

Park County Commission Meeting Minutes  
 Week of October 20 – October 24, 2014  
 Park County, Montana

**October 20, 2014**

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

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

*Attendance:* Commissioner Clint Tinsley, Commissioner Jim Durgan; Parks Frady, Public Works Director; Raea Morris, Administrative Assistant/Minutes Clerk

**Department Updates:**

Public Works: Parks Frady provided the commission a written report of activities in his departments.

Correspondence for October 14<sup>th</sup> included:

Barbara Ulrich O'Grady	Email - public comment for Gardiner 4th St. S meeting
Alex Sienkiewicz	Email - Willow Creek Rd.
Parks Frady	Email - Response to Alex regarding Willow Creek Rd.
Paul Grant	Email - Bridger Canyon corridor Study
MACo	Email - County attorney pay
MACo	Email - NACo endangered species
Jayne Carlson	Email - Change in taxing jurisdiction
Dan Melton	Email - Preparing boards and commission workflows for digital age
Erik Rasmussen	Email - PC EOC cable TV upgrade Complete

Correspondence for October 15<sup>th</sup> included:

Tyler Technologies	Mail - introduction letter
SHI	Drop off - Invoice for software - Miral
MACo	Email - Claim
Denise Nelson	Email - Community Room
Alex Sienkiewicz	Email - Willow Creek Road collapsing
George Bornemann	Email - Item for Commission Agenda
Joe Nye	Email - Mission field selected to undergo a risk assessment
Bert Otis	Email - Paradise Valley fire

Correspondence for October 16<sup>th</sup> included:

Karen Harrison	Email - Floodplain letter - O'Hair Ranch
Jill Ouellette	Email - JSEC meetings

Gardiner Newsletter	Email - Ad to be posted
Jerri Miller	Email - Meeting
Charles Webb	Fax - Application for Gardiner Resort Tax committee

Correspondence for October 17<sup>th</sup> included:

Kelly Johnson	Email - Complaints
Rebecca Demaree	Fax - Application with cover letter for Gardiner Resort Tax committee
Jessica Gerdes	Email - Application for Gardiner Resort Tax committee
Jerri Miller	Email - airport Documents for the meeting
Barbara Woodbury	Drop off - Floodplain letter

### **Commissioners Reports**

Commissioner Durgan spoke about the LEPC meeting he attended and mentioned the shakeout drill, regarding hazardous materials and earthquakes. There is some concern with all the hazardous waste going through town on rail, Montana Rail Link is donating an emergency response trailer and making it available to Park County for any sort of situation we may encounter in the future. There will be other trainings in the future on these sorts of emergency situations that could affect Park County that we will hear about in the future. Having quarterly meetings seem to be working much better and meeting is usually two hours with lunch to discuss all of the topics needed to get through.

### **Commissioners Road Reports:**

Nothing at this time

### **Human Resources Department Updates**

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

*Attendance:* Commissioner Durgan, Commissioner Tinsley, Jill Ouellette, Human Resource; Raea Morris, Administrative Assistant/Minutes Clerk

Jill Ouellette, HR, provided an update.

@ 9:56 a.m., the meeting adjourned.

### **Signing of the Annual Victim Witness Grant Award and Supporting Documents:**

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

*Attendance:* Commissioner Durgan, Commissioner Tinsley, Kim Lavender, Victim Witness Coordinator; Raea Morris, Administrative Assistant/Minutes Clerk

Kim Lavender, Victim Witness Coordinator; spoke to the commissioners about the annual victim witness grant award mentioning that the federal money awarded was \$25,454 with a match of \$14,016 making it a total of \$39,470, and she asked the

commissioners to sign the supporting documentation. Commissioner Durgan made the motion to sign the Victim Witness Grant Award and supporting documentation. Commissioner Tinsley seconded the motion. Motion was passed.

@ 10:40 a.m., the meeting adjourned.

