

**9:00AM CONVENE**

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

**9:00AM STANHOPE WATER SEWER DISTRICT PROJECT DISCUSSION**

**Present: Mary Grube, Planning Administrative Assistant; Rich Menger, Sanitarian; Jason Rittal, Eastern Plains Economic Development Corporation Executive Director via Conference Call, Darcy Wassman, County Attorney; Ryan Rittal, Stahly Engineering Engineer via Conference Call; Patrick Schumacher, Controlling Shareholder of High Plains Group via Conference Call**

Jason Rittal called for the meeting to share with the Commission and all present the things him and Patrick Schumacher discussed and agreed to in regards to High Plains Group's involvement with the Stanhope Water/Sewer Project. The summary points of their conversation are:

- The County will reduce the amount High Plains Group is required to pay at Final Plat from \$100,000 to \$75,000. If the property is sold "as is" the amount required at Final Plat will be reduced to \$0 as long as it isn't sold to a friend, partner or affiliate of High Plains Group.
- High Plains Group will give easements to the County as shown in the drawing from Stahly Engineering.
- The County agrees to replace or repair any damages done to current improvements on High Plains Group's land during construction such as their approaches to the highway.
- The County will encourage but can give no assurance the City of Baker will allow High Plains Group to connect to the line in the future as it is not in their jurisdiction of control.
- The drawing from Stahly Engineering will accompany the Memorandum of Understanding (MOU) as will all signed easements.
- The MOU will have language regarding the cooperation of all entities involved. (Stanhope Water/Sewer District/Fallon County/High Plains Group)
- The County will supply plans and specs to High Plains Group prior to construction.

Jason asked everyone present if they understood and agreed to these points of action and everyone present said yes, they agreed to all points. Rich Menger and all present discussed the process of the Development being annexed into the City once water and sewer are available. The consensus was it is the City's decision if they will be annexed at Final Plat and if annexed they would be required to connect to the nearest water/sewer line which would be the Stanhope line. The Commission asked Darcy Wassmann and Jason to draft the MOU and send it to Patrick for approval. After the MOU has been approved by all parties it will be presented to the Commission to sign. The Commission encouraged all parties involved to move as fast as possible on this in hopes they can benefit from multiple bids being submitted from contractors who are slow and looking for work right now. Jason agreed and said once the MOU is signed they plan to go full speed ahead.

**9:25am- Ryan Rittal, Jason Rittal, Patrick Schumacher ended the conference call and thereby left the meeting.**

**9:30am- Darcy Wassman, Rich Menger and Mary Grube left the meeting.**

**9:30am-** The Commission discussed replacing the Library Roof and what material to use. The Commission will contact Todd Griffith with Griffith Steel to get an estimate on replacing the roof. This will determine if the project would exceed \$80,000 and be required to go out to bid.

**10:00AM ROAD UPDATES**

**Present: Bobby Wiedmer, Road Supervisor; Alba Higgins, Shop Foreman**

**Shop Updates-** Alba Higgins gave the Commission updates on the vehicles and equipment that are being serviced or repaired this week. Alba said the Airport's Ford Fusion has a safety recall and will be sent to Bowman Sales and Service and the Senior Citizen Caravan also has a safety recall and will be sent to Deluxe Motors. Alba said he has been looking at the prices of air dryers for the air compressors and they average \$1300. Alba said he found Ingersoll Rand dryers for \$1100 each but he isn't familiar with the quality of their tools so is considering waiting until March when Napa has their tool sale to purchase them. Commissioner Baldwin said to get dryers that Alba can get parts for in the event it needs to be repaired and Alba agreed.

**Road Updates-** Bobby Wiedmer said the Road Crew will be hauling gravel again this week unless we get moisture and it's warm, if this happens they will begin blading roads instead. Bobby said if they start blading the roads they will work on the roads that need it the most first. Commissioner Randash

suggested Bobby use “soft shoulder” signs this summer when and if he will be mucking the roads since this is the biggest issue when roads are mucked.

**International Tractor-** Bobby said West Plains Implement has an International 140 Tractor they will sell to the County for \$79,999. Bobby said the original price for the tractor was \$120,000 but they have agreed to sell it far below that. The tractor was in the government program and has 240 hours on it with the warranty being included in the price. The Commission asked Bobby if there was money in the Road Budget for the tractor and he said yes. Alba said the end dumps he purchased were each approximately \$40,000 less than expected so this will help offset the purchase of the tractor in the budget. Bobby said he hasn't seen the tractor yet but would like to have the authority to purchase the tractor if it is in good condition after inspecting it and the Commission said they would put that language in the formal motion.

