

Notice: These minutes are paraphrased and reflect the proceedings of the Board of Commissioners. MCA 7-4-2611(2) (b).

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## MONDAY, MAY 5, 2014

### Audiofile

The Board of County Commissioners met in continued session at 8:00 o'clock A.M. Chairperson Holmquist, Commissioner Scott and Krueger, and Clerk Robinson were present.

Chairperson Holmquist led the Pledge of Allegiance.

**Chairperson Holmquist opened public comment on matters within the Commissions' Jurisdiction, no one present to speak, Chairperson Holmquist closed the public comment period.**

### **BUDGET REVIEW: OES, EMS & FIRE SERVICES**

#### **9:15:00 AM**

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Finance Director Sandy Carlson, Finance Technician Amy Dexter, Finance Technician Tamara Helmstetler, Deputy OES Director Cindy Mullaney, OES Office Administrator Juanita Nelson, Fire Services Area Manager Lincoln Chute, EMS Manager Mary Granger, Clerk Kile

Staff reviewed budget's for the 911 Center, OES, EMS and Fire Services. CIP transfers were reviewed.

### **BUDGET REVIEW: PLANNING & ZONING OFFICE**

#### **9:49:00 AM**

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Finance Director Sandy Carlson, Finance Technician Amy Dexter, Finance Technician Tamara Helmstetler, Planning & Zoning Director B. J. Grieve, Clerk Kile

Grieve reviewed their proposed fee revenue, summarized goals and objectives and workload indicators.

### **BUDGET REVIEW: FAIRGROUNDS**

#### **10:00:00 AM**

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Finance Director Sandy Carlson, Finance Technician Amy Dexter, Finance Technician Tamara Helmstetler, Fairgrounds Manager Mark Campbell, Clerk Kile

Campbell presented a brief overview of their preliminary budget and summarized proposed CIP expenditures.

### **BUDGET REVIEW: COUNTY ATTORNEY'S OFFICE**

#### **10:15:00 AM**

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Finance Director Sandy Carlson, Finance Technician Amy Dexter, Finance Technician Tamara Helmstetler, County Attorney Ed Corrigan, County Attorney Office Administrator Vicki Eggum, Clerk Kile

Corrigan presented a memo to the commission regarding deputy county attorneys' salaries and stated their budget is basically the same as last years. He noted additional funds were put in their CIP for furniture in anticipation of their move to the old jail.

### **BUDGET REVIEW: CLERK & RECORDER'S OFFICE**

#### **10:30:00 AM**

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Finance Director Sandy Carlson, Finance Technician Amy Dexter, Finance Technician Tamara Helmstetler, Clerk & Recorder Paula Robinson, Plat Room Supervisor Vicki Gallo, Clerk Kile

Gallo presented a brief overview of the Plat Rooms preliminary budget for FY13-14 and Robinson summarized the proposed budget for the Clerk & Recorders Office, Records Preservation and Election Department.

### **MONTHLY MEETING W/ DAVE PRUNTY, ROAD DEPARTMENT**

#### **11:00:00 AM**

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Public Works Director Dave Prunty, Clerk Kile

Prunty met with the commission and reviewed the following monthly report.

### **FLATHEAD COUNTY ROAD DEPARTMENT**

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#### **Operations**

- Repairs to the gravel road network began in earnest in mid-April to repair significant erosions throughout the county.
- There is still significant work to perform when the limits are lifted in the mountainous area throughout the county.
- Deep grading of gravel roads has just starting as road material has dried sufficiently to be workable.
- Potholes and significant breakup areas have become more pronounced in the last few weeks in the paved road network. Crews have been working to fill in potholes and larger areas as best as possible. Some spots will be dug out and replaced as the summer progresses.
- A special thanks goes out to LHC who fixed two areas on their haul route from their north pit to south pit on Stillwater Road. They did a nice job of fixing areas impacted at the intersections on their haul route.

**MONDAY, MAY 5, 2014  
(Continued)**

**Dust Cost Share Program**

- Bids were opened on April 28. The low bidder was W.E. Dust Control from Whitehall, Montana.
- The bid is \$1.0097/lineal foot. This is the lowest price yet for the six years of the program.
- Approximately 53 miles of roadways have requested participation in the program, which is our largest amount requested for the program.
- Letters will go out to the participants shortly informing them of their costs and the deadline to submit their share of the expense.
- W.E. stated they will bring in four applicator trucks and hope to complete the work in 10 working days. This is a much shorter duration than we have done in the past years of the program.

