

Park County Commission Meeting Minutes  
 Week of October 27 – October 31, 2014  
 Park County, Montana

**October 27, 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, Commissioner Marty Malone

**Department Updates:**

Nothing

Correspondence for October 23<sup>rd</sup> included:

MAColeg	Email - SRS Reauthorization Important title III
Lauren Oswald	Email - Confirmation of meeting on Friday
Sandi Glenn	Email - LAC priority list / Strategic plan
Barbara Woodbury	Email - Director of Nursing

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

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

**Commissioners Reports**

Commissioner Malone stated that the commission had a good meeting on Friday with Forest Service up at Six Mile Creek. Commissioner Malone reported some numbers on fire and harvest acres within the last 10 years. 101,000 acres has burned in Park County and 750 acres of trees have been harvested. Commissioner Durgan said that the Six Mile meeting was a good meeting; Commissioner Tinsley said that he thinks it would be nice

to have more of those kinds of meetings. The commissioners also talked about hauling refuse from Gardiner and Cooke City.

**Commissioners Road Reports:**

Nothing at this time

@ 9:25 a.m., the meeting adjourned.

**Human Resources Department Updates**

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

*Attendance:* Commissioner Tinsley, Commissioner Durgan, Commissioner Malone; Jill Ouellette, Human Resource; Barbara Woodbury, Environmental Health; Suzanne Brown, Public Health Nurse

Jill Ouellette, HR stated that she had Suzanne Brown, Public Health Nurse and Barbara Woodbury, Environmental Health in the meeting to discuss the Public Health Nurse position however she needed to get through some of her other things in order to attend a webinar at 10:00am.

Suzanne Brown asked the commissioners where they are in replacing her position when she retires. Commissioner Tinsley said the commission received the resignation and job description however he has been approached by several people curious about contracting out the position to organizations similar to CHP. The commissioners decided to have a discussion meeting to just listen and hear what people may have to say or what their thoughts or ideas are. Commissioner Tinsley also asked about a possible interim person to fill the position until the decisions are made. Suzanne Brown said if you are going to go through that process then why not just hire somebody for the position, to train someone is going to require a great amount of time, there is a lot to the position.

Commissioner Durgan said that the commissioners didn't sign off on the job description and it was a draft so the first thing the commissioners have to do is sign off on it saying it meets our approval and HR approval. Commissioner Malone said his idea is to evaluate every position when someone leaves whether they retire or quit to look at where we are at and whether it's the right thing for the public and is it the best thing for people's tax dollars. Also; while looking at what the requirements of the county and state are to provide services such as the homemaker's services, and well child clinics. Barbara Woodbury stated that it didn't work with Sweet Grass County to contract out and there is a big difference in Clinical nursing and public health nursing. Suzanne Brown said she would like to know what counties Marty Malone is speaking of because she attends a lot of the meetings with other counties and she doesn't know of any county that contracts out their public health nurse position however she would like to know if it's a smaller or bigger county or what. Commissioner Tinsley stated that he just wants to look closer at it but he seriously doesn't know the extent of what all Suzanne does and in her position, he has just been approached by a lot of people who may be interested. Barbara and Suzanne both said their concern is with a clinical office doing it they will take the money and the public health aspect of it will go to the bottom of their priority list because they don't have the public health perspective. Barbara also stated that it's nice to have a separate

public health office where people can have the confidentiality to discuss personal issues like STD's and do the follow up on the exposures. Also for the well child clinic, it's nice to have a place to go where there aren't a lot of already sick people to expose the child too for a checkup. Commissioner Durgan said it's important that we get going on this however because when Suzanne is gone there will not be someone here with a public health perspective. Suzanne mentioned that her position is a ¾ time position however with the grants it makes it full time. Commissioners agreed to schedule a meeting for next week to discuss this further and try moving forward with a decision.

Jill Ouellette, HR, provided an update.

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

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

Nothing

### **October 28, 2014**

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

*Attendance:* Commissioner Tinsley, Commissioner Malone, Commissioner Durgan; Shannan Piccolo, Civil Deputy Attorney; Denise Nelson, Clerk and Recorder; Parks Frady, Public Works; Mike Inman, Planning; Jill Ouellette, Human Resource; Caleb Minnick, CTA; Dann Babcox, Rural Fire District #1; Kerry LaDuke, Airport; Natalie Storey, Enterprise; Liz Kearney, Enterprise; Raea Morris, Administrative Assistant/Minutes Clerk

### **Public Comment**

None

### **ACTION ITEMS**

Discussion/Decision on Appointing Election Audit Committee: Denise Nelson, Clerk and Recorder stated that in the past Martha Miller, County Auditor and Lani Hartung, Finance have volunteered to be on the election audit Committee and they are willing to do it again this year but we really need one more person to help this year. Denise Nelson said according to code it can be any county resident or employee and the commissioners can just have one of her employees serve on the committee. Commissioner Durgan made the motion to allow for one of the employees in the Clerk and Records office to serve on the election audit committee with Martha Miller and Lani Hartung this year. Commissioner Malone seconded the motion. Motion passed.

