

MONDAY JUNE 1, 2015

8:00AM CONVENE

PRESENT William L. Randash, Chairman; Steve Baldwin, Deb Ranum, Members
MILES CITY, MT

The Commission attended the Spring District Meeting in Miles City.

5:00PM RECESS

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

TUESDAY, JUNE 2, 2015

9:00 AM RECONVENE

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

9:00AM COMMISSION WORKING SESSION

MINUTES REVIEW & APPROVAL-

The Commission began reviewing minutes but postponed approving them until later in the week.

AGREEMENT-

Commissioner Baldwin made the motion for Fallon County to enter into the Agreement with Baker Public schools for the Provision of School Health Services. Commissioner Ranum seconded the motion. 3 Ayes. 0 Nays. The motion carried unanimously.

GENERAL JOURNAL ENTRY APPROVAL-

The Commission reviewed & approved the following journal:

Journal 552- Moved various claims to other accounts/Rosebud County Clerk and B&B Septic.

CORRESPONDENCE-

Army Corps of Engineers (Corps)- The Commission received a letter from the Corps dated 05/26/15 containing the Preliminary Jurisdictional Determination for the Kramlick Bridge Replacement Project with special conditions.

ACTION ITEMS-

Aflac Cafeteria Plan- Commissioner Randash signed the County's Updated Aflac Cafeteria Plan Document to reflect the County's updated elected officials.

Upper Baker Lake Primary Spillway- Commissioner Randash signed Pay Application #4 from Diamond J Construction in the amount of \$11, 5645.36 for the construction of the Upper Baker Lake Primary Spillway Rehabilitation Project.

Agency on Aging- Commissioner Randash signed the Modification #01 to Purchase Service Contract #2015-001-05 between Fallon County and the Area I Agency of Aging. Commissioner Randash signed the attached Certification of Match for funds of \$325,587 form County Permissive Mill Levies.

REVENUES-

Baker Air Service- Aviation Fuel Sales- \$343.44

Jennifer Tudor- Splash Park Plans- \$50

Cenex Farmer's Union- County Fuel Dividends- \$8,332.33

Continental Resources- May Oil & Gas Royalties- \$5,064.60

Southern Electric- School District #55 Divideds- \$38.76

City of Baker- Miscellaneous Reimbursement for Expenses- \$8,513.31

Baker Public Schools- Public Health Nurse Stipend- \$1,583

National Rifle Association (NRA)- NRA Grants- \$5,428.81

Denbury- May Oil & Gas Royalties- \$4,485.85

REPORTS/FLYERS/MINUTES-

City of Baker- City of Baker Council Meeting Agenda for June 3, 2015 meeting

Extension Office- Fallon-Carter County 4-H Newsletter/June 2015

Special Project Report- DuWayne Bohle, Special Projects, submitted a Special Project Report dated 05/28/15 to the Commission. The report is filed in the Clerk & Recorder's Office.

Senior Center- Seniors in Action Newsletter/June 2015

Treasurer- Report of County Treasurer: \$98,784,709.09 cash on hand as of 4/30/15

Treasurer- May Cash Up Report: \$1,883,570.60

MAY TIME SHEETS

The Commission reviewed & approved May 2015 time sheets, payroll & withholdings in the amount of \$459,093.

9:45AM- PARKS UPDATES

Present: Scott Rabbit, Parks Director

Parks Updates: Scott came in to give the Commission updates on the Parks Department. Dirt is being hauled in for the landscaping at Iron Horse Park. The cab was pulled off the last 4100 mower. The Gazebo Parking lot was smoothed out for the Car Show and it was a success. Gamut Construction has been forming and beginning to pour concrete for the sidewalks. GPS coordinates were done to include in the Sidewalk Easements that will be sent out to the landowners and the City of Baker. Scott has been mowing and once his seasonal staff has been trained they will go to Plevna to work on the landscaping over there. Commissioner Baldwin said Mike Gentilini called and said he doesn't want Scott's summer crew taking breaks at the Golf Course and Scott said he has dealt with that so it won't happen this season. Scott had to replace a window on the 4100 cab due to a rock breaking the glass out. The uprooted tree hasn't been anchored yet but he will begin working on that now that the Bobcat is back. Scott is checking to see if there was a warranty in place for the trees as he has lost 4 of them.

Scott told the Commission he will need to get river rock or landscape stone when the sidewalks are finished at \$60/ton and he isn't sure how many tons he will need at this time. He also needs to purchase washed sand for the 3rd baseball field and volleyball court at \$10.25/ton.

Scott and the Commission discussed how he keeps his equipment separate from County and City. Scott said he pays for the items out of appropriate City or County funds and then tags the items to indicate if they are City or County items.

10:05am- Bobby Wiedmer, Road Foreman and Alba Higgins, Shop Foreman joined the meeting.

10:05AM- SHOP, ROAD & BRIDGE UPDATES

Present: Bobby Wiedmer, Road Foreman; **Alba Higgins**; Shop Foreman; **Scott Rabbit**, Parks Director

Gazebo Parking Lot: Bobby Wiedmer said the parking lot needs to be dried out in order to stabilize it. He said he is confident a broken pipe is not causing the water collection because every time it rains the water collects more. He suggested putting drain tile in the parking lot that would run into an existing drain. The Commission said they are in support of putting in the drain tiles.

Fairgrounds 4100 Mower- Alba Higgins said the deck on the mower needs to be gone through and he would like to send it to Toro to have it done. The cost for this should be approximately \$2,500. Alba said he also

talked to Julia, the Crew Lead at the Fairgrounds and asked her to make sure the seasonal staff cleans out the mowers regularly.

Commissioner Baldwin made the motion to spend approximately \$2,500 to have Toro repair the mower. Commissioner Ranum seconded the motion. 3 Ayes. 0 Nays. The motion carried unanimously.

Fairgrounds John Deere 3 point Mower- Alba said it will have to go to John Deere to get new shafting.

10:17am- Scott Rabbit left the meeting.

