

FEBRUARY 2013
COMMISSIONER MEETINGS

Sweet Grass County Commissioner meetings are held in the office of the county commissioners in the Sweet Grass County Annex in Big Timber, Montana, unless otherwise noted in the minutes. Regular commissioner meeting days are the first working day of each week (usually Monday unless Monday is a holiday then Tuesday) and every Thursday during the month. These are the days to schedule issues that require the commissioner to take action. The first Monday of each month a department head staff meeting will be held at 9:30 a.m. Claims will be reviewed and approved for payment every Thursday unless a conflict arises. At least one commissioner will be in the office from 9:00 a.m. to 5:00 p.m. daily unless they are at a conference or a meeting requiring them to be out of the office.

Acronyms

	PMC – Pioneer Medical Center
DES – Disaster and Emergency Services	RC&D – Rural Conservation and Development
CCR – Coordinated Community Response	RFR – request for reimbursement.
FLAP – Federal Lands Access Program	TSEP – Treasure State Endowment Program – provides matching grant funds to local government agencies for construction of infrastructure projects.
L.E.P.C. – Local Emergency Preparedness	
MACo – Montana Association of Counties	Tyler Technology – CAS sold to Tyler – the company that Sweet Grass County contracts with for all of our financial software.
MDT – Montana Department of Transportation	
MOU – Memorandum of Understanding	

Friday, Feb. 1, 2013

Commissioners Mosness, Wallace and Faw were all in the office for most of the day.

Commissioner Mosness compared warrants to the claims and stamped them and passed them on the Sherry Bjorndal to review and stamp.

Commissioner Mosness worked on letters for the Grey Cliff and Main Boulder Road grant applications.

Monday, February 4, 2013

Commissioners Mosness, Wallace and Faw were all in the office for the day.

Monthly staff meeting was held with Darryl Hodges, Vicki Uehling, John Becken, Susan Metcalf, Deanna Novotny, Pat Dringman, Page Dringman, Jane Stene, Heidi Todd, Erik Wood and Brooke Osen in attendance. Laura Nelson from the Big Timber Pioneer also sat in on the meeting. All department heads gave an update on what happened in their department during the month of January.

Susan Metcalf has been watching legislation. The rural schools will be going to caucus day at the legislature. The county spelling bee will be held on March 1st.

Deanna Novotny announced that Judge Gilbert is now on board and doing well. There was a two day judge trial, they moved out of their office so it could be painted and new carpet laid then moved back in. During the month of January there were two dissolutions, one marriage and six civil cases.

Heidi Todd attended a weed summit meeting, MATE show and will be going to a Beartooth weed management meeting on February 14th. The Weed Board will also be doing interviews for the Weed Coordinator position.

Erik Wood reported that PMC volumes are strong, surveys are finished up from three State agencies and they final portion of the VA application is in process. The PMC will be interviewing a new doctor candidate at the end of the month.

Vicki Uehling has been working on the inventory lists for the various departments and the annual report.

County Attorney Dringman has some felony trials scheduled and reported that legislation for county attorneys is going well.

Page Dringman reports that her office has had several land use permits, a couple of preliminary subdivision plats to approve, and she held an economic development meeting in January. The State CTEP program is ending and the City of Big Timber and the County are working on some projects for our funds.

Darryl Hodges announced that the coroner's office had 8 cases in 2012.

Commissioner Faw is still new and trying to settle in. He got new rain gutters on the back side of the Annex, checked gravel on the new section of the Boulder Road and has been involved in the Electric Light Ditch problems.

Commissioner Wallace has been involved in working with Park County and Great West Engineering on the FLAP MOU. The bid for crushing gravel at the Plaggemeyer Pit was awarded to Bainter Crusting. Bill attended LTAP meetings in Great Falls for two days. Met with DNRC on fire planning for the upcoming season, attended a weed board meeting, and a pre bid walk through on the Otter Creek Bridge project.

Sheriff Tronrud had 13 cases in January and 180 incidences so it was a pretty average month. There were a lot of accidents due to high winds.

Commissioner Mosness was involved in many of the same activities as Commissioners Wallace and Faw as well as Mental Health Board meeting in Billings, Board of Health meeting, meeting with USFS, and a PMC Board meeting. Susie and Page attended the annual Cowboy Hall of Fame meeting in Helena – Bill Donald, Sam Phares and Justin Todd are on the board for 3 year terms. The commissioners have been working with Western Federal Lands on the Boulder Road project and watching legislation.

