

**MONDAY, JUNE 29, 2015**

**9:00 AM CONVENE**

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

**9:00AM HUMAN RESOURCE UPDATES**

**Present: Julie Straub, Human Resource Manager; Mike Kirschten, Rifle Range Board Chairman; Mary Grube, Planner Secretary**

**Rifle Range Attendee Job Description-** Julie Straub gave the Commission a draft of an Indoor Shooting Complex Attendee job description she created. Mike said he was told by Commissioner Ranum they wanted to hire a Supervisor for the complex so the Rifle Range Board created a job description for a supervisor and gave a copy to the Commission. Julie asked for clarification on what the Commission wanted to hire for, a supervisor, attendee or both. Julie said the City Police Officers said they can cover shifts as attendees since they are already qualified for the position. If the Police Officers did this they would be paid by the County as an employee.

The Commission, Mike and Julie discussed the hours of operation and suggested being open a few afternoons during the week and on weekends. The complex will then be available in the morning for Law Enforcement to use it as they need. The Rifle Range Board is having a meeting tonight and will determine the exact days the complex will be open. Julie and Mike discussed having a fulltime supervisor position and attendee positions at the complex. Mike would like at least one attendee hired in addition to a supervisor to ensure there is coverage at all times. Julie suggested hiring "small" and then hiring more personnel if the need is there. Mike wants to make sure the inside and outside maintenance is getting done and doesn't want the Board to be responsible for making bank deposits and ensuring there is staff coverage. Commissioner Randash suggested hiring a 20 hr week Supervisor along with having the City Police Officers work the attendee shifts when needed. Commissioner Ranum suggested hiring a 40 hour week person. Commissioner Randash suggested the Rifle Range Board and Mike Reddick, Police Chief, discuss the coverage and see if they can come up with a plan together.

**9:35pm- Mike Kirschten left the meeting.**

**Planner Secretary Job Description-** Julie proposed Mary's job description be changed from Secretary to Administrative Assistant as her duties are beyond the scope of a Secretary. Julie gave a copy of the new Administrative Assistant job description to the Commission to review and approve. Faron Henderson, Contracted Planner, and Mary both agree this is a better description of what she does. Commissioner Ranum asked if the job needed to be advertised since it has changed. Julie said no, because the job itself isn't changing, the description is just being changed to reflect the job duties that are being done.

**Commissioner Ranum made the motion to approve the job description change from Secretary to Administrative Assistant for Mary Grube. Commissioner Baldwin seconded the motion. 3 Ayes. 0 Nays. Motion carried unanimously.**

**9:45pm- Mary Grube left the meeting.**

**Purchase Request-** Julie gave the Commission a quote from Direct Electric to install motion sensor lights in all eight bathrooms in the courthouse to ensure the bathrooms are well lit when someone enters. The quote is \$1274.58. The Commission approved having Direct Electric install the lights.

**Seasonal Fair Lead Crew Hand Position –** The Commission signed a New Hire Approval Form for Mandy Blohm as the Seasonal Fair Lead Crew Hand.

**Kelly Services Contract-** Julie contacted Cheryl with Kelly Services to discuss possibly using their services to recruit for the IT Tech position. She gave the Commission the Kelly Services contract they require to be signed that states if someone is hired from them the County would have to pay a \$2,500 placement fee. The Commission said they would like to try and recruit without using Kelly Services.

**Safety Report-** All departments have turned in their Safety Self-inspection Reports. Julie recommended the sliding glass door connecting the Department of Revenue and Treasures offices be left unlocked and cleared of any blockage so Bert Lagasse can escape from her desk easily if necessary. The Commission said this was a good idea and asked Julie to talk to Larita Huether with the Department of Revenue about it.

**Safety Incident-** On June 18<sup>th</sup>, 2015 a County employee, backed into a car in the Reynolds parking lot with a County pickup. There was no damage done to the pickup and minor damage done to the car. It has been turned into insurance and no citation was issued.

**Equipment Maintenance Log-** Julie gave the Commission a copy of the Equipment Maintenance Log she created for them to review.

**9:50am- Julie Straub left the meeting.**

**9:50AM- PARKS UPDATES, Scott Rabbit, Parks Director**

**Iron Horse Park Updates-** The Landscape Rock is going down in the park. Commissioner Ranum asked about planting flowers at the park due to the hassle of watering them. Scott said the plants that are chosen for the landscaping are drought resistance so watering them won't be an issue.

**Bike Pump Track-** The skills course at the track will be installed after Gamut Construction pours the concrete for it in the two weeks. Rubber mulch will be put down in the middle of the track when the skills course is finished. Scott plans on having lessons on skating and bike skills in the future.

**Skate Park-** Baker Metal is building railings for the patio areas. A "Skate at Your Own Risk" sign will be installed.

**Splash Park-** Dave Oelette with KO Construction will be down hopefully this week to do a walk through on the area set for the project.

