

8:00 AM CONVENE

**PRESENT William L. Randash, Chairman; Steve Baldwin, Deb Ranum, Members
THEE GARAGE, BAKER, MT**

8:00AM-12PM-ROAD GRAVEL WORKSHOP

The Commission attended the Road & Gravel Workshop at Thee Garage.

12:00-1:00PM- COMMISSION WORK SESSION

FALLON COUNTY COURTHOUSE

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

MINUTE REVIEW & APPROVAL:

Commissioner Baldwin made the motion to accept the April 6-9, 2015 Minutes. There being no seconded motion, Commissioner Randash stepped down from being Chair and seconded the motion. 2 Ayes, 1 Nay. Commissioner Ranum voted nay stating the minutes were not timely.

Commissioner Baldwin made the motion to accept the May 4-7, 2015 Minutes. Commissioner Ranum seconded the motion. 3 Ayes, 0 Nays. The motion carried unanimously.

Commissioner Ranum made the motion to accept the May 11, 2015 Minutes. Commissioner Baldwin seconded the motion. 3 Ayes, 0 Nays. The motion carried unanimously.

COMMISSION ACTIVITY OUTSIDE OF SESSION:

The Commission discussed the importance of having people talk to the Commission about things while they are in session. Commissioner Ranum said Lance Wedemeyer, City of Baker Public Works Director and Clayton Hornung, City of Baker Mayor, have been calling the Commission outside of session or stopping by unannounced to ask for things and she wants this to stop. Commissioner Baldwin and Commissioner Randash agreed, saying all of them should tell people, including the City, to schedule a time to come in and talk to them rather than calling or stopping by.

MISCELLANEOUS BUSINESS:

City of Baker Funds: Commissioner Ranum said they need to start looking closely at the money and equipment they are giving the City as it seems the City is taking advantage of the County in this way. Commissioner Ranum said she can't support continuing to give them money until they increase their rates to meet the target rate, thereby qualifying them for grants. Commissioner Baldwin said they have been increasing their rates but it takes time. Commissioner Ranum said if the Commission is going to continue giving the City funds for their projects, the County needs to start budgeting for it in their yearly budget and stick to that number. Commissioner Baldwin said they do budget for the money they give to the City for projects in their Capital Improvement Plan.

Road Department Oil Tank: Commissioner Ranum asked if the County could use the Road Department's oil tank on the golf course cart paths. Commissioner Baldwin said Bobby Wiedmer, Road Foreman, said the tank isn't usable by the County and he is going to trust Bobby knows what he is talking about.

Rodeo Arena & Purse: Commissioner Ranum said she is being asked by members of the Public about the dismantling of the Rodeo Arena and the amount of the Rodeo Purse for this year. Lani DeBuhr, Fair Board Member, told the Commission the Fair Board is on the agenda for next week and that would be a good time to ask them about these items or they can look at the Fair Board Minutes for details about the arena and purse.

MT Association of Oil, Gas & Coal Counties 2015 Annual Meeting: Commissioner Randash & Commissioner Baldwin will be attending the meeting on June 23rd, 2015. Commissioner Ranum is not attending.

Parks- The Commission discussed Scott Rabbit, Parks Director, continuing to purchase items over \$1,000 without permission prior to purchasing. Commissioner Ranum suggested they review the contract they have with the City for his services as she is concerned the County may be purchasing or providing equipment for City use that isn't provided for in the Contract. Commissioner Randash says he thinks Scott is doing a good job on the big park projects but is ok with reviewing the contract. The Commission will review the agreement at their next appointment with Darcy Wassman, County Attorney.

12:45pm- Tom Muchel, Rural Fire Chief, joined the meeting.

Tom gave the Commission the corrected DNRC Assistance of County Equipment letter dated May 11, 2015 for final review and thanked them for continuing to allow County Equipment to be used for fighting fires. The Commission approved the letter.

12:50pm- Tom Muchel left the meeting.

12:55pm- Julie Straub, Human Resource Manager, joined the meeting.

Bloodborne Pathogen Supplies Purchase Request: Julie gave the Commission a purchase request for Bloodborne Pathogen Disposable Containers for \$1,787.47. According to OSHA the County needs to have these on-site.

Commissioner Ranum made the motion to purchase the Emergency Sheltering Supplies for the DES/911 Department. Commissioner Baldwin seconded the motion. 3 Ayes, 0 Nays. The motion carried unanimously.

1:00pm- Julie Straub left the meeting.