Airport Broom- Alba has been doing research on the type of broom to purchase. He found a used one in Kent, WA for \$61,500. It's a Challenger 6 Broom with a front mount broom and interchangeable brooms. This would work for removing snow, picking up chips and cleaning the tarmac and parking lots. The company said the County can run through a government program that gives an 8% discount on the Broom and this may allow the County to purchase a new one for less than a used one. The salesman is emailing Roger Meggers, Airport Manager, with the costs of a couple of new brooms with the discount applied. Alba or Roger will let the Commission know when they get quotes. Alba researched what the old broom could get for trade and it appears they wouldn't get anything for it. He suggested sending the broom to auction rather than trading it off.

Tool Carrier- Tool carrier is in Billings and may be here at end of next week.

New Pickups- One pickup is in Billings, the others are in transit to Butte right now. Alba will be going up to do an inspection on pickups when they are all there. He will then bring one back and the others will be transported to Baker.

Noregon Program- The program needs to be renewed and the cost is \$2146. Alba asked the Commission permission to renew it.

Commissioner Baldwin made the motion to renew the Noregon Program for \$2,146. Commissioner Ranum seconded the motion. 3 Ayes. 0 Nays. The motion carried unanimously.

Radios- All updates have been done on radios that allow updating.

Mark Sieler's Pickup- Mark Sieler would like a tank replacement for his truck and would like the tank to be bigger so he has enough fuel for the scraper when they are out on the roads. Bobby suggested putting a radio in the pickup too so he can be contacted no matter where he is.

Sprinter- Sprinter is back in the shop due to a report that it smelled like rubber. Alba isn't sure what is wrong with it but is inspecting it to find the source of the problem.

Equipment Schedule- Alba is reviewing the hours on his equipment and pickups. Brittanie Jorgeson, Shop Assistant and Alba are going to set up a schedule of rotation for the vehicles and equipment that he will give to the Commission. This will assist the Commission in determining what should be done with the equipment and vehicles in the future. Bobby would like to rotate out one blade in this coming fiscal year and Alba would like to rotate out 3 snowplow wings. The Commission asked Alba how much the snowplow wings are and he said approximately \$16,000 each. Bobby asked the Commission to keep in mind the equipment is being used a lot more now than it ever has.

AccuGrade Program in the Blades- Bobby wants to put this program in the blades because it auto levels the blade. He has received complaints from the public about the grading. This program will set the blade at a certain level, thereby making the blading uniform.

Schweigert Road- Delbert Schweigert complained that his road was very rutted after this weekend's rain. Bobby said it will be soft since it has been dug up recently and he plans on having Rick Wiman, Road Operator, go and blade it.

Loader 744/L22- A satellite link box was installed in the loader so that it can transmit information about the equipment to John Deere locations.

Scoria- Bobby is having Hufford Construction crush the scoria at the Buerkle pit.

Anticline Road- Bobby said the road is in rough condition and is being bladed.

11:00AM REC DIRECTOR UPDATES

Present: Angie Rabbit, Rec. Director

Angie came in to meet with the Commission to give them updates on the Rec. Department.

Summer Activities: Softball- There will be 7-11 yr old girls softball teams this year. **T-Ball, Coaches Pitch and Baseball-** These teams will be starting soon. **Fitness Class-** This class will be offered this summer through July 10th. **Swimming Lessons-** Lessons will start June 15th. **Baseball Coaches-** The baseball coaches for this year are Travis Bailey (minors), Bo Lingle (minors & Babe Ruth), Victor Wells and Justin LaCroix (majors). These are volunteer positions and will receive a stipend of \$599. Angie said she received a complaint for not paying the

coaches but she does not have the funds to do that. **Movie Night-** The Jupiter Ascending movie is coming up this Saturday. It is a PG-13 movie to attract older kids. **4th of July Fallon County Day:** Angie will bring in a quote from Carolyne Rentals for the inflatables for the event. The quote will be similar to last year but the games and inflatables will be different. She will be having Rock Jocks DJ the event and will bring their invoice in to the Commission when she gets it. The 5K will be offered again this year. **Volleyball Camp-** Camp will be for 5-8th grade girls and Carol Hadley will coach it. **Sign Language Class-** Leslie Bohle is going to offer this class for 4th-8th graders. **Bowling League-** Bowling League will be offered at the Bowling Alley this year for 5th-8th graders. **Soccer Camp and Art Camp-** Will be offered again this summer in July. **Adult Education-** Weight training classes are being offered for adults this year.

Programs being cut this year- Basketball Camp- Rec. Dept. not offering Basketball Camp this year and Jay Shumaker has contracted MEB- MT Elite Basketball to offer the camp instead. **Cheer Camp-** Rec. Dept. not offering Cheer Camp this year as the Baker High School cheerleaders do the camp as a fundraiser. **Tennis Camp-** Rec. Dept. not offering Tennis Camp this year as the tennis courts are being torn out this summer.

Revenue- Angie's programs are funded by the team fees only and she has a deficit every year operating these programs. The Commission asked if the Concession funds are used for Rec. Department expenses. Angie said the Concessions are handled by the parents and she doesn't receive money from them nor knows what they make. The Commission will research this and see if there is a possibility a portion of the Concession income can be used for Rec. Department expenses.

Storage: The Commission and Angie discussed her storage needs and possible solutions. Her items are being stored in the ball field shed and at the Parks building right now. Angie would like to have a designated area so she doesn't have to move things around constantly. The Commission suggested purchasing a portable container and Commissioner Baldwin will ask Matt Moberg about the cost.

12:00PM- RECESS

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

Noon Recess

1:15 PM RECONVENE

1:15PM MAY ACCOUNT PAYABLES

The Commission reviewed and approved the May End of Month Claims in the amount of \$730,513.23.

1:15pm- Richard Menger, Sanitarian, gave the Commission the diagram of the Steffes Minor Subdivision Septic Design.

2:00PM CITY OF BAKER UPDATES

Present: Clayton Hornung, City of Baker Mayor

Clayton asked the Commission to approve the City's request for the SID 34 & SID 35 funds that they submitted to the County on April 29, 2015. The request has been approved and payment for it will be issued to the City this week.

