

Park County Commission Meeting Minutes
Week of March 31 – April 4, 2014
Park County, Montana

March 31, 2014

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

@9:03 a.m., the meeting opened in the Commission Chambers.

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

Correspondence for March 26 included:

- Memo re. TSEP grant program meeting request
- Memo re. April Parks and Recreation Board meeting agenda
- Memo re. Preliminary Damage Assessment information
- Memo re. County Fire Command vehicle maintenance
- Memo re. City-County Building Stucco work
- Memo re. Whispering Pines Lane condition
- Memo re. Great West Engineering certification of liability insurance
- Memo re. county auditor Sheriff Office audit of books
- Memo re. DEQ Permit Transfer Notification Search and Rescue
- Memo re. Area IV Agency on Aging Contractors Program and Budget Proposal and Presentation agenda
- Memo re. Fairgrounds Sewer Project W-9
- Memo re. Fair Board seat opening re-advertisement
- Memo re. city/county airport payments

Correspondence for March 27 included:

- Memo re. upcoming grant meeting scheduled
- Memo re. CIT Training – mental health
- Memo re. Business Workshop : The Lawyer is in

Correspondence for March 28 included:

- Memo re. State of Montana FY2013 Audit Report response
- Memo re. Fleshman Creek Project update
- Memo re. museum roof issue

Commissioner Malone said he viewed bison roaming in the Gardiner area on March 28.

Commissioner Tinsley reported on a road viewing fieldtrip taken on March 28 with the public works director.

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

Signing of Letter of Support for MSU Extension and Prospera Business Network for Application to Park County Economic Development Marketing Style Guide and Website Development Project Grant

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

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

Commissioner Malone said the MSU Extension Economic Development Agent requested the Commission support creation of an ED website at no cost to Park County.

Commissioner Malone moved to sign the letter. Commission Tinsley seconded the motion. Motion passed.

@9:31 a.m., the meeting adjourned.

Human Resource Department Updates

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

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

Jill Ouellette, HR, said she continues to distribute revised employee handbooks to employees for signature and has just two employees remaining. Ouellette provided review of work addressed in the previous week: summer temporary road positions were posted; a seasonal weed position is open; the Commission was provided with updated employee job descriptions with new pay scales for signature; a CDL license issue with a county driver was addressed as a result of an annual MVR drug-testing program check; a biennial DOT report was researched and mailed; a PERS issue will come up in the near future with a new Angel Line driver who started work on March 28; the county union negotiator was contacted for PCSO negotiations; a change of status form for a PCSO deputy with a longevity pay anniversary was provided; a change of status form for an employee resigning from a permanent weed sprayer position was provided; final MACo insurance rate increases were provided at 3-percent increase to medical, 5.8-percent increase to dental and 0-percent increase to vision.

Ouellette said Commissioners Durgan and Malone signed off on a revised planning technician job description the previous week with the pay scale as listed. The pay scale

was missing from the draft submitted by the planning director. Commissioner Tinsley said he has issue with putting a pay scale on a job description and not a pay grade, because pay scales change. Tinsley said he was fine with the pay scale on the job description as listed. Ouellette said pay scales are included on job descriptions because the same document is sent to Job Service when a position is posted for hire. Ouellette said she will print off and sign a copy of the job description and put it in Inman's mailbox by noon today. The job description is to be reviewed and signed by the department head and employee in question and returned to the HR Department for submittal to and signature by the Commission in the next weekly HR Department Update meeting.

@10:16 a.m., the meeting adjourned.

Voided Checks:

Claims #: 79878; 79887; 79964

April 1, 2014

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

Attendance: Commissioners Malone and Tinsley; Raea Morris, administrative assistant; Scott Hamilton, PCSO; Peggy Glass, 911; Barbary Woodbury, environmental health; Mike Inman, planning; Parks Frady, public works; Kevin Feldman, CTA; Kristen Galbraith, Nittany Grantworks; Mike Adams, fair board; Dann Babcox, Robert Withers, PCRFD#1; Gary Barnhart, John Adams, citizens

Public Comment

Dann Babcox, PCRFD#1, introduced Robert Withers as Rural One's new deputy chief of operations and maintenance.