### **Park County Board/Committee Meetings**

2:30 p.m. - Local Advisory Committee - Drop In Center, Livingston MT

7:00 p.m. - AAUW Candidate Forum - Community Room

### **October 21, 2014**

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

*Attendance:* Commissioner Tinsley, Commissioner Malone, Shannan Piccolo, Civil Deputy Attorney; Parks Frady, Public Works; Lani Hartung, Finance; George Bornemann, CTA; Kristen Galbraith, Nittany Grant Works; Raea Morris, Administrative Assistant/Minutes Clerk

### **Public Comment**

None

### **ACTION ITEMS**

Discussion/Decision on AV Capture and Option for Services; Signing of the Service Agreement: Raea Morris, Administrative Assistant/Minutes Clerk, gave the commissioners the service agreement in which was reviewed by Shannan Piccolo, Civil Deputy attorney. Raea Morris said AV Capture has the capability to post the agendas, meeting documents, minutes and audio all to the website for the general public to access and view. Anyone could search, look at any document, listen to a meeting or a specific agenda item if they choose to and the information will be stored for archive purposes. The legislative basic service for the commissioner's chambers only is \$199.00 month/\$2,388 yr. Other options can be added later if that capability is needed. Commissioner Malone made the motion to approve the legislative basic service agreement for AV Capture. Commissioner Tinsley seconded the motion. Motion passed.

Discussion/Review/Decision on Park County Purchase Policy Currently in place: Shannan Piccolo stated that this was scheduled to revisit and possibly modify the policy. Lani Hartung, finance showed the commissioners a list of current Park County purchases in the first quarter in which we are violating our own policy and will get another finding from our auditors Olness and Associates again if we don't change it making it easier to follow. Lani Hartung also said that the purchase policy is an internal control for the county and it is to make sure purchases aren't being made before they are approved. Currently the purchase policy states that purchases over \$5,000 require a purchase order

and anything over \$1,000 requires a competitive bid. Commissioner Malone said that he has a problem with purchases that don't have quotes attached, he feels like we should be using multiple local vendors.

Commissioner Malone made the motion to change the purchase policy to anything over \$25,000 requires a purchase order with either telephone or written quotes/notification attached to a purchase order. Commissioner Tinsley seconded the motion. Motion passed.

Review of Case Boundary Relocation to Acquire ROW for Gardiner Gateway project;  
Waiver of \$200 Review Fee for Case Boundary Relocation:

Shannan Piccolo, Civil Deputy attorney; explained to the commissioners that this boundary relocation has been being worked on by George Bornemann, CTA in conjunction with Gardiner Gateway project. There has been no word back from Mr. Case on whether or not this is acceptable but it is in line with the proposal he gave Parks Frady to work with the county. The documents were given to Mr. Case but he hasn't gotten back in touch or signed off on those documents yet. George Bornemann said that the boundary relocation was pretty much Mr. Case's idea. In the meeting George Bornemann showed the commissioners a map explaining to them where the boundaries were and what it would look like.

Commissioner Malone made the motion to allow Shannan Piccolo to move forward with the boundary relocation process and waive the \$200 review fee for the Case boundary relocation. Commissioner Tinsley seconded the motion. Motion passed.

1:30 p.m. - Discussion/Decision and Possible Signing of the Community Wildfire Protection Plan: (Meeting moved to Thursday 11:00am)

**PUBLIC HEARINGS / ORDINANCES / RESOLUTIONS:**

Signing a Resolution adopting a Policy for Selecting Board Members on a County board:  
Commissioner Malone read the resolution into the record and said it spells it out precisely eliminating any future confusion and setting a policy; Commissioner Malone made the motion to accept the policy for selection of board members on a county board. Commissioner Tinsley seconded the motion. Motion passed.

**Department Updates**

Nothing at this time

**Update on Current County Projects**

County staff provided updates of activities on the following projects:

- Gardiner Gateway Project
- Park County Pedestrian Path Extension Project - On hold until Spring 2015
- Gardiner Green Box Site Project
- Gardiner Confluence Park Project

MT Transportation Alternatives Trail Extension and Pedestrian Safety Project  
 MT FWP Recreational Trails Interpretive Signage and Trail Amenity Project  
 Hazard Mitigation Plan  
 CIP Planning Project  
 Boulder Road Project  
CTEP Projects:  
 Gardiner Sidewalk Extension - On hold until Spring 2015  
 Park County Bicycle Trail Resurfacing - On hold until Spring 2015  
 TSEP County Bridge Improvement Project

**CONSENT ITEMS**

Public Comment Period, County Departmental Updates, and Review of Daily Correspondence/Agenda:

Correspondence for October 20<sup>th</sup>:

Anne Foster	Drop off - Application for Gardiner Resort Tax Committee
Greg Coleman	Email - PC Wildfire Protection plan
Tammy Brawn	Email - library agenda
Parks Frady	Email - Mill Creek Road Surface Preservation Restoration project
Parks Frady	Drop off - Road Dept Preferred vendor
Parks Frady	Drop off - Park County Bridge inspections
Karen Houston	Email - Orientation/Commission certification
Kristen Galbraith	Email - CIP meeting
Trent Coppinger	Mail - Application for Gardiner Resort Tax committee
Richard Parks	Mail - Application for Gardiner Resort Tax committee
FWP	Mail - Notice on Decision on Proposed Wolf Rule action
Kristen Galbraith	Email - Upcoming commission Meeting needs
Jill Ouellette	Email - Meeting request
Kristen Galbraith	Email - CIP Notes and information

**Commissioner’s Updates** – Commissioner Malone went to the MSU Extension service 100 year anniversary celebration. There was great attendance and saw many colleagues from his previous position.

**Commissioner’s Road Reports** – Commissioner Malone said there was a large pot hole in Emigrant on Story Road.

Review of Minutes for the Week of October 13<sup>th</sup>, 2014:  
 Commissioner Malone moved to approve the minutes as corrected.  
 Commissioner Tinsley seconded the motion. Motion passed.

**Park County Board Updates/Recommendations**  
 Nothing at this time

**Park County Board/Committee Meetings:**

7:00 p.m. - Fair Board @ Fairgrounds Office

**Adjournment:** 10:35 a.m.

**October 22, 2014**

No Commission Meetings Scheduled

3:00 p.m. - Commissioners @ New Livingston Food Pantry Building Tour

**Park County Board/Committee Meetings:**

10:00 a.m. - Commissioner Tinsley @ Western Montana Mental Health, Butte, MT

1:00 p.m. - Commissioner Durgan @ Senior Citizens Meeting @ Senior Citizens Center, Livingston MT

1:30 p.m. - Transportation Coordination Committee - East Room

**October 23, 2014**

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

*Attendance:* Commissioner Tinsley; Commissioner Durgan; Commissioner Malone; Shannan Piccolo, County Deputy Attorney; Parks Frady, Public Works; Lani Hartung, Finance Director; Barbara Woodbury, Environmental Health; Mike Inman, Planner; Scott Hamilton, Under Sheriff; Tom Totland, Sheriff; Carol Woodley, Park County Historian; Heidi Barrett, Senior Center Director; Rick Van Aken, Senior Center board member; Roger Nack, Senior Center board member; Audrey Dodge, Emigrant Cemetery Board; Raea Morris, Admin. Asst/minutes clerk

**Public Comment**

Barbara Woodbury, Environmental Health came in on behalf of the Board of Health to ask about the process plan to replace Public Health Nurse, Suzanne Brown. The board would like to know where the commissioners are on getting that position replaced and what the process might be. Commissioner Tinsley said the commission received the job description for the position and they are reviewing it, they have discussed it with Suzanne Brown and Human Resource, Jill Ouellette. The commissioners would like to get all entities together and discuss the position and the counties position to see if the county wants to go out for applications to fill the position or find out if there is someone like Community Health Partners to do combine services as an intern position rather than hiring for a full time position. Nothing has been scheduled as of yet but it should be

coming up in the next few weeks. Barbara Woodbury said she would let the board know and if they have any ideas or concerns they can forward them to the commissioners.

## **ACTION ITEMS**

Discussion and Decision to Sign the Senior Center Memorandum of Understanding: Heidi Barrett, Senior Center Director; spoke on behalf of the Senior Center and why they come forward asking for the amount of \$34,000. The senior center has many great programs they offer, plus they added new lift chairs for the third and fourth floors for transport if the elevator goes out or if there is an emergency. The senior center is working on getting the repair work done on the elevator that was put in somewhere around the 1970's. Heidi Barrett said the senior center appreciates the counties contributions and they hope that the county will continue to be able to support the senior center in the future. Heidi said she has met with Ed Meece, City manager and he is open to the senior center applying for some funding through their CIP process which starts in December however there are no commitments from the city at this time but there is some great interest in what they will be proposing. Heidi also said she would like to welcome more funding if it is ever available to increase the \$34,000 at some point from the county. Commissioner Malone said he gets concerned when he hears rumors that Angel Line maybe being asked to be removed. He feels like that \$34,000 should be part of the funding senior center gets to keep the Angel line housed there. Commissioner Durgan stated he has heard rumor of meals on wheels being ask to leave but nothing about Angel line for that matter. There was more conversation about Angel line and it was said by Heidi Barrett that she doesn't know where the rumors come from about Angel line being asked to leave, they have never been asked to leave and that program goes hand in hand with the senior center. Commissioner Durgan made the motion to accept the Senior Center Memorandum of Understanding. Commissioner Malone seconded the motion. Motion passed.

