

MONDAY, JANUARY 21, 2019

The Courthouse Closed for Martin Luther King Jr. Day – Will Resume Regular Business Hours on Tuesday, January 22nd.

The Fair Board Meeting was held at the Fallon County Fairgrounds at 6:30 PM.

TUESDAY, JANUARY 22, 2019

9:30 AM CONVENE

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

FALLON COUNTY COURTHOUSE

PUBLIC COMMENT –AGENDA/NON-AGENDA ITEMS

9:31 AM Mary Grube, Administrative Assistant Planner joined the meeting.

Incorrect Minutes from January 7, 2019- Mary informed the Commission that the rules on the subdivision policy for the Commission meeting on January 7th, 2019 were not followed correctly. She stated that Shannon Hewson, Brosz Engineering, discussed the proposed Huft Subdivision with the Commission. This would be considered “ex parte communication” and not County business. Mary stated that while the Commission are the final decision on subdivisions, there is not supposed to be communication regarding the subdivision with the sub-divider, which would be Shannon in this case. All information on subdivisions is to come to the Planning Department first and a public notice needs to be placed in the Fallon County Times, prior to coming to the Commission. The Planning staff has not yet received the application for the Huft Subdivision. Mary requests that the Commission does not discuss this subdivision with Shannon during a meeting.

9:37 AM Mary left the meeting.

Notice of Intent to Establish Fees for Sanitation Services-

Darcy provided the Commission with the Notice of Intent to Establish Fees for Sanitation Services. The Commission reviewed and approved the notice. It will be posted in the Fallon County Times, as well as the established posting places in the Courthouse.

9:47 AM Tom Kachel, Landfill Manager joined the meeting.

10:02 AM Alba Higgins, Shop Foreman; Bobby Wiedmer, Road Supervisor; Mitch Overn, Mechanic joined the meeting.

Decision on Landfill Loader- Alba explained that he was able to go review the bid specs with Tractor and Equipment, as some items were checked yes that couldn't be provided. Their bid will no longer be viable. Discussion on the two other bids. The repurchase on the bids were reviewed.

10:08 AM JoDee Pratt, City Mayor joined the meeting.

The decision was made to accept the bid from RDO. No re-purchase will take place.

Commissioner Rost made the motion to accept the bid from RDO of \$253,000 with a trade-in of \$90,000 on the 938 K Loader and the \$20,000 trade on the 816B compactor. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

10:23 AM Tom left the meeting.

10:24 AM Alba and Mitch left the meeting.

Road Department Updates-The County Traverses were serviced last week by the Road Department. They have been busy plowing snow and will start hauling gravel once that is finished. The Road crew will continue to remove snow at FMC and the Courthouse. Discussion on different trainings that Robbie Christiaens, Parks Assistant, will need to take for running the equipment around those areas.

Parks Plan- Discussion on proceeding for the upcoming Parks Plan.

10:25 AM Shannon Hewson, Brosz Engineering joined the meeting.

The Commission will be meeting with Julie Straub, HRM, today to finalize the job description and hopefully get closer to the hiring process. Rich Batterman, City Attorney, is working on the lease for the Parks.

10:31 AM Mary Grube, Administrative Assistant Planner joined the meeting.

10:37 AM JoDee left the meeting.

Pennel Bridge- Shannon generated an estimate for the box culverts for the Pennel Bridge. He is hoping to get the cost down by shortening the box and will do two extra alternates, with the cast and the pre-cast in place. He is diligently working on finishing that set of the plans. The Commission will review the layouts and add any additional comments that they find fit. This will include fencing as well. Shannon is still waiting on permits and is ready to bid depending on those permits. Bobby and Shannon are meeting with the landowners next week.

10:42 AM Bobby left the meeting.

