

August 6, 2013

Commissioner Skillestad opened the meeting at 10:00 a.m. with Jim Skillestad Adam Gartner and Douglas Buxbaum, present. Also present were Jason Stuart, Ranger Review Reporter, and Shirley Kreiman, Clerk & Recorder.

Prior Meeting Minutes:

A motion was made to accept and approve minutes for July 16, 2013, July 29, 2013 and July 30, 2013. The motion was seconded. Motion carried.

Administrative Items:

**Resolution #2103-16 Year End Budget Transfers**-The commissioners approved budget transfers for the year ending June 30, 2013 on July 30, 2013.

1) RESOLUTION  
#2013-16  
YEAR END  
BUDGET  
TRANSFERS

**Resolution #2103-17 Health Grant Year End Budget Transfers**-The commissioners approved budget transfers on health grants for the year ending June 30, 2013 on August 6, 2013.

2) RESOLUTION  
#2013-17  
HEALTH  
GRANT YEAR  
END BUDGET  
TRANSFERS

**Zoning Compliance Permit-OD Enterprises LLC**-A zoning compliance permit was issued to OD Enterprises, LLC for bentonite, clay, scoria, peat, or soil on T17N, R55E, Section 23 on July 16, 2013.

3) ZONING  
COMPLIANCE  
PERMIT OD  
ENTERPRISES

**Travel Request**-A travel request for Patrick Simasko to go to Helena for Firearms Instructor Course July 28-Aug 3 was approved on July 23, 2013.

Unfinished Business:

**Airport Payment Maintenance Bid Award**-This is still on hold.

**Highland Park Dumpster**-There was more discussion on moving the leaf dumpster in Highland Park. They thought a culvert would be needed for the new location, which would be next to a pasture. They wanted to check with Joe Sharbono to see if he felt there would be other conditions to make the location acceptable. A motion was made to relocate the dumpster upon any conditions that Joe Sharbono may present. The motion was seconded. All voted in favor. Motion carried.

4)HIGHLAND  
PARK  
DUMPSTER

**Health Department/Assessor Office Space**-The commissioners have met with the architect, but have asked him to produce a financial estimate of what it would cost to remodel the upstairs bathrooms and will table this until they receive the estimate.

**Capital Outlay Authorization**-It was noted that the previous approval for sidewalks at the County attorney building did not include the sprinkler system. Russ Henke Courthouse Maintenance Supervisor requested an additional \$3,259 for a sprinkler system. A motion was made to approve the sprinkler. The motion was seconded. The motion failed. No one voted in favor of the capital outlay authorization.

**TBID Lien request on Samco Hotel**-There was discussion on the matter. All of the commissioners felt that since the TBID was a pass through the county that this matter should not be decided by the commissioners. They are a 501 C-3 organization. The county gives 1 mill to the economic development committee. A motion was made to file the lien request on Samco Hotel. The motion was seconded. All voted against. The motion failed.

5)TBID SAMCO  
HOTEL

New Business:

**Indigent Burial Request**-The clerk and recorder presented an indigent burial request for Thomas Reape. A motion was made to pay the indigent burial fees upon confirmation from Public Assistance that he had no remaining assets. The motion was seconded. All voted in favor. Motion carried.

6) INDIGENT  
BURIAL

**Warrant Cancellation**-A request was received from Cheryl Shaffer, Accounts Payable Clerk in the Clerk & Recorder's office to cancel warrants over a year old. After reviewing the list, a motion was made to approve the cancellation of old warrants. The motion was seconded. All voted in favor. Motion carried.

**Memorandum of Understanding-MT Wool Growers Assn-**A memorandum of understanding with the MT Wool Growers Association for Predator Control was dropped off for the commissioners. Clerk and Recorder, Shirley Kreiman stated that the amount was for 552.60, which is the head of sheep (921) in the PAC South District @.60/head. A motion was made to approve the memorandum. The motion was seconded. All voted in favor. Motion carried.

**School Health Contracts-**Jeanne Seifert presented the contracts for Dawson County Health Department to provide health services to the schools. Cost based on enrollment on October 1, 2013. Richey Schools, \$8.50 per student. Valley View School-\$21.00 per student. Glendive Public Schools-High School \$19,224. Glendive Elementary Schools-\$39,337. Deer Creek-\$31.50 per student. A motion was made to approve all of the School Health Contracts. The motion was seconded. All voted in favor. Motion carried.

