

9:00AM CONVENE

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

9:00AM COMMISSIONER WORK SESSION

RFQ ENGINEERING ADVERTISEMENT- The Commission decided to postpone this discussion until later in the afternoon due to time constraints.

PARKVIEW COMPLEX (PVC) RENTAL AGREEMENT- The Commission reviewed and signed the PVC Rental Agreement for Shirley Barth. The Commission reviewed the PVC Waiting List as of February 26, 2016 also.

GENERAL JOURNAL ENTRY APPROVAL- The Commission reviewed and Commissioner Baldwin, as Chairman, signed the following Journal Entries: Journal Entry #408- July-Dec. 2015 Landfill Trust Account Bookkeeping; Journal Entry #417-Move Ambulance Nov. IGT Transfer from Accts Rec. to Misc. Revenue.

PURCHASE REQUESTS- Mechanical Technology Inc. (MTI) submitted quotes to install a communication card on the Sheriff's Rooftop HVAC unit and to conduct a test and balance on the unit. The Commission approved both quotes.

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.

9:30AM FAIR ITEMS

Present: Jerrid Geving, Fair Board Member; Darin Koenig, Fair Board Member

Jerrid Geving and Darin Koenig joined the meeting to discuss possible improvements at the Fairgrounds per the Fair Board's request.

BIG BARN STALLS- Jerrid asked the Commission if the stalls in the Big Barn could be replaced because they are the original stalls and are in poor shape. Jerrid said they are rusted out at the bottom and he is concerned horses can kick through the stall and cut themselves. Jerrid said several metal cages across the front of the stalls are being held together by binder twine also. Jerrid said the quality of horses that will be using the stalls for the Montana High School Finals Rodeo in June warrant improvements or replacement to be done. The Commission asked Jerrid if he knew how much it would cost to replace the stalls and he said it would be \$2,000 per stall with 20 stalls needing to be replaced. Jerrid said he asked Baker Metal and Graham Welding for quotes and Baker Metal said they weren't interested in submitting a quote but Graham Welding quoted \$2,000 per stall. Jerrid said there are also holes inside the stalls where horses have dug into the ground so he would like to have stall saver matting placed down after the base material is laid. The Commission asked if the Fair Board is prepared to increase the stall rental fee if the stalls are replaced and Jerrid and Darin said yes they plan on doing that but don't want to set the price too high. Jerrid said more people are using the Big Barn now that the improvements are complete with an increase from 11 people last year to 36 people currently using it this year. The Commission told Jerrid they would like a hard cost for everything involved to replace 20 stalls including painting the stalls, bringing in dirt and laying the matting down. Commissioner Randash said the Fairgrounds has received a lot of money over the years for improvements and would like Jerrid to get a quote from Baker Metal about welding things in place on the bottom of stalls rather than replacing them and Jerrid said he would. Jerrid said he understood Commissioner's Randash point of view but wants the Commission to understand many of the improvements over the last few years were required due to the lack of maintenance that was done on the buildings and grounds over the years and the Commission agreed.

PARKING LOT EXPANSION- Jerrid told the Commission the Fair Board is discussing turning the big hill by the Big Barn into additional parking for the Montana High School Finals Rodeo and the County Fair. Jerrid said he received two quotes to do this and the quotes approached the project differently. Wyrick Construction gave a quote to remove a large quantity of dirt and haul it to the Landfill for \$378,000. Griffith Excavation gave a quote to build up the road by the hill, lay a 150 foot culvert 40 feet past the barn and relocate the dirt removed to other areas of the Fairgrounds for \$29,800. Jerrid said

this would provide a two foot gradual slope from the new parking lot to the existing parking lot. Jerrid said he also received a quote to haul 2900 yards of scoria to place on the new parking for \$41,500.

9:50am- Bobby Wiedmer, Road Supervisor, joined the meeting.

Commissioner Ranum said she is concerned about water draining towards the barn if the road was built up and Jerrid said the water would drain better with the road built up and the culvert in place to catch the water. Bobby Wiedmer told the Commission the road was knocked down by Wyrick Construction not too long ago because of drainage issues and to keep this in mind. The Commission said they would like to see additional parking at the Fairgrounds, especially to get people to stop parking in the ditch, but the cost to do this needs to be in line with the Capital Improvement Plan. The Commission said the stall and parking lot improvements would need to be paid out of capital improvement funds. Because of this the Commission told Jerrid and Darin they need to discuss these improvements with the Fair Board and decide what they want to spend their Capital Improvement Funds on as right now the 5 year Capital Improvement Plan Funds for the Fair have been assigned to a new exhibit hall being built. Jerrid said the Fair Board is all over the map with what they want the exhibit hall to be but he will discuss this with them.

10:05am- Jerrid Geving and Darin Koenig left the meeting.

