

**BIG HORN COUNTY
BOARD OF COUNTY
COMMISSIONERS**

121 3rd St W
Room 301
Hardin, MT 59034



**BIG HORN COUNTY BOARD OF COUNTY
COMMISSIONERS MINUTES
September 25, 2025
9:30 AM**

Members

Lawrence Big Hair, Presiding Officer
George Real Bird III, Member
Larry Vandersloot, Member

1. Call to Order

Commissioner Big Hair, Presiding Officer calls meeting to order.

2. Roll Call

Heather Ready, Deputy County Attorney, Mike Opie, Accountant, Sue Riley, Kim Caprata, Chamber member, Rhonda Leer, Chamber member, Denise Rios, Treasurer, Mayor Purcell and Andrew Lehr, City Finance Officer, were also in attendance.

3. Claim Approvals

Commissioner Vandersloot entertained a motion to approve claims 1080. The motion was seconded by Commissioner Big Hair and passed unanimously.

4. Approve Minutes and Supporting Documents

Commissioner Vandersloot entertained a motion to approve September 18, 2025. The motion was seconded by Commissioner Big Hair and passed unanimously.

5. Personnel/Legal

6. Old Business

Extension Contract

Commissioner Vandersloot entertained a motion to approve the Extension Services Agreement. The motion was seconded by Commissioner Big Hair and passed unanimously.

7. New Business

Mosquito Fee Public Hearing

Mike Opie, Accountant, explains that the mosquito fees haven't been updated since the 1970's. The last contractor retired, and the new one is a bit more expensive. With that, they raised the mosquito fees to \$80 a year per parcel to cover the increase in fees. Mike goes on to explain the size of the parcel doesn't matter. Everyone pays the same fee regardless of the size. Denise Rios, Treasurer, explains the mosquito district consists mainly of the town, so the parcel sizes aren't that different in size.

There being no other comments, Commissioner Big Hair closes the public hearing.

Chamber

Kim Caprata and Rhonda Leer. members of the chamber are here requesting \$9000 to help with the update of the depot. They received a grant for \$45,000 for this project and are looking for funds to make up the difference. It will cost \$63,000 for the total project. They will be replacing the roofing tile and windows as well as other things. The city is donating \$10,000. The building is owned by BNSF, who leases it to the City, who in turn sublets it to the chamber. County Attorney Torske hasn't had time to research this.

Commissioner Vandersloot entertained a motion to table this so the County Attorney can research it more. The motion was seconded by Commissioner Big Hair and passed unanimously.

City of Hardin

Mayor Purcell and Drew Lehr, City finance, are here on behalf of the city. They are part of the pilot program for tourism and are working on putting up a visitor center. The goal is for local vendors and businesses to have a central area to advertise their businesses. They need to have geo tech done and they have funds set aside for this but are short \$15,000 and are asking the county to contribute the difference. Their goal is to have a marketing person to help get your business connected with different resources. Commissioner Vandersloot entertained a motion to grant the city \$15,000 for

geotechnical services. The motion was seconded by Commissioner Big Hair and passed unanimously.

Resolution of Intent Ambulance fee increase

Heather Ready, Deputy County Attorney, presented a resolution of intent to raise ambulance fees. Commissioner Vandersloot entertained a motion to approve resolution 2025-34. The motion was seconded by Commissioner Big Hair and passed unanimously. The hearing is set for October 16, 2025, at 9:30 am.

Vensure HR Proposal

County Attorney Torske, presented the Vensure HR contract. Commissioner Vandersloot entertained a motion to approve the contract with Vensure HR proposal for investigative services with human resources. The motion was seconded by Commissioner Big Hair and passed unanimously.

8. Public Comments

Sue Riley, she would like to discuss the purchase of a piece of equipment the county road department will be purchasing. They are purchasing a mower. Her issue isn't with the mower. She believes it's a great purchase however, she feels it was solely sourced to RDO. She believes there are plenty of cheaper options for the county to purchase. She would like the road department to be more diligent in their purchases in the future.

9. Discussion

Denise Rios, Treasurer, would like to revisit the \$0.73 abatement. the legal department researched it and they believe that if the refund is \$5 or less, the county doesn't have to issue the refund. She is requesting that the board deny any that are under \$5 in the future.
Mike Opie, explains that the fair checks are ready for the 4-h livestock sales. w-9's were not collected, so Mike would like to send letters explaining that in order to receive check they must first fill out the w-9 and return it first before collecting a check.

10. Adjourn

There being no other business, the board adjourned.

