

Park County Commission Meeting Minutes
Week of March 24 – 28, 2014
Park County, Montana

March 24, 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, Malone and Tinsley; Raea Morris, administrative assistant; John Mueller, minutes clerk

Correspondence for March 20 included:

- Memo re. Falls Creek Road repair estimate
- Memo re. Library News
- Memo re. Park County projects letters of support
- Memo re. City-County Meeting agenda

Correspondence for March 21 included:

- Memo re. Whispering Pines Lane road issue
- Memo re. 911 and Park Service reimbursement agreement
- Memo re. weekly Fleshman Creek Project update
- Memo re. MT Fish and Wildlife Conservation Trust Proposal letter
- Memo re. Airport Board meeting agenda
- Memo re. Planning and Development Board meeting schedule

Commissioner Malone said the road department finally fixed Emigrant Bench Road after seven or 10 days.

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

Signing of the Funds Transfer Agreement for the Main Boulder River Road Improvements Project

@9:35 a.m., the meeting opened in the Commission Chambers.

Commissioner Durgan said he would like to see what work was completed on the project and the final dollar figure being requested of Park County. Commissioner Malone said the agreement was made over a year ago and the Commission should not balk now.

Commissioner Malone moved to sign the funds transfer agreement and forward the funds to Western Federal Lands. Commissioner Durgan seconded the motion. Motion passed.

@9:39 a.m., the meeting adjourned.

Human Resource Department Updates

@10:03 a.m., the meeting opened in the Commission Chambers.

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

Jill Ouellette, HR, provided information on contractor requirements to receive federal funds and an exit interview for an outgoing Angel Line driver. Ouellette said a planning technician job description does not contain a pay scale. There was discussion about which employees should write employee job descriptions. Ouellette provided a performance evaluation with requested wage increase for a clerk in the Clerk and Recorder's Office who completed a six-month probationary period.

Ouellette reviewed her work efforts the previous week. She will begin posting for a permanent seasonal weed sprayer, as well as two, seasonal temporary road workers. She continues to work on a PCSO union contract, a non-exempt status of the fairgrounds manager, will focus on ensuring current job descriptions exist in each employee file with assistance from department heads, and will work on exempt vs. non-exempt question for the Weed/Junk Vehicle Coordinator. Health insurance plans, Cost of Living Adjustment rates and a Compensation Board decision will be before the Commission in the upcoming months. She said she will not be able to manage adjusting all pay increases only at the start of the fiscal year given workload time constraints. Commissioner Malone said employee wage increases, when requested, should be included in proposed department fiscal year budgets.

@10:25 a.m., the meeting adjourned.

March 25, 2014

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

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

Update on Current County Projects

Fleshman Creek Project: Kristen Galbraith, Nittany Grantworks, said the project is 80 percent complete. Citizen John Adams said the edges of the creek near his property are sloughing off. He said Citizen Gary Barnhart would like a letter stating whether repair work to address that issue will be done.

Gardiner Gateway Project: Parks Frady, public works, said project planning continues.

Bicycle/Pedestrian Trail Extension: No report

Gardiner Sidewalk Extension Project: Permanent and temporary landowner construction easements are prepared.

Bicycle Trail Extension Resurfacing: Resurfacing may be completed by late May.

Museum Roof Restoration Project: Materials are onsite.

Boulder River Road: Commissioner Malone said it may be good to have another meeting with the Sweet Grass County commissioners to discuss project particulars.

Fairgrounds Sewer Project: No report

Rock Creek Road: No report

TSEP County Bridge Improvement Project: Frady said Montana FWP likely will not permit installation of the Rock Creek Road North crossing this spring due to anticipated snow melt. The county will ask TSEP to move implementation back to this fall.

Malone said he viewed a culvert at John Adams' property. Rock needs to be placed there in the least, or it will wash out.

ACTION ITEMS

Signing of an Open Container Permit for Gardiner Arch Park and Yellowstone Association: Commissioner Malone moved to approve the open container permit for the Yellowstone Association to have open containers in Arch Park for Thursday, May 22. Commissioner Tinsley seconded the motion. Motion passed.

