

MONDAY, FEBRUARY 18, 2019

The Courthouse Closed for President's Day – Will Resume Regular Business Hours on Tuesday,  
February 19, 2019.

TUESDAY, FEBRUARY 19, 2019

**9:30 AM CONVENE**

**PRESENT: Deb Ranum, Chairman; Roy Rost, Steve Baldwin, Members; Brenda Wood, Clerk & Recorder  
FALLON COUNTY COURTHOUSE**

**PUBLIC COMMENT –AGENDA/NON-AGENDA ITEMS**

No one appeared for public comment.

**Commissioner Baldwin made the motion to accept the minutes from February 4-8, 2019 as presented. 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 accept the closed minutes from February 4<sup>th</sup> and 7<sup>th</sup>, 2019 as presented. Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

**9:55 AM Road Department/Bobby Wiedmer, Road Supervisor and Alba Higgins, Shop Foreman were unable to attend their scheduled meeting due to Road and Equipment Maintenance.**

**9:58 AM Project Updates/Shannon Hewson, Brosz Engineering joined the meeting.**

**Plevna North Bridge-**We do not have the permit from the Army Corp of Engineers yet. Shannon recommends the Commission advertise this project starting this week and advertise for 3 weeks which will give contractors time to get bid information together. The Commission agreed to start advertising this week.

**Airport Affected Area-**Shannon discussed the meeting he and Commissioner Ranum attended regarding the Wetlands in the Airport Affected Area. The Airport Board stated they will issue the permits; however, they want to have a baseline wildlife hazard study completed. They will base their decision after that is complete. Shannon stated the Airport Board explained this will be a one-year study to watch and study migratory birds. The Airport Board is in hopes they can get a 90% grant from the FAA for this study; the other 10% would come from the County. Commission feel most likely the Airport Budget. Upon completion of the study the Airport Board will make their recommendations.

The group discussed this is NOT an FAA requirement but is an Airport Board requirement due to their Airport Affected Area Regulations. Commissioner Ranum and Shannon stated the Airport Board is concerned the wetlands and migratory birds could affect future Airport grants.

**North Baker Drainage Project-**Shannon and Commissioner Ranum visited with various landowners located near the proposed new drainage area and the paperwork that will need to be completed prior to the project start-up. The group discussed various landowners are currently using the plotted streets in that area. Shannon stated there is an existing gas main that may have to be dealt with depending on which route the Commission decides to take.

**10:21 Mary Grube, Planner Administrative Assistant joined.**

Shannon stated some research will need to be completed first before the Commission would make a decision to move the gas line or move the drainage ditch. The Commission will also need to decide if they plan to take the drainage all the way to Shell Oil Road. Forrest Sanderson, Planner also told Shannon that there are Flood Plain issues in that area as well. Mary stated Forrest is currently working on that report.

**10:23 AM Baker Lake Board Meeting-Boat and Fishing Docks and Buoys Discussion/ Jerad Singer, Guy Varner; Lake Board Members; joined the meeting.**

**10:27 AM Wayne Sander joined; Jake Wagner Lake Board Members and Rich Menger, Sanitarian joined.**

Shannon started by stating the reason the group was there was to discuss boat and fishing docks; Buoy Discussion; marking rip/rap and rock piles for the Baker Lake.

**Boat docks-**The group will need to make the decision if they plan to place rolling or floating docks as they must be removable. There was much discussion on which type of dock best suits the needs for each area. Shannon stated they need to complete the research so they can be ordered and here before

needed. Pilings and piers would have to be used no matter what type of dock is used. The consensus from the group is to use floating docks for the boat docks. The group will get quotes to review.

**North Fishing Dock**-Decision was to move it further around the corner and check into the cost to make it a handicapped/permanent structure such as the Fishing Dock at South Sandstone. The decision was for this to be a floating dock. The group will research costs and report back.

