

**9:30 AM CONVENE**

**PRESENT: Deb Ranum, Chairman; Roy Rost, Steve Baldwin, Members; Kelsey DuCharme, Recording Clerk/Secretary (via teleconference)**

**9:30 AM Kevin Braun, Member of the Public joined the meeting.**

**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 November 23-27, 2020 Proceedings**

**Commissioner Baldwin made the motion to approve the minutes from November 23-27, 2020 Commissioner Proceedings, as presented. Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

**9:59 AM Bobby Wiedmer, Road Superintendent; Alba Higgins, Shop Foreman joined the meeting.**

**Road/Shop Updates-** One of the Kenworth trucks was taken to Billings last week with electrical issues. RDO came down to work on one of the John Deere blades last Friday. There are still issues with the blade. RDO is ordering different parts to try to remediate the issue. Warranty on equipment was discussed. The Road Crew plans to work on the plow for the Airport. All other plows and blades are ready for winter use. Mud Creek Road was discussed, as the Road Crew put gravel on it, however they did not narrow the road.

**10:13 AM Alba left the meeting.**

**10:13 AM Shannon Hewson, Brosz Engineering joined the meeting.**

They are busy hauling gravel until it starts to snow. South Ismay Road is needing to be graveled. Different types of gravel were discussed.

**10:18 AM Bobby left the meeting.**

**Parkview RFP12 (Drainage)-** It has been previously decided that the well will not be put in. A change order will need to be made and added to the as-built that the 4-inch line is perforated and not solid. There will be some moisture through the perforated pipe. The Commission would have liked to be involved in that change, as they were not aware until after it was installed. Shannon does not see any issues that are foreseen with the difference in the pipe. It will be noted on the as-built. The sump pump will end up going away with the change in the manholes.

**10:25 AM Rich Menger, Sanitarian joined the meeting.**

**Commissioner Rost made the motion to accept Change Order #12. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

**10:30 AM - Millennium Sidewalk Project Bid Opening-**

**PRESENT: Buck Kratzer, Kratzer Construction; Justin Collins, Corland Construction**

**Wyrick Construction (Baker MT) -** Bid bond included. License number included. Total Bid on Schedule 1 - \$141,900.00. Total Bid on Schedule 2 - \$56,700.00.

**Kratzer Construction (Ekalaka MT) -** Bid bond included. License number included. Total Bid on Schedule 1 - \$142,950.00. Total Bid on Schedule 2 - \$47,000.00.

**Corland Construction (Sidney MT) -** Bid bond included. License number included. Total Bid on Schedule 1 - \$136,480.00. Total Bid on Schedule 2 - \$71,700.00.

Shannon recommends that he has the chance to go through all the numbers and double check the bids before the Commission make the decision on the bid award. It will be put on the agenda for next Monday.

**10:41 AM Buck and Justin left the meeting.**

**Pay App for Plevna Road Structure Replacement Project-** This is the final pay application for the Plevna Road Structure Replacement Project. Change Order #2 was discussed, as there was additional cost, as well as cost

savings. Material was able to be re-used to fill the road, and the Mid-Rivers line was not needed to be moved. Less than 30% of the stabilization material was needed to be used. The retainage was reduced to 2%, as well as the seeding and mulching cost taken off, as that will be completed next spring. The total of the cost of the project was very close in amount to the original bid estimate.

**Commissioner Rost made the motion to accept Final Change Order #2 in the amount of -(\$28,432.67). Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. the motion carried unanimously.**

**Commissioner Rost made the motion to accept the Final Pay Application in the amount of \$528,873.18 for the Plevna Road Structure Replacement Project to Diamond J Construction. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

Diamond J Construction, LLC will be returning in the spring to complete the seeding, mulching, and erosion control portion of the project. An agreement will need to be signed if the Commission agrees. Diamond J has already signed the agreement. The Commission signed and agreed as well.

**Commissioner Rost made the motion to accept the Plevna Road North Structure Replacement Seeding, Mulching and Erosion Control Agreement with Diamond J Construction. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

**MDT Encroachment Permit-** Shannon has submitted for the MDT encroachment permit for the Millennium Sidewalk Project. The contractor for this project will be tying into the existing sidewalk on the MDT right-of-way. Shannon has submitted for the permit, as well as signed the environmental checklist. The permit itself will still need to be signed. Lighting cannot be put in on MDT right-of-way.

