

9:00AM CONVENE

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

9:00AM COMMISSION WORK SESSION

MINUTES APPROVAL- The Commission reviewed the Commission Minutes for the week of May 30th – June 3rd, 2016.

Commissioner Randash made the motion to approve the Commission Minutes for the week of May 30th – June 3rd, 2016. Being Commissioner Ranum could not second the motion due to her being absent during the week of May 30th – June 3rd, 2016 Commissioner Baldwin stepped down from being Chair and seconded the motion. 2 Ayes. 1 Abstain. 0 Nays. The motion carried unanimously.

NEW HIRE APPROVAL FORMS- The Commission reviewed and signed a New Hire Approval Form authorizing Cheryl Niemerg to be hired as the Temporary Fairgrounds Office Assistant. The Commission reviewed and signed a New Hire Approval Form authorizing Ryan James to be hired as an Intermittent Shooting Range Attendant.

DOCUMENT REVIEW- The Commission reviewed documents for the upcoming week.

10:00AM ROAD UPDATES

Present: Bobby Wiedmer, Road Supervisor

ROAD UPDATES- Bobby Wiedmer gave updates on what the Road Crew is working on this week. Bobby said the State notified him they are going to gravel the last mile of Abuhl Access to gain access to Koenig's and Rustad's places. The Commission asked Bobby to ensure the public knows this road will remain a seasonal road and the gravel placement is only being done for the State's purposes during the Ollie Road construction. Bobby said Dale Butori, Weed Supervisor, sprayed the trees on the Reynold's side of HWY 7 but Dale said he doesn't want to spray Afrank's trees unless given a direct order to. Bobby said he will ask Dale to come talk to them about spraying the Afrank trees. The Commission and Bobby discussed assigning the mowing along that area of HWY 7 to someone since the State won't do it.

10:15am- Shannon Hewson, Brosz Engineering, joined the meeting.

PROJECT UPDATES-

Calumet Rd Box Culvert Bridge- Shannon Hewson said the project is nearly complete and the contractor will be doing the final road grade today.

Bridge Replacements- Shannon said if the Commission wants to proceed with replacing all bridges they would have to decide soon so the design for the cast in place option can be done for them right away. Bobby suggested the design work be done regardless if all bridges will be done at once since that is how they will approach the bids whenever they are done. The Commission agreed and Shannon said he will start the design work right away. The Commission said they are reviewing their budgets on Thursday this week and hopefully will have a decision then if all bridges will be replaced at once.

Shannon asked if the County had a county wide speed limit and the Commission said no, the speed limit is the same as the highways. Shannon said Bowman has a county wide speed limit and said it helps reduce speeds and can alleviate some of the responsibility if wrecks occur due to speeding. Shannon said the County could do it by adopting a county wide speed limit and then posting signs where the county roads leave the highway. The Commission said they would have to look at Montana's laws about posting signs if they were to pursue it. Shannon said a big drawback of not having a county wide speed limit is the expense of regrading roads when drivers drive 60+ miles per hour because it's very expensive to grade county roads to withstand these higher speeds. Bobby said if the County set a speed limit the Sheriff said they would patrol those roads. The Commission said they would rather have them patrol the County roads rather than the highways anyway and Bobby agreed.

10:40am- Bobby Wiedmer left the meeting.

Moore Property- Shannon gave the Commission updates on the progress he has made on the Moore property. Shannon said Bruce Moore is talking to the surrounding landowners about doing a LOMR on their property. Shannon said if the landowners opt to have a LOMR done on their properties too then the Commission would have the final say on the map revisions since it is in County limits.

Kramlick Rd. Box Culvert Bridge- Shannon said he is still working with Diamond J Construction to reseed the borrow area of Rod Kramlick's property. Shannon said if it doesn't happen soon he may have to have the Commission make contact with Diamond J Construction to get it done.

Gravel Pit- Shannon gave the Commission the measurements of the Gravel Pile #1 at the Beach Pit equaling 15,753 cubic yards.