**Sidewalk Lights-** Scott has ordered additional lighting for the new sidewalks being installed around the lake. The lights will be the same as the others except the light will be LED to help alleviate the bugs surrounding the lights.

**Capital Improvement Plan-** Scott said he doesn't have a lot of expenses for the next year except the rotation of equipment and additional sidewalk in the park area. Scott would like to be a part of the discussion for what is set aside for his Department in the Capital Improvement Plan.

**10:05am- Scott Rabbit left the meeting.**

**10:05AM ROAD DEPARTMENT UPDATES**

**Present: Bobby Wiedmer, Road Supervisor; Shannon Hewson, Brosz Engineering Inc.**

**Gravel-** The crew is hauling gravel.

**Culverts-** The crew will be working on the culverts when it isn't so hot.

**Chip & Seal-** Next Monday and Tuesday the Road Dept. will chip and seal the Stanhope Addition and other areas close to town.

**Roxy Lane Road-** Commissioner Baldwin said the water that drains off the Roxy Lane Road is pooling and will probably create problems for that road. Bobby said he would go look at it.

**Airport/DeGrand's Road-** Bobby drove the road and said there is a stop sign on the road that can be seen from a long distance. He doesn't think an additional sign is needed or would be of any benefit.

**Dust Control-** Josi Hadley called into the Commission to ask if anything could be done to control the dust that they are getting on their property. Bobby said if they start trying to contain the dust for one person they will have to do it for all which is a big undertaking. He has been experimenting with Calcium Chloride to help stabilize the roads and a by-product of this should be having less dust coming off the roads when driven on. He said if this method works they can do what other Counties have done, have the property owner pay for the chemicals and the County applies it. Commissioner Ranum suggested putting in speed bumps on the road so people wouldn't drive as fast and kick up lots of dust.

**Sparks Bridge-** Shannon suggested the Commission award the Kramlick/Sparks Box Culvert Project to the lowest bidder which is Diamond J Construction.

**Commissioner Baldwin made the motion to award the bid for the Kramlick/Sparks Reinforced Box Culvert Project to Diamond J Construction for \$708,921.20. Commissioner Ranum seconded the motion. 3 Ayes. 0 Nays. The motion carried unanimously.**

John Peila with Diamond J Construction said a tentative start date for the construction of the Sparks Bridge would be the first part of August. Shannon said the Wetland Delineation and permitting should be done by then so there shouldn't be a problem to start at that time. Shannon will talk to John about the fill dirt they will be using and the landowners desire that it comes from their area to avoid weeds being brought in. Shannon said he plans on keeping in touch with Tom Sparks about the Wetlands Delineation being done also.

**Kramlick Bridge-** Shannon said construction on the Kramlick Bridge can begin once the agreement is drafted and signed.

**Lot 5 of the Neary Plat-** This lot was resurveyed to square up Lot 5 and establish a traffic lane to go through. The Planning Dept will be giving Shannon approval to submit the final plat with the final signatures for the lot this week.

**Cemetery/Robert Singer-** Shannon went to the cemetery and found the pin for Robert Singer. The pin was set by Brosz Engineering but has been removed and another marker was put in its place. Because of this the surveyor will need to verify the marker is in the right place. Shannon asked the Commission if they wanted him to do anything with the pin or to leave it as is. Shannon is concerned it will be disturbed by mowing since it is sticking about a foot out of the ground. The Commission would like the surveyor to set another pin similar to the marker that is in the ground now, to put it flush with the ground and then dig around it so Bobby Wiedmer can put cement around it.

**Bridge/Road Construction-** The Commission gave Shannon a copy of the letter Jason Rittal, Eastern Plains Economic Development Corporation Executive Director, drafted to send to Governor Bullock concerning Bridge/Road Construction delays for him to review.

**10:55am- Bobby Wiedmer and Shannon Hewson left the meeting.**

**11:00AM WORKFORCE HOUSING RESOLUTION, Mary Grube, Planner Administrative Assistant, Forest Sanderson, Kadmas Lee & Jackson (KLJ)**

The Commission and Forest Sanderson reviewed and discussed the Resolution Adopting Zoning for Workforce Housing KLJ drafted on the County's behalf. Forest went through each item with the Commission asking for any changes or additions that they would like to be made.

Forest and the Commission reviewed the Workforce Housing Plan. Forest suggested if the Commission wants to move forward on this the next step would be setting up a formal public hearing. An Administrator and a Board of Adjustments will need to be established by the Commission after the ordinance is created. Forest will clean up the document and him and Mary will get the public hearing scheduled.

**11:30AM WEED BUDGET REVIEW**

**Present: Dale Butori, Weed Supervisor**

**Budget Items-** Dale gave his budget for the Weed and Noxious Weed Departments to the Commission to review. Dale would like to purchase a side by side this coming fiscal year for approximately \$14,000 and can put grant money he receives from the State towards half of it. He currently has 2 side by sides and would like to have a third for a backup.