Signing of the Fairgrounds Sewer Project Contract and Notice of Award: Commissioner Malone moved to sign the notice of award with Mungus Company, Inc, for the Park County Fairgrounds Sanitary Sewer Extension Project. Commissioner Tinsley seconded the motion. Motion passed. Commissioner Malone moved to sign the contract with Mungus Company. Commissioner Tinsley seconded the motion. Motion passed.

Discussion/Decision on Maintenance, and Replacement of Culvert on Intersection of Rock Creek Road in Clyde Park in Front of School to Hwy 89: Commissioner Tinsley said the Rock Creek Road Project terminates before the worst intersection in Park County, and the mayor of Clyde Park questioned who owns the roads in that intersection. The civil deputy county attorney said any sections of road in an incorporated city are the responsibility of that city. The county is responsible for all bridges and culverts in Park County.

Commissioner Malone moved to direct the county attorney's office to provide the Commission with legal documents on its responsibilities. 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:

- Memos re. MACo 2014 achievement awards deadline extension
- Memo re. Chicory Road RID meeting request
- Memo re. YGM intern program meeting request
- Memo re. LEPC quarterly schedule
- Memo re. County Attorney Office request for janitorial services
- Memo re. March 27 Business Improvement District Meet and Greet Social

Commissioner Tinsley reported on a March 24 meeting discussing moving Dispatch 911 to a permanent location.

Commissioner Malone said he thinks the Commission should direct the finance department to begin using BN Trust interest monies to pay on some CIP projects as previously agreed to by the Commission.

Review of Minutes for Week of March 17, 2014: Commissioner Malone requested a revision to Page 5 of 10, noting the sheriff's office will purchase two Ford Interceptor SUVs. Commissioner Malone moved to accept the minutes as amended. Commissioner Tinsley seconded the motion. Motion passed.

Adjournment: 10:04 a.m.

Discussion/Decision on City-County Joint Airport Snow Removal Equipment Project; Signing of the Grant Application with the FAA

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

Attendance: Commissioners Durgan, Malone and Tinsley; Raea Morris, administrative assistant; Shannan Piccolo, civil deputy county attorney; Kerry LaDuke, Jerri Miller, airport board; John Mueller, minutes clerk

Commissioner Durgan moved to sign the grant application to purchase snow removal equipment for the City-County Airport. Commissioner Malone seconded the motion. In discussion, Durgan said the equipment is a bidirectional tractor with a loader and plow. Grant funds include a building to house the equipment per FAA requirement. LaDuke said the high end estimate for the equipment and shelter is \$348,000. Motion passed.

@1:52 p.m., the meeting adjourned.

Park County Board/Committee Meetings

12:00 p.m. – City-County Joint Airport Board Meeting – Mission Field Office, Livingston – Commissioner Durgan attended

5:30 p.m. – Yellowstone Gateway Museum Board – Yellowstone Gateway Museum – Canceled

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

March 26, 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 Durgan and Malone; Raea Morris, administrative assistant

Correspondence included:

- Memo re. IT broadband discussion
- Memo re. MSU Extension ED infrastructure discover session
- Memo re. 2014 MACo spring district meetings
- Memo re. DRAFT March Solid Waste Board minutes
- Memo re. refuse fee policy and schedule of charges
- Memo re. airport SNE New Holland tractor

Commissioner Durgan said he advised the airport manager to install appropriate safety equipment at the airport, such as First Aid kits. An ADA ramp is scheduled to be installed before July 1.

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

10:00 a.m. – Western Montana Mental Health, Butte – Commissioner Tinsley attended

March 27, 2014

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

Attendance: Commissioners Durgan, Malone and Tinsley; Parks Frady, public works; Raea Morris, administrative assistant; Shannan Piccolo, civil deputy county attorney; Kristen Galbraith, Nittany Grantworks; Kelly Johnson, maintenance; Jill Ouellette, HR; Paul Shea, YGM; Mary Anne Keyes, Tracy Mosley, Katie Weaver, Steve Siegelin, MSU Extension; Martha Miller, auditor; Mike Inman, planning; Greg Coleman, DES; Joe Regula, YNP; Natalie Storey, Livingston Enterprise; Mark Gangstead, citizen; John Mueller, minutes clerk

Department Updates

Mary Anne Keyes, Tracy Mosley and Katie Weaver provided updates of MSU Extension activities and programs. The Commission said they are willing to pay registration fees for county advisory board member training.