**Family Planning Contract-**Health Director, Jeanne Seifert reviewed and presented contracts to provide Family Planning services for Richland County from July 1, 2013, through June 30, 2014; to provide services for Fallon County from July 1, 2013 through June 30, 2014. Also presented were contracts with the Sidney Health Center for providing physician services for family planning \$25 per exam, Gabert Medical Services to provide physician services for family planning \$25 per exam, Fallon Medical Complex to provide physician services for family planning \$25 per exam, and a contract with Gabert Medical Services with Bruce Swarney to act as Medical Director covering the Family Planning Program. A motion was made to approve all family planning contracts presented. The motion was seconded. All voted in favor. Motion carried.

**Agreement with Glendive Medical Center, Dietician Consultation-**Jeanne Seifert presented an agreement for the health department with the Glendive Medical Center to provide dietician consultation for the WIC Program from October 1, 2013 through September 30, 2014. A motion was made to approve the agreement. The motion was seconded. All voted in favor. Motion carried.

**Boss Service Agreement-**A motion was made to approve the Boss Service Agreement for the copy machine located on the upper level of the courthouse. The motion was seconded. All voted in favor. Motion carried.

**Custodial Contracts-Crystal Clean-**Clerk and Recorder Shirley Kreiman stated that Russ Henke had reviewed and updated the contracts for custodial services with Crystal Clean following accepting their bid to provided janitorial services for the courthouse and the county attorney building for July 1, 2013 through June 30, 2014. He made several changes to the duties as well as including the contracted bid amounts; \$3,600/Courthouse; \$625/County Attorney Building. A motion was made to approve the contracts. The motion was seconded. All voted in favor. Motion carried.

**Travel Requests-**A motion was made to approve the following travel requests:

- Shirley Kreiman to Great Falls, Aug 12-16 for Clerk and Recorder Convention.
- Jim Loomis and Desirae Rilley to Helena Aug 20-23 for MCA Conference.
- MaryAnn Clingingsmith and Jeanette Griffin to Missoula, Aug 5-9 for N'tl Smokeless & Spit Tobacco Summit.
- Trish Olson to Helena for Ace Study Summit, Sept. 25-27.
- Trish Olson to Helena for Great Beginnings, Great Families Mandated assessment training for MEICHV from Aug 18-Aug 20<sup>th</sup>.

The motion was seconded. All voted in favor. Motion carried.

Correspondence/Information

- For Lease or Rent Public Hearing, August 27<sup>th</sup> @5:30 p.m. Dawson County Courthouse.
- Notification of work being done on the AT&T Communications Facility at 121 Clough Street. Trenching & Backfill. Contact information is given for any concerns or special requirements.
- Notice from FWP on proposed 213 Early Season Migratory Bird Regulations. Comment Period through Monday August 5<sup>th</sup> at 5:00 p.m.

7) MEMORANDUM  
MT WOOL  
GROWERS ASSN

8) HEALTH  
CONTRACTS-  
SCHOOLS

9) FAMILY  
PLANNING  
CONTRACT

10)WIC  
DIETICIAN  
CONSULTATION  
AGREEMENT

11) CUSTODIAL  
CONTRACTS-  
CRYSTAL CLEAN

- DEQ notice of intent to issue wastewater discharge permit to Richland County commissioners for Savage Lagoon. 5 year renewal .
- Application for permit for Yellowstone Energy Limited Ptshp Facility at 2218 N Frontage Road, Billings, renewal of existing permit for the facility using source water from the ExxonMobil Refinery and the Lockwood Water and Sewer District for the generation of steam and electricity. Public comments to close of business on August 22, 2013.
- Treasurer’s Quarterly Report of Cash
- Notice of DUI Task Force Plan approval for July 1, 2013-June 30, 2014

Forest Park/Highland Park Street Maintenance

The commissioners stated that David Hill has bid on 1 block of Juniper and Fir for street repair. They have requested a block by block separate bid and have not received it yet.

Road Report:

None

Public Comment: None

Meeting adjourned at 10:30 a.m.

DATED this 6th day of August 2013.