10:00AM ROAD DEPARTMENT UPDATES

Present: Alba Higgins, Shop Foreman; Bobby Wiedmer, Road Supervisor; Shannon Hewson, Brosz Engineering

SHOP UPDATES- Alba Higgins gave updates on the vehicles and equipment they will be repairing or servicing this week and gave reports on the equipment sent out of town for warranty repairs.

10:15am- Alba Higgins left the meeting.

CASE INTERNATIONAL 140 TRACTOR- Bobby Wiedmer said he inspected the Case International 140 Tractor and it is in great condition. The tractor has 241 hours on it with a brand new, one year warranty included. Bobby said the tractor is 700 pounds lighter than the Puma tractor they used last year but doesn't expect this will be a problem. Bobby said the tractor will be delivered when payment is received, which should be next week.

ROAD UPDATES- Bobby gave updates on the activities of the Road Crew this week. The Commission asked Bobby if his crew could provide and place 2900 yards of scoria at the Fairgrounds if the Fair Board decides to expand their parking lot and Bobby said yes they would have enough to do this. The Commission asked Bobby his opinion on raising the road by the big hill at the Fairgrounds as suggested by Jerrid. Bobby suggested they do more research as the road was just knocked down due to drainage issues. Bobby said if the road was built up a ditch would need to be put in to drain the water to the east but this would require the road to be moved. Bobby said if a ditch was built he would suggest gutters run from the big barn out to the ditch too.

PROJECT UPDATES-

Westmore/Dryfork Box Culverts- Shannon Hewson gave the Commission the Contractor's Statement of Skills and Abilities from Shep's Welding to review. Shannon said although Shep's Welding hasn't done this type of work before the Statement they submitted states they can do the work as per the bid specifications. Shannon said he doesn't see a reason Shep's Welding can't do the work but does recommend an engineer from Brosz Engineering be on-site each day to ensure it gets done correctly. Bobby agreed and said he will plan on being out there throughout the week also. Bobby and the Commission told Shannon the work Shep's Welding has done in the County has been good although it isn't the same type of work as this project. The Commission asked what would happen if Shep's Welding isn't able to do the work once the project is started. Shannon said Shep's Welding could hire another contractor to help them at a cost equal to what was in the bid or they would have to forfeit their bond if they couldn't do the work. Shannon said if this happened then the Commission would have to hire another contractor to finish the project but doesn't see this happening.

Commissioner Ranum made the motion to award the Westmore and Dryfork Box Culvert Construction Projects to David Shepherd DBA Shep's Welding for a combined total of \$458,477.67. Commissioner Randash seconded the motion. Commissioner Baldwin asked for any other discussion and there was none. 3 Ayes. 0 Nays. The motion carried unanimously.

Upper Baker Lake- Shannon said he sent in the Upper Baker Lake Operations of Maintenance Amendment to the Montana Department of Natural Resources and Conservation and gave the As-Builts for the Upper Baker Lake to the Commission.

Calumet Rd Box Culvert- Shannon said he and Bobby are meeting with the landowners today to discuss the project and get the easements signed.

RFQ Engineering Advertisement- The Commission asked Shannon if he is familiar with an RFQ Engineering Advertisement and if he thinks the County needs to do this. Shannon said he is familiar with them and will have Dan Brosz or Jon Brosz discuss it with the Commission. The Commission said they will hold off making a decision on this until they speak with either Dan or Jon.

10:40am- Bobby Wiedmer and Shannon Hewson left the meeting.

11:00AM ACCLAIM TRUSTEES FOR BAKER RURAL FIRE DISTRICT, PLEVNA RURAL FIRE DISTRICT AND PORT AUTHORITY

Present: Kathy Newell, Elections Clerk

Kathy Newell said the Baker Rural Fire District, Plevna Rural Fire District and the Port Authority elections that were scheduled for May 2016 have been canceled due to them being non-contested races. Kathy Newell said the deadline to file for these elections was February 8th, 2016. Kathy presented the Commission with the Acclamation Forms to review and sign.

Baker Rural Fire District Trustees- The Commission signed the Baker Rural Fire District Trustee Acclamations for Vern Stark and Fred Hoff.

Plevna Rural Fire District Trustees- The Commission signed the Plevna Rural Fire District Trustee Acclamation for Missy Thielen.

Port Authority Commissioners- The Commission signed the Port Authority Commissioner Acclamation for Karol Zachman and Vaughn K. Zenko Jr.

11:30AM REVIEW AND ADOPT PLANNING BOARD BY-LAWS

The Commission reviewed the Planning Board By-Laws given to them by the Planning Board. The Planning Board recommends the adoption of these By-Laws and asked for the Commission's consideration in this action.

Commissioner Ranum made the motion to approve the adoption of the Planning Board By-Laws. 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.

