

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

MONDAY, DECEMBER 1, 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.

8:30 a.m. Weed & Parks Board meeting @ Weed & Parks Office

At 5:00 o'clock P.M., the Board continued the session until 8:00 o'clock A.M. on December 2, 2014.

TUESDAY, DECEMBER 2, 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.

BI-MONTHLY MEETING W/ VICKI SAXBY, INFORMATION TECHNOLOGY

9:15:00 AM

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

Saxby met with the commission and summarized the following bi-monthly report.

- **Network and Tech Projects**
 - Current CIP Projects –
 - Infrastructure Upgrade Project – Moving ahead
 - Electrical upgrades – vendor has been selected; contract approved and work will begin this week.
 - Fiber upgrades – Bid specs complete and will go out to bid soon.
 - Networking components – Have selected the vendor and are working on the final contract including a timeline; CIP Amendment request to follow
 - Building Projects –
 - Old Jail Project – Bid specs are complete for the fiber upgrades and will go out to bid soon.
 - Adult Detention remodel – Working with Adult Detention as needed on their remodel project
 - Countywide
 - New User Registrations – we have processed 97 network user registrations since January 1st. This consists of creating the network; adding the email box; adding the door access; setting up the profile on the computer; introduction to County network training and IT Orientation. Of those 97, 46 were for the Health Department.
 - IT –
 - Our Datacenter HVAC system is having some serious mechanical problems, which we have been working with JCI to resolve. In the past two weeks, we have had to replace one of the pumps; they replaced the expansion valve, solenoid valve and pressure switches on the compressor. The cost keeps going up for an HVAC system that is only 8 years old.
 - Our new CERF computers are coming in with Windows 8.1 operating system. This OS is quite a change from Windows 7, and we will be developing a training document that we will go over with each employee receiving a new computer. We will also leave a copy of this document with the person for future reference.
 - We are rebuilding all servers that currently run with the Windows Server 2003 operating system due to the same security issues seen with Windows XP. End of support for these is July 14, 2015.
 - Purchased and installed log-monitoring software that will help us to meet the compliance requirements for CJIS and HiPAA regarding audit log retention.
 - We have been working with our door access vendor to resolve some ongoing problems. We have been testing these modifications with each holiday, and the bugs finally seem to have been worked out, as the doors worked properly on Thanksgiving.
 - We are looking into alternate connectivity to our 10 remote locations to see if we can upgrade our bandwidth without greatly increasing the cost per month.
 - Eagle Transit – We are working with them to help resolve ongoing errors they receive in their Routematch software.
 - Election - We moved the Election folks back to the Courthouse from the Fairgrounds kitchen.
 - Finance - Update to Payroll software
 - Health
 - The eClinicalWorks application and data was moved to the cloud (internet) at the beginning of November. Unfortunately, those users have seen a huge slowdown in response time for accessing their information. They are also receiving a number of new errors, which the vendor is also attributing to the slow connection between the users and their data. Their vendor is saying that the issue is a result of a slow internet link. Unfortunately, we are using the fastest link available to us at a reasonable price.
 - We have added additional phone equipment in the EBB to allow us to add more phones due to the increase in staff.
 - RSVP – Upgrade to their Volunteer Reporter application
- **Programmer / Web Developer / Database Administration Projects**
 - MACO – Suicide Screening Tool – MACO has asked Flathead County to assist them in writing a Suicide Screening Tool that can be used at the detention facilities around the State. If the Commissioners approve, we will move ahead with this request. We will charge them at our standard programming rate as set by policy last year.
 - Jade applications – we need to upgrade both of our Jade applications (Tax / Incident Reporting) to a newer version of Jade to accommodate the newer Windows 8.1 operating system that we are releasing.
 - IT –
 - Purchase Order system - added the ability to better track our new software assets
 - Testing of all of our in-house applications on Windows 8.1 operating system
 - Website edits – made changes for several different departments as a result of Mike asking the managers to make sure their data was updated.
 - Special requests from the Land / Tax system:
 - Cities of Kalispell and Whitefish - Ran several special reports for these entities in preparation for the Real Estate tax run.
 - Department of Revenue – Did research, ran reports and created special applications to pull information.
 - County Attorney – Worked with Tara to provide information regarding the Bigfork Stormwater RSID
 - Commissioners – a different report on the Bigfork RSID
 - Clerk and Recorder – research on the Olney fire district
 - AOA – due to the number of duplicate names added to their Agency Services application, Tim has added more traps for this and has added the ability to combine names. That functionality is only allowed by the AOA Director at this time.
 - Clerk of Court – had to make some wording changes to the Marriage License application to accommodate marriage by same sex partners.
 - Library – started working on a new application to track and provide reports on their workload statistics
 - Sheriff / County Attorney – continued work on a new global search application to allow for searching across criminal information databases.
 - Sheriff
 - Ran two special reports for the Sheriff's Office
 - Created a new online application to which will pull a list of stolen property for the last year.
 - Treasurer –
 - Continued work on the 2014 Real Estate tax run – Additions to the tax roll and processing payments from financial institutions.

