

9:00AM CONVENE

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

ABSENT: Deb Ranum, Member

FALLON COUNTY COURTHOUSE

9:00AM PARKS UPDATES

Present: Scott Rabbitt, Parks Director

Splash Park Closure Date- Scott Rabbitt said he plans on closing the Splash Park on Monday, September 12th and asked if the Commission had any objection to this and the Commission said they didn't. Scott gave the Commission the Certificate of Substantial Completion for KO Construction's work on the Splash Park to review and sign. Commissioner Baldwin, as Chairman, signed the Certificate and asked Scott to make sure KO Construction completes the few things that still need to be finished for the project.

9:05am- Commissioner Ranum and Shannon Hewson with Brosz Engineering joined the meeting.

NRPA Conference Purchase Request- Scott asked the Commission if he could attend the National Recreation and Parks Association (NRPA) Conference in St. Louis, MO. Scott said the Conference is October 5th – 8th and the City of Baker will pay for half of it. The Commission gave permission for Scott to attend. Scott gave the Commission Conference information to review.

9:10am- Scott Rabbitt left the meeting.

Shannon Hewson gave the Commission the Coal Bank Creek and Webster Road Bid Specs to review and have for their records. Shannon gave the Commission Shep's Welding's Pay App #1 in the amount of \$37,430 for the Westmore Rd. and Dry Fork Rd. Box Culvert Project to review and sign. Commissioner Baldwin, as Chairman, signed the Pay App.

9:13am- Shannon Hewson left the meeting.

9:15AM FUNERAL ATTENDANCE FOR COUNTY EMPLOYEES DISCUSSION

The Commission discussed and agreed to allow County offices to close if all their employees want to attend the funeral for past Commissioner Donnie Rieger. The Commission also agreed to not require the employees to use vacation time to attend the funeral.

9:30AM HAIL DAMAGE INSURANCE CLAIM UPDATES

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

Jason Rittal said EMC Insurance's Scope of Work for the Hail Damage arrived on Friday, September 2nd and he has begun reviewing it. Jason gave the Commission a breakdown of the windows that need to be replaced for each building and asked if the Commission wanted to proceed with having them replaced right away. The Commission gave permission to proceed with replacing the windows and asked to have Parkview Complex done first.

Jason said after they discovered the roof leak at the Airport last week, Scott Signor with EMC Insurance thought DSI could help immediately. Jason said he is concerned with how potential leaks would be found and how they would be repaired if needed. The Commission said they used a sealant in the past and it isn't the best method. Everyone present discussed potential issues this could create. Jason suggested he, Debbie and at least one Commissioner talk to Scott about this in more detail.

Alba Higgins indicated there were issues with replacing the shop roof and suggested spraying it with a sealant and then re-roofing over the existing material rather than tearing it off and replacing it.

9:48am- Dave Havens, Member of the Public, joined the meeting.

The Commission and all present discussed waiting on having the roofs inspected and repaired until spring. Jason suggested only having buildings with contents that would be damaged by a roof leak inspected now and Alba agreed. Jason said he, Debbie and Alba could review each building to come up with a list of buildings that should be inspected now and will discuss this on Thursday with the Commission.

Debbie said she doesn't have the exact numbers on Trent's pickup now that it has been deemed totaled. Debbie said she spoke with Roger Meggers about waiting on purchasing a new vehicle for the airport since there is a possibility of them being given Trent's pickup and Roger said he could wait. Alba said the Acadia repairs are almost completed. Alba said they can put the Search and Rescue (S&R) items in the van to free up the S&R building for storing the fleet vehicles until a new building is built where they can be stored permanently. Debbie

and Alba discussed the best way for employees to get these vehicles when needed. Alba said the 2008 Chevy pickup and the 2011 Chevy pickup are at Thee Body Shop today and once they know the outcome of these assessments they can discuss what to replace the fleet vehicles with. The Commission and all present discussed whether to purchase new or used vehicles.

10:05am- Bobby Wiedmer, Road Supervisor, joined the meeting.

The Commission and all present discussed the type of insurance they can have on the damaged vehicles that will be kept but not repaired. The Commission asked Alba to get an estimate on the repairs that need to be done to the Golf Course Kubota and to talk to Eric Kary, Golf Course Manager, about it.

10:12am- Jason Rittal and Debbie Wyrick left the meeting.