Discussion/Decision on Hiring an Appraiser for Chico and Emigrant Cemeteries and County Paradise Valley Properties: Shannan Piccolo, Civil Deputy attorney explained that this meeting was to decide on hiring an appraiser for the Chico and Emigrant Cemeteries and County Paradise Valley Properties for determination of total value for the properties. Commissioner Malone made the motion to go forward on hiring an Appraiser for Chico and Emigrant Cemeteries and County Paradise Valley Properties. Commissioner Durgan seconded the motion. Motion passed.

11:00 a.m. - Discussion/Decision and Possible signing of the Community Wildfire Protection Plan: Greg Coleman, DES gave a brief description of what the Community Wildfire Protection plan is, how it works, and why they are working to implement the plan. Commissioner Malone said there should be something in the plan that talks about other ways of reducing rot and disease other than fire. Commissioner Durgan said he thinks that there should be something in the plan about recovery after wild fires; Greg Coleman said the plan is set for protection and reduction of fire and not for fire recovery with reseeding and such. Commissioner Durgan said he gets frustrated with the fact that fire fighters at times don't go in and get after wildfires and try knock it down rather than

sit back and watch what it's going to do. Greg Coleman said they take into consideration the safety of the firefighters whether it is debris, wind or things like that when you have firefighters on the ground trying to fight in certain areas which is why in some cases they do not go in and try fighting the fire. Commissioner Malone would entertain the motion to postpone signing the plan until the commissioners could meet up with Mr. Seacrest in regards to clarifying the contents in the plan. Commissioner Durgan seconded the motion. Motion passed.

1:00 p.m. - Introduction/ Discussion with Tyler Technologies: Doug Allen, Tyler Technologies and Joe Silverthorne, Tyler Technologies came in give an introduction and to discuss their software program that the county currently utilizes. This meeting was to thank Park County and to make sure the county was getting the support and full expectations from their product. Lani Hartung, Finance director; spoke on behalf of the work she does with the program and talked about the training she currently went to for it as well.

### **Department Updates**

Planning: Mike Inman, Planner and Shannan Piccolo, Civil Deputy; spoke in regards to a meeting they recently had with KLJ Engineering to discuss Rural Improvement Districts as a general and other counties they have worked with on RID's. There was more discussion in length and a request for a meeting on the policy and process moving forward on the Chicory Road, Rural Improvement District and the policy for Rural Improvement Districts in general.

Public Works: Parks Frady provided the commission a written report of activities in his departments.

### **PUBLIC HEARINGS / ORDINANCES / RESOLUTIONS**

Signing of a Resolution Setting By Laws for County Cemetery Board: Shannan Piccolo, Civil Deputy; stated the reason for the resolution was stemmed from a meeting some time back asking for the creation of a County cemetery board and by laws. Shannan Piccolo explained the resolution meeting dates, times and the number of members, and how the vacancies are handled. Commissioner Malone asked how many public cemeteries there are, Carol Woodley, Park County historical society; named several some being Cooke City, Chico, Emigrant, Rock Creek, and Clyde Park. Commissioner Malone stated he doesn't like the word "oversee" in the resolution, he thinks that it creates a real slippery slope and that he doesn't want to be creating a cemetery department and "oversee" is leaning toward that. Commissioner Malone said he can just see the cemetery board needing a lawn mower and then a guy to push the mower. Shannan Piccolo said the board could ask for a lawnmower and someone to push it but they don't have the authority to do it without approval from a board recommendation.

Commissioner Tinsley and Commissioner Durgan stated that they don't find a problem with the word. Commissioner Durgan; made the motion to accept the Resolution Setting the By Laws for County Cemetery Board. Commissioner Tinsley seconded the motion. Motion passed. Commissioner Malone opposed because of the word "oversee" in the resolution he feels it is too broad.