10:45am- Shannon Hewson left the meeting.

11:00AM FOOD CONCESSION STAND DISCUSSION

Present: Rich Menger, Sanitarian

Rich Menger said before he sends an approval letter to the State for the Food Concessions Stands he has a few items he wanted to review with the Commission. Rich reviewed the items such as the location of the grease interceptor, having LED lights throughout the stands rather than fluorescent, and the location of handwashing sinks. Rich said he will send the approval letter to JGA Architects and the State.

11:10am- Rich Menger left the meeting.

11:30AM LANDFILL OPERATOR JOB DESCRIPTION DISCUSSION

Present: Julie Straub, Human Resource Manager; Tom Kachel, Landfill Manager; Jessica Cooper, Landfill Operator

Present via Conference Call: Mike Kirschten, Landfill Operator

Julie Straub gave the Commission an updated Landfill Operator job description to review. Julie said Tom Kachel, Jessica Cooper and Mike Kirschten called for the meeting to discuss the pay for the position with the Commission. Tom said his operators would like to be paid the same wage as the Road Operators. Julie gave the Commission the job descriptions for the Landfill Operator and Road Operator to compare. The summary points of discussion were:

- Julie said Landfill Operators don't have the same scope and responsibility Road Department Operators do. Commissioner Randash said they also don't have the liability of driving and operating their equipment on roads and highways where they share the road with members of the public.
- Tom said the Landfill Operators may not share the road with others but they do have to navigate heavy equipment over difficult and at times dangerous terrain. Tom said the Landfill Operators often have to do compacting on slopes and skill is needed to navigate these safely. Jessica agreed and said a high level of skill is required to navigate the terrain and avoid dangerous situations.
- Mike said the Landfill may not have as many pieces of equipment to operate as the Road Department but the Landfill Operators know how to operate all the equipment at the Landfill. Mike said they also can manage the Landfill except for the bookkeeping when Tom, the Landfill Manager, is gone and their ability to do this and operate all the equipment needs to be considered.
- Commissioner Randash said they need to consider that the Road Operators are required to have a valid CDL license whereas the Landfill Operators are not. Mike said he researched the prevailing wage for truck drivers and heavy equipment operators a few years ago and the truck drivers, who are required to have a CDL license, were paid a couple dollars less per hour than the operators so if anything it shows operators should be paid more than CDL drivers.
- Tom said one of the most important things he would like the Commission to consider is the great condition the Landfill is in right now. Tom said Fallon County's Landfill is rated the best in the State and it's because his operators are good at what they do, take it very seriously and should be paid for it. Julie agreed and said although the Landfill Operators may not be exposed to the public like Road Operators are, they are exposed to other hazards.
- Mike said Landfill Operators are responsible for getting the slope percentages correct when they are compacting and grading. Mike said when the Landfill is surveyed they are collectively right on the money with their slopes and grades. Mike said this shows their skill level because they are able to do this without any surveying equipment on their machines.
- Julie said if the Commission opted to give the current Landfill Operators a raise in pay they could specify that wage for seasoned and current operators and not have the wage tied to new operators. The Commission asked how long Mike and Jessica have worked for the County, Mike has worked 6.5 years and Jessica has worked 5.5 years.
- The Commission said they will consider all that has been said and get back to Julie on their decision.

11:49am- Mike Kirschten ended the phone call and thereby left the meeting. Tom Kachel and Jessica Cooper left the meeting.

12:00PM NOON RECESS

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

1:15PM RECONVENE

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

1:15PM PRELIMINARY BUDGET FOR THE AREA I AGENCY ON AGING

Present: Marilyn Mischel, Area I Agency on Aging Local Ombudsman

Marilyn Mischel gave the Commission the Montana's Older Americans Act Programs Contract from the Area I Agency on Aging 2017-001-05 effective July 1, 2016 through June 30, 2017 to review and sign. This contract is an agreement that provides the Meals on Wheels services to elderly residents. The Commission reviewed and signed the Contract.

