

ABBREVIATED COMMISSION MINUTES

A complete set of minutes are available at the Clerk & Recorder's Office

MONDAY, OCTOBER 5TH, 2015

9:00AM CONVENE

Present: William Randash, Chairman; Deb Ranum, Member; Lani DeBuhr, Clerk

Absent: Steve Baldwin, Member

9:00AM COMMISSION MINUTES APPROVAL

The Commission made and approved a motion to approve the the September 28th-October 2nd, 2015 Commission Minutes.

9:30AM REVIEW SEPTEMBER TIME SHEETS

The Commission reviewed & approved September 2015 time sheets, payroll & withholdings in the amount of \$491,576.32 and they are filed in the Clerk & Recorder's Office.

9:20am- Mary Grube, Planner Administrative Assistant, joined the meeting.

The Commission and Mary Grube discussed the letter Susan Swimley, Contracted Planner, will send to Trotter & Associates, Inc. regarding items on June through August invoices the Commission want clarification on.

9:40am- Mike Kirschten, Shooting Range Board Member, joined the meeting.

Mike Kirschten came in and gave the Commission his letter of resignation from the Shooting Range Board.

The Commission made and approved a motion to accept Mike Kirschten's resignation from Shooting Range Board.

10:00am- Angie Rabbitt, Rec Dept. Director, joined the meeting.

The Commission and Angie discussed siding or painting the container that will be placed at the ball field.

10:00AM ROAD UPDATES

Present: Alba Higgins, Shop Foreman; Bobby Wiedmer, Road Supervisor; Shannon Hewson, Brosz Engineering

Alba Higgins gave the Commission updates on the equipment and vehicles that are being serviced or repaired by him and Mitch Overn, Road Department Mechanic.

North Business Frontage Road- The Commission, Bobby Wiedmer and Shannon Hewson discussed if the North Business Frontage Road should have scoria placed on it and maintained by the County. The issue of the businesses using the road for parking was discussed as well.

Sparks and Kramlick Box Culverts- Both bridges are almost done.

NAPA Retaining Wall- Erosion control mats will be laid down today and then it will be complete.

Prairie Ave. Culvert- The culvert is going to be a metal pipe with a drop inlet in it and could take 3 weeks to get.

Bridges- The Commission and Shannon discussed replacing the Westmore Bridge, Cooper Bridge and getting the last bridge permitted.

Spillway- Bobby will contact a contractor to clean out the spillway and the commission will work on getting the permit to do it.

Baker Corridor Study- Shannon and the Commission discussed the feasibility of the Baker Corridor Study. Due to the cost of the project the Commission and Shannon discussed alternatives to deal with the truck traffic.

11:10AM SHERIFF DEPARTMENT SCHEDULE CHANGES AND OVERTIME DISCUSSION

Present: Trent Harbaugh, Sheriff; Nic Eisele, Undersheriff; Julie Straub, Human Resource Manager

Julie Straub, Trent Harbaugh and Nic Eisele discussed the scheduling of the Detention Officers and Deputies and when overtime will be expected to accrue.

Coroner Pay and Training- Trent said he budgeted for Nic to start receiving Coroner pay as he is doing the duties and will be attending the training in January.

10:35AM CLOSED/RECRUTIMENT

12:00PM NOON RECESS

1:15PM FAIR MANAGER JOB DESCRIPTION REVIEW

Present: Julie Straub, Human Resource Manager

The Commission and Julie Straub discussed the new job description for the Fair Manager.

1:30PM ADMINISTRATIVE OFFICER DISCUSSION

Present: Jason Rittal, Eastern Plains Economic Development Corp Executive Director

The Commission met with Jason Rittal to discuss the possibility of Fallon County hiring an Administrative Officer and what that would entail.

2:30PM MINUTES/OPEN MEETING DISCUSSION

The Commission and Jason Rittal discussed what items have to go in the minutes and what can be omitted according to Montana Law.

3:00PM SEPTEMBER CLAIMS APPROVAL

The Commission reviewed and approved the September End of Month Claims in the amount of \$254,154.34 and they are filed in the Clerk & Recorder's Office.

5:00PM EVENING RECESS

TUESDAY, OCTOBER 6TH, 2015

9:00AM RECONVENE

Present: William Randash, Chairman; Deb Ranum, Member; Lani DeBuhr, Clerk

Absent: Steve Baldwin, Member

9:00AM OUTSIDE BUILDING MAINTENANCE UPDATES

Present: Joe Janz, Outside Building Maintenance Supervisor

Joe Janz gave the Commission updates on what he has been doing in the Outside Building Maintenance Department.

9:30AM UPPER AND LOWER LAKE MAINTENANCE

Present: Mary Grube, Planner Administrative Assistant

Upper and Lower Lake Gate- Mary Grube told the Commission the Emergency Action Plan specifies the City of Baker will work with the Department of Natural Resource and Conservation (DNRC) to maintain the upper and lower lake gate.

