

Minutes of Fergus Co. Commissioners Business Meeting  
January 2, 2018 – 2:00 p.m.  
Fergus County Commissioners Reorganizational Meeting  
712 W. Main St., Suite 210  
Lewistown, MT 59457

Present: Commissioner Carl Seilstad, Commissioner Ross Butcher, Commissioner Sandra Youngbauer and Clerk & Recorder Rana Wichman. Public present: See attached sheet.

**CALL TO ORDER:**

Presiding Officer Seilstad called the meeting to order at 2:00 p.m.

**PUBLIC COMMENT ON AGENDA ITEMS:** None

**DISCUSSION /ACTION ITEMS:**

- 1) Re-Organize Board of Commissioners
  - a) Elect Presiding Officer: Commissioner Youngbauer moved to elect Ross Butcher. Commissioner Seilstad seconded. Passed unanimously. At this point Commissioner Butcher took over the running of the meeting.
- 2) Resolution 1-2018: A Resolution Adopting Reimbursement Rates Payable to Officers and Employees for Travel Related Expenses – includes mileage, lodging, and meal rates effective 1/1/2018: Commissioner Seilstad moved to accept. Commissioner Youngbauer seconded. Commissioner Youngbauer moved to add an amendment under Meals, adding #4 that would read “Meals included in registration fees are not reimbursed.” Commissioner Seilstad seconded. Passed unanimously. Commissioner Youngbauer moved to add a seconded amendment under Mileage where when a personal vehicle is used when a County vehicle is available to attend County related business that the reimbursement rate be 48.15% of the \$.545 rate set by the State. This amendment failed for lack of a second. The vote on Resolution 1-2018 as amended was Seilstad and Butcher for and Youngbauer opposed.
- 3) Approval of 2018 Calendar: Commissioner Seilstad moved to approve the 2018 Calendar as presented. Commissioner Youngbauer seconded. After discussion the November 21, 2018 Commissioner meeting was cancelled. Commissioner Seilstad moved to approve the amendment. Commissioner Youngbauer seconded. Passed unanimously. The vote on the 2018 Calendar as amended was unanimous.

**APPOINTMENTS:**

- 1) Review and Approve Board of Commissioners Appointments to Various Boards: The Commissioners went through the list of boards and signed up for those they were interested in serving on. Commissioner Youngbauer moved to approve the Board of Commissioners Appointments to Various Boards. Commissioner Seilstad seconded. Passed unanimously.

**PUBLIC INPUT:** None

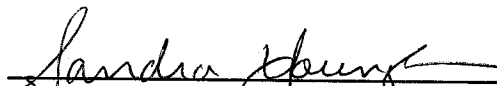
**OTHER BUSINESS:** Commissioner Youngbauer recommended changing the agendas to read that items are due to Commissioners 5 days prior to the meeting rather than 10. There were no objections and this will fit in with what is the current practice.

Reminder: Agenda items are due to the Commissioners 5 days prior to the meeting.

**FERGUS COUNTY COMMISSIONERS:**




Ross Butcher, Presiding Officer

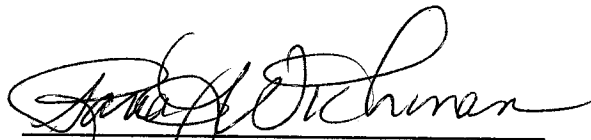


Sandra Youngbauer, Commissioner

Attest:



Carl Seilstad, Commissioner



Rana J. Wichman, Clerk & Recorder



## RESOLUTION NO. 1-2018

A RESOLUTION ADOPTING REIMBURSEMENT RATES PAYABLE TO OFFICERS AND EMPLOYEES FOR TRAVEL RELATED EXPENSES.

WHEREAS, from time to time County officers and employees are required to travel for County business, and in connection with such officers and employees incur travel related expenses; and

WHEREAS, it is necessary to reimburse such officers and employees at set rates;

NOW THEREFORE BE IT RESOLVED, that the following reimbursement rates shall apply as of January 1, 2018:

### **MILEAGE:**

Actual mileage when first and last readings are provided on claim, when using a personally owned vehicle; or

Mileage from map documentation by the shortest travel route (1-18-504).

Calculations: Total mileage times \$.545 per mile.

### **MEALS:**

To be eligible for the meal allowance, an employee must have been in a travel status for more than three (3) continuous hours. Employees will be reimbursed at the following rates (*Note – no receipts are required or needed. These are the allowable reimbursement amounts*):

**In-State Meal Rates:** \$10.00 for the morning meal, \$12.00 for the midday meal, and \$18.00 for the evening meal.

**Out-of-State Meal Rates:** \$11.00 for the morning meal, \$12.00 for the midday meal, and \$23.00 for the evening meal.

