

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

9:03 AM Brenda Wood, Clerk and Recorder joined the meeting.

Budget Discussion- Brenda asked about the new mower that was purchased for the Cemetery. It was not in the budget. Jon Stevenson was unaware of the purchase and didn't know why it was needed. Iven Felt asked the Commission for approval before ordering, which was given, however Iven is not the Department Head.

Department Trainings- Forrest Sanderson, KLJ, has signed up for a training with both Mary Grube and Commissioner Ranum regarding water rights. Brenda wondered why the County was paying for a contractor's education. Brenda asked that the Commission make certain that the trainings attended are applicable to the correct department. Brenda also explained that employees are paying for trainings and plane tickets on their own credit card. This allows them to get cash back and additional personal flying miles.

9:15 AM Brenda left the meeting.

Commissioner Rost made the motion to approve the minutes from May 6-10, 2019, with corrections. Commissioner Ranum seconded the motion. Commissioner Ranum asked for any other discussion; being none. 2 Ayes. 0 Nays. 1 Abstain (Commissioner Baldwin). The motion carried.

Commissioner Baldwin made the motion to approve the minutes from May 13-17, 2019, as presented. Commissioner Ranum seconded the motion. Commissioner Ranum asked for any other discussion; being none. 2 Ayes. 0 Nays. 1 Abstain (Commissioner Rost). The motion carried.

9:30 AM Mary Grube, Assistant Administrative Planner; Rich Menger, Sanitarian joined the meeting.

Nielsen Family Transfer-

Commissioner Rost made the motion to approve the Certificate of Survey for the Gift of Sale to a Family Member within the SW1/4SE1/4 of Section 29, T10N, R61E, P.M.M. of Fallon County, Montana. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

Kirschten Certificate of Survey-

Commissioner Baldwin made the motion to approve the Kirschten Certificate of Survey for the boundary line adjustment for Section 10, Less COS #82494 and COS #46495 Township 7 North, Range 60 East of the Montana Principal Meridian, County of Fallon, State of Montana for Miriam Kirschten. Commissioner Rost seconded the motion. Commissioner Rost asked for any other discussion in which Mary explained that they are extending the boundary lines. Commissioner Rost asked for any other discussion; being none. 2 Ayes. 0 Nays. 1 Abstain (Commissioner Ranum). The motion carried.

Milk Creek Lodge Minor Subdivision- Mary explained that the Milk Creek Lodge Minor Subdivision is dividing 20.10 acres out. It is a one lot residential minor subdivision. There are no zoning regulations. It is exempt to review by Montana DEQ.

Commissioner Baldwin made the motion to adopt Staff Report MNR-19-01 as findings of fact. Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion, being none. 3 Ayes. 0 Nays. The motion carried unanimously.

Commissioner Baldwin made the motion to approve the Milk Creek Lodge Minor Subdivision located in the N1/2NW1/4 Section 26, Township 05 North, Range 57 East, P.M.M., Fallon County, Montana subject to the conditions stated. Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

10:09 AM Mary and Rich left the meeting.

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

10:20 AM Shannon Hewson, Brosz Engineering joined the meeting.

North Plevna Structure Bridge- The CORPS engineers got in touch with Shannon for the North Plevna Structure Bridge. He was told that they needed a cultural resource report in order to comply. MDT installed the bridge in the 1950's and submitted a document to the State Historical Society that the railing on the bridge may be of historical importance. However, it was never recorded; therefore, the CORPS is requiring a report to be done.

10:23 AM Rich Menger, Sanitarian joined the meeting.

The cultural report should be completed by the end of the week.

10:24 AM Robbie Christiaens, Parks Supervisor joined the meeting.

Progress on the bridge will not move forward until they have received the report. Diamond J Construction has stated that they will hold their pricing until June 1st.

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

The deadline for the completion date of the project may need to be pushed back because of the delay.

Road Department Grading for Iron Horse Park- It is too wet to grade Iron Horse Park for the Sidewalk Project this week. They will try to stake it the end of the week if the weather clears up, however it will most likely be next week. Shannon will keep in touch with Bobby in the meantime.

10:40 AM Bobby left the meeting.

