

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

9:12 AM Iven Felt, Cemetery Caretaker joined the meeting.

Tree Trimming- Iven asked the Commission if he could rent equipment to trim the trees at the cemeteries. Discussion followed on what cemeteries are private and public. The Commission gave their approval to rent the equipment.

9:20 AM Iven left the meeting.

SPECIAL CHECK RUN

The Commission reviewed and approved the Special Check Run from September 30, 2019, in the amount of \$2,898.90. It is filed in the Clerk and Recorder's Office.

TIMESHEET APPROVAL

The Commission reviewed and approved the September 2019 timesheets in the amount of \$524,103.00 and they are filed in the Clerk and Recorder's Office.

Commissioner Rost made the motion to approve the minutes from the week of September 16-20, 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.

Commission Work Session

Commission reviewed various e-mails, correspondence, revenues, reports, board minutes and agendas. They also approved and signed the budget document for Fiscal Year 2020.

9:37 AM Robbie Christiaens, Parks Supervisor joined the meeting.

Parks Updates- Robbie reported that there are issues with the air compressor working and the tire came off. Eric Kary, Golf Course Superintendent, has taken it to Billings today to get fixed. Robbie asked permission to order a 48-inch professional quality mower. It costs around \$7,500 and holds a 6-year warranty. The Commission cannot give an answer on the mower today because it is not on the agenda. The pump house had a small electrical fire over the weekend because of wiring issues. Everything has been unplugged and the issue has been taken care of for the time being. The wiring will be fixed in the spring.

9:56 AM Robbie left the meeting.

9:57 AM Bobby Wiedmer, Road Supervisor; Alba Higgins, Shop Foreman joined the meeting.

County Auction- The County Auction items have been mostly collected and are being stored at the Road Department. The Road Crew is busy making sure all the equipment being sold runs.

Landfill Dozer- Alba reported that RDO came to work on the Landfill dozer. Repairs were made; however, the issues could not be completely fixed. If it is the wiring harness that needs changed, it can cost up to \$30,000.00. They are getting another opinion of what else could potentially be wrong with the dozer before investing a large amount of money into it.

10:17 AM Rich Menger, Sanitarian joined the meeting.

Updates- A new tank has been ordered for one of the mowers that had cracked. The blades will be put back to work once it quits raining.

10:29 AM Shannon Hewson, Brosz Engineering joined the meeting.

10:30 AM Alba left the meeting.

Plevna Road North Structure Bridge- Shannon finally received a letter from the Army CORPS regarding the Plevna Road North Structure Bridge.

10:33 AM Joe Janz, Outside Building Maintenance Supervisor joined the meeting.

They have asked that the County follow a set of guidelines and document the structure. There must be specific documentation stating what is significant about the structure and this information must be recorded before it will be considered for a permit. The document will state that the guidelines will be followed, and it will meet the National Park Service requirements. Once approved by the National Park Service, the project can then potentially move forward. This is the process that will need to be followed for the Ismay Road as well. Because of the delayed process, it will not be able to be completed this calendar year. Discussion on what company can complete the documentation that is being required. Shannon is speaking with Ethnoscience because there are documentation standards that he is not familiar with. The MOA will not be signed at this time for Shannon to do more research and become familiar with the requests.

Ismay Road Bridge- Shannon advised that the Commission be looking at doing the documentation for the Ismay Road Bridge at the same time as the Plevna Road North Structure Bridge, in hopes that it can be permitted by 2021. Brosz Engineering will start working on the permitting process. From now on, bridges will only be sent out to bid after the permits are in hand. Diamond J Construction has informed Shannon that they would like to honor their bid for the Plevna Road North Bridge, depending on pricing of the materials.

Iron Horse Park Sidewalk Project- A realistic date for completion for the Iron Horse Park Sidewalk Project will be end of October or beginning of November. The agreement was to be completed on September 30th.

DLA Grant Application- Shannon reviewed the preliminary opinion of cost for the North City Shop Structure Replacement for the reinforced concrete box culvert for the DLA grant application for the Bonnievale Road Bridge.

10:55 AM Jim Leischner, Shane Bettenhausen, Shooting Range Superintendents; Robbie Christiaens, Parks Supervisor joined the meeting.

A preliminary meeting with the landowners will need to take place beforehand. The application is due today if the Commission wants it to be submitted. Commissioner Ranum signed the application. Shannon will send it in today and follow up to make sure it is completed.

