

ABBREVIATED COMMISSION MINUTES

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

MONDAY, NOVEMBER 2ND, 2015

9:00AM CONVENE

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

9:00AM MINUTES APPROVAL

The Commission made and approved the motion to approve the October 26-30, 2015 Commission Minutes.

9:30AM REVIEW OCTOBER 2015 TIMESHEETS

The Commission reviewed & approved October 2015 time sheets, payroll & withholdings in the amount of \$488,213.22 and they are filed in the Clerk and Recorder's Office.

10:00AM ROAD DEPARTMENT UPDATES

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

Alba Higgins gave the Commission updates on the vehicles and equipment that are currently being serviced or repaired. The Commission and Alba discussed the shop roof repairs and storing the DES generator in the Fairgrounds cold storage building.

Bobby Wiedmer said the Road Crew will be hauling gravel and installing car gates this week.

Prairie Avenue Culvert- Shannon Hewson said the culvert is being installed today.

Kramlick & Sparks Box Culverts- Shannon said the final change order reduced the original price of the project by \$20,000. Commissioner Randash, as Chairman, signed the Final Pay App for the Kramlick & Sparks Box Culvert Bridges.

NAPA Retaining Wall- Commissioner Randash, as Chairman, signed the Final Pay App for the NAPA Retaining Wall.

Baker Lake Drainage- Shannon gave the Wetland Delineation Report of the Baker Drainage Improvement to the Commission to review. The Commission and Shannon discussed the mitigation that will be required.

Stanhope Addition Water/Sewer Project- Brosz Engineering will be sending files to Stahly Engineering.

Bridge Inspections- The Commission, Shannon and Bobby reviewed the most recent Bridge Inspection Reports received from the Montana Department of Transportation and discussed what bridges need to be replaced first.

11:00AM REVIEW BRIDGE INSPECTIONS

The Commission continued to review the Bridge Inspection Reports.

11:30AM COMMISSION WORK SESSION

MACO Health Care Trust- The Commission reviewed and Commissioner Randash, as Chairman, signed the MACO Health Care Trust Employee Eligibility Form.

Baker Lake Spillway- The Commission received notice from Forrest Sanderson, Contracted Planner, that the Baker Lake Spillway permit was amended to allow for crews to begin cleaning the spillway.

Baker Lake Mitigation- The Commission received a letter dated October 26th, 2015 from the Montana Department of Environmental Quality (DEQ) stating they approved the 318 Authorization Application submitted for Turbidity Related to Construction Activity on the Upper and Lower Baker Lake/Wetlands.

MISCELLANEOUS-

The Commission reviewed Department Reports, Newsletters, Notices, Board Agendas and Minutes, Revenues and Emails.

12:00PM NOON RECESS

1:15PM CLOSED SESSION

The closed session meeting was canceled.

1:30PM OCTOBER CLAIMS APPROVAL

The Commission reviewed and approved the October End of Month Claims in the amount of \$784,276.50 and they are filed in the Clerk & Recorder's Office.

4:30PM EVENING RECESS

TUESDAY, NOVEMBER 3RD, 2015

9:00AM RECONVENE

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

9:00AM CITY OF BAKER PROJECT UPDATES

Present: Lance Wedemeyer, City of Baker Public Works Director; Clayton Hornung, City of Baker Mayor

Lance Wedemeyer gave the Commission updates on the City projects, stating all projects they have been working on this Spring/Summer are nearly complete. The Commission asked for documentation of the funds they have given the City for their projects. Clayton Hornung discussed future plans for the City's water line projects. He said the project will be dependent on the County funds available and when it begins it will be done in stages.

Upper Baker Lake- The Commission and Lance discussed the maintenance of the Upper Baker Lake gate.

Sewer Line South of Town- The Commission and Lance discussed an issue that has been discovered with the sewer line south of town and who should be maintaining it now.

10:00AM RIFLE RANGE LEGAL WAIVERS

Present: Jade Boggs, D&J Insurance Agent

The Commission and Jade Boggs discussed insurance and liability waivers for the Indoor Shooting Complex. Jason said Debbie Wyrick is working with EMC to ensure all County buildings are ensured correctly.

10:20AM SHOOTING RANGE BOARD APPOINTMENT

The Commission received a letter of interest, dated November 2, 2015, from Carl Overland to serve on the Shooting Range Board.

The Commission made and approved the motion to appoint Carl Overland to the Shooting Range Board effective November 3rd, 2015

10:30AM BUDGET HEARING MOTOR VEHICLE DISPOSAL

The Commission made and approved the motion to adopt the Budget Authority Resolution 2015-16 allocating monies received from the State of Montana-Motor Vehicle Disposal funds in the amount of \$403. The resolution is filed in the Clerk and Recorder's Office.

