

Park County Commission Meeting Minutes
Week of June 9 – 13, 2014
Park County, Montana

June 9, 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; John Mueller, minutes clerk

Correspondence from June 6 included:

- Memo re. IT budget changes
- Memo re. Custer/Gallatin Forest Working Group operations manual
- Memo re. Mission Field snow equipment paperwork
- Memo re. FAA documentation
- Memo re. elevator code violations
- Memo re. DIS Technologies County Silo invoice
- Memo re. financial and tax software
- Memo re. Katabatic Brewing Company license
- Memo re. LAC secretary message
- Memo re. Battle Ridge Construction notice of claim on Bond #2166870
- Memo re. payroll voucher
- Memo re. 2014 burn season letter
- Memo re. amended RID Policies/Procedures resolution
- Memo re. weed grant signature meeting

@9:29 a.m., the meeting adjourned.

Human Resources Department Update

@9:30 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 DES Coordinator position job description; Angel Line driver job description; job description and change of status form for a summer hire road department worker; updated PCSO civil clerk job description; an employee resignation

and short-term replacement change of status forms; change of status forms for fair workers. The homemaker department has a 6-8-week opening due to employee injury.

Cleaning crew background checks continue. Union negotiations last week went quickly. Next meeting scheduled for June 23. Ouellette said Cooke City Fire and employee complaints have been processed.

@9:52 a.m., the meeting adjourned.

10:30 a.m. – Discussion/Decision on County Employee FY 15 COLA Pay Increases – Canceled

Park County Board/Committee Meetings

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

June 10, 2014

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

Attendance: Commissioners Durgan, Malone and Tinsley; Parks Frady, public works; Raea Morris, administrative assistant; Mike Inman, planning; Kevin Larkin, treasurer; Shannan Piccolo, civil deputy county attorney; Kristen Galbraith, Nittany Grantworks; Kevin Feldman, CTA; Mary Anne Keyes, MSU Extension; Natalie Storey, Livingston Enterprise

Department Updates

Kristen Galbraith, Nittany Grantworks, said the RFQ and legal ad have been completed for the county's CIP program grant. Opening of RFQ is July 8.

Lani Hartung, finance, said the FY'15 preliminary budget is in place, but is subject to change.

Update on Current County Projects

Fleshman Creek Rehabilitation Project: Kevin Feldman, CTA, said closeout is going well. Two punch list items remain – rocks on Adams' property and incorrect manhole elevations. As-built drawings are complete.

Gardiner Gateway Project: Mike Inman, planning, said the county awaits the revised match agreement. The committee approved the \$3+ million additional funding requirement per design. NEPA compliance was obtained.

New Depot Building Update/Discussion: Legal research is ongoing

Park County Pedestrian Path Extension Project: No report

Gardiner Green Box Site Project: Project quotes due June 18.

Gardiner Confluence Park Project: No definitive word on receiving the grant to purchase the park.

Gardiner Sidewalk Extension: Landowner easement efforts continue.

Park County Bicycle Trail Resurfacing: No report

Fairgrounds Sewer Project: Final walkthrough with the city of Livingston is today.

TSEP County Bridge Improvement Project: High water needs to recede before work can commence.

Rock Creek Road Restoration: Patching work has commenced.

Inman reported on a Boulder River Road Project kickoff meeting.

ACTION ITEMS

Discussion/Decision on Appointing of Elected Official for Primary Election Canvassing: Commissioner Tinsley's meeting that presented a conflict was canceled, thus no appointment necessary.

Signing of 2014 Montana Noxious Weed Trust Fund Grant Contracts with MSU Extension: Mary Anne Keyes, MSU Extension, provided contracts for the Mission Creek Watershed and Yellowstone River Coordinator Projects. \$35,000 would go to the Mission Creek Watershed. \$10,000+ would go to the Yellowstone River Corridor portion. Commissioner Durgan moved to sign the contract with MSU Extension for the Mission Creek Watershed Cooperative Weed Management Project and Yellowstone River Corridor. Commissioner Tinsley seconded the motion. Motion passed.

Discussion/Decision on Maintenance and Repairs of Sidewalks within Park County Rights-of-Way: Parks Frady, public works, said the item is a matter of housekeeping to enable repair of sidewalks within Park County Rights-of-way. Commissioner Malone moved to direct the public works director and legal counsel to draft a resolution for sidewalk construction and maintenance for review. Commissioner Durgan seconded the motion. Motion passed.

