

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

9:06 AM Jeanie Daughdrill, Member of the Public joined the meeting.

RV Parking- Jeanie asked the Commission if there is anywhere her family would be able to park their RV. All the suitable spaces are already occupied. The Commission asked Jeanie to talk to JoDee Pratt, City Mayor, as well as Shyla Hadley, Fairgrounds Manager.

9:14 AM Jeanie left the meeting.

MINUTES APPROVAL FOR WEEK OF JUNE 24-28, 2019

Commissioner Rost made the motion to approve the minutes from June 24-28, 2019, with corrections. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

COMMISSION WORK SESSION

Commission reviewed Revenues, E-mails/Letters, Reports, Board Minutes and Agendas. They also decided on the breakaway roping budget for the Fair and contacted Eddie Coulter with the response. The Commission signed the thank you cards for the Baker Lake Grand Opening. They also adopted Resolution #1020 – Senate Bill 35 – Resolution Ordering the Creation of Fallon County Interdisciplinary Child Information and School Safety Team.

9:32 AM Robbie Christiaens, Parks Supervisor joined the meeting.

Parks Updates- Robbie is working on putting the finishing touches in the Iron Horse Park building, such as the soap and paper towel dispensers. The plumbing is now up and working. The Parks Crew is mowing today and working on getting everything ready for the 4th of July. The Lake was well used over the weekend, as well as the Splash Park. Robbie will label the Triangle Park with signs to identify the area. The flag topper should be here this week.

9:49 AM Robbie left the meeting.

Commissioner Baldwin made the motion to adopt Resolution #1020- Resolution Ordering the Creation of Fallon County Interdisciplinary Child Information and School Safety Team. Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

9:57 AM Bobby Wiedmer, Road Supervisor joined the meeting.

Johnson Pit- Bobby has spoken with the DEQ about turning over the permit for the Johnson Pit. In order to turn it over from the County, the permit would have to be amended, which requires the same amount of paperwork for permitting a pit. It would be better to completely close the permit and allow the landowner to re-permit it. The landowner also agrees with this.

Road Department Updates- The Road Crew is done with laying cold mix for now. They put it at Plevna, Shell Oil Road, Bonnieville and the Stanhope Addition. They will chip and seal next week. They have put new flooring in the Road Department shop offices, as well as painted.

10:11 AM Mary Grube, Assistant Administrative Planner joined the meeting.

10:11 AM Bobby left the meeting.

10:15 AM Rich Menger, Sanitarian joined the meeting.

Upper Dam Inspection- Shannon Hewson, Brosz Engineering; Luke Holstein, Public Works, and Mary have completed the Upper Dam Inspection. There are trees growing along the face of the Upper Dam. These have been mowed and cut down since the inspection. They will need spray to keep them from coming back. There are multiple gopher holes that will need to be taken care of. Mary reported on the minor erosion due to ATV traffic. Possible solutions for the unwanted traffic issue was discussed. A dirt pile from dredging the Upper Lake years ago will need to be removed. Mary will be sending the report to the NRCS.

10:57 AM Melissa Rost, Museum Curator joined the meeting.

10:59 AM Mary and Rich left the meeting.

11:00 AM Debbie Wyrick, Deputy Clerk and Recorder joined the meeting.

Museum Updates- Melissa had Kruger Windows come take a look at the Museum windows. The seals are broken on most of them. Both seals on the windows will have to be replaced because they come as a unit. The window frames do not need to be replaced. The Commissioners will need to decide if they would like to put the money into this building for the repairs and upgrades.

11:03 AM Eric Kary, Golf Course Superintendent joined the meeting.

11:04 AM Debbie left the meeting.

Melissa spoke with Corky Canvas about doing a painting project in the middle of the month for a Museum activity. They will be holding it outside if the weather permits. The Toy Room is mostly put back together, as Tracy has finished painting it. They also re-did three displays in the kitchen. The Museum Board has approved the first portion of the Collections Management Policy. There were 275 visitors in June.

