

Park County Commission Meeting Minutes
Week of March 17 – 21, 2014
Park County, Montana

March 17, 2014

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

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

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

Correspondence for March 13 included:

- Memo re. National Guard photo exhibit press release
- Memo re. March 19 Gardiner Gateway Project open house
- Memo re. March 19 MACo safety audit
- Memo re. MACo weed sprayers
- Memo re. Elk Brucellosis Local Working Group

Correspondence for March 14 included:

- Memo re. March 27 Montana FWP Fleshman Creek Project walkthrough
- Memo re. weekly Fleshman Creek Project update
- Memo re. County Attorney's Office confidential matter
- Memo re. DES road damage estimate
- Memo re. citizen public information request

Commissioner Malone said citizens told him on Friday the Emigrant Bench Road was not repaired. Referencing a March 13 Commission County-Seat-For-A-Day meeting in Wilsall, Malone said he thinks it would be more effective to have the Commission chair travel to known venues where citizens regularly meet to get public input, instead of scheduling special Commission meetings in outlying areas.

@9:23 a.m., the meeting adjourned.

Human Resource Department Updates

@10:03 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 an updated job description for an administrative worker in the Environmental Health Department, which includes fulltime mail duties; paperwork for extending use-or-lose leave benefits for five employees; and a change of status form for a refuse department employee who assists with road work.

Ouellette said the Commission may have to decide on a denied workers' compensation claim from December 2010. Commissioner Tinsley asked Ouellette to run the issue through the county attorney for review. Angel Line bus driver interviews are taking place today. Ouellette has been updating the county safety program database in preparation for the March 19 MACo safety audit.

There was discussion about finalizing a planning technical position job description. Commissioner Malone said he would like to have a meeting about employee job description protocol – how they originate, are negotiated and ultimately approved.

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

Discussion/Decision on Abating Taxes No Longer Assessed

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

Attendance: Commissioners Durgan, Malone and Tinsley; John Mueller, minutes clerk

Treasurer Kevin Larkin informed the Commission the previous week that numerous trailer homes on county tax rolls do not physically exist on the land. Larkin asked permission to remove the non-existent homes from the tax rolls.

Commissioner Malone moved to allow Larkin to remove from the tax rolls trailers that do not exist. Commissioner Durgan seconded the motion. Motion passed.

Commissioner Tinsley asked how long it has been since the city of Livingston put money into the City-County Airport.

@10:33 a.m., the meeting adjourned.

March 18, 2014

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

Attendance: Commissioners Malone and Tinsley; Raea Morris, administrative assistant; Martha Miller, auditor; Mike Inman, planning; Kevin Feldman, CTA; Kristen Galbraith, Nittany Grantworks; Dann Babcox, PCRFD#1; Scott Hamilton, Wendy Wood, Greg

Todd, PCSO; Mike Adams, fair board; Gary Barnhart, Dan Nelson, John Adams, citizens; Natalie Storey, Livingston Enterprise; John Mueller, minutes clerk

Public Comment

Dan Nelson, rodeo association, asked the status of the quonsot hut for use by the Roundup Association at rodeo time. The Commission said they do not have an answer at this point.

Update on Current County Projects

Fleshman Creek Project: Kristen Galbraith, Nittany Grantworks, said the total project is 82 percent complete. NW Energy is relocating lines at G Street Park and Geyser Street. Kevin Feldman, CTA Engineering, said the stream corridor is being inspected, and stream restoration crews plan to be finished with restoration work by the end of the week. Crossing work at F Street will commence today. E and C Street crossings have been staked for curb and gutter installation.

Citizen John Adams asked to have a property line survey stake replaced on his property and said a drain installed as part of the project is draining onto his property.

Gardiner Gateway Project: The public works director is in Gardiner prepping for a March 19 project open house meeting in Gardiner.

Bicycle/Pedestrian Trail Extension: Construction expected in 2015. Galbraith said only about \$50,000 of the approximately \$650,000-project will be used for trail extension. The rest will be used for canyon wall stabilization measures and guardrails as designed and required by Montana DOT.

Gardiner Sidewalk Extension Project: Construction expected in 2015.

Bicycle Trail Extension Resurfacing: No report

Museum Roof Restoration Project: Contract signed with ACE Roofing on March 11.

Boulder River Road: No report

Fairgrounds Sewer Project: Bids were opened on March 13 with a recommendation to the county attorney's office due by mid week.

Rock Creek Road: Construction to be completed spring 2014.

TSEP County Bridge Improvement Project: CTA plans to have design work completed by the end of the month. Coordination with Montana FWP regarding potential construction time is ongoing.

ACTION ITEMS

Discussion/Decision/Signing of Change Order #3 for Search and Rescue Building:
Feldman said the Commission approved a final closeout change order in January, which included liquidated damages at a total cost savings of \$24,500. Eighteen punch list items remain to be completed, primarily in relation to the exterior of the building. The Commission said payment should not be made until punch list items are completed and all work is completed.

Commissioner Tinsley moved the county does not pay anything to the contractor for the building until punch list items are taken care of and the county has confirmation all subcontractors are paid. After that time liquidated damages can be discussed. Commissioner Malone seconded the motion. Motion passed.

