

MONDAY, AUGUST 31, 2020

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.

Approval of August 24-28, 2020 Proceedings-

Commissioner Rost made the motion to approve the minutes from August 24-28, 2020 Commissioner Proceedings, with corrections. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

9:29 AM Debbie Wyrick, Deputy Clerk and Recorder; Brenda Wood, Clerk and Recorder joined the meeting.

Vault Repairs- The vault door in the Clerk and Recorder's Office broke last week. In order to get inside, a hole was drilled inside the cement ceiling. The door has since been repaired; however, the ceiling still has a gaping hole in it. One of the vaults in the basement is needing fixed as well. Brenda will contact a few local companies to get a quote on the repairs. A remediation company may need to come check if there is asbestos in the ceiling tiles.

9:42 AM Sandy Kinsey, Member of the Public joined the meeting.

9:43 AM Debbie and Brenda left the meeting.

9:45 AM Robbie Christiaens, Maintenance Supervisor joined the meeting.

Maintenance Updates- The Splash Park will be closed after Labor Day Weekend and will be winterized after that. Robbie stated that there is less use now that school has started and the weather is cooler. The sprinkler system will be winterized mid-September as well. The bathrooms at the Gazebo will be winterized at that time, but all the other bathrooms will be available to use until October. Grass seed and fertilizer was put down last week.

9:56 AM Mark Sieler, Road Foreman joined the meeting.

The Commission updated Robbie that he can continue to mow the tributary that goes through town. Shannon Hewson, Brosz Engineering, spoke with the Army Corp about permits that may be needed to mow and they advised that no permits are needed, and the mowing can continue.

10:08 AM Robbie left the meeting.

Road Updates- The Road Crew laid cold mix down at Iron Horse Park last week. They are planning to chip seal it next year. All the cold mix has been used up for the year. One of the Kenworth trucks is being taken to Billings today for regen issues again. They are still working on Webster Road, as well as working on cleaning car gates and mowing.

10:18 AM Mark left the meeting.

10:22 AM Kimberly Jensen, AP Clerk stepped in to take minutes and Kelsey left the meeting.

10:22 AM Shannon Hewson, Brosz Engineering joined the meeting.

Project Updates- Shannon passed out the Millennium Sidewalk Project Manual.

10:26 AM Rich Menger, Sanitarian joined the meeting.

Diamond J is wanting to have their project meeting for the Plevna Road North Box Culvert on Thursday unless Mid-Rivers cannot make it. Landowners will be invited. They are tentatively hoping to start the project on September 20th. Shannon has spoken with the Army Corps regarding the tributary that goes through town, and a permit is not needed to mow, as long as no wetlands are being removed or degraded. Any wetlands can be mowed.

10:31 AM Kelsey returned to the meeting.

10:32 AM Mary Grube, Administrative Assistant Planner joined the meeting.

Iron Horse Park- The concrete pouring at Iron Horse Park is complete. The second railing for the permanent fishing dock is still waiting to be put in. A punch list for the project will need to be completed, as well as cleanup and removal of Carson Beach's equipment. Beach sand will need to go in behind the curb and gutter.

Project Updates Cont- The Upper Lake has not yet been cleaned out; the gates were opened last week. The Upper Lake is now empty, and the gates are closed again. Mary will check into a possible planning grant for the Millennium walkway and the lighting. The concrete at the Fire Hall is all poured. They are waiting until the concrete cures and then will haul in more topsoil. It should be completed within the next few weeks. Shannon asked the Commission an easement question concerning the Sandstone Dam Road.

10:58 AM Rich left the meeting.

10:58 AM Julie Straub, HRM joined the meeting.

11:01 AM Shannon left the meeting.

Planning Assistant Job Description Review- Julie explained that this meeting was scheduled to make sure Mary's job description is up to date and accurate. Mary brought in multiple letters of support and read them aloud, as well as a synopsis of her job duties. She has asked the Commission to hire a part-time assistant for the Planning Department, as she does not feel she has adequate time to complete all tasks needed. She would also like to have her position title be changed to Planner. Forrest Sanderson is currently the Contract Planner; however, Mary would prefer to be the Planner, and would still utilize Forrest when needed. She feels her current title is not accurate and she is doing more than her job description asks. Julie stated that the Commission is able to change a job description at any time. Internal and external recruitments are always an option, as well, if they were to make a Planner as a position in Fallon County. Mary explained why she is qualified to be the Planner and is doing more Planning than secretarial work. She feels previous Planners hired by the County did not have enough experience. Commissioner Ranum would like to change Mary's title to Planner and hire a part-time assistant. Mary feels that with an assistant hired, she would be able to get more Planning done, which in turn would lessen the cost of using Forrest for other items. Commissioner Rost is concerned that some items may still need to be signed off on by a certified Planner. Commissioner Baldwin explained that he would prefer to see a dollar amount reflecting how much less the Contract Planners will be used. Mary will gather this information and meet back with the Commission in a few weeks for a decision.