Dale wants to keep the water tank cement pad funds in his budget that have been planned for a couple of years but have not been done yet.

Dale is going to start having the Road Department pay for their weed chemicals so it is reflected in the Road Department's budget and not the Weed Department's budget. This will relieve Dale of having to bill the Road Department for the chemicals and budget for their chemicals. The Weed Department will store and apply the chemicals as always. The Commission and Dale discussed the purchasing and storing of chemicals and will continue to purchase the chemicals at the end of the season for cost savings.

**4 Wheelers-** The Weed Board does not want the crew to use 4 wheelers anymore due to safety issues. He has two four-wheelers he wants to send to auction or another department. One of the 4 wheelers is in mint condition and the other is in good condition. The Commission will discuss what they want to do with the 4 wheelers and let Dale know.

**Weed Pull Day-** Dale is planning a weed pull day on July 16<sup>th</sup> for the Tronstad, Pinnow and Cody Johnson pits. His crew and 4-H kids will be doing it.

**12:00PM- NOON RECESS**

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

**1:15 PM RECONVENE**

**1:15PM RIFLE RANGE UPDATES**

**Present: Mike Kirschten, Rifle Range Board Chairman**

**Grant Funds-** Mike applied for a grant with Fish, Wildlife & Parks (FWP) for the amount of \$28,794 to pay for half of the handicap sidewalks and outdoor toilets. Mike was told by a FWP employee that it is likely they will receive the full amount they requested but is not definite. Mike gave the Commission a breakdown of the cost of the handicap sidewalks and outdoor bathrooms for them to review.

**Purchases-** All the items the Commission approved last week have been purchased and are being delivered. Mike gave the Commission a copy of all of the invoices for the items totaling \$18,435.92. Mike said some of the items have increased in price since the original quotes he received and that is why it is more than the \$16,180.90 he originally quoted the Commission. He has also been ordering cleaning supplies and plans to order first aid kits after talking with Lisa Mitchell, Ambulance Director.

Mike and the Commission reviewed the targets that would be purchased and sold at the complex. Mike is researching safety glasses and ear protection to sell as well. He is going to keep the prices of these items the same as what they are being sold for in town so it doesn't undercut the local businesses. The proceeds from the complex will be put into the Rifle Range account to offset the expense of maintaining and staffing the complex.

Mike purchased a tool set to have at the complex and would like to purchase heavy duty shelving to store supplies. He suggested purchasing a scaffolding unit and a furniture dolly as well. The Commission approved the purchase of these items.

**Commissioner Minutes-** Mike said the price stated for use of the archery side of the complex was recorded incorrectly for the minutes of June 8-12<sup>th</sup>, 2015. The correct amount to use the Archery side of the range is \$10 for non-members and \$5 for members.

**Fencing-** Gene Vennes will be starting on installing the fence the end of this week or beginning of next week.

**Gutters-** Commissioner Baldwin said he talked to Jade Melby with Melby's Seamless Gutters and he will be out to install the gutters sometime this week.

**Dog Day Shoot-** The complex will be opened during the shoot for people to tour the facility. Deb Kirschten is planning on showing people around the facility during the shoot.

**Indoor Shooting Complex-** Mid-Rivers will be out installing the line tomorrow at 6pm.

**1:45pm- Mike Kirschten left the meeting.**

**1:45PM PUBLIC COMMENT**

**1:45pm- Joe Janz joined the Public Comment meeting.**

**Curbs & Sidewalks-** Richard Schwartz looked at the sidewalks and curbs around the courthouse and gave an estimate of \$60,000 to repair all of it. The Commission will discuss it and decide if they want to pursue this at a later date.

**1:55pm- Joe Janz left the meeting.**

**1:55pm-** Julie Straub joined the meeting letting the Commission know Larita Huether does not want to keep her sliding glass door unlocked due to having private information in her office. The Commission asked Julie to schedule a time for them to meet with her and Larita to discuss this.

**2:00pm- Julie Straub left the meeting.**

**2:00PM CO2 PIPELINE DISCUSSION**

**Present:** **Bill Atchison**, Denbury HSE Compliance Coordinator; **Bill Frost**, Percheron Field Services Project Manager; **Brett Meyer**, Denbury Pipeline Land Records Administrator; **Ed Karpel**, Denbury Pipeline Project Manager; **Gauri Gajewar**, Denbury Environmental Compliance Coordinator; **Rusty Shaw**, Denbury HSE Compliance Manager

The Denbury and Percheron Representatives came to introduce the Commission to the CO2 Pipeline Project that will be going through Fallon County in 2020. The pipeline is a proposed 20 inch CO2 line, similar to what they brought to Bell Creek. The pipeline will be 110 miles long beginning at Bell Creek and running parallel to the Bison line up to the Oneok line and then to the ELOB Facility. Ninety-three miles of the pipeline will be co-located with the other pipelines and the pipelines will be offset 50 feet from one another. The project will require 100 foot wide construction right of ways and 50 foot wide permanent right of ways. They will also be using existing flow lines, wells and right of ways when constructing. The tentative date for construction is set for August to November 2020. The Denbury representatives have met with other counties that will be affected by the pipeline and they have been well received thus far.