**Columbia Falls Stage Road Land Slide**

- Jackola Engineering has prepared a Scope of Work for the road work.
- Terracon will perform the geotechnical investigation to determine if moving the road to the east is acceptable for stability.
- The geotechnical investigation will help to determine the distance the road should be moved to the east.
- Negotiations will then need to occur with the landowner. Assuming these are successful the project can proceed forward when desired.
- RPA will provide the topo survey for the basis for the design.
- Jackola will design multiple road alignments to discuss with the landowner and the county.
- They also will provide drainage improvements to minimize possible erosion issues in the future.
- Another significant erosion area was found south of the area surveyed for ROW.

**Crack Seal Program**

- Staff is preparing the bidding documents for the crack seal program this summer.
- We have \$15,000 budgeted to complete the work.
- We want to have the project complete by mid-July before we start chip sealing work for the year. Chipping this year is scheduled to start July 14 and end on July 24.

**CONSIDERATION OF ADOPTION OF RESOLUTION: LIFT 2014 LOAD LIMITS**

**11:15:00 AM**

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Public Works Director Dave Prunty, Clerk Kile

Prunty reported load limits will remain in the mountainous area and on Echo Lake causeway.

Commissioner Scott made a **motion** to adopt Resolution 2382B. Commissioner Krueger **seconded** the motion. Motion carried unanimously.

Resolution No. 2382B

WHEREAS, the Board of Commissioners of Flathead County, Montana, is responsible for the maintenance of public highways under its jurisdiction;

WHEREAS, the Board of Commissioners of Flathead County, Montana, has the authority under Section 61-10-128, M.C.A., to impose restrictions on the weight of vehicles traveling on public roads under its jurisdiction;

WHEREAS, the Board of Commissioners of Flathead County, Montana imposed load limits in Resolutions No. 2382 and 2382A on March 3, 2014 and April 17, 2014; and

WHEREAS, the conditions requiring the imposition of load limits no longer exist.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Flathead County, Montana, pursuant to Section 61-10-128, M.C.A., that the load limits imposed in Resolutions No. 2382 and 2382A are hereby lifted.

BE IT FURTHER RESOLVED that this resolution shall be effective at midnight May 5, 2014, and shall be in effect until action of this Board.

DATED this 5<sup>th</sup> day of April, 2014.

BOARD OF COUNTY COMMISSIONERS  
Flathead County, Montana

By/s/Pamela J. Holmquist  
Pamela J. Holmquist, Chairman

By/s/Gary D. Krueger  
Gary D. Krueger, Member

By/s/Calvin L. Scott  
Calvin L. Scott, Member

ATTEST:  
Paula Robinson, Clerk

By/s/Diana Kile  
Diana Kile, Deputy

**AWARD BID: 2014 DUST COST SHARE PROGRAM**

**11:16:00 AM**

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Public Works Director Dave Prunty, Clerk Kile

Prunty reported the recommendation is to award the dust cost share project to W.E. Dust Control at \$1.0097/ lineal foot.

Commissioner Krueger made a **motion** to award the dust cost share bid to W.E. Dust Control. Commissioner Scott **seconded** the motion. Motion carried unanimously.

**PUBLIC HEARING: GRAY ZONE CHANGE/ BIGFORK ZONING DISTRICT**

**11:30:00 AM**

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Deputy County Attorney David Randall, Planner Erik Mack, Deanna Gray, David Gray, Clerk Kile

Mack entered into record FZC 13-05; an application submitted by David and Deanna Gray for a zone change in the Bigfork Zoning District. The subject property totals 19.9 acres and is located on Fern Lane, approximately ½ mile north of Highway 209. The proposed change on the subject property is from SAG-10 to SAG-5.

**MONDAY, MAY 5, 2014**  
**(Continued)**

**Chairperson Holmquist opened the public hearing to anyone wishing to speak in favor or opposition of the zone change.**

David Gray, 358 Fern Lane stated he inherited the property from his grandfather and he wishes to split the property into 5-acre parcels to pass on to his children.

**No one else rising to speak, Chairperson Holmquist closed the public hearing.**

Commissioner Krueger made a **motion** to adopt Resolution 956DC. Commissioner Scott **seconded** the motion. Motion carried unanimously.

