

9:00AM CONVENE

Present: William Randash, Chairman; Deb Ranum, Member; Lani DeBuhr, Clerk

Absent: Steve Baldwin, Member

FALLON COUNTY COURTHOUSE

9:00AM COMMISSIONER WORK SESSION

FORMS-

The Commission reviewed and signed the Change of Pay Approval Form for Richard Menger, Sanitarian, for completing one year of employment with Fallon County.

PURCHASE REQUESTS-

Iven Felt, Cemetery Caretaker, submitted a quote to the Commission asking for permission to purchase trees for the Cemetery. The quote was \$495.10 and the Commission gave their approval.

GENERAL JOURNAL ENTRY APPROVAL-

The Commission reviewed and Commissioner Randash, as Chairman, signed the following Journal Entries: Journal #3-Moving funds from a Clerk & Recorder account to a Board of Health Grant account; Journal #251- Correct coding of accounts for various claims.

DEPARTMENT REPORTS/NOTICES-

The Commission reviewed Department Reports, Newsletters and Notices.

REVENUES-

The Commission reviewed the revenues received during the week.

EMAILS-

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

10:00am- Commissioner Baldwin joined the meeting.

10:00AM ROAD DEPARTMENT UPDATES

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

Alba Higgins gave the Commission updates on the equipment and vehicles that are being serviced or repaired. Alba and the Commission discussed moving a propane tank further away from a building due to the Insurance Agent's recommendation. Alba will get a concrete pad poured for it and have it moved.

The Commission received an email from Shannon Hewson with Brosz Engineering notifying them he wouldn't be attending the meeting today and gave them updates on the Calumet and Westmore Bridges. He said Cretex will have a quote for the Calumet Road Box Culvert to them next week. Shannon is working on the MT Fish, Wildlife & Parks Permit for the Westmore Bridge and will have the Calumet Road Box Culvert plans and the US Army Corps of Engineers permit ready by the end of month.

10:15am- Alba Higgins and Bobby Wiedmer left the meeting.

10:15AM COMMISSIONER WORK SCHEDULE CONTINUED

Park Bathroom- The Commission discussed Scott Rabbitt, Park Director's, request to move the older bathroom at Iron Horse Park to the beach area of Triangle Park. The Commission said they would like an extra bathroom at Iron Horse Park so kids at the Skate and Bike Parks don't have to go into the Splash Park area when using the bathroom. They discussed using portable toilets either at the beach area of Triangle Park or at Iron Horse Park and whether they should rent or buy one.

Extension Pickup- The Commission discussed the repairs that need to be done to the Extension Department's Colorado pickup. The Commission will ask Carter County to pay for half of the repairs since the pickup is used for Carter County Extension duties as well as Fallon County Extension duties.

11:00AM JOB CLASSIFICATION CLARIFICATION

Present: Julie Straub, Human Resource Manager

Julie Straub came in to clarify job classification with the Commission as there were some concerns noted in the November 6th, 2015 Commission Minutes. Julie said she hasn't reclassified any jobs up to this point and wanted the Commission to know this. Julie and the Commission discussed positions that may need to be reclassified if the Legislature changes the salary test for exempt vs non-exempt status as is expected. Julie said for a position to be exempt there are three tests that have to be met: a salary level test, salary basis test, and job duties test. Julie said after she does more job audits she may discover exempt positions that don't meet these

three tests and would then have to reclassify them. Julie said if reclassification is warranted, she will meet with the Commission to discuss it prior to the change taking place. The Commission and Julie discussed avenues the Commission can take if overtime is abused when someone is or becomes a non-exempt employee.

11:30am- Julie Straub left the meeting and Dale Butori, Weed Supervisor, joined the meeting.

Dale Butori gave the Commission a letter to sign giving the Weed Board permission to use grant money to purchase a UTV in the 2015-16 season. Commissioner Randash, as Chairman, signed the letter.

11:40am- Dale Butori left the meeting.