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James A. Skillestad, Chairman

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Adam J. Gartner, Member

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Douglas A. Buxbaum, Member

ATTEST:

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Shirley A. Kreiman, Clerk & Recorder

August 19, 2013

Joint Meeting with Richland County Commissioners

To appoint Representative for HD37 upon death of Representative David Halvorson  
Richland County Courthouse

12)  
APPOINTMENT  
OF HD 37  
REPRESENTATI  
VE-SCOTT  
STAFFANSON

Richland Co. Commissioner Loren Young opened the meeting at 1:30 p.m. with Loren Young, Duane Mitchell, James Skillestad and Douglas Buxbaum, present. Also present were Scott Staffanson, Steve Hinebauch, Beth Hinebauch, Larry Tveit, Andrew Thiessen, John Mercer, Bill Van Wage, Tom Halvorson, Stephanie Verhassalt, Richland Co. Clerk & Recorder, and Shirley Kreiman, Dawson County Clerk & Recorder.

Commissioner Young stated that the purpose of the meeting was to appoint a replacement for David Halvorson House District 37 Representative and that they have received recommendations from the local central committees. They will not be seeking further information from the candidates. The floor was opened for public comment. There was no public comment. Commissioner Young stated that the commissioners would be casting ballots for the selection. The Dawson County Commissioners vote will each count for 2.75% and the Richland County Commissioners vote will each count for 30.58%. A proxy vote was given by absent Commissioner Shane Gorder from Richland County and a proxy vote was given by absent Commissioner Adam Gartner from Dawson County. The ballots were cast. There was a 100% vote for Scott Staffanson to be appointed as HD37 Representative.

The meeting adjourned at 1:37.

DATED this 19th day of August 2013.

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James A. Skillestad, Chairman

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Douglas A. Buxbaum, Member

ATTEST:

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Shirley A. Kreiman, Clerk & Recorder

August 20, 2013

Commissioner Skillestad opened the meeting at 5:30 p.m. with Jim Skillestad and Douglas Buxbaum, present. Also present were Amy Deines and Shirley Kreiman, Clerk & Recorder.

Permissive Health Levy, Public Hearing

Commissioner Skillestad opened the meeting for comments regarding levying 12 mills for the permissive health levy. There were no comments.

13) PERMISSIVE  
HEALTH  
LEVY

Prior Meeting Minutes:

A motion was made to accept and approve minutes for August 6, 2013. The motion was seconded. Motion carried.

Administrative Items:

**Transfer of Funds-**The commissioners authorized the Clerk and Recorder to transfer \$5,000 from the Sr. Citizen Fund to the Sr. Citizen Capital Improvement Fund and transfer \$200,000 from the General fund to the General Capital Improvement Fund on August 7, 2013.

14) TRANSFER  
OF FUNDS  
SR. CITIZEN

Unfinished Business:

**Airport Pavement Maintenance Bid Award-**The bid has not yet been awarded.

**Health Department Space/Assessor Office Space-**tabled for estimates on upstairs bathrooms.

New Business:

**Property Assessment Corrections-**The Department of Revenue asked for approval for the following property tax assessment corrections-Lee Driver was billed for the wrong property for 2012. Alfred Kron was billed for the wrong property 2012. A motion was made to approve the corrections. The motion was seconded. All voted in favor. Motion carried.

**Health Department Write Offs-** A motion was made to approve write-offs for the health department in the amount of \$189.82 for July 2013. The motion was seconded. All voted in favor. Motion carried.

**Health Contract, WIC-**A motion was made to approve the WIC Master Contract for the period of July 1, 2012 to June 30, 2019. The motion was seconded. All voted in favor. Motion carried.

15) HEALTH  
CONTRACT  
-WIC

**Economic Development Health Insurance Request-**A request was received from the Economic Development Director to be allowed on the county group health insurance plan. The Clerk and Recorder had contacted MACo who handles the county group health insurance to see if this was possible. Harold Blattie referred to MCA 2-18-702 that allows the governing body of a county at its discretion to consider the employees of private nonprofit economic development organizations to be employees of the county for the sole purpose of participation in group medical insurance. Amy Deines was present. She stated that she or the Economic Development Committee would be reimbursing the county for the full premium. A motion was made to approve the request to consider the Economic Development Director as an employee for group health insurance purposes as of September 2013. The motion was seconded. All voted in favor. Motion carried.