**Commissioner Rost made the motion to sign the MDT encroachment permit for the Millennium Sidewalk Project. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

**11:01 AM Rich left the meeting.**

**11:07 AM Shannon left the meeting.**

**11:30 AM Mary Grube, Planner Administrative Assistant joined the meeting.**

**Emergency Action Plan Approval-** The Emergency Action Plan was needing to be updated because the Public Works Director and the City Mayor has changed. The last time it was updated was 2016. After the Commission signs, the new plan will go on record. The Commission signed the plan.

**Commissioner Rost made the motion to approve the update for the Emergency Action Plan for the Upper and Lower Baker Lake Dam. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

**11:35 AM Mary left the meeting.**

**11:45 AM Commissioner Baldwin made the motion to recess for lunch. Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

## **NOON RECESS**

**1:15 PM RECONVENE**

**PRESENT: Deb Ranum, Chairman; Roy Rost, Steve Baldwin, Members; Kelsey DuCharme, Recording Clerk/Secretary (via teleconference)**

**FALLON COUNTY COURTHOUSE**

**1:15 PM Kevin Braun, Member of the Public joined the meeting.**

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

**1:21 PM Debbie Wyrick, Deputy Clerk and Recorder joined the meeting.**

**Request for Proposal-** Debbie, as well as Margie Losing, Member of the Insurance Committee, have done research and cannot find a company to help with creating the Request for Proposal for Health Insurance. Debbie has spoken with Jade Boggs, Insurance Store, and he is also checking into possible resources. The information collected needs to then be analyzed, which is unknown who can do that at this point.

**1:22 PM Debbie left the meeting.**

**1:22 PM Carla Brown, Council on Aging Coordinator joined the meeting via teleconference.**

**Snow Removal at the Senior Center-** Bruce Brown has said to Carla that he is willing to provide snow removal service at the Senior Center if that is what the County would like to do. He would charge \$80 an hour for the removal and would provide the equipment. The Commission explained that the Road Department is more than able and happy to help out, and they would also like to talk with Robbie Christiaens, Maintenance Supervisor, about helping remove the snow.

**1:26 PM Carla hung up the phone, therefore leaving the meeting.**

**1:30 PM Michael Millward, County Extension Agent joined the meeting.**

**County Extension Monthly Update-** The Extension Office is holding a class today on Beading and Bead Work. It will be held at the Exhibit Hall. This coming weekend the 4-H Ambassadors are going on their retreat trip to Deadwood. A welding workshop will be held at Baker Metal and Recycling. Cookies and Crafts will be held right before Christmas.

**1:37 PM Michael left the meeting.**

**1:42 PM Julie Straub, HRM; Kim Cuppy, Director of Public Health joined the meeting.**

**1:44 PM Brenda Wood, Clerk and Recorder joined.**

**Discuss Public Health Interim Job Duties-** Kim is planning to resign on December 31, 2020. A plan will need to be in place for her leaving and having no Director for the interim. Supervision of staff is going to be important in her absence. The Commission will need to stop by Public Health and help check in while waiting to hire another Director of Public Health. Carla Brown, Council on Aging Coordinator, may be able to supervise Karlene Kloetzke, as she is a Home Health Aide. Commissioner Rost will take over signing the timesheets for Public Health employees. The Commission is hoping to hire a new Director as soon as possible. The position is open until filled. Mindy Murnion will help with WIC, and any certifications will need to be done in Miles City. Melissa Staker can order immunizations, but only nurses are able to give them. Kim Bryan is working at Public Health one day a week. Family Planning can be run through the employees at Public Health. Kim does not expect this service to be affected. All Public Health employees have had the training on COVID testing. The contract with the schools for the Health Nurse will be continued throughout the school year. The contract will expire at the end of the school year. Further discussion is needed regarding the Health Nurse contract with Baker Schools. Mindy Murnion will start attending the Task Force meeting. Further discussion is taking place this Wednesday at the Task Force meeting. The Health Board will decide who is going to take minutes and post agendas. Julie and the Commission thanked Kim for all her hard work and dedication to the County and Public Health. She has done a wonderful job and will be greatly missed.

