

9:00AM CONVENE

PRESENT: Steve Baldwin, Chairman; Member; Peggy Paylor, Recording Clerk; Lani DeBuhr, assist Recording Clerk if necessary.

ABSENT: Deb Ranum, William L. Randash, Members

FALLON COUNTY COURTHOUSE

9:00AM MEETING DELAYED DUE TO NO QUORUM

9:20AM PLANNER UPDATES

Present: Mary Grube, Planner Administrative Assistant

No quorum; rescheduled for later this morning.

9:20AM Jerrid Geving, member of the public; joined the meeting, left due to no quorum. Will reschedule appointment for a later date.

9:50AM Commissioner Ranum joined the meeting.

10:00AM MINUTES APPROVAL FOR WEEK OF DECEMBER 19-23, 2016.

Commissioner Ranum made the motion to approve the Commission Minutes for the week of December 19-23, 2016 as presented. Being there was no second, Commissioner Baldwin stepped down from being Chair and seconded the motion. Commissioner Baldwin asked for any other discussion. **2 Ayes. 1 Absent. 0 Nays.**

10:00AM PLANNER UPDATES

Present: Mary Grube, Planner Administrative Assistant

Amend Emergency on Call List - Discussion on the emergency action plan and notification flow chart.

Commissioner Ranum made the motion to accept the proposed changes as presented by Mary Grube.

Being there was no second, Commissioner Baldwin stepped down from being Chair and seconded the motion. 2 Ayes. 1 Absent. 0 Nays. The motion carried.

Planner Updates: Shared the Upper Dam 5 Year Inspection that was presented at the City of Baker Council Meeting on Dec. 21, 2016.

10:40AM Alba Higgins, Shop Foreman joined meeting.

ROAD DEPARTMENT UPDATES – Updates given as to where trucks are clearing roads.

10:41AM Alba left the meeting

Planner Updates continued: A letter will be sent to Roger Meggers, Airport Manager, with regards to Upper Lake Dam impacts to airport operations as a result of Upper Dam Inspection.

10:50AM Mary Grube left the meeting.

11:00AM GOLF COURSE UPDATES - Canceled due to weather

11:15AM COUNTY DEVELOPMENT UPDATES

Present: Jason Rittal, County Development Advisor

Hail Bids – There were two apparent low bidders, Schedule 1-5 was First Dakota Enterprise, Ft. Pierre, SD and Schedule 6 was Dimensional Innovations, Overland Park, KS. Both companies are have handled projects as large as or larger than this. Reference checks made on each company, all are good with one exception on First Dakota but all others for them were good with one being from Brosz Engineering who Fallon County has extensive experience with. Commission is satisfied with the number of reference calls made. Jason is working to determine out-of-pocket expenses and breakdowns of EMC portion and County portion. He is also developing a Project Tracking spreadsheet to track progress on each building. Jason recommends that the county pay as buildings are completed instead of payment on percentage of completion if possible. He also does not want to get into paying for material in storage if it can be avoided. The county should designate where job trailers will be placed at each site. Concerns noted by commission as to parking lot damage by trailers in the past.

Bid Amount and Unit Price included on Tracking Sheet to allow latitude and accommodate any unforeseen damages that could be a complete unknown until work has commenced.

Jason will work on developing contracts.

Brosz Engineering Lake Contract – Signed by Commission.

11:40AM Jason left the meeting.

11:45AM PUBLIC COMMENT

No one appeared for public comment.

12:00PM NOON RECESS

1:30PM RECONVENE

PRESENT: Steve Baldwin, Chairman; Deb Ranum, Members; Peggy Paylor, Recording Clerk; Lani DeBuhr, assist Recording Clerk if necessary.

ABSENT: William L. Randash, Member

FALLON COUNTY COURTHOUSE

1:30PM NEW PHONE SYSTEM

Present: Tracy Baker, Mike Gross, MidRivers; Trent Harbaugh, Sheriff; Brenda Hoeger, Dispatch Supervisor; Nic Eisele, Undersheriff; Chuck Lee, DES Coordinator; Bob Brenner, TAB Electronics

The current phone system, Avaya, will no longer be providing services or upgrading their system. Mid-Rivers submitted a proposal for review of their Unified Communications Hosted PBX phone system. The Hosted PBX service is a VoIP service and call utilize the Mid-Rivers Internet for transport to the Public Telephone Switched Network (PTSN). The PTSN is where calls are then routed to the number dialed.

Bob voiced concern that it be in conduit, Dispatch and Sheriff's office will need to be CAT 6 wire. Mike voiced concern about City, State and County entities. City and State will be a fail over for each other. MidRivers can take down the internet line and still have phone abilities due to having the phone line via fiber optics.