Alba continued to give the Commission updates on the hail damage repairs he has been doing.

10:12AM ROAD DEPARTMENT UPDATES

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

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

10:19am- Alba Higgins left the meeting.

Road Updates- Bobby Wiedmer said the Road Crew is blading roads today and will continue to as long as there is moisture. Bobby said a school bus got stuck today by where the bridge is being replaced on Ollie Road. Bobby said he called the State to ask about them putting gravel on that area per John Geving's request. The Commission suggested the bus routes be changed to go around that area and Bobby said they have been rerouting the buses to avoid most of that area.

Project Updates-

Westmore Box Culvert Bridge- Bobby said the gravel for this bridge was laid last Friday but half of it wasn't packed and is now very moist and soft so they are working on that today. The Commission received a letter from the Montana Department of Environmental Quality (DEQ) giving authorization for a Short-Term Water Quality Standard for Turbidity Related to Construction Activity Pursuant to 75-5-318, MCA for the Westmore Box Culvert Bridge.

Cooper Box Culvert Bridge- The Commission received a letter from the Montana Department of Environmental Quality (DEQ) giving authorization for a Short-Term Water Quality Standard for Turbidity Related to Construction Activity Pursuant to 75-5-318, MCA for the Cooper Box Culvert Bridge.

Coal Bank Box Culvert Bridge- The Commission received a letter from the Montana Department of Environmental Quality (DEQ) giving authorization for a Short-Term Water Quality Standard for Turbidity Related to Construction Activity Pursuant to 75-5-318, MCA for the Coal Bank Box Culvert Bridge.

10:30am- Bobby Wiedmer left the meeting.

11:00AM REC. DEPARTMENT UPDATES

Present: Angie Rabbitt, Rec. Department Director

Angie Rabbitt gave updates on the past, current and upcoming activities in the Rec. Department. Angie said the Rodeo Play Day had low numbers this year and they have decided to schedule it for the last Sunday in July for next year. Angie said they didn't get any participants for the Cheerleading Camp this year so next year they will be opening it up to girls in 4th-8th grades rather than just 5th-6th grade.

NRPA Conference Purchase Request- Angie asked the Commission for permission to attend the National Parks and Recreation Association (NPRA) Conference in St. Louis, MO Oct. 5th – 8th and they gave her permission. Angie gave the Commission the Conference information and schedule for them to review.

11:25am- Angie Rabbitt left the meeting.

11:30AM IT TECH TRAINING UPDATES

Present: Andy Fujimori, IT Tech; Julie Straub, Human Resource Manager

Andy Fujimori gave the Commission updates on the trainings he has completed. Julie Straub said Andy has been working diligently on completing the courses and reviewed his upcoming trainings. Andy said at times he has to order parts for computers that need to be repaired and it may take a couple of days to receive the parts. Andy asked the Commission what they would like him to do with a situation like this in Dispatch since they cannot have a computer down. The Commission suggested Andy order a supply of backup parts for times this happens. Andy said he could do that and asked if could also pay for expedited shipping if necessary and the Commission said yes.

11:43am- Andy Fujimori and Julie Straub left the meeting.

11:45AM PUBLIC COMMENT

No one appeared for Public Comment.

12:00pm- Dave Havens 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

GUEST: Dave Havens, Member of the Public

FALLON COUNTY COURTHOUSE

1:15PM CITY OF BAKER UPDATES

Present: Jodee Pratt, City of Baker Mayor

Jodee Pratt said she has been playing catch up since being appointed as the City of Baker Mayor. Jodee said she is going to talk to the City Council about incorporating the JC Park with the Iron Horse Park. The Commission said if they do this it may be difficult for the City to use the vacated park land for anything other than a park.

Jodee said they are having another Baker Clean-Up Day in September and is aware there was a problem with tires during the last Clean-Up Day. Jodee said there are a lot of tires out there that will probably be disposed of again and they are willing to pay for the tire tipping fees. Commissioner Ranum said she would like to have Tom Kachel, Landfill Manager, be a part of the Clean-Up Day discussion also. Commissioner Ranum said if they are going to continue letting people dispose of their items for free in the City of Baker they need to give this benefit to County residents too. Jodee said County residents have disposed of their stuff during Clean-Up Days in the past and it is going to be advertised in the newspaper for all to see.

Jodee and the Commission discussed the plans Brosz Engineering has been working on for the culverts and sidewalks through town and the foot path bridge in the City Park.