**2:16 PM Julie, Kim and Brenda left the meeting.**

#### **COMMISSION WORK SESSION**

The Commission reviewed, revenues received, reports, emails and other correspondence, board minutes and agendas.

**Century Construction called the Commission to ask about the bids from the Millennium Sidewalk Project.**

**Water Purchase Agreement with the City of Baker-**

**Commissioner Rost made the motion to accept the Water Purchase Agreement with the City of Baker for the Gun Range. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

**The Commission reviewed and approved the End of the Month November 2020 Claims in the amount of \$ and they are filed in the Clerk and Recorder's Office.**

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

**EVENING RECESS**

**FALLON COUNTY COURTHOUSE**

**9:30 AM CONVENE**

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

**ABSENT: Steve Baldwin, Member**

**9:30 AM Kevin Braun, Member of the Public joined the meeting.**

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

No one appeared for public comment.

**9:45 AM Kimberly Jensen, AP Clerk joined the meeting.**

**9:46 AM Dale Butori, DES/911 Coordinator a joined the meeting.**

**Discuss the outstanding Prairie County Reimbursement for 2019 Swift Services**-Kimberly discussed the inner workings of the SWIFT bills Fallon County receives annually. This is an annual licensing fee and is split amongst Sheriff/Dispatch/City Police/Detention Center and the three other County's that Fallon County provides Dispatch/911 services for, (Carter, Prairie & Wibaux). Kimberly explained, in billing for the 2020 licensing fee, it was discovered Prairie County had not paid for their 2019 billing. Through many conversations and much research, assisted by the Fallon County Sheriff and Dispatch Supervisor, it was found the Sheriff from Prairie County did not wish to pay for the 2019 services because he did not use the services. Prairie County Sheriff had apparently used another service he preferred but agreed to pay for the 2020 billings because the service is currently be utilized. Sheriff Harbaugh and Brenda Hoeger, Dispatch Supervisor feel Prairie County owes the 2019 billing also, as Prairie County still needed SWIFT to work with our Dispatch. This amount Prairie County owes came from the Dispatch Budget and was to be reimbursed.

Commissioner Ranum feels Prairie County owes this they just chose not to use it. Discussion of drafting a contract for this; will discuss this again. Kimberly and Dale explained the SWIFT licensure fees do not come from 911 funds. Also discussed was the CJIN licensure contract dated in 2004; discussed updating this contract as well. contract on record in Clerk and Recorder's office and should also be updated.

**DECISION:** The Commission will contact the Prairie County Commission next week and keep everyone in the loop.

**9:53 AM Stacey Moore, Director of Library Services joined the meeting.**

**AP SPECIAL CHECK RUN:** The Commission reviewed and approved a special claim issued to MDU for the remaining balance due for November, 2020 billing. It was explained there was an error made, causing a balance due of \$382.26. The error was not caught by the Clerk and Recorder and were unable to retrieve the warrant in time to reissue a new one. That claim is listed below:

**Commissioner Rost made the motion to pay the remaining balance due MDU of \$382.26. Commissioner Ranum seconded the motion. Commissioner Ranum asked for any other discussion; being none. 2 Ayes. 0 Nays. 1 Absent. The motion carried.**

**9:58 AM Dustan Davis, IT joined the meeting.**

**Purchase request for Emergency Operation Center (EOC)** – Dale stated he and Dustan have been discussing replacing the current projector and screen in the EOC with a Touch board. They would move projector and screen to the small conference room in the Courthouse basement. Dustan explained the Touch board already has the brains so would not need an additional computer. They also discussed upgrading the phone system in the EOC; the conference phone would come with 2 extra mics. The quote for the 86" Touch board was \$7,740.16; in addition to the screen, this includes the hardware and the shipping. Discussed the Touch board and phone system can be utilized by other groups as well.

