

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 to start off the week.

PUBLIC COMMENT –AGENDA/NON-AGENDA ITEMS

9:06 AM Brenda Wood, Clerk and Recorder; Debbie Wyrick, Deputy Clerk and Recorder; Kimberly Jensen, Accounts Payable Clerk joined the meeting.

Lost County Warrants- A situation has come up with a County-issued warrant to a vendor that has been misplaced. The warrant was hand delivered to a representative of the PRCA. It is a large warrant. The auditors have also been contacted. Brenda is unsure if the form that is filled out for lost warrants is up to date or not. There is no way to void warrants, they can only be cancelled through the system. Discussion on how warrants are tracked through both the Treasurer's Office and the Bank of Baker. Debbie proposed the idea of creating a form that states when the checks are hand delivered, which would protect the Fallon County employees. They will also be speaking with Darcy Wassmann, County Attorney, for further advice.

9:24 AM Debbie left the meeting.

City Use on County Printers- The Recreation Department uses a County printer for their flyers and other colored printing. They are no longer affiliated with the County. Discussion on whether the City could provide their own paper and start billing the City for 25% of the color toners. Kimberly and Brenda will speak with the City employees about setting up a billing process.

9:29 AM Brenda and Kimberly left the meeting.

9:37 AM Don Schillinger, County Superintendent of Schools; Kimberly Jensen, Accounts Payable Clerk joined the meeting.

Superintendent of Schools Budget- Don is not in need of a new computer this year. The Commission appreciates his budget and the work he does for the County.

9:40 AM Don and Kimberly left the meeting.

Commissioner Baldwin made the motion to approve the minutes from the week of July 8-12, 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.

10:02 AM Bobby Wiedmer, Road Supervisor joined the meeting.

Road Department Updates- The Road Crew placed rock and sand at Baker Lake again this morning near the drainage area on the beach. They are putting more culverts in on the County roads that are having wash over issues. Discussion on the damage to the roads with the large amount of moisture. The Road Crew is working on maintenance of the packers and the blades this week.

Bridge Updates- Commissioner Ranum asked if it would be possible to get a start on the permits for the Ismay and Bonnevale Bridge, since the permitting process takes so long. Once they are permitted, work must be completed within three years.

10:19 AM Shannon Hewson, Rylan Limesand, Brosz Engineering joined the meeting.

Shannon is still waiting on the permit for the Plevna North Structure Bridge. There has been no timeline given from the CORPS. He reported that a wetland delineation has been done on the Ismay Bridge; however, they are still waiting on a cultural report. He will start working on the Bonnevale Bridge permit next. The right-of-way will need to be completed first. Shannon and Bobby plan to meet with the surrounding landowners.

10:22 AM Mary Grube, Assistant Administrative Planner joined the meeting.

Private Road Signs- The Commission would like Darcy Wassmann, County Attorney, to send a letter to a landowner that is illegally putting private road signs up on a County road. Bobby will take pictures and get the correct information to Darcy. He will also speak with Trent Harbaugh, Sheriff.

10:36 AM Bobby left the meeting.

Project Updates- Diamond J Construction would still like to do the Plevna North Structure Bridge, however they are still waiting for the County to receive the permit. They are willing to work with the County on the timeline once the Bridge is permitted.

Baker Lake Cleanup – Project Closeout- Shannon gave the Commission a bill from Brosz Engineering that needs to be submitted to FEMA. The Compliance Certifications for the dewatering project for the Corps of Engineers was signed by the Commission, including the clean-up, dredging project, the Upper Lake Dam, wetland restoration, and the enhancements.

10:57 AM Julie Straub, HRM; Melissa Rost, Museum Curator joined the meeting.

11:00 AM Rylan, Mary and Shannon left the meeting.

Goal Setting- Both Commissioner Ranum and Commissioner Baldwin have finished the probationary appraisal for Melissa as the Museum Curator. Discussion on Museum goals and the vision plan. Julie would like to narrow down which goals could be accomplished within the next year. Melissa would like to break down the inventory into smaller and more manageable areas. She stated that she would start with one floor of the Jail Building, which could be completed by the end of October. She would like to have the basement done by Spring. Most of the inventory will be done during the season of the Museum Aide. It was suggested that if there is additional storage needed, there may be room in the vault in the basement of the Courthouse.

11:30 AM Julie left the meeting.

11:31 AM Kimberly Jensen, Accounts Payable Clerk joined the meeting.

Museum Budget- Melissa would like to raise the office supplies budget because of the increase in Museum patronage, as well as the purchase of a new printer. The operating supplies line item has also been asked to be raised due to community outreach. Melissa would like the travel line item to be increased, as she hopes to do more professional development trainings.