1:40pm- Jodee Pratt and Dave Havens left the meeting.

2:00PM AUGUST CLAIMS APPROVAL

The Commission reviewed and approved the August End of Month Claims in the amount of \$474,913.77 and they are filed in the Clerk and Recorder's Office.

4:00PM AUGUST TIME SHEET REVIEW

The Commission reviewed and approved the August 2016 time sheets, payroll & withholdings in the amount of \$613,544.06 and they are filed in the Clerk and Recorder's Office.

4:50PM 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.

WEDNESDAY, SEPTEMBER 7, 2016

8:52AM RECONVENE

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

FALLON COUNTY COURTHOUSE

8:52AM NORTH BAKER WATER SEWER DISTRICT FLOODING DISCUSSION

Present: Richard Chester, Member of the Public

Richard Chester told the Commission the area around the North Baker Water Sewer District (NBWSD) flooded during the last hail storm and often does during heavy rainfall. Richard said there is a drainage ditch on the other side of NBWSD but at some point in time the dike for this ditch has been breached. Richard said the dike is by Gary and Pam Gorder's place and Pam said they would be willing to build the dike back up.

8:55am- Dave Havens, Member of the Public, joined the meeting.

Richard said he would like to contact the State about this also to see what can be done on their end. The Commission said they have tried over the last 10 years to get the State to do something about their culvert and bridge that is adjacent to that property but haven't been successful. The Commission said they have also looked

at doing repairs in that area but there is a property owner who isn't cooperative so they have not been able to proceed.

8:58am- Mary Grube, Planner Administrator Assistant and Forrest Sanderson, Contracted Planner, joined the meeting.

9:00am- Jason Rittal joined the meeting.

The Commission said if Gary and Pam Gorder want to build up the drainage ditch dike they are ok with that although it won't fix the problem entirely.

9:03am- Richard Chester left the meeting.

The Commission explained to all present the issues they have had with the culvert along HWY 7 and the lack of the State's cooperation. Forrest asked who owned the ditch that was referred to and the Commission said they aren't sure who owns it but they do know it wasn't entirely finished when built. Forrest Sanderson said the Commission may be able to apply for FEMA funding to improve the NBWSD drainage but only if it is included in their Hazard Mitigation Plan. The Commission asked Forrest to talk to Chuck Lee, 911/DES Coordinator, about including this in the Hazard Mitigation Plan and applying for FEMA funding in the future.

9:25am- Forrest Sanderson, Mary Grube and Jason Rittal left the meeting.

9:30AM FALLON COUNTY DRUG & ALCOHOL POLICY REVIEW AND ADOPTION

Present: Julie Straub, Human Resource Manager

Julie Straub gave the Commission the Fallon County Drug & Alcohol Policy that was drafted by Chemnet on the County's behalf to review. The Commission and Julie reviewed the entire policy and the Commission did not have any changes or additions they wanted made. The Commission said they will wait to adopt the policy until they go through that section in during their upcoming Policy Review meetings. Julie asked if she could give training on the policy at the September 15th safety training and the Commission said yes.

9:38am- Julie Straub left the meeting.

The Commission discussed including the NBWSD drainage repairs in the Hazard Mitigation Plan and whether to pay for the easement from Mike Nelson. Commissioner Baldwin said he doesn't think tax payers should have to pay for his easement when it primarily benefits him and the surrounding land owners. Commissioner Ranum agreed and suggested asking the surrounding landowners to pay for the easement if Mike insists on it since they would be the ones benefiting from it.

1:30PM PLEASANT VALLEY SUBDIVISION FINAL PLAT

Present: Mary Grube, Planner Administrative Assistant; Eric Krikorian, Member of the Public

Mary Grube presented the Staff Report #MNR-FP-16-01 Pleasant Valley Minor Subdivision Final Plat to the Commission for review and adoption. Mary said all conditions have been met and all pertinent information has been received and reviewed the report with the Commission.

Commissioner Ranum made the motion to adopt the Staff Report MNR-FP-16-01 as Findings of Fact and that the Final Plat for the Pleasant Valley Minor Subdivision be approved. Commissioner Randash seconded the motion. Commissioner Baldwin asked for any other discussion and there was none. 3 Ayes. 0 Nays. The motion carried unanimously.

1:40pm- Eric Krikorian left the meeting.