FAA Permit- Shannon finished the permit for the FAA. He included the notice of criteria that was filled out previously regarding the notice for construction or alterations. No wetlands were expanded. Mary explained that the permit has to do with structural elevation, it doesn't have to do with the wetlands, however this permit should cover the wetlands permit and work regardless. Mary stated she needed a copy of the plans as well, as she needs to take it to the Airport Board. The Commission signed the permit.

Iron Horse Park- Parking placement on Iron Horse Park was discussed, as Shannon and the Commission are trying to find a place that will be the best fit. They will be adding a small parking area near the Iron Horse Park building.

10:56 AM Dale Butori, Weed Supervisor joined the meeting.

10:58 AM Kimberly Jensen, AP Clerk joined the meeting.

Shannon will finish putting together the plans and bring it back to the Commission for further review.

Subdivision Conversations- Mary explained why Shannon is not supposed to talk about the subdivisions with the Commission, in relevance to avoiding the ex-parte.

11:09 AM Shannon and Mary left the meeting.

Final Verizon Decisions- The cell phones for the County employees have been ordered through Verizon. Kimberly would like to know if the Commission would like to get the accessories from Verizon or through a third party.

11:11 AM Melissa Rost, Museum Curator; Julie Straub, HRM joined the meeting.

Dale is needing a more durable phone for the Weed pickups, complete with a lock box to stay inside of the vehicles. They are more expensive than the other phones that have been ordered, and the extra expense is not in Dale's budget. There are places in his budget that can be moved over to cover the expense. The Commission agrees with the purchase of the phones for the Weed trucks. They also agree with purchasing the accessories from Verizon.

11:19 AM Kimberly and Dale left the meeting.

Commissioner Rost recused himself from the meeting.

Employee Orientation- Melissa has been working for a couple weeks and needs to complete the supervisor portion of the checklist. Commissioner Ranum will be the direct supervisor to Melissa for the first six months of employment probation, followed by Commissioner Baldwin for the next six months. Julie suggested that the Commission meet with Melissa every two weeks for the first few months of employment to allow more communication. The Commission and Melissa agreed.

Museum Hours- Melissa asked the Commission if the hours of the Museum could be simplified for advertising purposes. After discussion, the decision was made that on November 1st – April 30th, the Museum will be open 9 AM-4 PM Monday – Friday. May 1st- May 31st will be 8 AM – 5 PM, Monday through Friday. June 1st – August 30th will be 8 AM to 5 PM, open seven days a week. September and October will be 9 AM to 4 PM, open Monday – Friday, however Melissa will be working 8 AM to 5 PM for cleaning purposes. Lunches will still be 12-1 PM. The Museum Board meeting is scheduled for the 30th of January at 4 PM at the Museum.

11:39 AM Julie and Melissa left the meeting.

Commissioner Rost re-joined the meeting.

11:42 AM Shannon Hewson, Brosz Engineering joined the meeting.

Commissioner Baldwin made the motion to accept the minutes from January 14-18, 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.

Fairgrounds Livestock Scale- Shannon gave the Commission a proposed drawing of the additional barn space at the Fairgrounds for the livestock scale. The doors and the fans would stay in place. The wash bay will need to drain into a tank. Discussion on what the scale will entail.

11:59 AM Shannon left the meeting.

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

No one appeared for public comment.

1:31 PM Mary Grube, Administrative Assistant Planner joined the meeting.

Minor Subdivision Review – Bar SU Angus Ranch – Reservoir Trail Minor Subdivision- Mary handed out the staff report #MNR-18-02 for the Bar SU Angus Ranch – Reservoir Trail Minor Subdivision. It is a proposed-one lot minor subdivision in Fallon County. Only one new lot is being created, which is 20.16 acres and close to Sandstone Reservoir. This is the first minor subdivision in this area. It will not require a formal public hearing and will be expedited review. The application was received on December 27, 2018. Forrest Sanderson, Contract Planner, recommends moving to adopt this staff report, with conditions that Mary read to the Commission. It will be a shared well, which will be included in the plat once it is final.

