

**9:30 AM CONVENE**

**PRESENT: Deb Ranum, Roy Rost, Members; Kelsey DuCharme, Recording Clerk/Secretary**

**ABSENT: Steve Baldwin, Chairman**

**FALLON COUNTY COURTHOUSE**

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

**9:29 AM Dustan Davis, IT TECH joined the meeting.**

**Update of the Web Hosting Change-** The SSL subscription was included with the purchase of the new web hosting server. However, it was automatically installed, which Dustan was not expecting. He is working on people getting their e-mails and stated that nothing should be lost. The transfer process went smoothly.

**9:30 AM Julie Straub, HRM joined the meeting.**

The Commission asked Julie about overtime hours for Dustan, as he was able to do the transfer of the web hosting at home. It will still be considered working time. He had Commission approval ahead of time for the overtime hours.

**9:31 AM Julie left the meeting.**

**9:45 AM Dustan left the meeting.**

**Commissioner Rost made the motion to accept the minutes from December 24-28, 2018 with corrections. Commissioner Ranum seconded the motion. Commissioner Ranum asked for any other discussion; being none. 2 Ayes. 0 Nays. 1 Absent (Commissioner Baldwin). The motion carried.**

**10:15 AM Robbie Christiaens, Parks Employee joined the meeting.**

**Parks Update-** The TORO snow removal equipment is down; therefore, the snow cannot be removed until the new parts come in. Robbie would like to inform the Commission in case of any complaints that come through from the public. The parts should be here within the next few days. Different piles of dirt and such around the softball parks were discussed, as Robbie is unsure of what to do with them. He will take a closer look and see what may be intertwined and if anything can go to the Landfill. The playground on the other side of the Lake was also discussed, as tiles will need to be put into the ground.

**10:42 AM Robbie left the meeting.**

**Commission Work Session**

Commission reviewed various e-mails, correspondence, revenues, reports, board minutes and agendas.

**11:00 AM Julie Straub, HRM; Jerrie Newell, Clerk of Court joined the meeting.**

**11:04 AM Commissioner Baldwin joined the meeting via phone call.**

**11:04 AM Commissioner Rost recused himself from the meeting, however will be staying in the room.**

**Permission to Hire Museum Curator-** Julie expressed that there were a number of strong candidates for the Museum Curator position. The group discussed different strengths of potential hires before making their decision.

**11:10 AM Rich Batterman, City Attorney; Kevin Dukart, City Clerk joined the meeting.**

**11:10 AM Commissioner Rost left the meeting.**

Jerrie, Julie, Commissioner Ranum and Commissioner Baldwin were all in agreement to hire Melissa Rost as the Museum Curator.

**Commissioner Baldwin made the motion to hire Melissa Rost for the Museum Curator position. 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.**

**11:14 AM Brenda Wood, Clerk and Recorder; Kathy Newell, Clerk; Darcy Wassmann, County Attorney joined the meeting.**

**11:14 AM Julie and Jerrie left the meeting.**

**11:14 AM Commissioner Baldwin hung up the phone; therefore, leaving the meeting.**

**11:15 AM Commissioner Rost re-joined the meeting.**

**City of Baker Maintenance Agreement-** Kathy is responsible to bill out the maintenance cost to the City of the Baker for 10% equity in the building, equaling the 10% maintenance cost. The contract explains that there must be a 90-day notification given to the City before the cost of the contract can be increased. There is an automatic renewal of 10% every three years, if the proper notification is given. The 90-day notification was not given to the City to update them of the cost increase. The increased difference in the overall maintenance would be \$1,470 per year. The contract will need to be updated as it hasn't been since 2006. A notification still will need to be given. The maintenance contract from 2006 states that the renewal automatically kicks in each year. In order to change it, it needs to be done by a mutual agreement. Kevin and Rich are not authorized by the City Council to make that decision. It will have to be decided on at the next City Council meeting, which is Wednesday. Rich would like the contract to be effective the 1<sup>st</sup> of each fiscal year, rather than the calendar year. There are no issues as far as recognizing a 10% increase, however it is not up to them. Kathy would be able to get the notification to them for both the Commission and City Council. Discussion on different possibilities to word the contract.