The long timeframe for construction is due to the Sage Grouse issue still being in progress and the new Risk Management Plan (RMP) being required. They are planning on having a robust mitigation plan and following Wyoming's plan that was sufficient in protecting the Sage Grouse. The new RMPs state you can't lose habitat with construction so they will be working with environmental engineers to ensure their plan is accepted and construction can move forward.

Brett Meyer asked about the various permits they will need to plan for in Fallon County. The Commission said they will need a road contract, encroachment permit and to contact the Planning Department when they get closer to construction to find out anything else they may need to get a permit for. Rusty Shaw said they will be assessing the transportation and accommodation needs prior to beginning the project. They will also be working with their contractors to control dust, take care of the roads while they are here and will have an inspection team onsite during the construction.

**2:45pm- All Denbury and Percheron Representatives left the meeting.**

**2:50PM- COMMISSION BUSINESS/WORK SESSION**

**Present:** **Brenda Wood**, Clerk & Recorder

**Coral Creek Landfill Trust Account-** Brenda said Wells Fargo has resigned as the County's trust agent for the Coral Creek Landfill Trust Account. Brenda talked to Tim Stepp from the Department of Environmental Quality about it and he said there is no deadline to find another trust agent and that Wells Fargo can't quit being our agent until another agent is found and assigned to the account. Tim said another option would be to put the money into a CD rather than a trust account although a CD doesn't earn as much interest and you get penalized for early withdrawal. Tim said he has several counties that have their trust accounts with the 1<sup>st</sup> Interstate Bank out of Polson, MT. Brenda talked to Patsy at the Bank of Baker and Patsy said they don't have a trustee to do trusts but they could do a CD. Patsy suggested Brenda contact 1<sup>st</sup> Interstate Bank and Stockman Bank. The Commission would like Brenda to ask the Fallon County Federal Credit Union and Stockman Bank to see if they have trust accounts.

**3:04pm- Brenda Wood left the meeting.**

**Wetland Delineation for Sparks Box Culvert-** The Commission reviewed and approved the quote for Carlson McClain to do the Wetland Delineation for the Sparks Reinforced Concrete Box Culvert for \$3,030.

**MINUTES APPROVAL-**

**Commissioner Baldwin made the motion to accept the minutes with revisions for the week of June 22-26<sup>th</sup>, 2015. Commissioner Ranum seconded the motion. 3 Ayes. 0 Nays. The motion carried unanimously.**

The Commission reviewed and approved June 2015 time sheets, payroll & withholdings in the amount of \$503,286.49 and they are as follows:

**DIRECT DEPOSITS ONLY**

<b>Date</b>	<b>Name</b>	<b>Amount</b>
6/30/15	BAINTER, MAGGIE M	\$ 2,361.60
6/30/15	BALDWIN, STEVEN S	\$ 3,636.85
6/30/15	BANISTER, KAREN A	\$ 2,666.83
6/30/15	BENEFIEL, NICOLE M	\$ 1,305.21
6/30/15	BERTSCH, KELI R	\$ 1,402.24
6/30/15	BROWN, CARLA F	\$ 2,789.93
6/30/15	BRUHA, DOUGLAS K	\$ 3,173.01
6/30/15	BUMGARDNER, HUGO F	\$ 2,778.49
6/30/15	BUTORI, DALE R	\$ 3,047.33
6/30/15	BUTORI, DANIELLE F	\$ 997.76
6/30/15	CHRIST, PAUL M	\$ 2,087.27
6/30/15	COOPER, JESSICA M	\$ 2,302.01
6/30/15	CUPPY, KIMBERLY A	\$ 4,127.27
6/30/15	DAVIS, TIFFANY A	\$ 2,049.04
6/30/15	DEBUHR, LANI J	\$ 2,038.23
6/30/15	DIETZ, CLINTON A	\$ 3,200.92
6/30/15	DULIN, LISA J	\$ 2,779.80
6/30/15	EISELE, NICHOLAS P	\$ 3,967.33
6/30/15	FLINT, BRENDA K	\$ 2,873.46
6/30/15	GRUBE, MARY E	\$ 2,290.13
6/30/15	GRUBE, TIMOTHY R	\$ 3,838.77
6/30/15	HALL, DAVID J	\$ 3,681.85
6/30/15	HERBST, LYNDA M	\$ 2,480.18
6/30/15	HIGGINS, ALBA E	\$ 3,551.72
6/30/15	IRGENS, CINDY J	\$ 1,425.68
6/30/15	JANZ, JOE M	\$ 2,965.05
6/30/15	JENSEN, KIMBERLY B	\$ 2,399.70
6/30/15	JEPPESEN, MIKAYLA F	\$ 1,679.12
6/30/15	JOHNSON, JESSICA M	\$ 2,164.95
6/30/15	JORGENSON, BRITTANIE R	\$ 2,288.85
6/30/15	KACHEL, THOMAS D	\$ 2,820.92
6/30/15	KETTERLING, BARBARA E	\$ 2,849.74
6/30/15	KIRSCHTEN, MICHAEL	\$ 2,299.25
6/30/15	KLANG, BARBARA A	\$ 3,038.65
6/30/15	LACROIX, JACOB L	\$ 3,042.65
6/30/15	LAGASSE, ROBERTA R	\$ 2,269.78
6/30/15	LECHLER, BARBARA A	\$ 2,550.48
6/30/15	LEE, CHARLES D	\$ 2,277.63
6/30/15	MEGGERS, BETH L	\$ 2,020.25
6/30/15	MEGGERS, ROGER D	\$ 1,334.31
6/30/15	MENGER, RICHARD A	\$ 2,192.86
6/30/15	MOORE, STACEY L	\$ 2,246.43
6/30/15	MUCKLE, THOMAS A	\$ 84.45
6/30/15	MURNION, MINDI	\$ 1,003.43
6/30/15	NEWELL, JERALDINE A	\$ 1,792.86
6/30/15	NEWELL, KATHERINE L	\$ 1,850.06
6/30/15	OVERN, MITCHELL L	\$ 2,990.93
6/30/15	PINKEY, ADAM J	\$ 3,601.20
6/30/15	POST, JULIE M	\$ 1,786.31
6/30/15	POWERS, JESSICA E	\$ 2,708.03
6/30/15	RANDASH, WILLIAM L	\$ 3,042.15
6/30/15	RANUM, DEBRA A	\$ 3,145.25