Discussion/Decision on Appointing Applicants to the Gardiner Resort Tax Advisory Committee: Commissioner Tinsley counted the applications and there were a total of six applicants who applied. Commissioner Durgan stated for the record that the deadline for getting those applications in was October 20<sup>th</sup> by 4:30pm. Commissioner Tinsley asked the commissioners how they wanted to do this since there were a total of six applications and five positions to be filled on the committee. It was stated that one of the criteria's was that they had to be a Gardiner resident in the district. Commissioner Malone asked if someone had checked them to be sure they live within the district, Shannan Piccolo stated said that it was one of the questions on the application the applicants had to answer. Shannan Piccolo stated that this committee is set up to be an annual committee so they probably would only have one or two meetings in Gardiner to review the resort tax applications and make a recommendation and then next year the County would go back out for applications again. Commissioner Durgan said he hasn't really had an opportunity to review or look at the applications. Commissioner Tinsley asked if there was a deadline and does this need to be done today, Shannan Piccolo said no but it does need to be done sooner rather than later because our goal is to have the allotments done by the end of the year for next year to divvy up the money for the projects. Commissioner Malone stated that we should do what we do for other boards and have an interview committee in order to follow our policy. Commissioner Tinsley made the motion to appoint the following individuals, Mike Inman, Shannan Piccolo, and Martha Miller review the applications for selection of Gardiner Resort Tax Advisory Committee and Marty Malone being the representing commissioner. Commissioner Durgan seconded the motion. Motion passed.

Signing of the Annual Inmate Excess Medical Insurance Renewal: Jay O'Neill, Detention supervisor; explained briefly about the annual renewal Park County has done in the past with MACo and Correctional Risk Services for Inmate Excess Medical Insurance. Jay O'Neill said he thinks it's a good idea and it has helped Park County. Commissioner Malone said he also thinks it's a good idea especially if we were to have any major wreck and it's helped out other counties as well. Commissioner Malone made the motion to sign the annual Inmate Excess medical insurance renewal with CRS. Commission Durgan seconded the motion. Motion passed.

Discussion/Possible Decision regarding Results of 60 day Trial of Combined Duties in Commissioners Office: Commissioner Tinsley said that he has no issues and feels like Raea Morris has done a great job during the sixty day trial, he has been coming in on Thursday mornings to review the next week's schedule. Commissioner Tinsley said the minutes are being done timely, more timely than they ever have been before and she is doing an excellent job with the minutes. Commissioner Malone said he hasn't had a problem with it and he feels like it's worked out very well and she has proven to be efficient with doing the minutes and agenda. Commissioner Durgan said he agrees with Commissioner Tinsley and Malone but he would like to commend Raea for stepping up to the challenge, working things out and helping us to transition real smoothly with no problems at all. Commissioner Durgan said Raea has expressed how happy she is and how the transition went, she is comfortable with what she is doing. Commissioner Tinsley said from here the commission will set up

a personnel meeting for next week to discuss the evaluation and wage. Commissioner Malone made the motion to move forward with one full time employee in the commission office. Commissioner Durgan seconded the motion. Motion passed.

Discussion/Decision on Millings Stockpile Agreement with Brogan Sand and Gravel: Parks Frady, Public Works; explained to the commission that the agreement is with Brogan Sand and Gravel to stockpile the millings that will come from the MDOT Gardiner North projects that are scheduled to take place next spring. The agreement allows the county to store the millings through December 2016 in which time the county can get an extension or renegotiate the time. The millings will be used on the Gardiner Gateway project as in kind compensation through the funding agency for this project. Commissioner Malone made the motion to sign the agreement with Brogan sand and gravel to stockpile millings. Commissioner Durgan seconded the motion. Motion passed.

