

Monday, July 13, 2015

9:00 AM CONVENE-Commissioner's Office at the Fallon County Courthouse

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

CORRECTION TO WEEK OF JULY 6th MINUTES

July 7, 2015-A correction of the minutes from the Timber Creek Acres Public Hearing was noticed to the Commission by Mary Grube and agreed to by Faron Henderson.

The Minutes stated: "Faron said the Planning Board agrees with the staff report and the recommendations by Forrest". The minutes should state: "Faron had stated that he and his clients agreed with the staff report and the Planning Board's recommendations. Our apologies to the individuals involved and for any problems this may have caused anyone.

July 9, 2015-A correction of the minutes from the meeting with David Espeland and Selena Nelson was noticed to the Commission by Rosemarie Dahlman.

The minutes stated: "David stated Rosie Dahlman came on behalf of the Residents regarding this matter (Fire Drill and Evacuation Plan); the Maintenance Department is planning to do some training, etc. Also Rosie said the call system is not operational; David stated they did not realize that so he will be checking into that". In the areas in which Rosie Dahlman's name was used should have read Alice Rose Straub. The Clerk and Recorder would like to apologize for using the incorrect names pertaining to the above statements. My apology for any problems I may have caused when addressing Rosemarie as "Rosie" and for any other problems this may have caused anyone.

9:00 AM COMMISSION REVIEW OF FOLDER ITEMS

Reviewed and Signed Journal Entries

#663-Move from code 900-Capital Outlay to code 220-Operating Supplies in the Fair Fund.

Reviewed Department Reports and Newsletters

Special Project Technician Reports-July 7, 2015 report for Gun Range Project, Iron Horse Park Project, Cold Storage – Fairgrounds; Big Barn-Fairgrounds; South Sandstone Project.

Mike Madler-Activity Report-Mike reported on the old files he has been going through for Fallon County from the time when Mike was employed by Fallon County as the Planner/Surveyor for Fallon County. All Historical and useful project data was combined, categorized and stored. Mike reviewed old aerial photos, Department files that Mary Grube, Administrative Assistant to Planner and will discuss with the Commission later. Mike also worked with Don Dilworth, IT in placing the County GIS maps on the server.

4th Quarter Eastern Region Juvenile Detention Report-Fallon County was allotted \$4,561.50 in the budget for placement of juveniles. Fallon County paid \$28,090.61 in secure and non-secure Detention of Juveniles. Fallon County was reimbursed \$3,534.89 from Eastern Region Juvenile Detention funds.

Reviewed County Revenues

Sands Oil Company-May, 2015 Oil and Gas Royalties-\$93.26

Reviewed Miscellaneous emails, letters and notices from State Agencies and other Entities.

Invitation-The Commission was invited to the Baker Fire Department steak fry July 29, 2015-6:00 PM at the Baker Fire Hall.

Sanitarian letter-The Commissioner's received a copy of a letter sent to a business owner pumping pit water from an elevator. This was causing extremely offensive odors to be placed in the streets thus causing a nuisance to surrounding neighbors and businesses. The City of Baker agreed to clean up the water as a one-time deal. Business Owner agreed not to pump the water onto the streets again.

Sanitarian email-The Commission received a copy of an email sent to Richard Menger, Sanitarian by the Community Manager for the Relay for Life. The Community Manager's concerns were for food safety. The Sanitarian discussed his concerns were mostly to keep cold items cold and hot items hot and the concern for serving home canned goods to the public. Sanitarian expressed baked items should not use raw milk or non-inspected eggs as an ingredient. Also to make sure and empty garbage's frequently to keep the fly population down.

Discuss approval date for September Mid-Month claims

Decision was to meet at 10:00 AM on Friday, September 18th to approve the claims for Mid-Month due to the Commission's attendance at MACo Convention.

Prince Lease-Discuss/Decision to exchange one month lease for chips

The Commission will discuss this when Bobby Wiedmer, Road Foreman meets this morning.

Sign NAPA Auto Parts Retaining Wall Project Agreements

Commissioner Randash signed, as Chairman, the NAPA Auto Retaining Wall Project Agreement. Bonds were received from Diamond J for this project as well as the Sparks/Kramlick Box Culvert Project.

Auction Item Discussion

4 Wheelers-The Commission wants to keep the 4-Wheelers for now.

Dividers-Basement Office Dividers-The Commission made the decision to place them in the auction.

Sign notice to Proceed-Kramlick/Sparks Project and NAPA Retaining Wall Project

The notice to proceed for the above projects was stricken from the agreement as long as the agreement was signed and all bonding was received.

