

9:00AM CONVENE

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

9:00AM COMMISSION MINUTES APPROVAL FOR WEEK OF NOVEMBER 21-25, 2016

The Commission reviewed the Commission Minutes for the week of November 21-25, 2016.

Commissioner Randash made the motion to approve the Commission Minutes for the week of November 21-25, 2016. Commissioner Ranum seconded the motion. 3 Ayes. 0 Nays. The motion carried unanimously.

9:15AM PLANNER UPDATES

Mary Grube, Planner Administrative Assistant, was unable to attend the meeting therefore it was canceled.

10:00AM ROAD DEPARTMENT UPDATES

Present: Mark Sieler, Road Foreman

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

10:12am- Mark Sieler left the meeting.

10:35am- Shannon Hewson with Brosz Engineering joined the meeting.

Project Updates- Shannon Hewson gave updates on the Baker Lake Clean-Up Project. Shannon gave updates on the Cooper Box Culvert and said they are now in winter shutdown for all box culvert projects.

Coal Bank/Webster Rd. Pay App - The Commission reviewed and Commissioner Baldwin signed the Pay App 2 from Diamond J Construction for the Coal Bank and Webster Rd. Box Culverts in the amount of \$47,653.96. Shannon reported the project went a little over budget and this was due to the large amount of fill that was required and compaction of material.

Calumet Rd. Box Culvert- The Commission reviewed and Commissioner Randash signed the US Army Corps of Engineers Compliance Certification for the Calumet Rd. Box Culvert project. (Lame Jones Creek Culvert Replacement). The Commission reviewed and Commissioner Randash signed the US Army Corps of Engineers Compliance Certification for replacing six bridges with box culverts in Fallon County.

Miscellaneous- Shannon will give the Commission a draft of a Joint Powers Agreement Bowman County has used for reference in drafting an agreement between the City of Baker and Fallon County for the culverts that will go through the City of Baker. The Commission asked Shannon to send it to Darcy Wassmann, County Attorney, for review also.

11:15am- Shannon Hewson left the meeting.

11:15AM GOLF COURSE UPDATES

Eric Kary, Golf Course Manager, was unable to attend the meeting therefore it was canceled.

11:15AM WEBSITE PRIVACY POLICY DISCUSSION

Present: Andy Fujimori, IT Tech; Julie Straub, Human Resource Manager

Julie Straub said Jason Rittal, County Development Advisor, went to a MACo meeting and it was suggested that all Counties have Website Privacy Statements posted on their websites. Julie asked Andy Fujimori to draft a Privacy Statement and they presented it to the Commission. The Commission reviewed the Website Privacy Statement and gave permission to have it posted to the Fallon County website.

11:24am- Andy Fujimori and Julie Straub left the meeting.

11:30AM HUMAN RESOURCE UPDATES

Present: Julie Straub, Human Resource Manager

Residency Requirements for Employees- Julie Straub said an applicant from out of state has applied for an open position and because of this she wanted to discuss residency requirements with the Commission. Julie said currently the Sheriff's Department requires its law enforcement to live within a 30 mile radius in order to respond quickly when called out. Julie said she discussed this with Darcy Wassmann, County Attorney, and Darcy said she wasn't sure the County could put a restriction on residency at this time. Julie said in addition, there is no State statute that states public employees have to live in Montana. The Commission said they would prefer their employees to live in Fallon County but don't think they can require it of them. Commissioner Ranum

said as long as they are here every day and on time it shouldn't be a problem and Julie agreed, saying it would be the employees' responsibility.

Extension for Fallon County Policy Manual Review Request- Julie said several employees have felt they haven't been given enough time to review the Fallon County Policy Manual. Julie said because of this she would like permission to adjust and extend the Policy Manual review period and the Commission gave permission.

11:40am- Julie Straub left the meeting.

11:45AM PUBLIC COMMENT

No one appeared for Public Comment.

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 COMMISSION WORK SESSION

Present: Trent Harbaugh, Sheriff

Change of Rate Approval Forms- The Commission and Trent Harbaugh discussed the evaluations and Change of Rate Approval Forms for two Detention Officers. Trent said both DOs have met the required standards to receive the one year increase and recommended they receive it. The Commission approved and signed the Change of Rate Approval Forms for Toby Reissig and Jacob LaCroix for successfully completing one year of employment.

