

9:00am CONVENE

PRESENT: Steve Baldwin, Chairman, Deb Ranum, Member; Peggy Paylor, Recording Clerk

ABSENT: Roy Rost, Member

FALLON COUNTY COURTHOUSE

PUBLIC COMMENT – AGENDA ITEMS

No one appeared for public comment.

9:12am Dustan Davis, IT/Computer Tech and Don Dilworth joined the meeting.

UPDATES

Dustan made a list of tools needed to perform his job, as per Commissioner Rost, he will make an inventory list.

Exchange Server – No price quote received yet.

Cisco Switch – Need to run conduit for the access points.

9:25am Jason Rittal, County Development Advisor joined the meeting.

City on County Server –If they were to be on the backup server, it would need to be cost shared.

Mid-Rivers was here on Friday and discussion on data plan, will meet next week to review information.

9:32am Don and Dustan left the meeting.

COUNTY DEVELOPMENT UPDATES

The airport hangars received very little damage on the north walls, but since the County will have a new insurance carrier, they need to be fixed.

Courthouse skylights are damaged, will get a quote for repair.

Splash Park, south roof, has damage also, will get a quote for repair.

EMC will pay for JGA for the contract amount.

Road Shop – On the main building, EMC has agreed to do all four sides, as the color could not be matched.

The Museum roof will be white.

Widening the door for fleet vehicles will cost \$6,959.00. Commission approves.

Rain gutters on Courthouse need to be enlarged in size. Discussion followed as to whether they are commercial or residential size.

Decided gutters elsewhere in the county should be white.

Letter to FEMA for the amendment is ready to send. Commission approves.

9:45am Commission and Jason left to walk around the courthouse to view gutters.

10:02am Commission returned to session.

10:08am Shannon Hewson, Brosz Engineering joined the meeting.

Project Updates – Barry Damschen, Consultant for the Landfill, recommended that material be put down to allow excess moisture seep out of the soil from the lake.

Upper Lake – Brosz Engineering received an email from Planning Administrative Assistant saying their office needs to be involved with the draining, per the O&M Manual.

Shannon read Pg. 7 -The gate procedure and is confused as to if procedure has changed.

This Thurs. is the pre-construction meeting with Smith Contracting at 4pm in the Courthouse basement.

Plan on a tentative start of June 26th.

Electrical is installed for the Lake Dewatering Project; will check with MDU for meter.

Road Dept. has received phone calls about the North Baker Drainage Project. The county is still waiting on the state for their permit to put new pipe in.

10:25am Tom Kachel, Landfill Manager joined the meeting.

Barry Damschen, Landfill Consultant and DEQ state there needs to be some way for the soil to drain.

Discussion on what and how to handle the lake soil.

Landfill fees – There will be no fees as it is soil for later self-use of the Landfill.

Discussion on debris to be collected out of the soil.

10:52am JoDee Pratt, City Mayor joined the meeting.

10:56am Shannon and Tom left the meeting.

10:57am Jason Rittal, County Development Advisor joined the meeting.

CITY OF BAKER UPDATES

CIP Request – The City will accept \$750,000.00, in return, the County asks for a list of projects that the money will be spent on.

JoDee stated it would be on the CIPP (Cured In Place Pipe) for the water lines, it's similar to sliplining and is a 50% savings.

JoDee asked if the Commission has spoken to the new Parks Department Assistant. The Commission has not.

Commissioner Ranum made the motion to give the City of Baker \$750,000.00. There being no second, Commissioner Baldwin stepped down from being Chair to second the motion. 2 Ayes. 0 Nays. 1 Absent. The motion carried.

11:15am Jason left the meeting.

City on County Server - Commission advised the City there will be charges to cost share the server.

Mosquito Sprayer Storage – As long as items are insured, Commission is ok with housing the unit.

11:26am Julie Straub, HRM; Lynda Herbst, Inside Maintenance joined the meeting.

11:30am JoDee left the meeting

DOL SAFETY CONSULT REPORT REVIEW

List of Hazards for the Building:

Sheriff Dept. wiring left exposed during renovations, already taken care of.

Faceplates missing on junction boxes, etc., already taken care of.

DOL recommends getting rid of NOT AN EXIT signs and identify them as to what the room really is.

Fire extinguishers need mounted.

11:39am Julie left the meeting.

DEPARTMENT UPDATES

Areas of building need touched up with paint. Lynda asked permission to hire someone to do it. Commission approves, if the inside maintenance staff is unable to do the painting.

Advised the Commission that there is a lot of food in the Domestic Violence room that is attracting mice. Commission advised her to speak with whomever the items belong to or remove the items.

In discussing budgets, it was asked if there could be new tile installed in the men's bathroom.

Advised that they will discuss when Commissioner Rost is available.

Commission approves the purchase of a new vacuum cleaner for Inside Maintenance Dept.

11:50am Lynda left the meeting.

