

Tuesday, January 20, 2015

**9:00 AM CONVENE**

**PRESENT William L. Randash**, Chairman; **Steve Baldwin**, Member and **Brenda Wood**, Clerk and Recorder. **Deb Ranum**, Member will be few minutes late.

**9:00 AM Julie Straub**, Human Resource Manager/Safety Director

**Director of Library Services**-Julie asked the Commission to sign the New Hire Form for **Stacey Moore**, New Director of Library Services. Stacey is  $\frac{3}{4}$  way through her certification process so Stacey would be considered an employee in training.

**Safety Program**-On December 10<sup>th</sup> Julie wrote the Commission a letter and asked permission to make some changes to the Safety Program. Julie would like the Safety Team to consist of those that want to be on it and feels five (5) people is plenty. The Commission feels that is a great idea and hopes she gets some volunteers; permission was granted to proceed in that manner.

**New Person**-Brenda Wood, Clerk and Recorder would like permission to hire another person in her office. Discussed restructuring her office to bring the annual report back to her office and move Lani DeBuhr, Clerk in the Commissioner's office to take the minutes and other duties for the Commission. Brenda is hoping this will get the minutes back on track. Lani will also be the backup payroll person for Debbie Wyrick, Deputy Clerk and Recorder. The next phase is to bring Debbie into the financial side of the Clerk and Recorder's office. Debbie and Brenda would complete the Budget and the Annual Financial Report along with the rest of their duties. The new hire would be a Clerk that would take over the Accounts Payable, Fixed Assets/Inventory and assist with Election input.

**9:10 AM Deb Ranum**, Member joined.

Brenda explained her proposal to Commissioner Ranum. Commissioner Ranum explained the Commission is in charge of the minutes, budgets, insurance, wages and emails and has budgeted for someone for a few years now but realizes the other Commission are not in support of this. When asked what Commissioner Ranum was talking about she responded, she would like to hire an Administrative Assistant. That person would be dedicated to fulfilling those duties in the Commissioner's office.

Julie feels if a person from the Clerk and Recorder's office was performing those duties they could work in both offices. Also wondered if a person hired to strictly work in the Commissioner's office could possibly be short lived as other Commissioner's coming on board may not feel the same needs. Commissioner Randash stated it was tried several years ago and it did not work. Commissioner Randash and Baldwin would like to try the proposal made by Brenda first.

**Motion-Commissioner Baldwin** made the motion to start recruitment for the Clerk and Recorder's office. There being no second to the motion, **Commissioner Randash** stepped down from the Chair to second the motion. 2 Ayes (Commissioner's Baldwin and Randash) 1 Nay (Commissioner Ranum). Motion Carried.

**Road Crew Safety**-Julie stated she will attend the Safety meeting at the Road Department at 7:00 AM tomorrow morning. The topic will be tire cage safety, it will be held at the County Shop.

**9:45 AM DuWayne Bohle**, Special Project Technician and **Debbie Wyrick**, Deputy Clerk and Recorder/Insurance.

DuWayne reviewed the hail insurance items per the request of the Commission.

The Commission made the determination, of the buildings/property reviewed, what would be repaired and what would not be repaired based on DuWayne's findings.

**10:05 AM Bobby Wiedmer**, Road Foreman; **Alba Higgins**, Shop Foreman presented the Road/Bridge/Shop Report

**County Shop Roof**-Alba spoke to Richard Griffith, Griffith Steel; they will need to pull the old tin and insulation; spray it and tin over it. Alba will also get the lights ordered for the shop.

**Landfill pickup**-Replaced a pinon seal; everyone agrees it is not worth it to make major repairs to this vehicle. The Landfill is using the old Sheriff pickup which is running well for them.

**Blades**-All of the blades are up and running.

**Snow plows**-Snow plows are running except the new one, still needs more work.

**Malibu and Acadia**-Recalls were completed on both vehicles.

**Senior Bus**-The Senior Bus also has a recall but it is a judgment call whether you get it done because the recall has made it worse (safety-wise) for those that have had it completed.

**Sprinter**-Mercedes has finished the Sprinter; the Road Department will try to bring it back as soon as able.

**Training**-Bobby would like permission to take the entire crew to the 811 meeting January 26<sup>th</sup> at Thee Garage. Permission granted. Bobby stated **Julie Straub**, Safety Director stated this could be used as a Safety Training.

**10:15 AM Jon Brosz**, Brosz Engineering joined

**Side by Side**-Alba explained the Road Department would like the side by side the Weed Department plans to replace with a new one. The Road Department would take their golf cart to the Fairground, they could sell the Jacobsen the Fairgrounds is currently using at the County Auction. The proceeds would then go to the Weed Department. Commissioner Baldwin felt they were going to donate the Jacobsen to the Beautification Committee so they could water plants/flowers, etc. Alba stated that was not a problem, it was a Commissioner decision.