Baker Lake Aeration Grant- Shannon has not yet finished working on the plans for the grant that Rich received for the aeration of Baker Lake. Rich has already ordered the pumps for the waterfall. Shannon needs to know if it will be run year-round, which will affect the cost immensely. The Commission is concerned with the water moving year-round and the safety of the public. If the pumps are left in during the winter and fail, there is no warranty on them. No decisions were made at this time.

11:01 AM Bobby left the meeting.

11:05 AM Shannon and Rich left the meeting.

Snow Removal- It has been decided that the Road Crew will take care of the snow removal on the roads at the Gun Range. There is a snow blower that can be used by Jim and Shane for everything else. If they get into a bind, Joe stated that he will be able to help. Robbie will also be able to use the skidsteer at the Range if needed.

11:12 AM Julie Straub, HRM joined the meeting.

Power Mop- A new power mop is needed for the Gun Range. Jim and Shane are continuing to get different quotes before moving forward.

Gun Range Updates- It was asked that the Commission consider the water quality at the Gun Range.

11:15 AM Shyla Hadley, Fairgrounds Manager joined the meeting.

Jim and Shane asked if it would be a possibility to hook onto the City line instead, because the well water is not good. They will need to check with the City of Baker. Shane plans to be done with day-to-day work at the end of October. He will stay to help run matches for a few more months.

11:22 AM Jim, Robbie, Joe and Shane left the meeting.

Maternity Leave Coverage- Shyla and Julie met with the Commission to discuss Shyla's maternity leave starting in December. Shyla has asked that Tracy Bruha be hired to help with the Fair Office. It

would be 10 hours a week for two hours a day. Tracy would do hall reservations, arena user agreements and dues, checking voicemails, etc. She will be done with her seasonal employment with the Museum at the end of October. The Fair Board can also help when needed. Shyla asked that Floyd Ehret oversee the barn and grounds upkeep. He is done with his seasonal employment at the Fairgrounds in October and would start again in December. Shyla would like this to be a 20-hour a week position. Floyd would take care of the dust control, groundwork, snow removal, checking the fire suppression system, etc.

11:39 AM Stacey Moore, Library Director joined the meeting.

Julie and Shyla will plan to meet with the Commission in a couple of weeks for a response to the request.

11:41 AM Julie and Shyla left the meeting.

Permission to Purchase Bookcases- Stacey would like to ask for permission to purchase two bookcases for the Library. The old ones are going into the County Auction. There is money in the current budget. The Commission approved of the quote for the bookshelves.

Commissioner Baldwin made the motion to give approval to the Library to purchase bookcases in the amount of \$3,364.93 from DEMCO. Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

11:48 AM Stacey left the meeting.

11:49 AM Commissioner Rost made the motion to recess for lunch. 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.

1:30 PM Julie Straub, HRM; Dale Butori, Weed Control Coordinator, Doug Bruha, Steve Gonsioroski, Weed Board Members joined the meeting.

Finalize Weed Coordinator Job Description- The updated job description was reviewed for the Weed Control Coordinator. It will read that the individual hired will have 90 days to obtain the correct licensing needed for the position. There will be a preferred two years of working in the field. It was determined that the position will be 40 hours a week from April 1st to November 30th and 30 hours a week from November 1st to March 31st. Steve, Doug and Dale gave examples of how this position will stay busy during the winter hours, as they would like it to be 40 hours a week year-round.

1:42 PM Dustan Davis, IT TECH joined the meeting.

The Commission, Julie and the board members discussed the duties of the position and what the job entails, as well as possible additions to the job description. Dale asked that the Weed Board and the Commissioners keep the communication open and clear with expectations of the Weed Control Coordinator. There needs to be extended communication with the Planner for weed plans.

2:15 PM Lisa Mitchell, Ambulance Coordinator joined the meeting.

This recruitment will start in December. Julie will update the information within the job description and set up another meeting before the position is sent out for advertisement.

2:16 PM Dale, Steve and Doug left the meeting.

Continuation of Job Description- Lisa gave the Commission a breakdown of her hours and what her typical workday usually consists of. She has previously asked the Commission to consider an assistant for the Ambulance because she is working too many hours and is rarely able to comfortably take time off.

2:22 PM Dustan left the meeting.

Julie reviewed what has been completed and updated on the job description thus far. The typical workday for Lisa depends on what events take place and if there are any emergency calls. Overtime is also accrued based on the nature of the day and the call volume. Training and classes are dependent upon the hours that Lisa is needed in the office. Lisa explained on-call situations and how many people usually attend each call. Both the Commission and Julie are concerned about Lisa working too many hours and could become burnt out. They would like her to work on dividing up the on-call hours between the other EMT's, as it is also their responsibility to cover shifts. Julie asked the Commission to think about how important it is in this position for a set-schedule of office hours. Another meeting will be set up to discuss further.