Greg Coleman, DES/county fire, provided an update of activities in his departments.

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

ACTION ITEMS

Reconsideration of Moving Forward with Montana Fish Wildlife Conservation Trust Plan for Lower Portion of the Confluence Park: Mike Inman, planning, said the plan grant would fund purchase of a 1.2-acre parcel at the confluence of the Gardner and Yellowstone Rivers, currently owned by the Gardiner Water and Sewer District. The Commission approved seeking the grant the previous week provided Yellowstone National Park (YNP) provide a letter guaranteeing unrestricted public and commercial non-motorized access through the park to the parcel in question. YNP Superintendent Dan Wenk provided a letter, which states YNP would allow unlimited walking access by private users and continued permitted use by commercial users through the established permitting process. YNP allows no commercial ventures in the park without going through the established permit process. Inman said Park County, similarly, does not permit unrestricted public or commercial access on any of the 63 parcels it owns.

Commissioner Durgan moved to accept the recommendation in the letter from Superintendent Wenk regarding commercial access. Commissioner Malone seconded the motion. In discussion, Malone said his concern is spending county government resources on something that will have limited access. He said he does not see a crisis need to sell the property, and Ron Shorter (Gardiner Water and Sewer District) told him the district

would not sell the parcel to anyone who would not maintain its current use. Malone asked what the county is doing with the Pirelli property (Yellowstone River frontage) near the sewer containment ponds, which the county owns. Joe Regula, YNP, said the park service does not restrict access to a specified number of commercial ventures. Permit costs are based on revenue. All permitting efforts will be administered by YNP. Kristen Galbraith, Nittany Grantworks, said grant funds will pay for interpretive signage defining use parameters of the parcel in question on both county and federal properties. Trust guidelines state the parcel would remain for use as public access in perpetuity. Inman said Park County would use the trust grant funds to purchase the parcel, which consequently would reimburse the water and sewer district for its initial purchase payment of the parcel, which was purchased to maintain the benefit of public access use. Motion passed. Commissioner Malone voted in opposition to the motion.

Malone said he opposes the motion because he thinks it was brought up previously the Commission felt since the Gardiner Water and Sewer District is owned and governed by the people of Gardiner, (the parcel) is best handled by the district instead of Park County, as well as the fact the park could restrict access.

Signing of the Yellowstone National Park and Park County 911 Services Reimbursement Agreement: Commissioner Tinsley said the agreement agreed to on January 3, 2011, is to upgrade and enhance the 911 phone system. Amount due is \$70,000. Effective till March 31, 2015.

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

Discussion/Decision of Museum Intern Program: Paul Shea, museum director, said a private donor has guaranteed \$100,000 will be available for the proposed intern program by this summer. Currently \$33,000 has been raised. The internship will be a part time, seasonal position paid at \$11.00 per hour for 11 weeks for total of \$5,571.32 to be reimbursed to Park County by the Friends of the Museum.

Commissioner Malone moved to allow Shea to move forward with the intern project as described. Commissioner Durgan seconded the motion. Motion passed.

The meeting recessed until 1:30 p.m.

Walkthrough Tour of Fleshman Creek Restoration Project, 2nd and Main Streets

@10:30 a.m., the Commission attended a tour of the Fleshman Creek Restoration Project with personnel from Montana Fish, Wildlife and Parks; Montana Department of Natural Resources; Sime Construction and Environmental Resources Management.

CONSENT ITEMS

Public Comment Period, Signing of Administrative Documents/Claims and Review of Daily Correspondence/Agenda – Meeting not reopened

Adjournment: 10:21 a.m.

March 28, 2014

No Commission Meetings Scheduled

Clint Tinsley
Chairman, Park County Commission
Park County, Montana

Denise Nelson
Clerk & Recorder
Park County, Montana