1:30pm- Marilyn Mischel left the meeting.

1:45PM COUNTY VEHICLE PARKING DISCUSSION

Present: Julie Straub, Human Resource Manager

Julie Straub met with the Commission to discuss the best place to park the Health Department vehicle since it has normally been parked at the Court House. The Commission decided to begin having the Health Department vehicle parked at the Health Department as it is for their employees' use.

1:55pm- Julie Straub left the meeting.

2:00PM MAY CLAIMS APPROVAL

The Commission reviewed and approved the May End of Month Claims in the amount of \$632,737.87 and they are filed in the Clerk and Recorder's Office.

3:30pm- The Commission went to the Fairgrounds to check in with the staff and volunteers at the Montana High School Finals Rodeo.

4:30PM EVENING RECESS

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

TUESDAY, JUNE 7, 2016

THE COMMISSION NOT IN SESSION DUE TO IT BEING PRIMARY ELECTION DAY.

WEDNESDAY, JUNE 8, 2016

9:00AM RECONVENE

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

9:00AM MOORE PROPERTY DISCUSSION & PLANNER UPDATES

Present: Mary Grube, Planner Administrative Assistant; Forrest Sanderson, Contracted Planner; Bruce Moore, Baker Metal & Recycling

Forrest Sanderson asked the Commission how they want to approach the fees for the Floodplain Development Permit that Lee Moore has filed for. Forrest said the current fee for a Floodplain permit is \$300, a permit issued "after the fact" is \$750 and a permit that requires a variance is \$1,500. The Commission said they would like them to only be charged \$350 for the permit since they weren't given all the information they needed prior to activity happening on the site.

Forrest said he did an analysis to determine the actual cost of planning services provided to the public and gave it to the Commission to review. Forrest gave the Commission the Proposed Planning Fees for FY 2017 to review and explained the fees in detail. After reviewing the fees the Commission said they will need to give Public Notice and put the Planning Fee Schedule on the agenda for adoption.

Bruce Moore gave the Commission a Comment Sheet for the Baker Metal and Recycling Letter of Map

Revision (LOMR). After reviewing it the Commission commented and signed the Comment Sheet stating they support the Baker Metal and Recycling Letter of Map Revision.

9:25am- Mary Grube, Forrest Sanderson and Bruce Moore left the meeting.

9:30AM SMART-CTEP UPDATES

Present: Mona Madler, SMART Executive Director

CTEP Project- Mona Madler said the CTEP contractor was supposed to start the project on June 1st but hasn't yet. Mona said the State wants movement on the project and said if there isn't significant movement done by the end of July they will pull funding for the project. Mona said the contractor has submitted an invoice to start the payment process but said they can't start until June 27th. Mona said she is going to try to get them to at least start installing fencing and electrical lights before then and will keep the Commission updated on progress of project.

Veteran's Memorial- Mona told the Commission the Veteran's Memorial flag pole won't arrive in time for Memorial Day and when it arrives Larry Neimerg will get it installed right away. Mona said she is also going to talk to Jerrid Singer to ask if he can lay down the remaining tiles at the Memorial site.

9:40am- Mary Grube joined the meeting.

SMART Budget- Mona gave a report of the things SMART has done over the past year and asked the Commission to consider supporting SMART again this year. The Commission agreed and will give SMART the same funding they did last year.

Urban Renewal Plan- Mona gave the Commission updates on the progress with the Urban Renewal Plan. Mona said they will be having a Public Meeting on June 21st at 6:30pm to inform the public what the District is about, how it will affect them and answer any questions they have.

9:50am- Mona Madler and Mary Grube left the meeting.

10:00AM COMMISSION WORK SESSION CONTINUED

BURNING PERMIT- The Commission received notice from Tom Muckle, Fallon County Rural Fire Chief, that a Notice to Rural Residents of Fallon County regarding the Burning Permit System was published in the Fallon County Times and the Finder requesting Public Comment on the matter up until June 24, 2016 at 5pm.