The proposal included 3 year and 10 year contract options, current phone system is approximately seven years old. Mid-Rivers is supplying all the hardware and its replacement should the manufacture no longer support that system. The County will require 84 phones with a cost of a little over \$2000.00 per month on a 3 yr. contract, and \$1,700.00 on a 10 yr. contract (a \$300.00 savings per month).

Discussion followed on type of lines, copper, T1, analog, digital; types of phones, cordless, speaker phone for conference rooms, poly com corded phones.

Chuck, voiced concerns regarding battery backup options for the phone system. Fiber Optics will have battery backup for 8 hours for all phone lines. Also wanted to know dead battery protocol and how MidRivers will know if there is an issue. Mike addressed this concern – that MidRivers does have a live monitor to see if there is a drop in that battery.

Trent inquired as to recorded items, will these items be lost during installation duration? – Mike; no, both system will run simultaneously until install is complete.

Chuck asked if every county building will be on the system, such as the Museum, Senior Citizen Center, Fairgrounds, etc. Abilities on EOC numbers, credit card machines in Treasurer and city office.

Discussion on new systems abilities and county needs followed.

2:25PM Tracy Baker, Mike Gross, MidRivers; Trent Harbaugh, Sheriff; Brenda Hoeger, Dispatch Supervisor; Nic Eisele, Undersheriff; Chuck Lee, DES Coordinator; Bob Brenner, TAB Electronics left the meeting.

2:30PM CLAIMS APPROVAL-

The Commission reviewed and approved the December 2016 Special Check Claim for the new ambulance in the amount of \$234,920.00 and filed in the Clerk and Recorder's Office.

3:00PM BETHEL HANGAR TIPPING FEES - Canceled due to weather

3:25PM LOADER TIRES REPLACEMENT

Present: Tom Kachel, Landfill Manager – Tom updated that 2 front tires were replaced in November 2016 and rear tires are in need of replacement now. Rolling Rubber replaced the last two at an approximate cost of \$3,500.00 total.

Commission approved.

3:28 Tom left the meeting

4:00PM FAIRGROUNDS EVENT INSURANCE

Present: Lani DeBuhr, Fairgrounds Manager; Jerrid Geving, DeeDee Geving, Jeff Greenlee, Jason Coulter, Alyse Webber, Fair Board Members

Discussion of Event Insurance for Fairground use. Research completed on what other cities have in place.

Forsyth, Miles City, Glendive all require a separate policy for each event. Fargo and Sidney, use TULIP (Tennant User Liability Insurance Program). The Fairgrounds would purchase an insurance policy to cover all events listed for the year and assess to the event. Unforeseen events would be additional coverage fee.

Rachel Brockel wants to hold barrel racing events in January in order to enable the girls to run at the Bulls, Broncs and Barrels event (who have their own insurance policy) in February.

Commission is ok with Rachel moving forward to use the Fairgrounds for practice. Commissioners want the Fairboard to look into TULIP and have the majority of the costs pushed to the Fair Rodeo and Bulls, Broncs, and Barrels events making it more affordable for other users therefore generating more use of the Fairgrounds.

4:27PM Lani DeBuhr, Jerrid Geving, DeeDee Geving, Jeff Greenlee, Jason Coulter, Alyse Webber left the meeting.

4:30PM COMMISSION WORK SESSION

CPA engagement letter- The Commission reviewed and Commissioner Baldwin, as Chairman, signed the engagement letter with James J. Wosepka, PC.

Board Agenda/Minutes- The Commission reviewed Board Agendas and Minutes.

Revenues- The Commission reviewed revenues received during the week.

Department Notices/Reports- The Commission reviewed Department Reports, Newsletters and Notices.

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

5:00PM ADJOURN

Commissioner Ranum made the motion to adjourn the meeting. Being there was no second, Commissioner Baldwin stepped down from being Chair and seconded the motion. 2 Ayes. 1 Absent. 0 Nays. The motion carried.

ADJOURN
s/Steve Baldwin, Chairman

MINUTE TAKER:
s/Peggy Paylor, Recording Clerk

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

WEDNESDAY, DECEMBER 28, 2016

2:00PM SECTION 3 POLICY MANUAL REVIEW – LIBRARY BASEMENT

ABSENT: Steve Baldwin, Chairman; Bill Randash, Deb Ranum, Members

FRIDAY, DECEMBER 30, 2016

10:00AM SWEARING IN OF ELECTED OFFICIALS

PRESENT: Steve Baldwin, Chairman;