**11:29 AM Kathy, Rich, Darcy, Brenda and Kevin left the meeting.**

**11:33 AM Commissioner Rost made the motion to take a noon recess. Commissioner Ranum seconded the motion. Commissioner Ranum asked for any other discussion; being none. 2 Ayes. 0 Nays. 1 Absent (Commissioner Baldwin). The motion carried.**

#### **NOON RECESS**

#### **RECONVENE**

**PRESENT: Deb Ranum, Roy Rost, Members; Kelsey DuCharme, Recording Clerk/Secretary**

**ABSENT: Steve Baldwin, Chairman**

**FALLON COUNTY COURTHOUSE**

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

No one appeared for public comment.

**1:32 PM Mary Grube, Administrative Assistant Planner joined the meeting.**

**Planning Department Updates-** Mary gave the Commission a report of the updates within the Planning Department. She will be attending the AMFM conference in Lewistown, MT on March 12-14. The Airport Affected Area Zoning for the Wetland Mitigation was discussed, as Mary explained that it is important to keep up the permitting. She would like to keep in touch with the FAA and would like an application from Shannon, with comment from both the Airport Board and the FAA. She would prefer to have both herself and Forrest Sanderson, Contract Planner, to be involved with the permitting application. Mary stated that she has not yet received an update regarding the floodplain permitting for the wetlands and she needs them for her files.

**1:38 PM Rich Menger, Sanitarian joined the meeting.**

**1:57 PM Julie Straub, HRM joined the meeting.**

**Adoption of Lakeshore Regulations-** The final Lakeshore Regulations are ready to be adopted by the Commission. A resolution will need to be adopted as well. The Planning Board and the Lake Board have recommended the regulations. It is an important part of the government regulations.

**1:58 PM Joe Janz, Outside Building Maintenance joined the meeting.**

**2:09 PM Commissioner Baldwin joined the meeting via phone call.**

**Commissioner Rost made the motion to accept the Lakeshore Regulations Resolution #1009.**

**Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

**2:10 PM Commissioner Baldwin hung up the phone, therefore leaving the meeting.**

**2:12 PM Rich and Mary left the meeting.**

**Parks Job Description-** The Parks job description will now include the maintenance of both County and City parks, not just the County. The County will still be maintaining the athletic fields. Communication

with the Commission is to be expected. The interlocal agreement will no longer be in place for the employees to be shared with the City. Progress reports on different projects will need to be given frequently. It will be expected to maintain an accurate inventory of supplies and materials. The Parks Plan will have different tasks added to it, which includes what will be maintained and how often.

**2:28 PM Commissioner Baldwin joined the meeting.**

Snow removal was discussed. The Commission would like to require at least one year of experience for the position. Previous experience as a supervisor will be preferred. Julie has checked the salary schedule and it remains constant with the median of the State. The Splash Park will require daily attention, detail and care. The number of seasonal employees will need to be discussed and decided upon at a later date. Julie will meet with the Commission in January with the changes that have been added to the Parks job description.

**2:53 PM Julie and Joe left the meeting.**

**3:00 PM Jerrid Geving did not call in for his appointment with the Commission.**

#### **TIME SHEET REVIEW**

Commissioners reviewed and approved November 2018 time sheets, payroll & withholdings in the amount of \$474,495.98 and they are filed in the Clerk and Recorder's Office.

**3:15 PM Commissioner Rost made the motion to adjourn the meeting. Commissioner Ranum seconded the motion. Commissioner Ranum asked for any further discussion; being none. 2 Ayes. 0 Nays. 1 Absent (Commissioner Baldwin). The motion carried.**

#### **MEETING ADJOURNED**

**The Courthouse will be closed all day on Tuesday, January 1, 2019 for New Year's Day.**

**The City Council meeting occurred on Wednesday, January 2<sup>nd</sup> in the Fallon County Courthouse Courtroom.**

**The Chamber meeting occurred on Thursday, January 3<sup>rd</sup> at The Tavern.**

s/Deb Ranum, Acting Chair

Minutes:

s/Kelsey DuCharme, Recording Clerk

Attest:

s/Brenda Wood, Clerk and Recorder