

Park County Commission Meeting Minutes
Week of June 30 – July 4, 2014
Park County, Montana

June 30, 2014

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

@9:03 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; Parks Frady, public works; John Mueller, minutes clerk

Department Updates

Parks Frady, public works, reported on refuse collection operations and road department work on Strickland Creek Road as part of a FEMA flood damage assessment.

Correspondence from June 26 included:

- Memo re. FAA signature requirements
- Memo re. Rosedale Gardens janitorial bids
- Memo re. Bridger Canyon Corridor study
- Memo re. payroll voucher
- Memo re. FAA Mission Field grant contract signing

Correspondence from June 27 included:

- Memo re. low bed trailers
- Memo re. City-County Meeting agenda
- Memo re. Park County Gardiner Jail
- Memo re. Nittany Grantworks general grant services
- Memo re. Wildlife Services Predator Control Memorandum of Understanding
- Memo re. State DES grant submission transmission problems
- Memo re. citizen Chicory Road RID opposition
- Memo re. MACo annual conference

Commissioner Tinsley reported on a 4-H cooking camp.

@9:40 a.m., the meeting adjourned.

Human Resources Department Updates

@9:41 a.m., the meeting opened in the Commission Chambers

Attendance: Commissioners Malone and Tinsley; Jill Ouellette, HR; Scott Hamilton, undersheriff; John Mueller, minutes clerk

Jill Ouellette, HR, provided change of status forms for a detention officer promotion and PCSO employee longevity pay anniversaries. Ouellette reported on a National Labor Board Decision. DES Coordinator position interviews may take place on July 8. The Commission asked Ouellette to consult them before she begins any efforts on hiring of an open position.

@9:58 a.m., the meeting adjourned.

Opening of Quotes for City-County Complex Janitorial Services

@10:00 a.m., the meeting opened in the Commission Chambers

Attendance: Commissioners Malone and Tinsley; Parks Frady, public works; Kelly Johnson, maintenance; John Mueller, minutes clerk

Commissioner Tinsley opened sealed bids and read quotes into the record as follows:

- Gracey & Sudbeck, LLC for \$49,140 for one year
- Execucare for \$47,952 for one year

Commissioner Malone moved to submit the quotes to legal counsel and public works for review. Commissioner Tinsley seconded the motion. Motion passed.

@10:07 a.m., the meeting adjourned.

Decision on Use of Mills for County Disaster and Emergency Situations and Signing of a Resolution to Enact Emergency Mills

@10:30 a.m., the meeting opened in the Commission Chambers

Attendance: Commissioners Durgan, Malone and Tinsley; Greg Coleman, DES; Allan Lutes, Scott Hamilton, PCSO; Shannan Piccolo, civil deputy county attorney; Dann Babcox, PCRFD#1; John Mueller, minutes clerk

Greg Coleman, DES said the county's costs will be less than \$10,000 required to request emergency assistance. Civil Deputy County Attorney Shannan Piccolo said the county passed an emergency ordinance in 2014 due to fire conditions.

Commissioner Malone moved to sign a resolution to enact emergency mills for 2014 emergencies. Commissioner Durgan seconded the motion. Motion passed.

@10:38 a.m., the meeting adjourned.

Discussion/Decision on Signing of MDT Millings Agreement from Springdale and Gardiner North

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

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

Parks Frady, public works, said the millings are free from Montana DOT provided they are applied to roads used by the public.

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

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

Discussion/Decision on Signing of MDT Construction Agreement for Gardiner North Project

@11:31 a.m., the meeting opened in the Commission Chambers

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

Parks Frady, public works, said the construction agreement will facilitate sidewalk and ADA improvements in conjunction with the county's CTEP sidewalk extension project in Gardiner. Montana DOT requires the agreement, which is presently under review in the county attorney's office.

Commissioner Malone moved to sign the MDT Construction Agreement for the Gardiner North Project pending approval by the county attorney's office. Commissioner Durgan seconded the motion. Motion passed.

@11:35 a.m., the meeting adjourned.