2:15PM- Darcy Wassman, County Attorney, joined the meeting.

Napa Retaining Wall- The project is out to bid right now. The Commission invited Clayton to attend the bid opening on June 3rd at 11:00am.

2nd Street Drainage- Clayton said the City is working on a plan to deal with the drainage issue on 2nd street and determine the best and most economical way to deal with it. The Commission, Clayton and Darcy discussed the different ways to solve the drainage problem and how it would be paid for. Clayton asked the Commission to let the public know the City is working on a plan to deal with this area if they are asked.

Meeting Attendance- Commissioner Ranum is on the City Council Agenda to discuss a couple of issues. Commissioner Ranum said she asked to be on the City Council Agenda as a citizen, not a Commissioner. The Commission discussed attending a City Council meeting as a citizen versus a Commissioner with Darcy Wassman. Darcy said the members of the Commission have every right to attend an outside meeting as a citizen but cannot speak on behalf of the Commission. If a Commissioner wants to speak on an issue related to Commission business they would have to attend the meeting as a Commissioner and have the majority of the board's approval to represent the board in this way.

Clayton asked the Commission if they wanted to meet with the City of Baker more often as communication between the City and County was one of the items Commissioner Ranum wanted to discuss at the City Council meeting.

Darcy asked the Commission if they want her to respond to questions she has been asked by individual Commissioners or to wait and respond to the question when the Board is in session. The Commission would like her to inform the entire Board on the matter she was asked about.

3:00PM MONTANA ASSOCIATION OF COUNTIES (MACo) INSURANCE INFORMATION

Present: Shannon Shanholtzer, Association Trust Administrator; Jade Boggs, D & J Insurance Agent; Debbie Wyrick, Deputy Clerk & Recorder; Mary Grube, Planner Secretary; Julie Straub, Human Resource Manager

Shannon came to meet with the Commission to give them information on what the MACo's Joint Powers Trust (JPT) has to offer the County. She said it is a self-insured pool of money and that is how the claims are paid. They offer Property & Casualty and Workman's Compensation Policies and work with Counties' independent agents. Their fees are generally lower than other companies except with the Workman's Compensation policies for nursing homes. They offer training for Counties in relation to liability issues that can arise for Counties. A top priority for them is the Counties Detention Facilities due to the increase in lawsuits and liability claims against Detention Facilities. Commissioner Baldwin asked if the Detention Facility policy they have is mandated and if the County wouldn't be covered if they couldn't meet the requirements. Shannon said no, they have worked with the ACLU to create the Detention Facilities policy and guidelines but it isn't mandated. She said Liability Insurance for prisoners only covers prisoners housed in "in-state" county facilities. The Commission will review the information and contact Shannon if interested in the policies MACo has to offer.

3:35pm-Shannon Shanholtzer, Julie Straub and Mary Grube left the meeting.

Fairgrounds Liability- Jade Boggs said the County is currently carrying all the liability when they let the public use the Fairgrounds facility. Barb Lechler, Fair Manager, has been accepting a homeowner's certificate of liability from people who use the Fairgrounds facility but this offers no protection for the County. The ideal policy that would be needed for this is a "Wedding or Event" policy that some insurance companies offer. The cost is approximately \$350-\$390. Debbie Wyrick said if this was required a policy change would have to be put into effect. The Commission will consider this information but no decision was made on the insurance policies.

3:55pm- Jade Boggs left the meeting.

4:00pm- Angie Rabbit, Rec Director, brought in quote from Carolyn Rentals for the Fallon County Day Inflatables. The quote is \$8,999.

4:00PM COUNTY EQUIPMENT INSURANCE, RECALLS ON COUNTY VEHICLES

Present: Debbie Wyrick, Deputy Clerk & Recorder

Equipment Insurance: Landfill Ranger- Debbie Wyrick asked the Commission if they wanted to insure the new Landfill Ranger. The Commission said yes, they want the Ranger to be insured as it will be used on the Coral Creek Road when picking up garbage. **Golf Course Aerator-** Debbie asked the Commission if they want to insure the new Aerator the Golf Course purchased. The Commission said no, it does not need to be insured as it is only used on the grounds.

Vehicle Recalls- Debbie gave the Commission a list of the recalls that have been issued for all County owned vehicles. Commissioner Baldwin will talk to Alba Higgins, Shop Foreman, and will take care of the recall notices and ensure the repairs are made if necessary.

5:00PM- RECESS

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

TUESDAY, JUNE 2, 2015

9:00 AM CONVENE

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

9:00AM- CLOSED/PERSONNEL

10:00AM- HUMAN RESOURCE UPDATES

Present: Julie Straub, Human Resource Manager

IT Tech Position- Julie gave the Commission the IT Tech Job Description she has created to recruit for this position. The pay range for this position will be \$23 to \$25. This wage is in line with other counties in the area. Julie asked the Commission if they wanted the position to be a part-time or full-time position. The Commission would like the position to be full-time.

New Hire Approval Forms- The Commission signed New Hire Approval Forms for Seasonal Weed Crew Hand Kadon Gentilini and Seasonal Cemetery Maintenance Worker Chansé Hoenke.

Safety Issues- Julie spoke with Dale Butori, Weed Supervisor, about giving the women who work alone a radio or pager to alert the Sheriff's Department if they are in danger. Dale suggested giving them a flip phone or a lifeline button rather than a radio.

Julie gave the Commission a copy of an Incident Report filed for a member of the public who slipped in the Courthouse bathroom. The Commission and Julie discussed things that could be changed to try to avoid this happening in the future and it was determined a motion sensor for the light in the bathrooms be installed.

Eastern Montana Industries (EMI)- EMI is a state agency that assists people with disabilities in gaining job skills and training. They pay for a person to work at a business for a flat 10 hours to give them a chance to gain skills. The person would be accompanied by an EMI person to assist them in doing the job. The EMI representative has someone who qualifies for this type of training and Julie suggested having this person work at the Fair or Weed Department. Julie gave the Commission the contract they would enter into if they decided to do this for them to review.

