

**PROCEEDINGS OF THE BOARD OF THE COMMISSIONERS  
MEAGHER COUNTY, MONTANA**

**October 6,13,20, 2009**

**TUESDAY  
October 6, 2009**

Commissioners Present: Herb Townsend, C.B. Lucas and Ben Hurwitz.

Commissioners read minutes and approved minutes from previous meeting.

**Meagher County Road Department:**

Road Department Supervisor Ray Ringer reported that Martinsdale Canal Bridge bids are due by October 13, 2009. Commissioner Hurwitz moved and Commissioner Lucas seconded to notify the public of the invitation to bid on Eagle Creek Bridge on Smith River Road for removal and installation of 8' X 60' culvert. A vote was taken and was unanimous, therefore it was moved. Commission unanimously agreed to purchase a new county pick up for approximately \$27,000 for the Road Department.

**Rural Fire:**

Fire Chief Rick Seidlitz met with commission. Commission agreed to accept an Army Surplus Triple Axel at no cost. The 4,000-gallon tank will be obtained with a grant. The county will pay the cost of delivery from Colorado. Burn permits were discussed but nothing was resolved. Mr. Seidlitz informed the commission that the \$20,000 grant has been increased to \$24,000. These are funds that will be used to refurbish the army trucks we are equipping with water tanks.

**Sheriff Report:**

Sheriff Jon Lopp gave report and asked permission to purchase an AR15 Rifle. Commission gave Sheriff Lopp permission to purchase an AR15 Rifle for \$750.

**Treasurer Report:**

**RESOLUTION #2009-61**

County Treasurer Sue Phelan , and Tary Buckingham brought it to the Commission's attention that there was miscommunication regarding a transfer of \$10,000 from PILT to the General Fund for purchase of equipment for the Arrowhead Golf Course; Resolution #2009-55. The transfer was done twice, both the Clerk and Recorder's office and the Treasurer's office processed it. Commissioner Townsend moved to have Treasurer Phelan reverse the original transfer and transfer \$10,000 from the General fund back into PILT to rectify error. Commissioner Lucas seconded, therefore it is resolved.

**RESOLUTION #2009-62**

Treasurer Sue Phelan asked the commission to pass a resolution to correct Resolution #2009-11 concerning PILT Disbursements. Resolution #2009-11 dated October 7, 2008 specified \$194,000 to be disbursed to specific funds. Treasurer Phelan found resolution #2009-11 and after researching found it had not been done as requested so she processed transfer. The one she had found had notations changing the amount to \$139,000. Treasurer Phelan processed the transfer in April 2009 as follows:

General	\$100,000
Special Police	\$17,000
Senior Center	\$10,000
MCH Health	\$10,000
Extension	<u>\$2,500</u>
	\$139,000

Commission resolved to keep transfer as Treasurer Phelan Processed it on April 7, 2009 and therefore it is resolved.

**Clerk & Recorder Report:**

Clerk and Recorder Dayna Ogle met with Commission and asked commission to inquire about inflation of costs due to embezzlement. Commission agreed to ask insurance company if they would cover the substantial increase in costs caused by the embezzlement endured by the Clerk & Recorder's Office and the Treasurer's Office.

Commission also agreed to look at commissioner districts this winter and to make necessary changes if need be.

Commission discussed how to compensate our volunteer fire fighters. No conclusion was drawn.

**County Health Nurse:**

Commissioners Hurwitz, Lucas and Townsend, Mountainview Medical Center CEO Aaron Rogers, County Health Nurse Kari Jo Kiff, and County Attorney Linda Hickman met regarding the County Health Nurse Moving to MMC. They discussed at length the details of relocation. It was agreed that as soon as MMC has an office ready that Health Nurse will move from Court House basement to said new office.

**Claims:**

Claims (Voucher #1022 in the amount of \$27,361.23) were approved but not printed or signed due to a computer error. Deputy Clerk Becky Hurwitz-Leger is in contact with CSA and as soon as situation is resolved she will contact a commissioner to sign claims. Check numbers as well as any corrections will be noted in next weeks minutes.

