

9:00AM CONVENE

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

9:00AM CLOSED SESSION/FMLA

9:10am- Dave Havens, Member of the Public, entered the meeting.

9:10AM 4H ASSISTANT WAGE DISCUSSION

Present: Julie Straub, Human Resource Manager; Elin Kittelmann, County Extension Agent

Julie Straub said she was unable to speak with Mary Fran San Soucie with the MSU Extension office about the average State wage for the 4H Assistant position. Julie said she doesn't think Mary will give her contradicting information regarding the average wage she researched and gave the Commission earlier. The current starting wage for the Administrative Assistant in the Extension Department is \$17.55 per hour and Julie said she doesn't think the 4H Program Assistant should make less than the Administrative Assistant. Julie said the reason for this is due to the complexity and responsibility of running the 4H program and Elin Kittelmann agreed. In comparison to other County wages for this position the Commission decided to set the starting wage at \$16.50 per hour with a 6 month increase to \$17.50 per hour and a 1 year increase to \$18.50 per hour. Julie and Elin agreed to this and asked if they could start recruiting for this position right away and the Commission said yes. Julie noted if the probationary period has to be extended the wage increase will be on hold until the probationary period has been satisfied.

9:15am- Elin Kittelmann left the meeting.

Sheriff's Department- Julie said Trent Harbaugh, Sheriff, wants to hire Karen Rising as a Detention Officer and gave them a New Hire Approval form to sign for her. Julie said Karen's son, Toby Rising, was hired as a Detention Officer also and hiring his mother does not violate Fallon County's Nepotism Policy. Julie said there is only one Detention Officer working at a time so Toby and his mother wouldn't be working together nor supervising one another. The Commission said they are concerned about having a mother and son working together in the same department and would like to talk to Darcy Wassman, County Attorney, about it before signing the form and authorizing her to be hired. Julie said she understood and asked the Commission to let her know when they talk to Darcy and make a decision. The Commission called and left Darcy a voicemail to ask about this situation.

9:20am- Julie Straub left the meeting.

9:30AM MINUTES APPROVAL

Commissioner Ranum made the motion to approve the Commission Minutes for the week of November 30 – December 4, 2015. Commissioner Baldwin seconded the motion. 3 Ayes. 0 Nays. The motion carried unanimously.

Landfill- The Commission discussed Mike Kirschten, Landfill Operator, not being able to come back to work until February 2016 and the Landfill being shorthanded because of this. The Commission said they will ask Eric Kary, Golf Course Manager, if he can help out at the Landfill when he comes in this week.

9:35am- Commissioner Ranum excused herself to attend a funeral.

9:50AM ROAD DEPARTMENT UPDATES

Present: Alba Higgins, Shop Foreman; Bobby Wiedmer, Road Supervisor; Shannon Hewson, Brosz Engineering

Alba Higgins gave updates on the equipment and vehicles that are being serviced or repaired this week.

Capital Improvement Plan (CIP)- Alba and the Commission reviewed the capital improvement funds allocated to the Road Department in the coming 5 years. Alba said the funds in the CIP do not match the funds needed for the equipment they will be rotating out in the coming years. The Commission said some funds for the equipment may be planned for in the yearly budget and not reflected in the Capital Improvement Plan. The Commission said they will talk to Jason Rittal, Eastern Plains Economic Development Corporation Executive Director, about the road funds when he comes in later in the day.

Landfill- The Commission asked Bobby Wiedmer if his crew would be able to help out at the Landfill until Mike Kirschten returns and Bobby said they could. The Commission told Bobby they were considering asking Eric Kary to help and will let Bobby know if they need one of his guys to help also.

10:10am- Alba Higgins left the meeting.

Kramlick Box Culvert- Shannon Hewson said Diamond J Construction doesn't feel it is their responsibility to change the approach culvert pipe because a fiber optic line prohibited them from setting the pipe any deeper than they did. Shannon said he thinks it could have been set deeper but can't verify where the fiber optic line is. Shannon said the pipe is fine now but the ends need to be cut off as they extend out too far. Bobby said he wants to verify the location of the fiber optic line before the ends are cut off in the event they can put the pipe deeper.

Dry Fork Creek Bridge- Bobby said the culvert will be a pre-cast triple culvert that will require the road to be closed for approximately two weeks. Bobby said there are only two homes in this area and he would like to avoid building a costly by-pass road when the project is being done. Shannon and Bobby said the by-pass would cost at least \$80,000-\$120,000. Shannon said the landowners will be notified by letter about the closure and the alternate route they will have to use. Shannon said the Department of Environment Quality (DEQ) extended the expiration date on the 318 permit to December 31, 2016 for this project. Shannon said all other permitting is nearly complete on this project and the project has an expected completion date of October 2, 2016.

Westmore Bridge- Shannon gave the Commission drawings from the Westmore Bridge model to review. Shannon said these drawings have been sent to Matt Rugg with Fish, Wildlife and Parks (FWP) and Shannon is hopeful they will come up with a design that will comply with FWP's requirements in the next month. Shannon said the Army Corps of Engineers permit has been approved and received. Shannon is sending the 318 application to the Department of Environmental Quality (DEQ) for approval this week. Shannon said once FWP signs off on the design and the 318 application is approved the project can begin and the expected completion date is October 2, 2016.

Calumet Bridge- Shannon gave the Commission the Calumet Box Culvert Bridge design to review. Shannon said he will write letters to the landowners to get right of ways and temporary easements from them. Shannon gave the Commission the Army Corps of Engineers permit applications to review and Commissioner Randash, as Chairman, signed the applications. Shannon said the expected completion date is June 30, 2016.

Buerkle Scoria Pit- Shannon gave the Commission the measurements of the Buerkle Scoria Pit for their records. The pit measured at 10,321 cubic yards of scoria.

Neary's Amended Plat- Shannon reviewed Forrest Sanderson, Contracted Planner's, findings on the Amended Plat of Lot-5 Block-28 Milwaukee Second Addition to the City of Baker and Shannon will discuss it with Kevin Dukart at the City of Baker. The Commission said they would like Shannon to send his plats to Forrest Sanderson when done.

Steffes Bridge- The Commission, Bobby and Shannon discussed the status of the Steffes Bridge. Shannon said the bridge has been put on the "back burner" due to the high cost of replacing it. Shannon and the Commission discussed making the bridge a low water crossing and submitting it to Fish, Wildlife and Parks (FWP) and Army Corps of Engineers to see if they would approve it.

Big Hill Road- Bobby said the Big Hill Road will be straightened out this spring when the road is pliable. Bobby said from this point forward when they start to gravel or mulch a road he would like to put a "Road Construction" sign up with a speed limit set that stays in place for a minimum of 12 months and a maximum of 24 months. Bobby said after 24 months the road will be assessed and if it isn't where they want it to be they can address it then. Bobby said the new road patrol will help with future blading as it is computerized and can be set at percentages rather than degrees so the blading will be more consistent.

11:00am- Bobby Wiedmer and Shannon Hewson left the meeting.

11:00am- Jason Rittal, Eastern Plains Economic Development Corporation Executive Director; Barb Ketterling, Treasurer; Brenda Wood, Clerk and Recorder; Lisa Rieger, Department of Revenue; LaRita Huether, Department of Revenue entered the meeting.

11:00AM CENTRALLY ASSESSED TAX DISCUSSION

Present: Liz Franz, Department of Revenue

Present by Conference Call: Jill Gallagher, Department of Revenue; Angie Nelson-Haller, Department of Revenue

The Commission was notified by Denbury they were having problems with the way they were being taxed by the Department of Revenue. Because of this the Commission requested a meeting with the Department of Revenue to better understand the difference between Centrally Assessed and Industrially Assessed properties.

Summary Points of Meeting:

- If pipelines cross county lines and/or state lines they are centrally assessed. The owners of the pipelines do not have a say in this determination.

- If pipelines (feeders for example) stay within a county's boundaries they would be locally assessed unless the company has been designated to be industrially assessed. In order for a company to be industrially assessed certain criteria has to be met.
- Centrally assessed pipelines are valued based on the pipe, not what travels through them and are generally cross-country lines moving a product for a fee. The product in the pipe is taxed via income and production.
- When a company is centrally assessed the state does a company-wide assessment then they break it down by state, county, etc. for billing.
- Companies may request to be industrially assessed so that they have one point of contact (state level) vs. many contacts (counties) or for other reasons. The state will determine if they are eligible for being industrially assessed and put them in that category. Either way, once a company is classified as being industrially assessed it cannot be changed by a company requesting it.
- In the instance of Denbury, Liz Franz said Denbury requested one point of contact for their assessments. Because of this the state changed their classification from being locally assessed to industrially assessed as they met all the criteria to be industrially assessed. Denbury said they were not aware their classification would change by this request and wanted to have it changed back but were not able to.
- Liz said in the past the local assessors have done the site visits and monitored all centrally assessed and industrially assessed property but the State assessors will begin doing this instead. Liz said the State feels they will be able to monitor changes better than the local assessors.
- Liz said they are also working to reduce property billing by combining the cement pads with the pumping units rather than being standalone personal property. Liz said this is the way it should have been done to begin with and it should make it easier on the Treasurer's office and the companies because there will be fewer bills.