Approved: 
Lawrence Big Hair, Presiding Officer

Attest: 
Peri Schenderline, Deputy Clerk & Recorder



FY2026 Extension Services Agreement
between
Montana State University Extension
and
Big Horn County, Montana

The parties hereto enter into this agreement for the funding and operation of Extension in the above-named county. This agreement is entered into under the authority 7-21-3203 MCA; the Smith-Lever Act of May 8, 1914, and subsequent Acts of the Congress of the United States.

BUDGET AND PERIOD COVERED: The above-named county will contribute funds for the support of extension work in agriculture and natural resources, family and consumer sciences, 4-H/youth development, community vitality, and related subjects in the amounts and for the purposes specified in the following budget. Montana State University Extension will contribute the amounts necessary to pay the balance of the cooperatively financed salaries and all of the payroll benefits of county Extension Agents assigned to the above county. It is recommended by MACo that the county provide support to MSU Extension for each agreed-upon full-time equivalent (FTE) at the level of 65% of the Clerk and Recorder's salary. For FY2026, counties may choose to contribute at the 65% formula level or a maximum of \$39,000 (less than 45% of the average Agent salary plus benefits). The maximum contribution is subject to annual review to allow for salary and benefit inflation.

This agreement covers the period beginning July 1, 2025 and ending June 30, 2026.

FY26 Clerk/Recorder Base Salary = \$72,696.00

Foundational Support of Agents

Position	Name	FTE	Employment	Comm. Allow.	Total Contrib.
Agent	Andrea Berry	1.00	\$39,000.00		\$39,000.00
Agent	Katherine Jenö	1.00	\$39,000.00		\$39,000.00

Total County contribution to Agents' salaries for contracted services*

\$78,000.00

Supplemental Support

Employee Name	Purpose of funds	Contribution

Total supplemental support \$0.00

Total County Funding:

Personnel:	FTE	Name	Salary
Admin Support			
Admin Support			
Co. Only Funded Agent or Other			
Program Assistant or Other (please enter description here)			
Other (please enter description here)			
Total Support Staff Salaries			\$0.00
Support Staff Benefits (incl. Term Pay)			\$0.00
Agent Salary Support			\$78,000.00
Agent Termination Pay			\$0.00
Total Personnel Costs			\$78,000.00
Operations:	Travel		\$4,500.00
	All Other		\$7,200.00
	Total Operations		\$11,700.00
Capital:	Total Capital		\$0.00
	TOTAL ALL ITEMS		\$89,700.00

Additional Information (include information concerning cooperative arrangements between counties or with weed districts, special arrangements for part-time Agents, etc.):

1. EXPENDITURE OF FUNDS: Expenditure of funds will not exceed the amounts appropriated, but transfers of funds between items within the budget may be approved, as permitted by State law. Money appropriated by the County for operations shall be expended by county warrant in accordance with regular procedures followed by the County. MSU Extension will bill the County for its portion of the Agents' salaries. MSU Extension will use the money appropriated from Federal Smith-Lever funds as well as County funds to pay Agents' salaries each month.

2. COUNTY ACCOUNTS: MSU and the County Commissioners agree that all financial accounts managed by the Extension office will be subject to such audits as are determined necessary in compliance with County, MSU or State auditing requirements. If either party has reason to believe that the Extension staff is engaged in any financial malfeasance, misappropriation or misuse of funds managed by the Extension office, it will promptly notify the other party and will conduct an audit or investigation in accordance with the applicable procedures. Any audit or investigation conducted by MSU or the County regarding funds managed by the Extension office shall be made available to the other party.

3. OFFICE SPACE, ADMINISTRATIVE SUPPORT, OPERATIONS AND EQUIPMENT: The Board of County Commissioners, with the agreement of Extension administration, shall provide sufficient office space, administrative support, operational and capital support for the county-based MSU Extension faculty.

4. SELECTION AND APPOINTMENT OF AGENTS: MSU Extension, in cooperation with the County Commissioners, will develop a position announcement for any vacant Extension Agent positions in the county. MSU Extension will assess the qualifications of one or more candidates on the basis of education, experience, and other criteria listed in the position announcement. An applicant review committee will be appointed to interview the selected candidates and make recommendations. MSU Extension is the hiring authority for the Agent and other Extension position(s). The parties agree and understand the Agents are not employees of the County and shall not be entitled to County employment benefits. Agents will be appointed as faculty of Montana State University, and would be subject to the privileges and responsibilities consistent with these appointments and the position. All agents are expected to communicate and collaborate with county commissioners. In counties with multiple agents, it is expected that all faculty serve as liaisons between MSU Extension and the county, unless a single liaison is requested by the county.