1:45PM PLANNER UPDATES

Present: Mary Grube, Planner Administrative Assistant

The Commission and Mary Grube discussed the Planning Fees and Mike Madler's opinion on them. Mary said she sent a letter to Mike Madler explaining the County's Planning Fees and hopes this will clarify the fees for him.

The Commission and Mary discussed the work her and Forrest Sanderson, Contracted Planner, are doing to ensure items are not in the floodway. The Commission asked Mary to notify them when they are having to ask people to remove stuff so they can help explain it to the public. Mary said she could and told the Commission they have notified a landowner of a fence they erected in the floodway and will have to remove. The Commission asked if it was the County's job to go and monitor these areas and Mary said yes, that is the job of the Floodplain Manager the County hires. The Commission asked what happens if they don't catch floodway activity before it happens and Mary said they would be treated the same way Baker Metal was with their scrap pile. The Commission and Mary discussed various exemptions available to someone building a house with restrictions. Mary said one of the confusions with landowners who have buildings and items in the floodway north of town is the construction of the Baker Fire Department (BFD) building near them. Mary said what

people don't realize with that building is the BFD building was built in the flood fringe and they got a permit to build it up above the required elevation. Mary gave updates on other activities in the Planning Department.

The Commission asked if replacing the City/Cemetery Bridge and remapping the area would alleviate the problems in that area. Mary said she isn't sure, it would be a risk especially if people who aren't currently in the floodway were then deemed to be in the floodway after the remapping was complete. The Commission said it would probably be costly also and Mary agreed. Mary gave the example of when Miles City, MT did this and the problems it created there.

2:03pm- Mary Grube left the meeting.

2:07pm- Jim Leischner with D&J Insurance.

Jim Leischner notified the Commission he spoke with the Commissioner of Insurance and they said EMC Insurance has to provide all the estimate numbers to the County. The Commission asked what their opinion was on EMC Insurance recommending their own construction company to do the repairs. Jim said the woman he talked to said it sounded "fishy" but couldn't really speak to the matter unless she were to look into the situation more closely.

2:10pm- Jim Leischner and Dave Havens left the meeting.

2:15PM COMMISSION WORK SESSION

New Hire Approval Form- The Commission reviewed and signed the New Hire Approval Form authorizing Cheney Varner to be hired as the Public Health Administrative Assistant.

Fallon County Safety Reports- The Commission reviewed the Fallon County Safety Reports for FY2015-16.

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.

4:00pm- Dave Havens, Member of the Public, joined the meeting.

4:30PM GOLF COURSE UPDATES

Present: Jeff Greenlee, Golf Course Board President; Trish Barth, Golf Course Board Secretary; Julie Straub, Human Resource Manager

The Commission, Jeff Greenlee and Trish Barth discussed the Country Club paying for Eric Kary's overtime. Jeff said the Country Club Board was agreeable to use the green fees to pay for Eric's overtime when preparing the greens for tournaments. The Commission said Eric also accrues overtime in the spring and fall when he no longer has seasonal help. Jeff asked if the Commission was expecting the Country Club to pay for all of Eric's overtime as they only discussed paying for the overtime accrued for tournaments. Commissioner Ranum said someone needs to manage Eric and his staff's time so overtime is not accrued, especially in the summer when there is 6 of them working. Jeff asked if Eric has been accruing much overtime and Julie Straub gave him Eric's timesheets from the last two years to review. After reviewing the timesheets, Jeff suggested Eric note on his timesheet what his overtime hours are for so they know if it is prepping for tournaments or other work. Julie said the Commission has recently mandated that all County employees explain what their overtime hours are for on their timesheets. All present discussed who should manage Eric and his staff. Julie said she would have to research if a private board could manage a County employee and suggested the Commission be the supervisor and have monthly meetings with the Board and Eric to discuss and review his work and hours. Julie gave Jeff Eric's job description to review. Jeff said if the Board was asked to manage Eric they would need guidelines and would rely on Eric to let them know what work needs to be done since they don't know all the work Eric has to do. Jeff asked if Eric and his staff could take a weekday off if they have to work on the weekends to avoid overtime and the Commission said yes. Jeff asked how reducing Eric's overtime would affect him since people become accustomed and rely on overtime pay. Julie said since 2013 Eric hasn't been eligible for overtime and was given a pay increase to compensate for that so now any overtime he receives is a benefit.