Solar Bee Locations- Shannon wanted to make sure that everyone had an idea of where the solar bees will be placed in Baker Lake. The buoys will need to be put in before the Grand Opening. The solar bees will be put inside the no wake zones and the swimming areas so that they do not interfere with public use. The Commission agreed. A maintenance agreement will need to be clarified as well.

Iron Horse Project- Shannon met with Gamut Construction for the Iron Horse Park Sidewalk Project and was given an informal quote. He would start on August 1st, with a completion date of September 30th. The dock concrete and the concrete pad can still be completed by the original time in the bid specs. Shannon can generate a binding agreement in order to move forward. There have not been any other quotes so far. If no other quotes are received by the end of the day, the Commission has decided they will move forward with Gamut Construction.

11:00 AM Julie Straub, HRM; Debbie Wyrick, Deputy Clerk and Recorder; Brenda Wood, Clerk and Recorder joined the meeting.

11:05 AM Shannon, Robbie, Rich and Mary left the meeting.

Salary Schedule Questions- Because the seasonal wages have been increased, Julie would like to ask that the Cemetery Caretaker Assistant in Plevna would also be increased to \$16.00 an hour. The Commission agreed. They also agreed that they would like to remove the County Development Advisor, the Council on Aging Homemaker position, and the Special Projects Maintenance position from the salary schedule.

Discuss and Review Longevity Schedule- Longevity is available to full-time and part-time permanent employees. It is not available to seasonal positions. It is based on consecutive years served to the County. The longevity schedule was discussed in depth. The Commission agreed that this longevity schedule is consistent and will remain the same.

11:27 AM Debbie left the meeting.

Discussion on Purchase Request Procedure- Last week, the Commission made the decision that all employees will need to request Commission permission to purchase anything over the amount of \$2,000. They had asked Brenda to send a memo out to all employees of the update. There are multiple questions regarding the memo and what items need permission before purchasing.

11:40 AM Shannon Hewson, Brosz Engineering joined the meeting.

Items from different departments may be exempt from asking permission, such as fuel for the Road Department and chemicals for the Weed Department. The Commission will need to specify to each department in regards to what is exempt. It will also need to be specified whether departments will fill

out forms for approval or if they need to physically meet with the Commission during a scheduled time. A disciplinary action will need to be established in case the policies are not followed correctly. The Commission will gather their ideas before the group re-visits this topic again.

11:46 AM Brenda and Julie left the meeting.

Baker Lake Flag Pole- Robbie and Shannon went to look at the flag pole that was delivered to be set at Baker Lake. Robbie has asked the company for installation instructions. Shannon believes that it will need machinery to be stood up properly. Robbie doesn't have the equipment to install it. They will wait until the instructions are received and get ahold of a local company to place the pole.

11:52 AM Shannon left the meeting.

11:55 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.

1:22 PM Jade Boggs, Insurance Store joined the meeting.

Workman Compensation Quotes- Jade presented a quote proposal from the State Fund for workman's compensation. This also included the dividend structure. He has not yet seen the renewal pricing yet.

1:30 PM Debbie Wyrick, Deputy Clerk and Recorder joined the meeting.

The Commission would like to defer a decision until Julie Straub and Debbie both have the chance to review the premium.

Parkview Fire- A remediation company is coming in on Wednesday to clean up the residue from the fire in the ceiling of one of the bathrooms at Parkview. There was minimal damage caused by electrical issues. The remediation company won't be fixing anything, they will just be doing clean up and removing the smoke smell. David Espeland has expressed that he would prefer the County hold off with repairs and include this apartment into the renovation of Parkview, as it is currently unoccupied. The Commission agreed. An electrician will also need to be called to make sure there will not be anymore electrical issues.

2:00 PM Jade left the meeting.

2:00 PM Brenda Wood, Clerk and Recorder joined the meeting.

Sr. Citizen Addition Budget- Questions arose regarding whether or not the County should be making additions and improvements to a building that is not County owned. The purpose of the improvements would be to be able to keep the community cupboard open to the public. The Senior Center doesn't charge the County rent to have employee offices in their building. There may be another alternative for our community cupboard without putting an addition onto the existing building and only improving the existing structure.

