

9:00AM CONVENE

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

9:00AM 911/DES UPDATES

Present: Chuck Lee, 911/DES Coordinator

Chuck Lee gave the Commission updates on activities in the 911/DES Department and gave a report on the most recent conferences he attended. Chuck is working on purchasing 100 NOAA Weather Radios to provide to County residents.

9:22AM- Chuck Lee left the meeting.

9:30AM HUMAN RESOURCE UPDATES

Present: Julie Straub, Human Resource Manager; Brenda Wood, Clerk and Recorder

Julie Straub discussed and presented the job descriptions she has been working on. Julie said an employee from the Road Department will be retiring in February and Bobby Wiedmer, Road Supervisor, would like to start recruiting for the position then.

Julie said her and Trent Harbaugh, Sheriff, have been discussing the overtime hours his officers and him accrue. Julie said Trent's officers often accrue overtime due to the emergent nature of their job and asked the Commission to consider allowing them to comp their time. Julie said any overtime hours would go into a compensatory time "bank" that could be used in place of vacation or sick leave. Julie said a cap on the number of hours that could be accrued would be set and the hours would have to be used in the fiscal year they are accrued. Julie said if the hours weren't used then they would be paid out at the end of the fiscal year at the regular rate of pay. Julie said the State of Montana allows this and it works very well. Julie said it could be rolled out as a "test" program for the Sheriff's Department and if the Commission wasn't satisfied with it they could choose to no longer offer it. The Commission said they will discuss this with Trent before making a decision.

Julie asked the Commission if they would like her to continue submitting bi-weekly reports on Landfill employee Paul Christ's Equipment Operator training. The Commission said as long as the training continues so he can cover shifts for the other Landfill Equipment Operators as needed no further reports are necessary.

Julie said Barb Lechler, Fairgrounds Manager, reported a drill and small air compressor are missing from the Fairgrounds. Julie and the Commission discussed ensuring all departments have personal inventory lists and a system in place so they can keep track of and account for items in their departments.

Julie said if she or the Commission need to discuss anything that pertains to a material decision it will need to take place while the Commission is in session and be on the agenda so there is a clear record of what is being discussed. Commissioner Ranum asked Julie to contact law enforcement if another incident happens where something is reported about the Courthouse rather than going there herself and Julie agreed.

9:45am- Julie Straub and Brenda Wood left the meeting.

9:45AM GOLF COURSE UPDATES

Present: Eric Kary, Golf Course Manager

Eric Kary gave the Commission updates on the items he is working on at the Golf Course.

9:52am- Eric Kary left the meeting. Lani DeBuhr excused herself from the meeting to attend First Aid Training. Brenda Wood, Clerk and Recorder, joined the meeting to take minutes.

10:00AM ROAD DEPARTMENT UPDATES

Present: Mark Sieler, Road Foreman; Alba Higgins, Shop Foreman; Shannon Hewson, Brosz Engineering

Shop Updates- Alba Higgins gave updates on the equipment and vehicles being serviced or repaired this week. Alba gave updates on the Shop Crane and where the fleet vehicles will be stored. Alba asked for permission to update the Vision Link software that notifies CAT when a piece of their equipment shows a code at a cost of \$2400 and permission was granted. The Commission gave permission for Alba and Mitch Overn to attend window chip repair training at a cost of \$750 for heavy equipment.

Road Updates- Mark Sieler gave updates on the activities of the Road Crew this week.

10:35am- Alba Higgins and Mark Sieler left the meeting.

Project Updates- Shannon Hewson gave updates on the following projects: Cooper Box Culvert, Dry Fork Box Culvert and Westmore Box Culvert. The Commission reviewed and Commissioner Baldwin, as

Chairman, signed Pay App #1 from Diamond J Construction for the Coal Bank Creek and Webster Road Box Culverts. Shannon gave the Commission a Bridge Structure Replacement Report to review.

10:45am- Shannon Hewson left the meeting.