The Commission discussed Eric's back pay request with Trish and Jeff. Trish said they were under the impression from their last meeting that they were being asked to pay for Eric's future overtime and asked if the Commission were wanting them to pay for the back pay also. Commissioner Baldwin said it was up to them to if they wanted to pay it. Jeff said it would be difficult to pay for it this year since it wasn't budgeted for. Trish agreed and said they would like the opportunity to budget for Eric's future overtime pay. Jeff agreed and said it

isn't a problem to pay for Eric's overtime for tournaments but doesn't feel it should be their responsibility to pay for his overtime if it isn't related to tournaments. Trish asked if they could be given the amount of overtime Eric and his staff work during the summer and Julie said she will provide that information. Trish said they will also look at the financials to see if they can contribute something to Eric's back pay. Trish said they will discuss this at their next meeting on September 19th and report back to the Commission after that.

5:15pm- Jeff Greenlee and Trish Barth left the meeting.

Julie said she thinks it would be a mistake to give management of Eric to a private board for liability purposes.

5:17pm- Julie Straub left the meeting.

5:20PM 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, SEPTEMBER 8, 2016

9:00AM RECONVENE

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

9:00AM CLERK/RECORDING SECRETARY JOB DESCRIPTION REVIEW

Present: Julie Straub, Human Resource Manager; Brenda Wood, Clerk & Recorder; Lani DeBuhr, Clerk/Recording Secretary

Julie Straub, Lani DeBuhr and the Commission met to discuss the new job description for the Clerk/Recording Secretary position. Julie said her, Lani DeBuhr and Brenda Wood, Clerk and Recorder, discussed and determined the duties of the position. Julie said in discussing the position with Lani several questions came up about the Recording Secretary's role while the Commission is in session. After discussing the Recording Secretary's role the Commission said in addition to taking minutes they would like the Secretary's assistance with the following items: giving input on historical facts regarding the discussion at hand when needed; assisting the Commission in adhering to open meeting laws by mentioning or reminding them of the Robert's Rules of Order when necessary and gathering and preparing documents/information for upcoming meetings. Julie said she will add these items to the job description and present it for final approval at a later date. Julie suggested the Chairman of the Board be the timekeeper of their meetings with Lani being a secondary timekeeper and the Commission agreed. Commissioner Randash said they shouldn't be allowing meetings to go late, especially after 5pm, since that is when the day ends according to their agenda and Commissioner Baldwin and Commissioner Ranum agreed. Commissioner Ranum asked if they could end their meetings with people at 4:45pm in order to give them time to wrap up business at the end of the day and Commissioner Randash and Commissioner Baldwin agreed that was a good idea.

9:30am- Julie Straub and Brenda Wood left the meeting.

9:30AM TIMESHEET ISSUES DISCUSSION

Present: Debbie Wyrick, Deputy Clerk and Recorder; Julie Straub, Human Resource Manager

Julie Straub and Debbie Wyrick said some employees have been making a habit of not turning their time sheets in on time and would like the Commission's help in solving this problem. Debbie said it takes her two to three days to process payroll and it has to be done all at one time so when people turn their timesheets in late it delays the process for all employees and causes her to work overtime. Debbie said every payroll cycle there are certain employees she has to call in order to get their time sheet and two months ago she sent out a memo to Department Heads regarding this but it hasn't alleviated the problem. The Commission said they will send out a memo about it also in hopes it will have a bigger impact coming from them. Debbie asked the Commission if they would consider what ramifications employees would incur if they continue to not turn them in on time. The Commission discussed and came up with two suggestions: to not pay the employee if their time sheet isn't turned in when due or give oral and written warnings that would go in their employee file. The Commission asked Debbie for a list of the people who frequently turn their time sheets in late so they can address this with them directly. The Commission said they will also draft a memo and talk to the Department Heads about it at their next quarterly meetings.

10:00am- Julie Straub and Debbie Wyrick left the meeting.

10:00AM FALLON MEDICAL COMPLEX (FMC) UPDATES

Present: David Espeland, FMC CEO; Margie Losing, FMC Employee; Jason Rittal, County Development Advisor

David Espeland introduced Margie Losing to the Commission and said she will be replacing Selena Nelson, FMC CFO, when she retires.

