

Monday, December 1, 2014

**9:00 AM CONVENE**

**PRESENT Deb Ranum**, Chairperson; **William L. Randash** and **Steve Baldwin**, Members and **Brenda Wood**, Clerk and Recorder

**COMMISSIONER MEETING**

**PAYROLL AND WITHHOLDINGS APPROVALS**

The Commission reviewed and approved time sheets and November Payroll and Withholdings in the amount of \$426,400.04 and they are filed in the Clerk and Recorder's office.

**10:00 AM Dale Butori**, Weed Supervisor; **Bobby Wiedmer**, Road Foreman and **Alba Higgins**, Shop Foreman

**Tronstad Pit**-The group discussed the fact that a couple spotted knap weed plants were found at the Tronstad Pit. The Weed Board has remained steadfast by not allowing the pit to be opened by the County. Dale stated he felt he presented the Weed Board with a very adequate Weed Management Plan but the outcome has not changed. Dale told the Commission it is up to the Weed Board and the Commission and he will remove himself from this matter. Dale left the discussion.

**Bid Specs**-The group discussed the bid specs for trucks in relation to the upcoming bid opening. Alba stated it is nice to have the same engines in the trucks due to all the software you have to purchase to read computers, etc.

**Bridge projects**-Fletcher Creek Bridge is finished with exception of seeding; to be completed in the spring. Feed Mill Bridge will have a few things to complete in the spring due to freezing.

**Shop Lighting**-Direct Electric is waiting for the lights to arrive in a timely fashion.

**Parts washer**-Need to order an eco-friendly parts washer. Permission granted.

**Tools**- Need to purchase a Diagnostic Scan Tool. Permission granted.

**New Tiger Mower**-The fuel tank started leaking. The Company will need to pay for the repairs as the mower is under Warranty.

**Landfill Equipment**-The Landfill is ready for winter and has been keeping their equipment in the new shop.

**Shannon Hewson**, Brosz Engineering notified the Commission he had contacted Jeff Schmidt, Glendive Bridge Inspector to have the Vassar Bridge located in the E1/2 Sec 8, T5N, R61E on Beaver Creek, placed on the State Inspected Bridge List.

Shannon also informed the Commission the Wang Gravel Pit and the quantity determined was 24,850 cubic yards.

**CLOSED-PERSONNEL**

**11:30 AM Tom Kachel**-Landfill Manager

**November Report**-Tom presented the Commission with his November report.

**Contaminated Soil**-Plains has plans to start hauling contaminated soil to the Landfill at 10 loads per day.

**12:00 PM RECESS**

**Commissioner Baldwin** made the motion to recess. **Commissioner Randash** seconds the motion. 3 Ayes. 0 Nays. Motion carried.

Noon Recess

**1:15 PM RECONVENE**

**PRESENT Deb Ranum**, Chairperson; **William L. Randash** and **Steve Baldwin** and **Brenda Wood**, Clerk and Recorder

**1:20 PM Nicole Benefiel**, Justice of Peace

The Commission asked Nicole to join them to discuss the JP reports and Record Retention.

**Reports**-The Commission noticed Nicole was missing June Revenue on the report. Nicole explained she went to a conference in June so she took the money over early, so she had two months receipted in at the Treasurer's office in one month.

**Record Retention**-The Commission asked Nicole to review the Record Retention Schedule for her Department as the Commission wants to clean up the newest vault downstairs. Nicole explained that is why she wants to have permission to microfilm items due to the length of time she is required to keep a lot of her records.

#### **NOVEMBER END-OF-MONTH CLAIMS APPROVALS**

The Commission reviewed and approved the following November 30, 2015 claims in the amount of \$337,452.45 and are filed in the Clerk and Recorder's office.

**3:00 PM Pictometry**-The Commission attended the Pictometry meeting, presented by Jason Brown, in the Library Basement.

**4:15 PM** The Commission returned.

#### **AGREEMENT**

4:30 PM The Commission signed the Agreement between Fallon County and Wayne Mangold d/b/a Eastern Montana Technologies for computer technical services. The Agreement is on record in the Clerk and Recorder's office.