11:40AM MINUTES APPROVAL

Commissioner Ranum made the motion to approve the November 9-13th, 2015 Commission Minutes. Commissioner Baldwin seconded the motion. 3 Ayes. 0 Nays. The motion carried unanimously.

11:45AM PUBLIC COMMENT

11:45am- Chuck Davison with High Plains Group LLC joined the meeting for Public Comment.

Chuck Davison said he was told there was a Building Moratorium in the Stanhope Addition and High Plains Group Development area. The Commission says if there is, it will be lifted once the lift station goes in. Chuck said the person who told him about the Building Moratorium said he was excited about the lift station going in as he too has commercial land in that area that he would like to put a truck stop on. Chuck said this concerns him as this was their goal in developing the land. The Commission expressed doubts about a truck stop going on this person's land. Chuck said he doesn't understand why Brosz Engineering has not sent the CAD files to Stahly Engineering since they were instructed to do it a while ago. He said he is planning on talking to Brosz Engineering while he is in town to convince them to send Stahly Engineering the CAD files.

12:00PM NOON RECESS

Commissioner Baldwin 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: William Randash, Chairman; Steve Baldwin, Member; Lani DeBuhr, Clerk

Absent: Deb Ranum, Member

1:15PM REVIEW DRAFT RESTORATION PLAN APPROACH FOR BAKER LAKE

Present: Rich Menger, Sanitarian

Rich Menger gave the Commission a copy of the 2nd Draft of the Restoration Plan Approach for Baker Lake and they reviewed it together. Rich said Tom Parker with Geum Consulting will be sending a copy of this to Monica Heindal with the Environmental Protection Agency (EPA) to review also. Rich said DOWL Engineering is going to continue gathering data and this information will be included in the Final Draft which will then be submitted to the Environmental Protection Agency (EPA) for approval.

1:35pm- Commissioner Ranum joined the meeting.

Rich explained how the plan addresses the A Frank property and shows the property over the last thirty years has only increased .02 acres, this being attributed to debris from the Longfellow School being put there in the 70s, the water levels increasing and decreasing over time and the river rock that was added to the shoreline for erosion control in 2005. Rich said the maps included in the plan clearly show this and Tom and him are hopeful this will change the EPA order for 40 feet of shoreline to be removed from the property. Rich explained how the plan includes a 10 foot deep trench between the Upper and Lower lakes to capture the sediment before it flows into the Lower Lake. The Commission gave suggestions on where to put the sediment that collects in this trench and recommended adding dikes to the Upper Lake Mitigation Area to place the sediment in, allowing it to dry out. The Commission asked Rich when the Lake can be dredged and deepened and Rich said not until the mitigation is complete.

1:50pm- Rich Menger left the meeting.

2:00PM NOVEMBER CLAIMS APPROVAL

The Commission reviewed and approved the November Mid-Month Claims in the amount of \$1,033,206.29 and they are filed in the Clerk & Recorder's Office.