FMC Hail Damage- David Espeland gave updates on the FMC Hail Damage claim. David said they are using EMC Insurance's ServiceMaster Recovery Management company (SRM) to repair FMC's roof. David said the main reason they decided to use SRM is because Scott Signor, EMC Insurance Adjuster, told them if the repairs were not done to their satisfaction and led to further damages then there was the possibility of EMC dropping their coverage. David said although they had misgivings using them it is going well and their total liability is only \$5,000. David said SRM is using local contractors as much as they can and J&M Lumber materials also. David said SRM is very thorough with their repairs and thinks that is why Scott endorses them.

Parkview Hail Damage- Jason Rittal said he has quotes coming in to repair the windows at Parkview. David asked if the Commission was going to use SRM to do these repairs and Jason said they don't know since they have to go through the bid procurement process according to MT statute. The Commission, Jason and David discussed the carpet in Parkview not being included in the hail damage scope of work. David said he will talk to Scott Signor about this since there is glass shards in the carpeting.

Parkview Cable TV- David gave the Commission a proposal from Groove Entertainment Technologies to provide DirecTV to Parkview residents. David said there are three packages available: A- Unlimited Package at \$39.74/month per resident; B- Entertainment Package at \$34.11/month per resident and C- Basic Entertainment Package at \$29.65/month per resident. David said because they are "bulk" packages the County would have to pay for the service and the residents would reimburse the County. David suggested they add the cost of the service to the rent and that the residents liked that idea. David said all residents would receive the same package and when he spoke to the residents the majority of them would like more than the basic package. David said the only drawback to having a bulk package is that you each package has a set number of units it services so if a unit is vacant you still pay for the service in that unit. David suggested bumping up the resident's rate a little to account for the cost of the service in vacant apartments and even if they bumped the rate up a bit the service would still be cheaper than Mid-Rivers and Eagle. David said he also spoke to another company called Bulk TV about their packages but hasn't received pricing from them yet. David said with Bulk TV the residents can all be given the basic package and then they would have to pay individually for additional channels. David said Groove doesn't charge for their equipment and isn't sure if Bulk TV does. The Commission asked if Groove offers technical support and David said yes, they use local subcontractors to provide the support. The Commission gave David permission to choose the company, have the County billed for it and adding it to the residents rent.

Parkview- The Commission asked about the repairs that need to be done to one of the PVC apartments and David said he can get it ready to go out to bid if they want. Jason asked David to take the window that will be covered under the hail damage insurance claim out of the bid specs.

David asked the Commission if they could use a split system for the air conditioning in Parkview, similar to what the school did. David said the only problem he can foresee with installing the splits is a subpanel would also need to be installed for each one since they don't have a way to get power to them currently. The Commission asked what the cost of this would be and David said he doesn't have the figures on it yet. The Commission said they would like to see the figures before making a decision on it. David asked the Commission to consider including air conditioning in the rent like they do with heat if they went with the split system. David said he estimates it would cost the County \$50/unit for 12 units, equaling an additional \$2,000 to \$3,000 per year.

11:00am- David Espeland and Margie Losing left the meeting.

11:00AM POLICY MANUAL REVIEW

Present: Julie Straub, Human Resource Manager

The Commission and Julie Straub reviewed the Fallon County Policy Manual- Sections 1.01 to 1.14 which included: Preventing Harassment and Discrimination; Compliance with Federal Genetic Information Nondiscrimination Act of 2008; Americans with Disabilities Act (ADA) and ADA Amendments Act; Nepotism, Employment of Relative and Personal Relationships; Ethics and Conflict of Interest; Employee Classification Categories; Employee Personnel Records; Position Descriptions; Recruitment and Selection Process; Probationary Period; Performance Management; Hours of Work, Meal Breaks and Rest Breaks; Lactating Mothers/Worksite Breastfeeding; Alcohol and Controlled Substance. The Commission asked for one change to be made to the Performance Management section and it was to give Department Heads the choice whether to compile a synopsis of conversations they have with their employees in regards to employee performance and submit it to Human Resources to become a part of the employee's record. The Commission asked for two additions to be made in the Hours of Work and Meal Breaks section and they were: to include the hours people

work for the Departments as some employees work different schedules and requiring people who work seasonal jobs in nature to get Commission approval on their work schedule in the off-season.