16) ECONOMIC  
DEVELOPME  
NT  
DIRECTOR  
GROUP  
HEALTH  
INSURANCE

**Resolution #2013-18 Permissive Health Levy-**A public hearing was held at the beginning of this session. A motion was made to approve the permissive health levy for 12 mills for the fiscal year 2013/2014. The motion was seconded. All voted in favor. Motion carried.

17)RESOLUTION  
#2013-18  
PERMISSIVE  
HEALTHY LEVY

**Travel Requests-**A motion was made to approve requests for:

- Steve Engbretson to Miles City for MAP Test Training August 22<sup>nd</sup>.
- Clarice Utgaard to Helena for ACE Training Elevate Montana from September 25<sup>th</sup> to 27<sup>th</sup>.
- Mary Jo to Sidney, October 7&8 for FEMA Interface Workshop
- Billie Jo Pew to Billings, August 28<sup>th</sup>.

The motion was seconded. All voted in favor. Motion carried.

Correspondence/Information:

- Employee health screenings, August 26, 2013
- Notice from MT Dept of Public Service Commission of an application for sale and transfer of operating authority from Michael Pilati dba Red Lodge Tour & Taxi to Billings Collision Repair, Inc., dba Red Lodge Tour & Taxi, transfer from Blair Transfer & Storage, Inc. to Michael K. Dunne dba Dunne Moving & Storage. Application for operating authority Alvis Miller, dba University of Movers for Class B household goods between all points and places in Missoula and Ravalli County. Comments to be received by August 26, 2013.
- Public notice that OD Enterprises, LLC of 1106 W. Towne street submitted a permit application to the Department of Environmental Quality for a 36.2 acre open cut mine permit for the Stipek Site in Section 23, T17N, R55E. Sand and Gravel to be used for road and site construction. Soil material would be stripped for reclamation. Up to 1,300,000 cubic yards of sand and gravel excavated. A screen, grizzly, or crusher used to process the material. The site is to be reclaimed to grassland. The hours of operation would be unrestricted. Estimated date of reclamation 11/2035.

Forest Park/Highland Park Street Maintenance:

**Proposal to increase Street Maintenance Fund-** The commissioners discussed that during their meetings and calls from the public they had entertained various options to do street repair in the Forest Park and Highland Park Subdivisions. They agreed that hated to increase assessments when they also needed to increase the sewer, water and irrigation assessments, but it was either this or go through and RSID process. They had checked other places and it was common for the street maintenance fees to be \$200-\$300/lot. There was some discussion about how much to raise it and how many lots there were. A motion was made to increase the street maintenance assessment fee from \$100 to \$175 per lot for Fund #2516 Highland Park Street Maintenance and #2518 the combined Forest Park Street Maintenance Fund. The motion was seconded. All voted in favor. Motion carried.

**Bid for street repair-**Commissioner Skillestad received proposals for temporary street patches on 2<sup>nd</sup> St and the corner of 1<sup>st</sup> and Ave C in Highland Park. No cut out will be performed. Sweep areas and overlaid with cold mix patches, grade and compact. Labor and materials \$16,147.70. Bid for pothole repair on the 200 block of Hemlock in Forest Park and intersection of Juniper and Fir. There are twenty-two areas of immediate concern. Saw cut around the 22 areas of concern, excavate, install soil stabilization fabric, install 12” of road base material and compact, install 3” of asphalt cold mix and compact with smooth drum roller. Remove and replace 38’ of concrete valley gutter at the intersection of Juniper and Fir. Total bid-\$13,120.36. There was discussion about the need for a contract if the bid was awarded. A motion was made to approve these proposals upon conditional approval of a contract by the county attorney. The motion was seconded. All voted in favor. Motion carried.

The meeting adjourned at 6:00 p.m.

DATED this 20th day of August 2013.

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James A. Skillestad, Chairman

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Douglas A. Buxbaum, Member

ATTEST:

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Shirley A. Kreiman, Clerk & Recorder

18) FOREST  
PARK AND  
HIGHLAND  
PARK STREET  
MAINTENANC  
E FUND FEES

19) BIDS FOR  
STREET REPAIR  
FOREST PARK  
AND  
HIGHLAND  
PARK

August 20, 2013

Department Budget Meetings on Approved Budget

Commissioner Skillestad and Commissioner Douglas Buxbaum were present. Also present was Shirley Kreiman, Clerk & Recorder.