11:11 AM Brenda Wood, Clerk and Recorder joined the meeting.

11:14 AM Melissa left the meeting.

Golf Course Budget- Eric is still working on designing the venting systems for the pumphouse. Once it is completed, he will get a new bid. It will still be covered under insurance. Eric is hoping to have more money in the operating supplies line item to be able to expand the irrigation.

11:30 AM Debbie Wyrick, Deputy Clerk and Recorder joined the meeting.

Eric will also get a quote on chip-sealing the cart paths. The Road Crew may be able to do this once they get more cold mix in.

11:34 AM Eric left the meeting.

11:34 AM Kimberly Jensen, Accounts Payable Clerk joined the meeting.

Discuss Purchase Request Procedure- Brenda has some questions on the proposed purchase request procedure for both Fallon County employees and boards. A consequence for not following the policy will need to be put into place. They will speak with Julie Straub, HRM, regarding what can be done for the disciplinary actions. A mandatory meeting will take place with the departments and County boards to discuss the purchase request procedure. Items that have been approved will need to be tracked. The Commission will go over exempt items with each department, such as fuel and chemicals. They will also need to decide what amount can be purchased without Commissioner's approval. It will be under a trial period for a while, in order to make any changes that may be necessary.

12:02 PM Brenda, Kimberly and Debbie left the meeting.

12:02 PM 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.

1:28 PM Luke Holstein, Member of the Public joined the meeting.

Office on 1st Street Siding Issues- During the sidewalk project on 1st Street, Diamond J Construction re-did the sidewalk and took the siding apart on the side of Luke's building. Shannon Hewson has written them a letter regarding the siding that was taken apart and removed. Luke feels that they should have spoken with him before damaging his property. Diamond J was not aware of the damage at the time Luke approached them. They felt they had Luke's permission during the project. He will continue to work with Shannon and Diamond J Construction to resolve the issue.

1:42 PM Luke left the meeting.

1:57 PM Darcy Wassmann, County Attorney joined the meeting.

Gravel on County Roads- Darcy has written up an informational article for the Fallon County Times that states that stealing gravel off the County Roads is a crime. The Commission reviewed and approved the article.

Procurement Policy- The Commission is wanting to get a procurement policy in place for County projects. It gives the County the opportunity to pick which engineering firms or construction companies would be most suitable for projects. They are pre-screened and previously approved.

Surrender and Lease Agreement- The Surrender and Lease agreement was never signed with the American Lutheran Church for the Lutheran Stand at the Fairgrounds. Darcy will review the agreement for any changes before sending it off for signatures.

Land Sale- Darcy will draft a notice and letter for the land sales that are planning to take place next year. These letters will go out to the current lessees to inform them of the sales. The County can sell the land at any time, if the proper notices and cancellations have taken place. Land cannot be sold for under the appraised value.

2:22 PM Darcy left the meeting.

2:28 PM Melissa Rost, Museum Curator joined the meeting.

2:30 PM Commissioner Rost left the meeting.

Employee 6-Month Job Evaluation- Melissa's 6-month evaluation is up and needing to be reviewed by her supervisors, which is the Commission. The Commission reported that Melissa has done a great job with public relations, housekeeping and making improvements to the Museum. The foot traffic has increased greatly. They would like Melissa to come up with goals and expectations for the Museum in the upcoming years. The Commission is pleased with her work and what she has brought to the County.

2:39 PM Melissa left the meeting.

2:45 PM Commissioner Rost re-joined the meeting.

2:53 PM Dustan Davis, IT TECH; Brenda Wood, Clerk and Recorder joined the meeting.

IT TECH Budget- Dustan would like to do network improvements in the next budget year for the Senior Center, the Road and Parks Department, as well as the Landfill and the Museum, as they need major improvements. He explained how he would like to update the network infrastructure. Computer supplies for all departments will be coming out of Dustan's budget and no longer in each specific department. Dustan would like to travel to a seminar in November in Texas.