9:45 AM Dale Butori-Weed Supervisor

Weed discussion-The group discussed protocol for handling complaints of landowner's that are not taking care of weed issues on their properties. Discussed the process if a complaint is received regarding a landowner. Dale explained this can sometimes be a long process. If the process goes far enough a Court Judge could issue paperwork to Dale and this would probably consist of having the Weed Department go spray the weeds, at a cost to the Landowner.

Commissioner Ranum discussed various weed issues within county right of ways and on owner's property.

10:00 AM Bobby Wiedmer, Road Foreman and Alba Higgins, Shop Foreman

Brosz Engineering-Shannon Hewson, Brosz Engineering will not be in today but phoned and stated he is hoping to hear something regarding the delineation for the Sparks wetland this week. Carlson and McCain are the contractors working on the delineation and plan to have their report finished this week and Brosz will then send the report to the Army Corp of Engineers for review.

Safe-The Commission thanked Bobby and Alba for seeing to it the safe was moved from the Museum to the Town of Plevna Office.

Little Pine Trail-Bobby reported the culvert for the Little Pine Trail is in the yard at the County Shop.

Chris Hanson Access-Bobby reported he has viewed the access and the road going in to the Hanson property. The landowners will have to complete work to bring it up to County specs before the Road Department will surface the access.

Narrow Road-Bobby stated the road going past the Owens residence will be good when the road starts to widen.

Weed spraying-Commissioner Ranum asked why the Weed Department sprays the entire road easement rather than just the spots where there are noxious weeds. Bobby explained they are doing the weed program like this because it cuts the blading and the mowing time down. Bobby stated he will not run blades just to get rid of the weeds.

Flagged culvert-There is a flagged culvert on Hidden Water Trail because it is soft. Bobby stated they plan to haul a load of gravel to this spot when they get time.

Prince, Inc.-Wrote a letter to the Commissioner's asking if the County would like to take the chips they left on the property they lease from the County in lieu of one month's rent. Bobby will go view the chips first.

Broom-The air-conditioner for the old broom quit working and they cannot sweep with the windows open. They are working on the problem; commented they will be glad to have the new broom so they have a 2nd broom. Alba stated the Parks employees are changing bristles on the Skid Steer broom so they can use it if they have to.

Sterling Truck-The air-conditioner on one of the Sterling trucks is also not working; passes all the vacuum tests. Alba stated they are continuing to work on it.

Packing Arena-Discussed packing the indoor arena for Barb Lechler, Fair Manager. They usually do this before they place the pens for the Fair livestock. The City of Baker has borrowed the steel packer;

will find out if the City still needs it, if so the County could use the rubber packer. Bobby will find out and will touch base with Barb. If the Road Department does not have time they will visit with Joe Janz, Barn Manager for the Fairgrounds. Alba stated he would train Joe and he could then run the equipment.

Stop sign-Commissioner Randash discussed a stop sign on Airport Road that has no paint left on it. Bobby will go check it out.

Weight limits-Commissioner Ranum discussed placing weight limit signs in Stanhope Addition due to the trucks that are tearing up the roads (which were freshly chip/sealed). Discussed the process of setting up a public hearing. Would need to contact Darcy about setting 5-ton weight limits and the process.

Speed Limits-Bobby stated they will be putting up the speed limit signs on Roxy Lane as they were inadvertently missed after the public hearing.

10:35 AM Clayton Hornung, Mayor-City of Baker stopped to let the Commission know the City crew will not be using the packer until Monday of next week. Bobby will find out when Barb will get the water for the indoor arena and will contact Lance Wedemeyer, Public Works Director to arrange a time to pick it up.

Speed Limits-Commissioner Ranum discussed including a speed limit for Coral Creek Road (to the Landfill) in the Public Hearing for the weight restrictions. This would then allow the Sheriff's Department to monitor and issue citations for noncompliance. Commissioner Ranum expressed the concern is Public Safety for Landfill employees.

11:00 AM COMMISSIONER PROCEEDINGS

The Commission reviewed the Commissioner Proceedings from July 6-July 9, 2015. **Commissioner Baldwin** made the motion to approve the July 6 – July 9, 2015 Commissioner Proceedings with grammar and spelling corrections. **Commissioner Ranum** seconds the motion. 3 Ayes. 0 Nays. Motion carried.

11:45 AM PUBLIC COMMENT

No Public Members appeared for Public Comment.

RECESS

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

Noon Recess

1:15 PM RECONVENE

PRESENT Deb Ranum, Member and **Brenda Wood**, Clerk and Recorder

1:15 PM Nicole Benefiel, Justice of Peace

1:20 PM William L. Randash, Chairman and **Steve Baldwin**, Member

Personnel-Nicole discussed allowing Linda Kennel to work more hours to assist Nicole's office. Nicole would like Linda to be able to go through the retention schedule, to assist in asking for permission to destroy those items that can be, and allow the availability of more room to store documents in the upcoming years. Nicole has Linda come in to answer phones when the other staff is out of the office; Linda is also the Community Service Supervisor. Nicole did not add this to her budget and wanted to get permission to add the additional hours to her budget.