11:00AM GENERAL ELECTION CANVAS

Present: Brenda Wood, Clerk and Recorder

Commissioner Baldwin, as Chairman, read the 2016 General Election Results for the State of Montana aloud as Commissioner Ranum and Commissioner Randash certified the recorded results.

11:30AM COMMISSION MINUTES APPROVAL FOR WEEK OF NOVEMBER 7-11, 2016

The Commission began reviewing the Commission Minutes for the week of November 7-11, 2016.

11:45AM PUBLIC COMMENT

Darcy Wassmann, County Attorney, joined the meeting to review the most recent "Gotta Questions" from Fallon County Times. Darcy said she will draft her comments on the questions and give them to the Commission when finished.

12:00pm- Darcy Wassmann left the meeting.

12:00PM NOON RECESS

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

1:15PM PLANNER UPDATES

Present: Mary Grube, Planner Administrative Assistant

Mary Grube gave updates on items she has been working on in the Planning Department including floodplain activity and permits that have been filed. Mary gave updates on subdivisions that will be coming before the Commission for approval in November and December. Mary reported the Town of Plevna was given a grant for \$25,000 to assist with their zoning and Forrest Sanderson, Contracted Planner, is applying for another grant to help the City of Baker with their zoning. Mary said she has recently been asked to cut vinyl letters but, as discussed before, once the vinyl is gone she would like to sell the equipment and no longer offer that service and the Commission agreed.

1:40pm- Mary Grube left the meeting.

1:45PM CLOSED SESSION/FMLA

This meeting was canceled.

1:55PM FALLON COUNTY POLICY MANUAL COMMENTS

This meeting was canceled.

2:00PM AIRPORT UPDATES

Present: Roger Meggers, Airport Manager

Roger Meggers gave a report on the Powder River Training Complex meeting that he and lobbyist, David Turch, attended at the Ellsworth AFB in Rapid City, SD. Roger said several things were discussed including the data waivers that have been granted to the Airforce and the increase in activity they expect in the future. Roger shared concerns that were voiced at the meeting from various people and said they are considering establishing a Powder River Council to have a stronger voice but the Airforce may not sign onto it. Roger said he would like to continue to keep David working on their behalf as he does a good job for the County.

2:27pm- Roger Meggers left the meeting.

2:27pm- Debbie Wyrick, Deputy Clerk and Recorder, joined the meeting.

Debbie Wyrick and the Commission discussed increasing the insurance deductible for the Sheriff's new pick up from \$500 to \$1,000 and Debbie will get a quote to see what the cost would be to changing the deductible to \$1,000.

2:30pm- Debbie Wyrick left the meeting.

2:30PM MINUTES APPROVAL CONTINUED

The Commission continued to review the Commission Minutes for the week of November 7-11, 2016.

Commissioner Ranum made the motion to approve the Commission Minutes for the week of November 7-11, 2016. Commissioner Randash seconded the motion. 3 Ayes. 0 Nays. The motion carried unanimously.

2:30PM COMMISSION WORK SESSION CONTINUED

IT Tech Purchase Requests- The Commission reviewed the quotes submitted by Andy Fujimori, IT Tech, to purchase a new server, updated the firewall and wireless access points for the County. The Commission approved the purchase of these items.

Forms- Immunization Program Task Order: The Commission reviewed and Commissioner Baldwin, as Chairman, signed the Task Order 17-07-4-31-113-0 Unified Government Master Contract between Fallon County and the Montana Department of Public Health and Human Services (DPHHS) for the Immunization Program.

Board Agenda/Minutes- The Commission reviewed Board Agendas and Minutes.

Revenues- The Commission reviewed revenues received during the week.

Department Notices/Reports- The Commission reviewed Department Reports, Newsletters and Notices.

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

4:30PM OUTSIDE BUILDING MAINTENANCE UPDATES

Joe Janz, Outside Building Maintenance Supervisor, was unable to attend the meeting therefore it was canceled and will be rescheduled.

5:00PM ADJOURN

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