

9:00 AM CONVENE

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

9:00am- Dave Havens, Member of the Public, joined the meeting.

9:00 COMMISSION WORK SESSION

FALLON COUNTY 2015-2016 SALARY SCHEDULE-

Commissioner Ranum made the motion to adopt the 2015-2016 Fallon County Salary Schedule.
Commissioner Baldwin seconded the motion. 3 Ayes. 0 Nays. The motion carried unanimously.

FALLON COUNTY SALARY SCHEDULE

FOR OFFICIAL BUSINESS USE ONLY (Separate Copy for Public Use)

2015-2016

OFFICE/DEPT/POSITION	15--16	15--16	15--16
COLA: Elected Officials \$1 Deputies .90c Others .85c	ANNUAL	MONTHLY	HRLY
No increase to Seasonal or Temporary			
ELECTED OFFICIALS			
EXEMPT			
Clk & Rec/Election Administrator/Supt School	\$63,065.60	\$5,255.47	\$30.32
Clerk of Court - Receives addl \$2000	\$65,065.60	\$5,422.13	\$31.28
Treasurer/Assessor - Receives addl \$2000	\$65,065.60	\$5,422.13	\$31.28
Sheriff (Clk & Rec salary + 2000 = Base)	\$65,065.60	\$5,422.13	\$31.28
Coroner Paid to Sheriff	\$2,000.00	\$166.67	
Co Atty 1560 Hr FALLON/CARTER COUNTY	\$52,338.00	\$4,361.50	\$33.55
Of this County Portion Fallon pays \$34893.74 Carter pays \$17444.26			
Fallon County pays the total wage of \$92542.58 State reimburses \$40204.58(Fallon/Carter)			
Commissioners(Clk & Rec + 2000 = Base)	\$65,065.60	\$5,422.13	\$31.28
Justice of the Peace(780 Hrs) Receives addl \$748.80 \$2000 Pro-rated	\$24,398.40	\$2,033.20	\$31.28
Substitute JP			\$30.32
ELECTED OFFICIALS EMPLOYEES			
Deputy Up to 90% of Clerk & Recorder Base Salary			\$27.29
Clerks: Inexperienced			\$21.04
Six Month			\$21.97
One Year - Full Wage			\$22.90
Clerk - General Office Clerk			\$21.04
Six Month			\$21.97
One Year - Full Wage			\$22.90
Intermittent Justice Court Clerk			\$20.19
Undersheriff: 95% of Sheriff			\$29.72
Full Time Deputy Sheriff 90% of Sheriff			\$28.15
Full Time Deputy Sheriff 85% of Sheriff			\$26.59
Full Time Deputy Sheriff 80% of Sheriff			\$25.02
Coroner Available to Undersheriff & Sheriff Deputy	\$1,000.00	\$83.33	
Sheriff Intermittent Certified Deputy 85%			\$26.59
Sheriff Intermittent Certified - Reserve Deputy 80%			\$25.02
Sheriff Intermittent Non-Certified Deputy			\$20.91
Sheriff Clerk/Detention Center Staff			\$21.04
Six Months			\$21.97
One Year - Full Wage			\$22.90
Detention Officer Starting			\$19.00
After Academy Training			\$20.00