#### **4:20 PM-The Commission convened in CLOSED SESSION/PERSONNEL-Julie Straub, Human Resource Manager**

**DIRECTOR OF LIBRARY SERVICES**-The Commission granted permission to proceed with the advertisement for Director of Library Services with a starting pay of \$20.00 per hour; 6 month if probation is passed at \$21.00 per hour and one year anniversary at \$22.00 per hour and would also like to add that if they do not have all the credentials they could start at a lesser amount. Permission granted.

#### **5:00 PM RECESS**

**Commissioner Randash** made the motion to recess. **Commissioner Baldwin** seconds the motion. 3 Ayes. 0 Nays. Motion Carried.

Recess

Tuesday, December 2, 2014

#### **9:00 AM RECONVENE**

#### **COMMISSIONER MEETING**

**9:00 AM Steve Baldwin**, Member and **Randy Hoenke**, Baker Fire Chief

**9:05 AM William L. Randash**, Member joined

**9:05 AM Randy Hoenke**, Baker Fire Chief

**Fire Plan**-Randy would like to request assistance to procure a written fire plan (guidelines) to assist all involved with Subdivisions in Fallon County. There are various parties that can write the fire plans which would be of great value to the Planning Board, the Fire Chief's and Subdivider's. The cost would be approximately \$2,000 but was not sure which budget this could be taken from. The Commission felt it could come from the Planning Department or County Rural Fire Chief budget.

Commissioner Baldwin asked that this and other information be shared with others should Randy decide to retire. Randy stated he is stepping down the end of the year and wants a plan in place for the new Chief. The Commission agreed this would be a great asset and will discuss with Commissioner Ranum as well.

**9:20 AM Deb Ranum**, Chairperson joined

**10:00 AM Faron Henderson**, Contract Planner and **Mary Grube**, Planning Secretary

**TransCanada Intra Lineation Approval-Susan Swimley, MACo Attorney and designated by Fallon County for the TransCanada Workforce Camp Project-The following were the corrections submitted by Susan:**

**Page 2-Article II: Correct applicant to be TransCanada Keystone Pipeline, LP, instead of TransCanada Keystone XL Pipeline;**

**Page 6-Article X: Remove redundant grading and drainage plan statement and correct plans being submitted to County Planning in Lieu of MDEQ.**

**Page 9-Article XII: Substitute “any” for “an” and substitute “information for “application” so the sentence reads, “..the applicant will be required to submit any additional information to increase the number of residents from 880 persons to 1200 persons.”**

**Page 10-Order substitute the word “plan” for “plat” so the sentences will read:**

**IT IS HEREBY ORDERED that the preliminary plan for Baker Workforce Camp Major Subdivision is approved, subject to the conditions listed below. Final plan approval shall be contingent upon completion and compliance with these conditions.**

**Commissioner Baldwin** made the motion to approve the TransCanada Findings of Fact corrected by Intra lineation, from Susan B. Swimley. Commissioner Randash seconded the motion. 3 Ayes. 0 Nays. Motion carried unanimously.

**Plat Status Report**-The group reviewed the most current Plat Status Report.

**Planning Report/Draft Minutes**-Mary presented the Commission with her office report and the Draft Planning Board Minutes from November 3, 2014.

**Fire Plan**-Commissioner Baldwin stated Randy Hoenke was in earlier and discussed contracting individuals to put together a fire plan. Faron stated he would visit with Randy.

**Communication**-Commissioner Ranum would like Faron to touch base more often, to help educate and meet with Mary. Faron stated he could be here more. Mary stated there needed to be a better communication system. Commissioner Randash asked if there were checklists for the Public so they know what to do when planning Subdivisions and Projects. Yes, they do have several checklists. Faron stated the Subdivision Process and Sanitation Process are the 2 main processes.

**Jockey Hollow**-Faron stated the Subdivider will not get the ditches seeded before Final Plat so they will need to put a Subdivision Agreement in place. The Subdivider would need to bond \$500.00 for the seeding. The Commission agreed she will need to do an agreement.

**Flood Plain**-DNRC/Review of Flood Plain items-There are seven (7) items the County will need to comply with. One area Fallon County is not doing right now is Education. They need to contact Landowners by way of a written letter to inform them of possible issues regarding Flood Plains on their properties. They can send the information they gather to DNRC. Discussed placing education information in the newspaper regarding Flood Plains for the Public. Mary stated the Flood Plain Manger from Miles City puts out flyers which are very educational.

