

ABBREVIATED COMMISSION MINUTES

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

MONDAY, DECEMBER 7TH, 2015

9:00 AM CONVENE

PRESENT: William L. Randash, Chairman; Steve Baldwin, Deb Ranum, Members; Lani DeBuhr, Clerk

GUEST: Dave Havens, Member of the Public

9:10AM 4H ASSISTANT WAGE DISCUSSION

Present: Julie Straub, Human Resource Manager; Elin Kittelmann, County Extension Agent

Julie Straub, Elin Kittelmann and the Commission discussed the starting wage for the 4H Assistant position. In comparison to other County wages for this position the Commission decided to set the starting wage at \$16.50 per hour with a 6 month increase to \$17.50 per hour and a 1 year increase to \$18.50 per hour.

9:15am- Elin Kittelmann left the meeting.

Sheriff's Department- The Commission and Julie discussed Trent Harbaugh, Sheriff, hiring Karen Rising as a new Detention Officer.

9:30AM MINUTES APPROVAL

The Commission made and approved the motion to approve the Commission Minutes for the weeks of November 30 – December 4, 2015.

9:35am- Commissioner Ranum excused herself to attend a funeral.

9:50AM ROAD DEPARTMENT UPDATES

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

Alba Higgins gave updates on the equipment and vehicles that are being serviced or repaired this week.

Capital Improvement Plan (CIP)- Alba and the Commission reviewed the capital improvement funds allocated to the Road Department in the coming 5 years.

Project Updates- Shannon Hewson gave the Commission updates on the following projects: Kramlick Box Culvert, Dry Fork Creek Bridge, Westmore Bridge, and Calumet Bridge. The Commission and Shannon discussed the future of the Steffes Bridge.

Buerkle Scoria Pit- Shannon gave the Commission the measurements of the Buerkle Scoria Pit for their records. The pit measured at 10,321 cubic yards of scoria.

Big Hill Road- Bobby said the Big Hill Road will be straightened out this spring when the road is pliable. Bobby said from this point forward when they start to gravel or mulch a road he would like to put a "Road Construction" sign up with a speed limit set that stays in place for a minimum of 12 months and a maximum of 24 months. Bobby said after 24 months the road will be assessed and if it isn't where they want it to be they can address it then. Bobby said the new road patrol will help with future blading as it is computerized and can be set at percentages rather than degrees so the blading will be more consistent.

11:00am- Jason Rittal, Eastern Plains Economic Development Corporation Executive Director; Barb Ketterling, Treasurer; Brenda Wood, Clerk and Recorder; Lisa Rieger, Department of Revenue; LaRita Huether, Department of Revenue entered the meeting.

11:00AM CENTRALLY ASSESSED TAX DISCUSSION

Present: Liz Franz, Department of Revenue; **Present by Conference Call:** Jill Gallagher, Department of Revenue; Angie Nelson-Haller, Department of Revenue

The Commission was notified by Denbury they were having problems with the way they were being taxed by the Department of Revenue. Because of this the Commission requested a meeting with the Department of Revenue to better understand the difference between Centrally Assessed and Industrially Assessed properties.

11:45AM STANHOPE WATER/SEWER DISTRICT DISCUSSION

Present: Jason Rittal, Eastern Plains Economic Development Corporation Executive Director; Rich Menger, Sanitarian

The Commission and Jason Rittal reviewed the Contract Amendment from Stahly Engineering for the Stanhope Water/Sewer design work. Jason Rittal suggested the main line go south of the lumber yard to get away from the water below and to avoid having to block the businesses during construction. He said this change could save \$100,000+ by not having to deal with dewatering during construction and not having to bore under the ground. Jason said he will talk to Stahly Engineering to see if it is possible.

12:30PM NOON RECESS

1:15PM NOVEMBER TIME SHEET REVIEW

The Commission will wait to review the time sheets until Commissioner Ranum returns to meeting.

1:15PM NOVEMBER CLAIMS APPROVAL

The Commission began reviewing the claims.

1:45pm- Commissioner Ranum returned to the meeting.

The Commission continued reviewing the claims and approved the November End of Month Claims in the amount of \$795,114.60 and they are filed in the Clerk & Recorder's Office.