**No Wake Zones**-Discussed effects and signage for no wake zones in the north and south bays.

**Public Notice**-Rich, in collaboration with the Commission and the Lake Board will gather the necessary information to place a Public Notice in the paper to inform the public of the reasons there has to be NO WAKE ZONES, (due to the wetlands). This will also include information regarding the rock piles the public can see now, however, will not be an issue when the lake is full.

**Buoys**-New beach and existing beach will need to have buoys placed.

**Lake Enforcement and Signage**-The group discussed signage for rules and who will enforce the rules.

**Iron Horse Traffic**-Wayne discussed Iron Horse parking areas and flow of traffic. The Commission explained they have planned for a new parking area and the flow of traffic was explained as well. Also discussed much of the issues that arise will have to be dealt with as they come up.

Quotes will be gathered and the Public Notice will be written. Mary asked that Forrest be included on the emails.

**11:29 AM Jerad, Jake, Wayne, Guy, Mary and Rich left the meeting.**

**11:29 AM** Shannon presented the Pay Application and Change Order for the Watershed Restoration Group

**11:30 AM Shannon left the meeting.**

**11:30 AM Julie Straub, HRM; Trent Harbaugh, Sheriff joined the meeting.**

**Request to Recruit/Detention officer**-Trent would like permission to recruit for a Detention Officer as Jacob LaCroix put in his 2 weeks' notice. Permission granted by the Commission to Recruit.

**11:31 AM Trent left the meeting.**

**Request Employee Breakroom**-Julie stated she would like to request an area in the building for employees to be able to take a break. Studies state it improves the work place and increases productivity. Julie explained there are also employees that do not get to go home for lunch. This would allow that area to be used for that purpose also. Julie has looked at various areas that would be large enough to accommodate a break room. Currently is looking at an area between the Library and the Courthouse. Those that are currently using that area could possibly be moved to another location.

The Commission asked what Julie felt she might need in the break room. Julie felt a small table, chairs, a few recliners and down the road, possibly a treadmill. Julie wanted to ask before it was time to prepare budgets. Julie and the Commission will gather further data; speak to the current user of this area; get some quotes and schedule it on the agenda in a few weeks.

**Permission to share County employee manual with other Counties**-Permission granted.

**11:35 AM Julie left the meeting.**

**11:45 AM MUSEUM UPDATES**-Melissa Rost, Curator; Julie Straub, HRM

**Temporary Help**-Melissa explained she had a list for the Temporary Helper to work on while she was out of town. Melissa was very pleased with what was completed. She and Melissa plan to review and discuss her accomplishments this afternoon.

**Visitors**-Melissa stated they had 9 visitors in February so far.

**Groups Scheduled**-Melissa has School and Boy Scout groups scheduled to come to tour and Fun Friday is scheduled as well.

**Facebook**-Melissa had various Facebook posts scheduled while she was gone. Everyone was very pleased with how good the numbers were from that.

**Cataloging software**-Melissa has made progress learning the Museum cataloging software.

**Contacts**-Melissa also got in touch with someone that had written the Museum last May. The family would like to submit a proposal to be displayed at the Museum; their family was very active in the oil and gas industry.

**Other upcoming items**-Mike Madler is working on a video of ghost towns in Montana that he would like to present to be displayed at the Museum. Also wants to do an exhibit of Country Schools, which Melissa is in hopes is completed first.

**Extra Work Hours**-Melissa would like permission to have extra hours due to scheduled events after hours. Would like permission to attend the safety meeting before work hours begin so as not to interfere with the Museum schedule. Permission granted for both requests.

**Request Hours Increase**-Julie would like the Commission to consider Melissa's hours to increase from 30 to 40 due to all the work completed and ongoing work necessary. The Commission discussed that either Melissa work those hours or have someone help her 10 hours per week. Changing hours was also discussed. Melissa will think about that and will return with her thoughts.