Nicole stated she would give the guidance needed to give Linda the knowledge she would need to fulfill these duties. Nicole further explained she also has City court items in the vault; once Linda is near completion for the County she would contact the City of Baker to complete the same thing for them. Nicole was asked how many hours she felt this would take. Nicole had no idea but felt it would be Full-Time, until completed. The Commission granted permission to allow Linda to work the extra hours in this position until complete but will also need to check with Debbie Wyrick, Deputy Clerk and Recorder/Payroll and Julie Straub, Human Resource Manager regarding the hours, etc. Nicole also stated Linda would receive the same pay she does when working in the office answering phones, etc.

Education-Nicole wanted to thank the Commission for allowing her all of the educational opportunities she is afforded. Nicole really appreciates the ability to attend all of these trainings.

MJI Training-While on this thought, Nicole would like to add an additional \$1000 to her training budget to have the ability to attend MJI Training also Nicole commented on how impressive this training was to her. The Commission granted permission to add this to her Justice of Peace budget also.

1:40 PM Nicole left the meeting.

1:40 PM-Barbara Ketterling, Treasurer/Assessor and Don Dilworth, IT

I-Cloud-Don stated they received a quote from Tyler Technologies to back up our County Financial Software on the I-Cloud. The I-Cloud backup disaster set-up quote from Tyler is \$4,935.00 per year.

Tapes-Don explained the County would still use the tape back-ups as well. Don would like the new IT person to complete the back-ups. Barb stated she would like the server moved out of her office. Don explained it would be placed in the locked room where the other server is located and felt the new IT person would change the tapes, etc. Permission granted to proceed.

Door-Barb stated she had noticed the Commission had the door between her office and the Department of Revenue on the agenda and asked what was decided. The Commission invited Larry Richards, Regional Manager for the DOR to come and discuss this further with them.

1:58 PM Julie Straub, Human Resource Manager

1:58 PM Debbie Wyrick, Deputy Clerk and Recorder asked if she could ask a few questions first. Debbie was asked to proceed.

Landfill-Get an estimate for the door to the old storage building at the Landfill.

Citizen Damage-Member of the public ran over a spray paint can at Iron Horse Park and wants to know if the county will pay for the damage to the vehicle. Decision was to see if power washing the vehicle will work first (at the County's expense); if not we will go from there.

Landfill pickup-Debbie asked if the old Sheriff vehicle should be insured with comp and collision. The decision was yes.

New Airport building-Debbie stated they have never included any contents on the insurance for this building. The Commission felt the only contents were privately owned airplanes (insured by owners); Debbie will contact Roger Meggers, Baker Air Service to find out if there are any County contents.

New Shop at Landfill-There are no contents on the insurance for this building either. Debbie will contact Tom Kachel, Landfill Manger to find out what contents there are.

Fair-The old announcer booth will now be used as an electrical building. Will discuss with Barb Lechler to decide if this building will need to be insured.

New crow's nest-The decision is not to insure it.

Rodeo Office-Decision is to insure this building when it has been completed and moved.

2:07 PM Debbie left the meeting.

2:07 PM Back to Julie's meeting.

Inside/Outside Maintenance Notice-Discussed the Memo went out on Friday informing employees of the separation of duties between Inside and Outside Maintenance. Outside Maintenance will no longer be assisting with what should be Inside Maintenance duties. The decision was to meet with Inside Maintenance to make sure they will complete projects they have been asked to complete as Inside Maintenance. Commissioner Ranum asked Departments to turn in letters with items they have asked to have completed but have never been completed. Julie will take care of this matter.

Fire Alarm-Friday the 10th there was a fire alarm and the Inside Maintenance Supervisor was gone that day. The Assistant did not know the proper procedures. Julie explained the Inside Maintenance Supervisor needs to complete emergency procedure protocol to be followed by her staff.

Towing a vehicle-Commission will talk to Law Enforcement about a vehicle that has been in the back parking lot for some time.

Dispatch Manuals-Julie explained the Detention Section may need to change once the recruitment of Detention Officers takes place. Brenda Hoeger, Dispatch Supervisor was contacted by Julie about her recommendations and was very willing to accommodate. Julie would recommend the Commission approve the manuals as they were very well written.

PREA (Prison Rape Elimination Act of 2003)-Julie explained this is a federal law and is the first United States federal law passed dealing with the sexual assault of prisoners. The bill was signed into law on September 4, 2003. This was discussed as there was a prison in Montana that had frequent issues with this problem. It was designed to put the policies and procedures in place.