11:56 AM Mary, Sandy and Julie left the meeting.

11:58 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.

1:21 PM Steve Zachmann, Mayor joined the meeting.

1:28 PM Julie Straub, HRM; Robbie Christiaens, Maintenance Supervisor; Debbie Wyrick, Deputy Clerk and Recorder joined the meeting.

Clarification Safety Issues and Responsibility for City Owned Parks Buildings- This meeting is being held to seek clarification on the safety issues and responsibility for City owned Park buildings, which are maintained by the County. Robbie asked if he is responsible for completing safety reviews of the City owned Park buildings. Steve Zachmann proposed the idea of himself, Robbie and the Commission to go through the City owned buildings and complete a safety inspection, and it would be up to the City to make any changes, and from then on it would be up to the County to take care of. There are only three buildings that fall under this category. These buildings will still be on the City's insurance, as the County is not taking them over. Steve and Robbie will make sure they meet all safety standards as of now, before the County completes the safety reviews in the years to come.

1:43 PM Debbie left the meeting.

1:56 PM Wayne Mangold, Baker/Plevna TV District Member joined the meeting.

1:57 PM Steve, Julie and Robbie left the meeting.

Pinnow Road Easement- A road easement is needed on the Pinnow Road for the Baker and Plevna TV Board members to have access to their towers. Wayne explained that last he heard, the Pinnow's were going to have their own attorney write up an easement. WBI has put in a tower in that area as well, which is using electricity from the TV tower. WBI has an easement in place with the Pinnow's. The Commission explained that the easement should be done through the TV District, not through the County. Wayne will visit with the Pinnow's to discuss further. Discussion followed on other towers within the County.

2:21 PM Wayne left the meeting.

2:27 PM Kim Cuppy, Director of Public Health; Julie Straub, HRM joined the meeting.

Hotline for Public Health Discussion- Kim explained that there is a significant increase in calls to Public Health from the public due to COVID, especially on the weekends and evenings. She asked permission to purchase a hotline, which would be a cell phone with a separate phone number available for patrons to use at any time. It would be set up with a variety of options, such as a COVID setting and a Home Health setting. Kim feels this would greatly lessen the burden to Public Health. The Home Health phone currently transfers from the work phone to Kim's phone, and she cannot decipher the difference between personal and work calls. They are hoping to hire another Staff Nurse, who would then share the responsibility of the hotline, as well as the other staff members at Public Health. A new phone and number would need to be purchased and set up with Mid-Rivers. It would be useful outside of COVID, as other issues are commonly asked about as well. The Commission agreed.

Commissioner Rost made the motion to purchase a new cellphone with a new number to be used as a hotline for Public Health. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

2:37 PM Kim and Julie left the meeting.

3:01 PM Chad Sutter, SDI joined the meeting via teleconference.

Parkview 1 Renovations/Parkview 2 Water Damage- Chad explained that TW Clark and himself are working on figuring out an estimate and a timeline for the emergency repairs from the water damage on Parkview 2. He is hoping to have an estimate complete by the end of the week. There is an onsite meeting at Parkview 1 on Wednesday morning with the project contractors for the Parkview 1 Renovation. Chad feels this project is going well and is happy with the progress. The building inspector came to visit last week and found that a few things are out of code and were never done the right way in the first place. Chad explained the different items that are needing to be built back up to code, such as some extra sealing and additional flooring and cables. Discussion on the kitchen cabinets and the apartments with the lower countertops. Chad will get an estimate of changing out the range in the kitchens. Discussion on the light fixtures.

3:17 PM Brenda Wood, Clerk and Recorder joined the meeting.

All change orders were discussed, which have also been sent to the Commission for review. Chad believes the water damage in the Dietary area in Parkview 2 is due to a crack in the concrete. The concrete needs to be pulled out of the way to find the root of the problem. A separate contract will need to explain why this was an emergency and not put out to bid.

3:27 PM Lisa Mitchell, Ambulance Director; Dale Butori, DES/911 Coordinator joined the meeting.

If this isn't a change order, the bond with TW Clark for the Parkview 1 project will not apply.

3:33 PM Chad hung up the phone, therefore leaving the meeting.

3:33 PM Brenda left the meeting.

3:34 PM Debbie Wyrick, Deputy Clerk and Recorder; Julie Straub, HRM joined the meeting.