6/30/15	REISSIG, TOBY J	\$	2,838.99
6/30/15	ROBBINS, DELAYNE J	\$	2,247.81
6/30/15	SAGGIO, KIM M	\$	2,183.64
6/30/15	SCHMIDT, DIANA L	\$	2,185.53
6/30/15	SCHWARTZ, SHARON K	\$	2,317.03
6/30/15	SHIPMAN, TRICIA L	\$	1,086.60
6/30/15	SIELER, KENDALL S	\$	3,317.23
6/30/15	SIELER, MARK E	\$	3,380.50
6/30/15	SMITH, SUZANNE K	\$	2,681.38
6/30/15	STRAUB, JULIE M	\$	2,939.20
6/30/15	WASSMANN, DARCY WASSMAN, COUNTY ATTORNEY, L	\$	5,015.52
6/30/15	WELLS, VICTOR B	\$	2,894.82
6/30/15	WENZ, MARILYN M	\$	2,022.54
6/30/15	WIEDMER, BOBBY A	\$	3,846.35
6/30/15	WILDISH, DOUGLAS W	\$	3,410.23
6/30/15	WILKIE HOEGER, BRENDA L	\$	2,489.38
6/30/15	WIMAN JR, KENNETH P	\$	3,650.48
6/30/15	WIMAN, DEBI K	\$	3,495.59
6/30/15	WOOD, BRENDA J	\$	2,544.94
6/30/15	WYRICK, DEBORAH D	\$	2,777.85

**BALANCE OF PAYROLL & WITHHOLDINGS**

<b>CK #</b>	<b>Payee</b>	<b>Amount</b>
36462	WELLS, MARY KIESHA	\$ 657.38
36463	HARBAUGH, TRENTON C	\$ 3,634.78
36464	HAUKE, LUKE E	\$ 150.99
36465	MUCKLE, DEY J	\$ 315.12
36466	NELSON, TREVOR J	\$ 111.15
36467	BARRETT CHASKA, LINDSAY L	\$ 690.88
36468	CHASKA, RODNEY J	\$ 823.88
36469	KILSDONK, RODNEY H JR	\$ 1,367.48
36470	KILSDONK, SCOTT	\$ 1,085.08
36471	MITCHELL, LISA R	\$ 2,439.67
36472	MORRIS, PATRICIA A	\$ 452.09
36473	PANKRATZ, LAURIE M	\$ 255.57
36474	RYDEN, MARY LOU	\$ 405.45
36475	SCHWARTZ, BRIDGET L	\$ 1,029.28
36476	GRAY, ROSCOE J	\$ 3,496.65
36477	HESS, TROY D	\$ 3,009.08
36478	MAIER, ROLAND R	\$ 3,557.00
36479	DAHL, EILEEN I	\$ 1,148.50
36480	DAHL, LARRY J	\$ 1,142.07
36481	FELT, IVEN L	\$ 2,593.36
36482	HOENKE, CHANSE N	\$ 1,617.51
36483	BERGER, SARA E	\$ 1,909.29
36484	GENTILINI, KADON D	\$ 1,017.42
36485	MAHON, THOMAS D	\$ 1,081.34
36486	POWELL, KEVIN W	\$ 783.37
36487	RISHLING, BRITTANY M	\$ 1,894.99
36488	ROST, DANIEL S	\$ 954.98
36489	SKELTON, JAMES B III	\$ 682.70
36490	ALLERDINGS, ROBERTA A	\$ 345.83
36491	FUCHS, PAULA L	\$ 707.52
36492	HALL, LORI A	\$ 51.67
36493	HAVENS, MARY ALICE	\$ 100.40