Safety Committee- Mary told the Commission she resigned from the Safety Committee and has discussed the reasons why with the Safety Coordinator, Julie Straub.

10:00AM LUTHERAN FOOD BOOTH DISCUSSION

Present: Tom Rodriguez, Jerrid Geving, Pat Ehret, Lani DeBuhr, Fair Board Members; Reba Kolasch, American Lutheran Church

The Fair Board members met to speak to the Commission about the Lutheran Food Booth Plan. The Fair Board members said construction on the building will be postponed until next year if their bid for the Montana State High School Finals Rodeo is accepted due to the building not being finished in time for the Rodeo. If the bid isn't accepted the building will be constructed this year with an August 5th, 2016 deadline date.

10:20am- Bud Anderson with the TransCanada Project joined the meeting.

Bud Anderson with the TransCanada Project came in to thank the Commission for the relationship he has had with them over the years and said he will continue to update them with Keystone Pipeline activities.

10:30AM REVIEW BRIDGE INSPECTION ASSESSMENTS

The Commission reviewed the Bridge Inspection Assessments issued by the Montana Department of Transportation for the various bridges.

11:00AM REC DEPARTMENT UPDATES

Present: Angie Rabbitt, Rec Department Director

Angie Rabbitt gave the Commission a report on what she learned at the National Convention she went to in Las Vegas and gave updates on what is happening in the Rec Department.

11:30am- Dale Butori, Weed Supervisor, joined the meeting.

Dale Butori and the Commission discussed the trailer purchase and quotes received for it. The Commission and Dale discussed Dale going to a FEMA Emergency Training in Alabama.

11:45AM PARKVIEW RENT DISCUSSION

The Commission discussed the potential of increasing the rent due to inflation. The Commission will discuss this with David Espeland, Fallon Medical Complex CEO and Selena Nelson, Fallon Medical Complex CFO.

12:00pm- Dan Forbes with the TransCanada Project came in to see the Commission. Dan said he is Bud Anderson's replacement and has been working on Keystone Pipeline permitting.

12:15PM NOON RECESS

1:15PM CITY OF BAKER UPDATES

Meeting canceled due to Mayor Clayton Hornung being out of town.

2:00PM DENBURY RESOURCES DISCUSSION

Present: Donna Lawrence, Denbury Resources Manager, Property Tax ; Lisa Rieger, Department of Revenue Appraiser; Brenda Wood, Clerk and Recorder; Barb Ketterling; Chris Kendall, Denbury Senior Vice President and COO, Matt Dahan, Denbury Vice President-North Region

The Denbury Representatives met with the Commission to gather information on how the reduced oil and gas revenues impact the County. The Denbury Representatives and the Commission discussed the ways the CO2 pipeline they are working on bringing through Fallon County would boost the economy and help offset the loss of oil and gas revenues.

2:30PM BOARD RESOLUTION WORK SESSION

The Commission identified what County Boards are Advisory or Administrative and began working on creating a resolution rough draft that will govern each type of Board.

4:00PM LUTHERAN FOOD BUILDING DISCUSSION

Present: Terry Sukut, JGA Architects Engineers Planners President/Project Manager; Reba Kolasch, American Lutheran Church, Jerrid Geving, Fair Board Member

The Commission, Reba Kolasch, Jerrid Geving and Terry Sukut met to discuss the Lutheran Food Building plans and design.

5:00PM EVENING RECESS**WEDNESDAY, OCTOBER 7TH, 2015****9:00AM RECONVENE**

Present: Steve Baldwin, Deb Ranum, Members; Lani DeBuhr, Clerk

Absent: William Randash, Chairman

9:00AM PARK UPDATES

Present: Scott Rabbit, Parks Director

Scott gave the Commission updates on the Iron Horse Park Project and asked permission to purchase picnic tables, benches and a Toro Groundsmaster 7210 mower. The Commission gave Scott permission to purchase the picnic tables, benches and made the motion to approve purchasing the Toro Groundsmaster 7210 mower.

9:30AM SPECIAL PROJECTS UPDATES

Present: DuWayne Bohle, Special Projects Technician

DuWayne Bohle came in to give the Commission updates on the Indoor Shooting Complex.

10:00AM APPOINT BOARD MEMBERS

The Commission received a letter of interest from Kirk J. Lineback to serve on the Shooting Range Board. There were no letters of interest submitted for the other Board Vacancies. The Commission made the motion to appoint Kirk J. Lineback to serve on the Shooting Range Board.

10:30AM CLOSED SESSION/HIPPA**10:30AM LOBBYIST/ADMINISTRATIVE OFFICER JOB AUDIT**

This meeting was moved to Thursday, October 8th at 1:15pm.