Sherry Bjorndal and the commissioners went through the InterCap loan papers for the two new law enforcement patrol cars. Sheriff Tronrud was called in to answer question on the cars. Dan informed the group that safety of the vehicles and drivers are his biggest concern. Currently the county leases three vehicles – Jerry's, Dan's and Alan's – the county owns all of the other vehicles. Commissioner Wallace made a motion to sign the papers for the \$68,000 InterCap loan for the two new 2013 Ford explorers. Commissioner Faw seconded the motion and it passed with 3 ayes.

The Park County MOU is being revised by County Attorney Dringman and will be presented to Park County to review. The FLAP grant application is waiting for the MOU to be signed.

Tuesday, February 5, 2013

Commissioners Mosness, Wallace and Faw were all in the office for the day.

The commissioners went over to the courthouse to meet with departments to discuss space for District Court, the District Court Judge and Justice Court. They arrived at a plan that seemed to satisfy all parties.

The bid opening on the Otter Creek Bridge Replacement (OC-149) was held at 3:00 p.m. with Commissioner Mosness, Commissioner Wallace, Commissioner Faw, Clerk Sherry Bjorndal, Joe Dolan and Doug Teller, with COP Construction, Kathy and David Burns – Timberline Contracting, Todd Fryberger – Fryberger Excavation Inc., Cody Ham – Battle Ridge Builders, and Steve Bue – County Road Supervisor in attendance. Ten bids were received:

Sletten Construction	\$193,720
Bauer & Buck	\$174,114
Ed Cops Construction	\$178,906
COP Construction	\$249,980
Oxendall Construction	\$170,876
Battle Ridge Builders	\$148,320

PEI Construction	\$209,910
TAC, LLC	\$179,118
Fryburger Excavation	\$217,000
Timber Line Contracting	\$176,800

The apparent low bidder is Battle Ridge Builders. The commissioners will take the bids under advisement, have Great West Engineering review them for completeness and let the bidders know as soon as possible.

Commissioner Wallace made a motion to approve and sign the 2013 Montana Federal Lands Access Program Capital Improvement or Enhancement Project Proposal for the Main Boulder Road Improvement Joint Endorsement with Gallatin National Forest and Sweet Grass County. Commissioner Mosness seconded the motion and it passed with 2 ayes.

Commissioner Wallace made a motion to accept the MOU between Park County and Sweet Grass County on the matching dollars for the FLAP on the Main Boulder Road. Commissioner Faw seconded the motion and it passed with 3 ayes.

Erik Wood came in to go over the PMC claims with the Commissioners and Sherry. Having discussed the claims and all questions being answered Commissioner Mosness and Sherry stamped the claims for payment. Erik informed the group that the PMC is partnering with Billing Clinic to have the traveling digital mammography bus come to Big Timber once a quarter. Will try it for a year and see if it is financially feasible to continue the service.

Wednesday, February 6, 2013

Commissioners Faw and Wallace were in the office for the day. Commissioner Mosness is in Billings for doctor appointments.

Commissioner Wallace attended a Weed Board meeting to interview weed coordinator applicants.

Commissioner Wallace attended an Airport Board meeting at 6:00 p.m. at the Airport.

Thursday, February 7, 2013

Commissioners Mosness and Faw were in the officer in the morning. Commissioner Wallace came in at 1:00 p.m.

Commissioner Mosness attended a PMC employee meeting. She also reviewed and signed claims upon returning to the Annex.

Commissioners Faw and Wallace reviewed and signed claims in the afternoon.

Financial Officer, Vicki Uehling came in with a TSEP draw down request that will enable Lana King to close out TSEP grant #08-411.

Friday, February 8, 2013

All of the commissioners were in the office for the morning.

Claims and warrants were presented to the commissioners to compare and review and were stamped by Commissioner Mosness. They were then sent to Clerk Bjorndal to review and stamp.

February 11 – February 14, 2013, all of the commissioners were in Helena attending MACo Mid-Winter meetings.

Friday, February 15, 2013

Commissioner Mosness is in Billings for a doctor appointment. Commissioner Faw is in Billings for a DNRC fire wardens meeting. Commissioner Wallace was left to man the office.

Commissioner Wallace compared warrants to the claims and stamped them for payment.

Monday, February 18, 2013

Most county offices were closed for Presidents Day.

Commissioners Mosness and Faw attended the PMC Board meeting at 5:00 p.m. Commissioner Mosness went to the PMC early to stamp checks for payment. The checks were taken to Sherry on Tuesday morning to stamp.

Tuesday, February 19, 2013

Commissioners Mosness, Wallace and Faw all arrived to see what has been going on while they were away.

BTVFD Chief Jase Thomas met with the commissioners to sign an agreement with DNRC for the donation of a D7 CAT dozer to Sweet Grass County from the Department of Defense. The fire department will just have to pay to get the dozer here.