36494	LOVEC, JEANETTE J	\$	239.84
36495	MILLER, ROBIN L	\$	2,089.82
36496	PICKETT, SANDRA A	\$	1,464.63
36497	BETTENHAUSEN, DARBY L	\$	2,082.83
36498	BOHLE, DuWAYNE W	\$	1,586.51
36499	BROWN, DAROLD O	\$	167.19
36500	ERICKSON, TRESTON D	\$	1,091.26
36501	GUNTER, JULIE A	\$	863.36
36502	SMITH, WILLIAM D	\$	1,345.34
36503	STUTTS, JOSHUA N	\$	1,020.20
36504	TYSVER, ZACHARY Z	\$	1,109.56
36505	HUNT, JUDY L	\$	1,298.74
36506	ARNELL, DALLAS J	\$	1,116.90
36507	HOVERSLAND, JAY W	\$	1,130.68
36508	KARY, ERIC J	\$	3,112.70
36509	PACKER, MATTHEW G	\$	762.73
36510	VAN ZEE, DERYK E	\$	1,118.23
36511	MEGGERS, DARIN R	\$	1,019.59
36512	AFLAC GROUP INSURANCE	\$	712.55
36513	CBB COLLECTIONS INC.	\$	568.68
36514	EMPLOYEE BENEFITS MGMT.	\$	2,632.98
36515	FALLON CO TREASURER	\$	180,014.69
36516	FALLON COUNTY FEDERAL CR UNION	\$	5,127.00
36517	FALLON COUNTY HEALTH INS.	\$	44,556.89
36519	FRIENDS OF FMC FOUNDATION	\$	60.00
36520	LIBERTY NATIONAL LIFE INSURANCE CO	\$	2,093.53
36521	MACo HEALTH CARE TRUST	\$	2,576.00
36522	MONTANA CSED	\$	199.00
36523	VICTORY INS CO WORKMANS COMP	\$	15,968.77
	<b>TOTAL</b>		<b>\$ 503,286.49</b>

**AGREEMENTS/CONTRACTS-**

**MT Wool Growers Association-** Commissioner Randash, as Chairman of the Board, signed the Memorandum of Understanding from the Montana Wool Growers Association agreeing to allocate \$664 for the protection of sheep from destructive animals.

**MT Dept of Public Health & Human Services Task Order-** Commissioner Randash, as Chairman of the Board, signed the Task Order 16-07-6-11-017-0 to Fallon County Unified Government Master Contract that Covers the Period of July 1, 2012 through June 30, 2019 between Montana Department of Public Health and Human Services and Fallon County.

**Superintendent of Schools Contract-** The Commission reviewed and signed the Contract County Superintendent of Schools Agreement between Fallon County and Don Dilworth effective July 1, 2015. The contract is filed in the Clerk & Recorder's Office.

**RESOLUTIONS-**

**Budget Resolution 6-29-2015-** The Commission reviewed and signed Budget Resolution 6-29-2015 authorizing the transfer of funds between accounts for FY2014-15. The resolution is filed in the Clerk & Recorder's Office.

**MISCELLANEOUS-**

**Purchase Requests-** The Commission approved Sheriff Trent Harbaugh's purchase requests from Zachmann Construction Services for repairs to jail cells C3 & C4 for \$9,834.50 and for the TimeKeeping system to track prisoner checks for \$3,758.27.

**MISCELLANEOUS EMAILS-**

The Commission reviewed the emails sent to them from State agencies and other entities.

**REPORTS/FLYERS/MINUTES-**

**Council on Aging-** Senior in Action Newsletter/July 2015

**Town of Plevna-** Plevna Water Phase 2 Project Updates for week 06/22/15

**Special Project Report-** DuWayne Bohle, Special Projects, submitted a Special Project Report dated 6/29/15 to the Commission. The report is filed in the Clerk & Recorder's Office.

**REVENUES-****Fallon County Airport-** Jet Fuel Revenue of \$366.24**Dept of the Interior-** Payment in Lieu of Taxes Revenue for \$35,293**4:00PM- COUNTY ATTORNEY UPDATES****Present: Darcy Wassman, County Attorney, Wassman, County Attorney**

**Closed session minute taking-** Darcy Wassman, County Attorney's assistant Lisa Hastig called National Association of Counties (NACo) to ask them for clarification on the closed session minute taking rules. She had to leave a message so when Darcy Wassman, County Attorney, hears back from them she will notify the Commission on what they say about this.