**Lift**-Commissioner Ranum asked if the Road Department had a use for the lift. Alba stated they can use it to change some light bulbs.....

**Blue Ford**-They will get it in to the shop to change out the frost plug.

**10:20 AM Alba left**

Jon and Bobby discussed Bridge work. Bobby stated the bridge sufficiency ratings are starting to look good.

**Kramlick and Sparks Bridges**-These bridges are in the engineering stages; both bridges will be replaced with cement box culverts.

**Cemetery Bridge (Plevna) and bridge by John Tronstad's**-These will be replaced by the Road Crew and others (local contractors) using metal culverts.

**Cemetery Bridge (Baker)**-Bobby stated the rating for this bridge is quite good (70%). Commissioner Ranum is not concerned about the sufficiency rating but is concerned of the amount of water that backs up behind this bridge. Bobby would like to see what will happen with TransCanada first.

**Steffes Bridge**-Group discussed County and State obligations for this bridge.

**Kramlick Bridge**-Bobby questioned if Brosz had included a by-pass in the plans for this bridge. Jon did not but will review and if it is needed will include it.

**Discussion**-The budget was reviewed; there is money in the budget so will proceed with bidding the bridges. Commissioner Randash asked if there was any merit to bidding both bridges (Kramlick/Sparks) together. It was decided this would be a cost savings. Discussed which bridges will need to be completed next if TransCanada is not allowed to go through. Bobby stated there would be two in Southern Fallon County and the bridge by Cooper's as well as the bridge north of the City Shop-Cemetery Road (Baker). Jon stated they will get some numbers put together. Commissioner Randash stated with the Legislature meeting there are always concerns with funding levels, even though we currently have funding.

**John Pela, Diamond J**-Jon has not talked to him yet, Mr. Pela was gone so Jon will talk to him hopefully this week about tardy completion of projects and penalties imposed.

**Upper/Lower Baker Lake**-Within the next couple weeks the Company will be here to replace the joint seals of the pipe between the Upper and Lower Baker Lake. Feel this will only take them a day to complete.

**Bonnevale Cemetery** Drainage Project-Jon Stevenson wants a few items changed on the lot layouts. Still need to have the Surveyor mark the pins and also need to complete the seeding.

**Feed Mill Road**-Bobby stated the Feed Mill Road also needs to be marked. Commissioner Randash stated the road ends up being part of the parking lot for that property and feels those that park there will continue to tear up the road.

**Creek Channel**-Jon feels they will have the creek channel plans at least 90% complete this week.

**Lance Wedemeyer**, Public Works Director-City of Baker and **Jon** want to meet in Miles City with the local jurisdictions to see what assistance they can give toward this project. Jon plans to ask for assistance from the spillway and the creek channel through Baker. Jon plans to meet with **Mona Madler**, SMART Executive Director regarding this project as well.

**Golf Course water**-Looking at treating the water for the Golf Course, at the lagoon. Discussed trying to purchase more land and building another cell for this purpose. They would then try to use the creek bottom for mitigation.

**Creek Channel/Upper Lake**-Commissioner Ranum asked if Jon would take all the costs from all the projects such as the upper lake repairs (valve, etc.) to show what the County has done to try to comply by getting the projects completed correctly. Commissioner Randash discussed cleaning sediment on the upper lake channel. Jon stated they deem that area to be in the wet lands.

**Motion-Commissioner Ranum** made the motion to move forward with Kramlick and Sparks box culverts. **Commissioner Baldwin** seconds the motion. 3 Ayes. 0 Nays. Motion carried unanimously.

#### **11:05 AM-Angie Rabbitt**, Recreation Director

**Sponsorships**-Angie reviewed her Sponsorship thank you with the Commission. Commissioner Ranum asked how much funding sponsors give. Angie stated that depends on the amount of participants.

**Programs-Movie Night**-This program failed; they only had 15 participants at the last movie. Angie wants to try showing movies at the Amphitheatre this summer. Angie will have to get a license for each movie and will base the amount of money received from sponsors on how many movies she will show. Plans to show a few more movies after Basketball concludes this spring. Angie tries to make each program self-sufficient.

**Assistant**-Hired Alissa Miller as her assistant. Alissa is doing the monthly billing, paperwork and grocery shopping for the after school program.

**After School Program**-Angie will also be hiring another person for the After School program.

**Skating**-Has 22 participants involved in the skating program. Braylea Wyrick is the instructor for this program.

**Basketball**-Basketball is in progress now and has very good participation for this program. Nicole Shuler and a few parents help with this program.

