

**9:00 AM CONVENE**

**PRESENT: Deb Ranum, Chairman; Roy Rost, Steve Baldwin, Members; Kelsey DuCharme, Recording Clerk/Secretary**

**FALLON COUNTY COURTHOUSE**

**The Pledge of Allegiance was held in the Commissioner's Office at 9:00 AM to start off the week.**

**PUBLIC COMMENT –AGENDA/NON-AGENDA ITEMS**

**9:00 AM Carl Hepperle, Member of the Public joined the meeting.**

**Senior Citizen Addition-** Carl was curious about what the Senior Citizen Addition will entail and when it will happen. The Commission answered that it will be happening this budget year. He would like to do temporary mice control for the time being. The Commission agreed.

**9:02 AM Carl left the meeting.**

**CLOSED MINUTE APPROVAL FOR JULY 31, 2019**

**Commissioner Baldwin made the motion to approve the closed minutes from July 31, 2019, as presented. Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

**MINUTES APPROVAL FOR WEEK OF JULY 29 – AUGUST 2, 2019**

**Commissioner Baldwin made the motion to approve the minutes from July 29 – August 2, 2019, with corrections. Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

**TIMESHEET APPROVAL**

**The Commission reviewed and approved the July 2019 timesheets in the amount of \$606,187.61 and they are filed in the Clerk and Recorder's Office.**

**9:41 AM Robbie Christiaens, Parks Supervisor joined the meeting.**

**Parks Updates-** Robbie is down to two seasonal workers until this Friday, then they will all be done for the season. Discussion on the issues there have been with seasonal employees taking too many days off during the summer. The flagpole will be set up tomorrow. The garbage at the beaches has been better since Robbie notified the public of the issue.

**9:57 AM Mark Sieler, Road Foreman; Alba Higgins, Shop Foreman joined the meeting.**

**9:58 AM Robbie left the meeting.**

**9:59 AM Kimberly Jensen, Accounts Payable Clerk joined the meeting.**

**Road Department Updates-** The Road Crew is busy working on raising up the Gun Range Road. There are areas of grass that need to be re-seeded. They are not hauling any dirt today because of the moisture. Alba reported that the retaining wall at the Fairgrounds for the water tank is washing away due to rain. They will be finishing mulching on Webster Road today.

**Road Budget Review-** No computers are needed this fiscal year. Alba is unsure of where to put the budgets for purchased services and repair and maintenance due to gravel pricing. Fuel is anticipated to be increased this year. The repair and maintenance supplies line item was decreased because of the yearly usage. The bridge budget was reviewed as well. The cost of culverts keeps increasing; therefore, it has been asked that the repair and maintenance supply line item be increased as well. They are expecting to do more culverts this upcoming year. It is unknown what bridges will be completed this year. The budget will be reviewed further next week when Bobby Wiedmer, Road Supervisor, returns.

**10:27 AM Mark, Kimberly and Alba left the meeting.**

**11:00 AM Tom Kachel, Manager of Landfill Operations joined the meeting.**

**New Landfill Pickup-** Tom is happy with the Landfill pickup that was recently purchased. He is adding a grill guard, headache rack, seat covers and floor mats. Commissioner Ranum asked that the vehicle be put inside at night during the hail season, as well as during the weekends.

**Oil Heaters-** Tom has spoken with Jasen Wyrick, Wyrick Construction, about the heaters and oil. They will take all the oil that are currently in the storage tanks. The heaters will be sent to the County auction. Tom will contact an electrician to have the heaters removed.

**Fuel Truck-** Commissioner Baldwin has a couple engines to look at for the fuel truck at the Landfill. Tom doesn't want to have a truck that will cause issues and wants to make sure it is 4-wheel drive and a diesel engine. The Commission has not yet decided how they would like to update the vehicle.

**11:26 AM Julie Straub, HRM; Debbie Wyrick, Deputy Clerk and Recorder joined the meeting.**

**11:28 AM Tom left the meeting.**

**11:29 AM Ashley Varner, Seasonal Fair Office Assistant; Shyla Hadley, Fairgrounds Manager joined the meeting.**

**Credit for Year of Temporary Work-** Ashley has worked at the Fairgrounds for three years, the first year being a temporary Fair Office Assistant and then the title was changed to Seasonal Fair Office Assistant. She is currently being paid as a second-year seasonal Fair Office Assistant and would like to have credit for the first year, as only the title of her position was changed. She stated that she does understand the difference in the position titles and is not asking for back-pay for last year. The steps of pay were just created this year when the salary schedule was reviewed. The change of rate of pay for the fiscal year started on June 22, 2019. The Commission agreed.