One Year - Full Wage			\$21.00
Intermittent Clerical			\$20.19
Intermittent Extra Office Help			\$10.50
ADMINISTRATIVE ASSISTANT			
Starting Wage			\$17.55
Six Months			\$18.55
One Year			\$20.33
AIRPORT MANAGER Appx 910 Hrs Year NON-EXEMPT	\$24,843.00	\$2,070.25	\$27.30
Airport Assistant Up to 910 hours per year			\$21.05
EMS DIRECTOR			
EMS Director Starting Wage	\$52,728.00	\$4,394.00	\$25.35
Six Months	\$54,828.80	\$4,569.07	\$26.36
One Year	\$56,846.40	\$4,737.20	\$27.33
BUILDING MAINTENANCE-INSIDE			
Custodial/Supervisor Starting Wage NON-EXEMPT			\$19.55
Six Months			\$20.55
One Year			\$21.55
PT Custodial Assistant Starting Wage 20 - 30 hrs/wk			\$16.17
Six Months			\$17.17
One Year			\$18.67
Any position: With Boilers License additional .50¢ at any level			
Temp Maintenance			\$15.00
BUILDING MAINTENANCE-OUTSIDE			
Supervisor Starting Wage NON-EXEMPT			\$22.00
Six Months			\$23.00
One Year			\$24.00
Special Project Maintenance Worker Starting Wage			\$21.00
Six Months			\$22.00
One Year			\$23.00
Helper Starting Wage			\$16.17
Six Months			\$17.17
One Year			\$18.67
Any position: With Boilers License additional .50¢ at any level			
CEMETERY - NON-EXEMPT			
Plevna/Baker Caretaker			\$18.32
Seasonal Assistant Plevna/Baker (Permanent/Returning)			\$14.95
Seasonal 1st Year			\$10.50
Seasonal 2nd Year			\$11.00
Seasonal 3rd Year			\$11.50
Seasonal 4th Year			\$12.00
Seasonal 5th Year			\$12.50
Seasonal 6th Year			\$13.00
Seasonal 7th Year			\$13.50
Seasonal 8th Year			\$14.00
COMMUNITY SERVICE DIRECTOR Starting NON-EXEMPT			
Six Month			\$17.42
One Year - Full Wage			\$17.67

GOLF				
Golf Supervisor(2080 Hr 12 Mos) Starting	EXEMPT	\$49,296.00	\$4,108.00	\$23.70
Six Months		\$53,456.00	\$4,454.67	\$25.70
One Year - Full Wage		\$58,656.00	\$4,888.00	\$28.20
Golf Lead Ground Crew Hand - Seasonal				\$15.00
Seasonal Ground Crew Hand 1st Year				\$10.50
Seasonal Ground Crew Hand 2nd Year				\$11.00
Seasonal Ground Crew Hand 3rd Year				\$11.50
Seasonal Ground Crew Hand 4th Year				\$12.00
Seasonal Ground Crew Hand 5th Year				\$12.50
Seasonal Ground Crew Hand 6th Year				\$13.00
Seasonal Ground Crew Hand 7th Year				\$13.50
Seasonal Ground Crew Hand 8th Year				\$14.00
GUN RANGE				
Gun Range attendant				
Range Master				
HEALTH NURSE				
Dept Head/Reg Nurse - Starting Wage	EXEMPT	\$62,504.00	\$5,208.67	\$30.05
Six Months		\$64,584.00	\$5,382.00	\$31.05
One Year		\$66,664.00	\$5,555.33	\$32.05
Staff Reg. Nurse - Starting Wage				\$28.30
Six Months				\$28.55
One Year				\$29.05
RN - Temp				\$26.05
LPN - Starting Wage				\$24.05
Six Months				\$25.55
One Year				\$27.05
Office Personnel and Emergency Preparedness				\$17.55
Six Months				\$18.55
One Year				\$20.33
Administrative Assistant - Starting Wage				\$17.55
Six Months				\$18.55
One Year				\$20.33
Sanitarian Starting Wage				\$30.05
Six Months				\$31.05
One Year				\$32.05
HUMAN RESOURCE				
Human Resource Manager - Starting Wage	EXEMPT	\$52,811.20	\$4,400.93	\$25.39
Six Months		\$54,891.20	\$4,574.27	\$26.39
One Year OR WITH EXPERIENCE/COMM APPROVAL		\$56,971.20	\$4,747.60	\$27.39
IT - Information Technology(Computers)				
IT starting				\$23.00
Six Months				\$24.00
One Year				\$25.00
JP-BAILIFF				\$10.50
LANDFILL Supervisor/Equip Operator Start				
Six Month	EXEMPT	\$45,344.00	\$3,778.67	\$21.80
One Year - Full Wage		\$47,424.00	\$3,952.00	\$22.80
One Year - Full Wage		\$54,704.00	\$4,558.67	\$26.30
Container Site Attendent Laborer				\$17.17