**City League** -3 Baker teams and 1 from Ekalaka. Josh Stieg is refereeing; Courtney Dietz will also help.

#### **PUBLIC COMMENT**

**11:45 AM Bud Anderson** notified the Commission he has a donation check to present to the Economic Development Director, Mona Madler (SMART). The funding is from TransCanada and slated for a Community Project. Thank you to TransCanada.

## RECESS

**Commissioner Baldwin** made the motion to recess. **Commissioner Ranum** seconds the motion. 3 Ayes. 0 Nays. Motion carried.

Noon Recess

## 1:00 PM RECONVENE

**PRESENT William L. Randash**, Chairman; **Steve Baldwin** and **Deb Ranum**, Members

### 1:15 PM BID OPENING-DIESEL POWERED, HIGH –LIFT ARTICULATED WHEEL LOADER

**PRESENT Brenda Wood**, Clerk and Recorder; **Bobby Wiedmer**, Road Foreman; **Alba Higgins**, Shop Foreman; **Mark Feland**, RDO Equipment; **Kevin Sedgwick**, Tractor and Equipment and **Tom Hunt**, Tri-State Truck and Equipment

### Commissioner Randash read the following bids aloud

**Tri-State Truck and Equipment-Billings, MT**-Letter submitted stating they had no loader that would meet bid specifications. Appreciates remaining on the bidders list for future bids.

**Tractor and Equipment-Billings, MT**-\$192,674-with trade allowance of \$65,000=total purchase price of \$127,674 for a 930M CAT. This would be delivered June 30, 2015.

**RDO-Dickinson, ND**- \$199,500-with trade allowance of \$55,500=total purchase price of \$144,000 for 544K John Deere. This would be delivered March 31, 2015.

#### Met separately

**Mark Feland**, RDO-John Deere met first to explain bid/warranty and exceptions.

**Kevin Sedgwick**-T & E- Met to explain bid/warranty and exceptions automatic reversing fan is not checked properly; they do not offer that.

**Tires**-Commissioner Ranum asked about getting a spare set of tires at the time of ordering. Kevin will get a price. Did mention they are having a hard time getting the Michelin Tires for blades so it is something to think about. The group will review the bids and notify them when a decision is made.

**2:20 PM Kevin**, T & E returned; apologized, they do have a reversing fan. Kevin left the meeting again.

**2:25 PM Commissioner Ranum** made a motion to purchase the CAT Loader; **Commissioner Baldwin** seconded the motion. 3 Ayes. 0 Nays. Motion carried unanimously.

### 2:30 PM Mary Grube, Planner Secretary

**Reports**-Mary presented the Plat Status Report (15 Plats/COS's in various stages of review). Mary feels there are a few of those listed that will not move forward. Mary also presented the weekly report.

**Planner**-The last contact Mary had with Faron Henderson, Planner was January 5<sup>th</sup>.

**Sewer issue**-Traci Sears, State of MT Flood Plain Director stated she would write a letter stating the Fallon County Planning Department did nothing wrong in the sewer issue (West of Baker). Commissioner Baldwin stated Mary should be sure to get that letter.

**Man Camp**-Discussed a man camp northeast of Baker; John How, KJL stated he would assist with this.

### 3:00 PM CTEP-RFP/SOQ

**PRESENT Mary Grube**, Planner Secretary and **Mona Madler**, SMART Executive Director

**RFP/SOQ's received from-Territorial Landworks**-Missoula, MT; **Stahley Engineering**, Helena; **Peaks to Plain**, Billings, MT and **Great West**, Billings, MT

Mona was granted permission to take copies to her Committee for review. Committee consists of **Penny Benner**, **Steve** and **Karol Zachmann**, **Larry Dahl** and herself. They will review all RFP-SOQ's and

bring a recommendation back to the Commission the first week in February. The chosen contractor will be told by the County what they will be paid to do the work.

**Creek Channel**-Mona stated Jon Brosz met with her today regarding the creek channel. Mona is going to let Jon take over as he is the expert. Mona is going to ask TransCanada if the donation received from them can be used to landscape the creek channel; Mona will call Bud Anderson regarding this.

Mona left the meeting.

### **3:25 PM Faron Henderson, Contract Planner**

**Contact information**-The Commission asked if Faron's contact information was the same, as people are having problems getting hold of him. Faron's computer was lost along with his luggage, phone, etc. upon returning from his vacation. Faron has since purchased a new phone. Commissioner Ranum asked if Faron was still interested in working for Fallon County. Faron stated, yes. Commissioner Ranum asked if Faron could make himself more available. Faron stated, yes.

**Arnold/Alberts Plat**-Mary stated the Alberts are trying to get a variance on the road for their subdivision. Faron discussed clarifying the regulations regarding easements.