11:51 AM Kimberly left the meeting.

Museum Updates- Melissa reported that she is attending a course on collections management. By the end of the 8-week course, a policy should be in place at the Museum. There is another one in September for Museum education and outreach. An old picture of Baker Lake, before it was a lake, is getting enlarged by Leslie Bohle. The Museum will be advertising and possibly holding a scavenger hunt for Crazy Days. The drug exhibit was looked at by Alyse Webber. She has no safety concerns, as long as they are locked in glass cases. There have been 127 visitors so far in July.

12:03 PM Melissa left the meeting.

COUNTY BOARD APPOINTMENTS

No appointments were received. The positions will remain open. This includes an open position on the Planning Board/Board of Adjustments, the Cemetery Board, Council on Aging Board, Shooting Range Board and two positions on the Lake Advisory Board.

12:04 PM Commissioner Baldwin made the motion to take a noon recess. Commissioner Rost 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

1:10 PM Danette Welsh, ONEOK joined the meeting.

ONEOK Updates- Danette stopped in to visit with the Commissioners about the ONEOK Pipeline and how the activity is going in the County. She is happy to help with any issues or questions that may come up.

1:20 PM Danette left the meeting.

1:30 PM Stacey Moore, Director of Library Services; Kimberly Jensen, Accounts Payable Clerk; Bruce Johnson, Charles Strait, Candace Mettler, Sharon Huether, Library Board Members joined the meeting.

Library Budget- Stacey explained that she is attending a couple of trainings within the next year. Professional services was increased because of the accounting cost. Discussion on the data processing line item and whether it should be raised. In the 5-year outlook, Stacey is looking to extend the library.

1:40 PM Stacey, Bruce, Kimberly, Charles, Candace and Sharon left the meeting.

1:54 PM Gary Lang, Bob Grey, Plevna Fire Board Members joined the meeting.

1:57 PM Kimberly Jensen, Accounts Payable Clerk joined the meeting.

Plevna Fire Budget- Plevna Fire bought a pickup the last fiscal year. They are in the process of getting it insured, as that will need to be added into the budget. Discussion on the money that the Fire Departments have been investing. They are still in need of a cement project; however, they are having a hard time finding a company to do the work. Gary and Bob would prefer their budget to stay the same as it was last year, if possible.

2:31 PM Mary Grube, Assistant Administrative Planner joined the meeting.

2:35 PM Bob and Gary left the meeting.

Planner Budget- Mary would like the professional services line item to be increased, because of the cost of KLJ and Susan Swimley, Land Use Attorney. She is looking into a few more trainings this upcoming year as well. Mary asked about potentially hiring a part-time or seasonal employee in the future to help her with filing and the things she doesn't have time to get to.

2:50 PM Mary and Kimberly left the meeting.

3:00 PM Julie Straub, HRM joined the meeting.

Permission to Hire Shooting Range Manager- Julie would like to ask permission to hire Jim Leischner for the Shooting Range Manager position. Shane Bettenhausen, current Shooting Range Manager, will continue to train Jim, pending Commission approval. The Commission agreed.

Commissioner Baldwin made the motion to hire Jim Leischner for the Shooting Range Manager.

Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

3:05 PM Julie left the meeting.

3:05 PM Commissioner Rost made the motion to go into executive session. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

3:11 PM Commissioner Rost made the motion to come out of executive session. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

3:18 PM Tom Kachel, Manager of Landfill Operations joined the meeting.

Landfill Building Damages- After one of the storms last week, Tom noticed that the Landfill office and the old shop has gutter and tin damage. He will get the rain gutter replaced.

Landfill Pick-Up- Tom received a quote from Bowman Ford for a newer pickup. The Commission would like him to get additional quotes before a decision is made. Commissioner Ranum would like to be sure that the current landfill pickup is completely cleaned out before going to the County auction. Discussion on the grease from restaurants and if that will be a service the County will start providing.

3:51 PM Tom left the meeting.

3:51 PM Eddie Coulter, Fair Board Member; Brenda Wood, Clerk and Recorder; Kimberly Jensen, Accounts Payable Clerk; Debbie Wyrick, Deputy Clerk and Recorder; Julie Straub, HRM joined the meeting.

Lost Warrant- After speaking with Darcy Wassmann, County Attorney, the form for missing warrants must be done the way that it always has been. A new warrant cannot be issued without a bond being signed.

3:56 PM Shyla Hadley, Fairgrounds Manager joined the meeting.

Large checks should be mailed from this point on, with the possibility of certifying them. Shyla will discuss with the Fair Board as well. A representative and two others from the PRCA will need to sign a bond for double the amount of the check. A form has been created for vendors to sign once they are hand delivered a check.