**Payroll:**

PP3 August 27, 2009 – September 26, 2009. Voucher #6, Ck# 217603 for \$217,618 (payroll checks); Voucher #1017, Ck#39789-39795 (payroll deduction); Voucher #1020, Ck#39801-39810 (payroll deduction). Total payroll was \$114,961.36. Ck#39789 to Bank of the Rockies direct deposit was voided. Voucher #1021, Ck#39811 was Bank of the Rockies direct deposit correction.

**Meeting Adjourned**

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**CLERK**

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**CHAIRMAN**

**SEAL**

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**VICE-CHAIRMAN**

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**COMMISSIONER**

**TUESDAY**  
**October 13, 2009**

Commissioners Present: Herb Townsend, C.B. Lucas and Ben Hurwitz.

Commissioners read minutes and approved minutes from previous meeting.

**Castle Mountain Apartments:**

Beth Hunt gave an update on the Castle Mountain Apartments construction.

**Rocky Mountain Elk Foundation:**

Rocky Mountain Elk Foundation called in and explained with commissioners over the speaker phone the conservation easement on the Kevin Wetherall property.

**DES:**

**RESOLUTION #2009-63**

Rick Seidlitz gave a DES update. He also presented the Pre-Disaster Mitigation Plan that was developed by Fire Logistics. Commissioner Lucas moved to approve the Pre-Disaster Mitigation Plan and Commissioner Hurwitz seconded. A vote was taken and passed unanimously. It is therefore resolved.

**Personnel Handbook Update:**

Commissioners met with Clerk and Recorder Dayna Ogle to review the Personnel Handbook. Commissioners and Mrs. Ogle discussed the first two chapters of the handbook and made necessary updates. Commission has decided to review Personnel Handbook as often as time allows until it is completely updated. When they have reviewed and updated the entire Personnel Handbook they will approve it at that time.

**Sheriff Jon Lopp:**

**RESOLUTION #2009-64**

Deputy Dave Wendt totaled his pick up on duty October 9, 2009 near Forest Green. Deputy Wendt was operating under a county lease program. Mr. Wendt would prefer to use a county unit henceforth. Commissioner Hurwitz moved and Commissioner Lucas seconded that the county purchase a new vehicle for the Sheriff's department can be utilized. A vote was taken and passed unanimously. Therefore it is resolved.

**First American Title:**

Bob Sewell from First American Title requested to purchase all of the images that are archived from 2001 to present (26, 800 total documents). Commission agreed to the purchase at a flat rate of \$1,500.00.

**Library Board:**

Julie Witt, Steve Hicks, Tari Buckingham, and Lucy Zarr (Library Board) gave commission an update on what it will take to re-open the library. Commission agreed to help financially with the list of items mentioned and attached hereto.

**TO BE DONE REGULARLY BY LIBRARY BOARD & DIRECTOR**  
**TO KEEP FROM HAVING A RECURRENCE OF LIBRARY CLOSURE**  
**AND TO PROVIDE A SAFE AND HEALTHY ENVIRONMENT**

1. Adhere to recommendations by heating/cooling people for temperature range in library and back room—for greatest energy efficiency without potential for condensation.
2. Keep only non-flowering plants and try to restrict plants to the lobby—because of pollen from flowering plants and potential for mold spores from damp soil.
3. Flush utility drain weekly with water. If odors are noted, pour a little bleach down, let set a few minutes, then flush with water.
4. Avoid splashing water out of the sink, if possible. Wipe down splashes if they occur.
5. Buy only cleaners that are as non-toxic as possible. Where possible buy only “green” cleaning products.
6. Avoid storing unnecessary flammable materials.
6. Board should establish a maintenance schedule and see that it is adhered to.
7. Board should conduct a yearly inspection of the entire building.
8. Conduct a volunteer clean-up day once a year.