RESOLUTION NO. 956 DC

WHEREAS, the Board of Commissioners of Flathead County, Montana, held a public hearing on the 5<sup>th</sup> day of May, 2014, concerning a proposal by David & Deanna Gray, to change the zoning designation in a portion of the Bigfork Area Zoning District from SAG-10 (Suburban Agricultural) to SAG-5 (Suburban Agricultural);

WHEREAS, notice of that hearing was posted for at least 45 days prior to the public hearing and published pursuant to Section 76-2-205(1), M.C.A., on April 20 and April 27, 2014;

WHEREAS, the Board of Commissioners did hear public comment on the proposed zoning change at said hearing; and

WHEREAS, the Board of Commissioners reviewed the recommendation of the Flathead County Planning Board regarding the proposed change in the Bigfork Area Zoning District.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of Flathead County, Montana, hereby adopts findings of fact as to the statutory criteria as adopted by the Flathead County Planning Board, and in accordance with Section 76-2-205(4), M.C.A., adopts this resolution of intention to change the zoning designation in a portion of the Bigfork Area Zoning District from SAG-10 (Suburban Agricultural) to SAG-5 (Suburban Agricultural). The subject property can legally be described as the South Half of the Southeast Quarter of the Northeast Quarter (Assessors Tract 2C) of Section 34, Township 27 North, Range 19 West, P.M.M., The property is located at 358 Fern Lane, Bigfork, Montana

BE IT FURTHER RESOLVED that notice of the passage of this resolution, stating the boundaries of the portion of the Bigfork Area Zoning District to be changed, the general character of the proposed designation for the area to be changed, that the regulations for said district are on file in the Clerk and Recorder's Office, and that for thirty (30) days after the first publication of thereof, the Board will receive written protests to the change to the Bigfork Area Zoning District, shall be published once a week for two weeks.

BE IT FURTHER RESOLVED, that written protests will be received from persons owning real property within the Bigfork Area Zoning District for a period of thirty (30) days after first publication of that notice, provided that, in order that only valid signatures are counted, the freeholders who file protests are either registered to vote in Flathead County or execute and acknowledge their protests before a notary public.

BE IT FURTHER RESOLVED that if forty per cent (40%) of the Owners of Real Property within the Bigfork Area Zoning District protest the proposed change in said district, then the change will not be adopted.

DATED this 5<sup>th</sup> day of May, 2014.

BOARD OF COUNTY COMMISSIONERS  
Flathead County, Montana

By/s/Pamela J. Holmquist  
Pamela J. Holmquist, Chairman

ATTEST:  
Paula Robinson, Clerk

By/s/Gary D. Krueger  
Gary D. Krueger, Member

By/s/Diana Kile  
Diana Kile, Deputy

By/s/Calvin L. Scott  
Calvin L. Scott, Member

NOTICE OF PASSAGE OF RESOLUTION OF INTENTION  
BIGFORK AREA ZONING DISTRICT

The Board of Commissioners of Flathead County, Montana, hereby gives notice pursuant to Section 76-2-205(5), M.C.A., that it passed a resolution of intention (Resolution No. 956DC) on May 5, 2014, to change the zoning designation in a portion of the Bigfork Area Zoning District from SAG-10 (Suburban Agricultural) to SAG-5 (Suburban Residential);

The proposal would change the zoning on approximately 19.9 acres. The proposal would change the zoning from SAG-10 (Suburban Agricultural) to SAG-5 (Suburban Agricultural) The subject property can legally be described as the South Half of the Southeast Quarter of the Northeast Quarter (Assessors Tract 2C) of Section 34, Township 27 North, Range 19 West, P.M.M., The property is located at 358 Fern Lane, Bigfork, Montana.

The proposed change would change the character of the zoning regulations applicable to the property which, in both SAG-10 and SAG-5 districts, are intended to protect and preserve agricultural land for the performance of limited agricultural functions and to provide a buffer between urban and unlimited agricultural uses, encouraging concentration of such uses in areas where potential friction of uses will be minimized, and providing for estate type residential development, by reducing the minimum lot size from 10 acres to five acres.

The Flathead County Zoning Regulations defining the SAG-5 and SAG-10 zones are on file for public inspection at the Office of the Clerk and Recorder, 800 South Main, Kalispell, Montana, and the Flathead County Planning and Zoning Office, 1035 1st Avenue West, Kalispell, Montana, and on the Flathead County Planning and Zoning Office's website, at: <http://flathead.mt.gov/planning>. Documents related to the proposed amendment in the Bigfork Area Zoning District are also on file for public inspection at the Office of the County Clerk and Recorder and the Flathead County Planning and Zoning Office.