5. COUNTY EXTENSION PROGRAM: The MSU Extension is a program operated by Montana State University as part of its land grant mission. MSU Extension is a cooperative program funded by federal, state and county funds. MSU Extension is responsible for all aspects of the Extension Program and the MSU Extension Executive Director has the authority to direct the program. The projects undertaken by MSU Extension are developed with the cooperation of the county (i.e., commissioners, local clientele, and stakeholders). On an annual basis, county Extension faculty will share program highlights and impacts with the county commission.

6. COMPLIANCE WITH WORKERS' COMPENSATION ACT: MSU Extension shall comply with the provisions of the Montana Workers' Compensation Act while performing work under the terms of this Agreement. All Extension Agents and Extension employees will be covered by the Montana University System self-insured worker's compensation program.

7. ENSURING EFFECTIVE SERVICE: The parties to this agreement are mutually interested in providing the people of the county with an effective educational program in agriculture and natural resources, family & consumer sciences, 4-H/youth development, community vitality, and related subjects. Provision of the highest level of services requires a well-managed office and county and extension personnel who are capable of working effectively with people. The parties agree that concerns about services, staff or operation of the county Extension program will be discussed between the MSU Regional Department Head and the County Commissioners as allowed by MSU and county policy, and efforts will be made to resolve the concerns. If adjustments to salary rates occur during the term of this agreement, it will not change the schedule for county contributions for salary set forth in this agreement. The resignation of an Extension Agent does not affect continuance of this agreement; however, counties will not be billed during periods when a vacancy exists.

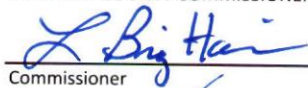
8. TERMINATION PAY: Upon resignation, termination or retirement of the Extension agent, each party shall be responsible for its share of termination pay for annual and sick leave based upon the budget agreement in effect. In the case of transfers from one county to another, Extension administration will notify the county from which the Agent departed of the sum of money to be paid to the county of destination.

9. DURATION OF AGREEMENT: This agreement shall cover the period stated on the budget agreement form, except that it may be terminated by either party, without cause, ninety (90) days after written notice is delivered to the other party.

10. EQUAL OPPORTUNITY: The U.S. Department of Agriculture (USDA), Montana State University and the Montana State University Extension prohibit discrimination in all of their programs and activities on the basis of race, color, national origin (ancestry), sex, sexual preference/orientation, gender identity, gender expression, marital or parental status, age, creed, religion or political beliefs, mental or physical disability, limited English proficiency, genetic information or status as a veteran.

The County confirms that the Clerk/Recorder salary recorded on page one is accurate for time period of this agreement. In the event that an error is discovered in this agreement, the county and Montana State University Extension (Regional Department Head) will correct the error and develop reasonable payment adjustments.

BOARD OF COUNTY COMMISSIONERS

 9-25-25
Commissioner Date

 9/25/25
Commissioner Date

Commissioner Date

Chief Executive Officer (if applicable) Date

Director, Montana State University Extension Date

COUNTY OF BIG HORN, MONTANA

RESOLUTION 2025- 34

PREAMBLE:

A Resolution declaring it to be the intent of the Board of Commissioners of Big Horn County to increase the fees for ambulance services provided by the Big Horn County Ambulance Department.

RECITALS:

In accordance with MCA 7-5-2101(1), the board of county commissioners has jurisdiction and power, under such limitations and restrictions as are prescribed by law, to represent the county and have the care of the county property and the management of the business and concerns of the county.

Pursuant to MCA 7-6-4013, the County has the authority to regulate, establish, and change fees that are reasonable and related to the cost of providing services.

The Board intends to raise the fees charged by the Big Horn County Ambulance Department to offset the increased cost of fuel, employee wages, and maintenance of the ambulances.

The Big Horn County Ambulance Department operates at a deficit and receives funding from the general fund.

The Board proposes to increase the fees to shift more of the cost of providing ambulance services from the taxpayers to the people using the services.

The Board proposes to increase the fee for standby ambulance services during community events from \$105 to \$150 per hour due to the increased costs of fuel and staffing.

The Board also proposes to increase the fees for other ambulance services, as shown on the attached fee schedule.

THEREFORE:

The Board of Commissioners of Big Horn County hereby resolve that a public hearing shall be held on November 20th, 2025 at 9:30 AM in Room 301 of the Big Horn County Courthouse.

