

COMMISSIONERS APPROVAL

FOSS 

CHILCOTT 

IMAN 

STOLTZ 

BURROWS 

Members Present.....Commissioner Suzy Foss, Commissioner Greg Chilcott, Commissioner J.R. Iman, Commissioner Ron Stoltz and Commissioner Jeff Burrows

Date.....August 21, 2012

► Minutes: Glenda Wiles

► The Board met at 8:30 a.m. for a road update with Road Administrator Eric Anderson for the following issues:

- Encroachment Permit for the Wild Mare Restaurant for street closure on Main and Market in Corvallis: Pam Kaye, owner of the Wild Mare was present stating they would like to have another fund raiser for the food banks around the area and she would like to close the street between 5p.m. and 10:00 p.m. for music and food. **Commissioner Iman made a motion to allow the street closure on September 27th for this event, noting this is not a main thorough fare and the alley way remains open. Commissioner Burrows seconded the motion and all voted "aye". (4-0)** Commissioner Chilcott was not present for this meeting.
- Bicyclists and skate boarders riding on the sidewalk in downtown Corvallis: Eric stated he received a complaint of kids riding on the sidewalks. The only way to post and enforce pedestrian traffic is with an ordinance which the Commissioners did not want to do at this time. **Board consensus was for Commissioner Foss to visit with the Corvallis School Resource Officer who might do some education with the students about safe use of the sidewalks.**
- Citizen vehicle windshield broken: While driving on Eastside Highway near Stevensville, a citizen complained of a rock or an object falling from a Road Department water truck. Eric finds no equipment missing from the truck thus no proof that any object fell from the truck to damage the citizens windshield. **The Board felt this claim is deniable to the citizen.**
- Quotes for fencing at Stevensville Pit: (gate at west entrance and ditch area at the east) for security purposes. Eric received two bids for the 6' high chain link fencing and a 24' (2 - 12' panels) farm gate installed. (Chain link bid at \$1,600; gate bids at \$650 and \$850). **The Board concurred to utilize the chain link bid and the \$650 bid for the farm gate.** Eric will check with the vendors for the type of materials used to install the gate, as the Commissioners prefer metal.

- Road Abandonment Procedures under MCA (7-4-2801 (3) for use of County Surveyor: Since the County has no contracted surveyor a contract or resolution is necessary for the Treasurer to appoint a qualified surveyor. Civil Counsel Howard Recht was present for this discussion and it was agreed he will prepare a MOU between the Treasurer and Commissioners to allow the appointment of a County Surveyor.
- Eric will have some cost estimates on the type of equipment necessary for plowing the snow on the bike path along Highway 93. Eric will also visit with Florence Park District Board Member John Cornish for a price on plowing since Florence Park District has the equipment as well as a plow that was purchased by the Ravalli County Park Board.
- Commissioner Foss expressed a list of Commission concerns/observations with road personnel or road issues: Crew members returning to the road shop before the end of shift and time on tasks; Morning planning assignments not well structured; Batching and asphalt patching hours; lunch and break times; employees bringing dogs to work. The Commissioners asked Eric to look into these issues and bring back ways to handle these concerns.

► The Board began their administrative matters at 9:45 a.m. with the following:

- Resolution No. 2903 - State Prosecutorial assistance for State v. Gregory Wall. **Commissioner Chilcott made a motion to adopt Resolution No. 2903 which allows prosecutorial assistance in this criminal case. Commissioner Iman seconded the motion and all voted "aye". (5-0)**
- Lease with Lakeland Feeds for Kurtz Lane Park Property - This is an annual lease in its third year which the Park Board approves. **Commissioner Iman made a motion to approve the lease with Lakeland Feeds for Fiscal Year 2013 with Chair signature. Commissioner Chilcott seconded the motion and all voted "aye". (5-0)**
- HOME Program Income 2012 2nd Quarterly Reporting Form - **Commissioner Iman made a motion to have Chair sign this report which will then be sent to the Montana Department of Commerce. Commissioner Burrows seconded the motion and all voted "aye". (5-0)**
- Clothes washing machine at Westhouse Crisis Stabilization Center - After repair this machine has quit again so it is time to purchase another or better machine. Present at this meeting was Chief Financial Officer Klarryse Murphy who indicated a reserve fund (for building repairs etc.) was started last year and after the budget is adopted on Thursday, the balance will be \$11,000. A washing machine is currently not being used in Juvenile Detention and Commissioner Iman will look into the temporary use of this machine until a new one is purchased.
- Grant Award for Ravalli County Victim Assistance Program in the amount of \$58,286.00. **Commissioner Chilcott made a motion to execute the grant award with Chair signature. Commissioner Stoltz seconded the motion and all voted "aye" (5-0)**
- Realty Sign damaged on N. Kootenai - A road department truck backed into a customized real estate sign while posted on private property. Costs to replace is \$126.72. Glenda was instructed to advise the Human Resource Director to write up an employee incident for the proper personnel file. **The Board concurred the Road Department should replace this sign and pay for it out of their road department budget.**

