

**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**

No one appeared for public comment.

**Commissioner Baldwin made the motion to approve the minutes from the week of July 1-5, 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.**

**9:25 AM Robbie Christiaens, Parks Supervisor; Debbie Wyrick, Deputy Clerk and Recorder; Kimberly Jensen, Accounts Payable Clerk joined the meeting.**

**Cameras at the Parks-** The cameras at the Splash Park and the Skate Park are both functioning. There are issues with the one at the Splash Park getting wet. The cameras at the Gazebo and the Amphitheater need repaired. The Commission would like Iron Horse Park to have cameras as well. They need to be consistently maintained and working properly. The building at Iron Horse Park also needs to be insured.

**9:39 AM Debbie left the meeting.**

**Parks Updates-** Robbie is busy working on cleaning up the beaches and bathrooms from the 4<sup>th</sup> of July event. Lines need to be painted in the parking lot at the boat ramp, as well as adding speed limit signs. People did not pick up their trash from fireworks again, leaving the parking lots and beaches a mess.

**Parks Budget-** To determine the Parks budget, the City and County budget from the previous year will be compared. This is the first year that the Parks Department is fully a County entity. No big changes or additions were added to the budget.

**10:00 AM Bobby Wiedmer, Road Supervisor; Alba Higgins, Shop Foreman joined the meeting.**

**Splash Park-** Robbie plans to attend a few trainings this year. All his certifications are up to date. Robbie is getting quotes on sealant for the concrete at the Splash Pad. Discussion on how much sand needs to be budgeted for each year for both beaches at Baker Lake.

**10:07 AM Kimberly left the meeting.**

**10:09 AM Robbie left the meeting.**

**Road Department Updates-** The Cemetery pickup isn't running correctly. The Kenworth truck has been working since the repairs were made. The Road Crew is working on chip sealing. Discussion on the road and culvert issues because of the amount of rainfall in the County. The packers for the blades are here, however they haven't been blading with them yet.

**10:27 AM Bobby and Alba left the meeting.**

**10:29 AM Rich Menger, Sanitarian joined the meeting.**

**Upper Lake Gate-** Rich has spoken with JoDee Pratt, City Mayor, as Luke Holstein, Public Works, is currently unable to operate the Upper Lake Gate. The wetlands must have the water kept at a certain level. Luke has previously trained Rich to control the gate. JoDee will be in attendance when Rich is operating the gate. She will also update Mary Grube, Assistant Administrative Planner, with any changes made. Rich reported that the plantings are doing extremely well right now.

**10:32 AM Rich left the meeting.**

**11:00 AM Rich Menger, Sanitarian; Kimberly Jensen, Accounts Payable Clerk joined the meeting.**

**Sanitarian Budget-** Rich will be purchasing a computer this year, as he was previously borrowing Dustan Davis', IT TECH. The office supplies line item will be decreased, as Rich doesn't use the full amount that is normally in the budget. The Commission would like Rich to use a County vehicle when it is

available for traveling to inspections and trainings. The travel line item budget was increased. Rich agreed.

**11:14 AM Rich and Kimberly left the meeting.**

**11:30 AM Linda Rost, JC Stanhope, Shanny Spang-Gion, Kenneth Griffith, Curt Williams, Museum Board Members; Julie Straub, HRM joined the meeting.**

**11:31 AM Commissioner Rost left the meeting.**

**Potential Land for the Museum-** There is property for sale that the Museum Board would like the Historical Society to potentially acquire. The Commissioners will look at the property. The Board has not yet determined what it would be used for, whether it be expansion, moving the Museum, or for signage.

**Museum Curator Position Hours-** Linda and Shanny both introduced themselves, as they are now members of the Museum Board. The Board would like to inquire about the Museum Curator's hours. They gave the Commission a work plan of the job duties, expected work to be completed, an overview of the job description and how to measure the success. This work plan explains the outreach and public relations, artifact preservation, exhibit planning, facility maintenance and administration. The group explained that Melissa Rost, Museum Curator, needs more time to complete these tasks. Melissa has previously asked the Commission to change her hours to be set at 40 hours a week year-round. The Commission declined and would like them to stay at 40 hours during the summer and 30 hours during the winter. The Museum Board would like them to re-consider and explained that there has been an increase in the number of visitors over the last year and that there is a need for this position to be 40 hours a week. The Commission would like to discuss further before deciding.