**9:00 a.m. Frontier Gateway Museum-Fayette Miller**

Hail damage from the storm was discussed. Upcoming plans for open house day were shared. Fayette also stated that next year is the 50<sup>th</sup> year for the museum and she would like input and ideas for the celebration. She requested an addition \$1500 for repairs. This would increase the repair line item from \$1,000 to \$3500.

**9:30 a.m. Extension Office-Bruce Smith**

Budget was reviewed, No changes requested. Discussion of possible retirement in the next fiscal year of the Adm. Asst.

**10:30 a.m. Treasurer-Vickie Boje**

Budget was reviewed. No changes requested. There was some discussion and explanation on the handling of protested taxes and partial payments.

**11:00 a.m. West Glendive Public Works-Doug Kever**

The assessment rates on the various assessment districts were discussed. Forest Park Lighting up \$1.00 per year per lot. Highland Park Lighting to stay the same. West Glendive Dike to stay the same. West Glendive Sewer to increase \$52/lot per year. Highland Park Irrigation to increase \$30 per lot per year. Highland Park Paving and Forest Park Paving Street Maintenance funds were discussed. The need for repairs and the high cost of repair. They've looked at a new RSID or increasing the maintenance fund and feel increasing the maintenance fund might be the route to go. This will be placed on the Commissioner's agenda for a decision at session this evening at 5:30 p.m. Doug Kever suggested a rate increase for Forest Park Water as the reserves are low on this fund and it hasn't been raised recently. They agreed upon a \$15/year/lot increase. Highland Park Sewer increase by \$52/lot/year. No change in Marsh Road Dike. Forest Park Irrigation increase of \$30/lot/year. Increase for the lagoon of \$12/per lot/year. \$15,000 Fund #2892 There is cash left from receiving a grant that hasn't been spent. Doug stated he missed requesting it.

**1:30 p.m. Urban Transportation-Leslie Hunter**

Independent District Board. Bookkeeping run through the County. No changes requested.

**3:30 p.m. Fair-Connie Hilger**

There was some discussion concerning the bathroom project that they are saving towards and the \$100,000 grant that they have applied for through the MT TIP program. She stated that they do not usually give that high of an amount in grants. They have about \$50,000 saved which includes an amount from the 100 Club towards the project. The commissioners granted a \$15,000 increase in Entertainment profession services as requested following receiving the certified taxable values to allow for a down payment for the next year's fair entertainment.

**4:00 p.m. Library-Dawn Kingstad and Lance Phinney**

There was some discussion about if a security camera had been included in the budget. They feel that there is need for one as there has been a high usage of the community room with people coming and going and a need for staff and patrons to feel secure. No changes were made.

**4:20 p.m. Richey Museum-via phone Wanda Zuroff**

The budget was reviewed and Wanda revised the costs of building repairs. \$6416 to finish the homestead, \$5,000 for the contractor to complete the back room of the museum. \$1700 for Viking to level 3 buildings \$1700 and \$16500 to move a toilet and level the grounds for landscaping \$16,500. That would leave them with approximately \$28,500 to complete the siding project on the main building and they have an estimate of \$36,000. The Clerk and Recorder stated that when they had been as the museum and discussed the priorities that the siding bid and the \$5,000 was discussed and that was the \$45,000 that was on the repair line item, but they also had \$5,000 in outlay under \$5,000. She did not recall being given the estimate of \$16,500 for leveling the grounds. Wanda asked the commissioners if finishing the main building had been

agreed upon as a priority. They stated that it had been, and they felt that \$45,000 for the repairs and \$5,000 in outlay was sufficient for the projects they had discussed at the meeting in Richey.