## CONSENT ITEMS

### Public Comment Period, County Departmental Updates, and Review of Daily Correspondence/Agenda

Correspondence for October 21<sup>st</sup>:

MACo	Email - Senator Testers Water of the US Letter
Kristen Galbraith	Email - 2015 Project update Meetings
Jeri Miller	Email - Airport minutes and agenda
Jessica Anderson	Email - Western Sustainability Exchange Workshop
Parks Frady	Email - Signing Resolution to adopt PC Road Standards
Kristen Galbraith	Email - meeting room
Alex Sienkiewicz	Email - News release
Miral Gamradt	Email - CIP memo to departments

Correspondence for October 22<sup>nd</sup>:

Virginia Kelly	Email - Invitation / Agenda Yellowstone Federal Land managers meeting
Greg Coleman	Email - Updated Ebola Guidance for EMS systems, law, fire and 911
Parks Frady	Email - Meeting to schedule
Parks Frady	Email - Meeting to schedule
MACo	Email - Stillwater county resolution regarding clean water act
Forest Service	Mail - letter confirmation regarding Six mile Creek tour
MACo	Email - Rosebud county response to Clean water act
Barbara Fletcher	Email - Minutes of Sept 22-26
MACo	Email - Pondera County response to clean water act
Jessie Hogg	Email - conference room for city budget CIP
Kim Knutson	Email - Minutes for Fair board Sept 2014
Kristen Galbraith	Email - CIP
Parks Frady	Email - Citizen complaint about the water fountain

### **Commissioner Reports:**

Commissioner Malone gave an update about the transportation coordination committee meeting and discussion topics. Marty spoke with the employee from Mill Creek Water that he mentioned before and he is interested in assisting the county with the Chico green box site. The commissioners and spouses have been invited to MACo insurance retreat dinner at Chico on November 13<sup>th</sup>.

Commissioner Durgan attended the senior citizens meeting and they updated him on the renovations they have going on such as the elevator, and chair lifts. Commissioner

Durgan attended the walk through with the food pantry and its going very well. Commissioner Tinsley attended a meeting at First Interstate Bank in Bozeman about the economy, housing and currently what the economy looks like. Commissioner Tinsley also attended a meeting with State Mental Health, and toured the hospital, and surrounding facilities nothing committed however they had high interests, great ideas, thoughts and cost measures. The meeting seemed very positive.

**Commissioner Road Reports:**

Nothing

**Park County Board/Committee Meetings:**

4:00 p.m. - Library Board @ Library, Bev Steveson room

**Adjournment:** 11:36 a.m.

**October 24, 2014**

**8:30 a.m. – Commissioners @ Six Mile Creek Road Tour with Forest Service (On Site) -**

The Park County Commission met with Forest Service representatives at 8:30 AM at the junction of East River Road and Six Mile Creek Road. Alex S., Lauren Oswald, Ashley Sites, the area FS biologist, In addition, Greg Coleman, Park County DES was in attendance.

Mary Erickson, Forest Supervisor, had us stop at the bridge that the FS had installed in 2014 following the first flood event. Cost was not stated. Next stop was the water damage caused by the flooding. Lots of Rip Rap and gravel was installed to protect the road.

Next stop was the trail head. MS Erickson explained the seeding that was done on the meadow. Commissioner Malone asked what species were seeded since the plants that were growing included timothy and blue grasses. Also Malone requested why no restoration work was done. FS answered the question about why it was not done. The response was that a BAER report was done by the Forest Service and harvesting was not economical and that the cost of restoration exceeded the benefits. The Commission felt that more communication was needed between the County and the Forest Service through regular meetings and especially have County representatives on future BAER studies.

The group then viewed the county road damage that occurred during the past summer caused by various rain events. Parks Frady explained to the group the amount of damage to the road and the risk that the road crew accepted in order to keep the road open to the public including those citizens visiting the National Forest.

There is concern that the road would continue to be in danger from rainfall/melting events emanating from the Six Mile Drainage.

Meeting adjourned at 11:40 AM

Clint Tinsley  
Chairman, Park County Commission  
Park County, Montana

Denise Nelson  
Clerk & Recorder  
Park County, Montana