

9:00 AM CONVENE

PRESENT: Deb Ranum, Chairman; Steve Baldwin, Member; Kelsey DuCharme, Recording Clerk/Secretary

ABSENT: Roy Rost, Member

FALLON COUNTY COURTHOUSE

The Pledge of Allegiance was held in the Commissioner's Office to start off the week.

PUBLIC COMMENT –AGENDA/NON-AGENDA ITEMS

No one appeared for public comment.

Commissioner Baldwin made the motion to approve the minutes from the week of August 5-9, 2019, with corrections. Commissioner Ranum seconded the motion. Commissioner Ranum asked for any other discussion; being none. 2 Ayes. 0 Nays. 1 Absent (Commissioner Rost). The motion carried.

9:43 AM Robbie Christiaens, Parks Supervisor joined the meeting.

Parks Updates- Robbie will be working on the sand at the beaches today. He no longer has any seasonal employees because of school starting and other scheduling conflicts. The Fair Board will help Robbie put up tents at the Fairgrounds this week. The position for the Lead Crew Parks Hand is currently being advertised. The Gun Range will be mowed this week or next.

9:59 AM Robbie left the meeting.

10:00 AM Bobby Wiedmer, Road Supervisor; Alba Higgins, Shop Foreman; Brenda Wood, Clerk and Recorder joined the meeting.

Road Department Budget- One of the blades is ready to be traded in this year. They are all set up to be traded in after five years, in order to receive a good guaranteed re-purchase price. Bobby estimates that they will need 150,000 yards of gravel in the next three years. Another big culvert is going to be put in, as well as other plastic culverts. They have ordered smaller culverts and have already used about 30% of them, with a couple more going in this week. They do not expect to be needing any scoria. The repair and maintenance supplies line item was reduced because of the usage from the last year. The blade will be coming out of capital projects. Bridge travel was zeroed out in the Bridge account and added into the Road account, as travel usually comes out of the road account regardless. Bobby and Alba will start working on the bid specs for the blade. They would prefer it to be compatible with the snow equipment for plowing purposes. They are currently working on a list of items to put into the County Auction. The Commission reported that they are getting an engine for the current fuel truck at the Landfill and will not be purchasing a new pickup.

10:34 AM Brenda left the meeting.

10:46 AM Alba left the meeting.

11:02 AM Mary Grube, Assistant Administrative Planner joined the meeting.

11:04 AM Shannon Hewson, Brosz Engineering; Rich Menger, Sanitarian joined the meeting.

Project and Bridge Updates- The Commission gave Shannon the different options for the retaining wall at Iron Horse Park. Shannon stated that he has not heard back from the CORPS on the Plevna North Structure Bridge yet. The cultural report for the Ismay Road Bridge has been approved by the Commission in order to move forward. There are funds available that the County could apply for to help with the Cemetery Bridge. The pre-cast plans have been completed and the Commission would like the cast-in-place plans to be done as well. Shannon and Bobby will speak with the surrounding landowners. The funding application is due by September 30th.

11:13 AM Bobby left the meeting.

Baker Lake- Rich reported that the aquatic plants are doing very well in the Baker Lake wetlands. The Upper Lake Gate is open now. The first EPA evaluation will be coming up soon. Brosz Engineering is planning to do aerial photos for the report for the EPA and are working with the Airport in advance. Rich would like to get his permit applications in as soon as possible for the waterfall aeration grant that was received.

11:26 AM Julie Straub, HRM joined the meeting.

11:34 AM Shannon and Rich left the meeting.

Discuss Job Duty- The Upper Dam administrative duties have been the responsibility of both Mary and Forrest Sanderson, Contract Planner. Mary is the record keeper for the gate and reports the activity to the NRCS. This is not currently in her job description. The information is not always being corresponded to Mary, making it difficult to report activities. This should be a duty for the City, as they oversee all gate functions. The Commission will write a letter to the NRCS and the City stating that Mary will no longer be responsible for the record keeping or the Upper Dam inspections.

11:41 AM Mary left the meeting.

Permission to Recruit- Chayni Varner has resigned from the Administrative Assistant at Public Health. Julie would like to request permission to recruit for this position. The Commission agreed.

Commissioner Baldwin made the motion to accept the resignation of Chayni Varner as the Administrative Assistant at Public Health. Commissioner Ranum seconded the motion. Commissioner Ranum asked for any other discussion; being none. 2 Ayes. 0 Nays. 1 Absent (Commissioner Rost). The motion carried.

Commissioner Baldwin made the motion to recruit for the Administrative Assistant position at Public Health. Commissioner Ranum seconded the motion. Commissioner Ranum asked for any other discussion; being none. 2 Ayes. 0 Nays. 1 Absent (Commissioner Rost). The motion carried.

11:47 AM Julie left the meeting.

11:57 AM Commissioner Baldwin made the motion to take a noon recess. Commissioner Ranum seconded the motion. Commissioner Ranum asked for any other discussion; being none. 2 Ayes. 0 Nays. 1 Absent (Commissioner Rost). The motion carried.