**10:20am- Alba Higgins left the meeting.**

**Commissioner Randash made the motion to purchase the 140 International Tractor from West Plains Implement for \$79,999 upon visual inspection by Alba Higgins and Bobby Wiedmer and their suggestion to purchase the tractor. Commissioner Ranum seconded the motion. Commissioner Baldwin asked for any further discussion and there was none. 3 Ayes. 0 Nays. The motion carried unanimously.**

**10:30am- Bobby Wiedmer left the meeting.**

**10:30am- Rifle Range Additional Sidewalk-** The Commission received three quotes for the additional 41' of sidewalk that needs to be installed from the main sidewalk to the outdoor bathroom at the Rifle Range. The quotes received were from Upland Home Maintenance & Repair, Gamut Construction and Larry's Construction with Larry's Construction being the lowest bid.

**Commissioner Randash made the motion to accept Larry's Construction bid for the additional 41' of sidewalk at the Rifle Range for \$1,435. Commissioner Ranum seconded the motion. Commissioner Baldwin asked if there was any further discussion and there was none. 3 Ayes. 0 Nays. The motion carried unanimously.**

**11:00AM MINUTES APPROVAL**

**Commissioner Ranum made the motion to accept the Commission Minutes for the weeks of February 8-12, 2016 and February 15-19, 2016. Commissioner Randash seconded the motion. 3 Ayes. 0 Nays. The motion carried unanimously.**

**11:00AM INSURANCE POLICY DISCUSSION**

**Present: Debbie Wyrick, Deputy Clerk and Recorder; Alba Higgins, Shop Foreman; Darcy Wassman, County Attorney**

Debbie Wyrick called for the meeting to inform the Commission of a change they have to make to the Fallon County Health Insurance Policy in order to be compliant with MCA 2-18-704-1. Debbie said she has just been made aware MCA 2-18-704-1 states retiree coverage has to be offered to all individuals who retire and are at least 50 years old and have at least 5 years of service. Debbie said Fallon County's current Insurance Policy requires persons to be at least 55 years old and have at least 25 years of employment with the County prior to retiring to qualify for retiree coverage and Elected Officials have to be at least 50 years old and completed a term of service of at least four consecutive years to qualify. Debbie said EBMS is working on the language that will be included in the Health Insurance Plan document to reflect this change and are recommending making the change retroactive to January 1, 2016. Debbie said the MCA code states the coverage has to be offered to the retiree's dependents as well as their spouse so that will be added as well. The Commission asked how this change will affect the bottom line of Fallon County. Debbie said one way is more people would be eligible to be on the insurance after retiring from the County and this would most likely increase the claim volume in the insurance group, hence increasing the premiums over time. Debbie said this wouldn't affect the County's bottom line but would affect the participants of the insurance group as their rates are based on the number of claims submitted each year. Debbie said the biggest impact to the County would be in the Discount Program they currently offer. Debbie said the County currently offers a 1% discount for each year of service to retirees who qualify for retiree's coverage and gave the example of a person who retires with 25 years of service to the County receiving a 25% discount on their insurance premium each month. Debbie said the amount of the discount then becomes the County's responsibility to pay to EBMS on the retiree's behalf. Debbie said this program is not a requirement and was established by the County to reward long term employees. Debbie said now that a person who has only worked 5 years can qualify for retiree's coverage the amount of discounts the County would have to pay to EBMS would increase and affect the bottom line negatively. Alba Higgins suggested specifying the discount would only be given to employees who worked for the County at least 20 years and the Commission agreed this would be best if the discount program was kept.

Debbie said currently a person has to be on the County's insurance at the time of retirement to qualify for retiree coverage but is going to find out if this is correct. Debbie said once a person is eligible for Medicare they go off of the County's insurance. Debbie said it appears the State is supposed to be contributing something towards the County's insurance benefits also but will need to do more research to be sure.

Debbie and Darcy Wassmann told the Commission they will need to make a formal motion to change the policy and encouraged them to make the motion today since they became aware of it today. Debbie asked the Commission to consider whether to make the change effective January 1<sup>st</sup> or February 1<sup>st</sup>. The Commission said they will make the motion today but want to discuss the discount program further before making a decision on that. The discussion will be continued at 3:15pm as Elin Kittlemann, County Agent, appeared for Public Comment. The Commission asked Debbie to research the discount program and if it can be offered only to persons who have been employed for 20 years or more.