Commissioner Baldwin moved that the Commission accept the Staff Report #MNR-18-02 for the Bar SU Angus Ranch – Reservoir Trail Minor Subdivision 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 moved to recommend approval of the Bar SU- Reservoir Trail Minor Subdivision, located in the N1/2 NE ¼ Section 32, Township 07 North, Range 58 East, P.M.M., Fallon County, Montana as presented. Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

1:51 PM Mary left the meeting.

1:59 PM Julie Straub, HRM joined the meeting.

Parks Job Description- The Commission and Julie debated whether or not a CDL was needed to be added to the job description for the Parks position. Commissioner Rost asked if the County would be paying for the license if they were to require it. The County has not paid for other departments to have a CDL. The Commission does not believe a CDL will be needed for Parks positions, however it may be needed to help with snow removal during the winter. The decision was made that a CDL will not be required, nor preferred. The employee can still be a part of the non-DOT drug and alcohol testing, which includes pre-employment. This position is non-exempt because of the nature of the work. Discussion on if there will be allotted overtime or not. Julie will do research in regards to on-call time, because the Splash Park requires attention for the entire summer, with extended hours. It may be a smart idea to have a different department certified in the Splash Park as well. It would be ideal if this position could be advertised in the next couple of weeks. Julie will meet with the Commission next week to finalize the plan.

2:46 PM Julie left the meeting.

2:58 PM Julie Straub, HRM; Anna Straub, Justice of the Peace joined the meeting.

2:59 PM JoDee Pratt, City Mayor joined the meeting.

Request Additional Compensation for Elected Officials- Pursuant to Montana Code 7-4-2503, there is an additional compensation of \$2,000 for Elected Officials, if requested. Anna is requesting the additional compensation in the pro-rated amount of \$748.80.

Commissioner Rost made the motion to accept the Additional Compensation for Anna Straub that is available for Elected Officials, which will be pro-rated in the amount of \$748.80. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

3:02 PM Julie and Anna left the meeting.

3:04 PM Glenn Taylor, TransCanada joined the meeting via conference call.

TransCanada Surveys- The Commission answered a question for Glenn regarding the Baker Man Camp site for TransCanada, as there are surveyors that are wanting to tie in elevations and set patrol points.

3:21 PM Glenn hung up the phone, therefore leaving the meeting.

Parks Plan- The Commission updated JoDee on the Parks job description that was discussed with Julie Straub, HRM, earlier today. Commissioner Baldwin asked JoDee about the hours that the City employees were allowed for the Splash Park and if they allowed overtime or not. The City also does not require a CDL for Parks employees.

3:40 PM JoDee left the meeting.

Responsibility of Snow Removal in Front of Courthouse- Joe Janz, Outside Building Maintenance, cancelled his meeting with the Commissioners, as his question was answered at a different time.

Commission Work Session

Commission reviewed various e-mails, correspondence, revenues, reports, board minutes and agendas. They also reviewed and approved four of the Fair contracts, as well as approved and signed the agreement for the siren on the existing tower. Quotes for desks for the Commissioner Office were provided, as the need of a new one has occurred. They reviewed the Airport ToolCat mower quotes. The Commission signed a Certificate of Appreciation for Jeraldine Newell, as she has served for Fallon County for 30 years. Thank you, Jerrie, your hard work and dedication is noticed and appreciated. The Commissioner's signed the Motor Vehicle Division and Counties Interlocal Agreement that was reviewed by both the Commission, Darcy Wassmann, County Attorney and Barb Ketterling, Treasurer. They also reviewed the draft release from EMC regarding the Fallon County insurance policy. Darcy Wassmann provided a letter to the auditor regarding current, previous and potential claims. The Commission also appointed Jennifer Fisher to the Baker T.V. Board.

Commissioner Rost made the motion to appoint Jennifer Fisher to the Baker TV Board. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

The Commission reviewed and approved the Mid-Month Claims for January 2018 in the amount of \$256,167.09. They are filed in the Clerk and Recorder's Office.

4:55 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