2:15 PM Julie Straub, HRM joined the meeting.

2:16 PM Shane Bettenhausen, Shooting Range Attendant joined the meeting.

2:17 PM Brenda and Debbie left the meeting.

Staffing Management of Shooting Range- Shane has expressed that he would like to be done at the Shooting Range sometime in June. His position will need to be filled. Shane would consider working on Wednesdays and Thursdays if need be. It may be difficult to recruit for the manager position because of the hours. Currently, Shane works six hours on both Wednesday and Thursday and four hours on Saturday and Sunday. He explained that the weekend use is much slower and that it could be a possibility to close the range on the weekends. The Commission will need to check into how many hours a week the

Shooting Range needs to be open because of a grant received. The job description needs to be updated and include who is responsible for maintaining the grounds. The Commission would like to check on what the grant requirements are and decide on what the hours and the job description will entail. Shane would like to be completely done by next spring if possible. The Commission will get back with Julie after more information is found out.

2:47 PM Dale Butori, Weed Supervisor joined the meeting.

2:50 PM Shane and Julie left the meeting.

Weed Chemicals- Dale explained the bid process and what chemicals have been purchased so far this year. They are paying per chemical per unit and discussed what company they were purchased from. Dale was happy with the number of bids that were received.

3:00 PM Dale left the meeting.

Commission Work Session

Commission reviewed various e-mails, correspondence, revenues, reports, board minutes and agendas. They also discussed a mowing tractor at the Gun Range, the Veteran's Memorial, the cement for the gate at the Gun Range, the Race Association fence and decisions about attending the 2019 Annual Meeting for MT Association of Oil, Gas and Coal Counties. The Commission signed Don Schillinger's County Superintendent of Schools agreement for the next fiscal year.

3:27 PM Brenda Wood, Clerk and Recorder; Tom Kachel, Manager of Landfill Operations joined the meeting.

Safety Deposit Box Information Discussion- The Commission explained that it may not be necessary for the master password list to be put into a safety deposit box at the Bank of Baker. The point of the list of passwords is for access to the computer systems in case the IT-TECH was for some reason not able to come to work and another person could pick up in his place, without having to start from scratch. There would be no reason to keep the list off site. The Commission discussed a more applicable and secure area for the master password list.

Commissioner Rost made the motion to rescind the Commission decision from May 6th to the master password list in a safety deposit box at the Bank of Baker with signatures required from two Commissioners and one Elected Official. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

3:35 PM Brenda left the meeting.

Container Site Hours- Due to a request to keep the Container Site open additional hours during the summer months, Commissioner Ranum asked Tom to propose the possibility of changing the hours at the Container Site. He suggested the new hours be Tuesday, Thursday and Sunday. Tom has spoken with his employees and they are on board with those days as well. The Commission discussed whether or not adding an additional day would be necessary and if the containers would be used to full capacity. The Commission would like to leave the Container Site hours and days open as they currently are.

3:57 PM Margie Losing, Debbie Wyrick, Health Insurance Committee; Brenda Wood, Clerk and Recorder joined the meeting.

3:58 PM Tom left the meeting.

Premium Renewal- The Commission met with Brendan Hanley, EBMS, last week regarding the premium renewals for insurance. Debbie explained that there were two payments skipped this last year because of the trust fund balance. The upcoming changes in the budget this next fiscal year was discussed. Margie and Debbie stated that as a committee, are making a recommendation to keep the premiums where they are currently at, with no increase. The Commission agreed to no increase for the premium renewal.

Commissioner Rost made the motion to have insurance premiums remain the same as last year. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

Selena Nelson has asked to be removed from the Health Insurance Committee. The Commission would like to get something in writing before officially removing her.

4:15 PM Margie, Debbie and Brenda left the meeting.

The Commission reviewed and approved the mid-month May 2019 claims in the amount of \$300,864.16. They are filed in the Clerk and Recorder's Office.

4:45 PM Commissioner Rost made the motion to adjourn the meeting. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any further discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

MEETING ADJOURNED

s/Deb Ranum, Chairman

Minutes:

s/Kelsey DuCharme, Recording Clerk

Attest:

s/Brenda Wood, Clerk and Recorder