August 21<sup>st</sup>

**8:15 -Road, Bridge, Weed & Mosquito-**Joe Sharbono-The Clerk & Recorder noted there was a change on the spreadsheet that did not get updated on their copies. Road outlay was shifted from the road fund to bridge fund. Road outlay should be 110,000 and Bridge outlay should be 340,000. The Fema grant for this year as added 83,011 in revenue and contracted services. Two mills were put in the Fund #2260 Emergency Disaster as required by Fema to get matching funding. No changes were requested for weed. Joe asked where the funding was coming from to complete the weed building. The commissioners stated they haven't received any estimates yet. The mosquito budget was reviewed. The clerk and recorder stated that their reserves were up and wondered if we were required to levy the full amount. It is a voted levy and wondered if it is possible to levy less and has asked the county attorney, but has not yet received a reply. They will levy the full amount this year, but may consider later.

**9:00-Sheriff/Corrections-**Craig Anderson, Rich Rowe, Tom Green

Rich Rowe stated that received verbal notice of a grant award to do SWAT training, but the grant will probably be run thru DES rather than through their department. Sheriff Anderson asked the commissioners if they could come up with the money for a grant match to work with Amy Deines at Economic Development on a grant to determine the needs and draw up plans to expand the prison and possibly move the court system there as well, so they would no longer need to transport prisoners. He thought there was possibly a grant of \$25,000 where they would need to match it with \$25,000. There was discussion over the cost of transports, the shortage of jail cell space. The building is now 16 years old and there are some maintenance issues starting to crop up. They also discussed the bills coming from the city for removal of debris getting flushed down the toilets from inmates. Since the city does not pay any rent to the law enforcement center or snow removal, the Sheriff does not feel we should be paying the city for cleaning the drains, unless they can charge them for the things they've gotten at no cost. They've been trying to work together with the city, but it has become a lopsided arrangement. The Sheriff stated that he is planning on sending a letter to city in regards to the matter, with the Commissioners permission. Permission was granted. The Sheriff asked if they could use the money in the capital improvement fund for the grant match. The commissioners agreed that the grant match could come from the capital improvement fund for the grant match. The commissioners do a jail inspection once a year and the time for that is usually at budget time. Undersheriff Rowe said he would like to host a department head meeting at the law enforcement center and invite employees other than department heads, so they can understand what is going on at the facility. They decided that October would probably work better than during September and the commissioners will do the jail inspection at that time. That will be on October 10<sup>th</sup> at 8:30 a.m.

**10:00 a.m. Superintendent of Schools-**Steve Engebretson

Steve stated that his biggest unknown in the past couple of years has been travel. He is on a couple of state committees and depending on when, how often and where they meet he has had some increased travel costs. He feels the \$5,000 allowed should cover it. He did not attend a few meetings last year as he was at the end of the budget.

**10:30 a.m. Sanitarian-**Kevin Pena

Kevin stated that everything looked good, but he wasn't sure if the telephone would be enough. He recently got a smart phone and he thought there may be extra charges for data. He said sometimes there is an additional \$30/m charge for data. Shirley said she would look into the extra costs. It was determined that we are being charged .25/minute for data downloads for texting or video. The budget will be increased from \$2,000 to \$2,500. Shirley also noted that there were no wages taken from the junk vehicle program last year. She noted that usually they were given a letter of transfer. She asked if was ok with the junk vehicle program to do a regular split on his wages and take a percentage from the junk vehicle program. Kevin stated he is allowed to take a portion of his wages from the program and it would be easier if it was automatically done. He felt the suggested 90/10 split would be fair. Shirley will notify the payroll department to begin this right away.

**11:15-Airport-**Leon Baker

No Changes



**11:30 County Planning/Flood Plain-Dianna Broadie**

The commissioners asked about the wages for Dianna. Shirley stated that Dianna will be receiving a COLA of 2.1% and it will be retroactive to her hire date. There is also a portion of her wages that is paid from the flood plain budget. 85/15 split. Shirley also noted that there was no planner present at the time the budget was done, and it may need to be reviewed for unknown changes. Dianna asked if there would be money if she needed to replace her computer as it has been giving her some trouble. When the budget was reviewed it was noted there was \$5,000 in the flood plain budget for outlay and that could be used. The cost for the update to the growth policy was discussed. Shirley said she had contacted Kevin Dorwart at the City as she had looked back at the last time they updated and it was done jointly with the city and county reimbursed the city for their cost. She will check back with him on this item. The city budgeted \$10,000. The county match is definitely \$6,000, but there could be more for contingencies. (Note from Shirley-I looked back at my notes and the \$12,000 for Contracted Services was \$2,000 + \$10,000 for updating the growth policy)

**1:30 Justice of Peace-No Meeting**

**1:40 Courthouse Maintenance-No Meeting**, Shirley presented the commissioners with a bid proposal for new counters from Gehmert Construction. She is not sure if Russ was figuring any of this into his budget. We need to find out from him next week when he returns from vacation.