**MONDAY, MAY 5, 2014**  
**(Continued)**

For thirty (30) days after the first publication of this notice, the Board of Commissioners will receive written protests to the change proposed for a portion of the Bigfork Area Zoning District from persons owning real property within the Bigfork Area Zoning District whose names appear on the last completed assessment roll of Flathead County and who either are registered voters in Flathead County or execute and acknowledge their protests before a notary public.

DATED this 5<sup>th</sup> day of May, 2014.

ATTEST:  
Paula Robinson, Clerk

By/s/Diana Kile  
Diana Kile, Deputy

Publish on May 8 and May 15, 2014.

BOARD OF COUNTY COMMISSIONERS  
Flathead County, Montana

By/s/Pamela J. Holmquist  
Pamela J. Holmquist, Chairman

**AUTHORIZATION TO PUBLISH CALL FOR BIDS: FLATHEAD CITY-COUNTY HEALTH DEPARTMENT 3<sup>RD</sup> FLOOR REMODEL**

**11:36:29 AM**

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Clerk Kile

Commissioner Scott made a **motion** to authorize publication of Call for Bids/ Flathead City-County Health Department 3<sup>rd</sup> floor remodel. Commissioner Krueger **seconded** the motion. Motion carried unanimously.

**CALL FOR BIDS**

Sealed bids will be received until **4:00 o'clock p.m.** on **May 23, 2014**, by the Clerk and Records Office, Flathead County, Kalispell, Montana at the Flathead County Courthouse, Commissioners Office, Kalispell, Montana for the **General Contract** for the **Flathead City-County Health Department Floor-3 Remodeling**. At **10:30 o'clock a.m.** on **May 27, 2014** the bids will be publicly opened and read aloud.

All bids must be sealed in a manila envelope. The sealed envelope containing the bid must be plainly marked "Bid for the Flathead City-County Health Department Floor-3 Remodeling", Kalispell, Montana, and contain the name of the Contractor.

Bids shall be submitted on the form provided with the Contract Documents. Drawings will be distributed beginning on May 9, 2014. Contractors may secure printed documents at the office of Architects Design Group, 6 Sunset Plaza Suite D, Kalispell, Montana, upon receipt of \$50.00 nonrefundable deposit. Electronic PDF copies may be secured at no cost by contacting Architects Design Group via email at [khuff@architects-design-group.com](mailto:khuff@architects-design-group.com) or by phone at 406-257-7125. Drawings will be distributed via email. Additional copies of the documents will be placed in regional plans exchanges.

A bid guarantee of ten percent (10%) of the total basic bid shall be submitted with each bid and shall be in the form of lawful moneys of the United States, a cashier's check, bank draft, or bid bond payable to Flathead County, or a satisfactory Bid Bond executed by an acceptable surety. Said surety shall be guaranteed that the bidder will enter into the subcontract and furnish good and sufficient bonds within ten (10) days of the award, said check or moneys are to be forfeited to the said public authority as provided by Montana Law.

No bidder may withdraw his bid for at least thirty (30) days after the scheduled time for receipt of bids.

A Performance Bond and separate Labor and Material Payment Bond, each in the amount of 100% of the contract sum will be required of the successful Contractor.

Each Contractor will be required to have a certificate of registration from the Employment Relations Division of the Montana Department of Labor and Industry in the proper classification and be in full compliance with SB 354.

A prevailing wage schedule will be provided in the Contract Documents.

Montana Code Annotated. Title 18, Chapter 1 provides that contracts for construction, repair, maintenance, or providing services to or for the State government or its subdivisions will be awarded to the lowest responsible bidder. However the preference given to resident bidders of this state must be equal to the preference given in the other state or country and must further pay the prevailing wage rates to workers performing labor on the contract if the contract exceeds \$25,000.00. Prevailing wage rates are determined by the Commissioner of Labor as provided in 18-2-401 and 18-2-402 Montana Code Annotated. The contractor is required to keep wage records to substantiate that prevailing wages have in fact been paid. Contractors are also reminded that one percent (1%) of each payment due will be withheld for the required Montana Contractors Tax. (Section 37-71-204, 15-50-205 and 15-50-206 of Montana Code Annotated)

The Contractor is to furnish bonds insuring the payment of wages and fringe benefits as required by 39-3-703 MCA and 18-2-201 MCA.

