

***REGULAR MEETING OF THE BOARD OF COUNTY COMMISSIONERS
PONDERA COUNTY, MONTANA
Held in December 2018***

The Board of Pondera County Commissioners met daily in informal session and in scheduled meetings on December 5, 11, 12, 19, 26 2018. Unless indicated, all Commissioners were present.

PUBLIC COMMENT – PARKING LOT AT PONDERA CENTER – December 5, 2018
Marliss and Dan Picard attended the meeting to discuss snow removal at the Pondera Center parking lot. Marliss stated the building is primarily used by senior citizens, young mothers with children, residents with disabilities and voters and, if the lot is not cleared of snow and ice, it is very treacherous. The difficulties of clearing and keeping the lot snow and ice free were discussed. Part of the problem is the entrance is on the north side of the building and the shadow from the building blocks the sun. A petition requesting prompt snow and ice removal at the Pondera Center, signed by 30 citizens, was delivered to the commissioners. The Commissioners will continue to work with Ron Moon, the County's Maintenance Supervisor, to resolve the issue.
Also attending: McKenzie Graye, Reporter for The Independent-Observer, Ron Moon, Pondera County Building Maintenance Supervisor

CONRAD TV DISTRICT BOARD MEMBER RESIGNATION ACCEPTED -
December 5, 2018

Commissioner Kuka moved and Commissioner Seifert seconded to accept the resignation of Sharon Eisenberg from the Conrad TV District Board of Directors. Motion carried. The position will be filled in January when the Commissioners appoint members to the County boards.

Also attending: McKenzie Graye, Reporter for The Independent-Observer, Ron Moon, Pondera County Building Maintenance Supervisor

EXPENSE IN EXCESS OF \$500 APPROVED – December 5, 2018

Johnson Controls presented a proposal for materials and labor for project management, technical installation, and customer training for necessary adjustments to the existing air handling unit affecting the jail. Heartland Mechanical of Valier will complete the duct work under the proposal. The cost for the project is \$6,325.00 and will be paid from building maintenance. Commissioner Seifert moved and Commissioner Kuka seconded to accept the proposal. Motion carried.

Also attending: McKenzie Graye, Reporter for The Independent-Observer, Ron Moon, Pondera County Building Maintenance Supervisor

VALIER AIRPORT HANGAR LEASE APPROVED – December 5, 2018

Commissioner Kuka moved and Commissioner Seifert seconded to approve the Valier Airport Hangar Lease with Ross Buchanan for Unit D3 (480 square feet) for the amount of \$200.00 per year. Motion carried.

Also attending: McKenzie Graye, Reporter for The Independent-Observer, Ron Moon, Pondera County Building Maintenance Supervisor

MEETING WITH DEPARTMENT OF REVENUE – December 11, 2018

Commissioners, Treasurer, Jeanne Moon and Clerk and Recorder, Kody Farkell, had written to the Montana Department of Revenue with concerns regarding the services provided to Pondera County now that the County no longer had a Department of Revenue office in the Courthouse. The Department of Revenue responded by scheduling a meeting with the elected officials in Conrad. Attending the meeting were Commissioners Hoppes, Kuka and Seifert, as well as Commissioner-elect, Jim Morren, Treasurer Jeanne Moon, Treasurer-Elect, Elaine McLain, and County Attorney, Mary Ann Ries. The attendees for the State of Montana Department of Revenue were Jason Boggess, Region 2 Manager, Bryce Vanoverbeke, Unit Manager, and Gordy Conn, Division Administrator.

Pondera County had requested re-assignment to the Shelby Field Office from the Havre Field Office. This request was not approved by the Department of Revenue as citizens can go to any field office in the State. The services being provided to Pondera County from the Havre Field Office are data entry services. All Department of Revenue personnel can access the State's records and respond. Pondera County also requested

December 2018

more checks and balances by Department employees as there were more errors in the 2018 tax bills that has been the norm for the County. In the end, the Department acknowledged they needed to do more training of their personnel. They will provide the Counties with balancing reports and spread sheets to make it easier for the County to identify errors. The Department is also planning create a working group of Treasurers and Department of Revenue personnel to work out best practices for both the Counties and the Department.