11:40am- Liz Franz, Jill Gallagher, Angie Nelson-Haller, Barb Ketterling, Brenda Wood, Lisa Rieger and LaRita Huether left the meeting.

11:45AM STANHOPE WATER/SEWER DISTRICT DISCUSSION

Present: Jason Rittal, Eastern Plains Economic Development Corporation Executive Director; Rich Menger, Sanitarian

The Commission and Jason Rittal reviewed the Contract Amendment of \$41,000 from Stahly Engineering for the Stanhope Water/Sewer design work. Stahly Engineering received the CAD files from Brosz Engineering but it did not include the drawings for every facet of the project. Jason Rittal suggested the main line go south of the lumber yard to get away from the water below and to avoid having to block the businesses during construction. He said this change could save \$100,000+ by not having to deal with dewatering during construction and not having to bore under the ground. Jason said he will talk to Stahly Engineering to see if it is possible and if so he will talk to the Planning Department and the City of Baker before proceeding. Jason suggested talking to High Plains Group about this also and the Commission agreed. The Commission approved the \$41,000 quote and would like Jason to talk to Stahly about moving the main line south in the designs. Jason will talk to Darcy Wassman to get the Memorandum of Understanding drafted also.

Capital Improvement Plan (CIP)- The Commission and Jason reviewed the CIP funds for the Road Department. It was determined the Road Department will have enough in their capital funds to purchase blades in the future.

12:30pm- Jason Rittal and Dave Havens left the meeting.

12:30PM NOON RECESS

Commissioner Baldwin made the motion to take a noon recess. Being there was no second, Commissioner Randash stepped down from being Chair and seconded the motion. 2 Ayes. 1 Absent. 0 Nays. The motion carried

1:15PM RECONVENE

PRESENT: William L. Randash, Chairman; Steve Baldwin, Member; Lani DeBuhr, Clerk

ABSENT: Deb Ranum, Member

FALLON COUNTY COURTHOUSE

1:15PM NOVEMBER TIME SHEET REVIEW

The Commission will wait to review the time sheets until Commissioner Ranum returns to meeting.

1:15PM NOVEMBER CLAIMS APPROVAL

The Commission began reviewing the claims.

1:45pm- Commissioner Ranum returned to the meeting.

The Commission continued reviewing the claims and approved the November End of Month Claims in the amount of \$795,114.60 and they are filed in the Clerk & Recorder’s Office.

**Fallon County
November 30, 2015
EOM CHECK REGISTER**

Date	WRT #	Payee	Amount	Description
11/30/15	55067	4-H CENTER FOR YOUTH DEVELOPMENT	\$85.00	CO AGENT - 4H ONLINE REGISTRATION
11/30/15	55068	ALKOTA CLEANERS	\$417.00	SLD WSTE - REPAIR NOZZLE, GASKET
11/30/15	55069	AMAZON CREDIT PLAN	\$725.56	LIBRY - BOOKS
11/30/15	55070	AMERIPRIDE	\$59.36	FAIR - MOP LAUNDRY SERVICES
11/30/15	55071	B & B SEPTIC SERVICES INC.	\$960.00	VARIOUS DEPTS - PORTABLE TOILET SERVICES
11/30/15	55072	BAKER AIR SERVICE INC	\$850.00	ARPRT - PILOT LOUNGE RENT
11/30/15	55073	BAKER METAL & RECYCLING	\$10,467.97	VARIOUS DEPTS - VARIOUS SUPPLIES/SERVICES
11/30/15	55074	BARB LECHLER	\$287.00	FAIR - RMAF CONVENTION
11/30/15	55075	BC6 BUILDERS	\$12,000.00	PARKS/CAP PROJ - CANS, TABLES, BENCHES
11/30/15	55076	BOBBY WIEDMER	\$413.20	VARIOUS DEPTS - MEETING TRAVEL AND FUEL
11/30/15	55077	BOSS INC	\$2,701.98	VARIOUS DEPTS - VARIOUS SUPPLIES
11/30/15	55078	BROSZ ENGINEERING INC.	\$14,100.78	VARIOUS DEPTS - PROFESSIONAL SERVICES
11/30/15	55079	BRUCO INC.	\$1,077.52	BLDG MAIN - MATS, CLEANER, LINERS, SCREENS
11/30/15	55080	C & S AUTOMOTIVE	\$4,630.43	CO AGENT - COLORADO:REPLACE CYLINDER HEAD
11/30/15	55081	CENGAGE LEARNING	\$395.87	LIBRY - BOOKS
11/30/15	55082	CENTURYLINK	\$1,105.11	911 - EMERGENCY BUNDLE SERVICE
11/30/15	55083	CEREBELLUM CORPORATION	\$204.29	LIBRY - VARIOUS DVDS
11/30/15	55084	CHARLES D LEE	\$1,122.45	DES - TRAVEL TO CDP AL /TRAVEL TO IAEM VEGAS
11/30/15	55085	CITY OF BAKER WATER DEPT.	\$2,203.51	VARIOUS DEPTS - UTILITIES
11/30/15	55086	CMMADLER, LLC	\$1,820.00	PLAN/SURV - GIS & PROJECT FILING 9/2/15-11/3/15
11/30/15	55087	CORDOVA CONSTRUCTION	\$1,467.51	CAP PROJ - SPLASH PARK: ROAD MIX
11/30/15	55088	CUMMINS ROCKY MOUNTAIN, LLC	\$541.93	ROAD - CHECK/INSTALL PRESSURE RELIEF VALVE
11/30/15	55089	D & J INSURANCE	\$10,111.05	VARIOUS DEPTS - INSURANCE
11/30/15	55090	DANA BUERKLE	\$20.70	WEED - BOARD MEETING MILEAGE REIM
11/30/15	55091	DARCY L. WASSMANN	\$7,365.58	CO ATTY - ATTORNEY EXPENSES PER CONTRACT
11/30/15	55092	DARIN KOENIG	\$107.00	FAIR - RMAF CONVENTION MEALS/LUGGAGE
11/30/15	55093	DARRYL ESPELAND DO	\$200.00	BRD OF HLTH - HEALTH OFFICER FEES
11/30/15	55094	DELL MARKETING L.P.	\$1,602.13	DATA PROC - LATITUDE E5550 LAPTOP
11/30/15	55095	DIRECT ELECTRIC INC	\$860.12	VARIOUS DEPTS - VARIOUS SUPPLIES/SERVICES
11/30/15	55096	DOUG BRUHA	\$5.75	WEED - BOARD MEETING MILEAGE REIM
11/30/15	55097	EASTERN MONTANA COMMUNITY	\$2,069.00	D&A ABUSE - FY16 1ST PAYMENT ALCOHOL PREVENT
11/30/15	55098	ECOLAB PEST ELIMINATION DIVISION	\$101.43	ROAD - PEST CONTROL (RODENT)
11/30/15	55099	ELIN KITTELMANN	\$288.64	CO AGENT - TRAVEL BOZEMAN/PORTLAND/EKALAKA
11/30/15	55100	EMERGENCY MEDICAL PRODUCTS INC.	\$571.24	ER MED&AMB - MEDITRACE QUICK COMP
11/30/15	55101	EMPLOYEE BENEFIT MANAGE.	\$151,594.28	SLF HLTH - DECEMBER PREMIUMS
11/30/15	55102	EQUITY COOPERATIVE ASSN.	\$2,066.66	PARKS - SOFTBALL/LAKE PARK - LAWN MIX
11/30/15	55103	ESTOP BUSINESS LICENSES	\$521.00	ARPRT/SLD-WSTE - LICENSE RENEWALS
11/30/15	55104	FALLON CO SHERIFF S DEPT	\$2,004.76	SHRFF/COP - UNIFORMS, FROZEN DINNERS
11/30/15	55105	FALLON COUNTY TIMES	\$4,775.15	VARIOUS DEPST - VARIOUS ADS/PROCEEDINGS
11/30/15	55106	FALLON MEDICAL COMPLEX	\$226,527.93	VARIOUS DEPTS - VARIOUS SUPPLIES/SERVICES
11/30/15	55107	FCCOA FUNDRAISING ACCOUNT	\$65.23	SR CIT - NEWSLETTER POSTAGE NOV
11/30/15	55108	FSA - BILLINGS	\$1,292.95	COP - FROZEN ENTREES
11/30/15	55109	GRAINGER	\$174.10	BLDG MAIN - VBELTS
11/30/15	55110	GRIFFITH EXCAVATING, INC.	\$29,460.00	PARKS - TRI PARK: EXCAVATE/RUN SCORIA LOT
11/30/15	55111	GRIFFITH STEEL	\$4,400.00	SLD-WSTE - REMOVE/INSTALL NEW STEEL DOOR
11/30/15	55112	GROWTH PRODUCTS	\$23,122.09	GOLF - CHEMICAL/FERTIGATION SYSTEM/T PUMP
11/30/15	55113	HORIZON IMPLEMENT	\$58.34	ROAD - IDLER
11/30/15	55114	HUFFORD SAND & GRAVEL	\$51,000.00	ROAD - CRUSHED MATERIAL BUERKLE PIT
11/30/15	55115	I STATE TRUCK CENTER	\$843.85	ROAD - OIL FILTER/FUEL WATER SEPERATOR