Rifle Range Staff- The Indoor Shooting Range needs an attendant to work at the Indoor Shooting Complex during the time it is open to the public. The Commission suggested hiring someone for 20 hours per week. This person would be there during hours of operation to supervise the public shooting and be responsible for the janitorial maintenance of building. The Commission was relying on the Gun Club to determine the hours they think it should be open but haven't heard anything from them. The person needs to be Range Master certified and if they aren't the County could provide the training. Julie said she will begin to write a job description and asked the Commission to contact the Gun Club to determine hours of operation.

Trotter & Associates- Julie reviewed the contract per the Commission's request. She said the contract looked good except the hours set forth in the contract contradict one another. In one section of the contract it

says the Contractor only has to be physically present in Fallon County as necessary but not less than 6 days per month and in another area of the contract it says the Contractor will maintain regular office hours within Fallon County.

County Boards- Julie said all of the County Boards are authoritative. The Commission is going to set up a Board working session to review all boards as some of the boards should be established as advisory boards rather than authoritative.

Human Resources- Julie removed her part time assistant position from her budget. Julie gave the Commission a letter dated 06/01/15 requesting to move to the office the Justice of Peace recently vacated. The Commission granted Julie’s request to move to the vacant office.

11:00AM- BID OPENING- NAPA RETAINING WALL

Present: Shannon Hewson, Brosz Engineering; John Peila, Diamond J Construction; Bobby Wiedmer, Road Foreman

Commissioner Randash opened the only bid submitted for the NAPA Retaining Wall Project and it was read aloud. Diamond J Construction submitted a bid for \$140,768 for the project. The bid was accompanied with a cashier’s check for the bid bond and did not contain any addendums. Commissioner Randash asked if anyone had comments or wanted to discuss the bid. No comments were made.

Commissioner Ranum made the motion to award the construction of the Napa Retaining Wall Project to Diamond J Construction for \$140,768. Commissioner Baldwin seconded the motion. 3 Ayes. 0 Nays. The motion carried unanimously.

Kramlick/Sparks Reinforced Box Culvert: Shannon Hewson and Bobby Wiedmer told the Commission they met with Tom Sparks and Shelley Dean regarding the easement for the Kramlick/Sparks Bridge project and said it went well. Tom and Shelley want to talk to the Commission about it and will stop by in the afternoon.

11:30AM- BID OPENING- KRAMLICK/SPARKS REINFORCED BOX CULVERT

Present: Jerry Krushetsky, J & S Construction, John Peila, Diamond J Construction, Shannon Hewson, Brosz Engineering, Bobby Wiedmer, Road Foreman

Commissioner Randash opened the bids submitted for the Kramlick/Sparks Reinforced Box Culvert and they were read aloud. All bids had Addendum 1 noted and bid bond in place. The bid amounts were:

	<u>Contractor</u> Diamond J Construction	<u>Contractor</u> Nelcon Inc.	<u>Contractor</u> Century Companies Inc.	<u>Contractor</u> J & S Construction Inc.
Kramlick Total Base Bid w/ Alternate “A”- Cast in Place	\$354,857.10	No Bid	No Bid	No Bid
Kramlick Total Base Bid w/ Alternate “B”- Precast	No Bid	\$579,054	\$402,497	\$371,075
Sparks Total Base Bid w/ Alternate “A”- Cast in Place	\$354,064.10	No Bid	No Bid	No Bid
Sparks Total Base Bid w/ Alternate “B”- Precast	No Bid	\$574,509	\$404,295.75	\$351,633

Shannon Hewson recommended the Commission postpone awarding the bid to give him an opportunity to review the bids and make recommendations to the Commission.

11:42AM- Jerry Krushetsky and John Peila left the meeting.

The Commission, Shannon and Bobby reviewed the bids together. Shannon took the bids to review and will give the Commission a recommendation of who to award the bid to when they meet on Monday, June 15th, 2015.

Parks Sidewalk: Bobby and Scott Rabbit, Parks Director, located the GPS coordinates for the sidewalk by Hoenke’s and Shepherd’s house. Bobby would like Brosz Engineering to do a survey of that area to ensure the GPS coordinates are exact since it will run against a property line. Darcy is going to contact the surveyor at Brosz Engineering to inquire about them doing this for the County. The Commission agreed with Bobby and would like Brosz Engineering to do the survey.

12:00PM- RECESS

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

Noon Recess

1:15 PM RECONVENE

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

ABSENT: Commissioner Ranum, excused to attend a funeral.

1:15PM- IRON HORSE SPLASH PARK BID OPENING

Present: CeBe Schneider, BC6 Builders; Jennifer Tudor, CT Excavating; Scott Rabbit, Parks Director

Commissioner Randash opened the only bid submitted for the Iron Horse Splash Park project and it was read aloud. KO Construction LLC submitted a bid for \$1,155,999 for the project. The bid was accompanied with a cashier's check for the bid bond and had 4 addendums. Commissioner Randash asked when the date of completion would be and the bid specs say it will be completed within 120 calendar days, September 11, 2015 but is dependent on the water features build time. Commissioner Randash asked if anyone had comments or wanted to discuss the bid. No comments were made.

The Commission postponed awarding the bid in order to give them time to have Greg Stahly with Stahly Engineering review the plans before making a decision. Lani DeBuhr emailed the bid information to Greg Stahly asking him to review it.

1:50pm- Commissioner Ranum joined the meeting.

2:00PM- SALARY COMMISSION MEETING

Present: Peggy Hagadone, Salary Commission Member; Brenda Wood, Clerk & Recorder/Salary Commission Member; Debbie Wyrick, Deputy Clerk & Recorder; Darcy Wassman, County Attorney/Salary Commission Member; Jerri Newell, Clerk of Court/Salary Commission Member; Julie Straub, Human Resource Manager; Trenton Harbaugh, Sheriff/Salary Commission Member

The Salary Commission met to review the Fallon County Salary Schedule for FY2015-16. Brenda Wood explained the Inflation Factor of 1.60 that is reflected in the 2015-16 Salary Schedule. The Salary Commission was notified of the affects the decrease of royalties has had on the County.