The Board of Commissioners, Flathead County, the Owner, reserve the right to reject any or all bids, to waive informalities, to consider or not consider any qualifications.

DATED this 5<sup>th</sup> day of May, 2014.

ATTEST:  
Paula Robinson, Clerk

By/s/Diana Kile  
Diana Kile, Deputy

Publish on May 8 and May 15, 2014.

BOARD OF COUNTY COMMISSIONERS  
Flathead County, Montana

By/s/Pamela J. Holmquist  
Pamela J. Holmquist, Chairman

**MONDAY, MAY 5, 2014**  
**(Continued)**

**CONSIDERATION OF H.R. TRANSMITTAL: ADJUST FTE, LIBRARY MATERIALS HANDLER**

**11:37:00 AM**

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Deputy County Attorney David Randall, H.R. Director Tammy Skramovsky, Library Director Kim Crowley, Clerk Kile

Skramovsky reviewed the proposed changes with potential cost savings in adjusting FTE for Library Material Handlers.

Commissioner Scott made a **motion** to approve the H. R. Transmittal to adjust Library Material Handlers FTE at the Library. Commissioner Krueger **seconded** the motion. Motion carried unanimously.

**DOCUMENT FOR SIGNATURE: REQUEST FOR DECLARATION OF SURPLUS PROPERTY, I.T.**

**11:39:00 AM**

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Deputy County Attorney David Randall, Clerk Kile

Commissioner Krueger made a **motion** to approve the document for signature/declaration of surplus property, I.T. Commissioner Scott **seconded** the motion. Motion carried unanimously.

At 5:00 o'clock P.M., the Board continued the session until 8:00 o'clock A.M. on May 6, 2014.

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**TUESDAY, MAY 6, 2014**

The Board of County Commissioners met in continued session at 8:00 o'clock A.M. Chairperson Holmquist, Commissioner Scott and Krueger, and Clerk Robinson were present.

**Commissioners to 46<sup>th</sup> Annual Governor's Conference on Aging at Red Lion**

At 5:00 o'clock P.M., the Board continued the session until 8:00 o'clock A.M. on May 7, 2014.

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**WEDNESDAY, MAY 7, 2014**

The Board of County Commissioners met in continued session at 8:00 o'clock A.M. Chairperson Holmquist, Commissioner Scott and Krueger, and Clerk Robinson were present.

**Commissioners to 46<sup>th</sup> Annual Governor's Conference on Aging at Red Lion**

At 5:00 o'clock P.M., the Board continued the session until 8:00 o'clock A.M. on May 8, 2014.

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**THURSDAY, MAY 8, 2014**

**[Audiofile](#)**

The Board of County Commissioners met in continued session at 8:00 o'clock A.M. Chairperson Holmquist, Commissioner Scott and Krueger, and Clerk Robinson were present.

Chairperson Holmquist led the Pledge of Allegiance.

**Chairperson Holmquist opened public comment on matters within the Commissions' Jurisdiction, no one present to speak, Chairperson Holmquist closed the public comment period.**

**MONTHLY MEETING W/ B. J. GRIEVE, PLANNING & ZONING OFFICE**

**9:00:00 AM**

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Planning & Zoning Director B. J. Grieve, Clerk Kile

Grieve met with the commission and spoke about past and recent activity on the northeast shore of Flathead Lake. He explained the Planning & Zoning office's responsibility is to effectively, defensively, and accurately administer regulations there with the many subdivisions, lakeshore permits and floodplain permits that have been issued over the years. In other business, he summarized staff's workload; spoke about enforcement issues; reported they have 489 miles of lakeshore regulations to administer; spoke about their budget and fee revenue; reported the EA for Intermountain Providence Home is complete; spoke about a FEMA map provided to the public as a resource.

**THURSDAY, MAY 8, 2014**  
**(Continued)**

**BUDGET REVIEW: INFORMATION TECHNOLOGY & GIS DEPARTMENT**

**9:30:00 AM**

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Finance Technician Amy Dexter, Finance Director Tamara Helmstetler, I.T. Director Vicki Saxby, GIS Director Mindy Cochran, Clerk Kile

Saxby reviewed goals and objectives for the Information Technology Department along with performance measure workload indicators. Their preliminary budget was briefly reviewed and CIP expenditures were summarized.

Cochran reviewed goals and objectives for the GIS Department along with performance measure workload indicators. The GIS Department's preliminary budget was reviewed and CIP expenditures were summarized.