FAIRGROUNDS TRACTOR SHED:

The Fair Board wants the Rifle Range to pay for the Tractor Shed they are being given from the Fairgrounds. The Commission said they are leaning towards not requiring the Rifle Range to pay for the Tractor Shed as other departments have not charged other departments for items they are given. Commissioner Baldwin gave the example of the Fairgrounds recently being given a pickup from the Road Department and a side by side from the Landfill without being required to pay for them. The Commission asked Lani DeBuhr, Fair Board Member & Clerk, to talk to the Fair Board about this at their next board meeting.

PURCHASE REQUESTS: DES/911 Sheltering Supplies- Chuck Lee, DES/911 Coordinator, submitted a purchase request in the amount of \$3,000 for Emergency Sheltering Supplies. The Commission approved the purchase request.

Commissioner Baldwin made the motion to purchase the Emergency Sheltering Supplies for the DES/911 Department. Commissioner Ranum seconded the motion. 3 Ayes, 0 Nays. The motion carried unanimously.

GENERAL JOURNAL ENTRY APPROVALS:

The Commission reviewed & approved the following journals:

Journal 551- Moved Julie Straub's wages from Clerk & Recorder budget to Human Resource budget from November to April 2015.

FOLDER ITEMS:

ACTION ITEMS:

Airport Runway Grant- The Commission received a copy of the FAA Grant Application for the AIP 018 Project (Airport Runway) that KLJ drafted. Commissioner Randash signed it and mailed it to FAA and KLJ.

Building Demolition Agreement: Commissioner Randash signed the Building Demolition Agreement between the City of Baker and Fallon County to reimburse J & M Lumber for 50% of the costs associated with tearing down a house on 3rd St. West.

CORRESPONDENCE:

Gravel Pits: The Commission received letters from Shannon Hewson, Project Engineer with Brosz Engineering, dated 05/19/2015 stating the amount of gravel that was measured from the Wang and Beach Pits. Wang Pit- 650 cubic yards, Beach Pit Gravel Pit 3- 19,600 cubic yards

Mosquito Control Season: The Commission received a letter from Kevin J. Dukart, Clerk/Treasurer for City of Baker, confirming with the County that they will continue to pay for 50% of the mosquito control costs for this season.

REPORTS/FLYERS:

Special Project Report: DuWayne Bohle, Special Projects, submitted a Special Project Report to the Commission. The report is filed in the Clerk & Recorder's Office.

1:15PM- RIFLE RANGE FENCING & UPDATES

Present: Mike Kirschten, Rifle Range Board Chairman

Mike Kirschten submitted a quote from Vennes Fencing Inc. for putting a fence around the venting system of the new Indoor Shooting Range. Mike said he tried to get a quote from Rieger Fencing but didn't get a response back. Commissioner Baldwin asked Mike to contact John Beach with Gamut Construction to ask him to submit a quote for the fencing so they have at least one other quote as the quote from Vennes Fencing seemed high. Mike said he is still working on getting a quote for the pea gravel to go around the venting system.

The Commission asked Mike if he had a key to the Indoor Shooting Range. Mike does not have a key but thinks it should be completed soon. The Commission will schedule a time to meet with Richard Griffith with Griffith Steel to discuss the status of building and when it will be completed. Mike is hoping to have a key for the Indoor Shooting Range during the Dog Days Silhouette shoot so the public can tour the new facility.

The Dog Days Silhouette shoot is coming up and Bob Brown is going to have a group serve concessions in the Club House that day and the proceeds are planned to go to various area charities. Commissioner Randash

said in the future we may want to treat vendors at the Rifle Range the same as we do the Fairgrounds, making them pay the County a percentage of their proceeds for the use of facility.

Mike asked the Commission what the Rifle Range would have to pay for the tractor shed they are being given by the Fairgrounds. Commission Randash said the matter will be discussed at the next Fair Board meeting but the Commission is encouraging them to not charge the Rifle Range for the shed.

1:30PM- AMBULANCE TRAILER DISCUSSION

Present: Lisa Mitchell, Ambulance Director; Steve Stanhope, Peggy Smith, Dale Butori, James Lunde, Teddy Stoddard, Ambulance Board Members

The Ambulance Board would like to keep the trailer and use it for a variety of things such as Brutus Side by Side transport, temporary storage for Brutus Side by Side, Fire Rehab Station, Mass Casualty Response Station, First Aid Station at Fair, Mobilized Training Station and for long duration incidents. They would need to make modifications to the trailer in order to use it for these purposes and gave the Commission a breakdown of the construction items to be done. The cost for the modifications will be approximately \$5,000. The Commission suggested having the Board hiring someone to do the improvements rather than having their volunteers working on it in their spare time. This will ensure it gets done in timely manner and relieves the County of the liability of the volunteers doing the work.