**Commissioner Baldwin made the motion to give one-year credit to Ashley Varner when she was employed as the Temporary Fairgrounds Office Assistant. This places her at year three on the salary schedule as a Seasonal Fairgrounds Office Assistant. Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

**11:36 AM Julie left the meeting.**

**Tractor Lease-** The Fair Board is leasing a tractor for the Fair next weekend. Jade Boggs, Insurance Store, has been in contact and has reviewed the lease. The Commission signed the lease.

**11:40 AM Debbie left the meeting.**

**Electrical in Barn-** Even though the barn addition for the 4-H is not happening this year, Shyla would like to get the electrical issues fixed in the barn. The breakers are constantly blowing. She gave the Commission a quote from Direct Electric. The Commission agreed that the electrical needs repaired and approved the quote. Shyla will take it to the Fair Board tonight for their approval.

**11:45 AM Ashley and Shyla left the meeting.**

**11:46 AM Commissioner Rost made the motion to take a noon recess. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

## **NOON RECESS**

### **RECONVENE**

**PRESENT: Deb Ranum, Chairman; Roy Rost, Steve Baldwin, Members; Kelsey DuCharme, Recording Clerk/Secretary**

**FALLON COUNTY COURTHOUSE**

### **PUBLIC COMMENT – AGENDA/NON-AGENDA ITEMS**

No one appeared for public comment.

**1:30 PM Anna Straub, Justice of the Peace; Kimberly Jensen, Accounts Payable Clerk joined the meeting.**

**Justice Court/Community Service Budget-** Anna explained to the Commission that she would like to attend trainings when it is reasonable and justifiable for her to attend. She went to the National Judges Conference in Billings and received useful information. The office supplies line item was decreased because she has a large stockpile of unused office items. The operating supplies line item was cleared out because the only thing that is charged to it is checks, which can now be taken out of office supplies instead.

**1:40 PM Julie Straub, HRM joined the meeting.**

The travel and training line items were discussed in depth and kept separated for tracking purposes.

**Request Temporary Increase in Justice Court Clerk Hours-** The Justice Court Clerks have brought to Anna's attention that they feel very rushed and don't feel that they have proper time to prepare for Justice Court. Anna would like to propose a temporary increase in their hours. It would be a total of five hours a week for both employees combined over a trial period of three months. The Commission agreed.

**Commissioner Rost made the motion to temporarily increase the Justice Clerk hours by five hours a week total for the next three months. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

**2:06 PM Julie left the meeting.**

**2:07 PM Randy Hoenke, Fire Warden joined the meeting.**

**Fire Warden Budget-** There was not much change in the Fire Warden budget this fiscal year. Randy would like to attend the Fire Warden's Conference. The training and travel line items were combined. Discussion on the grant that is received each year from the DNRC.

**2:19 PM Randy left the meeting.**

**Community Service Budget-** Anna would like to draw attention to the issue that the SCRAM and drug patch offices are in the same area as the Justice Court offices. The defendants are going right through the offices and it is causing issues.

**The Commission went to view the layout of the Community Service office.**

The community service budget was decreased due to use as well.

**2:40 PM Kimberly and Anna left the meeting.**

#### **COMMISSION WORK SESSION**

Commission reviewed Revenues, E-mails/Letters, Reports, Board Minutes and Agendas. The Commission signed a Certificate of Service for Brenda Flint, Clerk/Detention Staff, as she has worked for Fallon County for 20 years. Thank you, Brenda, your hard work and dedication does not go unnoticed. They also signed Resolution #1021 – Resolution of Intent to Sell Real Property. This land sale will take place on Monday, September 9, 2019 at 1:00 PM.