The increase in pay for elected officials over the last 2 years has been a \$1/hr increase. Jerrie Newell said

she would like to have the elected officials receive an increase in wages and that it should be more than they received last year. Brenda Wood said she supports elected officials getting a raise because if the elected officials opt to not get a raise it means their deputies don't get a raise either.

Peggy Hagadone made the motion to give the elected officials a \$1/hr increase. Brenda Wood seconded the motion. Commissioner Randash stated there was a motion on the floor and asked for discussion. Julie Straub asked if the \$1/hr wage counters the effects of the changing economy. Commissioner Baldwin said no it does not and it is difficult with the affect the oil activity has had on this area to bring wages up to counter the effects of the economy. Commissioner Baldwin asked if the Commission could be excluded from the increase. The Committee said no they couldn't as all elected official wages are based on State Statute and the Commission can't be excluded if raises are given. Julie would like to see elected officials receive a \$1.50/hour raise per hour as she says they deserve it but she is concerned about how that raise would be perceived by the public since there is a slump in Baker's economy. Commissioner Randash said there is a motion on the floor and if there is no other discussion he will take a vote to increase elected officials pay by \$1/hr. 5 Ayes. 3 Nays. The motion carried.

Jerrie Newell said there was statute this session allowing the Clerk of Court and Justice of the Peace to receive the \$2000 addition to base pay and she requested to begin receiving it this fiscal year. Brenda will research the effective date of the statute that Jerrie referred to and requested in order for the Commission to make the right decision in granting the pay increase.

The Commission asked Brenda Wood why she does not get paid the \$2000 addition to base pay that she is entitled to. Brenda said the \$2000 base pay was given to the Clerk & Recorder for Election duties they are responsible for and her Deputy is the one who oversees the elections in the office, not her. Brenda asked if the \$2000 addition to base pay could be paid to her Deputy, Debbie Wyrick, instead since she is the one doing the additional work and was told no, it has to go to the Clerk & Recorder. Brenda said she isn't comfortable receiving pay for work someone else is doing and that is why she doesn't receive the \$2000 additional base pay.

2:35pm- Peggy Hagadone, Darcy Wassman, Trenton Harbaugh and Jerrie Newell left the meeting.

The Commission, Debbie Wyrick, Brenda Wood and Julie Straub reviewed and made the final changes to the Fallon County Salary Schedule for FY 2015-16.

Salaries: The salaries for elected officials will be given a Cost of Living Adjustment (COLA) increase of \$1.00/hour. The Undersheriff will get a COLA increase of 90 cent increase/hour, Sheriff's Deputies will get a COLA increase of 85 cents/hour and the remaining employees will receive a COLA increase of 85 cents/hour with the exception of Road Research-Office, Rural Fire, all Temporary Employees, and Seasonal Employees including Cemetery Caretakers.

Administrative Assistant: The wages were assigned at a starting wage of \$16.70, 6 month wage of \$17.70 and at 1 year wage of \$19.48.

Intermittent Clerical: The wage was set at \$20.19 with no increases.

Maintenance: Commissioner Ranum asked Julie to research if the maintenance position requires a boiler license.

Gun Range: Range Master position will be added with no assigned wage at this time.

Human Resource Manager: The position will be given a \$1.00/hour wage increase.

IT Tech: The wage will be set at a starting wage of \$23/hour, 6 month wage at \$24 and 1 year wage at \$25. Since this is a new position it will not receive the COLA increase this year.

Road: Road Foreman wage will be set at a starting wage of \$21.90, 6 month wage at \$22.90 and 1 year wage at \$23.90.

Temporary Office Help: The position was added back onto schedule at \$10.50/hour.

Special Project Technician: Julie is reviewing the job description and a wage increase may accompany this position.

Weed Department Endorsement: The Commission would like to review the endorsement test and the \$2 wage increase for the endorsement with Dale Butori, Weed Supervisor, at a later date.

4pm- Debbie Wyrick, Julie Straub and Brenda Wood left the meeting.

4:00PM PUBLIC COMMENT

No one appeared for Public Comment.

4:15PM MINUTE REVIEW/APPROVAL

Commissioner Ranum made the motion to approve the minutes for the week of May 18th to May 22nd as amended. Commissioner Baldwin seconded the motion. 3 Ayes. 0 Nays. The motion carried unanimously.

Commissioner Ranum made the motion to approve the minutes for the week of May 26th to May 29th as amended. Commissioner Baldwin seconded the motion. 3 Ayes. 0 Nays. Motion carried unanimously.

4:20pm- Scott Rabbit, Parks Director, joined the meeting.

Scott came in and played a voicemail Greg Stahly with Stahly Engineering left on Scott's cell phone. In the message Greg said he reviewed the bid numbers from the KO Construction bid that was submitted for the Iron Horse Splash Park and said everything looks alright. He will get a certified bid tabulation together and give it to Scott and the Commission.

4:25pm- Scott Rabbit left the meeting.

4:30PM- ENGINEERING SERVICES

Present: Conner Beach, Member of Public

The Commission asked Conner if he had experience with Civic and Planning Engineering. Conner said the majority of his experience is mechanical engineering specifically pumping systems. He is confident he would be able to learn the Civic and Planning side and would have resources to help him if need be. Conner has a Fundamentals of Engineering license (FE) but doesn't have Professional Engineering license (PE). To get the PE license you have to work in the field for 4 years and he is close to having his 4 years in now. Commissioner Baldwin asked if he would be interested in providing planning services to the County on a part-time basis and if it would work with his current position on the farm. Conner said he is interested in it and thinks it would work well with what he is currently doing. The Commission gave Conner the agreement they have with their current contracted planner to review and will meet with him at a later date.

4:45pm- Conner Beach left the meeting.