10:45AM BOARD OF HEALTH RESOLUTION

The Commission made and approved the motion to adopt the Budget Transfer Resolution 2015-08 transferring \$10,000 from the Clerk & Recorder's expense account to the Board of Health Grant expense account. The resolution is filed in the Clerk and Recorder's Office.

11:00AM REC DEPARTMENT UPDATES

Present: Angie Rabbitt, Rec Dept. Director

Angie Rabbitt gave the Commission updates on the activities in the Rec. Department.

11:30AM COMMISSION WORK SESSION

Fair- The Commission reviewed and discussed a bill John Geving gave them to repair the jacks on his camper after it was damaged at the Fairgrounds. The Commission agreed to pay for the repairs.

Human Resources- The Commission reviewed and signed a Change of Rate of Pay Approval Form for Nicholas Eisele to pay him Coroner's Pay effective October 24, 2015.

Splash Park- Commissioner Randash, as Chairman, signed the Pay App 4 from KO Construction for construction at the Splash Park.

Claim Approval- The Commission reviewed and approved the Bank of Baker Claim in the amount of \$10,000 to fund the Fallon County's Visa Card Checking Account.

Lower Baker Lake Dam- The Commission completed and Commissioner Randash, as Chairman, signed the High Hazard Owner's Plan to Meet Engineer's Report Recommendations for the Lower Baker Lake Dam.

12:00PM NOON RECESS

1:15pm- Jon Brosz and Shannon Hewson with Brosz Engineering entered the meeting.

1:15PM CITY OF BAKER UPDATES

Present: Clayton Hornung, City of Baker Mayor; Kevin Dukart, City of Baker Treasurer/Clerk

Baker Corridor Study- The Commission, Clayton Hornung and Kevin Dukart discussed the routes proposed by the Montana Department of Transportation in the Baker Corridor Study and discussed alternate routes that wouldn't be as expensive.

Financial Statements- Kevin gave the Commission a breakdown of what the County has given the City of Baker this past year: \$3 million for infrastructure; \$159,200 for various equipment; pre-paid SIDS with the funds being reimbursed in the future; \$500,000 for lagoon improvements.

Splash Park Fencing- The Commission, Clayton and Kevin discussed replacing the barbed wire fence by Malcolm Johnson's with smooth wire since Malcolm said he was concerned with kids getting hurt by the barbed wire.

1:37pm- Bobby Wiedmer, Road Supervisor, entered the meeting.

Baker Lake Spillway- The Commission and Bobby discussed the best way to clean the spillway since it is not entirely made of concrete as Bobby originally thought.

Kramlick/Sparks Bridges- Jon Brosz and Shannon Hewson said the approach culvert on the south side of the Kramlick Box Culvert was set too high. They are going to talk to John Peila with Diamond J Construction about lowering it.

2:00PM PROJECT EXPENDITURE REVIEW

The Commission began reviewing the expenses incurred YTD for all capital improvement projects that have not been completed.

2:25pm- Pat Ehret, Fair Board Chairman, joined the meeting.

The Commission and Pat Ehret discussed the budget the Fair has for the Montana State High School Finals Rodeo.

2:30PM PROJECT EXPENDITURE REVIEW CONTINUED

The Commission continued to review the capital improvement project expenses.

3:45PM FOOD BOOTH DISCUSSION

Present: Terry Sukut, JGA

Terry Sukut and the Commission reviewed the designs and drawings of the Food Booths and Covered Eating Area at the Fairgrounds he did.

The Commission made and approved the motion to proceed with the construction of the Food Stands and Covered Eating Area as per Terry Sukut's designs and projected costs.

5:00PM EVENING RECESS

WEDNESDAY, NOVEMBER 4TH, 2015

9:00AM RECONVENE

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

9:00AM PARKS UPDATE

The meeting was canceled by Scott Rabbitt, Parks Director.

9:18am- Lyle Neary joined the meeting.

Lyle Neary came in to tell the Commission that Steve Herbst and Pete Herbst have a curb and gutter machine and may be interested in submitting a bid for the CTEP project when it goes back out to bid. The Commission thanked Lyle for letting them know and will be sure to notify them when it goes back out to bid.

9:30AM SPECIAL PROJECT UPDATES

Present: DuWayne Bohle, Special Project Maintenance Worker

Indoor Shooting Complex Bathrooms- The Commission asked DuWayne to contact Griffith Steel about constructing the outdoor bathrooms at the Shooting Range.

Parks Toro Mower- The Parks older Toro Mower will be sent to the Shooting Range.

9:45AM CLOSED SESSION/JOB APPRAISAL

10:00AM UPDATED HEALTH NURSE JOB DESCRIPTION DISCUSSION & REVIEW

Julie gave the Commission the updated job description to review. The Commission reviewed and approved the job description.

10:30AM CAPITAL IMPROVEMENT PLAN WORK SESSION

Present: Jason Rittal, Eastern Plains Economic Development Corporation (EPEDC) Executive Director

Jason Rittal and the Commission reviewed and discussed the Capital Improvement Plan and made final changes to put in the plan.

