

9:30 AM CONVENE

PRESENT: Deb Ranum, Chairman; Roy Rost, Member; Kelsey DuCharme, Recording Clerk/Secretary

ABSENT: Steve Baldwin, Member

FALLON COUNTY COURTHOUSE

PUBLIC COMMENT –AGENDA/NON-AGENDA ITEMS

No one appeared for public comment.

Commissioner Rost made the motion to accept the closed minutes from February 19th, 2019 as presented. 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.

Commissioner Rost made the motion to accept the minutes from February 18-22, 2019 with corrections. 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.

10:02 AM Alba Higgins, Shop Foreman; Bobby Wiedmer, Road Supervisor joined the meeting.

Vehicles- The Public Health Acadia is needing some work done to it. It was having issues starting; therefore, Alba took a read on it to find the problem. He thinks it needs to go to Denny Menholt's in Billings, because he doesn't know if it's a computer issue or something more. It stops working correctly when the weather gets too cold. A different vehicle could be used for Public Health in the meantime. They will be using the Colorado pick-up that the County provides for employee use.

10:10 AM Shannon Hewson, Brosz Engineering joined the meeting.

Repairs- The Road Crew has been putting windows in the freightliners, as well as working on getting the trucks aligned. Discussion on a possible regen issue with Truck 532. It may also need to be taken to Billings for repairs. Alba will look into different parts that may be able to fix the problem before sending it off.

10:25 AM Alba left the meeting.

North Baker Drainage Improvement- The Sage Grouse permit was going to get issued, but Shannon explained there were some contingencies that didn't allow for this to happen. Shannon will let the Commission know what those entail when he is informed of them. The bid for the Plevna North Road Structure Replacement Project was advertised last week. If the permits are not received by the day the bids are due, the bid award will be pushed back, or the Commission will send out a statement stating that they may not be able to issue the award, depending on the permit.

10:27 AM Mary Grube, Administrative Assistant Planner joined the meeting.

They are also still waiting on the floodplain permit, as well as the DEQ permit. Shannon reviewed the cost estimate for the project. Discussion followed on the different pipe that could be used. A meeting with the Commission and the landowners may be held after the permits are received.

Airport Affected Area Conditional Use Permit- Shannon reviewed the Airport Affected Area Conditional Use Permit with the Commission. The Wildlife Hazard Assessment was discussed, as the Airport Board is requesting it for the permit. The Airport Board will apply for that assessment, as well as fund it. Shannon plans to attend the next board meeting to make sure it gets straightened out correctly.

10:42 AM Bobby left the meeting.

Boat Docks- Shannon showed the Commission the updated locations of the boat docks that will be put into Baker Lake. They are following the requests of the Lake Board. Discussion on the width and placement of the docks, as well as the railings on the fishing pier. The pier is permitted. It will not have to go out to bid, as it will be under \$80,000.

10:58 AM Lynda Herbst, Inside Maintenance Custodial Supervisor; Mikayla Jeppeson, Custodial Assistant joined the meeting.

11:02 AM Shannon and Mary left the meeting.

HVAC Ductwork Cleaning- Lynda provided the quotes to the Commission for the ductwork cleaning of the HVAC systems in the Courthouse. She received an estimate from White Heating and Air Conditioning at the cost of \$67,499.00. The other estimate from 406 Air Duct Cleaning is for \$80 an hour for a 80 hour maximum for a total of \$6,400.00. The Commission would like to go with 406 Air Duct Cleaning as long as they have the proper documentation that the County requires.

11:09 AM Dustan Davis, IT TECH joined the meeting.

11:12 AM Lynda and Mikayla left the meeting.

Server Room Air Conditioner- The A/C unit in the server room has now been repaired. The condensation pump went bad. Straub Heating and Cooling came in and fixed the issue. Dustan was able to borrow a portable A/C unit as a back-up. Dustan asked the Commission if he would be able to purchase a portable unit in case this happens again. The Commission agreed.

