

MONDAY, SEPTEMBER 2, 2019

ALL COURT HOUSE OFFICES CLOSED FOR LABOR DAY – WILL RESUME NORMAL HOURS OF TUESDAY,
SEPTEMBER 3, 2019

TUESDAY, SEPTEMBER 3, 2019

9:00 AM CONVENE

PRESENT: Deb Ranum, Chairman; Roy Rost, Steve Baldwin, Members; Brenda Wood, Clerk and Recorder

FALLON COUNTY COURTHOUSE

The Pledge of Allegiance was held in the Commissioner's Office at 9:00 AM to start off the week.

9:00 AM Julie Straub, Human Resource Manager stopped in briefly to review job description updates for various Departments.

9:10 AM Julie left the meeting.

PUBLIC COMMENT –AGENDA/NON-AGENDA ITEMS

No one appeared for public comment.

9:47 AM The Commissioners left the office to visit other County Departments for a count on County Auction items.

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.

LUNCH RECESS

1:15 PM RECONVENE

PRESENT: Deb Ranum, Chairman; Roy Rost, Steve Baldwin, Members; Brenda Wood, Clerk and Recorder

FALLON COUNTY COURTHOUSE

1:15-1:30 PM TIMESHEET APPROVAL

The Commission reviewed and approved the August 2019 timesheets in the amount of \$613,072.19 and they are filed in the Clerk and Recorder's Office.

1:30 PM-2:15 PM COMMISSION WORK SESSION

Commission reviewed Revenues, E-mails/Letters, Reports, Board Minutes and Agendas. They also approved the quote for the Vikings Glass of ND, INC. in the amount of \$23,450.00 for the installation ADA compliant doors at the Fairgrounds Exhibit Hall.

Commissioner Rost made the motion to accept the quote from the Vikings Glass of ND, INC. in the amount of \$23,450.00. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

2:15 PM AGENDA/NON-AGENDA ITEMS – PUBLIC COMMENT

No one appeared for Public Comment.

2:30 PM – 5:00 PM COMMISSIONER'S RETURN TO VISIT COUNTY DEPARTMENTS REGARDING COUNTY AUCTION ITEMS.

5:00 PM Commissioner Rost made the motion to recess for the evening. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

EVENING RECESS

WEDNESDAY, SEPTEMBER 4, 2019

9:00 AM 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.

9:07 AM Robbie Christiaens, Parks Supervisor joined the meeting.

Parks Updates- Robbie gave the Commission grass seed quotes to include into the upcoming budget. There is enough money in the Parks budget to cover the amount of the quote. The Road Crew will need to do more dirt work on Iron Horse Park before Gamut Construction can put the sidewalk in. Robbie asked the Commission for permission to register for a Parks conference in Billings. The Commission agreed. Tables are needed this week for Fall Festival, as well as next weekend for the rib cook-off.

9:31 AM Robbie left the meeting.

MINUTES APPROVAL FOR WEEK OF AUGUST 26-30, 2019

Commissioner Rost made the motion to approve the minutes from August 26-30, 2019, with corrections. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

9:50 AM JoDee Pratt, City Mayor joined the meeting.

Tractor for the City- The City needs a tractor to be able to mow at the Lagoon. The County has a tractor that may be going to be going to the County Auction, however the City would need to purchase a mowing attachment. The Commission will take Luke Holstein, City Public Works, to view the tractor before the auction.

9:54 AM JoDee left the meeting.

9:58 AM Alba Higgins, Shop Foreman joined the meeting.

County Auction- The Road Crew has a large list of items to add to the County Auction, including the crusher and the stacker. It will be advertised to surrounding counties and other Road Departments. The Commission is still working on visiting departments to gather a complete list of items.

Motor Grader- Alba would like further guidance on how to complete the bid specs for the motor grader shop blade that is going to be sent out to bid. He plans to start working on the specs soon.

10:25 AM Lynda Herbst, Inside Custodial Supervisor joined the meeting.

10:27 AM Alba left the meeting.