1:25pm- Trent Harbaugh left the meeting.

Contract- The Commission reviewed and Commissioner Baldwin, as Chairman, signed the Section 5311 Capital Contract #109285 between Fallon County and the State of Montana, Department of Transportation, Transportation Planning Division for assistance in purchasing a 13 Passenger ADA Cutaway Bus for the Council on Aging Department.

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.

2:00PM MINOR SUBDIVISION REVIEWS

Present: Mary Grube, Planner Administrative Assistant; Cody Rieger, Member of the Public

Sun Valley Ranch LLC Minor Subdivision- Mary Grube presented the Planning Board Recommendation MNR-16-02 as Findings of Facts for the Sun Valley Ranch LLC Minor Subdivision.

Commissioner Ranum made the motion to adopt the Planning Board Recommendation MNR-16-02 as Findings of Fact and approve the Sun Valley Subdivision, a proposed one lot minor residential subdivision of 20.53 acres located in the NE ¼ SW ¼ of Section 29, Township 8 North, Range 56 East, P.M.M., Fallon County, Montana subject to the conditions set forth in the Findings of Facts. Commissioner Randash seconded the motion. Commissioner Baldwin asked if there was any other discussion and there was none. 3 Ayes. 0 Nays. The motion carried unanimously.

2:17pm- Cody Rieger left the meeting.

Losing Wrangler Trail Subdivision- Mary Grube presented the Planning Board Recommendation MNR-16-03 as Findings of Facts for the Losing Wrangler Trail Subdivision.

Commissioner Randash made the motion to adopt the Planning Board Recommendation MNR-16-03 as Findings of Fact and approve the Losing – Wrangler Trail Subdivision, a proposed one lot minor residential subdivision of 20.50 acres located in the NE ¼ of Section 29, Township 5 North, Range 60 East, P.M.M.; Fallon County, Montana, subject to the conditions set forth in the Findings of Facts. Commissioner Ranum seconded the motion. Commissioner Baldwin asked if there was any other discussion and there was none. 3 Ayes. 0 Nays. The motion carried unanimously.

2:35pm- Mary Grube left the meeting.

2:35PM SANITARIAN JOB DESCRIPTION REVIEW

Present: Rich Menger, Sanitarian; Kim Cuppy, Health Nurse; Julie Straub, Human Resource Manager; Darcy Wassmann, County Attorney

All present reviewed the Sanitarian job description. Commissioner Baldwin asked for any discussion and there was none. Kim Cuppy and the Commission approved of the Sanitarian job description.

2:40pm- Kim Cuppy, Julie Straub, and Darcy Wassmann left the meeting.

2:51pm- Rich Menger left the meeting.

3:15pm- Commissioner Baldwin excused himself for duration of day.

3:30PM VETERAN'S MEMORIAL DISCUSSION

This meeting was canceled and rescheduled for a time in January 2017 per Sheila Bondell's request.

3:30pm- Mona Madler, SMART Executive Director, joined the meeting.

CTEP Updates- The damage to the Plevna School Beacon has been turned into the driver's insurance company. Mona presented a Certificate for Substantial Completion for Gamut Construction and the Contractor Statement of Warranty for the CTEP Project. The Commission reviewed these documents and Commissioner Ranum, as acting Chairman, signed the Certificate for Substantial Completion and the Contractor Statement of Warranty.

3:50pm- Mona Madler left the meeting.

4:00PM FALLON COUNTY POLICY MANUAL REVIEW SESSION LIBRARY BASEMENT

The Commission attended the Fallon County Policy Manual Review Session.

5:00PM ADJOURN

Commissioner Randash made the motion to adjourn the meeting. Being there was no second, Commissioner Ranum stepped down from being Chair and seconded the motion. 2 Ayes. 1 Absent. 0 Nays. The motion carried.

WEDNESDAY, NOVEMBER 30, 2016

6:00PM ELLSWORTH AFB/POWDER RIVER TRAINING COMPLEX TOWN HALL MEETING AT THEE GARAGE

This meeting was canceled due to inclement weather.