Stacey questioned whether the EOC will be able to be utilized by other groups for scheduling purposes since the EOC is still activated. Cleaning the room thoroughly after each use was discussed and making cleaning supplies available to groups was also discussed. It was felt the EOC would now be able to be utilized by other groups. Stacey will notify the Inside Maintenance Supervisor when meetings are scheduled to make sure thorough cleaning is completed.

Dale explained we are still under a state of Emergency, under the Governor's Directive. Much discussion took place regarding implementing 2 mills, for Emergency situations or waiving the 2 mills to receive federal funding.

Discussed Fallon County staying in an Emergency Declaration to qualify for Federal Funding. Dale will discuss the process with MACo and report back.

Dustan spoke with Stacey from Mid-Rivers regarding the cost to upgrade the phone system. Stacey quoted the cost of approximately \$1,500.00 per phone which includes 2 mics, however the line charges would remain the same. The group discussed purchasing a phone for the Commissioner's office as well. The Touch board and phone system were not budgeted; but Dale and Dustan were in hopes they would be able to utilize the Cares Act Funding already received.

**Commissioner Rost made the motion to purchase 2 upgraded phone systems and a Touch board. The phone for the Commission will be paid from the Commission budget; the other phone and Touch board will be paid from the Inside Building Maintenance budget. Commissioner Ranum seconds the motion. Commissioner Ranum asked for further discussion; being none. 2 Ayes. 0 Nays. 1 Absent. Motion carried.**

**10:33 AM Dale and Dustan, Stacey left the meeting.**

**Swift billing-Commissioner Ranum further clarified she would contact Prairie County Commission on Monday regarding the 2019 SWIFT billing and will keep Kimberly informed.**

**10:35 AM Kimberly left the meeting.**

#### **10:35 AM COMMISSION WORK SESSION**

**2020/2021 Action for Eastern Montana CARES Act Funding Workplan-**The Commission reviewed and discussed the 2020/2021 Action for Eastern Montana CARES Act Funding workplan. It was felt no changes or revisions were needed. Commissioner Ranum signed the Workplan which will be mailed, and a copy placed of record in the Clerk and Recorder's office.

**11:00 AM David Espeland, CEO and Marjorie Losing, CFE-FMC joined the meeting.**

**Fallon Medical Complex Monthly Reporting & Updates-**Marjorie presented the October Financials. October was a slow month; November financials will be considerably better.

COVID and staffing was discussed; The Hospital will be writing Fallon County a check for the related party cost. FMC's PERS Retirement liability was discussed; PERS wants their money and are not willing to include the Clinic Retiree liability with Fallon County's liabilities, even though they were once County employees. Discussed options given by PERS; David asked if FMC could borrow the money from Fallon County (with interest). Commissioner Rost expressed a letter of intent will be written; this will be added to next year's budget and the Auditors will be notified. The Hospital Mill Levy Election was discussed. David will present this to the Hospital Board in January and get the proper request letter to Fallon County and proceed from there.

Commissioner Rost stated he had received a couple phone calls from a few Members of the Public wanting to be able to see family members. The individuals wondered if the decision, not to allow them in to see their family member(s) was a Health Board decision. Commissioner Rost explained to the individuals it was not a Health Board decision. David stated FMC receives their directives from the State of Montana and the facility decides how to manage those directives through Dr Sullivan, Nursing Services and Dr. Espeland. David stated he helps to enforce if needed. David stated the Hospital Board would be who these individuals would voice their concerns to, if pertaining to FMC.

Discussed the PVC project briefly; Roy stated they discovered the elevators do not work when powered by the generator. David was not aware of that; more research will be done regarding this.

**12:05 PM David and Marjorie and Kevin left the meeting.**

**12:00 PM Commissioner Rost made the motion to recess for lunch and meet at 1:00 for Safety Reviews at various County Departments. Commissioner Ranum seconded the motion. Commissioner Ranum asked for any other discussion; being none. 2 Ayes. 0 Nays. 1 absent. The motion carried unanimously.**

#### **RECESS**

**1:00-5:00 PM OUT OF THE OFFICE COMPLETING SAFETY REVIEWS**

#### **5:00 PM ADJOURNED**

s/Kelsey DuCharme, Recording Secretary

s/Deb Ranum, Chairman

ATTEST:

s/Brenda J. Wood, Clerk and Recorder