

9:00AM CONVENE

**PRESENT: Steve Baldwin, Chairman; Deb Ranum, William L. Randash, Members; Lani DeBuhr, Recording Clerk
FALLON COUNTY COURTHOUSE**

9:00AM COMMISSION MINUTES APPROVAL

The Commission reviewed the Commission Minutes for the week of October 17-21, 2016.

Commissioner Ranum made the motion to approve the Commission Minutes for the week of October 17-21, 2016 with an amendment. Commissioner Randash seconded the motion. Commissioner Baldwin was absent from the October 17-21, 2016 meeting and therefore did not cast a vote. 2 Ayes. 1 Abstain. 0 Nays. The motion carried.

9:15AM HAIL DAMAGE CLAIM DISCUSSION

Present: Debbie Wyrick, Deputy Clerk and Recorder; Jason Rittal, County Development Advisor; Alba Higgins, Shop Foreman

Jason Rittal gave updates on the bid specs for the buildings that will be repaired this spring. The Commission and Jason will meet next week to review the final bid specs and to choose what repairs should be done to each building. Jason will contact Scott Signor with EMC Insurance to inquire about the payment Scott said he was sending out for the light repairs. Commissioner Ranum said residents are complaining about the lights around the Lake not coming on at night and Jason said he will contact Scott Rabbit, Parks Director, about the lights. All present discussed using the red tin ordered for the Parks Gazebo on another building since the Commission wants all siding and roofing of Parks buildings to be the same color.

The Commission reviewed letters some Department Head's will be given regarding the use of County vehicles assigned to their Department. Commissioner Ranum suggested the Commission have access to inspect vehicles for cleanliness at any time. Alba Higgins gave updates on equipment repairs.

9:55am- Debbie Wyrick and Jason Rittal left the meeting.

10:00AM ROAD UPDATES

Present: Alba Higgins, Shop Foreman; Bobby Wiedmer, Road Supervisor

Project Updates- Shannon Hewson sent the Commission an email regarding progress on the following projects: **Westmore Box Culvert:** Anticipated substantial completion date is October 28, 2016.

Dry Fork Box Culvert: Anticipated substantial completion date is October 28, 2016. **Cooper Box Culvert:** Construction to begin November 7, 2016. Shannon is drafting a letter to Shep's Welding notifying them that Liquidated Damages shall be assessed for days past completion date as stated in contract. The letter will also state all frozen material placed shall be removed and re-compacted next spring. **Webster Box Culvert:** Anticipated substantial completion date is November 5, 2016.

Shop Updates- Alba Higgins gave updates on the equipment and vehicles that are being serviced or repaired this week. Alba said the Landfill's tub grinder is repaired and noted the big items that may have contributed to it breaking down. All present discussed possibly burning trees rather than putting them through the tub grinder.

Motor Grader Bid Review- The Commission reviewed Tractor and Equipment's bid for three Motor Graders. Alba Higgins and Bobby Wiedmer recommended purchasing the Motor Grader's and the snow wings this year since the repurchase values will continue to decrease in the coming years. Alba said there is enough money in the Road Department's CIP fund to pay for them.

Commissioner Ranum made the motion to purchase 3 Motor Graders and 3 snow wings from Tractor and Equipment for \$142,030 each. Commissioner Randash seconded the motion. Commissioner Baldwin asked for any discussion and there was none. 3 Ayes. 0 Nays. The motion carried unanimously.

10:45am- Alba Higgins and Bobby Wiedmer left the meeting.

10:45AM COMMISSION WORK SESSION

BOARD AGENDAS/MINUTES- The Commission reviewed Board Agendas and Minutes.

REVENUES- The Commission reviewed revenues received during the week.

DEPARTMENT REPORTS/NOTICES- The Commission reviewed Department Reports, Newsletters and Notices.

EMAILS- The Commission reviewed emails sent to them from State agencies and other entities that required no discussion, action or decision.

11:00AM GOLF COURSE UPDATES

Present: Eric Kary, Golf Course Manager; Julie Straub, Human Resource Manager

Eric Kary gave updates on the items he is working on and said he doesn't expect to accrue overtime this week.