Fallon County
November 16th, 2015
EOM CHECK REGISTER

Date	WRT #	Payee	Amount	Description
11/16/15	54994	BAKER ACE HARDWARE	\$1,220.44	VARIOUS DEPTS - VARIOUS SUPPLIES
11/16/15	54995	BAKER AIR SERVICE INC	\$265.00	COMM - AERIAL PHOTOS OF BLDG DAMAGE
11/16/15	54996	BAKER REXALL DRUG	\$94.73	VARIOUS DEPTS - VARIOUS SUPPLIES
11/16/15	54997	BARB LECHLER	\$100.00	FAIR - SILENT AUCTION JEWELRY SET
11/16/15	54998	BARNES & NOBLE INC	\$64.34	LIBRY - BOOKS
11/16/15	54999	BUILDING CODES BUREAU	\$1,372.00	SR CIT - BUILDING PERMIT FOR THIEL BROS
11/16/15	55000	BUMBLE BEE FLORAL	\$63.00	FAIR - FLOWER ARRANGEMENTS (2)
11/16/15	55001	BUSINESS TAX SECTION	\$6,608.71	CAP PROJ/BRIDGE - 1% OF PROJECTS
11/16/15	55002	C T EXCAVATION	\$1,215.00	BRIDGE - INSTALLED 2 CULVERTS
11/16/15	55003	CARQUEST AUTO PARTS	\$485.89	VARIOUS DEPTS - VARIOUS SUPPLIES
11/16/15	55004	CARROT-TOP INDUSTRIES, INC.	\$316.35	FAIR - AMERICAN FLAG
11/16/15	55005	CENEX CREDIT CARD	\$73.11	ER MED&AMB - FUEL BELLE FOURCHE
11/16/15	55006	CENGAGE LEARNING	\$327.89	LIBRY - BOOKS
11/16/15	55007	CITY OF BAKER	\$7,920.05	PARKS/REC DIR – SUPPLS/SRVCS/UTL
11/16/15	55008	CRETEX CONCRETE PRODUCTS WEST	\$1,432.50	BRIDGE - CULVERT PRAIRIE AVE
11/16/15	55009	CRITELLI COURIERS INC	\$92.00	LIBRY - DELIVERY SERVICES
11/16/15	55010	CROP PRODUCTION SERVICES	\$11,718.00	WEED - TORDON, LIBERATE CHEMICAL
11/16/15	55011	DATA IMAGING SYSTEMS	\$413.37	CLK&REC - IMAGES ARCHIVED TO 16MM FILM
11/16/15	55012	DAVID TURCH AND ASSOCIATES	\$4,000.00	COMM - CONSULTING SERVICES
11/16/15	55013	DEMCO INC.	\$372.35	LIBRY - FILE CASES, BOOK BAGS, CD BINDERS
11/16/15	55014	DIAMOND J CONSTRUCTION	\$79,999.07	BRIDGE/CAP PROJ - CULVERTS, NAPA WALL
11/16/15	55015	DIRECT ELECTRIC INC	\$20,776.57	FAIR - ARENA LIGHTING/WIRING/FRIDGE
11/16/15	55016	DON DILWORTH DBA: PRAIRIE TECH	\$3,835.52	VARIOUS DEPTS - VARIOUS SUPPLIES/SERVICES
11/16/15	55017	EBSCO SUBSCRIPTION SERV.	\$7.00	LIBRY - MAGAZINE SUBSCRIPTION DIFFERENCE
11/16/15	55018	ENOCH INVESTMENTS LLC	\$514.22	REDEMP - REDEMPTION (F.ESLINGER)
11/16/15	55019	FALLON CO SHERIFF S DEPT	\$482.72	SHRFF/COP - FUEL/DESK
11/16/15	55020	FALLON CO TREASURER	\$2,790.34	VARIOUS DEPTS - OCTOBER FUEL
11/16/15	55021	FALLON CO TREASURER-CCL	\$1,845.67	VARIOUS DEPTS - OCTOBER TIPPING FEES
11/16/15	55022	FALLON CO VETERANS MEMORIAL	\$643.43	PARKS – VET MEMRL LIGHT REPAIRS
11/16/15	55023	FALLON MEDICAL COMPLEX	\$96,223.80	VARIOUS DEPTS - SUPPLIES/SERVICES/UTIL
11/16/15	55024	FARMERS UNION OIL	\$28,668.58	VARIOUS DEPTS - FUEL
11/16/15	55025	FSA - BILLINGS	\$830.44	COP - FROZEN PRISONER MEALS
11/16/15	55026	G & G GARBAGE, INC.	\$3,489.00	VARIOUS DEPTS - DUMPSTER SERVICES/RENT
11/16/15	55027	GEUM ENVIRONMENTAL CONSULTING	\$15,762.42	BAKER LAKE - WETLAND DELINEATION
11/16/15	55028	GLOBAL EQUIPMENT COMPANY	\$264.59	SLD-WSTE - CAN LINERS
11/16/15	55029	GRIFFITH STEEL	\$200.00	911 - GENIE LIFT RENT
11/16/15	55030	IVEN FELT	\$300.00	CMTRY - HAULING TREES W/IVENS PICKUP
11/16/15	55031	J & M LUMBER	\$361.96	VARIOUS DEPTS - SUPPLIES
11/16/15	55032	JULIE STRAUB	\$190.00	HR - RENEWAL FOR SHRM MEMBERSHIP
11/16/15	55033	KADRMAS LEE & JACKSON INC.	\$7,994.09	PLAN/SURV - PROFESSIONAL SERVICES
11/16/15	55034	KO CONSTRUCTION LLC	\$574,263.80	CAP PROJ – SPLASH PARK/BATH HOUSE
11/16/15	55035	MCCONE ELECTRIC CO-OP., INC.	\$75.04	911 - TOWER UTILITIES
11/16/15	55036	MECHANICAL TECHNOLOGY INC.	\$240.80	RET-CMPLX - LOW WATER CUT OFF MANUAL
11/16/15	55037	MID-RIVERS CELLULAR	\$644.32	VARIOUS DEPTS - CELLULAR SERVICES
11/16/15	55038	MID-RIVERS TELEPHONE	\$4,547.47	VARIOUS DEPTS - PHONE/DSL/CABLE SERVICES
11/16/15	55039	MIDLAND IMPLEMENT COMPANY	\$38,254.00	PARKS - SNOW BLOWER SYSTEM/TRAC
11/16/15	55040	MOM'S LAUNDRY LLC	\$50.75	FAIR - LAUNDRY SERVICES
11/16/15	55041	MONTANA LAW ENFORCEMENT ACDY	\$625.00	COP - DETENTION TRAINING (K.S)
11/16/15	55042	NAXIN SAFETY	\$114.72	SLD-WSTE - SAFETY GLASSES, LENS WIPES
11/16/15	55043	NEUTRON INDUSTRIES INC	\$382.73	BLDG MAIN - LEMON SPRAY, CLEANER
11/16/15	55044	NEWMAN TRAFFIC SIGNS	\$52.97	OUT BLDG MAIN – RAMP/HANDICAP SIGNS
11/16/15	55045	NORTH LAKE COUNTY PUBLIC LIBRARY	\$142.68	LIBRY - ADVANCED DIFF EWOL, EBOOKS
11/16/15	55046	OK AUTOMOTIVE WD	\$271.64	ROAD - DEF 55 GAL DRUMS (2)
11/16/15	55047	PILOT TRAVEL CENTERS LLC	\$57.97	ER MED&AMB - DIESEL FUEL BILLINGS
11/16/15	55048	POWER PLAN	\$494.42	ROAD - AIR RIDE VALVE
11/16/15	55049	PRAIRIE FUELS	\$3,460.58	ROAD/CMTRY - FUEL, WASHER FLUID/OIL
11/16/15	55050	QUAD-K SUPPLY	\$302.00	BLDG MAIN - PAPER TOWELS/SPRAY/DETERGN
11/16/15	55051	RAIN DROP PRODUCTS LLC	\$90,963.66	CAP PROJ - SPLASH PARK FEATURES BALANCE
11/16/15	55052	RICHARD MENGER	\$63.90	SANIT - TEST PAPERS AQUACHECK
11/16/15	55053	RIVERSIDE MARINE & CYCLE	\$332.98	FAIR - MULE: IGNITER/IGNITION COIL