Signing of Right of Way Certification for Gardiner Gateway Project: Parks Frady, Public Works; explained to the commission the Right of way certification level 1 for the Gardiner Gateway project. This certification basically consummates the temporary and permanent construction easements that we have been acquiring since our depot decision at the end of May. The certification allows the project to go forward with the bid and construction award phase; it basically states that we have followed the uniform format through State and Federal regulations acquiring all of our right of ways and easements. Parks says that with the Case boundary line adjustment not being filed in the Clerk and Recorders office and the Yellowstone Association pocket park agreement hasn't been delivered to the courthouse. Parks said he would prefer not to sign the certification, but approve it as is pending those documents being filed by the Clerk and Recorder and executed by the commission. Commissioner Malone made the motion to approve the right of way certification pending the execution and filing of the YA easements and the Case boundary line adjustment. Commissioner Durgan seconded the motion. Motion passed.

Discussion/Decision on Gardiner Gateway Project Phase 1 Design Standards and Exemptions: Parks Frady, Public Works explains the document is for the Gardiner Gateway project to move forward having the right of way secured, 95% plan review and planning for contract documents that went out to bid and getting contractors on board through Western Federal lands. On the document are all the exemptions, mostly for Park Service not Park County but they are all listed with a description of each exemption and why the decision was made for each one. After some brief conversations about the project, Commissioner Malone made the motion to sign the Gardiner Gateway Project Phase 1 Design Standards and Exemptions. Commissioner Durgan seconded the motion. Motion passed.

Discussion/Decision on Rock Creek Road North Bridge Replacement Final Plans and Bid Package: Caleb Minnick, CTA gave a brief explanation in regards to the Rock Creek Road North Bridge Replacement final plans and bid package. The legal ads will be posted; a pre bid meeting will be on November 10<sup>th</sup> in the CTA office, bids will be received on November 12<sup>th</sup> by 4pm and bid opening will be the 13<sup>th</sup> at 10:00am. The

construction is slated for December. Commissioner Tinsley made the motion to go forward with the Rock Creek Road North Bridge Replacement final plans and bid package. Commissioner Durgan seconded the motion. Motion passed.

**11:00 a.m. - Signing of the Montana Aeronautics Board Grant for Mission Field Airport:**

Kerry LaDuke, Airport board member; spoke on behalf of the Montana Aeronautics Board Grant for Mission Field Airport. Kerry explained how the grant works breaking down the amount of the funds. Kerry also included that the building is complete, they still need to complete the walk through but it is built and the snow plow is here in Missoula being equipped. Commissioner Durgan said the old Osh Kosh will be able to be turned over to the county for other plans once the airport gets possession of their new plow. Commissioner Durgan made the motion to sign the Montana Aeronautics Grant for Mission Field. Commissioner Tinsley seconded the motion. Motion passed.

**PUBLIC HEARINGS / ORDINANCES / RESOLUTIONS:**

**Signing of a Resolution #1197 to Adopt Park County Transportation Standards:**

Parks Frady, Public Works explained the transportation standards to the commissioners and gave some explanation on areas of importance within the standards. Commissioner Malone made the motion to Sign the Resolution to Adopt Park County Transportation Standards. Commissioner Durgan seconded the motion. Motion passed.

**Department Updates**

Nothing

**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 24<sup>th</sup> will be read on October 30<sup>th</sup>

**Commissioner's Updates**

Commissioner Malone mentioned a meeting on November 5<sup>th</sup> at 11:00 a.m. with Steve Yelps, YNP to talk about cooperation between Yellowstone National Park and Park County with various roads in regards to Gardiner Gateway and Gardiner with any other issues.

**Commissioner's Road Reports**

Commissioner Durgan said that he had a citizen that lives up in the Shields and owns land up Willow Creek who put in a complaint about Willow Creek Rd and its current condition; it is in really bad shape. Commissioner Durgan explained that the county doesn't maintain the part of the road once it starts to fork. Commissioner Durgan said he brought this up with Parks Frady for clarification and Parks said there is a section that we do maintain that needs to be taken care of and he is aware of it but it's the Forest Service responsibility for the rest of it. Commissioner Tinsley said as long as he can remember the Forest Service part of Willow Creek Rd. has always been bad.

Review of Minutes for the Week of October 20<sup>th</sup>, 2014:

Commissioner Durgan 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:**

12:00 p.m. - Airport Board Meeting @ Mission Field

1:00 p.m. - AV Capture Install/Training in Chambers

**Adjournment:** 11:47 a.m.

**October 29, 2014**

No Commission Meetings Scheduled

**Park County Board/Committee Meetings:**

## **October 30, 2014**

**Opening of Meeting:** 9:05 a.m.; County Commission Chambers

*Attendance:* Commissioner Tinsley; Commissioner Durgan; Commissioner Malone; Shannan Piccolo, County Deputy Attorney; Parks Frady, Public Works; Mike Inman, Planner; Greg Coleman, DES; George Bornemann, CTA; Kristen Galbraith, Nittany Grantworks

### **Public Comment**

Nothing

### **ACTION ITEMS**

#### **Review and Signing of Easement Agreement between Park County and the Yellowstone Association regarding the Pocket Park for the Gardiner Gateway Project:**

George Bornemann, CTA; presented the commission with the documents and gave a brief status report. Commissioner Malone made the motion to sign the easement agreement regarding the pocket park for the Gardiner Gateway project. Commissioner Durgan seconded the motion. Motion passed.