Commissioner Baldwin made the motion to spend \$5,000 to remodel the inside of the Ambulance Trailer for its intended purposes. Commissioner Ranum seconded the motion. 3 Ayes, 0 Nays. The motion carried unanimously.

The Ambulance Board said they are having difficulty finding a place to park the trailer as Joe Janz, Outside Building Maintenance, does not want them to park it alongside the Ambulance Garage. They could park it at the Road Department but it would delay their response time if they had to go out there to get it. Commissioner Randash said it ideally needs to be stored inside so it is ready to go at any time but at this time there is no storage for it. The Commission will set an appointment with Joe Janz to discuss possible options for parking the trailer so it is easy to access when needed.

2:05pm- Lisa Mitchell and all Ambulance Board Members left the meeting.

2:00PM- HEALTH NURSE SCHOOL CONTRACT

Present: Kim Cuppy, Public Health Nurse; Julie Straub, Human Resource Manager

Kim Cuppy gave the Commission the new agreement between the County and Baker Public Schools to review. The contract is essentially the same as last year with additional duties added. Kim said her working as the School Nurse has helped with the flow of things between her department and the schools and hopes it continues. The Commission will review the Agreement.

2:25pm- Kim Cuppy and Julie Straub left meeting.

2:30PM- CHAMBER OF COMMERCE FALL FESTIVAL DONATION

Present: Nicole Schuler, Chamber of Commerce Director

Nicole gave the Commission updates on the activities the Chamber of Commerce is working on. The Chamber of Commerce is going to have entertainment and inflatables brought in for the Fall Festival again this year at the cost of \$2,930. Last year the inflatables were paid for by Continental Resources but due to the downturn in the oil industry they are unable to commit paying for the inflatables again this year. The Oil Field Golf Tournament has committed \$900 for this year's event and the Chamber asked if the Commission would be willing to give the remaining \$2,030 needed.

Commissioner Ranum made the motion to give the Chamber of Commerce \$2,030 for the 2015 Fall Festival entertainment. Commissioner Baldwin seconded the motion. 3 Ayes. 0 Nays. The motion carried unanimously.

The Chamber is wanting to purchase the Chamber Master Software program. This program can be used with their QuickBooks program, includes a tailored website and will allow them to communicate with their members and take credit card payments from members. The Chamber is asking pillar business organizations to be a "Founding Member" for \$1500 to pay for the program. In return the businesses will get advertising on the website. Nicole asked the Commission if they would be willing to be a "Founding Member" and contribute \$1,500 towards the purchase of the software.

Commissioner Baldwin made the motion to give the Chamber of Commerce \$1,500 for the purchase of the Chamber Master Software Program. Commissioner Ranum seconded the motion. 3 Ayes. 0 Nays. The motion carried unanimously.

2:50pm- Nichole Schuler left the meeting.

3:00PM- AIRPORT EQUIPMENT PURCHASE REQUESTS

Present: Roger Meggers, Airport Manager; Dennis Twedt, Airport Commission Member

Sweeper Purchase: Roger Meggers asked the Commission if he could purchase a Sweeper for the Airport and Road Department to use. The Airport would use it for sweeping debris off the runway and the Road Department would use it for sweeping parking lots and roads when needed. The cost of a Sweeper is \$40,000-\$50,000.

Commissioner Baldwin made the motion to purchase a Sweeper for the Airport and Road Department to use jointly. Commissioner Ranum seconded the motion. 3 Ayes, 0 Nays. The motion carried unanimously.

Scrubber Purchase: Roger said the floor in the new hangar has an epoxy floor that is continually dirty from oil, fuel & residue from the tarmac and airplanes. He asked the Commission if he could purchase a floor scrubber to keep the hangar floor clean. The cost is approximately \$9,000 and would be purchased out of this year's budget.

Commissioner Baldwin made the motion to purchase a Floor Scrubber for the Airport. Commissioner Ranum seconded the motion. 3 Ayes, 0 Nays. The motion carried unanimously.

Upcoming Airport Expenditures: Roger said his upcoming expenditures are developing the north end for new hangars and taxi ways. This improvement is included in the Capital Improvement Plan and will be shared dollars, reimbursed 90%.

Bureau of Land Management (BLM) Space: Roger said BLM has not used the space the County created for them at the Airport. Roger would like to use the space if BLM has no intention of using it. Commissioner Baldwin said the Commission will contact BLM to get information on their plans for that area.

Airport Storage: The Commission asked if the Ambulance Trailer could be stored in the older yellow building at the Airport. Roger said he wouldn't feel comfortable with it being stored there due to the condition of the building.