**11:50pm- Debbie Wyrick, Darcy Wassman and Alba Higgins left the meeting.**

**11:45AM PUBLIC COMMENT**

Elin Kittlemann, County Agent, joined the meeting. Elin joined the meeting to tell the Commission the Farmer's Market Board is applying for a \$2,500 grant from Holy Rosary Hospital to assist in advertising expenses and other miscellaneous expenses for the Farmer's Market this fall. Elin said the grant isn't expected to be received until June but they would like to start advertising for it before then. Elin asked the Commission if she could use funds from the extension budget to pay for advertising and would reimburse the County when the grant is received. The Commission gave approval for her to do this.

Elin asked the Commission why they had set up a separate meeting with Kodie Olsen, 4-H Program Coordinator. Elin said she is Kodie's supervisor and had planned on bringing Kodie to her quarterly meeting with the Commission to discuss 4-H and didn't see the need for a separate meeting with her. The Commission said they want to meet with Kodie to get to know her better. Elin told the Commission if they discuss 4-H things with Kodie or task her with projects she needs to be notified of it since she is Kodie's supervisor and the Commission said they are just wanting to get to know her.

**12:00pm- Elin Kittelmann left the meeting.**

**12:00PM NOON RECESS**

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

**1:15PM RECONVENE**

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

**1:15PM 911/DES UPDATES**

**Present: Chuck Lee, 911/DES Director**

Chuck Lee gave the Commission updates on the things he has been working on in the 911/DES Department such as coordinating this year's "The Gathering" meeting, future training he will be attending and upcoming activities. Chuck said he is expected to be appointed to the Regional Emergency Communication Coordination Working Group (RECCWG) by FEMA, Region 8 soon. Chuck said he is working on a Homeland Security Grant for 2016 and a grant for Cyber Security and establishing a Continuity Operations System.

The Commission asked Chuck who was in charge of the SWIFT program Dispatch uses for its 911 Services. Chuck said Brenda Flint, Sheriff's Secretary, is the administrator for the program but Dispatch, Sheriff, 911 and other Counties contribute towards it. The Commission asked who was in charge of the security of the system and Chuck said the County would be. Chuck said the reason the program has been popular is because it is a good program and is economical but the fact that it doesn't have technical support can cause problems.

**1:20pm- Dave Havens, Member of the Public, joined the meeting.**

**1:25pm- Chuck Lee left the meeting.**

**1:30PM CLERK AND RECORDER REQUESTS**

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

**Southwest Business Machines (SBM) Credit Discussion-** Brenda Wood said the County has a \$17,000 credit with SBM because over a number of years the County should have been charged .009 cents per copy but was being charged .09 cents per copy. Brenda said the new owners detected the error and want to make it right by setting up a separate account that will "house" the credit for the County to use towards large purchases such as copiers, equipment or furniture. The Commission asked if they could be paid the \$17,000 rather than having a credit and Brenda said she wasn't sure the new owners had the cash flow to do that right now. Brenda said the new owners would also rather not have the credit on their books for a long period of time and suggested sending out a notice to Department Heads to see if they are in need of any copiers or equipment the credit could be used for. Brenda gave the Commission a quote for copiers the hospital is looking at that the credit could be used for also.

**Election Facebook Page-** Brenda said they learned the value of having an Election Facebook page at their recent MACo Conference. Brenda said it is a good way to reach out and connect with younger voters and would like to set up a Facebook page for their Election Department and the Commission gave permission to do this.

**Precinct Resolution 2016-6 Signed-** Brenda said when Precincts 7 and 8 were combined with Precincts 3 and 4 last spring a Resolution wasn't drafted but should have been. Brenda gave the Commission Resolution 2016-6 Precinct Boundary Updates to review and sign.

**RESOLUTION 2016-6  
PRECINCT BOUNDARY UPDATES**

**WHEREAS**, on January 1, 2015 the Fallon County Commission granted the Election Administrator permission to consolidate Precinct 7 and Precinct 8 with Precinct 3 and Precinct 4;

**WHEREAS**, the precinct boundary changes will be certified and sent to the Secretary of State prior to the deadline, pursuant to the provisions of Section 13-3-101, M.C.A.;

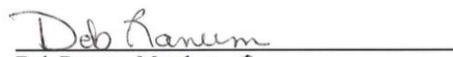
**WHEREAS**, the legal descriptions are now complete for the updated Precinct Boundaries;

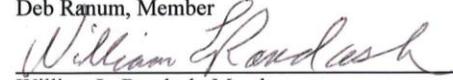
**NOW THEREFORE, IT IS HEREBY RESOLVED** that those portions of Precinct 7 contained in School District 12 have been consolidated with Precinct 3 and those portions of Precinct 7 contained in School District 55 have been consolidated with Precinct 4 and all of Precinct 8 has been consolidated with Precinct 3; and the legal descriptions of all Precinct Boundaries are hereby attached to Resolution 2016-6, pursuant to the provisions of Section 13-3-101, M.C.A and succeeding sections.