1. Maximum one meal allowed per normal work shift.
2. Maximum two meals allowed if travel commenced more than one hour before or terminated more than one hour after employee's assigned work shift.
3. Elected Officials, Department Heads, or their designees, attending meetings as part of their job responsibilities, may be reimbursed for meals at a rate consistent with those outlined above. Per IRS ruling, these meals are taxable if NO OVERNIGHT stay occurs.
4. Meals included in registration fees are not reimbursed.

**MOTEL/HOTEL ROOMS:**

Fergus County policy is to follow the State of Montana travel reimbursement policy, with the original Motel/Hotel zero balance receipt.

**State Rate for Lodging**

The in-state lodging reimbursement rate is \$93 plus tax, except for those communities listed below.

**1-0340.25 IN-STATE TRAVEL - LODGING REIMBURSEMENT RATES AT ACTUAL COST SUBJECT TO FEDERAL PER DIEM CAP**

Except as provided for in section 1-0340.30, you are eligible to be reimbursed your actual out-of-pocket lodging expenses, **not to exceed the federal per diem room rate for the location involved**, plus the taxes on the allowable cost, for any location in Montana.

Please see the table below for the federal per diem room rates for Montana (**October 1, 2017 - September 30, 2018**), as shown on the [US GSA \(CONUSA\) page](#):

Cities not appearing below may be located within a county for which rates are listed.

To determine the county in which a city is located, visit the following page on our website: <http://www.mtcounties.org/counties/county-information/cities-towns-communities>

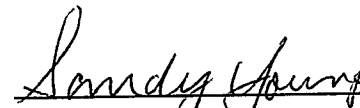
<b>Primary Destination</b>	<b>County</b>	<b>Max Lodging (exc. taxes)</b>	<b>Max Per Diem Rate</b>	<b>First &amp; Last Day</b>
Standard Rate	Applies for all locations without specified rates.	\$93	\$144	\$38.25
Big Sky West Yellowstone (Oct. 1 - May 31)	Gallatin	\$94	\$153	\$44.25
Big Sky West Yellowstone (June 1 - Sept. 30)	Gallatin	\$157	\$216	\$44.25
Butte	Silver Bow	\$95	\$159	\$48.00
Glendive Sidney	Dawson, Richland	\$94	\$163	\$51.75
Helena	Lewis & Clark	\$99	\$163	\$48.00

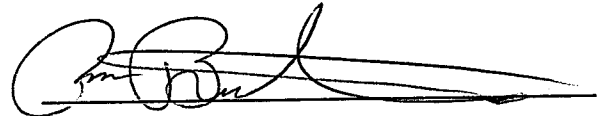
Missoula Polson Kalispell (Oct. 1 - June 30)	Missoula, Flathead, Lake	\$94	\$153	\$44.25
Missoula Polson Kalispell (July 1 - Aug. 31)	Missoula, Flathead, Lake	\$135	\$194	\$44.25
Missoula Polson Kalispell (Sept. 1 - Sept. 30)	Missoula, Flathead, Lake	\$94.00	\$153	\$44.25

PASSED AND APPROVED THIS 2<sup>nd</sup> Day of January, 2018.

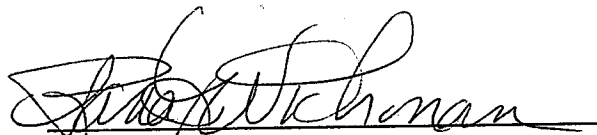
BOARD OF COMMISSIONERS

  
 \_\_\_\_\_  
 Carl Seilstad

  
 \_\_\_\_\_  
 Sandy Youngbauer

  
 \_\_\_\_\_  
 Ross Butcher

ATTEST:

  
 \_\_\_\_\_  
 Rana J. Wichman, Clerk & Recorder

**Fergus County 2018 Commissioner Meetings (Subject to change)**

<p align="center"><b>January 2018</b></p> <p>Tuesday - January 2 - 2:00 p.m. (Reorganizational Meeting)          Wednesday - January 10 - 2:00 p.m.          Wednesday - January 17 - 5:15 p.m.          Thursday - January 25 - 2:00 p.m.</p>	<p align="center"><b>February 2018</b></p> <p>Friday - February 9 - 2:00 p.m.          Wednesday - Feb 21 - 5:15 p.m.          Monday - February 26 - 2:00 p.m.</p>
<p align="center"><b>March 2018</b></p> <p>Friday - March 9 - 2:00 p.m.          Wednesday - March 21 - 5:15 p.m.          Monday - March 26, 2:00 p.m.</p>	<p align="center"><b>April 2018</b></p> <p>Tuesday, April 10 - 2:00 p.m.          Wednesday - April 18 - 5:15 p.m.          Wednesday - April 25 - 2:00 p.m.</p>
<p align="center"><b>May 2018</b></p> <p>Thursday - May 10 - 2:00 p.m.          Wednesday - May 16 - 5:15 p.m.          Friday - May 25 - 2:00 p.m.</p>	<p align="center"><b>June 2018</b></p> <p>Monday - June 11 - 2:00 p.m.          Wednesday - June 20 - 5:15 p.m.          Monday - June 25 - 2:00 p.m.</p>
<p align="center"><b>July 2018</b></p> <p>Tuesday - July 10 - 2:00 p.m.          Wednesday - July 18 - 5:15 p.m.          Wednesday - July 25 - 2:00 p.m.</p>	<p align="center"><b>August 2018</b></p> <p>Friday - August 10 - 2:00 p.m.          Wednesday - August 15 - 5:15 p.m.          Friday - August 24 - 2:00 p.m.</p>
<p align="center"><b>September 2018</b></p> <p>Monday - September 10 - 2:00 p.m.  <i>Wednesday - September 19 - Cancelled - MACo Convention</i>          Tuesday - September 25 - 2:00 p.m.</p>	<p align="center"><b>October 2018</b></p> <p>Wednesday - October 10 - 2:00 p.m.          Wednesday - October 17 - 5:15 p.m.          Thursday - October 25 - 2:00 p.m.</p>
<p align="center"><b>November 2018</b></p> <p>Friday - November 9 - 2:00 p.m.  <i>Wednesday - November 21 - 5:15 p.m. - Cancelled</i>          Monday - November 26, 2:00 p.m.</p>	<p align="center"><b>December 2018</b></p> <p>Monday - December 10 - 2:00 p.m.          Wednesday - December 19 - 5:15 p.m.          Wednesday - December 26 - 2:00 p.m.</p>

- MACo Mid-Winter Conference - Red Lion Conference Center - Billings - February 12 - 15 (Monday - Thursday)  
 MACRS Annual Conference - Great Falls - March 26 - 29 (Monday - Thursday)  
 MACo Fall Conference - Holiday Inn Downtown - Missoula - September 16 - 20 (Sunday - Thursday)

**2018 Holidays (Observed)**

New Year's Day	Monday - January 1
Martin Luther King Jr. Day	Monday - January 15
President's Day	Monday - February 19
Memorial Day	Monday - May 28
Independence Day	Wednesday - July 4
Labor Day	Monday - September 3
Columbus Day	Monday - October 8
General Election Day	Tuesday - November 6
Veteran's Day	Monday - November 12 (Actual November 11)
Thanksgiving Day	Thursday - November 22
Christmas Day	Tuesday - December 25

### 2018 Fergus County Commissioner Board and Committee Appointments

RB - = Ross Butcher; CS - Carl Seilstad; SY = Sandy Youngbauer

Board Name	Commissioner 2018	Meeting Times
Ackley Lake	SY	Monthly
Airport	RB	1st Wed @ 3:00 p.m.
Area 2 Agency on Aging	RB	2 - 3 times/year
Big Spring Creek Watershed Board	SY	As Needed
Central MT Foundation Board	CS	Monthly
Central MT Health District Board	SY	Quarterly
Central MT Medical Center	CS	Monthly
CMMC - Executive Board	CS	Bi-monthly
CMMC - Investment Board	CS	Quarterly
ClearingHouse Connections (people in need)	SY	Bi-annual
Community Council	ALL	3rd Monday
Council on Aging	RB	3rd Wed @ 12:00 p.m.
County Health Insurance Committee	SY	As Needed
County Investment Committee	SY	Monthly
Department Head Committee	ALL	1st Wed @ 8:15 a.m.
Emergency Snow Removal (Air Force Roads)	ALL	Annually
Fire Council	ALL	3rd Thurs @ 7:00 p.m.
Human Resource Development Council #6	SY	Bi-monthly
Local Emergency Planning Committee	ALL	2nd Thursday
Mental Health Advisory Board / LAC	CS	Monthly
Mental Health Governing Board	CS	Monthly
Port Authority	SY	2nd Wed @ 8:00 a.m.
School Transportation Board	SY	Annually
Snowy Mountain Development Council	RB	3rd Wed
South Central Juvenile Detention Board	SY	Annually
Central MT 911	SY	Bi-annual
Weed Board	RB	1st Wed