11/30/15	55116	JERRID GEVING	\$282.00	FAIR - MEMBER PERDIUM/RMAF CONVENTION
11/30/15	55117	JOHN DEERE FINANCIAL	\$58.98	CMTRY - PLEVNA: V-BELT
11/30/15	55118	JULIE GUNTER	\$150.00	FAIR - STALL DEPOSIT RETURN (3)
11/30/15	55119	LANI DEBUHR	\$210.00	FAIR - MEMBER PERDIUM/RMAF CONVENTION
11/30/15	55120	LYNDA HERBST	\$1,000.00	H NRSE - CLEANING SERVICES 11/1-11/30
11/30/15	55121	M.S.U. EXTENSION SERVICE	\$1,750.00	CO AGENT - SALARY FOR E.WESTOVER
11/30/15	55122	MANDY BLOHM	\$100.00	FAIR - STALL DEPOSIT RETURN (2)
11/30/15	55123	MARK SIELER	\$160.00	E SFTY/ROAD - BOOTS REIM/FUEL REIM
11/30/15	55124	MECHANICAL TECHNOLOGY INC.	\$3,236.63	VARIOUS DEPST - 2ND QUARTER MAINTENANCE
11/30/15	55125	MIDLAND IMPLEMENT COMPANY	\$2,542.57	VARIOUS DEPST - SUPPLIES
11/30/15	55126	MITCHELL S OIL FIELD	\$390.00	GOLF - LIFT OFF AND WORKED ON PUMP HOUSE
11/30/15	55127	MONTANA ASSOC OF EXTENSION	\$90.00	CO AGENT - 2016 MEMBERSHIP (E.K)
11/30/15	55128	MONTANA DAKOTA UTILITIES	\$8,358.08	VARIOUS DEPTS - UTILITIES
11/30/15	55129	MOTOR POWER EQUIPMENT	\$124.63	ROAD - PRESSURE SENSOR, SEAL
11/30/15	55130	MSU ANIMAL & RANGE EXTENSION	\$431.25	CO AGENT - IRM RED BOOKS
11/30/15	55131	MSU EXTENSION PUBLICATIONS	\$696.00	CO AGENT - VARIOUS 4H MANUALS
11/30/15	55132	NATIONAL EMERGENCY NUMBER ASSN	\$137.00	911 - PUBLIC SECTOR MEMBERSHIP
11/30/15	55133	NICOLE BENEFIEL	\$60.74	JUST CRT - EXIT SIGN, NO EXIT SIGN
11/30/15	55134	NORTHSIDE TRUCK & AUTO CENTER	\$1,029.89	ROAD - VARIOUS SUPPLIES
11/30/15	55135	OSTLUND'S FIRE PROTECTION INC.	\$1,082.00	FAIR - SHUT DOWN FIRE PROTECTION SYSTEM
11/30/15	55136	PAT EHRET	\$221.87	FAIR - MEMBER PERDIUM/RMAF/PIZZA, PLATES REIM
11/30/15	55137	PETTY CASH	\$696.88	VARIOUS DEPTS - STAMPS, MAILING,
11/30/15	55138	POWER PLAN	\$1,383.79	ROAD - BREATHER, DOOR, FILTERS
11/30/15	55139	PRECISION PARTS & SUPPLY INC.	\$2,919.10	VARIOUS DEPTS - VARIOUS SUPPLIES
11/30/15	55140	PRIMO CLEANING SERVICES LLC	\$2,800.00	RET-CMLPX - PVC CLEANING SERVICES
11/30/15	55141	RAINER GROBAUER	\$7,530.00	SHRFF/DSPTCH/COP - JUSTICE MAINTENANCE
11/30/15	55142	RANDY WOLENETZ	\$29.90	WEED - BOARD MEETING MILEAGE REIM
11/30/15	55143	REYNOLDS SUPERMARKET	\$684.26	VARIOUS DEPTS - VARIOUS SUPPLIES
11/30/15	55144	RIEGER FENCING & CONTRACTING, INC.	\$1,835.00	BRIDGE - INSTALL SPARKS CULVERT FENCE
11/30/15	55145	RIVERSIDE MARINE & CYCLE	\$257.99	FAIR - MULE: IGNITOR
11/30/15	55146	ROBERTA ALLERDINGS	\$52.92	SR CIT - CLIENT TRAVEL
11/30/15	55147	SANOFI PASTEUR, INC.	\$4,154.58	H NRSE - FLUZONE, ADACEL, PREVNA VACS
11/30/15	55148	SCOTT KILSDONK	\$120.75	ER MED&AMB - TRAVEL TO EKALAKA FOR CLASS
11/30/15	55149	SE MONTANA AREA REVITILIZATION TM	\$12,500.00	ECO DVLP - QUARTERLY SUPPORT 10-12/15
11/30/15	55150	SOUTHWEST BUSINESS MACHINES	\$2,809.57	VARIOUS DEPTS - VARIOUS SUPPLIES
11/30/15	55151	STAHLY ENGINEERING & ASSOCIATES	\$22,671.88	CAP PROJ - SPLASH PARK: PROFESSIONAL SERVICES
11/30/15	55152	STAR PRINTING & OFFICE SUPPLY	\$305.89	VARIOUS DEPTS - COPY COUNTS
11/30/15	55153	STEVE GONSIOROSKI	\$28.75	WEED - BOARD MEETING MILEAGE REIM
11/30/15	55154	TAB ELECTRONICS INC	\$156.00	CO RURAL - SPC 10 SPEAKER (3)
11/30/15	55155	THEE GARAGE	\$29.97	STUDY COMM - MEETING MEALS
11/30/15	55156	THOMAS RODRIGUEZ	\$82.00	FAIR - RMAG CONVENTION MEALS
11/30/15	55157	TIRE-RAMA	\$760.88	ROAD - TIRES LT275/65R18 (4)
11/30/15	55158	TOWN OF PLEVNA	\$300.00	ROAD - 1/3 PLEVNA PROPANE STORAGE BLDGING
11/30/15	55159	TOWNSEND ACCOUNTING	\$1,310.00	SR CIT/LIBRY/ER MED&AMB - TAX RETURN
11/30/15	55160	TRACTOR AND EQUIPMENT CO	\$86,513.81	ROAD - GLASS RETURN, CATERPILLAR GRADER
11/30/15	55161	TYLER TECHNOLOGIES, INC.	\$2,585.00	DATA PROC - BACKUP SYSTEM
11/30/15	55162	UNIVISION	\$185.25	DSPTCHRS/COP - VELOCITY REMOTE MANAGEMENT
11/30/15	55163	VERIZON WIRELESS	\$56.45	CO AGENT - CELLULAR SERVICES (E.K)
11/30/15	55164	WEST-TECH SUPPLY & SERVICES	\$905.50	ARPR - AVGAS SWIVEL REPLACED/INSPECTION
11/30/15	55165	WILLIAM KESINGER	\$345.44	RFLE RNGE - TARGETS
11/30/15	55166	WOODY'S TRUCKING, LLC	\$181.50	FAIR - WATERING OF INDOOR ARENA
11/30/15	55167	YERBALINDA RANCH	\$39,750.00	ROAD/GAS TAX - NEWMAN PIT GRAVEL
11/30/15	55168	ZEE MEDICAL SERVICE	\$214.45	BLDG MAIN/PARKS - FIRST AID KIT SUPPLIES
		TOTAL	\$795,114.60	

3:30PM NOVEMBER TIME SHEET REVIEW CONTINUED

Present: Julie Straub, Human Resource Manager

The Commission began reviewing time sheets and asked Julie Straub to join the meeting to answer questions they had about the time sheets. The Commission asked Julie if the employees that attended the Commission's Administrative Officer Position meetings should be paid their hourly wage during the meeting or should have to take vacation time. The Commission said one person took vacation time for attending both meetings but no other employee did. Julie said there is nothing in County policy that addresses this and asked the Commission what kind of message they wanted to send

to the employees. Julie and the Commission discussed this in length and Julie said if the Commission wants to encourage employees to come talk to them she would suggest paying employees for attending the meeting and the Commission agreed. The Commission said in light of this they want to ensure all employees are treated equally and want to pay the employee who took vacation time and pay Lani DeBuhr for when she attends Fair Board meetings with the Commission as well.