TUESDAY, DECEMBER 2, 2014
(Continued)

CONSIDERATION OF CIP AMENDMENT: INFRASTRUCTURE UPDATE, INFORMATION TECHNOLOGY

9:27:00 AM

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

Saxby reported the CIP amendment request is to move \$175,000 slated for FY16 into FY15 due to the advantage of receiving a much better price on all the equipment if purchased all at one time.

Commissioner Krueger made a **motion** to approve the CIP amendment for Information Technology infrastructure updates. Commissioner Scott **seconded** the motion. Motion carried unanimously.

BOARD APPOINTMENTS: LAND USE BOARDS

9:31:00 AM

Present: Chairperson Pamela J. Holmquist, Commissioner Calvin L. Scott, Commissioner Gary D. Krueger, Assistant Mike Pence, Planning & Zoning Office Coordinator Mary Fisher, Clerk Kile

Commissioner Krueger made a **motion** to appoint Clell Hoffman and Ruth Skaggs to the Ashley Lake Land Use Advisory Committee. Commissioner Scott **seconded** the motion. Motion carried unanimously.

Commissioner Scott made a **motion** to appoint Charles Jaquette to the Egan Slough Planning & Zoning Commission. Commissioner Krueger **seconded** the motion. Motion carried unanimously.

Commissioner Krueger made a **motion** to appoint C. Mark Hash and Calvin Dyck to the Board of Adjustments. Commissioner Scott **seconded** the motion. Motion carried unanimously.

Commissioner Krueger made a **motion** to appoint Jeff Larsen, Marie Hickey-AuClaire, Mike Horn and Kevin Lake to the Flathead County Planning Board. Commissioner Scott **seconded** the motion. Motion carried unanimously.

Commissioner Scott made a **motion** to appoint Tom Reynolds to the LaBrant Lindsey Lane Land Use Advisory Committee. Commissioner Krueger **seconded** the motion. Motion carried unanimously.

Commissioner Krueger made a **motion** to appoint James Thompson, David Tutvedt and Barbara Pearson to the West Valley Land Use Advisory Committee. Commissioner Scott **seconded** the motion. Motion carried unanimously.

DOCUMENT FOR SIGNATURE: EMPLOYMENT AGREEMENT/ M. PENCE

9:35:00 AM

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

Skramovsky reported the employment contract for County Administrator Mike Pence is effective from February 2015 through February 2018. A prepared memo from Mike Pence was read.

Commissioner Krueger made a **motion** to approve the employment agreement for Mike Pence. Commissioner Scott **seconded** the motion.

Chairperson Holmquist said she believes that Mike Pence does do a wonderful job but does not agree with the increase in wages. I don't think the data supports that and I have issues with the 2% increase annually for the three year contract. The rest of the contract looks fine and isn't much different than the previous contract and I look forward to working with him.