11:45AM PUBLIC COMMENT

John Geving, American Lutheran Church Council Member, joined the meeting. John said he has been communicating with various suppliers regarding the equipment that will be needed in the Lutheran Food Booth. John said one of the suppliers suggested they purchase one big ice maker that both Food Booths could share rather than two smaller ones. John said if they did this they could put the large ice maker in the utility room so both Food Booths would have access to it. John said the fountain pop machines available have the top ice dispenser so they could easily get ice from the large machine with 5 gallon buckets and pour it in the ice machine. The Commission asked John to contact Terry Sukut with JGA Architects to discuss this and other equipment ideas with him and John said he will.

12:05pm- John Geving left the meeting.

12:05PM 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 MINUTES APPROVAL

Commissioner Randash made the motion to approve the Commission Minutes for February 22-26, 2016. Commissioner Ranum seconded the motion. 3 Ayes. 0 Nays. The motion carried unanimously.

1:30pm- The Commission called Carla Brown, Council on Aging Director, to ask her about the progress she has made on providing public transportation to people in the rural areas of Fallon County. Carla said she is applying for an \$8,000 grant to put towards providing this service and will send it off this week. The Commission asked Carla to keep them posted on the grant and progress of offering this service.

1:30PM FEBRUARY TIMESHEETS REVIEW

The Commission reviewed & approved February 2016 time sheets, payroll & withholdings in the amount of \$449,435.35 and they are filed in the Clerk and Recorder's Office.

2:00PM VETERANS MEMORIAL POW MONUMENT DISCUSSION

Present: Mona Madler, SMART Executive Director

VETERANS MEMORIAL- Mona Madler came to discuss where to place the POW Monument at the Veterans Memorial site and would like it in place by Memorial Day Weekend. Mona and the Commission decided to meet next week at the Memorial site to determine where to put the monument.

The Commission and Mona discussed how she manages the names that are engraved on the Veteran's Memorial. Mona said the American Legion specified anyone who lived in Fallon County and served in the US Military can have their name on the Memorial and there will be 21 new names placed on there next.

SMART ACTIVITIES- Mona gave the Commission updates on the activities of SMART such as the CTEP Project, Urban Renewal Plan and the Montana Tobacco Use Prevention Program.

2:35pm- Mona Madler left the meeting.

2:35PM FALLON COUNTY DRUG AND ALCOHOL POLICY

Present: Julie Straub, Human Resource Manager

Julie Straub joined the meeting to discuss the County's Drug and Alcohol Policy. Julie said she would like to update the Policy and would like to hire Chemnet to write the policy on the County's behalf. Julie said the charge to do this is \$150 and the Commission gave their approval. Julie asked the Commission if they still wanted it to be a zero tolerance policy and they said yes. Julie asked if they want to include a "second chance policy" where the County would pay for the expenses related to treatment and recovery if an employee tested "dirty". The Commission said no, they do not want the "second chance policy" included as they don't think it should be the tax payers' responsibility to foot the bill for this policy and Julie agreed. Julie suggested allowing a one-time retest for an employee who has a diluted sample as a large intake of water prior to the test can dilute the sample. Julie said when this happens the person is monitored until they can submit another sample. The Commission gave approval for this to be included in the policy. Julie said only DOT drivers, bus drivers and the Rifle Range Manager are required to do random drug/alcohol tests. The Commission and Julie discussed requiring all County employees to take random drug/alcohol tests but no decision was made on the matter. Julie said if this requirement was added to the policy in the future she would encourage the Commission to contact the Office of Political Practices to see how it would relate to Elected Officials.

3:00PM MENTAL HEALTH BOARD DISCUSSION

Sandy Kinsey, Eastern Montana Mental Health Board Representative, couldn't attend the meeting, therefore it was canceled.

3:00PM SEASONAL EMPLOYEE RECRUITMENT

Present: Julie Straub, Human Resource Manager

Julie Straub joined the meeting to ask the Commission if they wanted to continue the practice of having a full recruitment for seasonal positions or if they would like to offer a recall to previous seasonal employees instead. Julie said offering a recall would save the County money in advertising for all positions and training but is concerned how the public would view this, especially with the downturn in the economy. The Commission asked if they would have to recall all seasonal employees if they decided to do a recall and Julie said no but they would have to be careful to ensure the choices weren't discriminative. Julie said often times when returning employees have to reapply for the job they filter to the top of the list if they did a good job in previous seasons so it is likely the employees the County would like to hire back would be but there is no guarantee. The Commission said with the downturn in the economy they would like to do a full recruitment for seasonal employees.

3:00pm- Julie Straub left the meeting.