Courthouse Lights and Valves- Commissioner Ranum would like the lights replaced in the lobby of the Courthouse. The only lights that will be replaced are the lights that hang down. Lights in the offices will not be upgraded at this time, however that may be a project that needs to be looked at later. Lynda would like to call Star Services to have them count the valves in the Courthouse. She would like all the valves in the boiler rooms to be replaced, as well as the fin tubes. The Commission agreed to getting a quote and will review it before any work is done or agreed upon. Lynda asked about potential items she has for the County Auction.

10:46 AM Andrea DeGrand, Newell Broadcasting joined the meeting.

10:47 AM Lynda left the meeting.

Advertise During Spartan Sports- Andrea asked the Commissioners if the County would like to be a sponsor of Spartan Sports. The different packages available were explained in depth. The Commission would like to review the information further and will get back to Andrea by the end of the day. The Commission later on decided not to partake in advertising during Spartan Sports.

10:59 AM Andrea left the meeting.

11:26 AM Rich Menger, Sanitarian joined the meeting.

11:28 AM Mary Grube, Assistant Administrative Planner; JoDee Pratt, City Mayor joined the meeting.

Milk Creek Lodge Minor Subdivision- The Milk Creek Lodge Minor Subdivision Final Plat is now completed. The owner is Yerbalinda Ranch, INC. The agent is Interstate Engineering. It is a one lot, residential minor subdivision in the N1/2, NW1/4, Section 26, Township 05 North, Range 57 East, P.M.M., Fallon County, Montana. The remainder is greater than 160 acres in size. The total area involved in the subdivision is 20.10 acres. The property is not subject to existing Fallon County Zoning Regulations. The final plat is consistent with the preliminary plat approved by the Commission. The only modifications are to comply with conditions of approval imposed by the County and the balance of the final plat application and supporting materials appear

to be consistent with the Fallon County, City of Baker and Town of Plevna Subdivision Regulations, as well as the Uniform Standards for Final Subdivision Plats.

Commissioner Baldwin made the motion to adopt Staff Report MNR-FP-19-02 as findings of fact and that the Final Plat for the Milk Creek Lodge Minor Subdivision to be approved. Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

City Council Meetings- The City of Baker currently contributes \$4,000 a year to Mary's wage. The Commission has asked that if Mary exceeds the \$4,000 from the City, that she only attends City Council meetings when needed. If the City would like her to attend more meetings and do additional work, they will need to increase their rate of pay. If there are meetings that do pertain to the County, Mary is to continue to attend these meetings. Any time worked for the City needs to be billed through the City, not the County. Mary will need to start tracking the time she spends on City work compared to County work. The Commission will speak with Darcy Wassmann, County Attorney, about the possibility of updating the interlocal agreement.
11:48 AM Rich and JoDee left the meeting.

Planning Fee Schedule- Mary informed the Commission that there will be an update to the Planning Fees schedule, as there is an extensive item missing. A claim has been received by Forrest Sanderson, Contract Planner, that will be billed out to the company to cover the fee for right now. Once the fee is added into the schedule, it will not have to be billed out.

Planning Updates- Subdivision regulation updates will take place in October, per State Statute. The NRCS contacted Mary and they will now be in communication with the City of Baker to discuss the Upper Lake Gate. Mary will be attending a meeting in Plevna on the 9th.

12:03 PM Mary left the meeting.

12:04 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.

CLAIMS APPROVAL

The Commission reviewed and approved the End of the Month Claims in the amount of \$194,159.98 and they are filed in the Clerk and Recorder's Office.

3:29 PM Shyla Hadley, Fairgrounds Manager joined the meeting.

Design Work Question- Shyla has been asked by Eastern Plains to design the signs for the Baker Lake signage grant. Shyla would do it during County time and be using County equipment. The Commission stated that because it is for a grant for the County and because it is involving Baker Lake, she will be allowed to do it, as long as time allows. She will design different ideas and Eastern Plains will bring them back to Commission for approval.

3:34 PM Shyla left the meeting.