Signing of Annual Agreement for WIC Program: Commissioner Durgan moved to sign the WIC Program annual agreement. 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. Livingston Health Care truck stop letter
- Memo re. janitorial bids
- Memo re. mental health project
- Memo re. mental health project presentation request
- Memo re. Mission Field Airport funding
- Memo re. draft May Safety Committee meeting minutes
- Memo re. RLF Prospera agreement renewal
- Memo re. final balance sheet
- Memo re. public information request
- Memo re. RYO detention services agreement
- Memo re. ITAC meeting agenda
- Memo re. city Mission Field Airport funding
- Memo re. City-County Seiver Annexation meeting

Review of Minutes for Weeks of May 26 and June 2, 2014: Reviewing minutes for the Week of May 26, Commissioner Malone requested a revision to Page 2 of 6, noting a 2014 Montana Federal Lands Access Program Project Capital Improvements will fund design work on the Carbella Bridge and Tom Miner Bridge over Rock Creek.

Reviewing minutes for the Week of June 2, Commissioner Malone noted a spelling error.

Commissioner Malone moved to accept the minutes as corrected for the Weeks of May 26 and June 2. Commissioner Durgan seconded the motion. Motion passed.

Commissioner Malone said he viewed Dry Creek Road, Story Road and other roads in Glastonbury yesterday. Residents there may pursue RIDs to maintain the roads.

Park County Board/Committee Meetings

9:00 a.m. – MACoHCT New Business Proposal, Conference Call – Commissioner Malone attended

1:00 p.m. – Senior Center Meeting – Senior Center – Commissioner Durgan attended

2:00 p.m. – IT Advisory Committee – Community Room

Adjournment: 10:32 a.m.

June 11, 2014

9:00 a.m. – Safety Committee Meeting – Commission Chambers

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

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

Attendance: Commissioners Durgan and Tinsley; Raea Morris, administrative assistant; Lani Hartung, finance

Department Updates

Lani Hartung, finance, said Jerry Weimer will no longer conduct veteran's burial work for the county. Park County is responsible for providing up to \$500 to an individual to conduct the work per MCA 10-2-501.

Correspondence included:

- Memo re. Gardiner affordable housing meeting notes
- Memo re. Wilsall Water District meeting agenda
- Memo re. draft county sidewalk maintenance resolution
- Memo re. CTA Engineering certificate of liability insurance
- Memo re. June Safety Committee meeting agenda

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

10:30 a.m. – Claims Review

Discussion/Decision on Signing Resolution Declaring Local Emergency Proclamation for Park County Due to Flooding

@11:30 a.m., the meeting opened in the Commission Chambers

Attendance: Commissioners Durgan and Tinsley; Greg Coleman, DES; Bob Fry, state DES

Commissioner Durgan moved to pass Resolution #1185 for declaration of an emergency proclamation. Commissioner Tinsley seconded the motion. Motion passed.

@11:42 a.m., the meeting adjourned.

2:00 p.m. – Semi-Annual Landfill Monitoring Report Review – Commission Tinsley attended

June 12, 2014

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

Attendance: Commissioners Durgan, Malone and Tinsley; Raea Morris, administrative assistant; Parks Frady, public works; Marilyn Hartley, finance; Denise Nelson, clerk and recorder; Jill Ouellette, HR; Kerry LaDuke, fair board

ACTION ITEMS

Discussion/Decision by Commission on Compensation Board Recommendation of FY'15 Elected Official Salaries and Longevity: The Compensation Board previously recommended a 3-percent increase for elected officials. Commissioner Malone said he suggests the Commission consider a flat rate increase. A three-percent increase may be a budget buster at around \$60,000. Commissioner Durgan said elected officials deserve a pay increase just like other employees.

Commissioner Malone moved to give elected officials a \$1,500-pay increase on the base salary of the clerk and recorder and other elected officials starting with the first pay period of FY'15; continue the \$2,000 collection of administrator pay to the clerk and recorder, additional pay of \$2,000 to the treasurer and statutory and additional pay total of \$1,200 to the superintendent of schools, and statutory additional pay of \$2,000 to the sheriff and each commissioner; continue the elected officials' longevity, capped at eight years. Commissioner Durgan seconded the motion. In discussion, Durgan said the motion did not follow the recommendation of the Compensation Board. Motion passed.

Discussion/Decision on County Employee FY'15 COLA Pay Increases: Commissioner Malone moved to award all employees COLA (at 1.5%) except for elected officials. Commissioner Durgan seconded the motion. Motion passed.

Discussion/Decision to Award Mission Field Airport Snow Plow Equipment Bid: Lowest responsive bid is I-State Truck Center for a plow truck at \$149,997. New Holland bid a tractor at \$187,777.

Commissioner Malone moved to accept the bid from I-State Truck Center for \$149,977. Commissioner Durgan 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. invoice for detailing citizen's truck from Rock Creek Road tar
- Memo re. special deputy attorney appointment resolution
- Memo re. internal job posting deadline expiration
- Memo re. Brett Haverstick certificate of liability insurance
- Memo re. Gateway Hose/Gardiner Fire FY 14-15 proposed budget for Fund #7220
- Memo re. classification and appraisal assessments mailing

Commissioner Durgan reported on a June 10 Senior Center meeting.

Adjournment: 9:59 a.m.