#### **CLAIMS APPROVAL**

**The Commission reviewed and approved the End of the Month Claims in the amount of \$717,613.18 and they are filed in the Clerk and Recorder's Office.**

**4:23 PM Commissioner Rost made the motion to recess for the evening. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

#### **EVENING RECESS**

**TUESDAY, AUGUST 6, 2019**

#### **9:00 AM RECONVENE**

**PRESENT: Deb Ranum, Chairman; Roy Rost, Steve Baldwin, Members; Kelsey DuCharme, Recording Clerk/Secretary**

**FALLON COUNTY COURTHOUSE**

#### **PUBLIC COMMENT – AGENDA/NON-AGENDA ITEMS**

No one appeared for public comment.

**9:05 AM Lisa Mitchell, Ambulance Director; Brenda Wood, Clerk and Recorder joined the meeting.**

**Ambulance Budget-** Lisa would like to keep the operating supplies line item as is because of the pipeline activity coming through the area. There are two new EMT's that have been hired in the last couple of months and need clothing. They also plan to purchase tires on the other ambulance this upcoming fiscal year. Fuel costs are unknown at this point. Lisa would like to attend a conference this year if possible. She explained that a refresher course is needed for the EMT's and plans to bring in outside instructors to teach the course. She would like to keep adding money into the capital projects

general fund for future purchases, such as a new ambulance barn. The Commission explained that Parkview and the Senior Citizen Addition will be the projects for this fiscal year. She does understand that the engineers plan for the proposed ambulance barn is above and beyond what will be needed to be efficient. She would prefer this project to be higher on the Commissioner's priority list. Lisa asked the Commission to consider budgeting for an Assistant Director for the Ambulance Department. She expressed the concerns with the number of hours she works and would like this to be considered. The Commission would like time to discuss this proposal.

**9:59 AM Lisa left the meeting.**

**10:00 AM Rich Menger, Sanitarian; Craig Pinnow, Art DeGrand, Tom Owens, Members of the Public joined the meeting.**

**Predatory Animal Control Budget-** Commissioner Ranum stated that she would like reasons of support for the predatory animal control budget and why it is needed. In 2018 there was \$15,000 in the budget and last year was \$9,500 and only \$1,100 was used. These funds came from oil and gas revenue. The group explained that they were unaware that there was that much money in the budget last year. The Commission would like to see a report of what the issues are and make sure everyone has the same opportunity to get help from the fund if needed. They would like data from the USDA on numbers and who is utilizing the funds. They would also like it to be advertised that this is available to the County. No budget decisions were made at this time.

**10:21 AM Brenda, Art, Craig and Tom left the meeting.**

**ONEOK Pipeline Updates-** Rich gave the Commission pictures of Cap Rock Road with the completed pipeline for liquified natural gas, as well as the Nelson Cattle Company land where the water pumping staging area is located. They have run into a roadblock with high terrain. Rich will approve the site after the work is completed. The boring is permitted through a different process. The entire site consists of roughly 35 acres.

**10:46 AM Rich left the meeting.**

**The Commission completed any unfinished business that they had to catch up on from previous meetings.**

**11:45 AM Commissioner Rost made the motion to take a noon recess. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

**NOON RECESS**

**RECONVENE**

**PRESENT: Deb Ranum, Chairman; Roy Rost, Steve Baldwin, Members; Kelsey DuCharme, Recording Clerk/Secretary**

**FALLON COUNTY COURTHOUSE**

**PUBLIC COMMENT – AGENDA/NON-AGENDA ITEMS**

**1:26 PM Trent Harbaugh, Sheriff; Julie Straub, HRM joined the meeting.**

**1:28 PM Lisa Mitchell, Ambulance Director; Brenda Wood, Clerk and Recorder joined the meeting.**

**Services in Marmarth-** Lisa explained that she has been approached by the Marmarth EMT's to see if Fallon County would be interested in helping with their ambulance services. They would like a stipend and help with expenses and would in turn help with services in Fallon County. They solely operate off grants at this point. The Commission would like Lisa to find out the legalities before deciding.

**1:34 PM Lisa left the meeting.**

**Permission to Hire Detention Officer-** A Detention Officer is resigning. Trent would like to start advertising for the position to go out for hire and start recruitment as soon as possible. The Commission agreed.

**Commissioner Baldwin made the motion to start recruitment to hire a Detention Officer. Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

**1:36 PM Julie left the meeting.**

**Sheriff Budget-** The side-by-side vehicle that was budgeted for last year will now be moved to the Search and Rescue budget, rather than the Sheriffs. It is time for one of the pickups to be replaced. Trent currently has the vehicles on a rotating schedule. Most of the computers were replaced last year and two will be replaced this week. The office supplies line item was decreased because of the usage. The firearm budget will stay the same as last year for ammunition. The other operating supplies line item was decreased, as well as purchased services.