3:30PM NOVEMBER TIME SHEET REVIEW CONTINUED

Present: Julie Straub, Human Resource Manager

The Commission and Julie discussed the time sheets. The Commission decided they will not require employees who attended the Commission meetings for the Administrative Officer Position to take vacation time while in the meeting.

5:00PM EVENING RECESS

TUESDAY, DECEMBER 8TH, 2015

9:00 AM RECONVENE

PRESENT: William L. Randash, Chairman; Steve Baldwin, Deb Ranum, Members; Lani DeBuhr, Clerk

GUEST: Dave Havens, Member of the Public

9:00AM SAFETY INSPECTIONS DISCUSSION

Present: Julie Straub, Debbie Wyrick, Alba Higgins, Stacey Moore, Cindy Irgens, Joe Janz - Safety Committee Members

The Safety Committee said they would like the Safety Committee and Department Heads to alternate years in conducting Safety Inspections in each Department and the Commission gave them permission.

9:30AM TREASURER UPDATES & INVESTMENT DISCUSSION WITH BROKERS

Present: Barb Ketterling, Treasurer; Julie Post, Deputy Treasurer; Nolan Farr, Piper Jaffrey Broker; Janice Cochrane, DA Davidson Broker

Barb Ketterling invited her brokers to meet with the Commission to discuss how they assist her in investing County funds. Nolan Farr and Janice Cochrane explained to the Commission the ways in which the County funds are currently invested.

11:00AM RECREATION DEPARTMENT UPDATES

Present: Angie Rabbitt, Rec. Department Director

Angie Rabbitt gave the Commission updates on what activities and programs are happening in the Recreation Department this month. Angie gave the Commission a quote for four shelving units from Sam's Club that she would like to purchase for the storage container and they gave permission.

11:30AM FAIRGROUNDS UPDATES

Present: Barb Lechler, Fairgrounds Manager

Barb Lechler gave the Commission updates on the activities at the Fairgrounds this month and said they need to install 4 fans in the big barn to combat condensation.

12:00PM NOON RECESS

1:15PM CITY OF BAKER UPDATES

Present: Kevin Dukart, City of Baker Treasurer/Clerk; Scott Rabbitt, Parks Director; Julie Straub, Human Resource Manager; Darcy Wassman, County Attorney

Kevin Dukart said Clayton Hornung, City of Baker Mayor, wanted him to tell the Commission the City does not have the funds for the growth policy that Forrest Sanderson, Contracted Planner has received a grant for.

1:20pm- Kevin Dukart left the meeting.

The Commission and Scott Rabbitt discussed the issues they have been having with each other and what things need to change for the relationship to get better.

1:45pm- Scott Rabbitt left the meeting.

The Commission, Darcy and Julie reviewed and discussed the Parks Inter-local Agreement and how the County can work with the City of Baker to improve the relationship

2:10PM AMBULANCE & EMERGENCY SERVICES UPDATES

Present: Lisa Mitchell, Ambulance Director

Lisa Mitchell gave the Commission updates on the activities of the Ambulance Service and the CPR classes they have been offering. Lisa said they recently passed their State of Montana License Inspection. Lisa said her current radios are no longer reliable and asked the Commission for permission to purchase 10 new radios to replace them and the Commission gave permission. Lisa gave the Commission spec sheets for the ambulances she is considering purchasing this year and discussed with them what type would be best. Lisa said the trailer is at Crawford Construction and Steve Stanhope is currently working on refabbing it into a mass casualty response trailer.

2:45PM COMMISSION WORK SESSION

Splash Park- The Commission reviewed and Commissioner Randash, as Chairman, signed Change Order #3 from KO Construction for the Splash Park Project. This Change Order changes the contract time from calendar days to a final completion date of May 15, 2016.

Clyde Burns Property- Commissioner Baldwin said he asked David Espeland, Fallon Medical Complex CEO, if it would be beneficial for the County to purchase Clyde Burns property for future hospital development and David said no because it would interfere with their critical access assets.

CORRESPONDENCE-

Growth Policy Grant- Forrest Sanderson, Contracted Planner, notified the Commission a planning grant has been awarded to Fallon County to update their growth policy.