4:00 PM Shannon Hewson, Brosz Engineering; Rich Menger, Sanitarian joined the meeting.

Project Updates- Shannon has spoken with Gamut Construction today and they are aware that the deadline for the Sidewalk Project at Iron Horse Park is at the end of this month. A preliminary design of the waterfall for the aeration of Baker Lake was shown to Rich and the Commission. The plan for the aeration is not yet complete, as it will vary dependent on location. The Commission has asked Rich to not order anything for the project at this time and would like him to request an extension on the grant. Tom Parker, Geum Consulting, has completed a report on the wetlands of Baker Lake. He is very happy with the progress of the plantings.

4:35 PM Commissioner Ranum left the meeting.

4:52 PM Shannon and Rich left the meeting.

4:55 PM Commissioner Baldwin made the motion to recess for the evening. Commissioner Rost seconded the motion. Commissioner Rost asked for any other discussion; being none. 2 Ayes. 0 Nays. 1 Absent (Commissioner Ranum). The motion carried.

EVENING RECESS

THURSDAY, SEPTEMBER 5, 2019

9:00 AM 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.

9:08 AM Lisa Mitchell, Ambulance Director joined the meeting.

9:12 AM Julie Straub, HRM joined the meeting.

Director of EMS Position Discussion- Lisa gave the Commission the run totals of the Ambulance that are up to date for the entire year, also including the previous years. They are broken down by month and category, such as medical versus trauma. Each item was reviewed in detail. The job description will be updated to state that there is no longer an EMS Board. The Commission would like to help Lisa with time management so that she isn't having to work so many hours. Training for the existing EMT's was reviewed. The office work and ambulance run times vary by day. Lisa has been working towards flexing her hours when meetings or other unforeseen circumstances occur. Lisa will document her duties based on hours and will bring it back to the Commission to re-evaluate the job description further and to help Julie decide upon the classification of the position.

10:06 AM Margie Losing, FMC CFO; David Espeland, FMC CEO joined the meeting.

10:07 AM Julie left the meeting.

Phone System at FMC- The Commission has received complaints and concerns regarding how the phone system at FMC works. David is working on a new system that will be similar to what they have in place now. It can be customized to have different ringtones for emergency or 911 calls. The nursing staff doesn't want to carry phones and David doesn't allow the employees to carry their own personal cell phones. There are phones in the hallways that ring at the same time as the nursing stations. David stated that facilities the size of FMC follow the same procedures. The Commission is concerned with the phone menu that FMC has and how quickly Dispatch can get through to the nursing station. David explained that it is an issue with all small rural hospitals. He will continue to work towards the technology to help resolve the issues. The ringtones for the phones will change when Dispatch is calling FMC. He will visit with Brenda Hoeger, Dispatch Supervisor, for a list of the complete numbers that may be calling in with emergencies. He will also look into possible radio solutions and grant opportunities.

10:33 AM Lisa left the meeting.

FMC Updates- Margie reported that HPSA, a company that helps get doctors to areas that are in need, has data that is not accurate. They are working towards getting the information changed in hopes to find a family doctor to come to the area. The Commission will speak with David Turch, David Turch and Associates, to help get the correct people involved to work towards getting the information updated.

10:54 AM Margie and David left the meeting.

10:55 AM Lisa Rieger, Department of Revenue joined the meeting.

10:59 AM Barb Ketterling, Treasurer joined the meeting.

FMC Tax Exemption- The Department of Revenue has found that the dentist office in FMC is subject to property taxes. The remaining areas of FMC are a non-profit; therefore, they are exempt from taxes. The dentist office is under a sub-lease with FMC. The County can protest and appeal the taxes, as they are the owner of the property. The taxes can be appealed this year and will be re-evaluated next year. The Commission would like to speak with MACO for further information.

11:34 AM Barb and Lisa left the meeting.

11:40 AM 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

1:20 PM Steve Zachmann, City Council Member joined the meeting.