**Man camp**-Mary was notified there is a man camp north of Baker. The Landowner will be contacted to gather necessary information.

**Shirley Maier**-Shirley could not get hold of Faron; Shirley thought they would be done by the end of January with their Subdivision. Faron will submit it today; the earliest it would be ready for public hearing would be the end of February.

**Jockey Hollow**-Neil with Territorial has been trying to get hold of Faron for the Jockey Hollow Subdivision.

**Traci Sears**, State Flood Plain Director changed her point of contact to Mary because she cannot get hold of Faron.

**Dam inspection**-This will be done now that Faron is here. Flood Plain Coordinator has to do this; it is a visual. Brosz has been doing the 5 year inspection, Faron recommends Brosz continue to do this.

**Subdivision Information**-Mary asked if she could put Subdivision information in the paper to educate the public. Commission asked Mary to find out what Darcy Wassmann, County Attorney says and go from there. Faron feels it is a good idea.

Commissioner Randash wants better communication with Faron.

### **3:45 PM CLAIMS APPROVALS**

The Commission reviewed and approved mid-month claims in the amount of \$502,700.05 and they are as filed in the Clerk and Recorder's office.

### **3:50 PM Dale Butori, Weed Supervisor**

**Weed Pull**-Dale would like to conduct a Weed Pull using 4H Youth. The weeds he would like them to focus on would be Knap Weed and Hounds Tongue. The Weed Department would then spray those areas. Dale stated other communities do this and they donate back to 4H. Dale will talk to the 4H Council and the Weed Board first and report back. Did not know if the County Weed Board could donate to the 4H. Clerk and Recorder could not see a reason why they could not.

**3:55 PM Commissioner Ranum** left for a meeting.

### **4:00 PM CLOSED-PERSONNEL**

#### **4:10 PM Scott Rabbitt, Park Supervisor**

**Splash Park**-Scott stated he visited with **Darcy Wassmann**, County Attorney regarding splitting the bid for the water features from the balance of the park. Darcy will write a letter stating it is okay to split the bid up as you are not trying to evade the bid process as both the Park and Features will have to be bid. The reason for this decision was because the features will take a very long time to build.

**Scout house** -Asked if he had permission to proceed with repairing the remainder of the Scout House basement. This was included in the budget. Commission granted permission to proceed.

#### **4:30 PM Rich Menger, Sanitarian**

**Training**-Serv Safe workshop was superbly done. Rich took a 90 question test and wants to become a Serv Safe Trainer. Rich would like to go to Helena, February 20<sup>th</sup> for Subdivision Training. Permission granted.

**Sewer issue (West of Baker)**-Rich looked over all the information very carefully. Rich does not feel State Agencies should be notified when it is something he can do himself and feels there is fault on both sides. Commissioner Baldwin asked if Rich felt the County should be responsible for partial payment. Rich stated he knows those issues would not have happened if a local sanitarian would have been here. Rich feels once the repair work started it should not have been allowed to be ceased.

#### **FOLDER REVIEW**

##### **MISCELLANEOUS**

**Resignation**-The Commission accepted the resignation from **Spencer Huether**, Road Technician.

**Sheriff Furnace**-The Commission was notified of an issue with the Furnace in the Sheriff/Jail area.

**Change Order**-Commissioner Baldwin signed Change Order #9 for the Dispatch Addition to add labor and material for replacing door with Security Door; Credit landscaping allowance for both Sheriff/Dispatch projects-\$3,560.00

**Certificate of Substantial Completion**-Commissioner Baldwin signed the Certificate of Substantial Completion for the Dispatch Addition.

**Big Barn Improvements**-Commission granted permission for the Fair Board to make improvements at the barn. This project will have to be bid.

**Phone Lines**-Commissioner Randash signed granting permission for 4 phone lines to be installed by Mid-Rivers. 3 in the Police Department and 1 in the Interview Room.

**Letter**-A letter was written to Jim Wosepka, County Auditor pertaining to questions asked prior to the Audit of the County's Annual Financial Report.

#### **MINUTES**

**11/24/2014 EMS Board Minutes**

**12/17/2014 Fair Board Minutes**

#### **COMMISSIONER MINUTES**

The Commission did not have time to read and approve the August 18, 2014 minutes.

#### **ADJOURN**

**Commissioner Baldwin** made the motion to adjourn. **Commissioner Randash** stepped down from the Chair to second the motion 2 Ayes. 1 Absent. Motion carried

ADJOURN

Wednesday, January 21, 2015

**12:00 PM**

Commission attended the Health Board Meeting at the Fallon Medical Complex Dining Room.

s/William L. Randash, Chairman

ATTEST:

s/Brenda J. Wood, Clerk and