

9:00AM CONVENE

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

GUEST: Dave Havens, Member of the Public

FALLON COUNTY COURTHOUSE

9:00AM MINUTES APPROVAL

The Commission reviewed the Commission Minutes for the week of August 29-September 2, 2016.

Commissioner Ranum made the motion to approve the Commission Minutes for the week of August 29-September 2, 2016. Commissioner Randash seconded the motion. Commissioner Baldwin asked if there was any other discussion and there was none. 3 Ayes. 0 Nays. The motion carried unanimously.

9:15AM HAIL DAMAGE CLAIM REVIEW AND DISCUSSION

Present: Debbie Wyrick, Deputy Clerk and Recorder; Jason Rittal, County Development Advisor; Alba Higgins, Shop Foreman

Alba Higgins gave the Commission Denny Menholt's estimates for three 2017 Chevy Traverse vehicles with the government discount: LS at \$28,000, LT-1 at \$31,000 and LT-2 at \$35,000. The Commission preferred to purchase two Traverse's with the LT-2 option or like make/model from another manufacturer due to it being more comfortable with middle row bucket seats. The Commission asked Alba to contact other dealers in the area, including HKT, to see if they can give the government discount also and/or give a proposal. Commissioner Ranum voiced concern about the public's perception of the County buying new vehicles. Jason Rittal said he believes often times the discount the County receives on a government rate vehicle, which is only granted on new, makes the new vehicle cost, when mileage and warranty are considered, to be equal to a used vehicle with low mileage and Commissioner Baldwin agreed.

Jason spoke with Scott Signor, EMC Insurance Adjuster, about SRM doing the temporary roof repairs and Scott tagged the Courthouse as possibly needing emergency repairs due to shingles being repaired because they were lifting. In this conversation, Scott said all Courthouse and Parkview Complex repairs will have to be done at one time. Jason spoke with Darcy Wassmann, County Attorney, about this and she is doing research to determine if all those repairs would be considered an emergency due to health and safety and thereby not be required to go through the bid process. Scott said there are five buildings that have leaks and need to be repaired immediately, Jason disagreed. All present discussed putting the Parkview Complex and Courthouse projects out to bid right away if Darcy determines they need to go out to bid. The Commission said they may have to wait doing the repairs if it gets too cold and asked if they could give the contractor the option to start in the fall or spring depending on the weather. Jason said yes, they could put that option in the bid specs. The group discussed that nothing can truly move forward until the requirements for bids are determined and the scope of what the County wants to try to fix immediately, if anything, is agreed upon by the County and the insurer.

10:05am- Debbie Wyrick and Jason Rittal left the meeting.

10:05AM ROAD UPDATES

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

Shop Updates- Alba Higgins gave updates on the vehicles and equipment being serviced or repaired this week.

Training- Alba asked if Road Dept. employees could attend a DEF handling and cross over class in Glendive the first part of October. The Commission gave permission and said rather than sending all employees, survey the crew to see who is interested in attending. Alba asked if him, Bobby Wiedmer or Mark Sieler could attend the MACRs Conference in South Dakota, October 20-22 and the Commission gave permission.

Blades- 3 blades will be rotated out this year in accordance with the rotation schedule. Replacing the snow wings for the blades will be dependent on what was budgeted for this year. If the snow wings cannot be replaced this year, they will have to be next year as they are in rough shape. Alba will write up two bid specs, one with the snow wings included and one without.

10:30am- Alba Higgins left the meeting.

Road Updates- Bobby gave updates on the Road Crew's activity this week. Bobby reported someone purposely laid barbed wire along the road by Ed Williams' place where Doug Wildish mows and when Doug mowed last week he mowed over a few piles of it.

Westmore Box Culvert Bridge- Forterra didn't build the end wall culverts per the drawings they made and Shannon Hewson approved. The culverts were cast too long and not at the right angle so will not be able to be used. Because of this, Shep's Welding will begin working on the Dry Fork Box Culvert Bridge while the new culverts for Westmore are being cast. The Commission said Forterra should be responsible for the additional costs that will be incurred for this mistake. Shannon agreed and said he will talk to Forterra about this.

10:48am- Bobby Wiedmer and Shannon Hewson left the meeting.