**1:45 Cemetery-Bruce Raymond** stopped earlier in the week and said it was ok with no changes.

**2:00 DES/Safety-Mary Jo Gehmert**

Mary Jo discussed some safety concerns she has witnessed and asked for assistance from the Commissioners in enforcing them. She has also noted violations of the cell phone policies. She asked about who was responsible to fix the overhead door at the armory building. The commissioners suggested she contact Brandon Thoeny. She stated that she does not know where they stand with the EMPG Grant. They have extended the grant year and there is no new grant in place. It is taking her a great deal of time to do the paper work. She estimated \$20,000 in revenue for the grant. Shirley stated this is what they included in the budget, but at this time we really don't know if we'll receive it. The commissioners asked Mary Jo to check to see if she can find any grants to make handicap assessable bathrooms at the armory if it were to be used as a shelter.

**2:30 County Attorney-Jennifer Adkins**

There were no changes on the county attorney budget. She asked the Clerk & Recorder about Victim Services Fund #2386 as she thought it was too high. There was about \$6,000 in cash and it was projected to receive an additional \$6,000. Jennifer wasn't sure if the \$6,000 that came from Domestic Violence was a one-time thing or annual. She contacted Domestic Violence it and it was a one-time grant, so this budget will need to be reduced by \$6,000.

**3:00 Human Resources-Billie Jo Pew**

Travel/Training budget discussed. No Changes.

August 22, 2013

**9:00 RSVP/Sr. Citizen**

Patty Atwell & Myrna Sadorf

Patty asked to have \$1,174 from Federal Wages moved to Non-Federal Wages.

The commissioners expressed the need to build a berm to divert the mud sliding off the hills by the Sr. Center. They discussed making it concrete vs. asphalt. They wanted to include \$10,000 in the budget. Shirley stated it would reduce their reserves lower than she was comfortable with, would they prefer to transfer money, move mills from other places, use general capital improvement funds or make budget cuts. They said they would prefer to transfer money. Myrna and Shirley discussed moving the \$3,000 that was in line item 940 to line item 212. They also asked about hiring an assistant in the kitchen as they have lost the green thumb worker they previously had and it has increased the burden on the cook. They would like 3 hours a day for table setting and food prep. A job description will be written and graded to determine the cost and feasibility.

**9:30 Clerk of Court**-Called no changes requested

**10:30 Clerk & Recorder/Elections/Store/Other Funds-**

Budgets were reviewed no other changes made.

**\$25,500 CTAP Match Need to include**

August 26, 2013

**8:30 a.m. Health/Health Grants-Jeanne Seifert**

Jeanne stated that she would like to make some line item adjustments, but they would not affect the overall budget requested. She feels that with her retirement a new director will need to attend some training that she may not have gone to. General Health Fund Line 228 Immunizations Reduce from \$93,000 to \$90,400. Increase 339 Registrations from \$1,000 to \$2,000. Increase 375 Reimbursed travel from \$450 to \$2000 and increase contracted svc from \$900 to \$2,000. Immunization Health Grant 013 year, reduce line item 110 Salaries from \$2703.36 to \$2403.36 increase 192 Health Insurance from 0 \$100.00 increase 210 supplies from 0 to \$200.00. Health Grants Immunization 014 year move amounts from dept 825 to dept 826. Healthy Communities Buckle UP Grant. Change 314 telephone from 51.99 to 49.99 to make it come out with Grant amount.