User Training- Dustan gave the Commission a brief explanation of what “phishing” e-mails is, which he has installed on County employees’ computers for safety reasons. If a user gets a spam or unwanted e-mail, they can click the phish e-mail button, in which it forwards the e-mail to Dustan and he can block it from going any further or coming in again. He can also send e-mails that appear to be spam to the employees, as a test, to make sure they are following the rules. He still has two years left in this contract. Dustan stated that he is happy with the number of employees participating in the phishing e-mails. He would like to keep the chances of a scam happening at a low percentage and has found a user training that would make this possible. If the employee makes a mistake and clicks on the wrong e-mail, he would like them to have to take an online user training. It would be automatic enrollment into the training to keep it from happening again. The Commission would like time to think about this. Dustan would also like all employees to be switched over to a Fallon County e-mail, as this would help control the spam better. The Commission discussed making this a required change for all Fallon County employees.

11:45 AM Dustan left the meeting.

11:47 AM Commissioner Rost 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 Baldwin). The motion carried.

NOON RECESS

RECONVENE

PRESENT: Deb Ranum, Chairman; Roy Rost, Member; Kelsey DuCharme, Recording Clerk/Secretary

ABSENT: Steve Baldwin, Member

FALLON COUNTY COURTHOUSE

PUBLIC COMMENT – AGENDA/NON-AGENDA ITEMS

No one appeared for public comment.

1:22 PM Chad Sutter, SDI Architects joined the meeting.

1:30 PM David Espeland, FMC CEO joined the meeting.

Parkview 1 Repairs- Chad gave out two reports with the amount of money it would take to do the repairs to Parkview 1. This included both a heat pump conversion or a fin tube upgrade. He explained that they could switch the whole building over to ground heat tubes, which would require abandoning and removing the existing fin tubes and would duct from the basement up to the other floors. It would supply both heating and cooling to the apartments. Discussion on switching over to heat pumps. If switching over to heat pumps, it would replace the existing fin tubes and add air conditioning. Chad went over the logistics of each way the heat and air conditioning problem could be remedied. The architectural numbers consist of replacing the finished flooring, the electrical, plumbing, finishes, replacing the windows, new showers and much more. Both of the options total cost comes out very close to each other. Discussion on whether or not the windows need to be replaced. The building would have to be tested for asbestos.

2:11 PM Rich Menger, Sanitarian joined the meeting.

The amount of money needed for this project is much higher than the Commission was expecting. Discussion on when they would like to go out to bid. It may be better to hold this off until the summer to go out to bid, where they can start the project the following spring. The Commission would like to see the

updated price estimates. This amount is not in the budget this year; however, it could be added at budget time for the next fiscal year.

2:22 PM Chad and David left the meeting.

Hanson Lumber - Rich wanted to let the Commission know about his concerns with Hanson Lumber. He is going to be asking the current owner about the weed removal for the area. The owner is aware of Rich's concerns.

2:41 PM Rich left the meeting.

Commission Work Session

Commission reviewed various e-mails, correspondence, revenues, reports, board minutes and agendas. They discussed the MOU for Predator Control, as well as reviewed and approved Fair Contracts.

3:00 PM The Commission attended the interviews for the Parks Department.

4:15 PM The Commission returned to the meeting.

4:28 PM JoDee Pratt, City Mayor joined the meeting.

Oil and Gas Percentage- JoDee wanted to know if the Commission has made a decision on what percentage of money from the oil and gas revenues will be given to the City each year. She stated that the City Council is wanting an answer as soon as possible. Commissioner Rost has looked into where the oil and gas money goes each year in great detail. The County depends on a large portion of that revenue to run their business. He expressed that the County reserves are also going down, much like the City. The amount of money the County receives changes, depending on the year. The City would like the County to give them a percentage of that number each year. The County receives this money quarterly. The City may also need to start finding other means to come up with the money, because oil and gas revenue isn't as high as it used to be and the County depends on it as well.

Parks- JoDee asked when the County will make their decision on hiring the new Parks employee. The decision will be made on March 4th.

5:00 PM JoDee left the meeting.

5:04 PM Commissioner Rost made the motion to adjourn the meeting. Commissioner Ranum seconded the motion. Commissioner Ranum asked for any further discussion; being none. 2 Ayes. 0 Nays. 1 Absent (Commissioner Baldwin). The motion carried.

MEETING ADJOURNED

The LEPC Meeting took place on Wednesday, February 26 at 12:00 PM with a measles table top exercise.

s/Deb Ranum, Chairman

Minutes:

s/Kelsey DuCharme, Recording Clerk

Attest:

s/Brenda Wood, Clerk and Recorder