3:21 PM Shane Bettenhausen, Shooting Range Manager joined the meeting.

3:24 PM Dustan left the meeting.

Shooting Range Budget- Shane will get a quote on how much can be expected for the new cameras at the Shooting Range. A new advertising line item will be put into the budget. A propane tank will be installed underground, lighting around the sign and new indoor lights will be added to the budget as well. Cracks in the concrete will also be sealed. No grants have been applied for yet this fiscal year.

3:38 PM Shane and Brenda left the meeting.

TIMESHEET APPROVAL

The Commission reviewed and approved the June 2019 timesheets in the amount of \$560,916.49 and they are filed in the Clerk and Recorder's Office.

CLAIMS APPROVAL

The Commission reviewed and approved the End of the Month Claims in the amount of \$991,496.22 and they are filed in the Clerk and Recorder's Office.

5:00 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, JULY 2, 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

9:00 AM Mary Grube, Assistant Administrative Planner; Forrest Sanderson, Contract Planner joined the meeting.

Huft Subdivision- The Planning Board held a public hearing on the Huft Major Subdivision last night. This subdivision does include a variance. Forrest reported that they dealt with both the variance and the subdivision. He was pleased with how well it worked out. The Commission will also need to hold a public hearing.

9:00 AM Luke Holstein, TARA Member joined the meeting.

Discussion on the legislation this past year and how it has impacted the subdivisions review within the Planning Department.

9:10 AM Angie Rabbitt, Recreation Director joined the meeting.

9:13 AM Forrest and Mary left the meeting.

9:14 AM Kimberly Jensen, Accounts Payable Clerk joined the meeting.

Tri-Area Racing Association Budget- Luke doesn't have the time to continue with the TARA Association and putting on the Bump N' Run each year. He will not be asking for a budget from the County this year. Luke explained who owns what equipment that is currently out at the track.

9:20 AM Luke and Kimberly left the meeting.

9:20 AM Brenda Wood, Clerk and Recorder joined the meeting.

City Claim- A claim from the City was received by the County for a leaky roof repair and window tints in the Recreation Van, a training to Maryland in September, and a Connex Box for storage. The Commission did not understand why there were getting all these items on a claim at the end of the fiscal year. Angie explained that she had money in her budget that she needed to use before the end of the fiscal year. The County is not required to pay for half of these amounts any longer, as the Recreation Department is now only a City entity.

9:24 AM Brenda left the meeting.

The Commissioners will discuss whether they will reimburse half of these costs. Angie had gotten permission for these items from the City Council before purchasing.

9:30 AM Angie left the meeting.

9:30 AM Brenda Wood, Clerk and Recorder; Kimberly Jensen, Accounts Payable joined the meeting.

The Commission would like to deny the Connex box, as it will be on City property and only used by the Recreation Department. They will also deny the repairs and window tints on the van, as well as paying for the conference in September.

9:40 AM Brenda and Kimberly left the meeting.

9:43 AM Julie Straub, HRM joined the meeting.

Discuss Weed Coordinator Position Upcoming Recruitment- The Commission and Julie reviewed the current job description for the Weed Control Coordinator. A recruitment is needing to be done for the position. It is unknown at this point whether this will be a full-time or seasonal position. Commissioner Rost would like to keep it at full time. If it is kept at full-time, the Commission will need to explain the winter duties in the job description, which would include helping other departments with snow removal, etc. If it were a seasonal position, it may be an issue to retain an employee. Discussion on if the position months included April through October, however then billing and invoicing would also need to be done. A mandatory convention is usually held in January, which is needed to maintain the required licensure. Insurance eligibility was discussed. Another option would be to reduce the hours of

employment during the winter, if needed. Julie would like to start the recruitment in December for this position. She would like the Commission to have a decision by October 1st on the position hours. She will get in touch with other counties for information on their Weed Coordinator positions as well.