**3:30 p.m Courthouse Maintenance-Russ Henke**

Various aspects of the elevator project were discussed. There is a bill for \$400 from Mid-Rivers for covering cords that were rerouted from the elevator project. Russ felt his budget could absorb that. There is a \$7,000 bill from the architect and another \$4,000 bill from Oswood. The commissioners have agreed to pay the architect fee, but until the window issue in the Sanitarian's office is resolved they will not pay the Oswood bill. It was agreed we need to include \$12,000 in the budget for these costs. A sprinkler system for the lawn at the county attorney's building was discussed. An estimate of \$3,500 was denied earlier. Russ explained he was concerned about a liability issue from leaving a hose lay across the sidewalk when watering. They spoke to the county attorney and she felt that signage when watering would be an appropriate measure to mitigate the risk. Russ stated that he would like to convert the sink and bathroom at the old jail building to a custodial closet. He would like to increase the \$26,000 to \$30,000 in the ch maintenance line item. He reviewed the amount requested of \$15,500 in line 940 and it was for the sidewalk and sprinklers which was partly in last year's budget and if they don't need the sprinklers that could be zeroed out.

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James A. Skillestad, Chairman

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Douglas A. Buxbaum, Member

ATTEST:

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Shirley A. Kreiman, Clerk & Recorder

August 27, 2013

Commissioner Skillestad opened the meeting at 10:00 a.m. with Jim Skillestad and Douglas Buxbaum, present. Also present were Gary Kartevold, and Shirley Kreiman, Clerk & Recorder.

20) BUDGET  
HEARING  
FOR 13/14  
BUDGET

Commissioner Skillestad stated that the purpose of the meeting was to take comments from taxpayers for or against the proposed Dawson County Budget.

Gary Kartevold stated that he had a few questions regarding the budget. He inquired about the revenue being listed in brackets. Clerk and Recorder Shirley Kreiman stated that Revenues are credits and to input a credit on their system it is in brackets. He had questions about various line items that were requested at a lower amount and approved at an increased amount. Clerk & Recorder Kreiman replied that the budgets are prepared in May and often times between May and August a need may arise that was not requested in the budget, but during the department head meetings they may request addition funding. He inquired about the Road Overtime line as last year it was zero and knew they worked overtime. Kreiman stated that last year the overtime was included the wage line item, but she suggested to the Road Supervisor that it be separated out in order to track easier and that is what they have done, so it is a new line item split off of the salaries this year.

There being no other comments, the meeting adjourned at 10:20 p.m.

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James A. Skillestad, Chairman

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Douglas A. Buxbaum, Member

ATTEST:

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Shirley A. Kreiman, Clerk & Recorder

August 27, 2013

21) PUBLIC  
HEARING ON  
BUILDINGS  
FOR  
RENT/LEASE  
REGULATIONS

Commissioner Skillestad opened the meeting at 10:00 a.m. with Jim Skillestad and Douglas Buxbaum, present. Also present were Dianna Broadie, Emilie Boyles, KXGN Newscaster, and Shirley Kreiman, Clerk & Recorder.

Commissioner Skillestad stated that the purpose of the meeting was to take comments on the proposed Buildings for Rent or Lease Regulations.

There was no public comment.

Dianna asked Emilie if she would like some background on why the legislature passed the building for rent or lease review process and gave a brief synopsis on it.

The meeting adjourned at 5:40 p.m.

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James A. Skillestad, Chairman

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Douglas A. Buxbaum, Member

ATTEST:

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Shirley A. Kreiman, Clerk & Recorder

August 29, 2013

Commissioner Skillestad opened the meeting at 10:00 a.m. with Jim Skillestad and Douglas Buxbaum, present. Also present was Shirley Kreiman, Clerk & Recorder.

Commissioner Skillestad stated that the purpose of the meeting was to adopt the FY 13/14 Budget and adopt Building for Lease or Rent Regulations.

Commissioner Buxbaum made a motion to approve Resolution #2013-19 Recap of Dawson County Final Budget. The motion was seconded by Commissioner Skillestad. All voted in favor, motion carried.

22) RESOLUTION  
#2013-19  
ADOPT BUDGET  
FOR FY 13/14

Commissioner Buxbaum made a motion to approve Resolution #2013-12 Adopting regulations for the application and review of buildings for lease or rent.. The motion was seconded by Commissioner Skillestad. All voted in favor, motion carried.

23) RESOLUTION  
#2013-19  
ADOPTING  
REGULATIONS  
FOR APPLIC AND  
REVIEW OF  
BUILDINGS FOR  
LEASE OR RENT

The meeting adjourned at 10:15 a.m.

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James A. Skillestad, Chairman

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Douglas A. Buxbaum, Member

ATTEST:

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Shirley A. Kreiman, Clerk & Recorder