Julie Straub said there were a couple issues on time sheets she noticed and asked the Commission if they would like a copy of her notes when she flags time sheets for more in depth review and they said yes.

The Commission and Julie discussed keeping a supervisory log for them to keep track of the communication with Department Heads now that regular meetings will begin. Julie said this will help the Commission commend Department heads and address issues when they arise. Julie said she would be happy to help offer coaching to employees if needed as well.

4:00pm- Julie Straub left the meeting.

The Commission continued to review the time sheets.

5:00PM EVENING RECESS

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

TUESDAY, DECEMBER 8TH, 2015

9:00AM RECONVENE

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

GUEST: Dave Havens, Member of the Public

FALLON COUNTY COURTHOUSE

9:00AM SAFETY INSPECTIONS DISCUSSION

Present: Julie Straub, Debbie Wyrick, Alba Higgins, Stacey Moore, Cindy Irgens, Joe Janz - Safety Committee Members

The Safety Committee said they would like the Safety Committee and Department Heads to alternate years in conducting Safety Inspections in each Department. Julie said two or three members of the Safety Committee would do the inspection with the Department Head's assistance one year and the next year the Department Head would do the inspection themselves. The Commission gave their approval for the Safety Inspections to be handled this way. Alba Higgins suggested sending one or two committee members to the OSHA training in the spring and the Commission agreed.

9:10am- Julie Straub, Debbie Wyrick, Alba Higgins, Stacey Moore, Cindy Irgens, and Joe Janz left the meeting.

9:30AM TREASURER UPDATES & INVESTMENT DISCUSSION WITH BROKERS

Present: Barb Ketterling, Treasurer; Julie Post, Deputy Treasurer; Nolan Farr, Piper Jaffrey Broker; Janice Cochrane, DA Davidson Broker

Barb Ketterling invited her brokers to meet with the Commission to discuss how they assist her in investing County funds. Nolan Farr and Janice Cochrane explained to the Commission the ways in which the County funds are currently invested.

Summary Points of Meeting:

- Both brokers have extensive experience in assisting State and County entities with their investments.
- The brokers advise Barb Ketterling on ways she can invest County funds and she makes the final decision on where the funds will be invested.
- The brokers focus on capital preservation rather than high yields. This focus is guided by Montana State Statutes for public entity investments.
- The brokers use the Bloomberg program that tracks daily activity of the market and share this information with Barb so that she can take advantage of opportunities as they come up.
- The brokers said the County is limited in what they can invest in. There are four ways the County funds can be invested: bonds, CDs, State Investment Pool (STIP) and treasury bills and they must have a 5 year limit on investments. These investments have low risk and the funds are assessable quickly. The yield rate set by the Fed affects the return on these investments.

- Barb invests County funds on a ladder model in which the County has investments maturing every year.
- The brokers act as an Investment Board for the County and help ensure County funds are invested wisely. The brokers said they have the experience, knowledge and resources to help Barb make the best decisions in investing County funds.

The Commission thanked Barb for having her brokers come in to explain the way the County funds are invested as they haven't been given the opportunity of meeting with them before.

10:45am- Barb Ketterling, Julie Post, Nolan Farr, and Janice Cochrane left the meeting.

11:00AM RECREATION DEPARTMENT UPDATES

Present: Angie Rabbitt, Rec. Department Director

Angie Rabbitt gave the Commission updates on what activities and programs are happening in the Recreation Department this month.

Angie gave the Commission a quote for four shelving units from Sam's Club that she would like to purchase for the storage container. The quote is \$624 for the four units and the Commission gave her permission to purchase them.

11:30am- Angie Rabbitt left the meeting.

11:30AM FAIRGROUNDS UPDATES

Present: Barb Lechler, Fairgrounds Manager

Barb Lechler gave the Commission updates on the activities at the Fairgrounds this month. Barb said the big barn is accumulating condensation and she spoke with Lane Straub with Straub Heating & Cooling about installing fans to combat the condensation. Barb said she going to talk to the Fair Board about it tonight and will give them the quote she received from him and Direct Electric to install 4 fans with a humidistat in the barn.

11:50am- Barb Lechler left the meeting.

12:00PM NOON RECESS

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

1:15PM RECONVENE

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

1:15PM CITY OF BAKER UPDATES

Present: Kevin Dukart, City of Baker Treasurer/Clerk; Scott Rabbitt, Parks Director; Julie Straub, Human Resource Manager; Darcy Wassman, County Attorney

Kevin Dukart said Clayton Hornung, City of Baker Mayor, wanted him to tell the Commission the City does not have the funds for the growth policy that Forrest Sanderson, Contracted Planner has received a grant for. Kevin said the grant requires the City match the funds given and although he doesn't know what that amount will be he can say confidently the City will not have the funds needed.

1:20pm- Kevin Dukart left the meeting.

Scott Rabbit told the Commission he asked Darcy Wassman and Julie Straub to attend this meeting. The Commission told Scott they heard he was not going to do snow removal for the County this year and Scott said they were correct, he was not doing it. Scott asked the Commission if they had seen his updated job description. The Commission said they have not and that is one of the problems they have with the City and Scott's position, they aren't informed of changes made to his position or pay. Scott said the only change in his job description is adding the requirement of him having his CDL which he already has. Scott said snow removal is not included in his job description and he has always done it voluntarily to help out. Scott said he feels he has been harassed in the last few months by Commissioner Ranum and because of this he is not going to do any additional duties for the County other than what is in his job description. Commissioner Ranum said she hasn't harassed Scott as she barely sees him and has nothing to do with him. Commissioner Ranum told Scott for the past 9 months she isn't in the Courthouse unless meetings are on the agenda. Commissioner Ranum said she comes in the backdoor, goes in to the office and leaves the same way she enters. Commissioner Ranum said her last contact with Scott Rabbit was when he sent her a text about pouring cement at the Splash Park. Scott said when his job performance is talked about in other meetings without him being present that is considered harassment. Commissioner Baldwin said Scott can make that choice but he isn't sure how the County can justify paying half of his wages during the winter months if he isn't going to be doing anything for them. Scott said during the winter months he has maintenance to do on County equipment. Scott said he spends a large amount of time removing snow for the County and sanding roads for the Road Department but now that he is getting negative feedback he is pushing back.

Commissioner Ranum asked Scott when she could come out and see the maintenance of his equipment and he said every two weeks.

Scott said he has sent two pieces of equipment out of town to get fixed before the Commissioners sent the memo about getting their permission before doing this. The Commission said they just want better communication before equipment is taken out of town and would like them to be fixed locally if at all possible. Scott said he communicates with Bobby Wiedmer and Alba Higgins daily regarding his equipment and often when he takes it out of town it's because it's under warranty or they can't fix it. Commissioner Randash told Scott he is doing a good job. Scott said he wishes it wasn't like this as he doesn't care if it is County or City work, he just wants to take care of the parks but he feels lately his job is at risk. The Commission asked Scott why he felt his job was at risk and Scott presented them with a copy of minutes in which they discussed the problems they have with the City and County agreement for his job. Commissioner Ranum said she said the things he is referring to and it's because she feels like the County has no say in his job or pay. Scott said the County could have been in charge of the job 9 years ago but instead gave that control to the City. Scott said in the future he would like the Commission to talk to him first about problems before being talked about to other people and wants comments about him in meetings to stop. Scott said he would also like Commissioner Ranum to recuse herself when the Commission has to make any decision regarding the Parks Department. Scott said he knows this may not be possible but that is what he would like since it is clear Commissioner Ranum has a problem with him. Commissioner Ranum said the biggest issue she has with Scott is how he and his help handles and takes care of the equipment. Scott said he takes care of his equipment as it should be but he could train his staff better. Commissioner Ranum asked Scott to start keeping a log of what maintenance he is performing and would like a report of what is serviced in the spring or fall and Scott said he can do this. Commissioner Ranum said if Scott feels it is necessary to no longer work for the County he needs to talk to the other two Commissioners about it. Scott said he doesn't have a problem with working for the County and City but wants the comments being said about him to stop. Commissioner Baldwin asked Scott if he would be willing to remove snow and Scott said he will have to wait and see how this month goes.