TAX ABATEMENT/ADD-ON 1074-APPROVED – December 12, 2018

Commissioner Kuka moved to approve the following abatement/add-on:

NUMBER	REASON	CANCEL	ADD	PARCEL NO
1074	Fix acres		3421.01	331500

Commissioner Seifert seconded. Motion carried.

Also attending: Jim Morren

RESOLUTION RE-DEFINING REQUEST FOR DISTRIBUTION OF GOVERNMENT ROAD CONSTRUCTION AND MAINTENANCE MATCH PROGRAM FUNDS- ADOPTED – December 19, 2018

PONDERA COUNTY, MONTANA

RESOLUTION #13 – 2018/19

RE-DEFINING REGUEST FOR DISTRIBUTION OF LOCAL GOVERNMENT ROAD CONSTRUCTION AND MAINTENANCE MATCH PROGRAM FUNDS

WHEREAS, the Bridge and Road Safety and Accountability Restricted Account created By HB 473 requires the Montana Department of Transportation to allocate accrued funds to cities, towns, counties, and consolidated city-county governments for construction, reconstruction, maintenance, and repair of rural roads, city or town streets and alleys, and bridges; and,

WHEREAS, a city, town, county, or consolidated city-county government that requests funds under the Bridge and Road Safety and Accountability Account must match each \$20 requested with \$1 of local government matching funds; and,

WHEREAS, a city, town, county, or consolidated city-county government requesting distribution of allocated funds may make such a request to the Department of Transportation between March 1 and November 1 of the year the funds were allocated; and,

WHEREAS, a description of the project to be funded is: ROAD AND BRIDGE REPAIRS AND MAINTENANCE, which replaces the original request for ROAD REPAIRS NECESSITATED BY THE FLOODING DUE TO SNOW MELT IN THE SPRING OF 2018; and,

WHEREAS, the local match for the allocated funds totals \$1,295.90 identified in the attached copy of approved road/bridge expenditures from current year operating budget.

THEREFORE, BE IT RESOLVED that

1.Pondera County requests redistribution of its share of the allocated Bridge and Road Safety and Accountability funds (\$25,917.93) to be used for road and bridge repairs and maintenance;

2.That the Chairman of the Board of Pondera County Commissioners is hereby empowered and authorized to execute such further documents as may be necessary to facilitate the distribution of said funds.

Adopted this 19th day of December, 2018 as moved by Commissioner Seifert, seconded by Commissioner Kuka, and passed on a 3-0 vote of the board. Effective on passage and approval.

BOARD OF COMMISSIONERS
Pondera County, Montana

/s/ Janice Hoppes
Janice Hoppes, Chair

/s/ Dale J Seifert
Dale J Seifert, Member

ATTEST:

/s/ Thomas A Kuka
Thomas A. Kuka, Member

/s/ Kody L Farkell
Kody L Farkell, Clerk and Recorder

VEHICLE PURCHASE PROPOSAL ACCEPTED – December 19, 2018
Requests for proposal were solicited for the purchase of a pickup for the Weed Department. One proposal was received:

Courtesy Ford \$36,857.24 2019 Ford F-250

Commissioner Kuka moved to accept the proposal from Courtesy Ford and purchase a Ford F-250 for the Weed Dept, with funds coming from the department’s capital improvement fund. Commissioner Seifert seconded. Motion carried.
Also attending: Jim Morren