Commissioner Krueger said in the Flathead Valley we have the Kalispell City Manager who is new to the valley and doesn't manage near the number of people, accounts or dollars and makes wages arguably in excess of what Mr. Pence makes. Therefore, I do believe that due to the area and information we have received that the compensation package for Mr. Pence is in line of where it should be with comparison of the evidence.

Aye – Krueger and Scott. **Opposed** – Holmquist. Motion carried by quorum.

8:15 a.m. Commissioner Holmquist: Upcoming Legislative Session Discussion & Hilton Garden Inn

At 5:00 o'clock P.M., the Board continued the session until 8:00 o'clock A.M. on December 3, 2014.

WEDNESDAY, DECEMBER 3, 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.

3:30 p.m. Commissioner Krueger: FCEDA Board meeting

At 5:00 o'clock P.M., the Board continued the session until 8:00 o'clock A.M. on December 4, 2014.

THURSDAY, DECEMBER 4, 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.

Commissioner Scott PT led the Pledge of Allegiance.

Commissioner Scott PT opened public comment on matters within the Commissions' Jurisdiction, no one present to speak, Commissioner Scott PT closed the public comment period.

REVIEW OF SOUTH CAMPUS PROJECT BY DAVID MITCHELL, CTA

9:30:00 AM

Present: Commissioner Calvin L. Scott PT, Commissioner Gary D. Krueger, Assistant Mike Pence, Grant Support Debbie Pierson & Whitney Aschenwald, CTA Architect David Mitchell, Clerk Kile

Absent: Commissioner Pamela J. Holmquist

David Mitchell with CTA presented an overview of the South Campus building project proposed to house several Flathead County departments.

AUTHORIZATION TO PUBLISH CALL FOR BIDS: SOUTH CAMPUS PROJECT

10:15:00 AM

Present: Commissioner Calvin L. Scott PT, Commissioner Gary D. Krueger, Assistant Mike Pence, Grant Support Debbie Pierson & Whitney Aschenwald, CTA Architect David Mitchell, Clerk Kile

Absent: Commissioner Pamela J. Holmquist

Commissioner Scott said I applaud you for handling this in the timing that you have, especially considering the interaction with all the parties involved and in keeping everyone apprised during the process. A lot of forethought went into planning for future growth of the valley.

Commissioner Krueger thanked David Mitchell for getting input from the staff and putting together a well thought out building plan.

Commissioner Krueger made a **motion** to authorize publication of Call for Bids – South Campus Project. Commissioner Scott P.T. **seconded** the motion. Motion carried by quorum.

**INVITATION TO BID
FLATHEAD COUNTY "SOUTH CAMPUS FACILITY"**

Flathead County is requesting Bids for the Flathead County "South Campus" Facility located at the corner 1st Avenue West and 11th Street West, Kalispell, MT. The project scope includes a new 30,000 square foot, two story facility with associated parking lot and site development. The facility includes several Flathead County departments including Planning and Zoning, Environmental Health and Agency of Aging (AOA).

The 15,000 square foot main floor includes an entry lobby with an open stairway, multi-purpose room, AOA administration offices, dining facility, dry and cold storage, delivery area and a large commercial kitchen. The 15,000 square foot second floor includes several departmental suites along with a large conference center.

Site improvements include a parking lot on the east side of the alley along with a generator enclosure and garbage enclosure. Landscape development is included in all setback areas and required landscape buffers. The new facility will have city connections for new domestic water, fire water, sanitary sewer, storm water, natural gas and a new electrical service.

Three residences currently exist on the site. Flathead County will demolish the three residences and abandoned all existing utilities. Project start date is schedule for February 2015 with a project substantial completion by **February 2016**.

