

MONDAY, MAY 27, 2019

All County Offices Closed in Honor of Memorial Day

TUESDAY, MAY 28, 2019

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 Julie Straub, HRM joined the meeting.

Certificate of Service- Julie would like to ask the Commission to re-issue a Certificate of Service for an employee who has displaced theirs. The Commission signed the certificate.

9:15 AM Julie left the meeting.

9:22 AM Mary Grube, Assistant Administrative Planner joined the meeting.

Department Trainings- Mary explained that the County will be splitting the cost for Forrest Sanderson, Contract Planner, to attend a water rights training. Commissioner Ranum and Commissioner Baldwin agreed.

9:23 AM Mary left the meeting.

9:29 AM Melissa Rost, Museum Curator joined the meeting.

Museum Updates- There has been 173 visitors at the Museum as of today for the month of May. Melissa stated that they are starting to see more walk-in traffic as the weather improves. The Bucking Horse exhibit will be installed today and will be up in June. An oil exhibit has also been set up, as a working model of a drilling rig was found in storage. The new Museum website is live as of today.

9:44 AM Robbie Christiaens, Parks Supervisor joined the meeting,

9:52 AM Melissa left the meeting.

Parks Updates- Robbie and the Parks Crew are busy mowing and weed eating in areas where it isn't too wet. He is hoping to get the Splash Park going in the next week or so. The floating docks should also be here in the next few weeks. Robbie asked questions on how to prepare for his upcoming budget.

10:07 AM Robbie left the meeting.

10:07 AM Bobby Wiedmer, Road Supervisor; Alba Higgins, Shop Foreman joined the meeting.

Road Department Updates- The Landfill Loader will be here tomorrow. The Road Crew is working on packers and other equipment. The new mowing tractor has also been delivered. They have painted and updated the bathrooms in the shop. They have received a quote for vinyl flooring in the breakroom in both offices, which amounted to \$4,500.00. It is in the budget.

Easements- Darcy Wassmann, County Attorney, stated to Bobby that she will not be writing up the easements that the County needs. The Commission will discuss further with Darcy for advice on how to move forward.

10:16 AM Shannon Hewson, Brosz Engineering joined the meeting.

10:19 AM Rich Menger, Sanitarian joined the meeting.

10:20 AM Alba left the meeting.

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

Plevna North Structure Bridge- The Historical Cultural Report has been delivered to the CORPS. The permit has not yet been approved. Shannon is assuming that some type of mitigation will be needed before the project can take place.

10:30 AM Tom Sparks, Member of the Public joined the meeting via phone call.

Weed Spraying- Tom stated that he does not want the County Road that goes through his property sprayed for weeds anymore. He will take care of the weeds himself. Bobby would prefer the roads to be

sprayed because it makes them easier to maintain. Tom will speak with Dale Butori, Weed Supervisor, to fill out a no-spray zone authorization form.

10:34 AM Tom hung up the phone, therefore leaving the meeting.

10:35 AM Bobby left the meeting.

Iron Horse Park Sidewalk Project Agreement- The Commission reviewed the agreement with Gamut Construction for the Iron Horse Park Sidewalk Project. No other quotes were received for the project. The pad for the bench, the temporary boat and fishing dock pads will be poured by the end of next week. The remaining work will be started in August, with a completion date of September 30th. The Commission approved of the agreement, which will be sent out for signatures.

Rock Checks for the Wetlands- Shannon explained how rock checks would help with the wetlands and that they would be placed in the main channel coming into the wetlands. The Commission would like to wait to approve the quote until the ground dries up some.

Commissioner Rost made the motion to accept the quote from Gamut Construction for the Sidewalk Project at Iron Horse Park. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

10:58 AM Julie Straub, HRM joined the meeting.

10:59 AM Shannon, Mary and Rich left the meeting.

11:00 AM Shyla Hadley, Fairgrounds Manager joined the meeting.

Hire Approval- Julie and Shyla would like to ask permission to hire Riley Schultz and Sophia Dulin for the Fairgrounds Seasonal Grounds Crew. Another interview will be held tomorrow night for the open position.

Commissioner Rost made the motion to hire Riley Schultz and Sophia Dulin for the Fairgrounds Seasonal Grounds Crew Hand Positions. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

11:05 AM Julie left the meeting.

Fair Updates- Shyla stated that they are starting to work on outdoor projects when it isn't raining. The pens are all set up for the Montana High School Finals Rodeo, which will be next week. The Commission reviewed an invoice from Nirvana Equine in Wyoming for the arena tool for the Fairgrounds.

