

Monday, March 25, 2013

PRESENT-9:45 AM-Deb Ranum, Chairperson; William L. Randash and Steve Baldwin, Commission and Brenda J. Wood, Clerk and Recorder

CONVENED 9:50 AM

LEGISLATION-NON AGENDA

Barbara Ketterling, Treasurer/Assessor met to discuss SB56. Barb expressed her opposition to SB56; the Commission will also write to express their opposition to this bill. SB56 removes work from the Department of Revenue and places it on the Treasurer/Assessor office. Barb explained her offices has no problem doing the work but they work so well with the Local Department of Revenue she feels there is no need to fix what is not broken.

ROAD/SHOP REPORT

10:00 AM-Alba Higgins, Shop Foreman met to present the weekly report.

Road work-Plow trucks and three (3) blades are going out over roads. Bobby Wiedmer, Road Foreman had to open Webster Road last night. Alba explained they are trying to leave a little snow on roads so they can blade. All bus routes were opened yesterday but will be back to check them again.

Tractor/Mower-Discussed some companies may bid both new and used tractors.

Truck Box-There is approximately \$1,000 difference between the heavy and severe duty box. They build their own boxes with extra reinforcements, etc. Alba feels the truck may last another 8 to 10 years (in relation to the new box). Permission granted to purchase a new box most suited to their needs.

Old plow truck-Old plow truck has been repaired.

New Plow truck-New plow truck is also in need of repairs; now in the shop for those repairs.

Wings-Bobby wants to pull the wings off the blades next week.

Patching-The crew is patching the road by Collie's and will then move to Willard Road West if they cannot blade.

Seasonal employee-Permission granted to advertise for one seasonal employee.

Road grinder-Discussed the possibility of purchasing or leasing a road grinder to rework County roads.

Diagnostic tool school-Alba would like to send Mitch, Shop Laborer to tool training at one of the training locations. Permission granted.

LIBRARY/AIRPORT

11:00 AM-Vera Abrams, Librarian/Airport Secretary met to obtain information.

Human Resource-Vera asked who the Human Resource person was for Fallon County. Commissioner Ranum stated Fallon County does not have one; Debbie Wyrick, Deputy Clerk and Recorder just handles Payroll. Vera inquired what she should do with her employee evaluations as she is supposed to give them to the HR Department. Permission granted to purchase a locked file cabinet for the discussed files.

Airport Snow removal-Discussed a concern if Darin Meggers were to have to remove snow at the Airport. Vera stated Darin is currently not a County employee but wondered what the difference would be as Scott Rabbitt, Park Supervisor operates County equipment. Commissioner Ranum explained Scott Rabbitt is operating under an Interlocal Agreement between Fallon County and the City of Baker. Discussed hiring someone for the Airport on an as needed basis; the group would need to get advice from the County Attorney and add the position during the budgeting process.

Policies and Procedures Manuals-Vera wondered when the Policy and Procedure Manual would be reviewed. Commissioner Baldwin is working on this.

Licensure-Vera is working on the licensure for the Montana Memory Project-Optical Character Recognition.

Employee Evaluations-Vera should complete her employee evaluations this week.

Incident-Vera discussed her concern regarding the equipment incident at the Hospital. The Shop Foreman feels the tool carrier needs new tires; the Commission is addressing this.

RECESS

Commissioner Baldwin made the motion to recess for lunch; Commissioner Randash seconds the motion. Motion carried unanimously.

Noon Recess

PRESENT

Deb Ranum, Chairperson; William L Randash and Steve Baldwin, Commissioner's and Brenda J. Wood, Clerk and Recorder.

1:10 PM RECONVENE

MESSAGE

Dennis Pathroff, Denbury left a message with the Commission stating he will rework the papers regarding the well site located on County land and send them to the Commission to sign.

BUILDING MAINTENANCE MEETING

1:15 PM-Lynda Herbst, Custodial Supervisor; **Mike Menger**, Plumber and **Drew Hanson**, Star Service met to discuss replacement of valves downstairs. Lynda explained there are issues when opening and closing many of the valves. Commissioner Ranum asked if replacement would include the heating system. That would be up to the Commission; if the decision was made to replace, this work would be completed during the summer months. The group left to conduct a walk through. Mike and Drew will get a count and a quote to the Commission.

TIRE QUESTION

1:55 PM-Alba Higgins, Shop Foreman asked if they could dispose of the old truck tires they have not been able to sell at auction. Permission granted to haul to the Landfill.

APPLICATIONS

2:00 PM-Lynda Herbst-Met to discuss applications; Lynda will wait until the end of the week to see if she receives more applications for the open position.