11:05am- Eric Kary and Julie Straub left the meeting.

11:05AM COMMISSION WORK SESSION CONTINUED

The Commission was notified a member of the public received a rock chip to their windshield after a rock fell out of a County truck. The Commission will have the County pay for the rock chip repair and not submit it to the County's insurance company.

11:15AM IT TECH TRAINING UPDATES AND KNOWLEDGENET RENEWAL

Present: Andy Fujimori, IT Tech; Julie Straub, Human Resource Manager

Andy Fujimori gave updates on the training he has completed and presented training certificates to the Commission. Andy asked for permission to renew his Knowledgenet subscription for two years at a cost of \$2,290. This subscription offers online IT training courses and the Commission gave permission.

11:30am- Andy Fujimori and Julie Straub left the meeting.

11:30AM LANDFILL TIRE SHREDDER PURCHASE APPROVAL

Present: Tom Kachel, Landfill Manager

Tom Kachel said he would like to purchase a piece of equipment to cut tires and grind other materials such as tree branches and brush. Tom said cutting tires is very physically demanding and requires constant lifting and twisting. Tom said the tub grinder they currently have is too small to grind the types of material brought to the Landfill and because of this it has broken down 3-4 times. Tom said because of this they need to find a better way of dealing with these materials. Tom said he has been researching pieces of equipment to do this for a year and has found a Material Reduction Shredder that would suit the County's needs well. Tom said the cost of the shredder is in the \$700,000 range and gave the Commission a quote to review. Tom said this shredder can come on a trailer or with dozer tracks so it is mobile. Tom said the price is steep but could be offset with income from other Counties who would dispose of their tires at the Landfill since they too don't have a good way of disposing tires. The Commission said they would be concerned about filling up the Landfill with other County's debris and Tom said he would keep the amount they can bring in light. The Commission asked if a burn pit could be dug for burning the branches and brush instead. Tom said yes but anything you burn at the Landfill has to be out by 4pm and considering how busy they are it could be difficult to man and ensure the fire is out by then. The Commission said the high cost concerns them, especially with the state of the economy and asked Tom to get more proposals for them to review.

Tom said he has been receiving complaints from members of the public regarding above normal traffic down Airport Road, Landfill Spur Road and the litter along these roads. Tom said trucks are using these roads to drive to the Landfill and are often not tarped, causing debris to scatter along the road way and onto private property. Tom drafted a letter he will send to Landfill account holders advising them to use Coral Creek Road when coming to the Landfill and to have their loads tarped. Tom gave a copy of letter to Commission to review.

12:00pm- Tom Kachel left the meeting.

12:00PM NOON RECESS

Commissioner Randash made the motion to take a noon recess. Commissioner Ranum seconded the motion. 3 Ayes. 0 Nays. The motion carried unanimously.

1:15PM RECONVENE

PRESENT: Deb Ranum, William L. Randash, Members; Lani DeBuhr, Recording Clerk

ABSENT: Steve Baldwin, Chairman

FALLON COUNTY COURTHOUSE

1:15PM PUBLIC COMMENT

Deon Stockert and Aaron Faken with AE2S joined the meeting to notify the Commission they will be submitting an RFQ for the Baker Lake Clean-Up Project. Deon said their company has engineering and construction experience, have experience in cleaning lakes, have done FEMA projects in 8 states and have a construction management arm that can assist with that part of the project.

1:25pm- Deon Stockert and Aaron Faken left the meeting.

1:30PM CTEP PROJECT UPDATES

Present: Mona Madler, SMART Executive Director

Mona Madler gave updates on the progress of the CTEP project. Mona said Gamut Construction is nearly finished with the project and she expects it to be complete by the end of the week.

Veteran's Memorial- The flagpole at Veteran's Memorial will be set this week. The monument is expected to be in place by Veteran's Day also.

Urban Renewal Plan- Public Hearing for Urban Renewal Plan is set for November 2nd.