Volunteer Policy Questions- Debbie explained that with Victory Insurance (previous Workman's Compensation), Fallon County did Community Service Volunteers only on the Workman's Compensation policy. The Volunteer policy that was purchased through Insurance Store was for some Medical

Coverage and a small amount in the event of an Auto Accident. It was not intended to be a Workman's Compensation coverage; it would only help it was explained like an AFLAC type coverage which would be supplemental coverage to their health insurance. With Montana State Fund (current Workman's Comp) they have an endorsement that is for volunteer coverage; and they expect all volunteers to be reported and the County must pay for them. Commissioner Ranum signed the cancellation policy. The new policy is currently being worked on. They will have to figure out a process to have volunteers sign a form to be added into the Workman's Compensation. The social security numbers are not needed for volunteers.

3:45 PM Debbie, Julie, Dale and Lisa left the meeting.

WORK SESSION

The Commission reviewed e-mails, correspondence, reports, board minutes, and revenues. The Congregate/Home Delivered Meals contract was signed, as well as the updated agreement with Direct Electric for the sump pumps at the Airport. The exhibits were reviewed for the Crawford Petition to Abandon a County Road.

The Commission reviewed and approved August 2020 Timesheets in the amount of \$630,868.32 and they are filed in the Clerk and Recorder's Office.

4:20 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

At 10:30 AM on Wednesday, September 2nd, the Commission met at Parkview to discuss the renovation with Chad Sutter, SDI Architects, as well as the contractors from TW Clark.

A Virtual Presentation was held on Wednesday, September 2nd at 1:30 PM with Ryan Zinke.

THURSDAY, SEPTEMBER 3, 2020

THURSDAY, SEPTEMBER 3, 2020 – 10:00 AM

RECONVENE

PRESENT: Deb Ranum, Chairman; Roy Rost, Member; Brenda Wood, Clerk & Recorder

ABSENT: Steve Baldwin, Member

FALLON COUNTY COURTHOUSE

PUBLIC HEARING - ADOPT FINAL BUDGET FOR FISCAL YEAR 2020/2021

10:30 AM Sandra Kinsey, Public Member and Mary Grube, Planner Administrative Assistant joined.

10:30 AM – Commissioner Ranum opened the public hearing to adopt the Final Budget for Fiscal Year 2020/2021.

Brenda started the meeting by discussing the different Mill Levy values and Mills budgeted per fund. Also discussed various fund additions, changes and deletions based on priorities and revenues available.

Sandy asked questions regarding various Funds and whether the Hospital reports to the Commission. Commissioner Rost explained the Hospital CEO and CFO meet with the Commission once per month, generally on a Thursday, after the Hospital Board Meeting. In this meeting they review Hospital business updates and financials.

Brenda also discussed various transfers from Fund to Fund; City of Baker Funding is in the General fund; funding the Senior Citizen building upgrades and new food pantry addition is also in the General Fund. Commissioner Rost explained the Senior Center is not a County building, but houses County employees and the food pantry, without charging rent. The Senior Citizens are giving Fallon County the insurance and grant monies they receive and possibly other funding to help offset the

cost of the project. The Health Insurance Fund and how our Auditors have changed the way Debbie manually records entries in the County financial system was also discussed briefly.

Sandy asked questions regarding the funding for the City of Baker and the process followed and also asked about Cares Act funding. Commissioner Rost explained the funding received by the State of Montana and the process for applying for the Cares Act funding. Brenda explained many hours of work have gone in to filling out the paperwork, completed by Debbie Wyrick, Deputy Clerk and Recorder and Dale Butori DES/911 Coordinator, to receive that funding. With their hours of work Fallon County already received over \$300,000 in the first payment and there will be more submittals. Sandy asked where that money would be placed. Brenda stated most of the funding goes in the General Fund and some to the Ambulance Fund. Sandy asked if Public Health receives any of that funding. It was explained Public Health receives their own funding and that is reflected in the County revenues as well.

The Capital Project budgets were also discussed; some budget requested fixed assets were moved from various Departments, to the Capital Project budgets. Brenda explained Capital Projects Funds are like a savings account for projects and equipment and already have available funding. By moving these items to Capital Projects, it helps the funding availability for the other County Funds moving forward.

10:55 AM There being no further questions, Commissioner Ranum brought the Public Hearing to a close.

10:55 AM Commissioner Rost made the motion to Adopt the Final Budget, for FY21 as presented. Commissioner Ranum asked for further discussion; being none. Commissioner Ranum seconds the motion. 2 Ayes. 0 Nays. 1 Absent (Commissioner Baldwin). The motion carried.

The Commission approved and signed Resolution #1048 – Final Budget for Fiscal Year 2021.

Commissioner Rost made the motion to approve Resolution #1048. 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.

11:00 AM Commissioner Rost made the motion to adjourn for the week. Commissioner Ranum asked for any other discussion; being none. Commissioner Ranum seconds the motion. 2 Ayes. 0 Nays. 1 Absent(Commissioner Baldwin). The motion carried.

MEETING ADJOURNED

s/Kelsey DuCharme, Recording Clerk

s/Deb Ranum, Chairman

ATTEST:

s/Brenda J. Wood, Clerk & Recorder