11:00AM SHERIFF'S HVAC DISCUSSION

Present: Mike Stevenson, Stevenson Design; Cory Hasiak, Simplicity Consulting; Trent Harbaugh, Sheriff Present by Conference Call: Rich Rose, Jon Easley, Steve Hanser, Mechanical Technology Inc. (MTI)

All present met to discuss the problems with the Sheriff Department's HVAC rooftop unit. The summary points of discussion were:

- Due to snow and rain a catwalk around the HVAC unit will be designed by Mike Stevenson at no cost and the County will hire someone to install it.
- The HVAC unit has stopped working during episodes of extreme temperatures and sets off various alarms at times. MTI has had difficulty troubleshooting the problems due to the manufacturer, Rezner, being unable to offer technical support for the Carol controller in unit and the literature not addressing all alarm codes.
- The unit is also not able to be integrated into the Courthouse's existing building automation system because MTI's LON card cannot match the Carol controller. Because of this MTI cannot access the unit remotely to detect a problem and cannot help Lynda Herbst, Inside Building Maintenance Supervisor, troubleshoot problems that arise.
- After much discussion on how to solve the problem, the Commission asked Rich Rose to submit an estimate to replace the Carol controller with a MTI controller. The unit can then be integrated into the existing building automation system with the hope the problems can be determined and solved easier.

12:06pm- Rich Rose, Jon Easley and Steve Hanser left the meeting.

All present continued to discuss the system and issues that have arisen since it was installed.

12:15pm Trent Harbaugh, Corey Hasiak and Mike Stevenson left the meeting.

12:15PM PUBLIC COMMENT

No one appeared for public comment.

12:15PM NOON RECESS

The Commission opted to not take a noon recess due to the possibility of needing to go view the Westmore Box Culvert Bridge project.

12:15PM COMMISSION WORK SESSION

Senior Bus Accident/Insurance Discussion- The Senior Bus backed into a member of the public's vehicle on September 6, 2016. After reviewing the estimate to repair the vehicle damage, the Commission opted to pay for the damages directly rather than submit the claim to insurance.

Tornado Insurance Claim- EMC Insurance paid the County \$113,299.15 for tornado damage done to the Airport and Iron Horse Splash Park.

Board Minutes/Agendas- 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.

1:15PM BAKER CLEAN-UP DAY DISCUSSION

Present: Jodee Pratt, City of Baker Mayor; Tom Kachel, Landfill Manager

City of Baker is having Clean-Up Days now until September 25, 2016. All garbage will be accepted, including tires and City Shop employees will help cut tires if needed during the winter months. Commissioner Ranum voiced concern about offering free garbage disposal to Baker residents but not residents outside City limits. Jodee Pratt said County residents have always brought items to town to dispose of during Clean-Up Days. Jodee will include County residents in future newspaper Clean-Up Day advertisements so they know they are welcome to bring their items per Commissioner Ranum's request. Tom is concerned about people disposing of propane tanks and tires with rims because they can't take the tires off the rims and propane tanks can explode if

hit by a scraper. Jodee said the City Shop employees will monitor what goes into the dumpsters and Tom will check in daily to help. Tom suggested locating the dumpsters at the container site with a City of Baker employee being the attendant and Jodee said she couldn't commit someone to attend it right now but maybe in the spring they can consider it.

1:40pm- Jodee Pratt left the meeting.

Tom asked the Commission if the City of Baker will be charged for tipping fees of Clean-Up Days containers and the Commission said yes. Tom asked if he could pay his container site attendant to be at the container site for more than two days if the Clean-Up Day containers were moved there in the future and the Commission said they can discuss it at a later time.

1:50pm- Tom Kachel left the meeting.

1:50PM MID-RIVERS EMAIL FOLLOW UP

Present: Andy Fujimori, IT Tech

Andy Fujimori asked the Commission if he could move forward with moving all County emails to Mid-Rivers and the Commission said yes. Andy asked the Commission if they had made a decision on purchasing the Alien Vault system and Commissioner Baldwin said no, they are still discussing it.

1:55pm- Andy Fujimori left the meeting.

2:00PM SMART & CTEP PROJECT UPDATES

Present: Mona Madler, SMART Executive Director; JW Papez, Peaks to Plains; Carson Beach, Gamut Construction

CTEP Project- The CTEP Project substantial completion date was September 9, 2016 and the project hasn't been substantially completed by Gamut Construction. Carson Beach has experience a number of delays and is preparing documents to ask for additional time to complete project. JW Papez presented three penalty options the Commission can exercise for Gamut Construction not completing it on time: 1) Proceed forward without assessing liquidated damages; 2) Charge liquidated damages of \$200/day it is behind schedule; 3) Contact bonding company and declare default on project. There is not a risk of losing the funding for project at this point but there will be an additional cost of \$2,000-\$3,000 due to Peaks to Plains working on the project longer than expected. The Commission chose not to assess liquidated damages as long as the project can be completed as close to October 1, 2016 as possible. Carson said depending on weather, he can get the project done by that time and agreed to pay the additional \$2,000-\$3,000 for Peaks to Plains services.