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.

10:30AM BUDGET REVIEW DISCUSSION, PUBLIC HEALTH & SENIOR CENTER

Present: Julie Straub, Human Resource Manager; Kim Cuppy, Health Nurse; Carla Brown, Council on Aging Coordinator

Julie Straub told the Commission Debbie Wiman resigned from her position and the position needs to be filled immediately. Julie told the Commission she spoke with Kim Cuppy and Carla Brown about the best way to fill the vacancy and presented the following options they considered:

- Rather than hiring a full-time RN, they would hire a part-time LPN and create a new part-time position of an In-Home CNA. Kim is in favor of hiring a part-time LPN rather than a full-time RN as it is easier to recruit for a part-time nurse rather than a full-time nurse and it would be a better use of salary/budgets since an LPN earns less per hour than an RN. If this option were accepted, Kim would supervise the person and the In-Home CNA duties would be paid out of the Council on Aging budget.
- Rather than hiring a full-time RN, they would hire a part-time LPN and expand upon the Homemaker position to include in-home CNA duties. The position would be named and classified as a Home Health Aide with Kim supervising and Council on Aging funding it.
- Rather than hiring for a full-time RN, they would hire a full-time LPN for the position. Julie, Kim and Carla are concerned about this option as it would be more costly to the County and it would entail a 5-7 week recruiting period for a position that needs to be filled immediately as clients are dependent upon it.

Julie said if either of the first two options were accepted the current Homemaker, Marcia Sears, would be a good fit for the position as she is a CNA and would like full-time employment. Julie said the position could be filled quickly by doing an internal recruitment as well. Kim said if a part-time LPN was hired that person would also be given the School Nurse duties and the stipend Kim currently receives for this would go straight to

the County to cover those wages. Carla said the funding she receives from Action for Eastern Montana for aging services would continue to help pay for this position but the reporting of the work would change since the funding doesn't cover Home Health Aides. After much discussion the Commission decided it would be best to hire a part-time LPN and to have the Homemaker position include the in-home CNA duties. The Commission approved the position to be classified as a Home Health Aide with a starting wage of \$18.50 with step increases. An internal recruitment will be also done. Kim suggested this person be given the Health Department vehicle to use since they will be traveling more than the LPN and the Commission agreed.

10:50am- Julie Straub, Carla Brown and Kim Cuppy left the meeting.

11:00AM REC. DEPARTMENT UPDATES

Present: Angie Rabbitt, Rec. Department Director

Fallon County Days- Angie Rabbit told the Commission about the activities she is planning on having this year for Fallon County Days. Angie gave the Commission an invoice for Vaughn Zenko to DJ the event to review and approve. Angie said she received two different quotes for inflatables. Angie said one company staffs their own features and would operate for 7 hours at \$7,500 plus motel and meals and the other company doesn't staff their own features and would operate for 4 hours at \$5,500 plus mileage from Bismarck. Angie said she would like to hire the company who provides their own staff. Angie said this company also provides two water feature inflatables that were popular last year. The Commission agreed and gave permission to hire this company for \$7,500 and to hire Vaughn Zenko to DJ event.

Rec. Department Updates: Angie gave the Commission updates on the activities going on in the Rec. Department this month such as Basketball Camp, Safe-Sitter Class, Legion Baseball, Little League Baseball, T-Ball, and other various camps.

11:30am- Angie Rabbitt left the meeting.

11:45AM PUBLIC COMMENT

Trent Harbaugh, Sheriff, joined the meeting. Trent and the Commission discussed the Growth Policy Meeting they attended on Monday.

11:50am- Joe Janz, Outside Maintenance Supervisor, joined the meeting.

11:53am- Trent Harbaugh left the meeting.

Joe Janz asked if the Commission wants the Rifle Range be put on the list for Ecolab to spray and the Commission said yes.