NOON RECESS

RECONVENE

PRESENT: Deb Ranum, Chairman; Steve Baldwin, Member; Kelsey DuCharme, Recording Clerk/Secretary

ABSENT: Roy Rost, Member

FALLON COUNTY COURTHOUSE

PUBLIC COMMENT – AGENDA/NON-AGENDA ITEMS

No one appeared for public comment.

1:23 PM Shanny Spang-Gion, SMART Director joined the meeting.

Affordable Housing- Both Shanny and Mary Grube, Assistant Administrative Planner, attended a conference in Billings for the Montana Housing Conference. Shanny reported that they had presented valuable ideas that addressed permanent affordable housing solutions in small towns. The first step towards achieving affordable housing would be a big picture view of the actual needs within the community. There are possible grant opportunities through the State that would help with this matter. The Commission will get back to Shanny if they decide to apply for the grant.

1:29 PM Joe Janz, Outside Building Maintenance Supervisor joined the meeting.

SMART Updates- SMART will be putting on adult education classes this year. Shanny invited the Commission to suggest class ideas that may be beneficial to our County. SMART and the Planning Board would also like to plan a meeting with the public for community envisioning discussions.

EDEMA Updates- The Façade Improvement Grant program is going very well. The Prairie Rose Classic exterior is close to completion. Four other applications have been given to local businesses as well. Shanny will work on advertising the grant to reach more potential applicants. The advertising grant is also needing to reach more of the local businesses.

Childcare- SMART has been working on the survey that was conducted for the needs of childcare throughout the community. The survey should come out within the next couple of weeks. This will help figure out the real areas of need for childcare in our area.

Veteran's Memorial- Joe asked Shanny if he is to order the LED lights for the Veteran's Memorial. There is money in their account to pay for these lights. Joe will get copies of the bid from Direct Electric to both Shanny and the Commission before ordering.

1:46 PM Joe left the meeting.

1:52 PM Shanny left the meeting.

1:57 PM Dustan Davis, IT TECH joined the meeting.

County Employee Calendar- The Commission is wanting a calendar that identifies when employees will be gone. They have no way of knowing when employees or department heads are absent. Dustan put together a time-off request form and calendar for the Commission to review and showed them how it works. The Commission will then be able to approve or deny the request. The Chairman would be the one to approve of the time off. This would only be for employees that are under the direct supervision of the Commission. Dustan will continue to work on the program and get it back onto the agenda for approval.

3:00 PM Dustan left the meeting.

Commission Work Session

Commission reviewed various e-mails, correspondence, revenues, reports, board minutes and agendas. They also discussed and worked on remaining budget items for Fiscal Year 2019-2020.

3:26 PM Dale Butori, Weed Control Coordinator; Doug Bruha, Weed Board Member joined the meeting.

3:31 PM Julie Straub, HRM joined the meeting.

Weed Control Coordinator Recruitment- Julie set up this meeting for the continuation discussion of the Weed Coordinator position and what the Commission would like to set for the hours and the job description. Doug stated that he would like to see this as a full-time, year-round position. If the hours were to be reduced to 30 hours during the winter, benefits and health insurance would remain the same. Dale believes that there is more than enough work for this position to be full-time. He explained the billing process in detail. It could potentially be beneficial for retaining an employee to keep it at a full-time employment. The Weed Board would like to be included in the interview process. Dale reviewed the certifications, licenses and endorsements that are needed or preferred for this position. Julie and the Commission would like to start this recruitment in December. The Commission would like to put this topic back on the agenda for discussion next week.

4:14 PM Doug and Dale left the meeting.

4:23 PM Lisa Mitchell, Ambulance Coordinator joined the meeting.

News Press Release- Lisa gave the Commission a notice that CBS may be contacting the County for an interview based on the struggles of rural EMS services. They will be directed to the Commission if they do contact Lisa. These interviews would be conducted in both Marmarth and Baker.

Patient Care Reports- FMC reported to the Commission that they are missing patient care reports from EMS. Lisa explained that there were glitches with the electronic system and a few of the reports were lost. The other missing reports are from patient refusals. Lisa has been in contact with the business office at FMC and will get them copies of the signed refusals for the report to be cleared up.

4:40 PM Lisa and Julie left the meeting.

4:54 PM Commissioner Baldwin made the motion to adjourn the meeting. Commissioner Ranum seconded the motion. Commissioner Ranum asked for any other discussion; being none. 2 Ayes. 0 Nays. 1 Absent (Commissioner Baldwin). The motion carried.

MEETING ADJOURNED

The Weed Board Meeting was held on Monday, August 12th at 7 PM.

The Library Board Meeting took place on Tuesday, August 13th at 12 PM.

The Fallon County Fair took place on August 14-18, 2019 at the Fallon County Fairgrounds.

s/Deb Ranum, Chairman

Minutes:

s/Kelsey DuCharme, Recording Clerk

Attest:

s/Brenda Wood, Clerk and Recorder