Airport Secretary: Roger said he is going to pay Kristin Trivisonna to be the Secretary for the Airport Commission out of his Baker Air Service funds.

3:30pm- Roger Meggers and Dennis Twedt left meeting.

3:30PM- GOLF PURCHASE REQUESTS, Eric Kary; Golf Supervisor

Eric gave the Commission an itemized list of the items he needs approval to purchase. The items are: 20 Toro 855 sprinkler heads (\$4500), 14 Rain Bird 2" valves (\$1500), Network VP Satellite Control for DR 1 (\$4875), anchor retaining wall blocks (\$2500), and top dressing sand (\$1800).

Commissioner Ranum made the motion to approve the purchase of the items. Commissioner Baldwin seconded the motion. 3 Nays, 0 Ayes. The motion carried unanimously.

The Commission asked Eric if being the head coach for the high school wrestling team would interfere with his job. Eric said it would not and that he plans on working just as much and the same hours as he always has. The Commission asked if he would be willing to work at the Road Department over the winter again rather than working on projects and he said he would do whatever the Commission asks of him.

3:50pm- Eric Kary left the meeting

3:45PM- JOCKEY HOLLOW SUBDIVISION-Meeting was cancelled by Mary Grube, Planner Secretary

3:50pm- COUNTY INSURANCE

Present: Jim Lieschner, Randy Morris, and Jade Boggs, D & J Insurance

Jim Lieschner came in to report to the Commission that the buildings are going to be insured at replacement cost rather than market value cost. Jim said this shouldn't be a problem since all the buildings are insured to value.

The Commission is meeting with Montana Association of Counties (MACo) next week to discuss the insurance plans they can offer the County. Jade said he and Dale Boggs will attend the meeting to help the Commission sift through the information to determine what would be best for the County.

4:15pm- Jim Lieschner, Randy Morris and Jade Boggs left meeting.

4:00PM- COUNTY ATTORNEY BUSINESS

Present: Darcy Wassman, County Attorney, Julie Straub, Human Resource Manager

Lease Agreement with Prince Contracting: Darcy will add an addendum to the contract that says no RVs will be allowed in the space and add specifications of the land they can use. Commissioner Baldwin will contact Bobby Wiedmer, Road Foreman, to get GPS coordinates of land to include in the contract.

Sheriff Department Overtime: Darcy Wassman researched the issue of hiring detention officers and believes they are considered "law enforcement", thereby making the Sheriff's department exceed the "5 law enforcement" employee threshold that has been talked about in prior meetings. This will change the way the officers are paid as they will no longer be paid straight time but will need to be paid overtime for any work done in excess of 40 hrs. per week. The Commission, Darcy and Julie Straub discussed different ways to handle this

but no decision was made. Julie will talk to Trent Harbaugh, Sheriff, to discuss it more in detail. The Commission would like a definite answer and solution to this matter by July.

4:30pm- Commissioner Baldwin excused himself from the meeting due to a personal matter.

City/County Prisoners: The Commission asked Darcy to find out if the City of Baker should be responsible for the care of their prisoners. Darcy said if the prisoner is in violation of a city ordinance then the City is responsible for the care of that prisoner. If the prisoner is in violation of a state statute the County is responsible.

Dispatchers: Julie Straub suggested the current dispatchers should stay at the same rate of pay, same status with same retirement Sheriff Retirement System benefits. She said new dispatchers should not be hired as detention officers but could be paid 75 cents per hour in addition to their hourly pay when there are inmates in jail for them to monitor. This would give the Sheriff's Department another set of eyes on monitors and would eliminate the need for them to attend Detention Officer training. Darcy said she could support this idea.

5:10pm- Lani DeBuhr, Clerk was excused for a scheduled appointment. Brenda Wood, Clerk and Recorder came in to finish recording the minutes.

Airport Secretary- Commissioner Randash and Julie stated this was resolved earlier. Roger Meggers, Airport Manager, has agreed to pay for an Airport Commission Secretary out of his Baker Air Services fund. The Commission asked Darcy about the legality of this. Darcy said the law allows a board to hire a Secretary as long as it is specified in the Resolution establishing the board. Darcy asked if the Commission made a motion to let the Airport hire a Secretary. Commissioner Ranum said no, no motion or discussion took place and it seemed Roger and Commissioner Baldwin made the decision before the earlier airport meeting began. Commissioner Randash asked if it was discussed if the County was going to reimburse Roger for the secretarial expense. Brenda Wood looked back at Lani DeBuhr's minutes for the Airport meeting earlier in the day and it states "Roger is going to pay Kristin Trivisonno to be the Secretary for the Airport Commission out of his Baker Air Service funds." There is no mention of the County reimbursing Roger for this expense.