5:00PM- RECESS

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

THURSDAY, JUNE 4, 2015

9:00 AM CONVENE

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

FALLON COUNTY COURTHOUSE

9:00AM- CAPITAL IMPROVEMENT PLAN REVIEW

Present: Jason Rittal, Eastern Plains Economic Development Corporation (EPEDC) Executive Director; **Clayton Hornung**, City of Baker Mayor; **Brenda Wood**, Clerk & Recorder

The Commission, Jason Rittal and Brenda Wood met to review the County's Capital Improvement Plan and make necessary changes.

Mill Levy Project Offset- The \$1 million Mill Levy Project Offset will be spread out over 3 years at \$333,000 for 3 years. Brenda Wood will call Selena Nelson, Fallon Medical Center CFO, to clarify how the mill levy funds will be dispersed back to County.

Splash Park Project- The amount for the Splash Park Project budget for FY2015-16 was increased from \$1 million to \$1.35 million as the project costs have increased since the original amount was set.

Due to the compaction issues the County had with the recent Dispatch Remodel Project, Jason advised the Commission to talk with Stahly Engineers to ensure they have someone on site to inspect and make sure the project is being done correctly from beginning to end.

Baker Rural Fire- They have some big ticket items they would like to purchase in the future. They originally asked for \$300,000 to be transferred to their capital improvement account for these items but they would now like it to be increased to \$650,000 in order to have a reserve in their account and "build" their capital improvement funds back up. Jason advised the Commission not to put money in a capital improvement account that isn't designated for a specific project or item. Jason said Baker Rural Fire would need to provide a list of the items they would like to purchase with the cost of these items and present it to the Commission. He advised the

Commission not to put money in the account just to “build it up”. Brenda said they plan on coming in to discuss the items they would like to purchase with the Commission.

Airport- \$80,000 was added to the Airport budget for FY2015-16 to purchase their new sweeper.

South Sandstone- \$50,000 was added to the South Sandstone budget for FY2015-16 to account for unforeseen items that are most likely going to arise as the project nears completion.

Gun Range- \$50,000 was added to the Gun Range budget for FY2015-16 for landscaping and other outside work.

Sheriff- \$50,000 was added to the Sheriff budget for FY2016-17 and FY2018-19 to replace vehicles for officers.

Courthouse Windows- \$100,000 was added to the plan for FY2017-18 to replace windows in the Courthouse.

Spillway- \$350,000 was added to the Spillway budget in FY2016-17, FY2017-18, FY2018-19 and FY2019-20 to make repairs to the drainage through town, including the 1st street box culvert replacement.

The Commission asked Jason to come in again to review the plan one final time before budgets from Department heads come in. The time to meet was set to Wednesday, June 10th from 10am-1pm.

11:00AM SANDSTONE EROSION & BOAT RAMP DISCUSSION

The Commission will make an appointment with Jasen Wyrick, Wyrick Construction, to discuss the erosion problems at South Sandstone and the boat ramp.

11:30AM EXTENSION DEPARTMENT UPDATES

Present: Elin Westover, County Extension Agent via Conference Call

Budget- Elin gave the Commission her budget for FY2015-16 to review. The items she has included in her budget to purchase this year are: Kyocera Color Printer for \$649, Tabletop Autofolder for \$999.59, digital camera and a computer for Elin that Don Dilworth will price out and purchase for her. Elin is in the preliminary stages of possibly purchasing 12 hog pens for \$6,300 also.

Temple Grandin Workshop – There were 225-250 attendees. They received a \$2,000 Western Sustainable Agriculture Grant for the workshop. The grant will be used to offset the expenses of the workshop such as speaker fees, travel/lodging, and miscellaneous workshop expenses. These funds will be received in November or December.

Homemakers Workshops- The Extension office has offered 6 Homemaker Workshops with 60 attendees this past year. They received good feedback from attendees and will do it again next year. They are considering doing an 8 week Farm Success Program modeled after the pilot program in Missoula and an arthritis exercise class this Fall.

11:45pm- The Commission went to the O’Fallon Museum to look at an old safe the Town of Plevna would like to have.

12:00PM- RECESS

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

Noon Recess

1:15 PM RECONVENE

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

1:15PM FALLON COUNTY AUCTION

Present: JK Kinsey, Kinsey Auctioneers

The Commission would like to do the auction similar to last year. JK suggested doing an on-line only auction where the bidding would start 2 weeks prior to the auction and end the day of the auction. The Commission decided to not have an online auction but to have a live auction so it doesn’t eliminate people who aren’t computer savvy from bidding. JK said the commission percentage for the auction is negotiable and is dependent on the volume of items sold. The Commission asked Lani DeBuhr, Clerk, to send out an email to the Department Heads to get a preliminary list of things that they will be sending to the auction. The Commission set the date of the Auction for September 16th at 1pm.

1:45pm- Splash Park Bid

Present: Ryan Rittal, Stahly Engineering, via conference call

Scott Rabbit dropped off the bid tabulation from Stahly Engineering for the Commission to review. The Commission reviewed the tabulation and called Ryan Rittal with Stahly Engineering to ask about having someone on-site to inspect the project. Ryan said they can have someone on-site for the duration of the project. Ryan said the project is expected to last 15 weeks and to have an inspector there 40 hours a week for the full 15 weeks would be \$67,000 including travel time and lodging.

The Commission asked Ryan if soil samples for the compaction testing will be done on the project. Ryan said the Contractor is required to take samples of the soil and complete the compaction testing from the site per the bid specifications so it will be done. The test results will then be provided to Stahly Engineering to verify they have met that specification. Ryan said it is a good idea to have an inspector on-site to ensure the bid specifications are being met and to have a tight control on the project. It is also beneficial to be able to identify problems and solve them immediately in order to avoid delays and costly change orders. The Commission will discuss this and get back to Ryan if they would like an on-site inspector.

1:55pm- Ryan Rittal left the meeting.

The Commission discussed the benefits and drawbacks of having an on-site inspector. The drawback is the cost and the benefits are having the assurance the job is done correctly and potentially avoiding additional costs being added to the project in repairs and change orders. The Commission said the cost is high but the possibility of having problems down the road and possibly having to incur the costs of repairs and change orders is high also.

