

9:30 AM CONVENE

PRESENT: Deb Ranum, Chairperson; Roy Rost, Steve Baldwin, Members; Kelsey DuCharme, Recording Secretary

FALLON COUNTY COURTHOUSE

9:30 AM The Pledge of Allegiance was held in the Commissioner's Office at 9:30 AM to start off the week.

PUBLIC COMMENT –AGENDA/NON-AGENDA ITEMS

9:30 AM Steve Rosencranz, Carter County Commissioner called in for public comment.

Policy Manual- Carter County would like to use the Fallon County Policy Manual as a reference to create their own manual. They wanted permission before they use it. The Commission agreed. Julie Straub, HRM, will send over the electronic version.

9:34 AM Steve hung up the phone, therefore leaving the meeting.

9:43 AM Robbie Christiaens, Parks Manager joined the meeting.

Parks Updates- Robbie has been busy working the arena at the Fairgrounds. He will talk with Alba Higgins, Shop Foreman, about getting certified to operate the tractor. He is still working on calling companies to do the irrigation system. The Parks and Recreation convention is in April in Butte. The Commission agreed to Robbie registering. He has not heard more on the Winterfest but will know more after the Chamber meeting this week.

9:57 AM Robbie left the meeting.

9:58 AM Bobby Wiedmer, Road Supervisor; Alba Higgins, Shop Foreman joined the meeting.

Motor Grader Bids- Alba reviewed the bids that were received last week for the Motor Grader. Tractor and Equipment and RDO Equipment both submitted bids. Both bids are fairly similar. The trade-in values and buy-back rates were discussed. The Commission is looking at setting up a schedule for trading and maintenance for the Road Department. The Road Crew has been trying a John Deere blade to compare the differences in the equipment compared to CAT.

10:24 AM Shannon Hewson, Brosz Engineering joined the meeting.

Commissioner Rost likes the idea of having two pieces of equipment to be traded every three years. One year there would be three pieces traded because the blade would be included.

10:26 AM Mary Grube, Planner Assistant joined the meeting.

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

Commissioner Rost made the motion to accept the bid with RDO for two Motor Grader machines for the price of \$337,000.00, as well as the purchase of the wings and lift group for \$17,500.00, and a \$225,500.00 trade-in. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

Road Department Updates- One of the crew members trucks is going through DEF quickly and is throwing codes frequently. It seems to be getting worse. The Commission will let Bobby and Alba decide where they would like to take it for repairs.

10:36 AM Alba left the meeting.

Gravel Bid- The Road Department is needing more gravel. It will be put out to bid. Bobby will start writing the invitation and the specs. Discussion on the specs that will be required.

Baker Lake Waterfall Project- Rich Batterman has reviewed the document from the City for the waterfall project, as there is a City street where the project is going in at. It would be more of a conditional use easement. Darcy Wassmann, County Attorney, will need to review it before an agreement can be made. It is also on the agenda for the City Council to review. It needs to be done before the waterfall project goes out to bid.

Fishing Dock- Fish, Wildlife and Parks has received the grant from Rich for the proposed fishing dock. He will know more by the end of the month.

Project Updates- Shannon spoke with Ethnoscience last week and the Ismay Road cultural report is completed. He is still waiting on the Park Service for more information. The proposed Gun Range waterline was discussed. The ramp that comes into the Courthouse is heaving. Shannon is unsure if the dowels were drilled deep enough when they were originally tied in. He will contact the construction company for more information. Nothing can be done on the ramp until spring. Shannon will keep a close eye on it to make sure it doesn't need to be tied off from the public.

11:02 AM Shannon, Rich and Mary left the meeting.

11:09 AM Michael Millward, Extension Agent joined the meeting.

Commissioner Rost made the motion to approve the minutes from January 27-31, 2019, with corrections.

Commissioner Baldwin seconded the motion. Commissioner Ranum asked for further discussion; being none.

3 Ayes. 0 Nays. The motion carried unanimously.

Extension Office Updates- The Easement and Right-of-Way training will be held on February 18th in Ekalaka at 5 PM at the Event Center. Michael reviewed the events that the Extension Office and 4-H held in January, including a parliamentary procedure meeting, a 4-H council meeting, and the winter series. Discussion on the Western Ranch Horse Event, which is an event that allows the qualifying 4-H members to go to State. Some of the surrounding areas are also wanting to be involved, however a day has not yet been decided on. Michael has been writing for the Miles City newspaper as part of a joint group of Eastern Montana Extension Agents. The State 4-H members will be taking a more active role in the State Horse Show. There is a difference in the beef selling requirements between FFA and 4-H, which Michael is trying to work through. He will be speaking at the Fallon County Spray Days on March 19th and 20th. The livestock scale at the Fairgrounds needs to be set on the cement pad and bolted down. Michael will speak with Robbie Christiaens, Parks Supervisor, about helping set the scale in place.