**BUDGET REVIEW: CLERK OF DISTRICT COURT**

**10:05:00 AM**

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Finance Technician Amy Dexter, Finance Technician Tamara Helmstetler, Clerk of District Court Peg Allison, Clerk Kile

Allison reported the Clerk of District Courts budget is basically the same as last years and noted funds were put into their CIP in anticipation of staff moving to the 2<sup>nd</sup> floor.

**QUARTERLY INVESTMENT REPORT W/ ADELE KRANTZ**

**10:15:00 AM**

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Deputy County Attorney Tara Fugina, Treasurer Adele Krantz, Clerk Kile

Krantz reviewed the following quarterly investment report.

**Quarterly Report Notes**

- STIP Rate - .11 Average for March 2014
- Operating Acct Stats - \$52576.97 (Interest Earned for Quarter) - \$6071.54 (Service Charge for Quarter) = \$46505.43 (Net Interest Earned) – Interest Rate .30%
- Last Quarter Top Investment Rate – 1.8-4% step up 4/17/2019 LPL Financial & .5-4% step up, 4/17/2017 Buchanan Capital

**Current Treasurer Projects**

- Delinquent taxes \$3.7 M Real Estate
- Delinquent taxes \$127K Personal Property and Mobiles
- Protested taxes \$5 M as of 3/31/2014
- Bresnan still haven't received payment
- Sent out approximately 4600 mobile home tax bills last week of April

**BOARD APPOINTMENT: COLUMBIA FALLS CEMETERY BOARD**

**10:20:00 AM**

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Clerk Kile

Commissioner Scott made a **motion** to appoint Joe Peters to the Columbia Falls Cemetery Board. Commissioner Krueger **seconded** the motion. Motion carried unanimously.

**DOCUMENT FOR SIGNATURE: FEDERAL LANDS ACCESS PROGRAM PROJECT MOU FOR BLACKTAIL ROAD/ ROAD DEPARTMENT**

**10:22:00 AM**

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Deputy County Attorney Tara Fugina, Public Works Director Dave Prunty, Clerk Kile

Prunty reported the agreement lines out responsibilities for the project that will include NEPA clearance, design, and construction contract administration work.

Commissioner Krueger made a **motion** to approve the document for signature. Commissioner Scott **seconded** the motion. Motion carried unanimously.

**DOCUMENT FOR SIGNATURE: JACKOLA ENGINEERING SERVICES CONTRACT FOR COLUMBIA FALLS STAGE ROAD/ ROAD DEPARTMENT**

**10:26:00 AM**

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Deputy County Attorney Tara Fugina, Public Works Director Dave Prunty, Toby McIntosh, Clerk Kile

Prunty summarized proposed work off Columbia Falls Stage Road where a recent slump occurred along a section of the roadway. He noted the document for signature with Jackola Engineering is for \$19,975 with around \$12,000 to Jackola Engineering and \$7,900 for Terracon drilling work.

Commissioner Krueger made a **motion** to approve the document for signature/ Jackola engineering services for Columbia Falls Stage Road. Commissioner Scott **seconded** the motion. Motion carried unanimously.

**THURSDAY, MAY 8, 2014**  
**(Continued)**

**AUTHORIZATION TO PUBLISH RFP: HVAC MAINTENANCE CONTRACT**

**10:30:00 AM**

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Deputy County Attorney Tara Fugina, Maintenance Director Jed Fisher, Maintenance Technician Mike Hovila, Clerk Kile

Commissioner Scott made a **motion** to authorize publication of RFP/ HVAC maintenance contract. Commissioner Krueger **seconded** the motion. Motion carried unanimously.

**REQUEST FOR PROPOSALS (RFP)  
FOR HVAC SERVICE AGREEMENT**

The Flathead County Board of Commissioners is requesting statement of qualifications from companies interested in providing HVAC Building Equipment and Facility Management Systems maintenance for county facilities, for a period of 3 years.

Copies of detailed RFP's including a description of services to be provided by respondents, the minimum content of responses and the factors used to evaluate the responses can be found on the Flathead County webpage at: <http://flathead.mt.gov/maintenance/HVAC.php>, or by contacting **Jed Fisher, Flathead County Maintenance Director, 309 FFA Drive, Kalispell, MT 59901. (406) 758-5800. [jedfisher@flathead.mt.gov](mailto:jedfisher@flathead.mt.gov)**. All responses to the detailed RFP must be submitted to the Flathead County Building Maintenance Office by **10:15 a.m. (MST) on June 10, 2014**, and will be opened immediately thereafter.