**ADOPTED** by the Fallon County Board of County Commissioners this 22nd Day of February, 2016.

**BOARD OF FALLON COUNTY COMMISSION**

  
Steve Baldwin, Chairman

  
Deb Ranum, Member

  
William L. Randash, Member



**ATTEST:**

  
Brenda J. Wood, Clerk and Recorder

**1:40pm- Brenda Wood left the meeting.**

The Commission discussed the SBM credit and what they should do about it. The Commission decided to ask the Department Heads if they needed any new copiers or equipment as Brenda Wood suggested. The Commission said then if there is credit left afterwards let the Hospital use the credit towards their copier purchase.

**2:00PM TIMESHEET/EMPLOYEE CLASSIFICATION DISCUSSION**

**Present: Julie Straub, Human Resource Manager; Darcy Wassmann, County Attorney**

Julie Straub called for the meeting to discuss County Policy when an intermittent employee works consistent hours. Julie said the definition of intermittent is "to occur at irregular intervals, not consistent or steady". Julie said when an employee who is classified as "intermittent" works consistent hours a job classification change may be in order or the consistent hours worked needs to stop and the hours worked needs to be truly "intermittent". Julie said the current Fallon County Policy does not address this and she has a situation in which an intermittent employee is working consistent hours and needs direction on how to handle it. The Commission began to discuss the employee classified as "intermittent" working consistent hours. Darcy Wassmann suggested putting this item on the agenda with the Employee's Supervisor present since the work the employee is doing during those hours needs to be discussed and the Commission and Julie agreed.

**2:30PM EVALUATION AND APPRAISAL PROCESS DISCUSSION**

**Present: Julie Straub, Human Resource Manager; Darcy Wassman, County Attorney**

Julie Straub called for the meeting to discuss the County's current evaluation and appraisal process with the Commission since they had several questions regarding it last week. Julie said Fallon County Policy currently states a Department Head/Supervisor will complete a Probationary Appraisal at 6 months of employment and thereafter will complete annual appraisals. Julie said the Fair Board and one department currently do annual appraisals but no other department or board does. Julie said studies have shown that annual appraisals don't have much value or usefulness because supervisors have a difficult time remembering what happened or was accomplished over the course of a year. Julie said she has been researching how tech companies evaluate their employees since they usually use cutting edge, effective methods. Julie said they have been moving away from annual appraisals and instead have begun conducting informal meetings with their employees on a monthly or quarterly basis. Julie said this is a good, non-threatening way to discuss performance, address issues and get ideas from employees. Julie said when employer's conduct these meetings they keep supervisory notes about what was discussed, addressed or suggested during the meeting and these go into the employee's personnel file. Julie said the Commission has already started this process in conducting quarterly meetings with Department Heads and would like these informal meetings to replace the annual appraisals in Fallon County Policy. Julie said the 6 month evaluation will remain the same since it is the way in which a probationary employee is moved to a permanent employee. The Commission gave permission to change the annual appraisals with informal meetings in Fallon County Policy and to also begin using the new evaluation form for the 6 month evaluation that Julie gave them last week. Julie gave the Commission the list of employees they will be responsible for meeting with and keeping supervisory notes on and said they can still solicit information from other employees that work closely with the employee being evaluated to gather information about their work performance.

**2:55pm- Darcy Wassmann left the meeting.**

### **3:00PM MUSEUM REQUEST**

**Present: Sherry Vogel, Museum Board Member; Karen Banister, Museum Curator; J.C Stanhope, Museum Board Member; Julie Straub, Human Resource Manager; Curt Williams, Museum Board Member**

Sherry Vogel called for the meeting to ask the Commission if they would pay for Karen Banister or a Museum Board Member to attend the Museum Association Conference in Great Falls, MT on March 10-12<sup>th</sup> and the cost is \$880. Sherry said there are many valuable classes she thinks Karen Banister would benefit from by attending. Karen and J.C. Stanhope said the Eastern Montana Museum Conference will be in Hysham in October and they would rather go to that one. Karen said the Eastern Montana Conference focuses more on the needs of the smaller museums in our area. Sherry said she wasn't aware of this conference in Hysham and after much discussion it was decided Karen, J.C., Sherry and any other Board Member will attend the October conference in Hysham instead of the Great Falls conference. Karen said for the amount of money it would take to attend the Great Falls conference she can take online classes to help her with grant writing and other areas and the Commission agreed.