Six Month			\$18.17	
One Year			\$20.17	
Scale/Equipment Operator			\$19.55	
Six Months			\$20.55	
One Year			\$21.85	
Laborer/Weigh Master - Starting Wage			\$17.17	
Six Months			\$18.17	
One Year			\$20.17	
LIBRARY WAGES SET BY LIBRARY BOARD DISPLAYED FOR INFORMATION ONLY				
COUNTY LONGEVITY SCHEDULE NOT ADDED TO THESE WAGES Per County Atty 7/9/2013				
Director of Library Services - Starting Wage	EXEMPT	\$41,288.00	\$3,440.67	\$19.85
Six Month		\$43,368.00	\$3,614.00	\$20.85
One Year		\$47,528.00	\$3,960.67	\$22.85
Aide II	Set per employee by the Library Board			
MUSEUM CURATOR - Starting Wage FT NON-EXEMPT				\$19.55
Six Months				\$20.55
One Year				\$21.67
Seasonal Museum Aide - Starting Wage				\$15.32
PARK - Supervisor Starting Wage CITY/CTY PAID BY CITY				
PLANNER/FLOODPLAIN				
PLANNER/FLOODPLAIN COORDINATOR(Certified) EXEMPT				
Administrative Assistant Starting Wage				\$17.55
Six Months				\$18.55
One Year				\$20.33
ROAD Road Supervisor - EXEMPT				
ROAD SUPERVISOR Starting Wage	WITHOUT EXP OR EDUC	\$57,969.60	\$4,830.80	\$27.87
Six Month		\$60,049.60	\$5,004.13	\$28.87
One Year		\$63,169.60	\$5,264.13	\$30.37
ROAD SUPERVISOR - Starting Wage	WITH EXP OR EDUC	\$66,248.00	\$5,520.67	\$31.85
Six Month	OR COMMISSIONER APPRVL	\$68,328.00	\$5,694.00	\$32.85
One Year - Full Wage		\$74,006.40	\$6,167.20	\$35.58
ROAD FOREMAN Starting Wage	NON-EXEMPT			\$22.75
Six Months				\$23.75
One Year				\$24.75
SHOP FOREMAN - Starting Wage	NON-EXEMPT			\$23.70
Six Months				\$24.70
One Year - Full Wage				\$25.70
Mechanic - Starting Wage				\$22.55
Six Months				\$22.94
One Year - Full Wage				\$24.43
Road/Bridge Operator- Starting Wage				\$21.90
Six Month				\$22.75
One Year - Full Wage				\$23.75
Road Assistant - Starting Wage				\$17.55
Six Month				\$18.55
One Year - Full Wage				\$20.33
Road Research - Office Position Starting Wage				\$21.00
Six Month				\$23.00
One Year - Full Wage				\$25.00

RURAL FIRE CHIEF	\$1,200.00	\$100.00	
SECRETARY			
Starting wage			\$17.55
Six Months			\$18.55
One Year			\$20.33
Temporary Office Help			\$10.50
SR CITIZEN			
SR Citizen Co-ordinator - Starting Wage EXEMPT	\$47,216.00	\$3,934.67	\$22.70
Six Months	\$49,296.00	\$4,108.00	\$23.70
One Year	\$51,376.00	\$4,281.33	\$24.70
SR Citizen Bus Driver - Starting Wage			\$14.71
Six Months			\$15.59
One Year			\$16.97
Substitute Public Transportation Bus Driver - Starting Wage			\$14.71
Six Months			\$15.59
One Year			\$16.97
SR Citizens Homemaker -Starting Wage			\$14.17
Six Months			\$15.01
One Year			\$16.32
SR Citizens Prog & Activities Assoc - Starting Wage			\$17.55
Six Months			\$18.55
One Year			\$20.33
WEED			
Supervisor-Starting Wage NON-EXEMPT			\$23.70
Six Month			\$25.70
One Year			\$28.02
Seasonal Weed Lead Crew Hand ADDL .50 cents at any level			
Seasonal Weed Crew Hand 1st Year			\$12.50
Seasonal Weed Crew Hand - 2nd Year			\$13.00
Seasonal Weed Crew Hand - 3rd Year			\$13.50
Seasonal Weed Crew Hand - 4th Year			\$14.00
Seasonal Weed Crew Hand - 5th Year			\$14.50
Seasonal Weed Crew Hand - 6th Year			\$15.00
Seasonal Weed Crew Hand -7th Year			\$15.50
Seasonal Weed Crew Hand - 8th Year			\$16.00
FALLON COUNTY WEED DEPT ENDORSEMENT ADDL \$2.00 PER HOUR AT ANY LEVEL			
Weed Secretary			

CHANGES MADE TO LONGEVITY 7/1/2013/RULES DEFINED

Effective 7/1/2013 Elected Officials and their deputies will receive Longevity, all others already receive.