Mayor Stephens came in so he and Commissioner Wallace could sign the FAA agreement for the airport master plan and Airport Geospatial Information System (GIS). CTEP funds and projects were also discussed.

The commissioners approved Jacque Oiestad's bid for \$3,615 for finishing the woodwork in the courtroom and painting the ceiling as well as fresh paint in the highway patrol office.

Wednesday, February 20, 2013

All of the commissioners were in the office for the day.

Heidi Todd brought the new Weed Coordinator Evie Halverson in to meet the commissioners.

The monthly cash meeting was held at 9:30 a.m. with all three of the Commissioners, Financial Officer Uehling, Treasurer Stene and Clerk Bjorndal in attendance. This meeting covers the months of November, December and January.

Vicki presented the quarterly pledged securities report for 12/31/2012 for all county deposits over \$250,000. Commissioner Wallace made a motion to approve the quarterly securities report. Commissioner Faw seconded the motion and it passed with 3 ayes.

The monthly credit card report though February 12, 2013 was presented and reviewed as well as a denied transaction report.

Vicki reported that the PMC operating report has a cash balance of \$921,568.69 and the bond reserve account a balance of \$289,573.81 as of January 31, 2013.

Investments and interest earned were discussed.

The group reviewed and discussed bank and cash balances.

General journal entries 621-836 not all inclusive were discussed by each journal entry. Commissioner Wallace made a motion to approve intermittent journal entries 621-836. Commissioner Mosness seconded the motion and it passed with 2 ayes.

Commissioner Faw abstained because he was not in office in 2012.

The cost of the annual audit and the review of the annual report were discussed.

The group went over expenditures, revenues and cash balances through January 31, 2013.

Line item adjustments were presented as were budget resolutions. It was decided to meet again on Monday, February 25, 2013 to go over these items.

Vicki presented a review of current and upcoming grants that she is aware of.

Thursday, February 21, 2013

Commissioners Mosness, Wallace and Faw were all in the office for the morning.

Lana King came in with the Designation of Depository for direct deposit of TSEP funds and the TSEP signature certification form. All three of the commissioners signed the documents and Lana King witnessed the signatures and Sherry Bjorndal notarized all of the signatures.

Beccy Oberly stopped in to talk to the commissioners about the 2014 centennial celebration for Carnegie Public Library. The Friends of the Library will oversee the project. The celebration will be rodeo weekend in 2014.

At 1:00 p.m. Kent Atwood and Nadine Wadsworth, from the MT DES, Phil Hathaway, Brooke Osen and Laura Nelson attended a meeting with the commissioners to discuss the Grey Cliff project. The county will be withdrawing the PDM due to the change of scope of the work, but there is the possibility of applying for a Hazard Mitigation Grant to remove a large chunk of old rip-rap in the Yellowstone. The funding for this project would be a match with the Renewable Resource Grant from DNRC.

Erik Wood, the PMC CEO, met with the commissioners met with the commissioner, Catherine McKenzie and Sherry Bjorndal on some county employee policy issues. Erik also presented the commissioners with a letter to Triangle Communications relating to the \$551,000 interest free loan that the PMC received from them for the construction of the ambulance station and the CT scanner. There was also discussion on the Overland Trust coming to an end and the PMC will be getting their portion of the trust.

Kerry Preston, the State Building Inspector, stopped in to visit with the commissioners about the Pedula house that is owned by the Big Timber Grade School and is currently being used as office space for the County Superintendent of Schools. The building is not ADA compliant and need to find a new location for the County Superintendent of Schools office.

Friday, February 22, 2013

All of the commissioners arrived to finish off another week of county business.

County claims for the week and warrants were presented to be reviewed and stamped and forwarded to Clerk Bjorndal to be reviewed and stamped.

Monday, February 25, 2013

Commissioners Mosness, Wallace and Faw all showed up to kick off another week.

DES Coordinator Brooke Osen met with the commissioners to discuss her wage. Commissioner Wallace made a motion to increase Brooke's wage for \$16.93 per hour to bring her up the minimum. Commissioner Faw seconded the motion and it passed with 3 ayes.

Greg Jackson and Julie Schmidt met with the commissioners and Sherry Bjorndal for the annual review of the MACo/JPIA insurance policy that the county has. Julie presented the commissioners with a cyber-liability insurance application to fill out and return. Greg went over the policy and answered any questions. This policy will come up for renewal in July of 2013 and Greg will be back in May to go over the renewal.