11:55am

NOON RECESS

Commissioner Ranum made the motion to take a noon recess. There being no second, Commissioner Baldwin stepped down from being Chair to second the motion. 2 Ayes. 0 Nays. 1 Absent. The motion carried.

1:15pm RECONVENE

PRESENT: Steve Baldwin, Chairman; Deb Ranum, Member; Peggy Paylor, Recording Clerk

ABSENT: Roy Rost, Member

FALLON COUNTY COURTHOUSE

PUBLIC COMMENT – NON-AGENDA ITEMS

No one appeared for public comment.

1:15pm Scott Rabbit, Parks Dept. joined the meeting via conference call due to Commissioner Ranum calling and inquiring as to why the Splash park isn't open.

Parks Dept. responded that it was working this morning, and advised the Commission they were checking on the pump as they spoke. It will most likely need re-primed.

Commissioner Ranum ended the phone call thereby ending the conference call.

1:20pm Commissioner Ranum called Rich Menger, Sanitarian, but received a voice mail. Wants to know why soil from Farmers's Union is going to the old landfill.

1:24pm Mary Grube, Planner Administrative Assistant joined the meeting to view Commissioner Ranum's phone. Commissioner Ranum asked Mary to print a text message from Scott Rabbitt.

1:26pm Mary left the meeting.

1:27pm Scott Rabbitt, Parks Dept. joined the meeting via conference call and said they re-primed the pump and it's working fine now.

1:30pm COMMISSION WORK SESSION

Commission reviewed E-mails/Letters, Revenues, Reports, Board Minutes/Agendas, Misc. items

1:41pm Kimberly Jensen, Accounts Payable joined the meeting to explain the Mid-Rivers phone billing.

1:42pm Mary Grube, Planner Administrative Assistant joined the meeting, gave Commissioner Ranum paperwork, visited, and left the meeting.

There is a special check run for the Mid-Rivers phone bill as well as the City of Baker claim.

2:00pm Brenda Wood joined to replace Peggy.

Kimberly suggested contacting Staci with Mid-Rivers for an in-depth detailed explanation.

SPECIAL CLAIMS

The Commission reviewed and approved the Special Claims in the amount of \$759,140.19 and filed in the Clerk and Recorder's Office.

2:05pm Shannon Hewson, Brosz Engineering and Jason Rittal, County Development Advisor joined the meeting. Kimberly left the meeting.

PLANNER ADMINISTRATIVE ASSISTANT UPDATES

2:08pm Mary Grube, Planning Administrative Assistant joined the meeting.

In regards to permission to opening the Upper Dam Gate; Mary has not heard anything back from Steve Becker, DNRC. Shannon stated it will need to be logged when it is open. Mary will log it when the City of Baker comes to get permission to open the gate. Shannon would like to open the gate today to drain it; Mary recommends waiting until she hears back from Steve Becker. Mary will contact Kalyn Bohle incase Steve is on vacation and will contact Shannon before he leaves town today, hopefully.

2:10pm Mary left the meeting.

2:12pm Shannon and Jason left the meeting.

2:15pm Brenda Hoeger, Dispatch joined the meeting.

HIRE APPROVAL REQUEST

Interviews on Friday went well. Commissioner Rost assisted with interviews. Selected two people, Scott Kilsdonk and Jessica Fredricks, and would like the Commission's approval.

Commission approves to hire the two selected candidates.

2:18pm Kimberly Jensen, Accounts Payable joined to explain the Cell Phone billing charges to Commissioner Ranum.

2:18pm Commissioner Baldwin left the meeting to view the Courthouse main sewer line.

2:19pm Julie Straub, HRM joined the meeting to present the Dispatch New Hire Approval forms, and apologized as she was unable to attend due to an emergency. Julie left the meeting.

2:21pm Kimberly left the meeting.

2:25pm Lani DeBuhr, Fair Grounds Manager joined the meeting.

2:27pm Commissioner Baldwin returned to the meeting.

2:28pm Julie Straub, HRM joined the meeting.

DOL SAFETY CONSULT REPORT REVIEW

List of Hazards for the Building:

Wheel grinder without tongue guard -Will get one ordered.

Extension Cord -Lani feels cord has been removed.

Label Electrical Panel -Lani will get that completed.

Make the Electrical Panel easily accessible -Lani will get it completed.

Julie would like this completed by June 30, 2017.

2:34pm Lani and Julie left the meeting.

2:45pm Dale Butori, Weed Dept.; Chuck Lee, DES/911; Julie Straub, HRM joined the meeting.

JOB DESCRIPTION

Deputy DES-After the Tornado last year it was discussed there should be a Deputy DES job description.

Discussion followed on job functions and necessity of a Deputy 911 Coordinator.

Training was discussed and advised that Dale has some training. Chuck has been in touch with the State and they were going to get information to him. Chuck will orientate Dale on the books in the DES/911 office, should he be out of town during an emergency regarding the duty officer, etc. Dale feels possibly more training on this ICS and NIMS would be beneficial.