LONGEVITY SCHEDULE (not cumulative)

- 5 Years through 9 Years +.25c
- 10 Years through 14 Years +.50c
- 15 Years through 19 Years +.75c
- 20 Years through 29 Years +\$1.00
- 30 + Years +\$2.00

LONGEVITY APPLIES TO PRIMARY POSITION ONLY

Longevity is based on regular and overtime hours

SALARIED FULL TIME: Paid as a separate salaried position

SALARIED PART TIME: Paid as a separate salaried position

HOURLY FULL TIME: Paid as a separate hourly position

HOURLY PART TIME: Paid as a separate hourly position

TEMPORARY, SEASONAL : NOT ELIGIBLE FOR LONGEVITY INTENT

Longevity is intended to reward the person for continued employment with Fallon County

**County Longevity is calculated based on the first date of hire; with no break in service
Only County years of service are considered - no outside employment is considered**

MINUTES REVIEW & APPROVAL-

Commissioner Baldwin made the motion to approve the August 10th-14th, 2015 Commission Minutes with amendments. Commissioner Ranum seconded the motion. 3 Ayes. 0 Nays. The motion carried unanimously.

REVENUES-

Gary L Sparks, Sewer Permit- \$50; **Mid-Rivers Communications**, Encroachment Permit #609, \$300; **Badlands Electric**, Septic Permit- \$50

DEPARTMENT MINUTES/AGENDAS/REPORTS-

City of Baker- City of Baker Council Meeting Agenda for August 19, 2015

Inside Building Maintenance- Lynda Herbst, Inside Building Maintenance Supervisor, submitted a Maintenance Report for July 2015 to the Commission. The report is filed in the Clerk & Recorder's office.

Special Projects- DuWayne Bohle, Special Projects, submitted a Special Project Reports dated 08/19/2015 to the Commission. The report is filed in the Clerk & Recorder's Office.

Town of Plevna- Plevna Water Phase 2 Project Updates for the week of 08/17/2015

CORRESPONDENCE-

Stage 2 Fire Restrictions- The Commission received an email from the Montana Department of Agriculture dated August 19, 2015 regarding the impact of Governor Steve Bullock's Stage 2 Fire Restrictions and Agricultural Related Activities. The letter asked the Commission to consider exempting agricultural related activities from the Stage 2 Fire Restrictions to allow harvesting and other agricultural activities. The Commission called Tom Muckle, Rural Fire Chief, and left a message on his voicemail in order to speak to him prior to making a decision on this matter.

Kramlick Box Culvert Project- The Commission received a copy of the Borrow Agreement dated August 17, 2015 between Diamond J Construction and Rod Kramlick in which Diamond J Construction agrees to pay Rod Kramlick \$9,000 for borrow material to be taken from his land for the Kramlick Box Culvert project.

Splash Park Project- The Commission received a copy of the Sprayground Electricity Information submitted by Stahly Engineering and Associates Inc. to Rain Drop Products LLC.

EMAILS-

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

10:00AM ROAD/SHOP UPDATES

Present: Alba Higgins, Shop Foreman

Shop- Griffith Steel is spray foaming the shop.

Auction Items- The Plevna Rural Fire Department's Firetruck is at the shop but is not running. Alba Higgins asked the Commission if they wanted him to take time to get it running. The Commission said they would like Alba to get it running before the Auction.

Fair Diesel Mule- The repairs have been done to this mule and it is back over at the Fairgrounds.

Senior Citizen Sprinter- The AC unit has been repaired and it is back in service. Alba had to pull the glo-plugs out of it. The Commission asked Alba when the County can rotate the van out as it continues to have problems and parts are difficult to find for it. Alba said it is a 2009 and it would be wise to rotate it out of the fleet if possible.