Discussion/Decision on Federal Lands Access Program (FLAP) Surface Preservation Application Submittals: Galbraith said an application may be submitted for Mill Creek Road for six miles of gravel, crack sealing and chip sealing at \$350,000 to \$500,000. The county would be responsible for paying a 13.42-percent project match. Application due April 18. A second project option is Jardine Road. The Commission said it would like to repair Shields River Road north of Wilsall before working on Jardine Road.

Commissioner Malone said federal government officials told him not to bother submitting any project cost less than \$500,000. Meeting attendees said the \$500,000 minimum is for the CIP application.

Commissioner Malone moved to put Mill Creek on the list. Commissioner Tinsley seconded the motion. Motion passed.

Discussion/Decision on Federal Lands Access Program (FLAP) Capital Improvements/Planning Application: Commissioner Malone moved to place Tom Miner Road from Highway 89 to include the Carbella Bridge and the first bridge crossing Tom Miner Creek on the application list. Commissioner Tinsley seconded the motion. Motion passed.

Discussion/Decision on Montana DES Homeland Security Grant Program (HSGP) Notice of Intent (NOI) for the Sheep Mountain Communications Tower Project and Signing of NOI Authorization Page: Galbraith said the grant would provide funds to place a communications tower on Sheep Mountain, which should improve communications on I-90 and in other areas of the county. The county would be responsible for a 20-percent project match. NOI is due around April 15. Commissioner Malone said taxpayer dollars paid for Myer's Flat, which does not have good radio reach range.

Commissioner Malone moved to allow Galbraith to file a NOI with the caveat the sheriff's office gets a test site at Sheep Mountain to prove the communication works. Commissioner Tinsley seconded the motion. Motion passed.

Opening of Bids for New Sheriff Vehicles

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

Attendance: Commissioners Malone and Tinsley; Raea Morris, administrative assistant; Martha Miller, auditor; Mike Inman, planning; Kevin Feldman, CTA; Kristen Galbraith, Nittany Grantworks; Scott Hamilton, PCSO; Natalie Storey, Livingston Enterprise; John Mueller, minutes clerk

Commissioner Tinsley opened one sealed bid from DuVal Ford LLC of Jacksonville, Florida. Bid price is \$132,350 for one 2014, ¾-ton dodge pickup truck and two Ford Interceptor SUVs.

Commissioner Malone moved to submit the bid for legal counsel review and set a date for bid award. Commissioner Tinsley seconded the motion. Motion passed.

Discussion/Decision on Montana Fish and Wildlife Conservation Trust Plan Application for Confluence Park Parcel Purchase in Gardiner: Galbraith said the application is due March 31. The grant would provide funds to purchase the 1.8-acre parcel from the Gardiner Sewer and Water District for the asking price, which would include money for two signs. Written agreement would state public river access to the Yellowstone River would be guaranteed in perpetuity. Mike Inman, planning, said keeping the access point as-is, open to the public in its current state of use in perpetuity solidifies what Gardiner residents have said they want through public comment garnered during the Gardiner Gateway Project planning phase. The National Park Service has agreed to allow private individuals to access the river access site through parkland.

Commissioner Malone moved to go forward with the application provided Mr. Wenk's letter guarantees full, non-motorized access by commercial and non-commercial entities. Commissioner Tinsley seconded the motion. Motion passed.

Discussion/Decision on Transportation Investment Generating Economic Recovery (TIGER) Planning Grant Application Submittal: Commissioner Malone moved to allow Nittany Grantworks to move forward with the TIGER planning grant. Commissioner Tinsley seconded the motion. Motion passed.

Public Hearings/Ordinances/Resolutions

Signing of Resolution to Hold a Primary Election for the 2014 General Election: Commissioner Malone moved to allow the Clerk and Recorder to move forward with conducting a primary election and sign the resolution when it is completed. Commissioner Tinsley 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:

- Memos re. Fire Council meeting notes
- Memo re. March Fair Board meeting agenda
- Memo re. timesheets and mileage sheets
- Memo re. March 20 Solid Waste Board meeting agenda
- Memo re. March Library Board meeting agenda
- Memo re. Yellowstone Gateway Museum roof project billing

Commissioner Malone provided Commissioner Tinsley with a list of proposed job description updating procedures.

Review of Minutes for Week of March 10, 2014: Commissioner Malone requested a revision to Page 1 of 10, a sentence should read, “Citizen Bill Moser said he does not think presenters in public meetings have mentioned East River Road or Old Yellowstone Trail in the Highway 89 corridor.”

Commissioner Malone moved to approve the minutes as amended. Commissioner Tinsley seconded the motion. Motion passed.

Adjournment: 11:03 a.m.

Park County Board/Committee Meetings

6:30 p.m. – Park County Fair Board Meeting – Fairgrounds Office, Livingston

March 19, 2014

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

@9:01 a.m., the meeting opened in the Commission Chambers.