11:45AM COMMISSION WORK SESSION

Baker Corridor Study- The Commission wrote and mailed a letter to Corrina Collins with the Montana Department of Transportation regarding their thoughts about the Baker Corridor Study proposed routes and gave alternate suggestions.

12:00PM NOON RECESS

1:30PM FALLON COUNTY SEWER WATER DISTRICT UPDATES

Present: Jason Rittal, Eastern Plains Economic Development Corporation (EPEDC) Executive Director

Guest: Richard Menger, Sanitarian

Jason Rittal spoke to Patrick Shumacker and Chuck Davison with High Plains Group about the project and what they could contribute towards it.

1:45pm- Mona Madler, SMART Executive Director, entered the meeting.

1:45pm- The Commission and Jason called Ryan Rittal with Stahly Engineering and Ryan joined the meeting via conference call.

The Commission and Ryan Rittal discussed what the next steps are with this project.

2:00PM CAPITAL IMPROVEMENT PLAN FINAL APPROVAL

Present: Jason Rittal, Eastern Plains Economic Development Corporation (EPEDC) Executive Director

Jason Rittal gave the Commission a copy of the Final Capital Improvement Plan to review. The Commission reviewed and approved the plan.

2:30pm- Andy Fujimori, IT Tech, joined the meeting.

Shooting Range Update- Andy Fujimori gave the Commission updates on the wiring of cameras outside the Dispatch Center and the Shooting Range.

Purchase Request- Andy asked the Commission for permission to purchase office equipment from Southwest Business Machines and they gave their approval.

2:35pm- Mona Madler said she asked the Chamber of Commerce what members they have that offer state rates and was told Jackson Village, Pat O'Donnell's Bunk House and Montana Motel offer state rates.

2:45pm- The Commission received a letter dated November 4, 2015 from Kevin J. Dukart, City of Baker Clerk/Treasurer, detailing the funds the County has given to the City in the past year.

3:00pm- Nathan B. Adams, US Senator Steve Daines' Field Representative, came to introduce himself to the Commission and let them know the activities Senator Daines is involved in and the things he has been working on.

3:15PM COUNTY ADMINISTRATOR JOB DESCRIPTION DISCUSSION

Present: Julie Straub, Human Resource Manager, Brenda Wood, Clerk & Recorder; Debbie Wyrick, Deputy Clerk & Recorder

Guests: Fallon County Employees and Elected Officials- Trent Harbaugh, Nic Eisele, Brenda Flint, Mindi Murnion, Sharon Schwartz, Julie Post, Maggie Bainter, Andy Fujimori, Lynda Herbst, Nicole Benefiel, Jerrie Newell; Darcy Wassman, County Attorney; Sandy Kinsey, Fallon County Study Commission Representative; Sherry Vogel, Fallon County Times Reporter; Darlene Hornung, Fallon County Times Publisher; Mona Madler, SMART Executive Director

Julie Straub and the Commission discussed changes the Commission wanted made to the County Administrator job description. The Commission removed the supervisor duties from the position and added language to emphasize the lobbyist duties.

4:00PM COUNTY ADMINISTRATOR DISCUSSION WITH FALLON COUNTY TIMES

Present: Sherry Vogel, Fallon County Times Reporter; Darlene Hornung, Fallon County Times Publisher

Darlene Hornung and Sherry Vogel met with the Commission to gather information on the County Administrator position since they have been receiving calls from the public asking them about it.

4:00pm – Bobby Wiedmer, Road Supervisor, joined the meeting.

The Commission opened up the discussion for comments from those present. Those present asked questions about the job description and voiced their ideas and concerns.

4:25pm- Stacey Moore, Library Director and Eric Kary, Golf Course Manager, joined the meeting.

4:45PM EVENING RECESS

WEDNESDAY, NOVEMBER 4TH, 2015

9:00AM RECONVENE

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

9:00AM OUTSIDE BUILDING MAINTENANCE UPDATES

Present: Joe Janz, Outside Building Maintenance Supervisor

Joe Janz gave the Commission updates on what he has been working on in the Outside Building Maintenance Department and at the Fairgrounds

9:30AM MUSEUM UPDATES

Present: Karen Banister, Museum Curator

Karen Banister gave the Commission updates on the activities at the Museum.

10:20AM FALLON MEDICAL COMPLEX (FMC) UPDATES

Present: David Espeland, FMC CEO

David Espeland gave the Commission updates on the activities at FMC.

FMC Basement Project- David gave the Commission updates on the FMC Basement project and said the projected completion date of Mid-December completion is still feasible.

Griffith Steel Apartments- The Commission and David discussed the concrete slab that was poured at the apartments constructed by Griffith Steel.

Parkview Complex Rent- The Commission and David discussed the rent at Parkview Complex and if it needs to be increased slightly.

11:00AM CLOSED/HIPPA

12:30PM ADJOURN