Interested contractors may obtain the plans from CTA Inc., 2 Main Street, Suite 205, Kalispell, MT 59901, Phone 406.257.8172, or from the Kalispell Plans Exchange and any affiliated exchanges, on or after Tuesday, December 9, 2014. Construction Documents and Specifications are available electronically on CD. All bidding questions should be directed to CTA Kalispell, Shane Jacobs or David Mitchell, at 406.257.8172 or emailed to shanej@ctagroup.com or davidm@ctagroup.com. There will be a **Pre-Bid Conference at 10:00 AM local time on Friday, December 12, 2014**. All bidders are strongly encouraged to attend. The meeting will be conducted at the offices of CTA Architects Engineers, 2 Main Street, Suite 205, Kalispell MT.

Sealed Bids will be directly submitted to the Flathead County Commissioners Office, 800 South Main Street, Room 302, Kalispell, MT 59901. Bids must be submitted by 9:00 AM local time, Tuesday, December 23, 2014. No faxed or emailed Bids will be accepted. Bids will be publicly opened and read aloud immediately thereafter. All Sealed Bids must be clearly marked, "FLATHEAD COUNTY, SOUTH CAMPUS BUILDING". All Sealed Bids must be submitted on the Bid Form found in the Specifications and signed by an officer or a person duly authorized to sign Bids. **ONLY BIDS RECEIVED BY THE SPECIFIED TIME AND AT THE SPECIFIED LOCATION WILL BE CONSIDERED. LATE BIDS WILL NOT BE OPENED.**

Bid Security in the amount of 10 percent (10%) of the total Bid must accompany each Bid. This Security shall be in the form of a cashiers check, certified check, bank draft or bank money order, in any case drawn and issued by a federally chartered or state chartered bank insured by the federal deposit insurance corporation, or a Bid Bond executed by a surety corporation authorized to do business in the State of Montana payable to Flathead County.

This project shall comply with Montana Prevailing Wage Rates, Affirmative Action, Montana Gross Receipts, and Montana Preference as described in the bid documents. (It is the Bidder's responsibility to have current Wage Rates – those included herein are the best available at the time of issuance for bidding.)

**THURSDAY, DECEMBER 4, 2014
(Continued)**

Selected bidder will be required to provide insurance to meet Flathead County Insurance requirements as noted in the specifications.

All bids will be taken under advisement. The Owner reserves the right to reject any or all Bids, to waive formalities that do not affect the fairness of the Bid process, reject nonconforming, irregular, non-responsive or conditional Bids, and to accept the Bid deemed in the best interest of the Owner. Pending an acceptable bid the Owner will issue a Notice of Award and execute a lump sum contract. Within 60 calendar days after the Notice of award the Successful Bidder will be required to furnish a Performance Bond in the amount of 100% of the contract.

Dated this 4th day of December, 2014.

BOARD OF COUNTY COMMISSIONERS
Flathead County, Montana

By/s/Calvin L. Scott PT
Pamela J. Holmquist, Chairman

ATTEST:
Paula Robinson, Clerk

By/s/Diana Kile
Diana Kile, Deputy

Publish on December 7 and December 14, 2014.

Commissioner Krueger said first of all I want to thank you for the presentation we just received. This project has been on Flathead County books for a number of years, and it is finally good to see that the planning and planned drawings and haggling over what the plans are going to look like, and where the building is going to be built is done. We are going to move forward into the actual construction with boots on the ground. We are going to end up with a building that will be from what it looks like with this presentation a very usable, very modern, asset to Flathead County to finally get this project into the construction phase.

Commissioner Scott said it is with great appreciation that I respect the addressing of the accumulative needs of the county that have been for the most part on going for the last 10 years, and that we addressed a critical need rather than wait until it is too late; that we are doing this at today's cost. I commend Commissioner Krueger for his foresight in working through the process to be able to fund this project that is desperately needed for our people in Flathead County at no further additional cost to the taxpayers; that is greatly appreciated. We are moving forward without any continued delays at today's cost verses tomorrow's costs. The design and foresight looking into the future is greatly appreciated and very responsible for our taxpayers in Flathead County.

8:30 a.m. Commissioner Krueger: Transportation Advisory Board meeting @ Heritage Place

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

FRIDAY, DECEMBER 5, 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 December 8, 2014.