**TO BE DONE BEFORE OPENING LIBRARY OR SOON AFTER**

**BY PROFESSIONALS:**

Hire a heating/cooling professional :

Firm A T Klemens, Great Falls

1. Clean & service heat/air system
2. Install new filters
3. Make sure vents are functioning correctly
4. Check outdoor air distribution rate?
5. Board member should ask what optimum temperature range is to conserve energy yet prevent condensation. Point out problem area in lobby.
5. Before pro leaves, board member should check to see that vents are allowing air through and that there seem to be no other problems with heat/air system.

Phone 406-452-9541

Contact person John

Hire a carpenter :

Name \_\_\_\_\_

1. Remove stained sheet rock, check for mold behind, clean with bleach if necessary.  
Repair with new sheet rock.  
Cover walls with splash guard.
2. Replace broken window on south of library with a wall, siding on the outside, sheetrock on inside.

Phone \_\_\_\_\_

Hire a lighting person.

Name Brian Fisher (Fisher Electric)

1. Check ballasts for working order.
2. Replace any needed bulbs.
3. Replace regular bulbs in Debbie's office with "healthy" bulbs.  
(possibly main desk area too)

Phone 547-2101

Hire a person to clean carpet

Name Wayne Johnson 547-2236

**TO BE DONE BY VOLUNTEERS BEFORE LIBRARY OPENS OR SOON AFTER**

**(Contact Friends of Library and others who might help library board clean and repair )**

**Main Library:**

1. Replace any stained ceiling tiles. Trash the stained tiles.
2. Trade copy machines between main desk area and Debbie's office
3. Clean all vents and check to see that there is air flow.
4. Scrub walls or paint?
5. Dust books and book shelves, if needed.
6. Remove plants from book shelves.
7. Remove any flowering plants completely from library.
8. Place newspapers in labeled containers.
9. Vacuum entire library

**Utility Room:**

1. Place a sealing strip along bottom of door to Debbie's office
2. Vent from utility room through to employee bathroom (with fan?)
3. Remove all hoses except for a small length attached to faucet.
4. Clean sink area thoroughly.
5. Check cleaning products for toxicity. Replace any strong cleaners with "green" cleaners.

**Back Room:**

1. Remove and trash any stained tiles. Take unstained tiles from anywhere in the ceiling, vacuum to remove dust, and insert to replace stained tiles (as a test to see if any moisture source will cause new tiles to stain).
2. Remove boxes and other unnecessary flammable materials
3. Organize materials for new library in an orderly way.
4. Check to see that door to main library seals well.
5. Remove moldy sections of carpet.
6. Window wall—scrub, seal cracks, insulate over, and cover with plywood.

**Roof and Outdoor Repairs:**

1. Caulk around leak by heating/cooling unit.

**TO BE DONE OR CHECKED OVER AT A LATER TIME**

**(PROBABLY SPRING)**

Roof:

1. Check all seams to insure there are no possible sources of leaks—fix where needed.
2. Check caulking around air/heat units and any other projections through roof—remove old and replace with new caulk in any places needing it.

Lawn area:

1. Call Tim Barth (547-3556) to re-work sprinklers on east side.
2. Fix side of building that has been hit by sprinklers.

Outdoor walls:

1. Replace, seal, and paint any missing siding.
2. Caulk, seal, and paint any areas that could potentially let moisture in from outside.
3. Decide whether we need to consider re-painting building or replacing siding.

Maintenance schedule:

1. Board should establish a maintenance schedule and see that it is adhered to.
2. Board should conduct a yearly inspection of the entire building.

**Martinsdale Canal Bridge:**

Two companies offered bids. Dreidlein Construction bid \$9,444. M Bar S bid \$7,375. Meagher County will supply all material. The contractor will supply labor and equipment. The commission awarded the bid to M Bar S Construction.

**Meagher County Health Nurse:**

County Health Nurse Kari Jo Kiff was concerned about the office space that MMC was preparing for her to utilize. Commissioners went to MMC and looked at the proposed office space. They felt it was more than an adequate space and that it would be a huge improvement from her current space in the courthouse basement.

**Claims:**

Voucher #1024, Check #39866 – #39915 totaling \$82,172.39 was reviewed and approved by commission.