2:00pm- Mona Madler left the meeting.

2:00PM FINAL FALLON COUNTY POLICY MANUAL REVIEW

Present: Julie Straub, Human Resource Manager

The Commission approved the changes Julie Straub made to the sections of the Policy Manual per their request on October 11, 2016. Commissioner Ranum asked Julie to consider increasing the life insurance amount in the policy from \$10,000 to \$20,000 since funeral expenses have increased over the years. Julie will conduct research on this and report back to the Commission. *(10/25/16- Julie Straub reported the life insurance policy cannot be changed until the renewal date in July 2017 and because of this she will take the dollar amount of the life insurance out of the manual since it most likely will change.)* The Policy Manual will be distributed to all Departments in which they will have two weeks to review it. After this time, Julie will schedule Policy Review meetings to give employees the opportunity to discuss items in the Policy Manual with her.

Julie said she spoke to the Safety Committee about offering the Personal Protective Equipment (PPE) Safety Incentive to all employees. Julie and the Committee feel all employees are currently given what they need to do their job safely but in the event they are not, they can come to the Safety Committee and make a request. The Commission said they are going to research the historical reimbursements given for steel toed boots and safety glasses before making a decision on increasing the Safety Incentive as requested by Alba Higgins.

2:35pm- Julie Straub left the meeting.

3:00PM SMOKING RECEPTACLE DISCUSSION

Present: Joe Janz, Outside Building Maintenance Supervisor; Julie Straub, Human Resource Manager

All present discussed the placement of the smoking receptacles. Joe said there are two receptacles by the north front entrances, one by the dispatch entrance and one in the south courtyard. Joe said these receptacles are weighted by sand so they will not tip. The Commission gave approval for the placement of these receptacles in the locations Joe has them.

3:05pm- Julie Straub and Joe Janz left the meeting.

3:15PM REVIEW AND SIGN RESOLUTION AUTHORIZING PLEVNA SCHOOL DISTRICT TO PARTICIPATE IN STIP

The Commission reviewed and Commissioner Ranum, as Chairman, signed Resolution 2017-3 authorizing Plevna School District to participate in the Short Term Investment Pool (STIP).

3:30PM PLANNER UPDATES

Present: Mary Grube, Planner Administrative Assistant

Mary Grube gave the Commission historical information on the Upper and Lower Baker Lake and they reviewed it together.

3:46pm- Robert Pfund with Newell Broadcasting joined the meeting.

Mary said she found deeds that state the County owns the Upper and Lower Baker Lake; the Lower Baker Lake water rights are owned by the County and City of Baker jointly; the Upper Baker Lake water rights are owned by the County.

4:00pm- Mary Grube left the meeting.

4:00pm- Scott Rabbit, Parks Director, joined the meeting.

Scott Rabbit said he is still waiting on MDU to hook power up to the lights around the Lake and that is why they are not on yet.

4:05pm- Scott Rabbit left the meeting.

4:00PM FAIRGROUNDS PROJECTS DISCUSSION

Present: Julie Straub, Human Resource Manager

The meeting was rescheduled for next week.

4:30pm- Julie Straub and Robert Pfund left the meeting.

4:45PM COMMISSION WORK SESSION CONTINUED

Baker Municipal Airport- The Commission reviewed and Commissioner Ranum, as Chairman, signed the Reimbursement No. 2 for the AIP 3-30-004-018-2015 project at the Baker Municipal Airport.

Homeland Security Grant Program- The Commission reviewed and Commissioner Ranum, as Chairman, signed the State-Local Assistance Agreement Homeland Security Grant Program between Fallon County and the State of Montana State Administrative Authority. The Commission appointed Chuck Lee, 911/DES Coordinator, as the County's Agent for the Fallon County Cybersecurity Analysis and Upgrade 2016 Homeland Security Grant Project.

5:00PM ADJOURN

Commissioner Randash made the motion to adjourn the meeting. Being there was no second, Commissioner Ranum stepped down from being Chair and seconded the motion. 2 Ayes. 1 Absent. 0 Nays. The motion carried.