**12:00 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**

**1:15 PM Roy Benton, Tractor and Equipment Co. joined the meeting.**

**Equipment-** Roy and the Commission discussed different types of equipment that is available from Tractor and Equipment Co., as well as if there is anything that the Commission may need for the County. The Commission invited Roy to stop into their meetings whenever he is in town.

**1:25 PM Roy left the meeting.**

**1:27 PM Rich Menger, Sanitarian joined the meeting.**

#### **PUBLIC HEARING – ESTABLISHING FEES FOR SANITATION SERVICES**

No members of the public attended the public hearing, other than Rich Menger, Fallon County Sanitarian.

**Commissioner Rost made the motion to set the Fees for Sanitation Services, as per Resolution #2019-1012. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

**1:41 PM Julie Straub, HRM joined the meeting.**

**1:44 PM Rich left the meeting.**

**1:46 PM Melissa Rost, Museum Curator joined the meeting.**

**Request to Start Seasonal Recruitment-** Julie explained that she would like to start the recruitment process early for the Museum Seasonal Aide. Both her and Melissa would like to start advertising now if the Commission would agree. The position would be 24 hours a week for the whole summer season. Typically, the position begins the first of May, however there is a higher need for the position to start earlier. There is a large amount of cleaning and organizing that needs to be done before the summer season hits. Melissa would like the extra help to finish these tasks. This seasonal position would start at \$10.50, which is equivalent to the other seasonal positions in other departments. The Commission agreed.

**Commissioner Baldwin made the motion to start the Seasonal Recruitment for the Museum Aide for the Museum. Commissioner Ranum asked for any other discussion; being none. 2 Ayes. 0 Nays. 1 Abstain (Commissioner Rost). The motion carried.**

**1:57 PM Julie and Melissa left the meeting.**

**2:00 PM The meeting regarding the Town of Plevna Funds and Project was cancelled. The Commission completed their work Session.**

Commission reviewed various e-mails, correspondence, revenues, reports, board minutes and agendas. They also reviewed and approved Fair Contracts. The Commission reviewed and approved the heater quote for the Landfill Storage Area.

**2:18 PM Tom Owens, Member of the Public; Allen Brown, Dalin Tidwell, Wildlife Services joined the meeting.**

**Predator Control-** Wildlife Services provided different figures for the previous years in regards to predator control, as they maintain a database for all activity in Fallon County. The goal of this meeting is to visit about the program and what it entails. This is a fairly new program that started just within the last couple of years. Their main goal is to protect agriculture. Dalin explained how the process works and how the money is distributed and contracted out for landowners. When the money runs out, there is no more flying for the predator control. Commissioner Rost asked if it is a first come first serve basis, or what happens if the County money runs out before it can be a service to everyone in need. The program from Wildlife Services has specialists to distribute the funds out by helping the areas that are in the most need. Dalin explained the ultimate purpose is to help the County. Discussion followed on the program. The program is very effective and the report shows the great impact it has. Wildlife Services would like to move forward with Fallon County. The Commission would like this available resource to be advertised to the public, as people may not be aware of it. The money that is put in from the County is only used for Fallon County, not any of the surrounding areas. The Commission thanked them for coming in as they learned more about the program. No decision was made if the County will be in support of this or not.

**3:07 PM Tom, Allen and Dalin left the meeting.**

**3:08 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.**

**3:12 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.**

**3:37 PM Carla Brown, Council on Aging Coordinator joined the meeting.**

**Setting up a Facebook Page-** Carla would like to ask the Commission to set up a Facebook page for the Senior Center and Council on Aging. It would be a good way for communication and to send out updates of what is going on with the different programs. It could help make use of the transportation programs as well. Angel Wywras would be in charge of the page. The Commission agreed.