Discussion/Decision on Adoption of Park County Transportation Standards

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

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

Parks Frady, public works, previously provided the Commission with draft transportation standards.

Commissioner Malone moved to adopt the transportation standards by resolution. Commissioner Durgan seconded the motion. Motion passed.

@1:10 p.m., the meeting adjourned.

Discussion/Decision on Professional Engineering Services Term Contract for FY'15

@1:33 p.m., the meeting opened in the Commission Chambers

Attendance: Commissioners Durgan, Malone and Tinsley; Parks Frady, public works; Kevin Feldman, CTA; John Mueller, minutes clerk

A five-person review panel reviewed and scored professional services contracts from KLJ, Great Western and CTA. Score results from highest to lowest were KLJ, Great Western, CTA. Commissioner Malone said he would like to interview the three firms. Commissioner Tinsley said a good interview panel was put together and he would like to accept the panel's scoring.

Commissioner Malone moved to conduct interviews with the three firms in question. Commissioner Durgan seconded the motion. Motion passed. Commissioner Tinsley voted in opposition to the motion.

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

Discussion/Decision on CTA Task Order for County Parks Assessment

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

Attendance: Commissioners Durgan, Malone and Tinsley; Parks Frady, public works; Kevin Feldman, CTA; John Mueller, minutes clerk

Kevin Feldman, CTA, said the assessment would address condition and types of equipment, parking resources and sanitary facilities in or as potentials for the county's parks.

Commissioner Malone moved to approve the task order pending the Planning Department budget. Commissioner Durgan seconded the motion. Motion passed.

@2:08 p.m., the meeting adjourned.

July 1, 2014

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

Attendance: Commissioners Durgan and Malone; Parks Frady, public works; Raea Morris, administrative assistant; Erica Hoffman, IT/GIS; Shannan Piccolo, civil deputy county attorney; Greg Coleman, DES; Jill Ouellette, HR; Kristen Galbraith, Nittany Grantworks; Kevin Feldman, CTA (via telephone); Natalie Storey, Livingston Enterprise; John Mueller, minutes clerk

ACTION ITEMS

Signing of Amendment to Statement of Work on State Library Grant; Signing FY'15 Statement of Work for MLIA Grant: Erica Hoffman, IT/GIS, said the amendment requests an extension in order for CTA Engineering to gather remaining data. The FY'15 statement of work is for the upcoming year, July 1, 2014 through July 1, 2015.

Commissioner Durgan moved to sign amendment for the state library grant. Commissioner Malone seconded the motion. Motion passed.

Commissioner Durgan moved to sign the grant for FY'15. Commissioner Malone seconded the motion. Motion passed.

Department Updates

Greg Coleman, county fire/DES, provided an update of recent activities.

Parks Frady, public works, provided an update on upcoming engineering firm interviews.

Update on Current County Projects

Fleshman Creek Rehabilitation Project: Frady submitted the project closeout manual.

Gardiner Gateway Project: Frady said a draft memorandum of understanding may be available for signature next week.

Park County Pedestrian Path Extension Project: No report

Gardiner Green Box Site Project: Two contractors submitted quotes. Negotiations are ongoing.

Gardiner Confluence Park Project: No report

Gardiner Sidewalk Extension: Two of seven landowner easements have been received.

Park County Bicycle Trail Resurfacing: Bid package will be put out in mid July.

CIP Planning Project: RFQs due July 1. Opening is July 8.

Fairgrounds Sewer Project: Closeout documents and construction completion report and as-built drawings are completed.

TSEP County Bridge Improvement Project: Design and permitting packets are being put together.

Rock Creek Road Restoration: A project process update meeting will take place in Clyde Park on July 7.

ACTION ITEMS

Signing of Rocky Mountain Area IV Agency on Aging In-Home Care Service Contract: Contract amount with the Rocky Mountain Development Council for 2015 is \$35,000. Commissioner Durgan moved to sign the contract. 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. airport documents signature meeting
- Memo re. city FAA grant
- Memo re. county historian consulting agreement
- Memo re. Department Head Meeting agenda
- Memo re. consulting agreement response

Review of Minutes for Week June 23, 2014: Commissioner Durgan moved to accept the minutes as presented. Commissioner Malone seconded the motion. Motion passed.