Kristen Galbraith, Nittany Grantworks, said a Notice of Intent (NOI) will be sent off for a DES grant providing funds for Sheep Mountain and other area radio towers.

Undersheriff Scott Hamilton said he would like to push for a tower in Wilsall. The Commission said Nittany could include recommended work just discussed in the NOI.

Update on Current County Projects

Fleshman Creek Project: Galbraith said the next FEMA reimbursement will be submitted on Friday. FEMA and state and nonprofit funders are making reimbursements to Park County. Project quarterly reports were submitted the previous day. Kevin Feldman, CTA Engineering, said a project walkthrough went well. Stream restoration work will be completed this week. Steam as-built plans are completed. Contractor punch-list items will be completed by next week. Parks Frady, public works, said paving of project roadways will commence weather-dependent. Feldman said 60 yards of pit-run gravel

will be placed for bank stabilization near Citizen Gary Barnhart's property this week. Citizen John Adams asked to have his survey pin replaced on his property.

Gardiner Gateway Project: Frady said weekly coordination and construction planning meetings continue. Two interpretive committee meetings have been held and went well.

Bicycle/Pedestrian Trail Extension: No report

Gardiner Sidewalk Extension Project: No report

Bicycle Trail Extension Resurfacing: No report

Museum Roof Restoration Project: Materials are onsite.

Galbraith said the county finance department can begin requesting reimbursements for CTEP grant projects.

Boulder River Road: A meeting is scheduled with the Sweet Grass County commissioners for April 2.

Fairgrounds Sewer Project: A preconstruction walkthrough was conducted with the contractor the previous week. April 7 will be the effective notice to proceed date. The county finance department can begin requesting reimbursements from Montana DNRC for the project.

Rock Creek Road: No report

TSEP County Bridge Improvement Project: No report

Barbary Woodbury, environmental health, said she has her new department vehicle. Commissioner Malone will consider whether her old red truck can go to the fairgrounds.

ACTION ITEMS

Discussion/Decision of Work Change Directive #2 for Fleshman Creek Project: Feldman the change directive includes: additional curb and gutter of 150 feet was needed near East Side school, relocation of existing utilities below the box culvert at Geyser Street, minor regarding and adding three-inches of gravel to the St. Mary's parking lot used by Sime for equipment staging (county to provide finish gravel), and approximately 50 yards of additional bank stabilization materials of Reach 10. Total cost of Work Change Directive #2 is \$60,220 with no additional time for contractor work.

Commissioner Malone moved to approve Work Change Directive #2 for the Fleshman Creek Project. Commission Tinsley seconded the motion. Motion passed.

Signing of Notice to Proceed for Park County Fairgrounds Sewer Extension Project:
Mungus Company requested April 7 as the notice to proceed date. Substantial completion date is May 22, 2014.

Commissioner Malone moved to sign the notice to proceed for the Park County Fairgrounds Sewer Project. Commission Tinsley seconded the motion. Motion passed.

Discussion/Decision on Submittal of 2014 TSEP Construction Grant Application for Old Yellowstone Trail South Bridge over Rock Creek: Frady said funding, if received, would be available next year. Commissioner Malone moved to not pursue the 2014 TSEP Construction Grant Application for the Old Yellowstone Trail South Bridge over Rock Creek. Commission Tinsley seconded the motion. Motion passed.

Awarding of Sheriff's Office Vehicle Bids

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

Attendance: Commissioners Durgan (via telephone), Malone and Tinsley; Scott Hamilton, PCSO; Shannan Piccolo, civil deputy county attorney; Raea Morris, administrative assistant

Undersheriff Hamilton said bids submitted for the pickup truck were not to PCSO specifications. The meeting was recessed until 1:30 p.m. Commissioner Malone said he does not think the bidder followed the bidding criteria and suggests rejecting all bids and rebidding the vehicles. Commissioner Tinsley said he agrees to approve the two cars as bid and to reject the pickup truck bid until PCSO researches options it needs.