**3:10pm Sherry Vogel, Karen Banister, J.C. Stanhope, and Curt Williams left the meeting.**

Julie asked the Commission when they signed Paul Christ, Landfill Employee's Pay Rate Approval Form if they were approving a rate increase for his operator duties as well. The Commission said no, that the pay raise on his operator duties should be given when it has been a year since he was given those duties.

**3:15pm- Julie Straub left the meeting.**

### **3:15PM COMMISSION WORK SESSION**

**3:15pm- Mary Grube joined the meeting.**

**FALLON COUNTY GROWTH POLICY-** Mary Grube presented the Commission a letter for them to sign to task the Planning Board to update the 2013 Growth Policy with the Growth Policy grant funds they were awarded. The Commission reviewed and signed the letter.

**PLANNING DEPT REQUESTS-** Mary Grube asked for permission to attend the AMFM Conference in Fairmont Hot Springs, MT on March 14-17<sup>th</sup>, 2016 and for permission to take the Certified Floodplain Manager test in July in Helena, MT. The Commission gave her permission to do both.

**3:20pm- Mary Grube left the meeting.**

**RATE OF PAY APPROVALS-** The Commission approved and signed the Rate of Pay Approval form for Janice Buck, Substitute Public Transportation Driver, for completing the mandatory six month probationary period.

**GENERAL JOURNAL ENTRY APPROVAL-** The Commission reviewed and Commissioner Baldwin, as Chairman, signed the following Journal Entries: Budget Journal #4- Transferring funds in accordance to Budget Resolution 2016-5; Budget Journal #5- Transferring funds in accordance to Budget Resolution 2016-5; Journal Entry #404- Transferring a Road expense from a capital account to an operating expense account.

**BOARD AGENDAS/MINUTES-** The Commission reviewed Board Agendas and Minutes.

**REVENUES-** The Commission reviewed revenues received during the week.

**DEPARTMENT REPORTS/NOTICES-** The Commission reviewed Department Reports, Newsletters and Notices.

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

**3:35pm- Debbie Wyrick, Darcy Wassman and Alba Higgins joined the meeting.**

Debbie gave the Commission a sample breakdown of the retiree coverage cost the County would incur for a person who retires at 56 of age with 15 years of service. Debbie said this shows what the discount program would cost the County over a period of time for one person. Debbie said the State does not contribute to their retiree's coverage and there is nothing in Montana Code that dictates the County has to either. Debbie said there are currently 71 County employees on the County's Insurance that the discount would apply to if they worked at least 5 years and retired before they were eligible for Medicare. Darcy Wassman said this number could easily increase if people knew they could get a discount on their insurance once they retired and signed up for the County's insurance because of it. Alba said there needs to be a difference between a person who has 20 years of service versus someone who has 5 years of service and suggested the discount only be given to employees who have at least 20 years of service and Commissioner Baldwin asked if that was legal to do. Debbie and Darcy said they would have to do some research to see if it is legal and advised the Commission to wait until they have an answer before making a decision on the discount policy. Debbie encouraged the Commission to take action to change the policy in regards to the MCA 218-704-1 that was discussed earlier since they became aware of it today.

**Commissioner Ranum made the motion to change County Policy to state retiree coverage will be offered to all individuals who retire and are at least 50 years old and have been employed with the County for at least 5 years in accordance with MCA 2-18-704-1 effective January 1, 2016. Commissioner Randash seconded the motion. Commissioner Baldwin asked if there was further discussion and there was none. 3 Ayes. 0 Nays. The motion carried unanimously.**

**4:50pm- Debbie Wyrick, Darcy Wassman and Alba Higgins left the meeting.**

**4:50pm- Julie Straub, Human Resource Manager, joined the meeting.**

Julie Straub joined the meeting to report she has received one application for the Senior Citizen Substitute Bus Driver position. Julie said the applicant has several years of experience driving bus in another school district and Carla Brown, Council of Aging Director, would like to hire her. The Commission gave their approval to hire her.

Julie told the Commission the background check for the County Advisor applicant they would like to hire has been completed and the background check came back good. The Commission said they will call the applicant and make the job offer.

**5:00pm- Julie Straub left the meeting.**

**5:00PM ADJOURN**

Commissioner Ranum made the motion to adjourn the meeting. Commissioner Randash seconded the motion. 3 Ayes. 0 Nays. The motion carried unanimously.

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ADJOURN  
s/Steve Baldwin, Chairman

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MINUTE TAKER:  
s/Lani J. DeBuhr, Clerk

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