Adjournment: 10:16 a.m.

Discussion of Land and Funding for County Cemeteries with Cemetery District

@1:30 p.m., the meeting opened in the Commission Chambers

Attendance: Commissioners Durgan and Malone; Lani Hartung, finance; Citizens Carol Woodley, Jerry Brekke, Audrey Dodge, Gary Jones, Bryan Wells, Nancy Adkins, Christy Beatty, Lorna Marchington, Linda Budeski, Caleb Harmon. John Mueller, minutes clerk

Citizen Jerry Brekke provided a history of the meeting topic. Brekke said a fund was created in 2006 to work on the Emigrant and Chico Cemeteries. Since then there have been several requests to expedite a method for transferring earmarked funds to individuals taking care of the cemeteries. Brekke said the Commission voted on January 23, 2012, to move forward with transfer of deeds for Emigrant and Chico Cemeteries (from school districts). Brekke said it has been asked to clear title with the school districts to bring the cemeteries under a Park County canopy so workers can be protected from liability while working on the cemeteries. Brekke said his memory is the 2012 meeting talked of establishing a Park County Cemetery Association with the commissioners as trustees. Since, Hank Rate has conducted a survey on the Emigrant Cemetery (COS 2409), which was filed, and contacted landowners affected. The survey was done to provide information for discussion with the school districts and property owners around the cemetery. Brekke said he is present to request a conclusion where people can get funds to proceed with restoration of the county's public cemeteries and be assured that workers can be protected (via liability insurance) under a canopy of the Park County Cemetery Association as voted on in 2012. Brekke read the January 23, 2012, meeting minutes into the record.

Citizen Carol Woodley said Arrowhead School does not realize its liabilities when people work on the cemetery on the school's property, which is why she believes a county cemetery district should be formed.

Commissioner Malone said the county has had discussion with Arrowhead School about a land trade in relation to the cemetery. The Commission said it will bring up the resolution status with the civil deputy county attorney. Malone said the effort would be transferring the cost from one entity to another. Commissioner Durgan said he thinks a relationship assisting all county cemeteries could be discussed. Malone said he is concerned with government growth and the county one day having a cemetery department supervisor with staff. Brekke said he suggests the county listen to the January 23, 2012.

@2:09 p.m., the meeting adjourned.

Budget Workshop - General Fund

@2:23 p.m., the meeting opened in the Commission Chambers

Attendance: Commissioners Durgan and Malone; Lani Hartung, finance; Martha Miller, auditor; Parks Frady, public works; John Mueller, minutes clerk

The to-date general fund budget line items were reviewed.

@3:18 p.m., the meeting adjourned.

July 2, 2014

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

@9:04 a.m., the meeting opened in the Commission Chambers

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

Correspondence included:

- Memo re. Fair Board seat selection process
- Memo re. Old Baldy/Upper Dry Creek Road gate issue follow-up letter

@9:18 a.m., the meeting adjourned.

City-County Meeting

@9:31 a.m., the meeting opened in the Commission Chambers

Attendance: County Commissioners Durgan, Malone; City Commissioners Bennett, Friedman, Stern; Jessie Hogge, city finance; John Mueller, minutes clerk

Discuss County Decision on Library Funding: The county will match the city dollars (dollar for dollar) for the library for the upcoming fiscal year.

Discuss Dispatch 911 Location/Relocation: Discussions with city administration, fire department and Dispatch are ongoing.

City-County Building Renovation Update: Malone said he is working hard to get Adult Probation moved out of the building.

City-County Airport Funding: The city commissioners and administration will discuss the issue.

Economic Development Update: No report

Other: An ad hoc committee of city and county commissioners is reviewing budgets, City-County Compact, and administration fees.

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

July 3, 2014

No Commission Meetings Scheduled

July 4, 2014

Independence Day Holiday – All Offices Closed

Clint Tinsley
Chairman, Park County Commission
Park County, Montana

Denise Nelson
Clerk & Recorder
Park County, Montana