2:15pm- Carson Beach and JW Papez left the meeting.

SMART Updates- SMART will be going through the needs assessment forms they handed out to those affected by the tornado in order to begin distributing the Baker Tornado Relief Funds. One home has recently been designated to be torn down and Mona asked if the County would pay for tearing the home down since they did for all other demolished homes. The Commission said the County will pay for demolition of home if the homeowner's insurance company doesn't.

Veteran's Memorial- New concrete is done and new flag pole needs to be erected. Bobby Wiedmer or one of his employees will use their bobcat to set the flag in place.

2:50pm- Mona Madler left the meeting.

3:00PM GOLF COURSE MANAGER BACKPAY DECISION

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

After reviewing the Golf Course Manager's back pay, the Commission decided to discuss the back pay with him in a closed session on September 26, 2016.

3:22pm- Darcy Wassmann left the meeting.

3:22PM POLICY MANUAL REVIEW

Present: Julie Straub, Human Resource Manager

The Commission approved the changes Julie Straub made to the Policy Manual per their requests in the last Policy Manual review meeting. Julie and the Commission reviewed the Fallon County Policy Manual- Sections 1.14 to 1.21 which included: Alcohol and Controlled Substance; Workplace Bullying; Progressive Discipline; Employee Grievance Process; Reduction in Force; Separation from Employment; Motor Vehicle Record Review; Community Support Work. The Commission approved and signed the Drug and Alcohol Policy contained in the Policy Manual. The Commission asked Julie to specify each employee will be given 72 hours/year to use for volunteering in the community in the Community Support Work section of Policy Manual.

4:00pm- Julie Straub left the meeting.

4:00pm- Dale Butori, Weed Supervisor, joined the meeting.

Dale Butori gave the Commission updates on the Weed Department.

4:10pm- Jerrid Geving, Fair Board Member, joined the meeting.

4:15pm- Dale Butori left the meeting.

Jerrid Geving notified the Commission of the Special Fair Board Meeting tonight and asked if they would consider sending him and Eddie Coulter to the PRCA Convention in Las Vegas, December 2016. The Commission told Jerrid to talk to the Fair Board about the Convention and then bring it to the Commission.

4:25pm- Jerrid Geving left the meeting.

4:30pm- Trent Harbaugh, Sheriff, joined the meeting.

Trent Harbaugh requested all repairs be done to the 2011 Ford Expedition that he and his deputies will be using as a backup vehicle so full coverage insurance can be kept on it. Trent said the vehicle will be used often and because of this should have full coverage on it, whether it's required or not.

4:35pm- Debbie Wyrick, Deputy Clerk and Recorder, joined the meeting per the Commission's request.

The Commission asked Debbie Wyrick if it would cost the County additional money to do all repairs to the 2011 Ford Expedition. Debbie said it wouldn't cost the County anything since insurance will pay for all repairs but it would reduce the amount of dollars they have available to replace vehicles by \$3,000. The Commission gave permission to have all repairs done to the 2011 Ford Expedition.

4:50pm- Trent Harbaugh and Debbie Wyrick left the meeting.

4:52pm- Chuck Lee, 911/DES Coordinator and Jason Rittal, County Development Advisor joined the meeting.

Chuck Lee told the Commission a vendor who helped with the initial tornado clean-up submitted an invoice, requesting to be paid for their services since other vendors have. Chuck said he was under the understanding that everyone working on the disaster clean-up was volunteering their time and that is why they were logging all volunteer hours, supplies and equipment. Lani DeBuhr, Volunteer Coordinator of the tornado clean-up, agreed and said it was thought everyone was volunteering their time and equipment. Chuck said one vendor was paid after they turned in an invoice but no other vendors have been paid and he would like direction on how to handle this. The Commission asked Chuck to get a list of all vendors who helped with the clean-up, find out if they have been paid or not and make an appointment to discuss it once information is received.

5:00pm- Chuck Lee and Jason Rittal left the meeting.

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.