**Meeting Adjourned**

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CLERK

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CHAIRMAN

SEAL

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VICE-CHAIRMAN

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COMMISSIONER

**TUESDAY**  
**October 20, 2009**

Commissioners Present: C.B. Lucas and Ben Hurwitz.

Commissioners read minutes and approved minutes from previous meeting.

**Findon Lane:**

Commissioners Lucas and Hurwitz met with Jim Davies State Highway; Glen Hough US Bank, Brian Miller MDOT Bridge Division, Jim and Deb Murphy with Bair Company, and Ray Ringer Meagher County Road Department Supervisor. The meeting was requested by Jim and Deb Murphy to ask if the Meagher County Commissioners were amenable to moving the Findon Lane road entrance approximately 2 miles east. This would cause Meagher County to build approximately 3 miles of new road. We declined the request.

**Sheriff Report:**

Sheriff Lopp was given final approval to purchase a new Ford Expedition at a cost of \$30,000 to use as his official vehicle.

**Joyce Matson – Personal Property Tax:**

Joyce Matson met with Commissioners to protest about the personal property taxes on the Stockman Bar. The taxes have been in arrears dating back to about 1995. Matson has been invoiced annually and has spoken numerous times with the assessor and the treasurer. Matson asked the commission to forgive her taxes. The commission voted unanimously to not forgive her personal property taxes.

**Meeting Adjourned**

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CLERK

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CHAIRMAN

SEAL

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VICE-CHAIRMAN

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COMMISSIONER

**TUESDAY**  
**October 27, 2009**

Commissioners Present: Herb Townsend, C.B. Lucas and Ben Hurwitz.

Commissioners read minutes and approved minutes from previous meeting.

**Special Session – Budget Hearing:**

Commissioners reviewed department appropriation figures, projected income, and authorized mill levies. There are a few funds that still require some attention. Commission has decided to meet Thursday, October 29, 2009 for another special session to finalize budget.

**IT Department:**

**RESOLUTION #2009-65**

Jake Odom met briefly to discuss the status of the Clerk & Recorder Office computers that are seized due to the ongoing investigation and trial of previous employees. Odom reported that the computers seized could be held up to a fifteen year time period. Odom talked to Clerk & Recorder and Treasurer and they both felt the machines being utilized at this time are outdated and are having on going issues. Ogle and Phelan conveyed to Odom they would like to have him purchase new computers. Commissioner Chairman Townsend moved to purchase a total of 6 new computers; 3 for the Clerk & Recorder's Office and 3 for the Treasurer's Office not to exceed \$6,491.88. Commissioner Hurwitz seconded. A vote was taken and passed unanimously. Therefore it is resolved.

Odom will order 6 new computer systems this week. He anticipates we will receive them in about two weeks and installation will begin then.

**Elementary School Trick or Treaters:**

Clerk & Recorder's Office told the commissioners that the elementary school students are coming to the courthouse for trick or treating. Commissioners agreed to purchase candy to handout to the students when they came Friday, October 30<sup>th</sup>.

**Meeting Adjourned**

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CLERK

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CHAIRMAN

SEAL

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VICE-CHAIRMAN

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COMMISSIONER

**THURSDAY**  
**October 29, 2009**

Commissioners Present: C.B. Lucas and Ben Hurwitz.

Commissioners read minutes and approved minutes from previous meeting.

**Special Session – Budget Hearing:**

Commissioner Hurwitz and Commissioner Lucas worked on the Fiscal Year 09-10 budget. After working the numbers and finalizing the FY09-10 budget Commissioner Lucas moved that the budget is set as purposed at this time with the exception of the number of mills to be levied for the hospital. If the additional mill levy passes the hospital will receive 28 mills; and if it does not pass they will receive 8 mills. Commissioner Hurwitz seconded.

**PILT and Entitlement Transfers:**

**RESOLUTION 2009-66**

Commissioner Lucas moved to disburse Entitlement Funds and PILT Funds as noted in Fiscal Year 09-10 finalized budget.

**Meeting Adjourned**

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CLERK

SEAL

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CHAIRMAN

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VICE-CHAIRMAN

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COMMISSIONER