The Board hereby directs that notice of the public hearing shall be published in accordance with the requirements of MCA 7-1-4131.

ENACTED:

This 25th day of September, 2025, in Hardin, Montana.

BOARD OF COMMISSIONERS
BIG HORN COUNTY, MONTANA


Lawrence Big Hair, Presiding Officer


George Real Bird III, Member


Larry Vandersloot, Member

ATTEST:


Peri Schenderline
Deputy Clerk and Recorder

Proposed 2025 BHCA Fee schedule

A0428 BLS	\$830.00	A0394 IV Disposable Supply L1	\$420.00
A0429 BLS Emergency	\$1,210.00	A0396 ET Supplies	\$220.00
A0426 ALS I	\$1,375.00	A0382 BLS Supply	\$205.00
A0427 ALS I Emergency	\$1,485.00	A0398 ALS supplies	\$400.00
A0433 ALS II	\$1,925.00	A0422 Oxygen	\$101.50
A0434 SCT	\$2,250.00	A0384 ALS D-fib disposable	\$215.00
A0425 Mileage/mile	\$27.90	A0392 BLS D-fib disposable	\$215.00
A0420 1st ½ Hour/per ½ Hour	\$105.00		
Round trip Standby/hr after	\$105.00	93041 EKG Services	\$55.00
Planned standby per 1 Hour	\$150.00	Extrication-Simple	\$150.00
No Transport assessment	\$250.00	Extrication-Complex	\$450.00

Bundle Fee schedule (two lines billing)

A0429 BLS/S	\$1,415.00	A0433 ALS II/S/D/IV	\$2,560.00
A0429 BLS/S/O	\$1,516.50	A0433 ALS II/S/E/IV	\$2,545.00
		A0433 ALS II/S/E/IV/D	\$2,760.00
A0427 ALS/S	\$1,775.00		
A0427 ALS/S/IV	\$2,195.00	A0434 SCT/S	\$2,650.00
A0427 ALS/S/O	\$1,876.50	A0434 SCT/S/O	\$2,701.50
A0427 ALS/S/IV/O	\$2,296.50	A0434 SCT/S/O/IV	\$3,101.50
		A0434 SCT/S/IV	\$3,050.00
A0425 Mileage/mile	\$27.90		

BIG HORN COUNTY AMBULANCE

CURRENT FEE SCHEDULE

A0428 BLS	\$730.00	A0394 IV Disposable Supj	\$420.00
A0429 BLS Emergency	\$1,100.00		
A0426 ALS I	\$1,250.00	A0396 ET Supplies	\$220.00
A0427 ALS I Emergency	\$1,350.00		
A0433 ALS II	\$1,750.00	A0382 BLS Supply L1	\$205.00
A0434 SCT	\$2,250.00		
No Transport assessment	\$250.00		
Round trip Standby/hr after	\$95.00	A0398 ALS supplies L1	\$400.00
A0420 1st ½ Hour/per ½ Hour			
Planned standby per 1 Hour	\$105.00		
		Extrication-Simple	\$150.00
		Extrication-Complex	\$450.00
A0425 Mileage/mile	\$25.40		
		J3100 TNK	\$6,700.00
A0422 Oxygen per ½ Hour	\$92.40		
93041 EKG Services	\$55.00		
A0392 BLS D-fib disposable	\$215.00		
A0384 ALS D-fib disposable	\$215.00		



Customized HR Solutions

Prepared for: Big Horn County Montana

September 17, 2025

Running a business today is more demanding than ever. With constant distractions and competing priorities, it's easy to feel like you're juggling too much especially when HR responsibilities start piling up. From conducting performance reviews and training staff to navigating retention strategies and staying compliant with ever-changing regulations, the pressure can be relentless.

That's where VensureHR steps in. We help you refocus on growing your business by offering personalized HR solutions designed around your unique needs. Whether you're onboarding new team members, building employee handbooks, or tackling compliance challenges, our experienced professionals are here to guide and support you every step of the way.

Employee Investigation

Our experienced team of senior level, certified HR professionals will conduct an impartial, third-party investigation that prioritizes transparency, confidentiality, and adherence to workplace regulations. We approach our investigations with professionalism and sensitivity, ensuring that interviews are conversational rather than interrogative. This method encourages interviewees to speak openly and candidly, fostering a respectful environment that avoids confrontation or discomfort. Our goal is to gather comprehensive, reliable information that supports your ability to make a fair and informed decision.