#### **Discussion/Review/Decision – Signing of grant award agreement for 2014-2015 USDOT Hazardous Materials Emergency Preparedness (HMEP) Planning Grant:**

Kristen Galbraith, Nittany; said she got the grant award letter and this is the grant we worked on this spring. The DES department got approximately \$25,655.00 with a county match of \$6,416.25. This grant is for hazardous materials emergency preparedness planning. Greg Coleman, DES said this grant will be for the next two years and has already began with a public meeting with the hazmat folks and to hire a professional planner to come up with a plan we can use that to guide us. Commissioner Durgan made a motion to sign the grant award agreement for the 2014-2015 USDOT Hazardous Materials Emergency Preparedness (HMEP) Planning Grant. Commissioner Malone seconded the motion. Motion passed.

### **Department Updates**

DES – Greg Coleman reported that the 55 gal drum in Six Mile Creek has been taken care of through State DES, Department of Environmental Quality and Environmental Protection Agency. EPA called back and they would have it taken care of Monday. Also as far as communications the repeaters have been installed up on Myers Flat but are not active yet due to programming process still in place. Once the radios get reprogrammed then they will get everything switched over helping with all aspects of communications. With the Ebola issues he has been working with the health department and the state on just our communication of Ebola protocols involving the local

responders. Greg Coleman, said the hospital was having an exercise that was advertised in the paper and there was still room for first responders to attend to make sure we were prepared if we were to get reported Ebola in our communities.

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

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

Nothing at this time

## **CONSENT ITEMS**

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

Nothing

**Commissioner Reports:** Commissioner Durgan reported on the Airport board meeting he attended and there is a potential new tenant. There are some repairs that the board feels needs to be done before the tenant could occupy the space. Also the airport board has a draft CIP and they are asking the City to participate in the additional loan to help pay for the plow truck and building. The airport board is waiting on an answer from the city commission and Ed Meece on that but will be presenting their CIP to Miral Gamradt. The airstrip at Wilsall needs to be graded and rolled because of all the gopher holes in it, and they didn't mow this year but the cones are still visible so they see no need to mow at this time.

Commissioner Malone spoke about the clean water act, and whether the commission wants a letter or resolution to send. The commissioners agreed on a letter instead of a resolution. Commissioner Malone also spoke in regards to Economic Development and Commissioner Tinsley said he has spoke with Rob Gilmore and Mike Hedegaard both and they said they were working with Katie Weaver and would make an extra effort to work with the extension office on economic development. Commissioner Malone and Commissioner Tinsley both agreed that they would agree to pull the county funding if the cooperation isn't there. There was further discussion of having a meeting and discuss the issues. Commissioner Malone stated that he would like to see the commission go forward with the smart board presentation program like Extension has. Commissioner Tinsley said he agrees and that it was recommended to go with a higher quality white board.

**Commissioner Road Reports:**

Nothing

**Park County Board/Committee Meetings:**

Nothing

**Adjournment:** 10:15 a.m.

**October 31, 2014**

*Attendance:* Commissioner Tinsley; Commissioner Durgan; Commissioner Malone; Shannan Piccolo, County Deputy Attorney; Parks Frady, Public Works; Lori Case, CTA; George Bornemann, CTA

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

**Signing of Deeds for the Case Boundary Relocation:**

George Bornemann, CTA presented the documents to the commissioners. Commissioner Malone made the motion to sign the Deeds for the Case boundary relocation in Gardiner Montana. Commissioner Durgan seconded the motion. Motion passed.

**Adjournment:** 9:15 a.m.

**Opening of Meeting:** 9:30 a.m.; County Commission Chambers

**Signing of Realty Transfer Certificate:**

Commissioner Malone made the motion to sign a realty transfer certification for the Case property. Commissioner Durgan seconded the motion. Motion passed.

**Adjournment:** 9:31 a.m.

Voided Checks

Payroll #: 49722

Claims #: 81177, 81380,81457

Clint Tinsley  
Chairman, Park County Commission  
Park County, Montana

Denise Nelson  
Clerk & Recorder  
Park County, Montana