10:15am- Bobby Wiedmer, Road Supervisor, joined the meeting.

Mowing- The road crew will start mowing tomorrow.

Blading- Bobby Wiedmer said the road crew will be using a new technique to blade the roads. This technique is better suited for how the crew learned how to blade. Bobby said this should help with the divots in the roads and the roads being bladed more uniformly.

Tronstad Culvert- The culverts are in place and the road crew is hauling dirt to the area.

Sparks Bridge- The temporary fence has been installed and the bypass for the bridge is half done.

Kramlick Bridge- The old bridge has been pulled out.

NAPA Retaining Wall- The retaining wall is 50% done.

Lower Lake Dam- The inspection report is expected to arrive today.

MOTOR GRADER BID AWARD-

Commissioner Baldwin made the motion to accept the bid of \$323,275 with a trade-in allowance of \$236,000 from Tractor & Equipment for the Motor Grader as presented. Commissioner Ranum seconded the motion. 3 Ayes. 0 Nays. The motion carried unanimously.

10:35am- Alba Higgins and Bobby Wiedmer left the meeting.

11:00AM PRAIRIE STREET CULVERT

Present: Dave Havens, Member of the Public

Dave Havens told the Commission the culvert north of the old Denbury building on Prairie Street needs to be enlarged to increase the drainage in that area. Dave said Highway 7 and the cross streets of Prairie Street drain into the culvert. The culvert isn't large enough to handle this much drainage causing the water to back up in to the parking lot of the Denbury building. Dave said during the last heavy rain the water backed up and went underneath the new cement that was poured in the parking lot and gave the Commission pictures of the water that collected under the cement and around the building. Dave said he talked to the City of Baker about it and they told him the culvert was the County's responsibility. Dave said he also talked to someone at the Montana Department of Transportation and they said they are not involved with it as it is in the City of Baker's jurisdiction. Lance Wedemeyer, City of Baker Public Works Director and Kent Ehret, City of Baker employee, dug a hole and put a grate on it to help the water runoff but the grate only gets logged up with debris causing the water not to drain through it. Dave said eventually the road could wash out due to the amount of water that doesn't drain and would like the County to consider replacing the 16 inch culvert with a larger one.

11:15AM FALLON COUNTY POLICY DISCUSSOIN

Present: Darcy Wassman, County Attorney; Julie Straub, Human Resource; Brenda Wood, Clerk & Recorder; Lani DeBuhr, Fair Board Member

Fallon County Board Member Policy-

Jerrid Geving, Fair Board Member, approached the Commission about Lani DeBuhr, Fair Board Member, having to take "leave without pay" for the time she will work at the Fairgrounds during the Fair and not in the Clerk & Recorder's office. Jerrid told the Commission the Fair Board needs Lani at the Fairgrounds to help during the week of Fair and asked if she could be paid for the time she is out there during the day rather than having to take "leave without pay" from her position in the Clerk & Recorder's office since she is doing County work. The Commission asked Lani why she would have to take "leave without pay" and Lani said it was because she did not have vacation time to use due to her having to use all of it in the month of July. The Commission agreed with Jerrid and said Lani should be paid for the time she is working at the Fair and not in the Clerk & Recorder's office.

Julie Straub and Darcy Wassman came in to talk to the Commission about this decision and the problems it could cause in the future. Julie said if the Commission agrees to pay Lani for the work she does at the Fairgrounds during the week of Fair they would need to create a policy for it and give monetary compensation to every County employee who volunteers their time for County business/work including all Board Members. Commissioner Ranum said she would like to be able to compensate employees that work at the Fair because they are always in need of help and put in long hours but is concerned some people may take advantage of the policy. Commissioner Randash said he is concerned paying volunteers for work goes against what a volunteer is and it could cause people to no longer want to volunteer but rather insist on getting paid for their work.