**11:40 AM Chuck Lee**, DES; **Julie Straub**, Human Resource Manager/Safety

**Storage**-Chuck would like the room east of his office back to place cots and items that are stored at Public Health as this is an Emergency Operating Center (EOC). The Library has used this room to store items as well as several other rooms in the Library Basement. Julie feels it is not a problem and is willing to work together with Chuck on an area for the Safety items, etc. Commission will do some checking but feel there should be no problem with this.

**Polyphonic phone plus a phone line**-Chuck would like to have a Polyphonic phone plus a phone line in the Library basement for conference calls such as the Commission have frequently. The Commission approved this.

**Dispatch**-Chuck stated the Dispatch project is coming together; the camera project should start December 15<sup>th</sup>. Commissioner Ranum asked if some of the items being replaced could be used in a different community. Chuck stated they are outdated, but plans to keep them for emergency backup.

**SMART TV**-Chuck further discussed purchase of a Smart TV for mapping, etc. Commission will discuss this further.

## **RECESS**

**Commissioner Randash** made the motion to recess. **Commissioner Baldwin** seconds the motion. 3 Ayes. 0 Nays. Motion Carried.

Noon Recess

**1:15 PM RECONVENE**

**PRESENT Deb Ranum**, Chairperson; **William L. Randash** and **Steve Baldwin**, Members and **Brenda Wood**, Clerk and Recorder

**1:20 PM Debbie Wyrick**, Deputy Clerk and Recorder/Payroll

**Property and Casualty Insurance**-Debbie had questions regarding Property/Casualty Insurance.

**Airport Tug**-Agreed not to insure; **Fairgrounds Cold Storage**-The building is almost complete-Agreed to insure; **Trap building**-The building is not finished as of this time. Agreed not to insure at this time.

**2:05 PM Clayton Hornung**, Mayor-City of Baker-Monthly Report

**Building Disposal Plan/Inspections**-The group discussed return of a portion of tipping fees after a member of the public tears down a house. The site would need to be inspected by either City or County and if passes inspection return half of the tipping fees to them. Will research when the rates for disposal of buildings drastically increased and those individuals would receive half of their tipping fees (only for total demolition). This would not include a remodel; storage sheds and they would only qualify if their site is cleaned and inspected. The group discussed rules for those structures that had been involved in a fire. The individual will not receive a refund until the site is cleaned. All agreed. Clayton presented a copy of the Building Demolition Agreement the City drafted. The Commission will review and if they find any suggestions they will inform Clayton or Kevin Dukart, City Clerk.

**Lagoon Project**-The Contractor has shut down for the winter.

**Water/Sewer Project**-They are still working on the water and sewer project in Schell Addition.

**Upper Baker Lake Project**-The Commission reported Diamond J is still working on this project.

**Truck for the City**-The County does not have any spare trucks at this time. The Commission recommends the City get a quote for a used truck and report back to the Commission for financial assistance.

**3:00 PM Rich Menger**, Sanitarian-Report

**Inspections**-Rich has about 19 inspections left to complete.

**Trailer Court by Willard**-Rich met with Roddy and Roy Rost and Contract Planner regarding the Trailer Court.

**4:30 PM Faron Henderson**, Contract Planner

**Tipping Fee**-The Commission discussed the decision to pay individuals who have completed a structure demolition (as described above) and clean-up their lot will be entitled to ½ of their tipping fees being returned. Faron felt that was a good idea to help clean up the City and County.

**4:35 PM Mike Kirschten**, Public Member

**County Leases**-Mike asked if the County leases have been completed. The Commission stated they made the decision to have Adam Thompson survey the property and go from there.

**RECESS**

**5:00 PM Commissioner Randash** made the motion to recess. **Commissioner Baldwin** seconds the motion. 3 Ayes. 0 Nays. Motion carried.

Wednesday, December 3, 2014

**NOT IN SESSION – ATTENDED LTAP LEADERSHIP MEETING IN MILES CITY, MT at the Sleep Inn**

**3:00 PM RECONVENE**

**PRESENT William L. Randash**, and **Steve Baldwin**, Members; **Brenda J. Wood**, Clerk and Recorder

**3:35 PM Debbie Wyrick**, Deputy Clerk and Recorder/Payroll

**County Longevity**-Debbie met to review the additional amount of County Longevity (in addition to that prescribed by law) for the Sheriff's Department. The amounts are annual amounts: Tim Barkley-\$3,120.00; Trent-\$816.75; Tim Grube-\$826.63.