MINUTE APPROVALS

2:05 PM-Commissioner Randash made the motion to approve August 11th minutes. Commissioner Baldwin seconds. Motion carried unanimously. Commissioner Baldwin made the motion to approve the August 18th minutes as amended - corrected truck box sentence wording **FROM** "The new box would be and sell heavy to severe duty truck boxes" **TO** "The boxes are Heavy to Severe Duty". Commissioner Randash seconds. Motion carried unanimously.

2:10 PM-CONFERENCE CALL-SHERIFF ADDITION/REMODEL

The Commission made a conference call to **Mike Stevenson**, Stevenson Design; **Chuck Lee**, DES Coordinator joined the discussion.

Discussion-Mike discussed his projected costs and explained the reason it is so high is due to the significant remodel portion of the offices. Operations through the construction period were discussed; this will be phased in over an 8 or 9 month period. The projected remodel includes reworking the HVAC system. Discussed parking during the project; are in hopes most will be completed during the summer months and may possibly be able to utilize the Longfellow School parking lot.

Jail Codes-Commissioner Ranum wondered if the jail would then be up to Standards. Mike stated the new ACI Jail Standards have not yet been adopted by the State. Fallon County's jail is in better shape than most in the state.

Cost savings-Chuck discussed cost savings when using the same company remodeling the Dispatch/Outside Maintenance area. Mike stated this would be completed as a change order.

Courthouse roof-Commissioner Ranum asked if it would be possible to remove the blown-in insulation, in the courthouse attic, by removing part of the roof when replacing shingles. Mike stated he felt that would be possible and you could use spray foam insulation to replace the blown-in.

Flooring-Commissioner Ranum asked about previous remodeling in the Sheriff Department, especially the flooring that was recently replaced. Mike felt they probably would not be able to save the existing flooring.

MISCELLANEOUS

Commissioner Ranum signed as Chairman of the Commission the Construction Contract from Stevenson Design, Inc. between Fallon County and High Tech Construction for the Dispatch Addition and Remodel project.

The Commission signed a letter of support in conjunction with the Montana Energy Forum for the Keystone XL Pipeline.

Commissioner Ranum signed as Chairman of the Commission the grant papers for the Little Beaver Soil Conservation District.

The Commission received a letter from Micheal J. Kirschten Co-Trustee of the James Kirschten Residual Trust regarding the property line confusion between the County Container Site and Kirschten's. Mike now agrees the fence seems to match the property lines; so business as usual at the Container site.

EASEMENTS

The Commission signed easements for Arthur and Kathy L. DeGrand for Hidden Water Trail in Sections 7-5-61 and 2-5-60. The easements are on record in the Clerk and Recorder's office.

MINUTES/FLYERS/REPORTS

The Commission reviewed and/or approved the following:

March 18, 2013-Wellness Committee meeting minutes.

March 18, 2013-Lynda Herbst, Custodial Supervisor reported a mixing valve quit working in the jail showers and would not cool the water. Mike Menger, Plumber was called to repair the valve.

MISCELLANEOUS REVENUES

March, 2013 –Baker Air Service-County portion Aviation Fuel sales-\$234.66

March, 2013-ST of MT-DPHHS-payment #3 Alcohol earmarked taxes-\$1,379.00

COUNTY RURAL FIRE CHIEF

Tom Muckle-County Rural Fire Chief met to discuss his new position with Denbury Resources. Tom will be working in Wyoming but would still like to keep the County Rural Fire Chief position. Tom would like to at least see how this works for him first. Tom has spoken to Randy Hoenke, Baker Fire Chief who feels this would be workable.

Commissioner Ranum has no problem with this but would like the two (2) Fire Chiefs and Tom to come in before the fire season to discuss resources and how it will be handled. Commissioner Baldwin asked if Tom had a plan if this does not work out. Tom stated he does and will come back in if he feels it will not work out. All agreed to allow Tom to keep this position until such time Tom feels it is no longer workable.

JOB DESCRIPTION CHANGES

Debbie Wyrick, Deputy Clerk and Recorder met to discuss changes to Job Descriptions.

DISPATCH ADDITION/REMODEL

4:50 PM-Mike Stevenson, Stevenson Design was phoned and discussed the walk through on Wednesday; will discuss the change order at that time.

ADJOURN

5:30 PM-Commissioner Randash made the motion to adjourn. Commissioner Baldwin seconds. Motion passes unanimously.

ADJOURN

s/Deb Ranum, Chairperson

s/Brenda J. Wood, Clerk and Recorder