3:18 PM Joe Janz, Outside Building Maintenance joined the meeting.

3:19 PM Lisa left the meeting.

Scheduling of Safety Reviews- Julie and the Commission scheduled the safety reviews over the next month for various departments that are under direct supervision of the Commission.

Final Job Description Review- Snow removal at the Gun Range has been discussed previously and will not be added to the Outside Building Maintenance job description. It has been brought to fruition that the hours of work are not specifically defined, however the job is based on a 40-hour week schedule. Joe explained that the time he comes into work is dependent upon the weather. He comes in early during the winter if there is a large amount of snow. The Commission would like to be sure that the timed worked is accurately depicted on the timesheets. They have now set the hours from 7 AM – 4 PM with a one-hour lunch break. This schedule will have the flexibility to change based on weather conditions. The Commission understands that this may result in overtime and would like notes on the timesheet to reflect the overtime worked.

3:51 PM Joe and Julie left the meeting.

3:58 PM Shyla Hadley, Fairgrounds Manager joined the meeting.

Exhibit Hall Doors- Shyla explained that the Fair Board was not in favor of the new doors for the back of the Exhibit Hall. They were ordered without any input from the Fair Board.

4:02 PM Alyse Webber, Fair Board Chairman joined the meeting.

The Board would have preferred to keep the garage door in the Exhibit Hall because it is frequently utilized during events. The Commission explained that the front doors had to be changed to be ADA Compliant, in which they decided to make the change to all the doors in the Exhibit Hall. The Fair Board would have preferred only the front door to be changed out. They have asked that in the future the Commission communicate better with the Board regarding large purchases. Neither the doors, nor the picnic tables, were approved purchases by the Fair Board. Commissioner Ranum stated that she felt changing the buildings is more of the Commission decision, however they will try to have more communication in the future.

4:09 PM Shyla and Alyse left the meeting.

4:17 PM Marisa Packineau, Dustan Scheetz, Golf Board Members joined the meeting.

4:28 PM Darcy Wassmann, County Attorney; Julie Straub, HRM joined the meeting.

Golf Course Agreement- This meeting was held to discuss the proposed agreement with the Lakeview Country Club Board Members regarding overtime for Eric Kary, Golf Course Superintendent. In the agreement, it states that Eric is not a Country Club employee and is only allowed to take direction from the Commission. The Commission explained that they would like to continue to do business as usual and the Board Members do have the ability to ask Eric for small changes to the course, such as extra flags or cup placement. The Golf Board agreed to start paying \$2,000 a year for Eric's overtime during tournaments and such. They would like to start it this year, rather than having any back-pay. The Commission agreed. They will start paying in November. It will be a 3-year agreement.

Green Fees- Marisa and Dustan explained that the green fees collected are used for cart rentals and have been put into savings to make the Golf Course ADA compliant in the future. The Commission stated that they do not want any portion of the green fees at this time.

4:49 PM Darcy, Marisa, Dustan and Julie left the meeting.

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

EVENING RECESS

TUESDAY, OCTOBER 1, 2019

12:30 PM CONVENE

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

FALLON COUNTY COURTHOUSE

PUBLIC COMMENT –AGENDA/NON-AGENDA ITEMS

12:32 PM JoDee Pratt, Mayor-City of Baker joined the meeting. JoDee inquired about items from the Auction.

12:40 PM Darcy Wassmann, County Attorney joined the meeting.

12:43 PM Trent Harbaugh, Sheriff; Nic Eisle, Undersheriff, Rich Batterman, Attorney, Bobby and Missy Thielen, Public Members joined the meeting.

Thielen Access Road-Missy passed out a map for the group to review. Thielen's purchased the property where they reside in 1996 and there were no easements for the road of record at that time. This area where the road is located is in Sections 3 & 4 – Township 8N – Range 58 E and Sections 31 & 32 – Township 9 N – Range 58 E. The 2006 Resolution # 6-19-2006(12) was adopted declaring the existence of Thielen Access. Missy further explained they purchased 3 of their own auto gates because they were forced to remove the gates per Fallon County.

Thielen Access is a minimum maintenance road, however they have had little to no maintenance on that road since the Resolution was signed in 2006. The Thielen's expressed they have asked the County for assistance to maintain the road to no avail. Bobby explained Fallon County did not remove snow when asked, therefore Bobby completed his own snow removal. Bobby further stated the road has been bladed once this year.