**3:45 PM Faron Henderson**, Contract Planner

**Subdivision Regulations**-Faron stated their office is missing an "Improvements Agreement". The Commission stated it was sent to the County Attorney for review.

**RV Parks**-Faron stated RV Parks currently have to be reviewed as a Subdivision and a plat has to be filed. Under the current laws it is difficult to determine some of the meanings. Faron and Mary Grube, Planning Secretary have been in touch with the MACo Attorneys and they are having difficulties as well. The Planning Department is working on streamlining for the benefit of everyone involved.

**4:00 PM Deb Ranum**, Chairperson returned

Commissioner Ranum signed as Chairman the Letter of Acknowledgement which grants Authority to the Fallon County Sanitarian by Fallon County Health Officer and/or Board of Health to fulfill his duties.

#### **FOLDER REVIEW**

##### **LETTERS/EMAILS from Departments and other State/Federal Agencies**

**MT Department of Public Health and Human Services**-The Commission received a letter requesting Fallon County to choose an option for the State Aging Plan Re-designation for our area. The Commission chose to remain under our current planning and service area which is now serviced by Area I Agency on Aging located in Glendive, MT.

**MT Department of Environmental Quality**-The Commission was notified by MT DEQ of a crude oil spill which took place on November 24, 2014. The letter is filed in the Clerk and Recorder's office.

**Pay Applications**-The Commission reviewed the Pay Applications for the Upper Lake and Feed Mill Bridge.

##### **REPORTS/FLYERS/MINUTES**

**Baker Rural Fire District**-November 6, 2014 Minutes-Warrants issued-\$6,500.45

**Chamber Chatter**-November, 2014

**Council on Aging/Seniors in Action Flyer**-December, 2014

**Fair Board Minutes**-October 20, 2014

##### **MISCELLANEOUS REVENUES**

**Baker Air Service**-County Portion November Aviation Fuel Sales-\$516.41

**Continental Resources**-October, 2014 Oil and Gas Revenues-\$8,289.52

**Century Companies, Inc.**- December, 2014 Lease-\$400.00

**ST of MT DPHHS**-1st Payment earmarked alcohol tax funds-\$1,379.00

**Denbury Resources**-October, 2014 Oil and Gas Royalties-\$7,894.47

**Denbury Resources**-Encroachment Permit #605-\$150.00

**4:55 PM-Quote**

The Commission reviewed a quote for a trailer for the Ambulance Department-\$7,500.00

**5:15 PM Brief Recess**

**6:00 PM-CITY OF BAKER/FALLON COUNTY-Planning Interlocal Agreement**

**Rick Schell, Brandon Schmidt and Scott Anderson**, Councilors-City of Baker; **Lance Wedemeyer**, Director of Public Works; **Kevin Dukart**, City Clerk-City of Baker; **Clayton Hornung**, Mayor-City of Baker; **Mary Grube**, Planning Secretary and **Faron Henderson**, Contract Planner

The group reviewed the revised Planner Inter-local Agreement for Planning Services which had been reviewed and presented by the City and County Attorney's.

Kevin felt this Interlocal Agreement was not what they (City of Baker) were asking for; Faron felt the same way. The City has no Planning Board and no one identified as the Flood Plain Administrator.

It was agreed to separate portions of the agreement in Planning Board Services, Contract Planning Services for Zoning Commission and Board of Adjustments when they are each formed. Each individual part could then be negotiated into a separate Agreement.

Faron stated for compliance reasons the City of Baker should secure a Planning Board and Flood Plain Administrative services as #1 priorities. The City can then consider other support services as Zoning Commission and Board of Adjustments are in place.

**Motion**-Mayor Hornung asked for a motion. Rick Schell made a motion to authorize the City Attorney to proceed with a draft Inter-Local Agreement for County Planning Board Services for presentation to the County Commissioners. Scott Anderson seconded the motion. All Ayes. Motion Carried.

Mayor Hornung would like Faron to present a proposal for Planning and Flood Plain Administrative Services to the City of Baker.

**6:50 PM ADJOURN** –Commissioner Baldwin made the motion to recess. Commissioner Randash seconds. 3 Ayes. 0 Nays. Motion carried.