**11:57 AM Linda, Julie, Kenneth, Curt, Shanny and JC left the meeting.**

**11:57 AM Commissioner Baldwin 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 Rost). The motion carried.**

## **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**

**1:16 PM Lisa Mitchell, Ambulance Director joined the meeting.**

**Permission to Purchase-** Lisa stated that the ambulance is needing new tires. The Road Department directed her to go to Rolling Rubber, as they need to stay within State requirements. The Commission agreed to the purchase.

**1:18 PM Tom Kachel, Manager of Landfill Operations joined the meeting.**

**1:21 PM Lisa left the meeting.**

**1:23 PM Kimberly Jensen, Accounts Payable Clerk joined the meeting.**

**Landfill Budget-** A new laptop will be purchased this year for the Landfill. Operating supplies was lowered because it is not a line item that is frequently used, as well as repair and maintenance supplies. Tom does not want to rent the tire shredder this year because the pile is not where it needs to be for it to be used to full potential. He would like to add in public relations as a line item for field trips for school children. Two pick-ups are needed at the Landfill, which was also added to the budget.

**2:01 PM Barb Ketterling, Treasurer joined the meeting.**

**2:05 PM Tom left the meeting.**

**Treasurer Budget-** No computers are needed this year in the Treasurer's Office. There is money in the capital outlay budget in case of emergency copy machine needs.

**2:13 PM Barb and Kimberly left the meeting.**

**2:23 PM Darcy Wassmann, County Attorney; Kimberly Jensen, Accounts Payable Clerk joined the meeting.**

**County Attorney Budget-** Discussion on the stipend that Darcy receives and how it affects her budget. No big expenditures were placed in the capital outlay budget this year. The travel budget was lowered, as a large amount is left unspent each year.

**2:37 PM Darcy and Kimberly left the meeting.**

**2:59 PM Julie Straub, HRM; Kimberly Jensen, Accounts Payable joined the meeting.**

**Human Resources Budget-** Julie would like an increase in the training budget to attend the SHERM Conference this year. The destination is unknown. No new computers are needed.

**Safety Budget-** Julie explained that the professional services line item is for organizations such as the American Heart Association to hold CPR and first-aid trainings. The training budget was decreased.

**3:10 PM Julie and Kimberly left the meeting.**

#### **Commission Work Session**

Commission reviewed various e-mails, correspondence, revenues, reports, board minutes and agendas. They also signed a Certificate of Appreciation for Joe Janz, Outside Building Maintenance, as he has served for the County for 10 years. Thank you, Joe, your dedication and hard work does not go unnoticed. The Commission also signed the Company/Financial Institution ACH Origination Agreement between Fallon County and the Bank of Baker.

**4:21 PM Shannon Hewson, Brosz Engineering joined the meeting.**

**Plantings-** Shannon has received Pay Application #3 from Watershed Restoration Group, INC. for the Baker Lake plantings. They will be coming back to take the protection off the plants later this fall.

**Commissioner Baldwin made the motion to approve pay-application #3 for the Baker Lake Restoration: Planting and Shoreline Treatment with Watershed Restoration Group, INC. in the amount of \$74,677.52. Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

**Project Updates-** Shannon has not received any correspondence from the Army CORPS regarding the Plevna North Structure Bridge in over three weeks. The Commission asked that he contact the next person in line for the project. Shannon is working with the Baker Fire Department to figure out what they want to do to fix the concrete and drainage issues at the Fire Hall. They have a meeting on Thursday that he will be attending to present different options of remediations.

**4:53 PM Shannon left the meeting.**

**4:54 PM Commissioner Baldwin made the motion to adjourn the meeting. Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

#### **MEETING ADJOURNED**

**The City Council Meeting occurred on Monday, July 8<sup>th</sup> at 7:00 PM in the Fallon County Courthouse Basement Conference Room.**

**Shooting Range job interviews were held on Tuesday, July 9<sup>th</sup> at 4:30 PM.**

**The Chamber Meeting occurred on Thursday, July 11<sup>th</sup> at 12:00 PM on Heiser's Patio.**

**The Health Board Meeting was on Thursday, July 11<sup>th</sup> at 12:00 PM.**

s/Deb Ranum, Chairman

Minutes:

s/Kelsey DuCharme, Recording Clerk

Attest:

s/Brenda Wood, Clerk and Recorder