AMENDED INTERLOCAL AGREEMENT WITH DEPARTMENT OF JUSTICE MOTOR VEHICLE DIVISION-APPROVED – December 19, 2018

Commissioner Seifert moved to approve an amended interlocal agreement between Pondera County and the Department of Justice Motor Vehicle Division to set forth each party’s responsibilities in performing titling and registration of vehicles. Modifications from the original agreement included clarifying requirements pertaining to records retention, notice of changes to the Motor Vehicle Service location, and other clarifications. Commissioner Kuka seconded. Motion carried.
Also attending: Jim Morren

LEASE FOR VALIER AIRPORT GROUNDS-APPROVED – December 19, 2018

Commissioner Kuka moved and Commissioner Seifert seconded to approve a 10-year lease for one unit at the Valier airport in the amount of 200 per year for 10 years. Motion carried.
Also attending: Jim Morren

ROSE RESIGNATION ACCEPTED- December 26, 2018

Commissioner Kuka moved and Commissioner Seifert seconded to accept the resignation of County Sanitarian Corrine Rose, effective January 25, 2019. Motion carried.
Also attending: Jim Morren

RESOLUTION ADOPTING HANDBOOK OF PERSONNEL POLICIES AND PROCEDURES-ADOPTED – December 26, 2018

PONDERA COUNTY, MONTANA

RESOLUTION #14 – 2018/19

ADOPTING THIS HANDBOOK OF PERSONNEL POLICIES AND PROCEDURES, SUPERSEDING ALL OTHER PERSONNEL POLICIES AND PROCEDURES

WHEREAS, the Board of County Commissioners desires to establish uniform policies and procedures for personnel administration;

NOW, THEREFORE, BE IT HEREBY RESOLVED that this Handbook of Personnel Policies and Procedures be adopted, effective December 26, 2018.

Adopted this 26th day of December, 2018 as moved by Commissioner Seifert, seconded by Commissioner Kuka, and passed on a 3-0 vote of the board. Effective on the date set forth above.

BOARD OF COMMISSIONERS
Pondera County, Montana

/s/ Janice Hoppes

/s/ Dale J Seifert

Janice Hoppes, Chair

Dale J Seifert, Member

ATTEST:

/s/ Thomas A Kuka

Thomas A. Kuka, Member

/s/ Kody L Farkell

Kody L Farkell, Clerk and Recorder

RESOLUTION AUTHORIZING BUDGET AMENDMENT TO PONDERA COUNTY BUDGET-ADOPTED – December 26, 2018**PONDERA COUNTY MONTANA
RESOLUTION #15 – 2018/19
AUTHORIZING BUDGET AMENDMENTS TO
PONDERA COUNTY BUDGET**

WHEREAS the Montana Code Annotated, Section 7-6-4006(4), grants the Board of County Commissioners the power and authority to amend the budget during the fiscal year by conducting public hearings at regularly scheduled meetings; and

WHEREAS Pondera County Commissioners approved the appropriations budget for the Pondera County during its regular budget approval process and errors in revenues and expenditures budget have been identified; and

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Pondera County that the budget be corrected as follows:

Expenditure	Description	Prior Amount	New Amount
2900-101-521000-820	Interfund Transfers Out	\$637,054	\$ 0
2900-521-521000-820	Interfund Transfers Out	\$ 0	\$637,054

Adopted this 26th day of December, 2018, as moved by Commissioner Kuka, seconded by Commissioner Hoppes, and passed on a 3-0 vote of the board. Effective on passage and approval.

BOARD OF COMMISSIONERS

Pondera County, Montana

/s/ Janice Hoppes

Janice Hoppes, Chair

/s/ Dale J Seifert

Dale J Seifert, Member

ATTEST:

/s/ Thomas A Kuka

Thomas A. Kuka, Member

/s/ Kody L Farkell

Kody L Farkell, Clerk and Recorder

NOVEMBER COMMISSION MINUTES-APPROVED – December 26, 2018

Commissioner Seifert moved and Commissioner Kuka seconded to approve the November 2018 Minutes of the Commission. Motion carried.