WBI Minor Subdivision- Forrest Sanderson, Contracted Planner, gave the Commission the Staff Report for the WBI Minor Subdivision for them to review and scheduled a public hearing with the Commission for January 11, 2016 at 11am.

MISCELLANEOUS- The Commission reviewed department reports, newsletters and notices; revenues received during the week; emails sent to them from State agencies and other entities that required no discussion, action or decision.

4:00PM EVENING RECESS

WEDNESDAY, DECEMBER 9TH, 2015

9:00 AM RECONVENE

PRESENT: William L. Randash, Chairman; Steve Baldwin, Deb Ranum, Members; Lani DeBuhr, Clerk

9:00AM FALLON COUNTY CHRISTMAS BREAKFAST

The Commission attended the Fallon County Christmas Breakfast in the Library Basement.

9:30AM COMMISSION WORK SESSION CONTINUED

9:35am- Bobby Wiedmer, Road Supervisor, joined the meeting.

Bobby Wiedmer gave the Commission updates on the following projects: Kramlick Culvert, Calumet Box Culvert and the Dry Fork/Westmore Culverts.

10:00AM SOLAR BEE SERVICE CONTRACT

Present by Conference Call: Kyla Bratz, Solar Bee Representative

The Commission called Kyla Bratz to discuss the price on the maintenance service quote they received for the Baker Lake circulators.

10:45AM OUTDOOR MAINTENANCE UPDATES

Present: Joe Janz, Outside Building Maintenance

Joe Janz gave the Commission updates on what he has been doing in the Outdoor Maintenance Department. Joe and the Commission discussed parking issues and how to resolve them. Joe and the Commission discussed cleaning the prisoner's bull pen and removing snow this winter.

11:00AM HUMAN RESOURCE UPDATES

Present: Julie Straub, Human Resource Manager

Julie Straub gave the Commission updates on what she has accomplished and been working on in the Human Resource Department. Julie suggested the Commission begin having "State of the County" meetings once or twice a year for employees to learn what the County has been working on and achieving.

11:30AM CLERK AND RECORDER UPDATES

Present: Brenda Wood, Clerk and Recorder; Debbie Wyrick, Deputy Clerk and Recorder

Brenda Wood gave the Commission her report on the activities in her department and what each employee in her department has been doing.

12:00PM NOON RECESS

1:15PM INSIDE BUILDING MAINTENANCE UPDATES

Present: Lynda Herbst, Inside Building Maintenance Supervisor

Lynda Herbst gave the Commission updates on what she has been doing in the Inside Building Maintenance Department.

1:30PM IT TECH UPDATES

Present: Andy Fujimori, IT Tech

Andy Fujimori gave the Commission updates on the activities and ideas he has for the IT Tech Department. Andy asked if the Commission would consider replacing the SWIFT program in Dispatch as it doesn't have the technical support they need.

1:40pm- Richard Menger, Sanitarian, joined the meeting.

Rich Menger and the Commission discussed the trees by Baker Lake Dam needing to be removed.

2:00PM CLERK OF COURT UPDATES

Jerrie Newell, Clerk of Court, did not attend the meeting therefore it was canceled.

2:15PM LIBRARY UPDATES

Present: Stacey Moore, Library Director

Stacey Moore gave the Commission updates on the activities in the Library and said the number of patrons has doubled this past year. Stacey brought in samples of the flooring she would like to place in the library and Commission gave permission to proceed with getting it replaced. Stacey said in the future she would like to have the upper part of the ceiling painted as it has never been painted. The Commission asked Stacey to contact Darold Brown to get a quote on painting the ceiling before the carpet is laid.

2:45PM MUSEUM UPDATES

Present: Karen Banister, Museum Curator; Sherry Vogel, Museum Board Member; Julie Straub, Human Resource Manager

Karen Banister gave the Commission updates on the activities at the Museum. Karen asked the Commission if she could get the Museum its own website separate from the County website and they gave permission. Karen asked the Commission if she could hire someone on a permanent part-time/as needed basis to staff the museum when she is gone or sick. Karen said this would also be helpful when she has to have someone help her do things such as clean the glass cases and uniforms. The Commission said they are hesitant to hire more staff when the foot traffic doesn't warrant it but will consider it and let Karen know at a later time.