1:45pm- Scott Rabbitt left the meeting.

The Commission, Darcy and Julie reviewed and discussed the Parks Inter-local Agreement and how the County can work with the City of Baker to improve the relationship. Darcy suggested discussing it with Clayton Hornung, City Mayor, and to start collaborating in doing monthly assessments of the position. The Commission told Darcy and Julie they have had problems with the City communicating with them in regards to Scott's position and pay increases and said they feel as if they have little influence even though they pay half his wages. Julie suggested writing down things that are working and aren't working so they can be tracked and addressed.

2:00pm- Julie Straub and Darcy Wassman left the meeting.

2:10PM AMBULANCE & EMERGENCY SERVICES UPDATES

Present: Lisa Mitchell, Ambulance Director

Lisa Mitchell gave the Commission updates on the activities of the Ambulance Service and the CPR classes they have been offering. Lisa said they recently passed their State of Montana License Inspection.

Purchase Request- Lisa asked the Commission for permission to purchase 10 new radios from TAB Electronics for her EMTs. Lisa said their current radios were purchased in 2008 and they are no longer reliable. Lisa said Chuck Lee, 911/DES Director, said half of the radios can be paid out of his 911 funds. The Commission gave Lisa permission to purchase them.

Lisa gave the Commission spec sheets for the ambulances she is considering purchasing this year. The Commission and Lisa discussed the different types of chassis for the ambulance and the benefits and drawbacks in purchasing a diesel or gas ambulance. The Commission asked Lisa if she has considered purchasing a transfer ambulance to help reduce the miles put on the regular ambulances. Lisa said she has but the only ones she is aware of have a Mercedes Benz chassis and she is concerned on how easy it would be to have someone work on them if needed.

New Building- Lisa asked if a new ambulance building is something that is being planned for in the future. The Commission said yes, it is planned for in 2016-2017 but will depend upon future revenues.

Trailer- Lisa said the trailer is at Crawford Construction and Steve Stanhope is currently working on refabbing it into a mass casualty response trailer.

2:45pm- Lisa Mitchell left the meeting.

2:45PM COMMISSION WORK SESSION

Splash Park- The Commission reviewed and Commissioner Randash, as Chairman, signed Change Order #3 from KO Construction for the Splash Park Project. This Change Order changes the contract time from calendar days to a final completion date of May 15, 2016.

Clyde Burns Property- Commissioner Baldwin said he asked David Espeland, Fallon Medical Complex CEO, if it would be beneficial for the County to purchase Clyde Burns property for future hospital development and David said no because it would interfere with their critical access assets.

CORRESPONDENCE-

Growth Policy Grant- Forrest Sanderson, Contracted Planner, notified the Commission a planning grant has been awarded to Fallon County to update their growth policy. Forrest will provide the award amount and details of the grant in the future.

WBI Minor Subdivision- Forrest Sanderson, Contracted Planner, gave the Commission the Staff Report for the WBI Minor Subdivision for them to review and scheduled a public hearing with the Commission for January 11, 2016 at 11am.

DEPARTMENT REPORTS/NOTICES-

The Commission reviewed Department Reports, Newsletters and Notices.

BOARD AGENDAS/MINUTES-

The Commission reviewed Board Agendas and Minutes.

REVENUES-

The Commission reviewed revenues received during the week.

EMAILS-

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

4:00PM EVENING RECESS

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

WEDNESDAY, DECEMBER 9TH, 2015

9:00AM RECONVENE

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

9:00AM FALLON COUNTY CHRISTMAS BREAKFAST

The Commission attended the Fallon County Christmas Breakfast in the Library Basement.

9:30AM COMMISSION WORK SESSION CONTINUED

9:35am- Bobby Wiedmer, Road Supervisor, joined the meeting.

Kramlick Culvert- Bobby Wiedmer said he spoke to Mid-Rivers and the fiber-optic line does run right under the Kramlick culvert so they will not be able to set it any lower. Bobby said the north side of the culvert is set flush but the south side of the culvert is two feet higher than it should be due to this fiber optic line but it won't cause any problems. Bobby said he will get the ends of the culvert cut off.

Calumet Box Culvert- Bobby said Shannon Hewson, Brosz Engineering, received a quote from Cretex for the culvert and it was \$86,000. Bobby said he talked to Darcy Wassman, County Attorney, about the quote and she said the culvert needs to go out to bid since the price will exceed \$80,000 and the Commission agreed.

Dry Fork/Westmore Culverts- Bobby said he would like to have the Dry Fork Bridge and Westmore Bridge precast box culverts purchased out of this years' budget even though construction won't be until next year. Bobby said he is also looking at other businesses that can compete with Cretex to submit bids for the culverts.

9:50am- Bobby Wiedmer left the meeting.

10:00AM SOLAR BEE SERVICE CONTRACT

Present by Conference Call: Kyla Bratz, Solar Bee Representative

The Commission called Kyla Bratz to discuss the price on the maintenance service quote they received for the Baker Lake circulators. The Commission asked what the maintenance service covered to warrant the price of it. Kyla said the service covers general maintenance in the spring and fall, removal and placement of the circulators in the spring and fall and all repairs to units if something were to happen to them by accident. The Commission asked if the service would cover repairs if a boat were to run into them and Kayla said yes, it is similar to an insurance policy. The Commission told Kyla the County put \$30,000 in upgrades two years ago and feels the maintenance on them will be low now that everything is new and updated. Kyla said she can talk to her account manager to see if the price could be lowered and ask the Applications Department to review the County's service plan and desired

results to determine what service would be best and the Commission said they would like her to do this.

10:30am- Kyla Bratz left the meeting by ending the phone call.

10:45AM OUTDOOR MAINTENANCE UPDATES

Present: Joe Janz, Outside Building Maintenance

Joe Janz gave the Commission updates on what he has been doing in the Outdoor Maintenance Department.

Parking- Joe asked the Commission to consider what to do with prisoner vehicles that sit in the parking lot. Joe said he does not want them to stay parked in our lot due to needing to remove snow this winter.

The Commission and Joe discussed the difficulties people have in backing out of the handicap parking spot in the south parking lot of the Court House. Joe said he will look into ways to make it easier to back out of that spot and will let them know what alternatives there are.

Prisoner Bull Pen- Joe asked the Commission whose responsibility it is to clean the Prisoner Bull Pen. Joe said when it was grass and had a sprinkling system he mowed it but now that it is cement it only needs to be swept and monitored for any items that have been thrown over the fence. The Commission said now that Detention Officers have been hired it will most likely be their responsibility.

Snow Removal- Joe asked the Commission how they want to handle the snow removal in the streets and parking lot of Court House now that Scott Rabbitt, Parks Director, said he will not be doing it this year. Joe said he is getting recertified to operate the front end loader with a snow box to move snow at the Fairgrounds and can do it here at the Courthouse if needed. The Commissioner told Joe to talk to Bobby Wiedmer about it and come up with a solution that will work for them both as Bobby is aware of the situation also. Joe said he will make sure the snow removal on the path ways around the lake gets done too and will ask Darold Brown and DuWayne Bohle to help him if needed. Commissioner Baldwin said he will talk to Brad at Fallon Medical Complex about snow removal there.

11:00am- Joe Janz left the meeting.

11:00AM HUMAN RESOURCE UPDATES

Present: Julie Straub, Human Resource Manager

Julie Straub gave the Commission updates on what she has accomplished and been working on in the Human Resource Department. Julie discussed future trainings that she is interested in attending.

Julie suggested the Commission begin having "State of the County" meetings once or twice a year for employees to come to. She said this could be a time to recognize employees and tell employees what the County is working on and has achieved throughout the year.

Fair Manager Classification- Julie said the Department of Labor's ruling on overtime pay is now expected in the latter part of next year. Because of this delay she will classify the Fair Manager's job description as exempt and if it needs to be changed after the ruling she can do it then.

11:30am- Julie Straub left the meeting.

11:30AM CLERK AND RECORDER UPDATES

Present: Brenda Wood, Clerk and Recorder; Debbie Wyrick, Deputy Clerk and Recorder

Brenda Wood gave the Commission her report on the activities in her department and what each employee in her department has been doing. The Commission and Brenda discussed the progress she is having with completing the annual report.