Follow-up-The training for the Information Chuck can provide would be complete by the end of the month. Chuck and Dale will coordinate the other training.

3:00pm APPOINT BOARD MEMBERS TO VARIOUS BOARDS

Airport Board-John Tronstad, Applicant

Baker TV Board- No Applicants

Cemetery Board-No Applicants

Council on Aging-Rose Straub and Nikki Verke

Lake Advisory Board-No Applicants

Library Board-No Applicants

Museum Board-J.C. Standhope, Applicant

Plevna TV-No Applicants

Shooting Range Board-Kirk Lineback, Anthony Hanson and Marty Setinc Appointed and Brad Stanhope also applied

Salary Commission-Peggy Hagadone

Tax Appeal-Kevin Dukart

Weed Board-Richard Malcom and Doug Bruha

Commissioner Ranum made the motion to appoint the above to those boards and to accept the resignation from those others. Commissioner Baldwin stepped down from being Chair to second the motion. 2 Ayes. 0 Nays. 1 Absent. The motion carried.

3:30pm Brenda Wood, Clerk & Recorder

DEPARTMENT UPDATES

Submitted the report.

3:35pm Chuck Lee, DES/911 joined the meeting. He has spent time with Dale on the phone system and some of the other training relating to the meeting at 2:45pm.

3:42pm Jerrid Geving, Fair Board Member joined the meeting. Advised the Commission that Fallon County will be hosting the High School Rodeo for a 3rd year.

3:45pm

DES/911 DEPARTMENT UPDATES

He has submitted 8 grant applications-MLIA Grant, 4 Department of Homeland Security, a Weather Radio Grant, and an Oneok Grant for vests and hard hats.

Chuck would like to put the old Fire Hall siren at the Fairgrounds- as it has been rebuilt.

Attended COG training in Maryland and the NENA training last week in Texas.

Cameras are in place and signs are up and recording is in Dispatch.

HB61 passed which is was a 10 million dollar grant, but had taken 2 million out of this grant. It should not affect future grants as it should be replenished quickly.

Working on other normal daily things.

Has nine weeks of vacation built up to use.

3:55pm Mona Madler, SMART joined the meeting and Chuck left the meeting.

DEPARTMENT UPDATES

Sidewalk project-feels issues were all taken care of.

CTEP project is finished. Mona received the Certificate of Completion and sent that to David Holien and JW Papez.

Gamut Construction sent pictures of the project as the final walk through.

Urban Renewal TIF is complete with the City of Baker. The Consultant and Mona are working on the papers to send into the Department of Revenue, which is due by July 1st. Then the County will get a packet since the County is in the taxing jurisdiction. The School will also receive a copy as a taxing jurisdiction. Mona will print a copy and send via email. Mona will also let the Treasurer's office know about it when Certification is received from the Dept. of Revenue.

Facade Improvement Program- Will incorporate in the TIF District (This will be a grant program) to be used within the TIF District. This is for businesses to use for exterior use only. No time line on this right now as there is certain criteria that will have to be worked out.

Veteran's Memorial- Tiles were discussed and the need for possibly a border to prevent equipment from getting too close to the Monuments.

SEMT Tourism Board- Mona's term has ended. The new Chamber Director will go to the next SEMT Tourism Board Meeting with Mona and perhaps she will become the new board member in her place.

SMART is working with Beautification individuals regarding flowers and watering of the flowers, etc.

Budget- Mona inquired as to if she is able to count on County's support this year. Commission Affirms.

No questions from the Commission.

There is a new kiosk in the Bank of Baker lot for the public postings.

4:20pm Mona left the meeting

4:20pm Kimberly Jensen, Accounts Payable joined the meeting.

REQUEST PERMISSION

Amazon Prime Account

Discussion on who has access to the account, ship to address restrictions and removal of credit card information.

Items would ship in 2 days and would be free.

Commission approves the purchase. Fee will be charged to the Clerk and Recorder's account.

4:35pm Kimberly left the meeting.

4:35pm Debbie Wyrick, Deputy Clerk & Recorder joined the meeting.

SALARY

Human Resource Manager

Discussion on this position being on the low end of the wage scale for State of Montana.

Discussion on job description and responsibilities.

Commissioners would like to wait until Commissioner Rost is back.

5:00pm ADJOURN

Commissioner Ranum made the motion to adjourn. There being no second, Commissioner Baldwin stepped down from the Chair to second the motion. 2 Ayes. 0 Nays. 1 Absent. The motion carried.

ADJOURN

s/Steve Baldwin, Chairman

MINUTE TAKER:

s/Peggy Paylor, Recording Clerk

MINUTE TAKER:

s/Brenda J. Wood, Clerk and Recorder

ATTEST:

s/Brenda J. Wood, Clerk and Recorder