**Care of Prisoners-** An office supplies line item is no longer needed because the funds will be moved into the operating supplies line item. Food for prisoners comes out of the operating supplies. It is unknown what number of prisoners there will be in the upcoming year. The showers are needing fixed, which will come out of repair and maintenance services.

**Search and Rescue Budget-** Trent is going to check into a possible jet ski program for Search and Rescue programs. Possible boats were also discussed. He would like to be able to store it near the water if possible. Once Trent hears about the programs, he will notify the Commission.

**Coroner Budget-** Each line item was reviewed, and nothing was changed in the budget.

**2:49 PM Trent and Brenda left the meeting.**

**2:55 PM Commissioner Rost made the motion to recess for the evening. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

**WEDNESDAY, AUGUST 7, 2019**

**9:00 AM RECONVENE**

**PRESENT: Deb Ranum, Chairman; Roy Rost, Steve Baldwin, Members; Kelsey DuCharme, Recording Clerk/Secretary**

**FALLON COUNTY COURTHOUSE**

**PUBLIC COMMENT – AGENDA/NON-AGENDA ITEMS**

No one appeared for public comment.

**10:32 AM Margie Losing, FMC CFO; David Espeland, FMC CEO joined the meeting.**

**FMC Budget –** Margie reviewed the May and June financials, which were both extremely good months for FMC. July was a slower month. The budget for the 2019-2020 fiscal year was explained. Hospital room rates will increase 3%, as well as procedures. Emergency room rates will increase 10%. The swing bed rate will stay the same. Diagnostic imaging will be raised 4%. Discussion on when and what the Parkview rental rates should be raised to. With improvements being done to both buildings, it may be time to raise the rental rates somewhat. Pay increases were given to employees. The new ultrasound equipment is up and in use. More employees are on the health insurance this year and the 401K match was increased by 4%. Margie explained that they are missing patient care reports from the Ambulance. They would like to receive these in a timelier manner. The Commission will discuss with Lisa Mitchell, Ambulance Director.

**Implementation Plan-** An implementation plan for community health needs was completed and a report was developed. It identifies the areas that can be changed and how to better help the community. This is done every three years to prove that FMC has the right to be a non-profit organization. Once the report is approved by the Hospital Board, it will be published onto their website.

**11:40 AM Margie and David left the meeting.**

**11:45 AM Commissioner Rost made the motion to take a noon recess. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

**NOON RECESS**

**RECONVENE**

**PRESENT: Deb Ranum, Chairman; Roy Rost, Steve Baldwin, Members; Kelsey DuCharme, Recording Clerk/Secretary  
FALLON COUNTY COURTHOUSE**

**PUBLIC COMMENT – AGENDA/NON-AGENDA ITEMS**

No one appeared for public comment.

**1:27 PM Julie Straub, HRM joined the meeting.**

**1:28 PM Darcy Wassmann, County Attorney; Debbie Wyrick, Deputy Clerk and Recorder joined the meeting.**

**Golf Course Overtime Agreement-** It is unknown how much time Eric Kary, Golf Course Superintendent, spends preparing for golf tournaments with maintenance and projects. The County pays for Eric and the rest of the maintenance crews wages. The Country Club receives the green fees and the membership fees. The Commission would like to come to an agreement with the Golf Board for a portion of the money to come back to the County. Discussion was held regarding if they would track Eric's hours, set up a flat fee for each season or take a percentage of greens fees. An agreement could be formed to have the County bill the Country Club at the start of each fiscal year. The Commission would like to discuss further with the Golf Course Board and do further research before decision.

**2:08 PM Darcy, Julie and Debbie left the meeting.**

**2:10 PM Commissioner Rost made the motion to adjourn the meeting. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

**The City Council Meeting was held at 7 PM at the Fallon County Courthouse Courtroom.**

**MEETING ADJOURNED**

ADJOURN  
Deb Ranum, Chairman

MINUTE TAKER:  
s/Kelsey DuCharme, Recording Secretary/ Clerk

ATTEST:  
s/Brenda J. Wood, Clerk and Recorder