The Commission asked Brenda about the process they should use to give Chad Fullmer his road easement back and Brenda said she will contact Spence Huether, previous Road Technician, and ask him.

11:50am- Brenda Wood left the meeting.

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

1:15PM INSIDE BUILDING MAINTENANCE UPDATES

Present: Lynda Herbst, Inside Building Maintenance Supervisor

Lynda Herbst gave the Commission updates on what she has been doing in the Inside Building Maintenance Department.

1:30pm- Lynda Herbst left the meeting.

1:30PM IT TECH UPDATES

Present: Andy Fujimori, IT Tech

Andy Fujimori gave the Commission updates on the activities in the IT Tech Department.

Rifle Range Cameras- Andy told the Commission the Rifle Range cameras are up and running and he, Joe Janz, DuWayne Bohle and Shane Bettenhausen know how to use the software to monitor the camera activity.

SWIFT- Andy asked if the Commission would consider replacing the SWIFT program in Dispatch as it doesn't have the technical support they need. Andy said an alternative program they could use would be \$25,000-\$26,000. Andy said this is a higher price than SWIFT but the technical support would be better. The Commission asked Andy to talk to Chuck Lee, 911/DES Director, about 911 funds being used to pay for all of it or a portion of it.

Network- Andy asked the Commission if he can start working on a contingency plan in the event there is a breach in the County's network. Andy said there may be some software costs with it but feels it is important to pursue and the Commission agreed and gave their permission.

Help Desk System- Andy told the Commission he is considering setting up a Help Desk Ticket System for the IT tech Department and is researching the software that would need to be purchased for it. He said this system would also have an inventory tracking system for the equipment he has in his Department.

1:40pm- Andy Fujimori left the meeting.

1:40pm- Richard Menger, Sanitarian, joined the meeting.

Rich Menger came in to ask the Commission about cutting down trees by the Baker Lake Dam. Rich said the trees on the Afrank and Baker Ace Hardware sides need to be taken down. The Commission told Rich that Bobby Wiedmer is aware of this and is contacting the Montana Highway Department to ask them about removing the trees since they are in their right of way.

1:45pm- Rich Menger left the meeting.

2:00PM CLERK OF COURT UPDATES

Jerrie Newell, Clerk of Court, did not attend the meeting therefore it was canceled.

2:15PM LIBRARY UPDATES

Present: Stacey Moore, Library Director

Stacey Moore gave the Commission updates on the activities in the Library and said the number of patrons has doubled this past year.

Library Flooring- Stacey brought in samples of the flooring she would like to place in the library. Stacey said the cost for the carpet tile flooring and vinyl flooring from Baker Furniture will be approximately \$20,000. Stacey said she plans on having the flooring installed by Kilsdonk Flooring over a holiday weekend so it doesn't interrupt the library as much. The Commission gave Stacey permission to move forward with ordering the flooring and scheduling the installation. Stacey said in the future she would like to have the upper part of the ceiling painted as it has never been painted. The Commission asked Stacey to contact Darold Brown to get a quote on painting the ceiling before the carpet is laid.

2:35pm Stacey Moore left the meeting.

2:45PM MUSEUM UPDATES

Present: Karen Banister, Museum Curator; Sherry Vogel, Museum Board Member; Julie Straub, Human Resource Manager

Karen Banister gave the Commission updates on the activities at the Museum. Karen asked the Commission permission to give a presentation to the 3rd grade class at Plevna School on the history of Fallon County per the schools' request and the Commission gave her permission. Karen said she was also asked by Fallon County Times to write an article on Fallon County History once a month and she plans on starting that next month.

Museum Website- Karen asked the Commission if she could get the Museum its own website separate from the County website as she would like to have a variety of features on it that highlight different things at the museum and in the area. The Commission gave her permission to pursue this.

Staffing- Karen asked the Commission if she could hire someone on a permanent part-time/as needed basis to staff the museum when she is gone or sick. Karen said this would also be helpful when she has to have someone help her do things such as clean the glass cases and uniforms. Sherry Vogel agreed and said having someone work four to five hours a month during the winter would be best. The Commission asked Julie Straub for her opinion on this request. Julie said there are stringent rules that govern how the County can hire someone on an "as needed" basis and told them to keep in mind the person would have to offered benefits regardless of the number of hours they work. The Commission said they are hesitant to hire more staff when the foot traffic doesn't warrant it but will consider it and let Karen know at a later time.

Repairs- Karen said the motion sensor yard light needs to be fixed as it doesn't come on when it should and asked the Commission if a light could be installed on the front porch of the jail as it is

completely dark when she leaves the Museum. The Commission asked her to wait until the yard light is repaired before deciding on installing another light.

Timesheets- Julie and the Commission talked to Karen about working extra hours to make up for time she takes off for doctor appointments. Julie advised Karen she needs to use sick leave when she is gone for doctor's appointments and Karen said she will.

2:55pm- Karen Banister and Sherry Vogel left the meeting.

3:00PM EXTENSION UPDATES

Present: Elin Kittelmann, County Agent; Julie Straub, Human Resource Manager

Elin Kittelmann gave the Commission updates on the activities that are happening in the Extension Department and gave them a report of upcoming activities.

Holiday Days- Elin asked the Commission if they would consider swapping the Columbus Day holiday for the day after Thanksgiving instead. Elin said the State of Montana does this and the Commission said they like the idea but didn't know if it was legally possible. Julie Straub said she will do some research on it.

Office Hours- The Commission talked to Elin about ensuring her office is open 8am-5pm and asked her to have her and her staff stagger lunches to have the office opened during lunch hour also. Elin said she would make sure that happened and the Commission asked Elin to make the public aware of their office being open during lunch hour again.

3:30pm Elin Kittelmann and Julie Straub left the meeting.

3:45PM SPECIAL PROJECTS UPDATES

Present: DuWayne Bohle, Special Projects Maintenance Worker

DuWayne Bohle gave the Commission updates on what he has been working on in the Special Projects Department. DuWayne asked for permission to use Scott Rabbitt's trailer when he goes and picks up shelving in Billings. DuWayne said Scott doesn't have a problem with him using it and the Commission gave him permission.

Rifle Range- DuWayne said Griffith Steel poured the outdoor bathroom pad and will resume construction in the spring. DuWayne said there are large hairline cracks in the walls of the Indoor Shooting Complex and suggested sealing the cracks with epoxy to stop water from causing the cracks to widen. DuWayne said he is also going to extend the electrical conduit that comes out of the boiler.

4:00pm- DuWayne Bohle left the meeting.

4:00PM COUNCIL ON AGING UPDATES

Carla Brown is out of town and therefore unable to attend the meeting.

4:30PM SHERIFF UPDATES

Present: Trent Harbaugh, Sheriff; Julie Straub, Human Resource Manager

Trent Harbaugh gave the Commission updates on the activities that have been going on in the Sheriff's Department.

Detention Officers- Trent said two Detention Officers are working right now and they do not need to go to the Academy as they went when they were Dispatchers. Trent said Karen Rising will start next Monday and Bobby Metheenie will start January 4th, 2016. Trent said Karen and Bobby will need to go to the Academy but will not be able to until May or June at the earliest. Trent said once all four officers are hired and trained they will be able to start having 24 hour coverage of the jail. Trent said until then he is still needing to use Dispatchers to act as Detention Officers during the evenings and weekends since the Detention Officers work M-F, 8am-11pm currently. The Commission asked Trent how long he thought he would need to use the Dispatchers and he said probably until the middle of February but when he sends his Detention Officers to the Academy in May and June he will need their help then. Trent said to ensure there is enough coverage he will be sending his two Detention Officers to the Academy at separate times.

Dispatch Kitchen- Trent said when the jail is full or nearly full they use the Dispatch kitchen to prepare meals. Trent said Brenda Hoeger, Dispatch Supervisor, said she wants to be notified prior to them using the kitchen but Trent said he doesn't think it's necessary as he was under the impression the Dispatch kitchen was built the size it was for detention purposes.

Prisoner Bullpen- Trent asked the Commission who is responsible for taking care of the prisoner bullpen. Trent said Riney Barth and Joe Janz have always cleaned it until now when Joe is saying he shouldn't have to do it. The Commission asked Trent if it could now be the responsibility of the Detention Officers. Trent said he doesn't want his Detention Officers to leave doing their rounds to clean the bull pen as it could become a liability if they miss their 30 minute checks. The Commission said they were told the Detention Officers would be doing cleaning and maintenance in addition to their officer duties and Trent said they have duties they do in between checks but none that take them outside of the jail area as there is only one Detention Officer on at a time. Trent said he invited Joe to attend this meeting with him to discuss it together but Joe declined. The Commission said they

understood Trent's position but also want him to be aware that Joe and DuWayne Bohle are having to do additional snow removal duties this year also.