11/16/15	55054	RUNNING S SUPPLY INC.	\$1,783.14	VARIOUS DEPTS - VARIOUS SUPPLIES
11/16/15	55055	SANDRA KINSEY	\$201.25	STUDY COMM - TRAVEL
11/16/15	55056	STRAUB HEATING & COOLING	\$145.43	ER MED&AMB - REPLACE FURNACE PRESSURE
11/16/15	55057	SUSAN SWIMLEY	\$411.25	PLAN/SURV - TROTTER/ATTORNEY SERVICES
11/16/15	55058	THE CHEMNET CONSORTIUM INC.	\$105.00	E SFTY - LAB & MRO SERVICES (E.K, D.B, M.O)
11/16/15	55059	THYSSENKRUPP ELEVATOR CORP.	\$746.68	BLDG MAIN - ELEVATOR MAINTENANCE
11/16/15	55060	TONGUE RIVER ELECTRIC COOP, INC.	\$46.57	911 - TOWER UTILTITES
11/16/15	55061	TOWN OF PLEVNA	\$55.00	SR CIT - PLEVNA: UTILITIES 074-00
11/16/15	55062	TRACTOR AND EQUIPMENT CO	\$773.38	ROAD - FILTERS, BOLTS, WASHERS
11/16/15	55063	TRI STATE TRUCK &	\$140.51	ROAD - SWITCHES: TRUCK 140
11/16/15	55064	TYLER TECHNOLOGIES, INC.	\$1,500.00	TRES - TAX-WISE CUSTOM DEVELOPMENT (6)
11/16/15	55065	WARNE CHEMICAL & EQUIP.	\$5,165.00	WEED/NOX WEED - UTV SPRAYERS (2)
11/16/15	55066	WESTERN RANCH SUPPLY COMPANY	\$3,457.50	FAIR - PANEL TRAILERS/PANELS