**Trotter & Associates Contract-** Darcy Wassman, County Attorney, and the Commission discussed what the Commission would like changed in the contract. The Commission would like the hours Faron Henderson, Contracted Planner, is expected to be in the office or available by phone to be more clear in the contract. Darcy Wassman, County Attorney, will draft an addendum to the contract to clarify his hours and time.

**Gravel Installment Contract-** Darcy Wassman, County Attorney, researched using a contractor for gravel over an extended period of time and said if the County plans on purchasing gravel from a contractor over a long period of time in which the gravel is expected to exceed \$80,000, it would have to go out for bid. Once it has gone out to bid and been awarded she suggested doing a long term contract with the chosen contractor. Commissioner Randash said an inflation factor would need to be included if they entered into a long term contract.

**Lake Path Easements-** Darcy Wassman, County Attorney, asked the Commission for help in getting the legal descriptions for the sidewalk pathways to include in the easements she will draft for the landowners. Commission Baldwin is going to talk to Carol Zachman about it as he thinks she may have the legal descriptions for when the Millennium Project was being done. The Commission said the sidewalk isn't going on anyone's property, it is only going on City property, along their streets, so no easements with landowners may be needed. They will need an easement with the city as the County is going to maintain the sidewalks. Darcy Wassman, County Attorney, said Scott Rabbit, Parks Director, dropped off an easement from the City to the County for the sidewalks but it didn't have a legal description. Commissioner Baldwin is going to talk to Kevin Dukart, City Clerk & Treasurer, about the easement.

**Fidelity Lease-** The lease has been sent to Jason Bechtold with Fidelity for him to review.

**Hanson Road Easement-** The Commission and Darcy Wassman, County Attorney, discussed the easement that is going to be drafted for Hanson's Road. Darcy Wassman, County Attorney, asked why the County would maintain a person's approach to their house. Commissioner Randash said if a rural landowner builds a road to their house, the County will surface it and if an easement is given they will maintain it. Darcy Wassman, County Attorney, said she was surprised the County does this for residents as she views it as a property owner's responsibility to surface and maintain their own road, not the County. The Commission and Darcy Wassman, County Attorney, discussed if the County is appropriately taking easements and if surfacing and maintaining a landowner's private road is necessary. Darcy Wassman, County Attorney, asked if any other counties do this for their residents and the Commission said they were not aware of any that do.

Darcy Wassman, County Attorney, is going to attend a training Spencer Huether is giving on using the Terrain Navigator Pro software program so that she will have a better understanding of the road information she will need to use when drafting these easements. Darcy Wassman, County Attorney, said she needs clarification on what the county will do for a property owner and what the property owner's responsibility is for future easements she drafts. She suggested the Commission create a policy for surfacing and maintaining private roads if they are going to continue to do this.

**4:45pm- Trent Harbaugh, Sheriff, Brenda Hoeger, Dispatch Supervisor, Julie Straub, Human Resource Manager, joined the meeting.**

**Dispatch-Detention Officer Status-** Brenda Hoeger, Dispatch Supervisor, said she is concerned her staff will lose their Sheriff Retirement System (SRS) status and 75 cent per hour pay for detention duties if Trent Harbaugh, Sheriff, hires detention officers. The Commission said the current Dispatchers will continue to be paid 75 cents for time they monitor the jail screens and would continue to be in SRS. Future dispatchers will not be enrolled in SRS nor be required to attend Detention training but will get paid the 75 cents for watching the jail screens. Brenda Hoeger asked if they would still be required to do female bookings and Trent said yes, if he needs one of the Dispatchers who has attended the Detention training to do a booking he will call them in and they will get paid the \$15 to do so. Brenda said she has two employees that have not attended the Detention training. One of the employees has worked for the County for over a year and the other employee has worked for the County for 3 months. Brenda Hoeger would like these employees to attend the training as they are already enrolled in SRS. Darcy Wassman, County Attorney, Wassman asked if these employees were hired with the expectation they would be attending the Detention training and Brenda said yes. Brenda Hoeger said the only difference between the two employees is the new employee has not had any interaction with inmates nor has had to monitor them on the jail screens. Julie Straub, Human Resource Manager, said the employee who has worked for over a year should go to the training and continue to be enrolled in SRS but the other employee who has only worked for the County for 3 months and is still in the probationary period should not. Darcy Wassman,



County Attorney, asked Julie if the job description the employee was hired for said they had to attend the training and Julie said yes it does but an employer has a right to change job duties while someone is in a probationary period. Brenda Hoeger said she would like this employee to be able to go to the training and be enrolled in SRS as she is going to be a long term employee. Brenda Hoeger said no matter what the Commission decides she would like to be notified right away so she can have Ryan with Third Signal help her right a policy for their correct job duties so it is clear what her dispatchers are expected to do. Trent said Brenda Flint, Sheriff Secretary, should also be able to continue the process of enrolling in SRS as she has gone to the Detention training and will continue to detention officer duties.