- Noise issue Paula Short - an email was received from Ms. Short about neighbors who challenge each other with loud noises when one of the other utilizes the common access by vehicle. The Sheriff's Office is aware of this issue and will assist Ms. Short in her complaint. Ms. Short also expressed her desire to have the Commissioners pass an Ordinance against certain disturbing noises.
- Julie Ehlers requested a letter of support for Montana Community Development Corporation for their assistance to the micro business industry. **Commissioner Iman made a motion to send a letter of support. Commissioner Burrows seconded the motion and all voted "aye". (5-0)**

► The Board met with Chief Financial Officer Klarryse Murphy at 10:30 a.m. to discuss the following matters.

- COLA Increase FY 2013 - (see attached) Klarryse noted the increased aggregate and road levy (due to property taxes) will cover the COLA at 1 or 1.5%. The Board discussed the number of previous years that a COLA was not given to employees, revenue within the county due to the economy, previous employee lay off's, future PILT and SRS funding & use of operative reserves. **Commissioner Chilcott made a motion to approve a 1% COLA for Employees Fiscal Year 2013. Commissioner Iman seconded the motion.** Discussion: The Commissioners recognize the employees dedication and work, and the Board is continuing their efforts to increase the county reserve. **Commissioner Burrows and Commissioner Stoltz voted "nay" as they did not feel comfortable with any employee COLA increase due to the unknown future of the economy. Commissioner Foss, Commissioner Iman and Commissioner Chilcott voted "aye". (3-2) Motion carried.**
- **Due to the hour, Commissioner Stoltz made a motion to continue this meeting until 1:30 p.m. Commissioner Burrows seconded the motion and all voted "aye". (5-0)**

► Commissioner Foss travelled to Missoula for a 1:00 p.m. TPCC (Transportation Planning Committee) meeting.

► The Board reconvened at 1:30 p.m. to address the changes made in the Ravalli County Fiscal Policies. Present at this meeting was Chief Financial Officer Klarryse Murphy. Klarryse noted she made the changes from the August 15th meeting with the exception of the percentages for the operating fund (Page 8, #2) which was discussed this date. Board consensus was to obtain a 11% operating reserve for each County operating fund, with the goal of increasing the operating reserve for each operating fund to 16% . Additions to page 8 was to add #1 and #2 paragraphs which bumps the previous policy #'s 1 and 2 to #'s 3 and 4. **Commissioner Stoltz made a motion to adopt the amended Fiscal Policy for Fiscal Year 2013 by Resolution No. 2904. Commissioner Iman seconded the motion and all voted "aye". (4-0) Commissioner Foss was not present for this meeting.**

► The Board met at 2:30 p.m. to make an award for the Governmental Accounting Software. Present was the committee that reviewed the bids, Comptroller Jana Exner, Accountant Verona Stromberg, Chief Financial Officer Klarryse Murphy, Clerk & Recorder Regina Plettenberg and Treasurer Marie Keeton. (I.T. Director Joe Frohlich was not present but was part of the review committee). Klarryse reviewed the original numbers for both Black Mountain and Tyler

Technologies. Based upon the bids received **Commissioner Stoltz made a motion to award the Governmental Accounting Software to Black Mountain. Commissioner Burrows seconded the motion. All voted "aye". (4-0)** Commissioner Foss was not present for this meeting.

Discussion included the Black Mountain bid at \$386,723 less the conversion costs of \$2,300 plus the credit of \$35,000 which brings the price down to \$353,233. The first year funding for this software will be \$174,827 of which the I.T. budget has \$98,000 set aside for this purchase. Klarryse suggests the Commissioners borrow the balance of purchase funding from PILT and pay the monies back over a period of four years. Tyler Technologies bid was \$472,836. The Committee also asked the Commissioners if the Clerk & Recorder could visit with Tyler Technologies and see if the document indexing software/unit could be purchased separately at the same costs within their original bid. Regina indicated Tyler Technologies has a better operating and software system than the current Black Mountain Software the Clerk & Records Office is currently utilizing. Regina does not believe any new hardware will be needed. She stated she does have some money in her Records Preservation Fund and believes better efficiency and access to the records will occur. Discussion included the records prior to 1988 and the costs of that software system at \$40,000 as well as the maintenance fees. Klarryse suggested they notify Black Mountain they are the vendor selected, letting them know that Regina will be doing research on the document indexing with Tyler Technologies, which might be pulled out of the total bid package, in order to make sure they are ok with that. A final decision on the document indexing software unit will occur on September 5th at 9:30 a.m.

► Commissioner Chilcott attended a RAC meeting at 6:30 p.m. in Hamilton.