TOTAL **\$1,033,206.29**

2:40pm- The Commission called the Carter County Commission to ask if they would be willing to contribute funds to repair the Extension’s Colorado pickup and the fuel that is used to drive it. The Carter County Commission gave their permission to pay their percentage of 40% for the repairs and fuel.

3:00PM CARPET PURCHASE APPROVAL/CLERK OF COURT

Present: Lynda Herbst, Inside Building Maintenance Supervisor

Lynda Herbst suggested having the Clerk of Court carpet replaced due to the carpet piling up in areas and becoming a safety hazard. Jerrie Newell, Clerk of Court, said she could put area rugs over the carpet to avoid tripping and wait until next year to replace it. The Commission asked Lynda how old the carpet is and she said it is 19 years old. The Commission went to look at the condition of the carpet. The Commission gave approval to replace the carpet and said it could wait until next year if that is what Jerrie wants. Lynda said she will order 3 area rugs to put in the office in the meantime.

3:30PM COUNTY ADMINISTRATOR JOB DESCRIPTION DISCUSSION

Present: Julie Straub, Human Resource Manager

Guests: Elin Westover, Maggie Bainter, Kim Cuppy, Iven Felt, Andy Fujimori, Barb Ketterling, Julie Post, Brenda Flint, Nicole Benefiel, Dale Butori, Tom Kachel, Bobby Wiedmer, Lynda Herbst- Fallon County Employees, Shelly and Barney Dean, Members of the Public

Julie Straub asked the Commission for feedback on the updated job description for the County Administrative Job Description. Julie asked if the Commission had any changes they wanted made to the job description and the Commission said they did not have any changes to make. Commissioner Ranum said she is struggling with the wage and will discuss it with Julie at another time.

The Commission asked those present if they had any questions or comments they wanted to make.

Treasurer- Barb Ketterling, Treasurer, said she wanted to refute the accusations that were said about her doing her job in the Fallon County Times. Commissioner Ranum said she has wanted to form an Investment Board for a long time and Barb said she wasn’t opposed to this but due to the timeliness of investing an Investment Board established to make the decisions may not be beneficial. Barb said some Counties have Investment Boards that meet quarterly. Barb said she handles the County investments like all other Counties in which they have brokers assist them with their investments. Barb said James Wosepka checks her investments and handling of funds every year also and hasn’t been told she is doing anything wrong. Julie Post said due to their office not knowing the amount of claims being paid every month a large amount has to be kept in the checking account to ensure there is money to pay the claims. Barb said she also has to leave money in the bank in the event the County needs access to it immediately. Barb said an item on her report that she has no control over is the School’s funds. Commissioner Ranum asked questions about the figures that are on the Treasurer’s Report and Barb explained them to her. Barb said she can also only go out 5 years on her investments which limits her choices. Barb said she will bring her brokers with her at her Department Head meeting in December and the Commission said that was a good idea.