Recess

Thursday, December 4, 2014

#### **9:00 AM RECONVENE**

**PRESENT** Deb Ranum, Chairperson and **William L. Randash**, Member and **Brenda Wood**, Clerk and Recorder. **Steve Baldwin**, Member excused for the day.

**9:15 AM Julie Straub**, Human Resource Manager

**Rate of Pay and Change of Job Description Forms**-Julie explained these will need to be signed by all Commissioners. If one Commissioner is absent they will need to sign them when they return so Julie has proof everyone's notification and approval.

**Sheriff Longevity**-it will be on going for the Sheriff's Department (Sheriff/Undersheriff & Deputies) to receive both the longevity received by law and the new longevity. There cannot be a new Resolution drawn up to exclude them from the new longevity. They will always receive both from this point forward.

**Disciplinary Procedures**-Commissioner Ranum wants to have Disciplinary Procedures drawn up.

**Training**-The Commission approved Training request.

**Vacation/Sick Leave**-Julie has been contacted by a Department Head that has had problems with how employees use their vacation and sick leave. Until an updated or better policy is put in place we can only go by our current policy manual.

**Job Opportunities**-The Director of Library Services and Clerk of Court General Office Clerk job positions will be going in the paper today.

**Employee Orientation Check List**-This covers a section for each-Human Resource/Payroll/and Supervisors

**Updated/New Forms**-The group reviewed the new Employee Exit Interview Form and the Employee Exit Checklist forms. Commissioner Ranum asked to have radios, laptops and assigned vehicle keys added to the Exit Checklist. Julie will do so. Commissioner Ranum would like a way to track maintenance of County vehicles such as cleaning and servicing.

#### **CLOSED PERSONNEL**

**10:00 AM Fallon County Sheriff Office-Jail Heat**-The Commission was notified the warranty work for the heat in the jail was completed Tuesday, December 2, 2014. It is now working properly and the remote control to adjust the temperature in the office was also installed. The Sheriff's Department received training on the Heating System.

**10:15 AM David Espeland**, CEO-FMC and **Selena Nelson**, CFO-FMC

**Generator**-They had various small issues with the generator on Tuesday but no events Thursday Morning.

**PVI Drainage issues**-There was an issue with the snow melting on the sidewalks in relation to the drainage project. Diamond J stated this issue dealt with Direct Electric. Direct Electric feels it is a control issue with MTI (Heating and Cooling). David explained Diamond J will complete the downspout

work and Diamond J will give a \$5,600 credit for the landscaping project due to completion time, etc. The County should only owe approximately \$3,000 to \$4,000 for the final pay application.

**Basement project** (under Long Term Care)-Mike Stevenson, Architect feels we should wait until the beginning of next year to start this project. It is felt this project could cost approximately \$1,000,000, when including the sewer line replacement. May be able to do a pipe burst rather than boring, with Steve Zachmann, Contractor's advice, which may save some funding. Should start before the end of the Fiscal Year but the project will likely not be finished until the end of next year.

**Mill Levy Election**-The Hospital Board signed the letter asking for the Mill Levy Election next year. The following items are some of the large items the Mill Levy funds will pay for. Laundry moved; existing laundry will be a storage area; repair heaving floors; the dryers are holding up well so should not need replaced.

**Hot Water Heater**-David stated they have a 250-gallon hot water heater that they do not use. The Commission will check with other Departments, otherwise it should be placed in the County Auction.

**Trustee Election**-Betty Mueller and Mary Burns, Board Members re-upped on the Hospital Board.

**Audit**-The combined audit with the Hospital and the Foundation was completed. The Hospital had a good audit with no significant findings.

**Financial Report**-Selena submitted the October, 2014 Financial Report for review and discussion.

**Low Swing-bed days**-They have had low swing-bed days, due to Obama Care laws. Also, the cost per day went up.

#### **RECESS**

**Commissioner Randash** made the motion to recess. **Commissioner Ranum** stepped down from the Chair to second the motion. 2 Ayes. 1 Absent 0 Nays. Motion Carried.

NOON RECESS

#### **1:15 PM RECONVENE**

**PRESENT Deb Ranum**, Chairperson. **Commissioner Randash** excused for the afternoon.

**Commissioner Ranum went through mail and items on her desk.**

**4:00 PM Commissioner Ranum left for the week.**

**ADJOURN**

s/Deb Ranum, Chairperson

ATTEST:

s/Brenda J. Wood, Clerk and Recorder