Commissioner Malone moved to reject the bids due to irregularities in the bid. Motion died due to lack of a second.

Commissioner Durgan moved to accept the two Ford Interceptors at the bid given, and the county reject the bid on the pickup truck. Commissioner Tinsley seconded the motion. Motion passed. Commissioner Malone voted in opposition to the motion.

Hamilton said PCSO bid the manner in which it was directed by the Commission in order to be transparent. If the Commission would like the bidding done in a different manner, then PCSO needs to be informed of such.

CONSENT ITEMS

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

Correspondence included:

- Memos re. Costco table purchase invoice
- Memo re. commissioner March mileage logs

- Memo re. Mission Field engineering fee approval
- Memo re. Fair Board requested information
- Memo re. Fair Board interview recommendation
- Memo re. Fair Board member selection
- Memo re. Fair Board member selection
- Memo re. firefighting equipment

Commissioner Tinsley said he would like to hold a meeting with the civil deputy county attorney present to discuss the interview process used and recommendations made in filling a vacant Fair Board seat. Commissioner Malone said he thinks advisory board members should be appointed by the Commission in order to appoint people of like philosophies to boards because commissioners run for office with ideas to make changes.

Review of Minutes for Week of March 24, 2014:

Commissioner Malone moved to accept the minutes as written. Commissioner Tinsley seconded the motion. Motion passed.

Park County Board Updates/Recommendations

Discussion/Decision on Accepting 2014 Solid Waste Fee Policy and Schedule as Recommended by the Solid Waste Board: Commissioner Durgan attended via telephone. Commissioner Tinsley said he has no issues with the proposed fee schedule. Commissioners Durgan and Malone provided suggested revisions. A public hearing will be scheduled to adopt the final resolution once drafted by county legal counsel.

Commissioner Malone moved to approve the draft fee schedule as amended. Commissioner Durgan seconded the motion. Motion passed.

Park County Board/Committee Meetings

11:00 a.m. – Park County Infrastructure Discovery Session, MSU Extension Office, Livingston – Commissioner Malone attended

Adjournment: 1:20 p.m.

April 2, 2014

Discussion of Main Boulder and Federal Lands Access Program Funding with Sweet Grass County Commissioners via Conference Call

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

Attendance: Commissioners Malone and Tinsley; Sweet Grass County Commissioners; Laura Nelson, Montana Pioneer (via telephone); Raea Morris, administrative assistant; Parks Frady, public works

Sweet Grass County Commissioner Susie Mossness said Sweet Grass County sent in its share of funds for the Main Boulder Road Improvement Project and have a contact person's information.

@9:10 a.m., the meeting adjourned.

City/County Meeting

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

Attendance: Commissioners Durgan (via telephone), Malone and Tinsley; City Commissioners Bennett, Freidman, Hogle, Stern; Ed Meece, city manager; Raea Morris, administrative assistant; Erica Hoffman, GIS/IT; Peggy Glass, 911; Nancy Kessler, Amy Stevens, library

Discussion/Decision on Broadband Issues: A meeting has been scheduled on the topic for April 7.

Library Funding: The city commission accepted its CIP plan the previous night, which addressed payment to the library, including providing an additional mill. The county will pay 0.7 mills for FYs '15 through '17.

Dispatch 911: Peggy Glass, Dispatch 911, said it may cost \$70,000 to move Dispatch 911 from its current location, due to IT wiring needs, but returning to Dispatch's previous location would cost \$8,000. Dispatch plans to move to a permanent location in January 2015. It was decided 911 will move to a better location than current if the permanent location date moves further out.

Other: Commissioner Malone said he would like to discuss airport funding as jointly paid into by the city and county. He said the city has not paid funds into the airport since 2006. Commissioner Tinsley said he would like to sit on a committee of city and county commissioners outside of a quorum to discuss all shared budget and City-County Compact-type items to facilitate shared knowledge within the two governments.

Tinsley said he would like to invite the mayor of Shelby and Toole County Commissioners to speak to the city and county commissions about the positive working relationship between Sidney and Toole County.