Sparks Bridge- Darcy said the Construction Easement Tom Sparks revised looks good. Commissioner Randash asked Darcy to contact Brosz Engineering about the Maintenance Agreement for the bridge first and then the landowners. Commissioner Ranum would like to start sending the landowners a letter giving them information about the plans before we ask them to sign easements. She said this will help them make a sound decision and resolve a lot of issues. Then if the landowner won't sign the easement the road will have to be closed. Darcy will contact Brosz, the landowner and then draw up a Permanent Maintenance Agreement that everyone will hopefully agree to.

Board of Investments- Julie spoke to Dan Clark, Montana State University Local Government Center Director, about the County creating a Board of Investments. Dan's opinion is that an Advisory Committee could be formed rather than a board because a board has certain authorities and could take over the Commissioner's authority. Dan stated you have to write very specific guidelines, plans, etc. when establishing a committee as well. Darcy discussed an Investment Board she is on and how they follow a policy and are advised by a Financial Advisor. Julie said she thinks Barb Ketterling, Treasurer, should be a part of this decision and would have valuable information. Commissioner Ranum said she just wants to make sure they follow through with doing this as this was brought up when Commissioner Afrank was in office but was never done. Brenda Wood said creating a Board of Investors was discussed with Barb when they met with the Auditor regarding the Annual Financial Report. Darcy said according to the law the Commission directs the Treasurer to remit the funds to the investment companies so the Commission should know more about the investors and be able to meet the investors. The Commission would like to see what other Counties are doing with their investments, what their returns are and if they have a Board of Investments.

5:40pm- Julie Straub left the meeting.

Sidewalk Easements: Darcy reviewed the easements for the sidewalk around Baker Lake and in the parks and said they are good. Darcy will let Scott Rabbit, Parks Director, know she is going to complete them and bring them to the Clerk & Recorder's office to be mailed to the landowners.

5:45PM- RECESS

Commissioner Ranum made the motion to recess. There being no seconded motion, Commissioner Randash stepped down from being Chair and seconded the motion to recess. 2 Ayes, 0 Nay.

9:00 AM RECONVENE

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

9:00-11:00AM- FALLON COUNTY SALARY SCHEDULE WORK SESSION

Present: Julie Straub, Human Resource Manager; **Brenda J. Wood**, Clerk & Recorder, **Debbie Wyrick**, Deputy Clerk & Recorder

The Commission continued to review the Fallon County Salary Schedule for FY 2015-16 with Julie Straub, Human Resource Manager, Brenda Wood, Clerk & Recorder and Debbie Wyrick, Deputy Clerk & Recorder. Changes that were made are listed below:

Museum- Reduce the positions in department to Museum Curator and Seasonal Museum Aide only as this is what the Museum currently hires for. Wage increases for 6 month and 1 Year employment to Museum Curator only.

Park Supervisor- Remove position from schedule as we are in an Inter-local Agreement with the City for this position.

Planner/Floodplain- Keep the Planner/Floodplain Coordinator position but remove the assigned wage as Julie needs to review the job description and wage. Julie will be reviewing the Secretary position as it may be changed to an Administrative Assistant position but no changes will be made at this time.

Road- Bobby Wiedmer’s title as Road Foreman will be changed to Road Supervisor. Mark Sieler’s title as Acting Road Foreman will be changed to Road Foreman and he will receive a \$1/hr. wage increase. These changes are made to reflect the duties Bobby & Mark are currently doing. Road/Bridge Crew will be changed to Road/Bridge Operator to reflect what they do more accurately. Reduce Seasonal Road positions to have only the starting wage with no incremental increases due to the starting wage being sufficient for the job duties. Remove the wage assigned to the Road Research-Office Position and keep only the one position in the schedule.

Secretary- Remove the Temporary Office Help position as it is not needed.

Weed- Add the Lead for the Seasonal Weed Crew Hand and have the wage set at 50 cents more per hour.

Exempt vs. Non-Exempt- Discussed changing employees from exempt to non-exempt to reflect their true working status. No changes were made at this time.

Rifle Range- Commissioner Ranum asked about adding positions for this department to staff the Indoor Shooting Complex. No decision was made at this time.

10:50AM- ADJOURN

Commissioner Baldwin made the motion to adjourn. Commissioner Ranum seconds the motion. 3 Ayes. 0 Nays. Motion carried unanimously.

ADJOURN
s/William L. Randash, Chairman

MINUTE TAKER:
s/Lani J. DeBuhr, Clerk

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