Commissioner Rost made the motion to accept the quote from Nirvana Equine, LLC of \$7,700.00 for the arena tool for the Fairgrounds. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

11:10 AM Julie Straub, HRM joined the meeting.

Hire Approval- Julie and Dale Butori, Weed Supervisor, would like to hire Bradley Kallevig and Donald Brown for the Seasonal Weed Crew Hand Positions. The Commission agreed. The Weed Department is now full and will not be needing to hire any other individuals.

Commissioner Baldwin made the motion to hire Bradley Kallevig and Donald Brown for the Seasonal Weed Crew Hand Position. Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

11:13 AM Julie left the meeting.

Trolley Cart- A trolley cart has been budgeted for purchase by the Fair Board. Shyla researched how other counties use them, as well as liability. It would be mainly used to haul people from the parking areas to the barns and other fair-related activities. It would go under the County's insurance policy and the driver would need a valid driver's license. Shyla listed a few volunteers that may be interested in driving the cart.

11:20 AM Debbie Wyrick, Deputy Clerk and Recorder joined the meeting.

Commissioner Rost would like to know the schedule of when it will be running and to make sure there are drivers available for it before purchasing. Shyla would want it to start running at noon each day of the Fair. Debbie stated that she can check with the insurance company to see if it can be covered. If it is insured as a vehicle, the drivers have to be a County employee.

11:25 AM Julie Straub, HRM joined the meeting.

Debbie will also check into whether or not seat belts are required. The times and the routes will need to be figured as well.

11:32 AM Debbie and Julie left the meeting.

Shyla explained the potential route for the trolley. She will also talk further with the Fair Board.

11:48 AM Shyla left the meeting.

Commissioner Baldwin made the motion to approve the minutes from the week of May 20-24, with corrections. Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

12:00 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

No one appeared for public comment.

1:26 PM Shane Bettenhausen, Shooting Range Attendant joined the meeting.

1:27 PM Julie Straub, HRM joined the meeting.

Management of Shooting Range- Shane has indicated that he is ready to move on from the manager position at the Shooting Range. He would potentially be interested in working Wednesday and Thursday nights if needed. The Commission discussed the possibilities of keeping the Gun Range closed on the weekends. Shane would be willing to help train a new employee. It is unknown if the job description will be updated to include keeping the grounds maintained. The Commission would like to hire an individual that will promote the facility, much like Shane has done the last few years. No decisions have been made this far as to what the hours of operation will be. Possible hours and days were discussed. Commissioner Rost would like to see the hours be raised to at least 30 hours a week for the employee to be eligible for benefits and make this a position that is desirable for multiple applicants. The Commission would like to consider further before making a decision.

1:58 PM Debbie Wyrick, Deputy Clerk and Recorder joined the meeting.

The Gun Range will be closed during the weekends from now until a new schedule can be configured.

2:00 PM Shane and Julie left the meeting.

Liability Insurance for Grand Opening- Liability insurance will be needed for anyone that is using County owned property for an event, specifically the Grand Opening. Old Skool Brewery will be hosting a Brew Fest after the Grand Opening takes place. The County will need liability insurance for both functions.

2:14 PM Dustan Davis, IT TECH joined the meeting.

2:19 PM Debbie left the meeting.

Office 365- Dustan has previously explained to the Commission that he would like to budget in the next fiscal year for Office 365. He explained that now, however, new machines are needing to be ordered and he would like to purchase the software before the end of the fiscal year. He stated that there is

money in the budget for this expense to be covered. It is a subscription payment; it is not a license. It will cost about the same as the licenses did in the past.

2:27 PM Commissioner Ranum left the meeting.

Dustan would also like to discontinue warranties on computers because he does not use them. He stated that it would save the County money.

2:37 PM Commissioner Ranum re-joined the meeting.

The Commission would like more information on what the warranty covers rather than getting rid of it right now. They will discuss further at a later date.

2:42 PM Julie Straub, HRM joined the meeting.

The Commission agreed with the purchase of Office 365 before the end of the fiscal year.

2:48 PM Dustan left the meeting.

Splash Park Coverage- Robbie Christiaens, Parks Supervisor, is required to be in town every weekend that the Splash Park is in operation. If Robbie is ever out of town or unable to work, the Splash Park would not be able to be open unless there was another licensed individual willing to check in on the functions. There are only three people in town that hold the mandatory certified pool operator certification from the National Swimming Pool Foundation. The water has to be tested three times a day. Robbie is comfortable having one of his seasonal crew hands doing the testing if he is gone, however that does not cover a licensed individual being around in case needed. Julie will speak with the other certificate holders that live in the area and see if they may be interested in volunteering when needed.

2:58 PM Kim Cuppy, Director of Public Health joined the meeting.