County Administrator Position- Barb Ketterling asked when the person would be hired and the Commission said there was no timeline. Julie Post, Deputy Treasurer, asked if Chuck Lee, DES/911 Director, would continue to write grants and be sent all over for training if the County Administrator was hired to write grants. The Commission said Chuck will continue to write his 911 grants but if other Department’s need help with grant writing this person would assist them with it.

Shelly Dean asked where the money to pay this person will come from and said she is concerned about the County spending money this way. The Commission said they understand her concerns but currently they have no strong representation at the legislative level and because of that the County is losing money. The Commission said this person would not only lobby to keep dollars in Eastern Montana but would also write

grants that could potentially bring money into the County. Shelly said she was on the Conservation District and they didn't seem to get very far with legislation when they tried and there is no guarantee you will receive a grant when you apply for one. Shelly suggested hiring someone to write grants on an interim, as-needed basis. The Commission said the normal fee for a grant writer is 10% of the grant received which could be costly. Shelly said the Commission should focus on getting an in-house Planner more than a County Administrator.

4:20pm- Shelly and Barney Dean left the meeting.

Dale Butori, Weed Supervisor, said he was concerned if the County Administrator was going to be his supervisor as his Board and the Commission supervise him. Tom Kachel, Landfill Manager, expressed the same concerns. The Commission told them the position will not supervise employees.

4:30pm- Julie Straub and all guests except Barb Ketterling and Darcy Wassman left the meeting.

4:30pm- Barb Ketterling went over her report with the Commission to help them understand the figures on it.

4:35pm- Barb Ketterling left the meeting.

4:35PM COUNTY ATTORNEY UPDATES

Present: Darcy Wassman, County Attorney

The Commission said they weren't surprised bids were not submitted for the crushed gravel as all the contractors they spoke to said they wouldn't submit a bid if a bid bond was required. The Commission told Darcy Wassman they are concerned they will not be able to get bids for the gravel before winter sets in due to these contractors choosing not to submit a bid if a bid bond is required. The Commission said if they don't get crushed gravel before it freezes they won't have gravel for the roads this winter and this would be dangerous for drivers. Darcy said due to Public Safety they can make an executive decision to not require the bid bond as time is of the essence to get the gravel before it freezes.

Commissioner Baldwin made the motion to remove the bid bond requirement from the Gravel Bid Specs as it is becoming necessary to Public Safety to receive bids for crushed gravel before freeze-up. Commissioner Ranum seconded the motion. 3 Ayes. 0 Nays. The motion carried unanimously.

Darcy and the Commission discussed the title "Chief Administrative Officer" given to the Administrator position. Darcy said she is concerned the title is very similar to a County Manager title which would change the form of government. Darcy suggested talking with Julie Straub, Human Resource Manager, about changing the title to emphasize the assistant duties of the Administrator.

Darcy said she has the land leases ready and will email them to Lani DeBuhr. Darcy said she will continue to work on the Board Resolutions also.

5:00PM EVENING RECESS

Commissioner Ranum made the motion to take an evening recess. Commissioner Baldwin seconded the motion. 3 Ayes. 0 Nays. The motion carried unanimously.

WEDNESDAY, NOVEMBER 18th, 2015

3:00PM RECONVENE

**Present: William Randash, Chairman; Steve Baldwin, Deb Ranum, Members; Lani DeBuhr, Clerk
FALLON COUNTY COURTHOUSE**

3:00PM BAKER CORRIDOR STUDY ADVISORY COMMITTEE MEETING #12

The Commission attended via conference call the Baker Corridor Study Advisory Committee Meeting.

4:30PM ADJOURN

Commissioner Baldwin made the motion to adjourn the meeting. Commissioner Ranum seconded the motion. 3 Ayes. 0 Nays. The motion carried unanimously.

ADJOURN
s/William L. Randash, Chairman

MINUTE TAKER:
s/Lani J. DeBuhr, Clerk

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