Bookkeeping for the Upper Lake Gate- The City Council has received a letter that was sent from the County to the NRCS stating that the City will now be sending all reports regarding the Upper Lake Gate, instead of the County Planning Department. Due to communication issues, the Planning Department would no longer like to oversee the record keeping. This will be put on the agenda next week for further discussion.

1:29 PM Steve left the meeting.

1:30 PM Phyllis DuCharme, Member of the Public joined the meeting via conference call.

Potential Wind Farm Concerns- Blue Earth Renewables has been in contact with local farms and ranches regarding forming a wind farm in the area. They have been told to also contact the Commission for information regarding rights-of-way and access agreements. The company is from Alberta, Canada. The Commission will plan to be in contact with the company if the project moves forward.

1:43 PM Phyllis hung up the phone, therefore leaving the meeting.

1:50 PM The Commission left to complete a safety review at the Landfill.

3:25 PM The Commission returned from the Landfill.

3:25 PM Brenda Wood, Clerk and Recorder; Shanny Spang-Gion, Alissa Miller, Karol Zachmann, Chamber Members joined the meeting.

Public Hearing to Adopt Final Fiscal Year 2020 Budget- The Chamber Members expressed their concern about the dishes that they have budgeted for to be split between both the Chamber and the Fairgrounds. The Commission assured the group that it is in the Fair budget for this fiscal year.

3:30 PM Barb Ketterling, Treasurer; Shyla Hadley, Fair Manager; Mary Grube, Assistant Administrative Planner joined the meeting. Brenda explained that the value of the mill levy has went up some since the previous year. The only mill levy that was lowered was the Conservation District. The investment revenue came in much higher than it has been in the past. The funds from oil and gas revenues was more than expected. It is a work in progress to build funds back up after the Baker Lake project and loaning money to other entities. The money that was given to the City for the water main project and the Parkview Apartment upgrades are the biggest items in the Capital Outlay budget that will be done this year. ADA compliant doors will be added to the Fairgrounds Exhibit Hall. The front doors will be paid for out of the Election budget and the back doors will come from the Fair budget.

3:57 PM Julie Straub, HRM joined the meeting.

Commissioner Baldwin made the motion to adopt Resolution #2019-1022 – FY 2020 Final Budget. Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

4:03 PM Barb, Shyla, Brenda, Mary, Karol, Shanny and Alissa left the meeting.

4:03 PM Joe Janz, Outside Maintenance Supervisor joined the meeting.

Finalize Updated Job Description for Outside Maintenance Supervisor- Joe takes care of the grounds for the Museum, the Courthouse and the Ambulance Garage. He checks the heating and does

the shoveling in the Scout Building. Julie will add cleaning the exterior light fixtures to Joe's job description. He currently cleans out the gutters three times a year. Robbie Christiaens, Parks Supervisor, does most of the mowing at the Gun Range. Discussion on what equipment is used in different areas for both mowing and snow removal.

4:25 PM Julie and Joe left the meeting.

4:25 PM JK Kinsey, Kinsey Auction Service joined the meeting.

County Auction Review- JK was given a list of the current auction items, however the list is not yet completed. Most of the big-ticket items are coming from the Road Department.

4:26 PM Alba Higgins, Shop Foreman joined the meeting.

The target date for the auction will be Friday, October 4th. JK will attend the meeting next Monday with the Commission and Alba to go over the Road Department items.

4:46 PM JK and Alba left the meeting.

4:50 PM Commissioner Rost made the motion to adjourn the meeting. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

MEETING ADJOURNED

On Wednesday, September 4th, the City Council Meeting took place at 7 PM at the Fallon County Courthouse Courtroom.

The Chamber Meeting was held on Thursday, September 5th at 12 PM at the Corner Bar.

David Turch was in Baker on Thursday and Friday for various meetings with departments and the Commission.

ADJOURN
s/Deb Ranum, Chairman

MINUTE TAKER:
s/Kelsey DuCharme, Recording Secretary/ Clerk

ATTEST:
s/Brenda J. Wood, Clerk and Recorder