Commissioner Ranum made the motion to hire a Stahly Engineering On-Site Inspector for the Splash Park Project for \$67,000. Commissioner Baldwin seconded the motion. 3 Ayes. 0 Nays. The motion carried unanimously.

Commissioner Baldwin made the motion to award the construction of the Splash Park Project to KO Construction LLC for \$1,155,999. Commissioner Ranum seconded the motion. 3 Ayes. 0 Nays. The motion carried unanimously.

2:00pm- The Commission called Jodi Miller, Town of Plevna Administrator, in response to a message she left them.

Jodi called to inform the Commission about a dispute they are having with Burlington Northern. She said Burlington Northern is claiming they have several right of ways that follow the creek channel and the citizens of Plevna are disputing this as the right of ways they are referring to involve several lots owned by citizens. Deed searches are being done to determine who has the rights if any as Burlington Northern is suggesting making the citizens pay a \$2000/year occupancy fee. The Commission asked Jodi to keep them posted on the progress of this issue and suggested she contact Katy Roles who drew up the draft contracts.

2:00PM CEMETERY LAND PURCHASE

Present: Marilyn and Rodney Askin, Members of the Public

The new drainage system in the Bonnievale Cemetery has allowed more of the land around the cemetery to be usable and the County would like to expand the cemetery if possible. The County asked Rodney and Marilyn Askin if they could buy a piece of land on the South Side of the Cemetery from them. The Commission, Rodney and Marilyn reviewed the new plat that reflects the areas that could be expanded on. The County said they would let Rodney and Marilyn continue to use the land they sell until the cemetery had to expand. Rodney said they want to help the community but doesn't want to sell large areas of their land right now and asked if 5 acres would be enough for the County. The Commission said yes, they will be happy with anything they would agree to sell and if they don't want to sell they understand. Rodney and Marilyn said they would be willing to sell 5 acres and asked the Commission to give them a price. The Commission will discuss a price and get back to them.

2:45PM EMT TRAILER DISCUSSION

Present: Joe Janz, Outside Building Maintenance Supervisor

The Commission asked Joe Janz about the possibility of the EMT trailer being stored on the side of the Ambulance Garage during the months where snow removal is not happening. Joe asked if a pad could be put on the north side of the ambulance garage to park it or if it could be parked at the Fire Hall instead. Joe said he

would do whatever the Commission would like and the Commission said they will discuss it more at a future time.

3:00PM- LANDFILL UPDATES

Present: Tom Kachel, Landfill Manager

Bill Collections- There are \$73,000 in outstanding bills as of May 1st, 2015 from two companies. Tom sent out letters to both companies asking them to pay their account in full by May 30th, 2015 to avoid there account going to collection. He did not receive a reply from either company after sending the letters and has since taken the account information to Darcy to begin the collection process.

Material Origin Report- Tom gave the Commission the analysis report for them to review.

Landfill Master Plan- The Master Plan was submitted to the Department of Environmental Quality (DEQ) but Tom has not received a response back from them yet.

Maintenance- The Commission asked Tom if he is maintaining his equipment. Tom said he keeps track of the maintenance and all equipment is being maintained and is running well.

Tire Pile- The pile of tires is gone and his staff continues to keep up on it so the tires don't sit for longer than a couple of days in the pit.

Tire Recycling- Jay Quenzer, owner of Spiffy's talked to Tom about recycling his tires rather than having them buried at the landfill. Jay said there is a recycling center in Bismarck he would like to begin taking his tires to and suggested Tom join him in shipping all tires there and splitting the cost of transporting them. Tom would like to start doing this if they could find a way to transport the tires to Bismarck. The Commission supports the idea and would like Tom to get more information on what it would cost to begin doing this.

Seeder Mulch- The landfill will be supplying all seeder mulch for the flower beds at the Fairgrounds again this year. The Fairgrounds also would like to use their composting dirt for their flower beds this year.

Tree Branches- Tom is caught up with grinding the tree branches. He cut the large logs into smaller pieces and took them to the Container Site for the public to have and they are all gone now.

Old Side by Side- Tom took the old side by side to the Fairgrounds.

New Ranger- Tom has the new Ranger and has added a few safety measures to it such as lighting, a windshield and fire extinguisher.

Containment Fence- Tom and his staff are building an 800 foot fence to capture fly away garbage with old fencing that has been stockpiled at the landfill.

Landfill Roads- They are being surfaced and have recently been graded.

Container Site Camera- Installed the second camera at the container site.

Intermittent Internet- Tom cannot receive pictures or large documents on his computer at the Landfill because the Internet is slow and intermittent. Mid-Rivers suggested getting a router that can tap into a cell phone tower for faster service. Tom said he talked to Don Dilworth, IT Tech, about doing this and Don said it would be a good idea. The Commission told to proceed with getting the router Mid-Rivers suggested.

3:40pm- Tom Kachel left the meeting.

3:40pm- Shelley Dean, Member of the Public/Landowner; **Barnet Dean**, Member of the Public/Landowner; **Tom Sparks**, Member of the Public/Landowner; **Darcy Wassman**, County Attorney, **joined the meeting to discuss the Sparks/Kramlick Easements.**

Sparks/Kramlick Easements- Darcy reported the construction easement is ready to be signed by the landowners. She is also working on drafting a permanent easement for the structure itself for them to sign. Darcy said the landowners will need to give the County a permit to maintain the land around the structure as well. The landowners said they want the salvage from the project. Tom Sparks asked where the fill would come from as he is concerned about weeds the fill may contain and bring into his land. He suggested using the fill dirt they have. Tom said he talked to Bobby Wiedmer, Road Foreman, about the equipment bringing in noxious weeds and Bobby said they clean the equipment thoroughly to avoid this. The Commission will discuss the fill dirt matter with the contractor.

3:50pm- Shelly Dean, Barnet Dean and Tom Sparks left the meeting.

Hanson Road- Darcy told the Commission they will need an easement for the road before gravel can be put on it. She is working on getting a legal description to use in the easement as this is a new road.