**3:40 PM Carla left the meeting.**

**3:42 PM Julie Straub, HRM; Stacey Moore, Director of Library Services joined the meeting.**

**Permission to Recruit Seasonal Employee-** Julie and Stacey would like permission from the Commission to hire a seasonal employee for the Library instead of an intermittent employee. There has been no luck with people applying for the intermittent positions. The summertime is the busy season for the Library with the summer reading program and vacations. Stacey feels they may have better interest with a seasonal employee for the summer months. The wage would be on the same seasonal scale as other departments. Discussion on different options for the position. The position would be 35 hours a week. The advertisement of the position would not start running until sometime in April. The Commission agreed to change this position to a seasonal employee and no longer an intermittent employee position.

**Commissioner Rost made the motion to Recruit a Seasonal Employee for the Library and no longer an Intermittent Employee. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

**3:54 PM Julie left the meeting.**

**Library Updates-** Stacey explained that her department has been busy working on the Accelerated Reading Program and is looking for people that are interested in coming in and doing seminars for the children.

**4:00 PM Darcy Wassmann, County Attorney joined the meeting.**

National Libraries Week will be April 7-13<sup>th</sup>, with the slogan of "Libraries Equals Strong Communities." People have been coming in to do different job applications and are using the computers that are provided. Stacey will be attending different meetings in both Helena and Miles City in the next few months. They have received permission last week from County Media to finish uploading the newspapers up until 2017, which will help with genealogy. The new genealogy program has been working great and seems to be going much faster than before. The number of patrons is higher than the previous year, as

well as the number of book checkouts. Reservations for the basement conference room are also much higher.

**4:01 PM Stacey left the meeting.**

**4:03 PM Rich Batterman, City Attorney; JoDee Pratt, City Mayor joined the meeting.**

**Interlocal Agreement with the City for Maintenance-** Both parties have seen and worked on the interlocal agreement with the City of Baker and Fallon County for maintenance. Both Rich and Darcy are still working on coming to an agreement before the document will be signed. Both parties would like to update the old agreement to include the new cost, as well as when it will be paid, which would be the start of the fiscal year. The City would like the agreement to state that they own 10% equity in the building, however Darcy would not like to address that in this document because it has no relevance to this agreement. This would be the third agreement for the management. Rich explained that he was trying to put all of the details into this agreement that were in the old agreement, which included the 10% equity. The City may not still own 10% equity in the building because of the additions; however, that is unknown. This agreement was first made and signed in 1974, prior to the additions to the Court House. Both parties would like to be able to come to an agreement. The City would like the agreement to stay the same, with only changes to the maintenance portion being paid at the start of the fiscal year and with the updated maintenance costs. Both of these details are agreed upon by both parties, however, the County wants to take out the portion that states the 10% equity, while the City would like to keep it in. An addendum would adjust the rate and the time of payment and would still imply the 10% of the building, which Darcy does not want to do for the County sake. Darcy would be fine with wording it stating that in 1974 there was a 10% equity in the building. JoDee explained why she thinks that this agreement should also state what the original agreement stated. The cost of the maintenance is agreed upon. Rich stated that from here they could not sign the agreement and just verbally agree upon the cost. It is all tax-payers money, regardless. A document will not be able to be signed, as this is not in agreeance. Both attorneys are looking out for their entity. The City verbally agreed to pay \$1,595 monthly for the maintenance costs to the County, or \$19,140 a year. This will start on July 1, 2019 and will be reviewed every year between February and March.

**Parks Department-** Rich had previously proposed an interlocal agreement between the City and the County for the Parks Department. The County will be taking over the maintenance of the City Park and the City will still be the owner. Darcy thought this would be a lease for the maintenance of the Parks instead of an interlocal agreement. It will stay the City Park and the City will assume all liability. The County will just be maintaining the parks and any improvements to the City Park will be paid for by the City. Discussion on which entity will pay for repairs to the City Park. The City will need to keep all of their improvements insured through their own insurance. It may be a struggle for the County employee to take care of all of the Parks as well as be able to do the City improvements that they are asking. Rich will revise the agreement before it will be signed.