Lani told the Commission she didn't expect to get paid for her work at the Fair. Lani said she knew before she was on the Board that she would need to take vacation time during the time she worked at the Fair and not in the Clerk & Recorder's office and was fine with that. The Commission said in general the Fair Board does a lot more physical work than other Boards and that was why they wanted to pay Lani for her work rather than her having to take "leave without pay". The Commission agreed with Julie's position on the matter and decided not to put a policy in place to pay County employees for their volunteer work. Lani suggested giving incentives to the Fair Board in other ways such as giving them meal tickets and t-shirts during the Fair. Darcy suggested creating a policy where the Fair Board is compensated in some way for the work they do during Fair week. Julie suggested creating a bigger board or subcommittees to help with the large amount of work they are required to do.

11:40am- Brenda Wood left the meeting.

Fallon County Board Sick Leave Policy-

Julie Straub said the County's current sick leave policy is based on the the Montana's Operations Manual. This manual is very specific on what an employee can use sick leave for. Julie said in regards to "mental health" it requires a diagnosis from a doctor before a person can use sick leave for mental issues and she asked if the Commission would consider allowing someone to be able to use sick leave for mental issues without a diagnosis. Julie said people handle stress differently and can have many things arise in their lives that disable them from performing their job duties even without a diagnosis and would like the Commission to consider this. The Commission said they would like to review other policies before making a decision.

11:45am- Darcy Wassman and Julie Straub left the meeting.

11:50am- Debbie Wyrick joined the meeting.

Debbie joined the meeting to talk to the Commission about repairing the Parks tent the Fair Board borrowed over the weekend. Debbie said the tent was damaged over the weekend due to the high winds and

gave the Commission pictures of the damage and a quote to repair it. The Commission reviewed the quote and gave approval to order the parts to repair it and will have the Fair pay for it.

11:55am- Debbie Wyrick left the meeting.

12:00pm- Dave Havens left the meeting.

12:00PM NOON RECESS

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

1:00PM PUBLIC COMMENT

Rochelle Conroy, Member of the Public, came in for public comment to notify the Commission of the problems she had with Fair-goers over the weekend. Rochelle said her backyard faces Highway 7 and is directly across from the Fairgrounds and someone drove across her backyard during the weekend. She suspects it was someone who parked along Highway 7 when going to the Fair and talked to Law Enforcement about it. Rochelle said another issue she had was her horse stalls being used by someone else over the weekend. She said she rents 6 stalls at the Fairgrounds and when she came to unload her horses last night there were 3 horses in her stalls in which her feed, feed buckets and sawdust were used and her stalls were left dirty. She said she called Barb Lechler, Fair Manager, to talk to her about it and Barb told her they couldn't monitor everything. Rochelle said she knew nothing could be done at this time about these issues but wanted the Commission to be aware of them.

1:15pm- Rochelle Conroy left the meeting.

1:15PM BID OPENING FOR CTEP SIDEWALK AND LIGHTING PROJECT

Present: Mona Madler, Southeast Montana Area Revitalization Team (SMART) Executive Director; Mary Grube, Planner Administrative Assistant

No bids were submitted for the CTEP Sidewalk and Lighting Project. Mona Madler said she would like to talk to JW with Peaks to Plains and Montana Department of Transportation to ask them what the next step is since no bids were submitted. Mona said she wants to find out if the project can go out to bid again with a spring start date and if the grants can still be used for it then. Mona said she will schedule an appointment with the Commission next week as a follow up once she gets those questions answered.

1:20pm- Mona Madler left the meeting.

PLANNER UPDATES

Present: Mary Grube, Planner Administrative Assistant

Trotter & Associates Invoices- Mary said Faron Henderson, Contracted Planner, has not submitted the detailed invoice as requested by the Commission for his June invoice. Mary reviewed the July invoice from Trotter & Associates with the Commission and discussed the discrepancies on the invoice. The Commission asked Mary how communication with Faron was going and she said now that her and Faron meet with Julie Straub only occasionally it has dropped off.

Mary gave the Commission copies of the Memorandums to the Planning Board regarding the rates and work billed on the invoices from Trotter and Associates and Kadrmas, Lee and Jackson (KLJ).

1:20pm- Shannon Hewson joined the meeting.

1:25pm- Mary Grube left the meeting.