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

Correspondence included:

- Memo re. Main Boulder Road project funds transfer agreement
- Memo re. Gardiner open container request
- Memo re. Sheep Mountain Repeater Site test

- Memo re. Airport Board meeting minutes
- Memo re. Mission Field Airport Grant programming
- Memo re. bison slaughter waste on OYT South
- Memo re. Chicks and Chaps function
- Memo re. 5th Annual Winter Weed Summit
- Memo re. EQC Support request

Commissioner Tinsley said he viewed Falls Creek Road with the undersheriff on March 18, which is in poor condition. The public works director and road foreman were notified.

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

Department Head Meeting

@ 9:33 a.m., the meeting opened in the Assessor's Office.

Attendance: Commissioners Durgan, Malone, Tinsley; Martha Miller, auditor; Lani Hartung, finance; Paul Shea, museum; Raea Morris, administrative assistant; Mike Inman, planning; Kelly Johnson, maintenance; Suzanne Brown, public health; June Little, clerk of court; Craig Caes, environmental health; Clay Williams, Weed; Mary Anne Keyes, MSU Extension; Parks Frady, public works; Denise Nelson, clerk and recorder; John Mueller, minutes clerk

Office Copier Purchases/Leases: The GIS/IT manager is now administering purchase or lease agreements for new department photocopy machines. Department heads are to consult Erica Hoffman to discuss copier agreements prior to making a decision.

Vehicle/Equipment Disposal: Commissioner Malone asked for department heads to provide the Commission with a recommendation for disposal of unneeded equipment.

Grants Filed in Clerk and Recorder's Office: Department heads are responsible for putting grant paperwork into a labeled folder with instructions to keep on file in the Clerk and Recorder's Office.

Shane Center Parking Lot: Malone said the county does not own or maintain the Shane Center parking lot. Employees park at their own risk.

Employee ID Cards: Denise Nelson said county employees can receive government discount rates at various vendors with a valid county identification card.

Report from Finance Department: The finance director said department heads continue to not follow the county's purchasing policy. The annual fiscal year budgeting process will be the same as previous years. Department heads are to fill out a budget worksheet.

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

@10:26 a.m., the meeting adjourned.

10:30 a.m. – Claims Review

Discussion of County Safety Analysis with MACo Loss Control

@11:00 a.m., the meeting opened in the Commission Chambers.

Attendance: Commissioners Durgan, Malone, Tinsley; Safety Committee Members Martha Miller, Kelly Johnson, Clay Williams, John Mueller, MJ Bothman, Dan Gutebier, Tom Totland, Warren Newhouse II, Jill Ouellette; Holly Chappell, Taylor-Leavitt; Emelia McEwen, MACo.

The Commission and county Safety Committee members participated in an interactive annual safety program audit facilitated by Emelia McEwen of MACo.

@12:06 p.m., the meeting adjourned.

Selection of Bids for Park County Fairgrounds Sewer Project

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

Attendance: Commissioners Durgan and Tinsley; Kim Knutson, fair; Val Bainter, Bainter Construction; Caleb Minnick, CTA Engineering; Kevin Feldman, CTA Engineering (via telephone); John Mueller, minutes clerk

Kevin Feldman, CTA Engineering, said several bids included minor irregularities. CTA recommends the Commission award the bid to the lowest responsive bidder, Mungus Company, Inc, Phillipsburg, Montana, with a bid of \$192,851. Feldman said his experiences working with Mungus on projects in the past have been favorable.

Commissioner Durgan moved Park County accept the recommendation from its consulting firm, CTA, and accept the bid from Mungus Company Incorporated of Philipsburg, Montana, for the Park County Fairgrounds Sewer Project at the price of \$192,851. Commissioner Tinsley seconded the motion. Motion passed.

Feldman said Mungus has mentioned a construction start date of April 4, 2014.

@1:39 p.m., the meeting adjourned.

Park County Board/Committee Meetings

6:00 p.m. – Gardiner Gateway Project Open House – Gardiner Community Center

March 20, 2014

Opening of Meeting: 9:04 a.m.; Commission Chambers

Attendance: Commissioners Durgan, Malone and Tinsley; Parks Frady, public works; Raea Morris, administrative assistant; Kristen Galbraith, Nittany Grantworks; John Mueller, minutes clerk

Department Updates

Parks Frady, public works, provided a written report of activities performed in his department.

Commissioner Tinsley said Sime Construction plans to pave Main and E Streets next week as part of the Freshman Creek Restoration Project. Millings may be available to the county.

CONSENT ITEMS

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

Correspondence included:

- Memo re. Mount Contact Repeater Frequency
- Memo re. MACo HCT final July 2014 renewal rates
- Memo re. notice of Treasure State Endowment Grant Award
- Memo re. Montana Correctional Enterprise statement of outstanding balance
- Memo re. City-County Meeting agenda items
- Memo re. Safety Committee chair thank you

The Commission reported on a March 19 public open house in Gardiner for the Gardiner Gateway Project.

Adjournment: 10:10 a.m.

Park County Board/Committee Meetings

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

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

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

March 21, 2014

No Commission Meetings Scheduled

Clint Tinsley
Chairman, Park County Commission
Park County, Montana

Denise Nelson
Clerk & Recorder
Park County, Montana