A cash meeting was held at 1:00 p.m. with Bill Hibnes, Judy Faw, Donna and Dennis Holman, Kevin McCauley, Pat Dringman, Jerry Mahlum, Dan Tronrud, Barbara van Cleve, Gene and Louise Dribnenki, Brooke Osen, Terry Baird, Troy Kapphan, Evie Halverson, Cookie Agnew, Jim Colpo, Don Brewer, Sherry Bjorndal, Vicki Uehling, and all three of the commissioners attending the meeting. Commissioner Faw requested to

have the meeting recorded. Financial Officer Uehling explained the budgeting process to the group, and the process of correcting errors to the budget by resolution as required by law, and what line item adjustments are. A \$1,529,109 error was made to the FY 2012/2103 Sweet Grass County budget. Vicki presented a printout that outlined and explained the differences in the budget that was approved by the commissioners on September 18, 2102 and the figures that were input into the general ledger budget. Sherry Bjorndal apologized for the errors and let the group know that the error did not affect the mills levied in FY 2012/2103, the taxes billed for FY 2012/2013 or the county cash. Vicki then went through each of the errors and they were discussed by the group. Vicki presented line item adjustments and each one was discussed. The group then went through each of the budget amendments and discussed them. Sherry read the resolution that went with each of the adjustment and the Board took action on each resolution. See the attached sheet for the resolutions and the action taken on each one.

Tuesday, February 26, 2013

Commissioners Faw, Wallace and Mosness were all in the office for the day.

Planner Page Dringman brought in a preliminary plat of a one lot subdivision for Norm and Lorraine Starr. Laura Nelson from the Big Timber Pioneer and Don Bedard from Beartooth Land Surveying were also present at the meeting. A motion was made by Commissioner Wallace and seconded by Commissioner Faw to approve the one lot subdivision. Motion passed with 3 ayes.

County Attorney Pat Dringman, Sherry Bjorndal, Catherine McKenzie, and Erik Wood met with the commissioners to discuss employee and FMLA issues. The group also discussed vacation and sick leave.

Step Ahead Builders brought in a quote of \$1,426.00 for repair of the damage to the weed building when an MRL culvert blew into the building.

Wednesday, February 27, 2013

All of the commissioners reported for duty today.

The commissioners took a road trip to look at county roads. They drove Lower Sweet Grass, East Fork, Rapelje, Cremer, and Otter Creek Roads. On their journey they looked at the rip-rap project along the Yellowstone, the new bridge on the East Fork Road and the temporary bridge on Otter Creek.

The Commissioners spent the afternoon reviewing and approving claims for payment.

Thursday, February 28, 2013

Commissioners Mosness, Wallace and Faw were all in the office for the day.

Barbara Woodbury stopped in with the DPHHS Cooperative Agreement between Montana Department of Public Health and Human Services and Board of Health and Sweet Grass County for 1/1/13 through 12/31/13. This agreement is done so that the county can get reimbursement for the inspections that the sanitarian does of all of the public facilities (restaurants, motels, pools, etc.). Commissioner Wallace made a motion to approve and sign the contract. Commissioner Faw seconded the motion and it passed with 3 Ayes.

Susan Metcalf, County Supt. Of Schools, Mark Ketchum, BTGS Superintendent, Kerry Preston, State Building inspector, Wayne Pollari, Stare Electrical Inspector, Pat Dringman, County Attorney, Lindsey from the Big Timber Pioneer and Sherry Bjorndal met with the commissioners to discuss issues with the Pedula house, which is owned by BTGS, and currently houses the County Superintended of Schools. Susan's office was moved to that location while the Annex remodel was in progress. This meeting was recorded. Kerry Preston explained to the group that he allowed the office to be moved to

that location as it was to be a temporary move during the remodel. The office cannot stay there because:

The property is zoned residential not commercial

It is not ADA compliant starting with the front entrance – three steps must have a ramp or lift and there is not enough space for a ramp.

Bathroom is not 30 inches wide and the hallway leading to the bathroom does not have the five feet clearance that is required.

New lever handles would have to be put on the bathroom sink and a new toilet that is 17-19 inches above the finished floor with the appropriate rails.

The kitchen would either have to have a new hood over the stove or the stove taken out.

Must have a handicapped parking space and proper signage.

The school does not have the money have the money for the updates and Mark doesn't think that they would want to put any more money into that building, but he should have to talk to the School Board. The building can be used for storage, but cannot be occupied during business hours.

The commissioners attended an L.E.P.C. meeting at 11:30 at the courthouse. Brooke Osen and County Attorney Dringman are working on updating MOU's with surrounding counties are the ones that are currently in place are outdated.

The commissioners awarded the bid for the Otter Creek Bridge TSEP project to Oxendall Construction for \$170,876.00

County claims paid during the month of February totaled \$269,723.25.

PMC and county payrolls for the month of February totaled \$300,761.10.

Respectfully submitted

Sherry Bjorndal, Clerk