Also Attending: Jim Morren

CITIZEN APPOINTMENTS TO COUNTY ADVISORY BOARDS – December 26, 2018

Commissioner Kuka moved to appoint/reappoint the following to the County Advisory Boards:

Airport – Robert Skorupa (2021), Rick Tomsheck (2021)

Conrad Cemetery District - Wendy Paulsen (2021)

Health – Tim Salois (2021), Jeff Sutherland (2021)

Park – Robert Skorupa (2021)

Tax Appeal – Brent Gaylord (2021)

TV-Conrad – Sam Zuidema (2021), Deborah Robertson (2020) fulfilling Sharon Eisenberg's term)

Pondera Regional Port Authority – Llew Jones (2024), Bob Kovatch (2024)

Weed Board – Kory Thomas (2020)

Compensation Board – Dan Majerus (2021)

Commissioner Seifert seconded. Motion carried.
 Also Attending: Jim Morren

DATE, TIME AND PLACE SET FOR PUBLIC HEARING – AIRPORT AFFECTED AREA – December 26, 2018

Commissioner Kuka moved and Commissioner Seifert seconded to set Wednesday, January 23, 2019 at 12:00 p.m. in the Commissioners' Office for the public hearing on the proposed airport affected area in regards to height restrictions. Motion carried.
 Also attending: Jim Morren

EXPENDITURES IN EXCESS OF \$500-APPROVED – December 26, 2018

Commissioner Seifert moved to approve the purchase of five desktops, two laptops, two docking stations, and one monitor, plus installation of the computers at a total cost of \$8,046, paid from the operating funds of the five departments receiving the computers. Approval before purchase is necessary when the expenditure is in excess of \$500.
 Commissioner Kuka seconded. Motion carried.
 Also attending: Jim Morren

REVISED JOB DESCRIPTIONS APPROVED – December 26, 2018

Commissioner Kuka moved to approve the revised job description for the Disaster & Emergency Services Coordinator. Commissioner Seifert seconded. Motion carried.
 Also attending: Jim Morren

CLAIMS APPROVED FOR PAYMENT – December 31, 2018

<u>FUND</u>	
GENERAL	35,853.07
ROAD	13,943.88
BRIDGE	3,511.60
WEED	1,382.53
AIRPORT	3,443.04
PREDATORY ANIMAL	6,213.50
AMBULANCE	253.17
LIBRARY	143,813.50
EXTENSION SERVICE	5,745.90
SENIOR CITIZENS	14,413.98
PUBLIC SAFETY (LAW ENFORCEMENT)	15,885.29
HEALTH INSURANCE - EMPLOYER CONTRIBUTION	1,875.23
BRADY LIGHTS MAINTENANCE	353.71
911 EMERGENCY	740.96
ALCOHOL REHABILITATION	6,960.00
LAND USE PLANNING	66.00
GAS APPORTIONMENT TAX	3,671.84
NORTHERN TRANSIT INTERLOCAL	326.15
EMERGENCY PREPAREDNESS GRANT	897.74
ORAL HEALTH GRANT	609.67
WIC GRANT	301.62
MATERNAL CHILD HEALTH	152.13
IMMUNIZATION ACTION PROGRAM	125.00
CHRONIC DISEASE PREVENTION GRANT	742.51
HEALTH CARE FOUNDATION GRANT	127.03
JUNK VEHICLE GRANT	190.15
AMBULANCE CAPITAL IMPROV	3,998.36
ROAD/BRIDGE EQUIP PURCHASE	2,427.00
REFUND FUND	8,008.18
TOTAL CLAIMS	\$ 276,032.74
TOTAL PAYROLL	<u>280,104.47</u>
TOTAL CLAIMS AND PAYROLL FUNDS	<u><u>556,137.21</u></u>

ADJOURNMENT

The meeting adjourned at 5:00 p.m. on December 31, 2018

Pondera County, Montana.

Thomas A Kuka, Chairman

ATTEST:

Kody L Farkell, Clerk & Recorder