Flathead County is an Equal Opportunity Employer.

Dated this 8<sup>th</sup> day of May, 2014.

ATTEST:  
Paula Robinson, Clerk

By/s/Diana Kile  
Diana Kile, Deputy

BOARD OF COUNTY COMMISSIONERS  
Flathead County, Montana

By/s/Pamela J. Holmquist  
Pamela J. Holmquist, Chairman

Publish on May 13 and May 20, 2014.

**CONSIDERATION OF PRINT BIDS: HEALTH DEPARTMENT AND FINANCE DEPARTMENT**

**10:31:00 AM**

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Clerk Kile

Chairperson Holmquist read into the record that Insty Prints was the low bidder for 4 sets of 500 each business cards for \$29.95 each for the Health Department.

Commissioner Krueger made a **motion** to approve the print bid. Commissioner Scott **seconded** the motion. Motion carried unanimously.

Chairperson Holmquist read into the record that Advanced Litho Printing was the low bidder for 10,000 security envelopes for \$475.00 plus \$62 in shipping costs for the Finance Department.

Commissioner Scott made a **motion** to approve the print bid. Commissioner Krueger **seconded** the motion. Motion carried unanimously.

**DOCUMENT FOR SIGNATURE: DPHHS CONTRACT #13-07-5-11-008-0 AMENDMENT NO. 2**

**10:32:00 AM**

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Deputy County Attorney Tara Fugina, Clerk Kile

Commissioner Krueger made a **motion** to approve the document for signature/ DPHHS Contract #13-07-5-11-008-0 Amendment No. 2. Commissioner Scott **seconded** the motion. Motion carried unanimously.

**AUTHORIZATION TO PUBLISH CALL FOR BIDS: RSID #155 (BIG MOUNTAIN VIEW SUBDIVISION)**

**10:34:00 AM**

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Deputy County Attorney Tara Fugina, Clerk Kile

Commissioner Scott made a **motion** to authorize publication of Call for Bids/ RSID #155, Big Mountain View Subdivision. Commissioner Krueger **seconded** the motion. Motion carried unanimously.

**ADVERTISEMENT FOR BIDS  
BIG MOUNTAIN VIEW SUBDIVISION (RSID NO. 155) &  
BIG MOUNTAIN SEWER DISTRICT  
WATER, SEWER, STORM DRAINAGE, ROAD AND UTILITY IMPROVEMENTS**

Flathead County Board of Commissioners and the Big Mountain Sewer District will receive sealed bids for all labor, materials and equipment necessary for construction of the Big Mountain View Subdivision (RSID NO. 155) Project. Bids will be received by the County Clerk & Recorder until 9:15 a.m. MST on the 5<sup>th</sup> day of June, 2014, at which time bids will be publicly opened and read aloud.

WORK TO BE PERFORMED WILL INCLUDE:

**THURSDAY, MAY 8, 2014**  
**(Continued)**

Work generally includes: The installation of approximately 1,972 lineal feet of 8" water main; approximately 1,375 lineal feet of 8" sewer main; approximately 1,314 lineal feet of 8", 12" & 15" stormwater drain; installation of conduit for electric, telephone and cable TV utilities; and reconstruction and paving of approximately 1,665 lineal feet of existing roads within the subdivision, namely Gelande Street and Winter Lane.

Bids shall be addressed to the Flathead County Clerk & Recorder, 800 South Main, Kalispell, Montana 59901, and must be sealed and entitled "BIG MOUNTAIN VIEW SUBDIVISION (RSID NO. 155)". All bidders shall possess an appropriate Montana Contractor's License and no contract shall be awarded to any bidder unless he or she is the holder of a license in the class within which the value of the project falls. The bidder's Montana Contractor's License number and address shall appear on the sealed bid envelope.

Plans, Specifications, Bidding and Contract Forms may be inspected at the office of the Consulting Engineer - Carver Engineering; 1995 Third Ave. East; Kalispell, Montana 59901. Copies of these documents may be obtained at the office of Carver Engineering upon payment of \$100.00 (non-refundable) for each complete set.