12:00pm- Julie Straub 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; Lani DeBuhr, Clerk
FALLON COUNTY COURTHOUSE**

1:15PM USE OF BAKER LAKE WATER FOR MK WEEDEN HIGHWAY CONSTRUCTION PROJECT

**Present: Mike Kindzerski with MK Weeden; Jason Rittal, County Development Advisor; Mary Grube, Planner
Administrative Assistant**

The Commission and all present met to discuss letting MK Weeden use water from Baker Lake for their Ollie/Carlyle Road Construction project that is being funded by the State. Jason Rittal said he spoke with the Department of Natural Resources, Department of Environmental Quality, Army Corps of Engineers and FEMA to ask about the possibility of doing this and it appears it can be permitted to be done as long as the bank isn't disturbed. Jason said under any other circumstances it wouldn't be allowed but because of the Lake having to be drained an exception can be made. The Commission and Mike discussed how much water would be needed and where the best place would be to take it from. The Commission said their biggest concern about doing this is if it were to interfere with the assistance they are getting from FEMA for the Baker Lake Clean-Up Project. Jason agreed and said the County can't afford to make any mistakes when it comes to this project, especially with the amount of financial assistance it is dependent on.

1:24pm- Rich Menger, Sanitarian, joined the meeting.

Jason said if the Commission allows this he recommends any burden for the permitting be put on MK Weeden and if it isn't done correctly the liability should be on them also. Mike said he isn't willing to take on the liability for a multi-million dollar project. The Commission said they understand but with their past experience in dealing with the Environmental Protection Agency (EPA) they can't take any chances. Mike said he understood and has alternative methods to get water so the project can continue.

1:30pm- Mike Kindzerski, Rich Menger, Mary Grube and Jason Rittal left the meeting.

1:45PM CLAIM APPROVAL

The Commission reviewed and approved a claim to the Department of Labor & Industry in the amount of \$9,252 for the Fairgrounds Concession Stand Building Permit.

2:00PM TORNADO & HAIL DAMAGE INSURANCE CLAIM REVIEW

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

Debbie Wyrick gave the Commission an updated vehicle hail loss report to review. Debbie also gave the Commission a report showing the repairs that have been done on the uninsured vehicles. The assessments for the three vehicles discussed last week have been received from Thee Body Shop and they are:

- 2011 Chevy fleet pickup- EMC Insurance (EMC) assessment was \$10,003.06 and Thee Body Shop assessment was \$15,404. This pickup may be totaled once EMC receives the other assessment. Debbie will send Thee Body Shop's estimate onto EMC and then the Commission will decide what to do with it.
- 2011 EMS pickup- EMC assessment was \$3,626.50 and Thee Body Shop assessment was \$6,582. Debbie will send Thee Body Shop's estimate onto EMC and the vehicle will be kept with only necessary repairs done.
- 2008 Chevy Commission pickup- EMC assessment was \$13,117.35 and Thee Body Shop assessment was \$14,409. The Commission will keep this vehicle and only do necessary repairs.

Alba Higgins suggested the roof on the Sterling Truck not be repaired since it is only used as a backup truck and the Commission agreed. Jason said after all the insurance money has been received and all repairs complete there will be approximately \$100,000 available to replace vehicles. Jason said Trent Harbaugh's new Sheriff pickup will cost \$42,000 and this will leave \$58,000 to replace two fleet vehicles. After discussing what type of vehicles should be purchased for the fleet the Commission asked Alba to research the cost of purchasing two Acadia's or Traverses' for the fleet.

2:42pm- Darcy Wassmann joined the meeting to say she wouldn't be able to attend her meeting with the Commission today at 4:30pm due to being in court.

Jason indicated he was pleased with the comments David Espeland, Fallon Medical Complex CEO, made about SRM doing their project but is concerned about what EMC Insurance (EMC) may do if there is additional damage incurred because leaks weren't detected and fixed before winter. Jason said because of this he suggests allowing EMC to have SRM investigate the County roofs they are concerned about and doing temporary repairs and the Commission agreed.

The Commission and all present reviewed the decisions made on all vehicles thus far. Trent's pickup will go to the airport once he receives his new one rather than replacing the car. Search and Rescue bay will be cleaned and used for pool vehicles and Alba has cleared this with Joe Janz.

3:10pm- Commissioner Ranum excused herself from the meeting.

3:15pm- Jason Rittal, Alba Higgins and Debbie Wyrick left the meeting.

3:15PM ADJOURN

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