Manuals-Julie further discussed various items she felt she would like to see changed slightly and again Brenda Hoeger, Dispatch Supervisor was very willing to accommodate the changes.

Acceptance-The Commission will accept the manuals after all changes are made to them.

CLOSED HIPAA

Special Project Position Description-Julie is still working on this position description and has received some feedback from DuWayne Bohle on his position. This position would remain under Joe Janz's supervision. The Commission will have the authority to direct this position to complete other needed tasks.

Essential Functions of this position as designated by the Supervisor and/or the Commission were discussed

CLOSED-HIPAA

Inside Maintenance-As asked, a letter was received from a Department regarding the bulletin board they had asked to have hung by Inside Maintenance.

Retention Schedule-The Commission stated the Justice of Peace will visit with Julie about adding hours to the budget for an existing employee to work, on retention schedule papers, for the Justice of Peace office.

Rifle Range position(s)-The group discussed full time/part time Attendants and Supervisor/Attendant **Detention/Reserve Officers**-Discussed the possibility of Detention Officers also becoming Reserve Officers. They would have extra training to complete for this. They would need to have Detention Officer Basic and Reserve Officer Training in order to do both. Detention Officer training is a 4 week course and Reserve Officer Training is an 80 hour training that is held in Glendive (usually try to complete these hours on weekends). This is just something for the Commission to consider, no decision was made at this time.

Quote-The quote received for the Human Resource Office furniture and conference table and chairs was approved by the Commission. The total quoted from SBM was \$5,131 which includes delivery and set-up fees.

3:59 PM Debbie Wyrick was told not to insure the electrical building at the Fairgrounds.

4:00 PM Scott Rabbitt, Park Supervisor

Scott stated they got busy putting tables, etc together for the Relay for Life and lost track of time. Apologized for missing his scheduled meeting.

4:00 PM-Darcy Wassmann, County Attorney

Department of Revenue Lease-The Commission will wait to sign the Department of Revenue Lease agreement as the Commission wants to discuss this with Larry Richards, DOR-Regional Manager when he meets with the Commission next Monday. Darcy feels the County would have to send a letter of rejection, even though the Lease was received after the expiration date.

4:05 PM Jerrid Geving, Fair Board Member joined

Arena-The group discussed the progress of the arena and how nicely it is shaping up.

Roxy Lane-Jerrid stated Roxy Lane looks good.

4:10 PM Jerrid left the discussion.

BACK TO DARCY'S MEETING

Vault space-Commissioner Ranum asked if it was possible to charge lease on the vault space used by the Department of Revenue for items stored in the County vaults downstairs. Darcy stated she felt the County should be able to charge for this space as well.

Land Leases-Darcy stated her office has most of the County Land leases finished and has a few questions on them. The Commission had earlier stated they would like the rate to be in comparison to the State rates. The 2015 rate is currently \$14.41 AUM. The old leases varied from the flat rates to \$6.50 per AUM.

Discussion- Commissioner Ranum discussed the fact that most state leases are 30 days and then you are off the lease for the balance of the year. Fallon County charges that rate for the entire year. Commissioner Randash did not realize that was the way Fallon County figured the leases. Discussed having a scheduled time to let their animals in and remove them from the lease. The group also discussed most of the leases are not fenced and the animals are allowed to roam from County pastures to private individuals pastures. No decision was made at this time.

County Road Easement-County will not accept an easement unless the individuals bring the road/approach up to specs. Darcy stated she would have no problem drawing up the easement if the legal description could be more accurately described. The Clerk and Recorder stated her office cannot draw up the easements as the Clerk and Recorder's office is the repository for the easements, etc.

Draft Board Resolution-The Clerk and Recorder gave Darcy a copy of the very rough Draft Resolution for the County Boards. Darcy asked if the copies of the old Resolutions were available to show what portion of the Resolution would be updated. If so, Darcy feels those would be needed to refer back to the portion that will be updated. Discussed this being a reorganization of the Board Resolution.

5:12 PM Darcy felt they should put all the items back on the agenda again for next week and left the meeting.

5:15 PM RECESS

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

Tuesday, July 14, 2015

9:00 AM RECONVENE

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

9:00 AM Tom Parker, GEUM Environmental

Tom introduced himself to the Commission. Tom will be assisting Fallon County and Sanitarian with the Baker Lake issues and gathering information to send to the EPA and other entities as needed. Tom stated Richard Menger will not be able to attend today.

Tom and the Commission left to review the Baker Lake.

12:00 PM ADJOURNED

ADJOURN
s/William L. Randash, Chairman

ATTEST:
s/Brenda J. Wood, Clerk and Recorder