**5:03 PM Darcy, JoDee and Rich left the meeting.**

**5:15 PM Commissioner Rost made the motion to recess for the evening. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any further discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

## **EVENING RECESS**

**WEDNESDAY, FEBRUARY 20, 2019**

**9:30 AM CONVENE**

**PRESENT: Deb Ranum, Chairman; Steve Baldwin, Member; Kelsey DuCharme, Recording Clerk/Secretary**

**ABSENT: Roy Rost, Member – Meeting in Hardin, MT – Montana Office of Tourism and Business Development to Support a Growing and Diverse Economy for All Areas of Montana**

**FALLON COUNTY COURTHOUSE**

**The Commission reviewed and approved the Mid-Month Claims for February 2018 in the amount of \$646,113.17. They are filed in the Clerk and Recorder's Office.**

**PUBLIC COMMENT –AGENDA/NON-AGENDA ITEMS**

No one appeared for public comment.

**9:42 AM Shanny Spang-Gion, SMART Director; Carson Beach, Carol Zachmann, Steve Zachmann, Port-Authority Members joined the meeting.**

**Child-Care Discussion/Work Session-** The Port-Authority wanted to meet today to continue conversations around the need for childcare in the County.

**9:46 AM Mary Grube, Administrative Planning Assistant joined the meeting.**

They have started the process of reaching out to the stakeholders, as well as the school district and private sector groups. During these meetings they plan to deploy their survey and educate about their process of developing a childcare facility and receive input. The Board has reviewed many different properties for potential daycare centers and have narrowed it down based on size and other accounts. Discussion on the properties that may be available. The need for childcare is a huge problem in this County; therefore, the center would need to be big enough to hold a large capacity of children. Shanny explained that during their meetings they have developed a working group to talk through different issues, including the timeline and the infrastructure side of the business. Regulations of a day care are a huge part of the discussion at these meetings, as well as the general needs of the County. No final decisions have been made for the ownership after it is built, different considerations have been discussed but it is still a work in progress. If the Port-Authority were to keep ownership, it would allow for more public use, such as conference rooms or office spaces. The next step may be hiring an architect to do the plans before applying for any grants. Discussion on the need for pre-school as well. The members have been looking at how other counties have developed a childcare center for more input. Shanny is hopeful that this will work out well in this community also. Different grant sources may be available, as well as potential funding from surrounding businesses. They feel that this is enough of an urgency to not wait for grants to get the process started. The Commission would like to attend future meetings for input on the childcare. Shanny stated that they have also been talking with the childcare providers in town as well.

**10:26 AM Shanny, Carson, Carol, Mary and Steve left the meeting.**

**10:43 AM Mary Grube, Administrative Planning Assistant joined the meeting.**

**10:47 PM Forrest Sanderson, Contract Planner joined the meeting via conference call.**

**AAA Zoning Update-** The County received the conditional use permit for the Airport Affected Area from Forrest. It started as part of the compliance with the EPA order in regards to Baker Lake. Forrest explained why the permit was needed to be applied for by the County for the FAA. This should help protect the grant funding that is available for the Airport. This study will include a baseline of the wildlife in the area as well. The Airport Board will need to make this study happen within the two-year window. The permit is valid for one-year, with possible extensions.

**11:08 AM Forrest hung up the phone, therefore leaving the meeting.**

**11:10 AM Mary left the meeting.**

**11:15 AM Commissioner Baldwin made the motion to adjourn the meeting. 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.**

**The Glendive District Annual TCP Meeting was held at the Miles City Community College from 1-4 PM.**

**The City Council meeting was held at the Fallon County Courthouse Court Room at 7:00 PM.**

**On Thursday, February 21<sup>st</sup>, the Fallon County Employee Safety Meetings were held in the Library Basement.**

s/Deb Ranum, Chairman

Minutes:

s/Kelsey DuCharme, Recording Clerk

Attest:

s/Brenda Wood, Clerk and Recorder