11:55am- Joe Janz left the meeting.

12:00PM NOON RECESS

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

1:15PM RECONVENE

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

1:15PM CITY OF BAKER UPDATES

Present: Clayton Hornung and Scott Rabbitt

CTEP- Clayton Hornung and the Commission discussed the CTEP Sidewalk Project and when it will begin.

Roads- Clayton said Jer and Tina Afrank told him they would like material placed on their road similar to what was placed on the Baker Lake Road with chips being placed on it when available. Clayton said roads are usually improved by SIDs but will let the Commission make the decision on it.

1:30pm- Lani DeBuhr excused herself for the remainder of the day.

Clean-Up Day- The Commission and Clayton discussed the tipping fees for the Fallon County Clean-Up Day and the volume of tires that were disposed of.

Parks- The Commission, Clayton and Scott Rabbitt discussed getting additional help for Scott to help him finish the Park projects this year.

2:00pm- Clayton Hornung and Scott Rabbitt left the meeting.

2:00PM MAY TIME SHEETS REVIEW

The Commission reviewed and approved May 2016 time sheets, payroll & withholdings in the amount of \$491,922.03 and they are filed in the Clerk and Recorder's Office.

4:00PM 911/DES COORDINATOR JOB DISCUSSION

Present: Chuck Lee, 911/DES Coordinator; Julie Straub, Human Resource Manager

The Commission, Chuck Lee and Julie Straub reviewed the 911/DES Coordinator job description.

4:30pm- Julie Straub and Chuck Lee left the meeting.

4:30PM EVENING RECESS

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

THURSDAY, JUNE 9, 2016

9:00AM RECONVENE

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

ABSENT: Deb Ranum, Member

FALLON COUNTY COURTHOUSE

9:00AM PARK UPDATES

Present: Scott Rabbitt, Parks Director

IRON HORSE PARKING LOT DISCUSSION- Scott Rabbitt said he still needs to get millings for the Iron Horse parking lot and Griffith Excavating can provide them. The Commission asked Scott to get a quote from Griffiths and then they will discuss it more.

BAKER LAKE TRAIL/SIDEWALK PROJECT- Scott gave the Commission the sidewalk boundary survey to review. Scott said there is a portion of the sidewalk that hits a small corner of Shepherd's and Buerkle's lots. Scott said there are two ways to deal with this: leave the sidewalk as it is and get easements from Shepherd's and Buerkle's or realign the sidewalk into the City of Baker's existing alleyway so it doesn't hit that corner of their lots. The Commission said they would like to try to get the easements rather than realign since the sidewalk is already designed. Scott said he will talk to the landowners about getting the easements. The Commission asked Scott to stay in contact with all landowners adjacent to the sidewalk throughout the process and construction and Scott said he will.

MISCELLANEOUS PARK ITEMS- Scott gave the Commission copies of the signage that is being installed at the Skate Park and the Splash Park to review. Scott said several things on the signs seem irrelevant but they are mandated by the State to include them.

9:20am- Commissioner Ranum joined the meeting.

Scott said the Sons of the American Legion asked if they could use tables and garbage cans next week for the Fishing Derby at Sandstone and the Commission gave permission.

Scott said the Sanitarian's water testing kit only tests for three things where he is required to test for several things at the Splash Park. Scott said because of this he would like to purchase a water testing kit that can test for everything required at a cost of \$975 and the Commission gave permission.

The Commission and Scott discussed his upcoming budget and Scott said he doesn't have any big projects planned other than continuing the sidewalk next year. The Commission asked Scott to talk to Gamut Construction about the timeline of completing the sidewalks so it can be considered when reviewing and approving budgets.

9:35am- Scott Rabbitt left the meeting.