Investigation Steps	Third party HR team
Who will conduct the investigation	Senior level, certified HR professionals employed by a third party firm
What information will be collected prior to launching the investigation	Details related to the complaints received and actions taken thus far; Review of HR records to identify any potential biases or personal relationships; copy of the Employee Handbook; any additional employment related documents that impact final determination/next steps
Interviewees	Complainant, Respondent, and then all witnesses. Pre-questions to consider prior to launching the interviews: What if the employee requests someone attend with them? What if they want to video/audio tape the interview? What does the

	Employee Handbook state as it relates to participating in an investigation?
Where will the interviews be held	Teams Meeting. Private space TBD for individuals interviewed at the worksite
Interviewers	Professional, not interrogative interviews allowing interviewees the opportunity to elaborate without becoming confrontational or trying to make the individual feel uncomfortable. Gather as much information as possible.
Interview results	Information received during the interviews will be compiled for review
Next steps conversation with client	Determination of next steps will be made after all interviews have been reviewed along with a thorough review of the Employee Handbook and any additional employment-related documents that impact final decision making (to include how similar situations have been previously handled)
Communication with involved parties	Client informs the involved parties of the findings and decisions for the investigation
Final Report	Summary of the complaint; Issues that were investigated; List of witnesses; Summary of information from any interviews; Potential Employee Handbook policy infractions
Conclusion and Recommendations	Client will draw final conclusion and recommendations based on information compiled during the investigation

Preliminary Complainant Questions:

Recap of information received by the interviewer

- Who, what, when, where, and why to help set the scene and the sequence of events
- How did the event affect you personally?
- How would you like to see the situation resolved?
- Did the conduct occur at other times that you are aware of?
- Do you have any other relevant information to share?
- List names of any witnesses
- Any other comments/statements that you would like to make?
 - What question(s) did I not ask, that I should have asked?

Preliminary Respondent Questions:

Recap of information received by the interviewer

- What is your response to the allegations?
- What is your version of the events?
- Is there a reason you can think of as to why the complainant would have made these allegations?

- List names of any witnesses

Preliminary Witness Questions:

Recap of information that is appropriate to share with witnesses

- Can you describe what you saw/heard? (Time, Place that alleged incident occurred)
- Are there others who may have witnessed the event?
- Are you aware of any other relevant information?

Customized HR Solutions Client Service Fee Agreement

THIS FEE SCHEDULE, dated concurrently with the Client Service Agreement effective at the time this Fee Schedule is signed by client, (hereinafter "Effective Date"), is by and between the undersigned human resources outsourcing provider ("HRO Provider"), whose address is 1475 S Price Rd, Chandler, AZ 85224 and Big Horn County, a political subdivision of the State of Montana, ("Client"), whose mailing address is PO Box 908, Hardin, MT 59034.

Recitals

- A. HRO Provider and CLIENT have entered into a legally binding Client Service Agreement ("CSA") under which HRO provider has agreed to provide human resources outsourcing services to CLIENT.
- B. HRO Provider and CLIENT desire to memorialize the specific services that will be provided to Client and the corresponding fees that will be charged to Client pursuant to the CSA.

Agreement

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants set forth in this Fee Schedule, the Parties hereto agree as follows:

As a Schedule to the CSA, the Parties further agree that Client requests, and the HRO Provider shall offer, Human Resources services as described below and at the rates stated below, which shall be effective as of the Effective Date.

Strategic HR Deliverable	Monthly or One time fee	Annualized Total
Strategic HR Project (Employee investigation) *Invoiced at delivery of final report	\$7,500.00 (one time)	\$7,500.00

Client Service Agreement

Fee Schedule (HRO)

IN WITNESS WHEREOF, the Parties acknowledge that each has carefully read this Agreement, that it has been fully explained to them by counsel of their choice, that they fully understand its binding effect, that the only promises made to them in signing this Agreement are those stated above, and that they are voluntarily signing the Agreement. This Agreement is hereby entered into as of the date set forth below.

Big Horn County

Its Board of County Commissioners



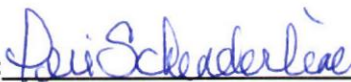
Lawrence Pete Big Hair, Presiding Officer

George Real Bird III, Member



Larry Vandersloot, Member

Date: 9/25/25

Attest: 

Peri Schenderline, Deputy Clerk and Recorder

Vensure HR

By: _____

Print Name: _____

Title: _____

Date: _____

Start date: _____

Primary client contact name: _____

Email address: _____

Phone number: _____