LOWER BAKER LAKE DAM INSPECTION REPORT

Present: Shannon Hewson, Brosz Engineering

Shannon Hewson gave the Lower Baker Lake Dam Inspection Report to the Commission to review and gave them an additional copy to mail to Sam Johnson. The Commission and Shannon reviewed the items that were addressed in the report such as monitoring the ditch for erosion, not cutting upstream any further and removing the small trees along Highway 7 by the Afrank property to prevent damage occurring from the root systems. Shannon Hewson will notify the Montana Department of Transportation about the trees and Commissioner Baldwin will call Deb Afrank, landowner, about removing the trees.

The Commission told Shannon about the drainage problems by the old Denbury building Dave Havens made them aware of earlier in the day. The Commission asked Shannon what his opinion was on the size of the culvert in that area and Shannon said he would have to look at it before giving an opinion. The Commission asked Shannon to go with Dave Havens to look at the culvert.

1:40pm- Shannon Hewson and Dave Havens left the meeting to go look at the Prairie Street culvert.

1:55pm- Dave Havens and Shannon Hewson joined the meeting.

Shannon said he is going to do some comps to see what size of culvert would be needed for the area. He said the pipe itself looked low and that could be contributing to the problem as well.

2:00PM DETENTION OFFICER AND DISPATCHER JOB DUTIES DISCUSSION

Present: Julie Straub, Human Resource Manager; Trent Harbaugh, Sheriff; Nic Eisele, Undersheriff; Brenda

Hoeger, Dispatch Supervisor

Trent Harbaugh said he had enough officer help at the Fairgrounds over the weekend. Trent said the weekend was quiet for the most part but there were 3 arrests made regarding drug activity among the carnival workers at the Fairgrounds.

Trent is going to start recruiting for the Detention Officer positions right after Labor Day and is hoping 5-6 weeks after recruiting begins they will have them working in the jail. Trent said until all 4 detention officers are hired and basic certified the Dispatchers will have to continue to do detention officer duties as well. After the Detention Officers are basic certified the Dispatchers will do video monitoring and hourly log notes only.

The Commission asked how Trent will handle covering the jail if a Detention Officer quits or is sick. Trent said he would have to make scheduling adjustments and have a deputy take a Detention Officer shift. Nic Eisele said no matter what, the shifts would be covered as they have to ensure the wand checks are being done around the clock. Julie Straub asked Brenda Hoeger if the Dispatchers could assist the Sheriff's Department if needed and Brenda said as long as her Dispatchers were available and certified they could. Brenda asked if the Dispatchers would have to do the wand checks and Nic said no they wouldn't have to do the wand checks, only the duties they do now. Trent asked if it would be possible to use the Dispatch kitchen if they had several prisoners to feed since their kitchen is bigger than the Sheriff Department's kitchen. Brenda said they could use it if they needed it but would want to be notified beforehand.

Brenda asked if the jail cell intercom system is working yet and Trent said no it isn't but he would like them to be replaced soon. Trent suggested the Dispatchers use the Sheriff Department's old radios so they can communicate with each other. Brenda told the Commission the prisoner and garage doors work intermittently due to electronic interference but her and Trent have been able to work around it.

2:30pm- Julie Straub, Trent Harbaugh, Nic Eisele and Brenda Hoeger left the meeting.

3:00PM MUSEUM EMERGENCY ASSISTANCE DISCUSSION

Present: Karen Banister, Museum Curator; Joe Janz, Outside Building Maintenance Supervisor; Julie Straub, Human Resource Manager

Karen Banister told the Commission there have been times when a visitor will come into the Museum and surrounding buildings that make her feel uncomfortable. When this happens she has called Joe Janz, Outside Building Maintenance Supervisor, DuWayne Bohle, Special Projects Technician or a Police Officer to come to the building so she isn't alone with that person. The Commission said they would like her to call law enforcement rather than Joe or DuWayne as they aren't trained to deal with a dangerous situation if it happened. Karen said she can do that but wanted the Commission to know when she has called law enforcement it can take up to 20 minutes for them to arrive. The Commission asked Karen if she is calling the Dispatch phone number or 911 and she said she calls the Dispatch phone number. The Commission would like Karen to call 911 so the time of her call is recorded. The Commission asked if the Detention Officers could assist Karen if need be and Julie said they would need to talk to Trent Harbaugh, Sheriff, to determine that. Karen said she does have a panic button in the museum office but it isn't working and she is going to have Kenco Security look at it when they come to look at the cameras this week. The Commission asked Julie Straub to be with Karen when she meets with Kenco Security about these issues.