4:00PM LAND AND WATER CONSERVATION GRANT DISCUSSION

Present: Scott Rabbitt, Parks Director

Scott Rabbit told the Commission he is wanting to apply for a Land and Water Conservation Grant through Montana Fish, Wildlife and Parks to help pay for either additional sidewalk around the lake or a bathroom by the beach area of Triangle Park. Scott said the grant is a 50/50 grant in which the County would have to match the funds granted. Scott said he has funds in his budget for the bathroom and sidewalk so whichever project the Commission would like the grant for is good with him. The Commission and Scott discussed both options in detail and the Commission said they feel the bathroom by the beach area is needed more than additional sidewalk. Scott said the restroom would be similar to the older restroom at Iron Horse Park and will get a quote to have the work done.

4:20pm- Scott Rabbitt left the meeting.

4:30PM SHERIFF DEPARTMENT UPDATES

Present: Trent Harbaugh, Sheriff

Trent Harbaugh joined the meeting to give the Commission updates on the Deputies, Detention Officers and prisoners and to discuss these items:

Detention Officer (DO) Opening- Trent Harbaugh said the recruitment for one DO is going well with four applications received thus far. Trent said in the meantime the DOs are only able to cover nine hour shifts and have gone to the same schedule as the Deputies with Dispatchers helping cover things. Trent said the DOs have helped his Deputies a lot and the prisoners seem to be happy there is someone available if they need something.

Prisoner Rates- Trent said the Bozeman Prisoner Rates have increased from \$65 to \$69 per day.

Cell Improvements- Trent said he is still waiting for Steve Zachman to update the back cell and Steve said he is waiting for the toilet/sink combo to arrive. Trent said after this cell is complete he recommends the women's cell to be updated next as it still has a porcelain sink and toilet.

Sheriff Equipment- Trent said there were Sheriff Department items thrown away that should not have been when the vault was cleaned last month. Trent said in the future if anyone needs to remove things from the Sheriff's shelves they need to discuss it with him as a lot of those things stay permanently.

Reserve Officers- Trent asked the Commission who should pay for the three Reserve Officers that were at the Bulls, Broncs and Barrels event this weekend. Trent said the Fairgrounds pays for the Reserves Officers during the County Fair and would like the officers to be paid by them for this event also. The Commission agreed.

Capital Improvement Plan- Trent said the current Capital Improvement Plan for the Sheriff's Department has a vehicle being replaced every other year but he needs a vehicle replaced every year. Trent said they must have good, operable vehicles to do their job and doesn't think the Commission should skimp in this area. The Commission asked when Trent usually rotates his vehicles and he said ideally they are rotated out when they hit between 75,000-80,000 miles. Trent said their back up car which is a Dodge Magnum is in rough shape and can't be driven off-road so he would like to replace this at some point as well.

Purchase Requests- Trent said a prisoner broke a light lens in his cell and gave the Commission a quote from Steve Zachman to repair it with an unbreakable polycarbonate lens for \$316.49. Trent gave the Commission a quote from Worthington Direct to purchase two more tables to put in the prisoner day room for \$752.95 each. The Commission said they will review the quotes and notify Trent of their decision. Trent said in the future he will also need to purchase new mattresses as some are developing rips in which prisoners can hide stuff in.

Task Force Support- Trent said he is sending a letter of support for the Task Force's grant submittal and encouraged the Commission to do the same.

Budget- Trent said the jail has been full nearly the whole month and he will need to increase his prisoner budget if he continues to house 6-8 prisoners per day.

HVAC Rooftop Unit- Trent said another code went off on the HVAC rooftop unit this week and Mechanical Technology Inc. (MTI) had to send someone here to fix it. The Commission said they just approved the installation of the communication card in the unit so it can be monitored remotely and are hoping this will help detect problems without having MTI come to Baker to determine problem.

5:10pm- Trent Harbaugh left the meeting.

5:00PM EVENING RECESS

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

THURSDAY, MARCH 3, 2016

9:00AM RECONVENE

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

10:00AM CLOSED/COUNTY ADVISOR SELECTION PROCESS

FAIR FOOD BOOTHS DESIGN REVIEW-

Terry Sukut with JGA Architects is unable to attend the meeting at 4pm therefore it was canceled.

Fairgrounds Food Booth Ice Making Machine- Commissioner Randash said he is against purchasing an ice machine for the Food Booths for a variety of reasons. Commissioner Randash said it would take away business from the local business that sells ice to the food vendors, the other vendors don't have ice provided for them, and the ice machine would only be used 4 to 5 days out of the year and then would sit empty the rest of the year. Commissioner Baldwin agreed and said if an ice machine isn't used regularly it has a tendency to corrode easily. Commissioner Randash said all other vendors have to purchase ice and thinks the new Food Booth vendors should do the same. The Commission agreed and will contact Terry Sukut with JGA Architect to let him know.

11:20PM ADJOURN

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