10:00AM FALLON MEDICAL COMPLEX (FMC) UPDATES

Present: David Espeland, FMC CEO; Selena Nelson, FMC CFO

FMC STORM WATER PROJECT- David Espeland gave the Commission Change Order #3 to close out the FMC Storm Water Project to review and sign. David said Diamond J has reimbursed the County for the items the County had to take care of and he is comfortable with paying the final payment and closing it out. Steve Baldwin, as Chairman, signed the Change Order #3.

PARKVIEW COMPLEX (PVC) BUDGET- David gave the Commission a list of items he would like them to consider budgeting for in this year's budget: the essential item is \$250,000 for concrete work; non-essential items are \$100,000 for control room improvements, air conditioner improvements and alarm system updates. David said there is also landscaping in the courtyard that needs to be finished and will get a cost breakdown to the Commission. David said there is a large hole in the east side parking lot of PVC and the Commission said the Road Department can fill it.

MISCELLANEOUS PARKVIEW COMPLEX ITEMS- David said he is working on helping PVC residents with transitioning from Cable TV to Satellite and is also working with Karol and Brad on creating an Emergency Action Plan. Commissioner Ranum suggested a rental increase be given since there have been no increases since 2008. Commissioner Randash said giving small increases over a period of time is better than having to raise the rent in one large amount in the future if needed. Commissioner Baldwin said he wants to have further discussion on this matter before making a decision.

David gave the Commission a quote from Top Notch Coatings to sealcoat and repair the parking lots at FMC, PVC and the Health Department. David said he has always been pleased with their work and gave them the job at a cost of \$22,419.68. The Commission said another sealcoat company recently contacted them and asked David to get a quote from them also to see if Top Notch is giving them a fair deal. David said he would contact them today.

FMC UPDATES- David gave the Commission FMC updates and they discussed staff coverage and the creative ways they are using to ensure there is proper physician coverage. Selena gave the Commission FMC's tentative budget to review.

EMERGENCY FLIGHTS- David said they have recently been contacted by Stat-Air which is an emergency flight company that operates out of Glasgow and has recently branched out to Sidney. Stat-Air has asked if FMC wants to be a part of their organization. David said their flights will go where they are needed, not solely dedicated to one hospital and they work with various insurance companies. David said it appears they also charge a reasonable price for their service and is interested in working with them. David said to become a part of the organization they have to have someone from FMC sit on their board. The Commission said if David wants to pursue this they would want him to be the one to sit on the board. The Commission asked if their hangar could be used if this company ever wanted to be based in Baker and David said he would ask them.

11:00am- David Espeland and Selena Nelson left the meeting.

11:00AM SENATOR DAINES UPDATES

Present: Nathan Adams, Field Representative for Senator Daines; Clayton Hornung, City of Baker Mayor, Jason Rittal, County Development Advisor

The Commission and Nathan discussed various things going on in the County such as the WBI Lease Agreements, Baker Lake Mitigation Plan and issues they are having with the Powder River Training Complex. Nathan said he will see what he can do to expedite the process with the EPA regarding the Baker Lake Mitigation Plan. Nathan suggested possibly forming a coalition with North Dakota regarding the issues they are all having with the Powder River Training Complex and will keep the Commission updated on this.

11:40am- Nathan Adams and Clayton Hornung left the meeting.

11:40AM COUNTY DEVELOPMENT ADVISOR EMPLOYEE ORIENTATION

Present: Jason Rittal, County Development Advisor

The Commission did employee orientation with Jason Rittal and completed his orientation form.

12:30PM NOON RECESS

Commissioner Ranum made the motion to take a noon recess. Commissioner Randash 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

FALLON COUNTY COURTHOUSE

1:15PM BUDGET AND SALARY REVIEW

Present: Jason Rittal, County Development Advisor

The Commission and Jason Rittal reviewed the budgets Department Heads submitted and the proposed salaries for this year. The Commission and Jason compared and took notes on the current expenditures for each Department with what was budgeted for in FY2015-16.

5:00PM ADJOURN

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

ADJOURN

s/Steve Baldwin, Chair

MINUTE TAKER:
s/Lani J. DeBuhr, Clerk

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