3:00PM EXTENSION UPDATES

Present: Elin Kittelmann, County Agent; Julie Straub, Human Resource Manager

Elin Kittelmann gave the Commission updates on the activities that are happening in the Extension Department and gave them a report of upcoming activities. The Commission asked Elin to have her office opened during lunch hour by staggering staff lunches and notifying the public of this change. Elin asked the Commission if they would consider swapping the Columbus Day holiday for the day after Thanksgiving instead. Elin said the State of Montana does this and the Commission said they like the idea but didn't know if it was legally possible. Julie Straub said she will do some research on it.

3:45PM SPECIAL PROJECTS UPDATES

Present: DuWayne Bohle, Special Projects Maintenance Worker

DuWayne Bohle gave the Commission updates on what he has been working on in the Special Projects Department. DuWayne asked for permission to use Scott Rabbitt's trailer when he goes and picks up shelving in Billings and the Commission gave permission. DuWayne said Griffith Steel poured the outdoor bathroom pad and will resume construction in the spring. DuWayne said there are large hairline cracks in the walls of the Indoor Shooting Complex and suggested sealing the cracks with epoxy to stop water from causing the cracks to widen and the Commission agreed.

4:00PM COUNCIL ON AGING UPDATES

Carla Brown is out of town and therefore unable to attend the meeting.

4:30PM SHERIFF UPDATES

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

Trent Harbaugh gave the Commission updates on the activities that have been going on in the Sheriff's Department. Trent and the Commission discussed the Detention Officer hiring process, scheduling, training and duties. The Commission and Trent discussed his Department using the Dispatch kitchen and the cleaning of the prisoner bullpen.

5:15PM EVENING RECESS

THURSDAY, DECEMBER 10, 2015

9:00 AM RECONVENE

PRESENT: William L. Randash, Chairman; Steve Baldwin, Deb Ranum, Members; Lani DeBuhr, Clerk

9:05AM CEMETERY UPDATES

Present: Iven Felt, Cemetery Caretaker

Iven Felt came in and gave updates on what he has been doing at the Cemetery. Iven asked the Commission if there would be funds to purchase a new tractor next year. The Commission said they will have to review the Capital Improvement Plan before giving him an answer.

9:30AM BAKER RURAL FIRE DISTRICT (BRFD) GENERATOR DISCUSSION

Present: Turk Stark, BRFD Member; Randy Hoenke, BRFD Member

Randy Hoenke and Turk Stark came in to talk to the Commission about the BRFD's generator that needs to be replaced. Turk Stark said he drove down Big Hill Road today and doesn't understand the letter that was written about it in the newspaper. The Commission thanked Turk for his comments. Turk, Randy and the Commission discussed getting a repeater on the north side of town since narrowband took their coverage away in that area. After looking at options it was decided they will place a repeater on Continental's tower on Dale Schweigert's property. Turk said the Ollie School is gone and reclaimed and is no longer a liability for the County. Turk said Fred Hoff will most likely graze it.

10:00AM FALLON MEDICAL COMPLEX (FMC) UPDATES

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

David Espeland and Selena Nelson gave the Commission updates on the activities at Fallon Medical Complex. Selena gave updates on their recruiting and audit findings.

11:15AM WEED DEPARTMENT UPDATES

Present: Dale Butori, Weed Supervisor

Dale Butori gave the Commission a report that shows what he has been doing and plans to do in the Weed Department. Dale gave the Commission his Financial Report and said Canadian Thistle and Knap Weed were exceptionally rampant this past year which lent to the increase in income on his report. Dale said houndstongue is a weed Fallon County landowners need to be concerned about this year and he has been letting landowners know so they can combat it. The Commission and Dale discussed taking equipment out of town for repairs and purchasing tires for his 4x4.

