keyes, MSU Extension; John Mueller, minutes clerk

To-date preliminary budgets were reviewed.

@4:30 p.m., the meeting adjourned.

#### **June 6, 2014**

No Commission Meetings Scheduled

8:30 a.m. – Commissioner Tinsley in Wilsall to Hear Area Resident Concerns – Val’s Mercantile

10:00 a.m. – Commissioner Tinsley in Clyde Park to Hear Area Resident Concerns – Clyde Park Town Hall

Clint Tinsley  
Chairman, Park County Commission  
Park County, Montana

Denise Nelson  
Clerk & Recorder  
Park County, Montana