Job Interviews- The Commission asked Trent how he conducted the Detention Officer interviews. Trent said he had a panel of interviewers and it went very well. Trent said the only issue he had was an applicant being given a POST application to fill out rather than a Job Service application. Trent said the applications are identical except the question that addresses an applicant's criminal record. Trent said the applicant had a criminal record and felt the POST application made him disclose this when the Job Service application wouldn't have. Trent said he talked to the applicant and it turned out alright with him. Trent said he wasn't aware different applications were being given out and in the future he will ensure the POST application is used for all applicants. The Commission told Trent they would like him to use Julie Straub in the hiring process next time and Trent said he has had her help him a lot and Julie agreed.

5:15pm- Trent Harbaugh and Julie Straub left the meeting.

5:15PM 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.

THURSDAY, DECEMBER 10TH, 2015

9:00AM RECONVENE

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

9:00AM- Julie Straub, Human Resource Manager, joined the meeting.

Julie Straub said Eric Kary, Golf Course Manager, called her this morning about Commissioner Ranum calling and telling him he would be working at the Landfill this winter. Julie said he was upset and she told him to talk to the Commission about it.

9:05am- Julie Straub left the meeting.

9:05AM CEMETERY UPDATES

Present: Iven Felt, Cemetery Caretaker

Iven Felt came in and gave updates on what he has been doing at the Cemetery. Iven asked the Commission if there would be funds to purchase a new tractor next year. The Commission said they will have to review the Capital Improvement Plan before giving him an answer.

9:15am- Iven Felt left the meeting.

9:15am- Commissioner Randash asked Commissioner Ranum why she took it upon herself to call Eric Kary, Golf Course Manager, about working at the Landfill instead of waiting for all three Commissioners to talk to him during their meeting with him today. Commissioner Baldwin said they didn't make a definite decision about Eric working at the Landfill but just wanted to talk to him about possibly doing it. Commissioner Baldwin said he couldn't understand why she would call Eric since she doesn't like it if he or Commissioner Randash talk to Department Heads outside of their meetings. Commissioner Ranum said they do it a lot and just decided to call Eric.

9:30AM BAKER RURAL FIRE DISTRICT (BRFD) GENERATOR DISCUSSION

Present: Turk Stark, BRFD Member; Randy Hoenke, BRFD Member

Randy Hoenke and Turk Stark came in to talk to the Commission about the BRFD's generator that needs to be replaced. Turk said they spoke to TW Enterprises about repairing the old generator but were told the parts would have to be built for it due to the age of the generator. Turk said the generator doesn't run the whole building anyway so they would like to upgrade to one that will when replacing it. Randy said they are currently renting a generator from TW Enterprises for \$1,600 per month so would like to purchase one sooner than later. The Commission said the County has an extra generator they can use rather than renting one and to call Chuck Lee, 911/DES Director, about getting it. Randy said they have received two quotes for a 200kw generator with a transfer switch: a Generac generator is \$51,289 and a Cummins generator is \$48,375. Randy said they got quotes only to get an idea of the cost involved and they are having MDU come out and assess the electrical needs of the building to determine what size of generator is needed. Turk suggested they purchase a Generac generator like the other County generators so they can have their yearly service done at the same time of year and the Commission agreed. The Commission said there may be grants or 911 funds available that can be used to purchase the generator also. Turk said that would be good but if not, purchasing a generator is a necessity and they can readjust their long term budget to pay for it if need be. The Commission agreed and said they will look into a grant for it and let them know.

Big Hill Road- Turk Stark said he drove down Big Hill Road today and doesn't understand the letter that was written about it in the newspaper. The Commission thanked Turk for his comments.

BRFD Repeater- Turk said they are still looking at alternatives to get a repeater on the north side of town since narrowband took their coverage away in that area. Turk said the three options that came up with are: putting a repeater on Stark Hill north of Ollie, putting a repeater on State land at Big Hill Road or paying a yearly fee to put their repeater on the Continental tower on Dale Schweigert's property. The cost to build a new tower for the repeater would be approximately \$70,000 plus maintenance and repair costs. The contract Continental has with Dale Schweigert says they will be charged \$1,000 per year if they allow anyone else on their tower so BRFD would have to pay the \$1,000/year fee. Turk said he knows the fee is high in comparison to other tower leases but feels it is the best option for them. Randy said they may have to consider paying other landowners this same amount in the future. Turk said if the Commission is agreeable to this they would like to proceed so they can be operating by May on the tower. The Commission told Turk to proceed with that plan.

Ollie School- Turk said the Ollie School is gone and reclaimed and is no longer a liability for the County. Turk said Fred Hoff will most likely graze it.

10:00am- Randy Hoenke and Turk Stark left the meeting.

10:00AM FALLON MEDICAL COMPLEX (FMC) UPDATES

Present: David Espeland, FMC CEO; Selena Nelson, FMC CFO

MDU Demand Response Program- David Espeland said the hospital is going onto the MDU Demand Response Program. David said this system curtails the hospital's power at various times in which the hospital then runs their generator for power. David said this allows MDU to reroute the power to high use areas and they will pay the hospital \$7,000 to participate in the program. The Commission asked if the \$7,000 will offset the fuel used when the generator is used and David said yes as there are only 200kw hours per year that will be curtailed.

Basement Project- David said Jackson Group is nearly finished with the Basement Project and only has a few finishing touches to do. David invited the Commission to come take a tour of the basement.

Recruitment- Selena Nelson said a Physician Assistant from Billings will be interviewing this month and a Family Practice Physician will be interviewing in February 2016. Selena said they also have a physician scheduled to cover the ER during New Year's Eve.

eEmergency/ePharmacy Services- Selena said they are moving forward with these services and will be working on submitting for a grant to purchase the equipment. Selena said they hope to have these services up and running by mid-June.

Audit- Selena gave the Commission the Consolidated Financial Statements and the Report to Board of Directors for FY2014-15 to review. Selena said they are in a good position financially and the audit went well with no significant findings. Selena went over the Expense and Revenue Reports with the Commission and the Asset and Liabilities Report. Selena said in comparison to other Montana hospitals of FMCs size, FMC is operating very well and has a much lower debt load and lower patient rates.

11:15am- David Espeland and Selena Nelson left the meeting.

11:15AM WEED DEPARTMENT UPDATES

Present: Dale Butori, Weed Supervisor

Dale Butori gave the Commission a report that shows what he has been doing and plans to do in the Weed Department. Dale gave the Commission his Financial Report and said Canadian Thistle and Knap Weed were exceptionally rampant this past year which lent to the increase in income on his report. Dale said houndstongue is a weed Fallon County landowners need to be concerned about this year and he has been letting landowners know so they can combat it.

Repairs- Dale asked the Commission what they want him to do if he needs a side by side repaired in a short amount of time in light of the memo they sent saying he needed to ask them permission before sending any equipment out of town. The Commission said they would like him to see if it can be repaired locally before taking it out of town if he needs it repaired quickly. Dale said he can do that but if his equipment is under warranty he takes it to the business that he purchased it from. Dale asked the Commission if he could purchase side by side tires from Spiffy's that he ordered some time ago. The Commission gave him permission but told him to check with Alba in the future for tires as he may be able to get a better deal.

Baker Lake- Dale gave the Commission a map of where he has applied chemical on the lake over the past two years. Dale said each year he applies 520 pounds of sonar chemical at a cost of \$19,084 in 2015. Dale said only a third of the lake is treated to avoid killing fish. The Commission asked Dale if applying chemical counteracts the purpose of the circulators that are put in the lake. Dale said weeds need dirt, sunlight and oxygen to grow so having the circulators in the lake encourages them to grow. Dale said this is because they make the water clear enough for the sun to reach the bottom of the lake and put oxygen into the lake, both things weeds thrive off. Dale said for his purposes he doesn't like

the circulators in the lake because they have a negative impact on weed control but said he can't speak for the public who use it recreationally.

11:45pm- Dale Butori left the meeting.

11:45AM LANDFILL UPDATES

Present: Tom Kachel, Landfill Manager

Tom Kachel gave the Commission a copy of his aged report and gave them updates on what he has been doing at the Landfill. Tom said he has been busy moving dirt since Mike Kirschten is not back yet. Tom said he doesn't mind doing this but wanted the Commission to know none of his other duties are being done. The Commission told Tom they are working on finding people to help him until Mike returns to work. Tom said he cannot make it until February with no help so he appreciates it.