11:45AM LANDFILL UPDATES

Present: Tom Kachel, Landfill Manager

Tom Kachel gave the Commission a copy of his aged report and gave them updates on what he has been happening at the Landfill. Tom gave the Commission a copy of his DEQ Inspection Report for them to review. Tom said he is about to move to another Tier at the Landfill and needs a ramp built to it. Tom asked for permission to hire someone to build the ramp and the Commission gave permission. Tom said he hasn't moved the oil disposal building from behind the high school yet as he isn't sure how he can move it. The Commission told Tom to call Griffith Steel to move it and Tom said he will.

11:45AM PUBLIC COMMENT

No one appeared for public comment.

12:00PM NOON RECESS

1:10pm- David Turch, Lobbyist, joined the meeting.

David Turch came to talk to the Commission about the activities that have been going on in Fallon County.

1:30PM 911/DES UPDATES

Present: Chuck Lee, 911/DES Director

Chuck Lee gave updates on the things he has been working on in the 911 and DES Departments. Chuck said he has been researching ways to offer 911 texting service and the P.A.W.S program. The Commission asked Chuck discussed the possibility of changing the SWIFT program in Dispatch.

1:45PM DISPATCH UPDATES

Brenda Hoeger, Dispatch Supervisor, was not able to attend the meeting, therefore it was canceled.

1:45PM- Alba Higgins, Shop Foreman, joined the meeting.

Alba Higgins came in to notify the Commission of the problems he is having with the old Senior Bus. Alba told them it will cost around \$700 to repair it and the Commission told him to get it repaired.

1:50PM GOLF COURSE UPDATES

Present: Eric Kary, Golf Course Manager

Eric gave the Commission updates on what he has been working on at the Golf Course.

2:15PM SANITARIAN DEPARTMENT UPDATES

Present: Rich Menger, Sanitarian

Rich Menger gave the Commission updates on the inspections he has been conducting in the County. Rich gave the Commission updates on the Baker Lake data collection by DOWL Engineering. Rich said the Lidar readings show there is 5 feet of soft sediment at the bottom of the Lake. Rich said

he talked to Mark Bronson with the Montana State Highway Department about removing the elm trees on the down slope behind Ace Hardware.

2:45PM RIFLE RANGE UPDATES

Present: Shane Bettenhausen, Rifle Range Manager

Shane Bettenhausen gave the Commission updates on things he has been working on at the Rifle Range.

3:00PM AIRPORT UPDATES

Present: Roger Meggers, Airport Manager; Dennis Twedt, Airport Commission City Appointee

Roger Meggers and Dennis Twedt gave the Commission updates on the activities at the Airport. The Commission and Roger discussed the agreement between Roger and the County for the aviation fuel at the Airport. Roger said he talked to Dave Havens about getting a rental car at the airport for customers to use and Dave is going to check on it.

3:30PM HEALTH DEPARTMENT UPDATES

Present: Kim Cuppy, Health Nurse

Kim Cuppy gave the Commission updates on the activities at the Health Department. Kim told the Commission she is wanting to start having the clinic opened during lunch hour to accommodate customers and the Commission agreed.

4:00pm- Stacey Moore, Library Director, joined the meeting.

Stacey Moore came to tell the Commission she can schedule Kilsdonk Flooring to lay the flooring in January or February and will need help moving bookcases out of the Library then.

4:05PM JUSTICE OF PEACE UPDATES

Present: Nicole Benefiel, Justice of Peace

Nicole gave the Commission updates on the activities in County Court. Nicole talked to the Commission about needing access to the court room to conduct business and not using her offices to hold court due to security. The Commission and Nicole discussed the scheduling between her and the District Court.

4:30PM PARKS UPDATES

Present: Scott Rabbitt, Parks Director

Scott gave the Commission updates on the progress at the Splash Park. Scott and the Commission discussed options to provide an additional bathroom close to the Skate Park so Skate Park patrons don't have to use the Splash Park bathhouse bathrooms.

5:00pm- Scott Rabbit left the meeting.

5:00pm- Administrative Officer Position

The Commission discussed changing the title of this position to "County Development Advisor" as it describes what the position would entail better. Commissioner Ranum said she would also like something in the job description that would ensure Fallon County is the top priority for this person in the event they are approached to lobby on behalf of other entities.

5:15PM ADJOURN