Sidewalk Path- Darcy asked the Commission if the County is planning on maintaining the new sidewalks that are being installed. The Commission said yes they are as it is their project. Darcy would like to have all the areas affected by the sidewalk to be surveyed so we ensure the locations are precise. Commissioner Baldwin is

going to talk to Carson Beach to see if they have the documentation about the property lines that were determined when the Millennium Project began.

4:00PM FAIR BOARD UPDATES

Present- Barb Lechler, Fair Manager; Wanda Pinnow, Fair Board Chair; Pat Ehret, Board Member; Lani DeBuhr, Fair Board Member; Fred Housvicka, American Lutheran Church Board Member; Brenda Wood, Clerk & Recorder/Minute Taker

Food Stand Operation- The Fair Board asked the Commission for clarification on who can use the food stands during events outside of the Fair. After discussing it the Commission and Fair Board agreed that non-profit organizations who are having events at the Fair can opt to use the food stands to make and sell their own foods. Any for-profit organization that uses the Fairgrounds for an event must offer the use of the food stands to the organization who operates that stand during the Fair. The reason for this is the organizations who continually operate the food stands during fair have a long term investment in the food stand and should be given the first opportunity to use it and make money from other events. If the organization doesn't want to operate the food stand for the event or cannot provide the food that the event organizer requests than the food stand can be used by other entities.

Lutheran Booth- The Commission, Fair Board and Fred Housvicka discussed the suggestion Darrel Aaby made on combining the Lutheran Stand and Taco Stand into one building. The benefit to doing this would be saving money on the hood and bathroom construction. The drawbacks are the cost of an architect that would be required for a larger building to be built, the interruption of the flow of traffic in the courtyard area and the limiting of window space the booths would have for their customers. The Lutheran Board would like to continue to have their own building and the Commission and Fair Board agreed that would be ok. Lani DeBuhr asked if the Taco Stand could eventually be torn down and a new one built also and the Commission said yes, it can be budgeted for in future years. The Commission and Fair Board would like the Lutheran Board to meet with Darrel Aaby to help them with the design of their building. Fred said they have already designed the building and will have Darrel review it. The Fair Board asked to be informed of when the Commission and Lutheran Board meet again regarding the building as they would like to be a part of the process.

Budget-The Fair Board submitted their budget for FY2015-16 for the Commission to review. Almost all items remained the same as the current fiscal year except 2 accounts. The travel expense account was increased due to the Fair Board needing to fly to Utah for the Fair Convention this year. The Capital Outlay account was increased to pay for the Lutheran Stand building. Brenda and the Fair Board discussed paying for events that are not "Fair" related and if those items need to be put in a separate account. Brenda will contact Darcy Wassmann, County Attorney, to get further clarification.

Fairgrounds Signage- The Fair Board gave the Commission the quote from ABC Glass for Fairgrounds Signage the Commission approved earlier. The quote is for \$7,310 and the signs will be installed prior to this year's fair.

Rodeo Arena- The Board has had a lot of input from interested parties in changing the layout of the arena. The major changes in the arena will be enlarging it with the calf roping chutes being moved to the South End and the bucking chutes running parallel to the grandstands. The alley way will be longer and behind the steer chutes also. The expenses have been minimal as a lot of the work has been done by volunteers. These volunteers will be recognized at the Fair. Dirt was hauled in from the upper dam and Mike Griffith is working on getting sand delivered too. More panels have been purchased and will be delivered on June 16th. Walt Losinski with Midnight Express and Justin Zich are working on adjusting the sound due to the change of radius in the arena. They plan on running new lines and adding more speakers. The bird netting has been taken down as well and this should help with the sound in the grandstands. Another light pole by the rodeo office will be installed. The expected date of completion is August 1st as they have a Horse Play Day scheduled in the arena for August 3rd.

Rodeo Purse- The purse is set at \$60,000, \$7500 per event as Eddie Coulter received more donations than originally anticipated. This is a concern for the Board as any event over \$5,000 cannot be co-sanctioned. This means the North Dakota contestants will not get points for the Badlands Circuit. The increased purse is going to draw more contestants for slack. Because of this slack, will be moved to Friday as an all-day event and a vet will be required to be on-site during the day. The Commission and the Board Members discussed their concerns of what will happen in coming years with the purse, if it will continue to stay high due to ongoing donations or if this will be a one-time deal for this high of a purse. Commissioner Ranum asked if the purse would have to stay at a certain level now that it has been raised so high. Wanda said no it doesn't, it only has to meet a percentage of your ticket sales which the Fair has never had a problem with.

Hospitality Tent- Eddie Coulter is having a Hospitality Tent behind the arena area for the sponsors to be able to meet and greet the rodeo contestants. He is planning on serving breakfast one morning and will also be serving snacks and alcohol. The Commission and Board discussed the legality of Eddie serving alcohol at the tent and the liability that may place on the County. Eddie said he is going to buy all the alcohol from the Sorority that sells it at the Beer Booth and then give it to people at the Hospitality tent. The only people who will be able to be served there are sponsors who have their wristbands and contestants who are of age. There are concerns about under age contestants being served drinks and suggested Eddie or whomever is going to serve the alcohol take the Alcohol Serving class and become certified. The Board said they would like the alcohol at the Hospitality tent to be restricted to the tent area. The Board said they still have concerns about alcohol being served but not sure there is anything that can be done at this point. Commissioner Baldwin said he is going to contact a few of the people involved with helping Eddie and ask what their plans are for the Hospitality Tent.

Rodeo Office- The Board received 2 quotes for the Rodeo Office. Chuck Graham Welding submitted a quote for \$15,720 and Jolly Builders submitted a quote for \$48,500. The Fair Board is going to have Chuck Graham Welding build the Rodeo Office.

5:30PM- ADJOURN

Commissioner Baldwin made the motion to adjourn. Commissioner Ranum seconds the motion. 3 Ayes. 0 Nays. Motion carried unanimously.

ADJOURN
s/William L. Randash, Chairman

MINUTE TAKER:
s/Lani J. DeBuhr, Clerk

ATTEST:
s/Brenda J. Wood, Clerk and Recorder