10:28 AM Jerrie Newell, Clerk of Court joined the meeting.

10:28 AM Julie left the meeting.

10:29 AM Kimberly Jensen, Accounts Payable Clerk joined the meeting.

Clerk of Court Budget- Jerrie has no big changes in the Clerk of Court budget this year. They are no longer needing the operating supplies line item, as it isn't used. The professional services and purchased services line items were combined.

10:38 AM Kimberly and Jerrie left the meeting.

10:45 AM Brenda Wood, Clerk and Recorder; Debbie Wyrick, Deputy Clerk and Recorder joined the meeting.

Agenda and Related Responsibilities- Brenda and Debbie would like to help the Commission with organization and how to get agenda items completed. The Commission is wanting more time to work on claims, as well as more time on the agenda to discuss meetings and issues. They may also like to try to be in session two days a week in order to get their agenda items completed.

11:00 AM Rich Menger, Sanitarian; Tom Kachel, Manager of Landfill Operations joined the meeting.

11:00 AM Brenda and Debbie left the meeting.

11:01 AM Mike Reddick, Chief of Police joined the meeting.

Waive Landfill Fees for City Project- An old trailer court in town is getting cleaned up. There have been previous complaints over time with the property. The City is helping the landowners out because of the cost that goes into the clean-up. Rich and Mike would like to ask if the tipping fees at the Landfill could be waived. The County won't be asked to be reimbursed by the City for this project. The Commission agreed; however, they do not want to make this a continuous cycle.

11:15 AM Rich, Tom and Mike 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

1:14 PM Billy Singer, Member of the Public joined the meeting.

Cattleguard Question- Billy explained that a cattleguard on his property that is off the main County Road is sinking. Commissioner Baldwin spoke with Bobby Wiedmer, Road Supervisor, and they do plan to work on it here soon.

1:23 PM Billy left the meeting.

1:28 PM Lynda Herbst, Inside Custodial Supervisor; Kimberly Jensen, Accounts Payable Clerk joined the meeting.

Inside Maintenance Budget- Lynda would like to replace the valves for the fin tubes and the piping this budget year. She will need to get a quote for an estimated cost. She would like to add in a new scrubber, main lobby and bathroom updates to the Capital Outlay budget. Discussion on where the fleet vehicles repair and maintenance budget comes from. Lynda explained that the water valves are the first thing on her priority list.

1:55 PM Roger Meggers, Airport Manager joined the meeting.

MTI Contract- MTI has been sold out to another company. The new contract will be with the new company that has bought MTI out.

2:00 PM Lynda left the meeting.

Airport Budget- The airport expansion and taxi lane repairs will be a project for this upcoming budget year. 90% of the cost is reimbursable by FAA grants. It should start around the 15th of August. Discussion on what goes into each line item for the Airport.

2:27 PM Chuck Lee, DES-911 Coordinator joined the meeting.

2:28 PM Roger left the meeting.

2:30 PM Dale Butori, DES-911 Deputy joined the meeting.

911 Budget- The 911 budget is made up of cash that is carried forward from each year. It is budgeted according to cash balance and incoming revenues. Chuck explained how he gets the number totals for his 911 budget, as well as how the money is received from other counties.

DES Budget- Commission made no changes on the DES budget. The LEPC budget was moved back up from the previous year, due to meetings and tabletop exercises. The training budget will be higher because both Chuck and Dale will now be attending trainings.

3:12 PM Chuck, Dale and Kimberly left the meeting.

The Commission reviewed end of the month claims again, as well as discussed any unfinished business.

4:45 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.

MEETING ADJOURNED

The City Council meeting was held at 7 PM on Wednesday, July 3rd, at the Fallon County Court House Courtroom.

All Court House Offices Closed for 4th of July Holiday – Will Resume Normal Hours on Friday, July 5, 2019

ADJOURN
s/Deb Ranum, Chairman

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

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