Commissioner Ranum asked Brenda Hoeger if Dispatch would be sharing their space with the detention officers and Brenda said no. Brenda Hoeger and Trent discussed if Brenda Hoeger would be needed to keep track of CJIN certification for the detention officers and Trent said no he didn't think that would be needed. Brenda Hoeger said the CJIN user agreement may need to be drafted differently.

**5:20pm- Julie Straub, Brenda Hoeger and Trent Harbaugh left the meeting.**

**Health Board Resolution-** Darcy Wassman, County Attorney, is still working on drafting the resolution.

**Land Easements-** Darcy Wassman, County Attorney, is continuing to work on the Land Easements.

**Splash Park-** Darcy Wassman, County Attorney, is communicating with the contractor and trying to get the agreement and contract completed.

**Fire Incident Recovery-** Darcy Wassman, County Attorney, asked if the Commission has to sign the Fire Incident Recovery document sent to them by MACo as John Ostlund, Yellowstone County Commissioner, suggests to not sign it as it may put an undue burden on Counties. The Commission said a directive hasn't been giving saying they have to sign it so for now they won't sign it.

**Inter-local Agreement-** Commissioner Ranum is concerned there is misuse of County equipment by the Parks Department. Darcy Wassman, County Attorney, suggested reviewing the Agreement with the City and advising them to ensure it is followed as written. Commissioner Randash feels they are getting their money's worth out of Scott. Commissioner Ranum shared other concerns she has with the City and Darcy Wassman, County Attorney, suggested they take their issues to the City Council to discuss with them.

**5:45pm- Darcy Wassman, County Attorney, Wassman left the meeting.**

**5:45PM- RECESS**

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

**TUESDAY, JULY, 2015**

**9:30 AM RECONVENE**

**PRESENT William L. Randash, Chairman; Deb Ranum, Member**

**ABSENT Steve Baldwin, Member**

**CLYDE BURNS' HOUSE, 217 W KIMBALL, BAKER, MT**

**Clyde Burns' House-** Kim Buerkle, Clyde Burns' daughter, contacted the Commission asking if they would be interested in purchasing her father's duplex for County purposes. Commissioner Randash and Commissioner Ranum went to view Clyde's home to determine if it would be something they would be interested in pursuing. No decision was made.

**10:00AM CAPITAL IMPROVEMENT PROJECT (CIP) PLAN**

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

The Commission, Jason, Clayton, Brenda, Alba and Bobby met to discuss the Capital Improvement Project Plan and make necessary changes.

**Road/Bridges-** \$125,000 was added to the Road budget in FY2015-16 for a new blade and reversible plow. \$1 million was added to the Road budget in FY2019-20 for a new scraper.

**ByPass Road-** \$1 million was deducted from the ByPass Road budget in FY2019-20 to balance the budget for the Road's new scraper.

**Courthouse-** \$25,000 was added to the Courthouse budget for FY2015-16 for 2 new copiers and a new plat map cabinet in the Clerk & Recorder's office.

**Weed-** \$32,000 was added to the Weed budget for FY2015-16 for half of a side by side and a cement pad for the water tank. The cement pad was budgeted for in FY2014-15 but was not done therefore it will be budgeted for again in FY2015-16.

**Library-** \$10,000 was added to the Library budget for FY2015-16 for a new copier.

**Baker Rural Fire-** \$1.25 million was added to the Baker Rural Fire budget for FY2014-15 and FY2015-16 building funds and a pump truck.

**Airport-** \$80,000 was taken out of the Airport budget for FY2015-16 as the broom the \$80,000 was budgeted for was paid out of FY2014-15.

**Community Service-** Community Service requested \$20,000 for a new pickup to be purchased. The Commission discussed giving Tim Grube’s pickup to Community Service once his new truck is purchased instead of purchasing a new pickup. No money was put into the Community Service budget at this time.

**Landfill-** \$100,000 was added to the Landfill budget in FY2017-18 for a loader replacement. A scraper may possibly need to be purchased for the landfill as well. The Commission will have Tom Kachel come in to discuss this and will let Jason know of the amount that may need to be added to their budget.

**Dog Kennel-** Clayton asked if there was any plans to put money in the budget for the Dog Kennel. He said the City has the land and fencing for the impound area. The Commission said the City Council had put the Dog Kennel on the back burner a while ago so the Commission did as well. They will look at it again next year.

The next meeting to start finalizing the Capital Improvement Plan will be Thursday, July 9<sup>th</sup> from 1:30-3:00pm.

**11:40am- Brenda Wood, Jason Rittal, Clayton Hornung, Alba Higgins and Bobby Wiedmer left the meeting.**

**12:00pm- The Commission went to Fallon Medical Complex to attend the Health Board Meeting.**

**1:30PM ADJOURN**

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

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ADJOURN  
s/William L. Randash, Chairman

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MINUTE TAKER:  
s/Lani J. DeBuhr, Clerk

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