Discussion/Decision on Fair Board Adopting a Horse Vaccination Policy

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

Attendance: Commissioners Durgan, Malone and Tinsley; Kim Knutson fair manager; Mary Anne Keyes, MSU Extension; Amanda Hamm, Mike Adams, Bill Rambow, James Sykes, Jason Frost, fair board; Shannon Bowkol, Kelly Johnson, Jane Tecca, Carla Williams, Marian O'Neill, public; John Mueller, minutes clerk

Commissioner Tinsley said the Commission is concerned with passing legislation it cannot enforce, for example with rodeo participants arriving at all hours of the day to participate in events.

James Sykes said the Fair Board's goal through the proposed policy is to make the fairgrounds a healthy place for animal participants and avoid a disease outbreak at the fairgrounds.

Mary Anne Keyes, MSU Extension, said the Fair Board requires every horse to have a Coggins test, which ideally will educate the horse owner on horse care through a vet. The Park County 4-H Leaders Council will not take the stance of requiring vaccinations, because a horse that dies from a vaccination will be a liability.

Tinsley said it is hard for him to swallow being the only fair board in Montana that will adopt such a policy. Three counties have started such a program. All three have quit their programs. Commissioner Malone said he thinks it is bad policy because it cannot be enforced, and it would set the county up for worse liability if the county says its fairgrounds are disease free. The Commission said using the word "recommend" vaccinations instead of "required" vaccinations would be okay.

Kim Knutson said county legal counsel okayed the proposed policy.

Keyes said the PRCA rulebook does not mention horse vaccinations being a requirement.

Commissioner Malone moved the Commission does not approve the horse vaccination policy as written. Motion died due to lack of a second.

Commissioner Tinsley moved to have legal counsel review the policy and look to address the county's liability. Motion died due to a lack of a second.

Commissioner Malone moved to approve the policy. Commissioner Durgan seconded the motion. Motion failed unanimously.

@2:05 p.m., the meeting adjourned.

Discussion/Introduction with Representative Daines' Office Representative

@2:30 p.m., the meeting opened in the Commission Chambers

Attendance: Commissioners Durgan, Malone and Tinsley; Morgan Darlington, Representative Daines Office; John Mueller, minutes clerk

Congressman Daines representative Morgan Darlington fielded discussion items from the Commission on political and local issues facing Park County.

@2:58 p.m., the meeting adjourned.

Discussion/Decision on County Discipline Procedure

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

Attendance: Commissioners Durgan, Malone and Tinsley; Jill Ouellette, HR; Nels Swandal, Shannan Piccolo, Cathy Carrick, county attorney's office; John Mueller, minutes clerk

Commissioner Tinsley said the county has had discipline issues and is not following through with what its policy says. He said the Commission has to sign discipline documents of employees it does not supervise. He said the county is not following its personnel policy handbook and personnel issues not being addressed in a timely manner.

Jill Ouellette, HR, said MACo recommends the commissioners sign discipline notes as the county employers. Interim County Attorney Nels Swandal said the commission cannot sign a discipline notice as an appellate authority. He said the department head should sign off on a disciplinary measure after consultation with HR. Swandal will talk with MACo about whether it needs to be consulted on every disciplinary action the county may make.

Tinsley said department heads should be in charge of their employees, and he does not think the county commission needs to be heavily involved. Dealing with employment issues should be the biggest HR duty. Department heads lose trust in HR if they are not in control of their employees' discipline.

Swandal said, going forward, department heads sign their own reprimands, not the commissioners. Legal counsel will review with MACo an "Employee Documentation Requirements of MACo" memorandum presented to department heads and elected officials and initialed by the Commission on March 11, 2013.

@2:26 p.m., the meeting adjourned.

Discussion/Decision on Signing Sub-Recipient Agreement for Revolving Loan Fund with Prospera Business Network

@4:00 p.m., the meeting opened in the Commission Chambers

Attendance: Commissioners Durgan, Malone and Tinsley; Stuart Liedner, Anjie Mikesell, Prospera; John Mueller, minutes clerk

Stuart Leidner, Prospera Business Network, provided a 2013 Annual Report and an update of Prospera's activities and successes.

Commissioner Malone moved to sign the two-year agreement with Propsera for the revolving loan fund. Commissioner Durgan seconded the motion. Motion passed.

@4:10 p.m., the meeting adjourned.

Park County Board/Committee Meetings

10:00 a.m. – City County Compact/Budget Meeting, East Room – Commissioner Tinsley attended

11:00 a.m. – Fire Safe Coalition, Community Room

3:00 p.m. – Senator Tester Outreach Session, Community Room

7:30 p.m. – Wilsall Water District, Wilsall Senior Center

June 13, 2014

No Commission Meetings Scheduled

Clint Tinsley
Chairman, Park County Commission
Park County, Montana

Denise Nelson
Clerk & Recorder
Park County, Montana