Change of Supervisor- The supervisor for the Sanitarian will no longer be the Public Health Department and will be the Commission. His position doesn't fit well within the Health Departments duties and it is hard for her to be aware of his activities. The departments will still work together when needed. The Commission will be Rich's supervisor.

3:10 PM Rich Menger, Sanitarian joined the meeting.

Commissioner Baldwin made the motion to change the Sanitarian supervisor to the Commission and no longer the Director of Public Health, effective immediately. Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

3:13 PM Kim left the meeting.

Defining Job Duties- The Commission, Julie and Rich would like to look at the scope of work for the Sanitarian and how the Lake activities fall within that title. Julie reviewed the Sanitarian job description. Commissioner Baldwin asked Rich what lake observation entails, which is described on his timesheet. Rich explained that he keeps track of sediment, water flows and erosion. He stated that he completes his duties thoroughly to make sure the project is getting done correctly. Rich does not currently hold the certification needed for the Splash Park. He would be willing to take the courses if the Commission asked him to do so, although he would prefer them to find someone already certified. Rich explained his job duties further.

Changing Offices- Rich has requested to move his office to the open office that is across from the Commissioner's room. The Commission agreed.

3:44 PM Rich and Julie left the meeting.

Commission Work Session

Commission reviewed various e-mails, correspondence, revenues, reports, board minutes and agendas. They also approved of the resignation of Selena Nelson from the Health Insurance Committee.

Commissioner Rost made the motion to approve of the resignation of Selena Nelson from the Health Insurance Committee. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

4:00 PM Julie Straub, HRM joined the meeting.

4:05 PM Trent Harbaugh, Sheriff joined the meeting.

Continuation of Succession Planning- A couple of weeks ago, Dale Butori, Weed Supervisor, Chuck Lee, DES-911 Coordinator, and Julie had a meeting with the Commission to discuss succession planning for the DES position. Chuck is planning to retire next year. Dale is currently the deputy for this position. The Commission can promote Dale to take over, if he is interested, or they can recruit. It would be a cut in pay for Dale and he would lose the amount of overtime he currently receives. Discussion followed on potential wages. Julie would like to see increased communication with all the counties that are served and potentially adding in another 911 Board. The current job description was explained, as well as the expectations of the job. Discussion on the differences between DES and 911. 911 may be better off to be involved closely with Dispatch.

4:37 PM Brenda Hoeger, Dispatch Supervisor joined the meeting.

Brenda also feels that 911 should be in the Dispatch area. It may be possible to split up the 911 and DES. This position currently writes grants for both 911 and DES. Another meeting will be scheduled to discuss further.

4:47 PM Julie, Trent and Brenda left the meeting.

5:00 PM Commissioner Baldwin made the motion to recess for the evening. Commissioner Rost seconded the motion. Commissioner Ranum asked for any further discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

EVENING RECESS

THURSDAY, MAY 30, 2019

1:15 PM CONVENE

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

FALLON COUNTY COURTHOUSE

1:15 PM Roger Meggers, Airport Manager; Craig Canfield, KLJ; Curt Bass, Century Companies, INC joined the meeting.

Airport Updates- There have been no repairs made to the fences at the Airport yet. Roger reported that they will wait until the ground dries up a bit more before moving forward. He would like to get the electric portion of the gate working again when the repairs are made.

1:23 PM John Pela, Diamond J Construction joined the meeting.

1:29 PM Dale Hinton, Airport Board Member joined the meeting.

Construction of Airport Improvements for Baker Municipal Airport Bid Opening- Two bids were received for the Apron Expansion and Miscellaneous Improvements project for the Airport. Bids were received from Century Companies for \$3,088,658.50 and Diamond J Construction for \$2,276,572.05. The engineers estimate was \$2,293,744.00. KLJ will make an award recommendation upon completing the review of the bids. The project is dependent on receiving the FAA grant.

2:00 PM Roger, Curt, Dale, John and Craig left the meeting.

2:00 PM Debbie Wyrick, Deputy Clerk and Recorder joined the meeting.

Workman's Compensation- The policy renewal from Victory Insurance has been received. The premiums are very comparable with both Traveler's and Victory Insurance. The loss ratios have come down in the last couple of years. Debbie would prefer to stay with Victory Insurance because they have always done a good job for the County and they are easy to work with. Positives and negatives of the State Fund, Traveler's and Victory Insurance were compared.

Commissioner Baldwin made the motion to stay with Victory Insurance for Workman's Compensation. Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

2:15 PM Debbie left the meeting.

2:15 PM Commissioner Baldwin made the motion to adjourn the meeting. Commissioner Rost 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