DEQ Inspection- Tom gave the Commission a copy of his DEQ Inspection Report for them to review.

Purchase Request- Tom said he is about to move to another Tier at the Landfill and needs a ramp built to it. Tom asked for permission to hire someone to build the ramp and the Commission gave permission.

Carter County Landfill Material- Tom talked to the Commission about Carter County bringing ash to the Landfill. Tom said the ash is from them burning their brush piles. Tom said they have been mixing this ash with dirt and bringing it to the Landfill. Tom said when they do this he charges them for contaminated soil which is four times the amount of regular garbage. Tom said the Mayor of Ekalaka called him to complain about the cost so Tom is working with them to come up with options to help them get rid of their brush pile more economically.

Oil Disposal Building- Tom said he hasn't moved the oil disposal building from behind the high school yet as he isn't sure how he can move it. The Commission told Tom to call Griffith Steel to move it and Tom said he will.

11:45AM PUBLIC COMMENT

No one appeared for public comment.

12:00pm- Tom Kachel left the meeting.

12:00PM NOON RECESS

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

1:15PM RECONVENE

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

1:10pm- David Turch, Lobbyist, joined the meeting.

David Turch came to talk to the Commission about the activities that have been going on in Fallon County. They discussed the activity of the Powder River Training Facility, Baker Corridor Study and the Baker Lake Mitigation Project.

1:30pm- David Turch left the meeting.

1:30PM 911/DES UPDATES

Present: Chuck Lee, 911/DES Director

Chuck Lee gave updates on the things he has been working on in the 911 and DES Departments. Chuck said he has been researching ways to offer 911 texting service and the P.A.W.S program.

1:35pm- Commissioner Ranum left the meeting.

The Commission asked Chuck if Andy Fujimori, IT Tech, had talked to him about possibly replacing the SWIFT program in Dispatch. Chuck said he hasn't talked to Andy about it but knows Dispatch has had problems with SWIFT and the support they give. Chuck told the Commission to be aware there are other programs and parties involved when considering going to another system.

1:45pm- Chuck Lee left the meeting.

1:45PM DISPATCH UPDATES

Brenda Hoeger, Dispatch Supervisor, was not able to attend the meeting, therefore it was canceled.

1:45PM- Alba Higgins, Shop Foreman, joined the meeting.

Alba Higgins came in to notify the Commission of the problems he is having with the old Senior Bus. Alba told them it will cost around \$700 to repair it and the Commission told him to get it repaired.

1:50pm- Alba Higgins left the meeting.

1:50PM GOLF COURSE UPDATES

Present: Eric Kary, Golf Course Manager

The Commission told Eric they had not made the decision on him working at the Landfill this winter but had only discussed him helping there if possible. Eric said he doesn't mind helping other Departments but is concerned how he is going to do the stuff his board wants him to do this winter if he is working at the Landfill. The Commission said it would only be on a part-time, as-needed basis. Eric said if it is a day or two here and there he has no problem with it.

1:55pm- Commissioner Ranum joined the meeting.

Eric gave the Commission updates on what he has been working on at the Golf Course.

2:00pm- Eric Kary left the meeting.

2:15PM SANITARIAN DEPARTMENT UPDATES

Present: Rich Menger, Sanitarian

Rich Menger gave the Commission updates on the inspections he has been conducting in the County.

Baker Lake- Rich gave the Commission updates on the Baker Lake data collection by DOWL Engineering. Rich said the Lidar readings show there is 5 feet of soft sediment at the bottom of the Lake.

Baker Lake Dam- Rich said he talked to Mark Bronson with the Montana State Highway Department about removing the elm trees on the down slope behind Ace Hardware. Mark said the County will need to contact him when they remove the trees as one side of the highway will need to be blocked off then. Rich suggested waiting until spring when the ground is soft to remove them and the Commission agreed. Rich said he will make sure it gets done at that time.

2:40pm- Rich Menger left the meeting.

2:45PM RIFLE RANGE UPDATES

Present: Shane Bettenhausen, Rifle Range Manager

Shane Bettenhausen gave the Commission updates on things he has been working on at the Rifle Range. Shane said he has contacted Blue Rock Distributing to get vending machine information so vending machines can be placed in the lobby.

3:00pm- Shane Bettenhausen left the meeting.

3:00PM AIRPORT UPDATES

Present: Roger Meggers, Airport Manager; Dennis Twedt, Airport Commission City Appointee

Roger Meggers and Dennis Twedt gave the Commission updates on the activities at the Airport. The Commission and Roger discussed the agreement between Roger and the County for the aviation fuel at the Airport. Roger said he talked to Dave Havens about getting a rental car at the airport for customers to use and Dave is going to check on it.

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

3:30PM HEALTH DEPARTMENT UPDATES

Present: Kim Cuppy, Health Nurse

Kim Cuppy gave the Commission updates on the activities at the Health Department. Kim told the Commission her immunization budget is way over and it's because they have given 93% more immunizations this year. Kim said in turn their income has increased for these immunizations too.

Kim told the Commission she is wanting to start having the clinic opened during lunch hour to accommodate customers. Kim said in order to do this her or Debbi Wiman will have to work over the lunch hour and asked if they could leave work early on Fridays to account for the extra hours. The Commission said no, they couldn't and suggested her and Debi alternate lunch hours instead.

4:00pm- Kim Cuppy left the meeting.

4:00pm- Stacey Moore, Library Director, joined the meeting.

Stacey Moore came to tell the Commission she can schedule Kilsdonk Flooring to lay the flooring in January or February. Stacey said she will need to find people who can help her move the book shelves out of the library before the installation and the Commission said maybe Joe Janz and DuWayne Bohle could help her.

4:05pm- Stacey Moore left the meeting.

4:05PM JUSTICE OF PEACE UPDATES

Present: Nicole Benefiel, Justice of Peace

Nicole gave the Commission updates on the activities in County Court. Nicole said Linda Kennel, Community Service Director, is making good progress on the records retention project she has been assigned to do. Nicole said the old blinds in her back office no longer work so she asked Lynda Herbst, Inside Building Maintenance Supervisor, to replace them.

Court Room- Nicole Benefiel said she had a hearing for an individual yesterday with a violent criminal history. Nicole said nothing happened but it was a reminder to her why she will never use her chambers as a court room. Nicole said if there was an altercation with an offender in her office it would put her and her staff in great danger as they wouldn't be able to get away easily. Nicole said in the previous meeting with the Commission Jerrie Newell, Clerk of Court, had suggested Nicole hold court in her chambers if the court room is unavailable and Nicole said she will not do this under any circumstances. Nicole said the Fallon County court room is not a meeting room and if there comes a time in which she doesn't have access to it on a continuous basis she will need to ask the Commission to provide another court room and it cannot be in her chambers.

The Commission asked Nicole how the scheduling has been working with Jerrie and she said it is fine but Jerrie still doesn't want Nicole to unlock the court room unless she is in there because things have been damaged or lost. Nicole said she takes offense to this as her and her staff have never damaged anything or lost items in there and should be able to have it unlocked if she needs it to be.

4:35pm- Nicole Benefiel left the meeting.

4:30PM PARKS UPDATES

Present: Scott Rabbitt, Parks Director

Splash Park Updates- Scott said the Splash Park is almost done for the winter with Joe Nagel and KO Construction doing some finishing touches. Scott said Rain Drops Inc. will come in May and install the water features and the substation will be complete on May 15th, 2016 and then the project will be finished.

The Commission asked Scott if the bathrooms at Iron Horse Park can still be used and he said yes. The Commission said they would rather not have people from the Skate and Bike Parks use the Splash Park bathhouse bathrooms. They asked if the bathroom could be moved to another area of Iron Horse Park, possibly closer to the Skate Park for them to use and Scott said yes. Scott said he wants to move that bathroom anyway since it is right in the middle of what could be parking but instead of moving it to the Skate Park he thought it would be nice to build a covered seating area with bathrooms by the Skate Park for families to use, similar to what is at Plevna Park. Scott gave the Commission a picture of a covered seating area with bathrooms and said the approximate cost would be \$35,000. The Commission said they liked the idea but would like to wait until all the park projects are finished before moving on to another.

5:00pm- Scott Rabbit left the meeting.

5:00pm- Administrative Officer Position

The Commission discussed changing the title of this position to "County Development Advisor" as it describes what the position would entail better. Commissioner Ranum said she would also like something in the job description that would ensure Fallon County is the top priority for this person in the event they are approached to lobby on behalf of other entities.

5:15PM ADJOURN

Commissioner Baldwin made the motion to adjourn the meeting. Commission 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