All bids offered shall be accompanied by a check payable to the Flathead County Treasurer, certified by a responsible bank, or a Bid Bond for an amount which shall not be less than ten (10%) percent of the aggregate of said proposal. The Bids shall, in open session, be publicly opened and examined and declared the same; provided, however, that no Bid shall be considered unless accompanied by said check or Bid Bond. The County may reject any and all Bids should it deem this for the public good, and also the Bid of any party who has been delinquent or unfaithful in any former contract with the County, and shall reject all Bids, other than the lowest regular bid of any responsible bidder, and may award the Contract for such work or improvement to the lowest responsible bidder at the prices named in his or her bid.

The checks or Bid Bonds of the three (3) low responsible bidders accompanying such accepted Bids shall be held by the County until the Contract for doing said work, as hereinafter provided, has been entered into, whereupon said checks or Bid Bonds shall be returned to said bidders. If the lowest responsible bidder fails, neglects, or refuses to enter into the contract to perform said work or improvements, as hereinafter provided, then the check or Bid Bond accompanying his or her bid, and the amount therein mentioned, shall be declared to be forfeited to the County. After a Contract is awarded, the successful bidder will be required to furnish a Performance and Payment Bond in the amount of one-hundred (100%) percent of the Contract.

No bidder may withdraw his bid for at least sixty (60) days after the scheduled time for receipt of bids.

Bidders on the work will be required to comply with Montana Prevailing Wage Rates. It is incumbent upon each employer to pay, as a minimum, the rate of wages including fringe benefits for health and welfare and pension contributions, and travel allowance provisions, provided in the most current Prevailing Wage Rates. Bidders on the project will also be required to pay the State's 1% Contractor's withholding tax.

Attention is called to the "Instructions to Bidders" on file with the Plans and Specifications, which instructions are to be followed in all respects. All Proposals shall be submitted on the forms provided in the Specifications and shall not be removed from the bound copy.

The successful bidder will be required to comply with "Flathead County Independent Contractor Requirements" included with these bidding documents and specifications.

Award of the Contract will be made solely by issuance of a Notice of Award to the successful bidder by the Office of the Flathead County Clerk and Recorder.

Dated this 8<sup>th</sup> day of May, 2014.

BOARD OF COUNTY COMMISSIONERS  
Flathead County, Montana

By/s/Pamela J. Holmquist  
Pamela J. Holmquist, Chairman

ATTEST:  
Paula Robinson, Clerk

By/s/Diana Kile  
Diana Kile, Deputy

Publish on May 13, May 20, and May 27, 2014

**BUDGET REVIEW: ROAD & BRIDGE DEPARTMENT**

**10:45:00 AM**

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Finance Technician Amy Dexter, Finance Technician Tamara Helmstetler, Public Works Director Dave Prunty, Clerk Kile

Prunty summarized the preliminary budget for the individual cost centers associated with the Road Department. He then reviewed their CIP projects.

**DOCUMENT FOR SIGNATURE: CDBG ED GRANT HIRING & TRAINING PLAN/ MONTANASKY NETWORKS**

**11:17:00 AM**

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Grant Writer Debbie Pierson, Clerk Kile

Pierson noted the CDBG ED grant hiring and training plan for MontanaSky Networks needs to be changed due to receiving \$148,000 instead of \$400,000 that was requested.

Commissioner Scott made a **motion** to approve the CDBG ED grant hiring and training plan with MontanaSky Network. Commissioner Krueger **seconded** the motion. Motion carried unanimously.



**THURSDAY, MAY 8, 2014  
(Continued)**

**BUDGET REVIEW: HEALTH DEPARTMENT & ANIMAL SHELTER**

**11:19:00 AM**

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Finance Technician Amy Dexter, Finance Technician Tamara Helmstetler, Health Department Director Joe Russell, Clerk Kile

Russell summarized the preliminary budgets for various Health Department programs.

- 2:00 p.m. Commissioner Scott: ProMatura Research Seminar for Immanuel Lutheran Committees at Hilton Garden Inn**
- 6:30 p.m. Commissioner Krueger: Fair Board meeting @ Fair Office**

At 5:00 o'clock P.M., the Board continued the session until 8:00 o'clock A.M. on May 9, 2014.

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**FRIDAY, MAY 9, 2014**

The Board of County Commissioners met in continued session at 8:00 o'clock A.M. Chairperson Holmquist, Commissioner Scott and Krueger, and Clerk Robinson were present.

**NO MEETINGS SCHEDULED**

At 5:00 o'clock P.M., the Board continued the session until 8:00 o'clock A.M. on May 12, 2014.

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