The Commission said Bob Brenner with Tab Electronics is researching radios that could transmit information into the dispatch center. The Commission will meet with Bob Brenner next week and will give an update to Karen and Julie on what they find out from him regarding the radios.

Karen told the Commission that her summer help, Darby Bettenhausen's last day is this week and the Museum is advertised as being open 7 days a week up until the end of August. She asked the Commission if they wanted her to work overtime to cover the 7 days this week or close the Museum on Sunday so she doesn't work overtime. Karen said the Museum Board would like it to be closed on Sunday and the Commission agreed.

3:15pm- Karen Banister and Joe Janz left the meeting.

3:15PM SAFETY TRAINING DISCUSSION

Present: Julie Straub, Human Resource Manager

Julie Straub asked Commissioner Ranum about the feedback Commissioner Ranum received regarding the Safety Training. Commissioner Ranum said she would like motivational training and safety DVDs used for the Safety Meetings. Julie said she heard feedback from employees that they didn't want to watch safety videos anymore but will do what the Commission would like. Julie asked Commissioner Ranum what she was hoping to accomplish with the motivational part of training. Deb said she would like to use motivational material to help create a more positive working environment. Julie said she could do training regarding that in the future.

3:30PM PRAIRIE STREET CULVERT

The Commission and Dave Havens left to go view the Prairie Street culvert by the old Denbury building that was discussed earlier in the day.

4:00pm- The Commission and Dave Havens returned to the Courthouse.

4:00PM COUNTY ATTORNEY UPDATES

Present: Darcy Wassman, County Attorney

Surrender and Lease Agreement for Lutheran Building-

Darcy Wassman, County Attorney, asked the Commission if they approved of the revisions she made to the Surrender and Lease Agreement per their request. The Commission reviewed the Agreement and gave their approval. Darcy will send the Agreement with revisions to Rich Batterman, the Attorney that drafted the agreement on behalf of the American Lutheran Church. The Commission and Darcy discussed having all food vendors sign a lease agreement to ensure equal treatment to all vendors.

Rifle Range Contracted Position-

Darcy said after doing more research on contracting a person to manage the Indoor Shooting Complex, she advises the Commission not to. She said it would give all control to the contracted person on the operations of the facility while the County would have all the liability. The County also wouldn't have any recourse if something were to happen due to the contracted person's negligence. Darcy and the Commission discussed the use of a card system to gain access to the building when it is staffed so it is easy to keep track of the usage.

Trotter & Associates Contract-

The Commission would like Darcy to review the Trotter & Associates contract to determine if it can be terminated. Darcy said she will review the contract and draft a letter advising the Commission what their options are in terminating the Contract.

4:20pm- Julie Straub, Human Resource Manager, joined the meeting.

Rifle Range Contracted Position-

Darcy explained to Julie Straub why she advised the Commission to not hire a Contracted Manager. Julie suggested the Commission hire a full-time manager and the Commission said they don't think the position warrants a full time person. The duties the Commission would like the hired employee to do would be cleaning the inside of the building and clearing the sidewalk and entrance of snow in addition to supervising the shooters during business hours. The grounds maintenance would continue to be done by Joe Janz, Outside Building Maintenance Supervisor and DuWayne Bohle, Special Projects Technician. Julie said the hours open to the public would have to be reduced to 18 hours rather than 20 hours to ensure the hired person has time to open and close the building and not go over their 20 hours per week since the County is hiring only 20 or 40 hour employees. The Commission discussed the importance of having someone check the HVAC System daily. Julie said they couldn't expect the part-time employee to check the system on their days off but suggested having DuWayne Bohle monitor the HVAC system during the days the part-time employee is not working.

4:35pm- Darcy Wassman and Julie Straub left the meeting.

5:00PM ADJOURN

Commissioner Ranum made the motion to adjourn the meeting. Commissioner Baldwin 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