4:05 PM Eddie, Shyla, Julie, Brenda, Debbie and Kimberly left the meeting.

Commission Work Session

Commission reviewed various e-mails, correspondence, revenues, reports, board minutes and agendas. They also signed the Surrender and Lease Agreement with the American Lutheran Church for the Lutheran Food Stand at the Fairgrounds. The Commission signed a Certificate of Appreciation for Mindi Murnion, Public Health Specialist, as she has worked for the County for 10 years. Thank you, Mindi, your hard work and dedication does not go unnoticed.

4:54 PM Commissioner Baldwin made the motion to recess for the evening. Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

TUESDAY, JULY 16, 2019

9:00 AM CONVENE

PRESENT: Roy Rost, Steve Baldwin, Members; Kelsey DuCharme, Recording Clerk/Secretary

ABSENT: Deb Ranum, Chairman

FALLON COUNTY COURTHOUSE

PUBLIC COMMENT –AGENDA/NON-AGENDA ITEMS

9:00 AM Dustan Davis, IT TECH joined the meeting.

Baker Lake Photos- Pictures were given to the County from Brosz Engineering of the progress of Baker Lake. The Commission would like to find a way to post these on the Fallon County webpage without it taking up too much usage space. There are multiple pictures that they would like posted. Dustan explained the different ways these photos can be opened to the public. He will also speak with Chuck Lee, DES/911 Coordinator, about posting them on his County Facebook page.

9:10 AM Dustan left the meeting.

9:15 AM Robbie Christiaens, Parks Supervisor; Mike Reddick, Chief of Police joined the meeting.

Locking Gates- Robbie gave keys for the gates on both Iron Horse Park and the Gazebo to Mike. The police officers will be closing the gates at night in both areas. If the areas have been reserved ahead of time, there may be time exceptions. The gates will be closed at 11:00 PM on each side. They will be opened by at least 8:00 AM in the mornings.

9:24 AM Deb Ranum, Chairman joined the meeting.

9:29 AM Mike left the meeting.

Parks Updates- Robbie will add no smoking signs in the Splash Park and the new picnic shelter at Iron Horse Park. He is meeting with an irrigation company this week for the sprinklers to be put on automatic timers. The flagpole will be placed at Baker Lake once the ground dries up and the lights will be installed afterwards. Robbie asked the Commission if he is to do additional landscaping at the City Park, although he doesn't believe he will have the time this summer. Permits are also needed before any work can be started.

10:03 AM Robbie left the meeting.

CLAIMS APPROVAL

The Commission reviewed and approved the mid-month July 2019 claims in the amount of \$760,975.11. They are filed in the Clerk and Recorder's office.

11:30 AM Linda Rost, Shanny Spang Gion, Museum Board Members; Julie Straub, HRM joined the meeting.

11:30 AM Commissioner Rost left the meeting.

Museum Curator Hours Decision- The Commission stated that they have made the decision to keep the Museum Curator hours the way they have been, which is 40 hours per week in May – October and 30 hours a week November – April. They explained that this is how the position was hired and advertised. For this year only, the Commission has extended the season for the Seasonal Museum Aide to work through October. The Museum hours were discussed. The Commission explained that they do believe the Museum is headed in the right direction of being open full-time. They would prefer the progress of the Museum to continue for more time before making a different decision in the future.
11:43 AM Linda, Shanny and Julie left the meeting.

11:45 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; 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.

1:22 PM Chuck Lee, DES-911 Coordinator joined the meeting.

State of Montana Grants- Chuck has received a grant, however the conditions are unknown. He has some legal questions for the County Attorney to review further. This grant would help with an additional 911 center. Chuck explained the different grants for DES.

Road Signage- Most of the signs on County roads have been faded out by the sun. They are 12 years old with a ten-year warranty. Chuck has spoken with multiple businesses about fixing these signs. The newer ones have a 12-year warranty and are higher reflectivity. He would like to replace only the Fallon County signs. The Road Crew may be able to help install the signs. There are 619 signs total. The Commission would like to get a quote before deciding.

2:04 PM Chuck left the meeting.

2:05 PM Commissioner Baldwin made the motion to adjourn the meeting. Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

MEETING ADJOURNED

The Museum Board Meeting was held on Thursday, July 18th at 4:00 PM.

The Fallon County Safety Meetings were held in the Library Basement on Thursday, July 18th at 7:00 AM, 9:30 AM and 1:30 PM.

The Baker Municipal Airport Pre-Construction meeting was on Thursday, July 18th at 10:30 AM at the Baker Air Service.

s/Deb Ranum, Chairman

Minutes:

s/Kelsey DuCharme, Recording Clerk

Attest:

s/Brenda Wood, Clerk and Recorder