@10:42 a.m., the meeting adjourned.

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

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

Attendance: Commissioners Malone and Tinsley; Raea Morris, administrative assistant

Correspondence included:

- Memo re. county advisory board training
- Memo re. MDT yearly certification of road mileage
- Memo re. PO scans inquiry
- Memo re. Park County Fair use of sale barn for Chicks ‘n Chaps
- Memo re. Search and Rescue building notice of claim
- Memo re. Beartooth Highway National Register of Historic Places nomination
- Memo re. Department of Interior clarification of Confluence Park Yellowstone River access
- Memo re. Mount Contact repeater frequency

Commissioner Malone said he questions the need for the sheriff’s office to purchase three new vehicles each year.

@10:56 a.m., the meeting adjourned.

11:30 a.m. – Claims Review – Commission Chambers

1:00 p.m. – Meeting to Discuss Gardiner Resort Tax – City-County Building –
Commissioner Tinsley attended

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

April 3, 2014

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

Attendance: Commissioners Malone and Tinsley; Greg Coleman, DES; Parks Frady, public works; Raea Morris, administrative assistant; Erica Hoffman, GIS/IT; Peter Fox, planning board; Kristen Galbraith, Nittany Grantworks; John Mueller, minutes clerk

Department Updates

Greg Coleman, DES, provided a review of recent activities, including a flood damage assessment completed with FEMA personnel.

Parks Frady, public works, provided a written report of activities performed in his department. There was discussion about scheduling a demonstration by a software firm for a public works department database that will track roads, costs and FEMA estimates. A total cost including set up and training may be \$25,000. Frady said he would like to consider purchasing the software by the upcoming fiscal year. In time, the software could enable daily tracking of road grader work completed and accept citizen maintenance requests. Erica Hoffman, GIS/IT, said the county has the ability to set-up

the database due to ongoing county computer system and server upgrades. Hoffman said IT could implement a server-client base system by September. Commissioners Malone and Tinsley said they are favorable to having the software for the efficiency and data benefits it would provide.

ACTION ITEMS

Review and Approval of Park County Planning and Development Board Bylaws: Amendments include changing monthly meeting start times. Commissioner Malone moved to accept the recommendation from the planning board to change the bylaws. Commissioner Tinsley seconded the motion. Motion passed.

Discussion/Decision on Yellowstone Gateway Museum Roof Project Change Order #1: Parks Frady, public works, said ACE Roofing requested the change order after wood shingles were discovered on the museum building roof. ACE proposes charging the county for 4,500 square feet instead of its original quote of 5,000 square feet. The change order would increase the project cost by \$2.50 per square feet for a total increase of \$1,125 to be paid with Park County funds.

Commissioner Malone moved to sign Change Order #1 for the Yellowstone Gateway Museum Roof Project per recommendation of the public works director. Commissioner Tinsley seconded the motion. Motion passed.

Discussion/Decision on Yearly County Road Mileage Certification: Montana Department of Transportation (MDT) Fuel Tax allocations are determined each year by assessing the miles of county roads as defined by MDT as “any road exclusive of the national Highway and Primary Systems within the county boundary and outside any incorporated city limits that meet the criteria of ‘open to public travel’”. Frady said the county had 983.88 miles of public roads the previous year. MDT determined the county has 983.745 miles this year. Fuel tax funds sent to Park County on June 2013 were \$108,429.

Commissioner Malone moved to sign the yearly certification for road mileage. Commissioner Tinsley seconded the motion. Motion passed.

CONSENT ITEMS

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

Correspondence included:

- Memo re. employee payroll
- Memo re. Nittany Grantworks invoices
- Memo re. Sweet Grass County Main Boulder Road project contact information
- Memo re. April 8 Board of Health meeting agenda

- Memo re. MACo claim deductible invoice
- Memo re. Fleshman Creek Project floodplain permit letter of approval

Commissioner Tinsley reported on a Gardiner Resort Tax informational meeting held on April 2.

Adjournment: 10:16 a.m.

Park County Board/Committee Meetings

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

April 4, 2014

No Commission Meetings Scheduled

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

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