11:00AM EXTENSION UPDATES

Present: Elin Kittelmann, Fallon County Extension Agent

The Commission and Elin Kittelmann discussed recruiting for the 4-H Program Assistant position since Sharon Schwartz, current 4-H Program Assistant, is retiring in January. Elin told the Commission she is working on bringing a Farmers Market to Baker next September.

12:00PM NOON RECESS**1:15pm Don Dilworth, IT Tech, joined the meeting.**

Don Dilworth asked the Commission for approval to purchase backup software for the new server and the Commission gave their approval.

1:15PM COMMISSIONER WORK SESSION

AGREEMENTS-

Congregate and Home Delivered Meals Agreement- The Commission reviewed and Commissioner Randash, as Chairman, signed the Congregate and Home Delivered Meals Agreement with Fallon Medical Complex.

CORRESPONDANCE-

The Commission received correspondence from various entities and they are filed in the Clerk & Recorder's Office.

MISCELLANEOUS-

The Commission reviewed and signed Pay Applications for Iron Horse Splash Park and Kramlick/Sparks Bridges. The Commission completed the employee evaluation for DuWayne Bohle, Special Projects Technician.

DEPARTMENT REPORTS/NOTICES-

The Commission reviewed Department Reports, Newsletters and Notices.

REVENUES-

The Commission reviewed the revenues received during the week.

GENERAL JOURNAL ENTRY APPROVAL-

The Commission reviewed and Commissioner Randash, as Chairman, signed various Journal Entries.

3:00PM CLOSED SESSION/HIPPA

4:00PM IT TECH DEPT.

Present: Andy Fujimori, IT Tech

Andy Fujimori and the Commission discussed splicing and running the phone line from the Indoor Shooting Complex to the cameras at the Trap Shooting area of Rifle Range.

4:00PM COMMISSIONER WORK SESSION CONTINUED

The Commission and Lani DeBuhr went to the Indoor Shooting Complex and toured Iron Horse Park.

5:00PM EVENING RECESS

THURSDAY, OCTOBER 8TH, 2015

9:00AM RECONVENE

Present: William Randash, Chairman; Steve Baldwin, Deb Ranum, Members; Lani DeBuhr, Clerk

9:00AM PLANNER UPDATES

Present: Mary Grube, Planner Administrative Assistant; Forrest Sanderson, Contracted Planner with KLJ

Planning Fees- The Commission, Forrest and Mary Grube discussed increasing the Planning Fees so they cover the majority of the cost incurred when work is performed for landowners to develop land.

Planning Department Updates- Forrest and Mary gave the Commission updates on the activities of the Planning Department.

9:30AM LANDFILL UPDATES

Present: Tom Kachel, Landfill Manager

Landfill Updates- Tom Kachel gave the Commission updates on the activities at the Landfill. Tom and the Commission discussed Plains Pipeline's outstanding bill of \$45,174 that has been delinquent for approximately 9 months. Tom said he is working with Darcy Wassman, County Attorney, to help him collect it.

Scraper- The Commission and Tom discussed cross-training Paul Christ, Landfill employee, on operating the Scraper when Mike Kirschten is ill or takes vacation.

9:45am- Andy Fujimori, IT Tech, joined the meeting.

Andy Fujimori came in to discuss an alternative to splicing the phone line at the Rifle Range and asked for permission to purchase a Point to Point Wireless System instead. Andy asked the Commission if he could also purchase a laptop computer for diagnosis purposes when he goes to different sites. The Commission gave Andy permission to purchase both items.

10:00AM FALLON MEDICAL COMPLEX (FMC) UPDATES

Present: David Espeland, FMC CEO; Selena Nelson, FMC CFO

Commission Minutes- The Commission and Selena Nelson discussed what has to be included in the Commission Minutes in order to abide by the open meeting laws as there were things published in the newspaper that caused FMC grief.

FMC Updates- Selena and David Espeland gave the Commission updates on activities at FMC. The Commission and Selena reviewed FMC's Financial Report. Selena said the auditors were here in September with no significant findings and will submit their report to FMC by December.

11:45AM PUBLIC COMMENT

No one appeared for public comment.

12:00PM NOON RECESS

1:15PM COUNTY ADMINISTRATOR JOB DESCRIPTION DISCUSSION

Present: Julie Straub, Human Resource Manager

The Commission and Julie Straub met to discuss the job duties, qualifications and pay for a County Administrator if the County were to hire one.

1:40PM COMMISSIONER PROJECT/ROAD TOUR

The Commission and Lani DeBuhr went to tour County entities and projects.

4:30PM STUDY COMMISSION UPDATES

The meeting was canceled due to John Beach not coming in for meeting.

4:30PM MINUTES APPROVAL

The Commission made and approved a motion to approve the November 3-6, 2014 Commission Minutes.

4:40pm- Cliff Tudor joined the meeting.

Cliff Tudor came to discuss the Tronstad Culvert with the Commission.

5:00PM ADJOURN