Missy provided pictures of the road from the beginning of the year to present. The pictures were to show the condition of the road on the Thielen property and the condition of the same road upon leaving the Thielen property. Once you leave the Thielen property, the same road has been built up and surfaced by Fallon County. Missy also provided pictures of the cattle guards purchased by the Thielen's. Missy pointed out the damage to the cattle guards. Missy and Bobby stated this damage was caused from the County graders. Thielen's stated no scoria has been placed on their portion of the road, by the County, since **1999?**, so they purchased scoria and had it placed themselves. Thielen's have also completed their own mowing and weed spraying.

Bobby and Missy explained they have never told any of the Landowners they cannot use the portion of Thielen Access that crosses their land.

Missy feels the section 31 road easement should be void because Fallon County has not been holding up their end of the easement from start to the end of their property. The remainder of the landowners have access to their own properties by way of the North Plevna Road. Missy further explained the road is a safety issue for the bus, children and anyone that uses it.

Rich stated the Commission has the authority to maintain the roads as they see fit. Rich further stated the Thielen's cannot maintain the County road as it poses a liability to them and Thielen Access is used by many.

Commissioner Ranum re-affirmed, you want the County to maintain the road or abandon it. Commissioner Ranum would like to look into the distance of the road that would need to be built up and surfaced. Missy explained that is on the existing Resolution. Commissioner Ranum stated this also opens the door for additional maintenance to other seasonal roads.

Bobby and Missy both stated they prefer the road be closed on the sections of Road through the two (2) sections of their property. Darcy quoted the abandonment law to the group and there is a process to be followed.

Commissioner Ranum asked for a month to research records pertaining to this road and meet again. Everyone was agreeable to this.

Bobby discussed another road that was abandoned after purchasing the property. Commissioner Baldwin stated that would need to be discussed at a different meeting as it is not on this agenda.

1:26 PM Darcy, Trent, Nick, Missy, Bobby, Rich and JoDee left the meeting.

The Commission completed any unfinished business and completed their weekly work session.

1:45 PM Commissioner Rost made the motion to recess the meeting. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

EVENING RECESS

5:30-7:30 PM The Commission attended Board Training at the Baker Senior Center. Presenter-Dan Clark.

THURSDAY, OCTOBER 3, 2019

10:00 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

No one appeared for public comment.

Greg Gianforte and Representatives met in the Fallon County Courthouse Basement Conference Room from 10:15 – 11:15 AM.

11:22 AM Commissioner Baldwin left the meeting.

11:23 AM Michael Millward, County Extension Agent joined the meeting.

4-H Scale- Michael received three different bids for the 4-H livestock scale. The quotes were reviewed by the Commission. They plan to put the livestock scale on the east end wall of the barn. The scale itself is 8' x 3' and the cement pad would be 8' x 15'. Diamond J Construction has been contacted for the cement pad. Michael explained that in order to follow the National Type Evaluation Program (NTEP) standards, the scale will be more expensive than if it were not. By following these standards, it allows the sales to be certified, which is required to hold a livestock sale. Commissioner Ranum would like Michael to look at the scales in person before purchasing. He will also speak with other counties that have purchased the same scale. The specifics of the scale were discussed. Michael will get a specific bid from Diamond J Construction for the concrete.

Fair Board Ex-Officio Member- The Commission asked if Michael would like to be the Ex-Officio member of the Fair Board now that he is the Extension Agent. Michael accepted the position.

11:56 AM Michael left the meeting.

11:57 AM Commissioner Rost made the motion to recess for lunch. 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, Chairman; Steve Baldwin, Member; Kelsey DuCharme, Recording Clerk/Secretary

ABSENT: Roy Rost, Member

FALLON COUNTY COURTHOUSE

PUBLIC COMMENT – AGENDA/NON-AGENDA ITEMS

No one appeared for public comment.

1:30 PM Julie Straub, HRM and the Commissioners went to the Landfill for a safety review.

4:00 PM Julie and the Commissioners returned from the Landfill.

4:15 PM Commissioner Baldwin made the motion to adjourn the meeting. 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.

MEETING ADJOURNED

The City Council Meeting was held on Wednesday, October 2nd and 7 PM at the Fallon County Court House Courtroom.

The Chamber Meeting was held on Thursday, October 3rd at 12 PM at the Fairgrounds. The Breast Cancer Awareness Soup and Salad Luncheon was also at the Fairgrounds from 11:00-1:30 PM.

The Chamber Calcutta was on Saturday, October 5th at Thee Garage.

s/Deb Ranum, Chairman

Minutes:

s/Kelsey DuCharme, Recording Clerk

Attest:

s/Brenda Wood, Clerk and Recorder