11:31 AM Julie Straub, HRM joined the meeting.

11:34 AM Michael left the meeting.

Agenda Notice- The Outside Building Maintenance Follow-Up on Safety Review was postponed until February 18th.

11:30 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

1:15 PM RECONVENE

PRESENT: Deb Ranum, Chairperson; Roy Rost and Steve Baldwin, Members; Kelsey DuCharme, Recording Secretary

FALLON COUNTY COURTHOUSE

1:15 PM PUBLIC COMMENT –AGENDA/NON-AGENDA ITEMS

No one appeared for public comment.

1:30 PM Brenda Wood, Clerk and Recorder joined the meeting.

Capital Projects Planning Discussion – Commission Request- Commissioner Ranum asked why the Gun Range Power Scrubber was in the Capital Outlay budget and not the Gun Range budget. It has already been purchased. Brenda explained that originally it was supposed to be over \$5,000.00, however they were able to find it at a cheaper price. Commissioner Ranum had a few questions regarding which items were budgeted for in the Capital Outlay. The numbers in this budget are not what is going to be spent, they are just figures that have been put in, as the money had to be allocated for projected future projects.

2:00 PM Brenda left the meeting.

2:15 PM Commissioner Baldwin made the motion to accept the minutes from the Solar Tax Abatement Hearing on January 23, 2020. Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

2:30 PM Commissioner Baldwin left the meeting.

The Commission reviewed and approved the End of the Month January 2020 Claims in the amount of \$112,152.67 and they are filed in the Clerk and Recorder's Office.

The Commission reviewed and approved the January 2020 timesheets, withholdings and benefits in the amount of \$537,345.35 and they are filed in the Clerk and Recorder's Office.

COMMISSION WORK SESSION

The Commission reviewed, revenues received, reports, emails and other correspondence, board minutes and agendas. The Commission and Debbie Wyrick, Deputy Clerk and Recorder, discussed the 3-D Archery Shoot that is being held at the Fairgrounds. The waiver form and the guidelines were reviewed, both of which will be attached to the registration papers at the event. The Commission signed a Certificate of Appreciation for Tim Grube, Deputy Sheriff, as he has served for Fallon County for 15 Years. Thank you, Tim, we couldn't do it without you! The Tax Abatement Resolutions for the Clenera Solar Farm have not yet been completed.

5:00 PM Commissioner Rost made the motion to recess for the evening. 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.

EVENING RECESS

TUESDAY, FEBRUARY 4, 2020

9:30 AM RECONVENE

PRESENT: Roy Rost and Steve Baldwin, Members; Kelsey DuCharme, Recording Secretary

ABSENT: Deb Ranum, Chairperson

FALLON COUNTY COURTHOUSE

PUBLIC COMMENT – AGENDA/NON-AGENDA ITEMS

No one appeared for public comment.

9:55 AM Dustan Davis, IT TECH; Melissa Rost, Museum Curator joined the meeting.

Museum Cameras- Dustan would like to upgrade the camera system for the Museum. He explained that there are a few cameras that are failing, the cables are not appealing to look at, and there is an indoor wire that is outside and is weathering away. He would like to upgrade the camera system and add cameras to each building that has electricity.

10:01 AM Kimberly Jensen, Accounts Payable Clerk joined the meeting.

Most of the system would be wireless and would be for the Jail Building and the Block Building. This order would include six access points, five switches, and 25 cameras, for the total of \$2,571.00. It is in the budget. The current system was installed by Kenco. Dustan would like to quit using Kenco and save the County money by being able to change out the parts himself. Kimberly explained that it is \$20 a month for Kenco to provide maintenance to their cameras. Melissa would also like there to be public Wi-Fi, which Dustan would be able to do with this system. Melissa explained the need for the cameras in the buildings.

10:06 AM Deb Ranum, Chairperson joined the meeting.

Dustan stated that he would like to put the current cameras into the County Auction, as they would no longer be of use. Kimberly suggested that it was expensive to get the cameras installed and might be worth looking at pricing from Kenco as well. Kimberly has a meeting with the Commission tomorrow to discuss the Kenco cameras. The Commission will wait to make a decision.

10:14 AM Dustan, Kimberly and Melissa left the meeting.

10:27 AM Kimberly Jensen, Accounts Payable Clerk; Julie Straub, HRM joined the meeting.

10:28 AM Mark Sieler, Road Foreman; Bobby Wiedmer, Road Supervisor; Alba Higgins, Shop Foreman joined the meeting.

County Credit Card- It has been put into the County Policy that every County employee that travels needs a County credit card in their own name. The Road Department has employees that travel very occasionally, at most once a year. Bobby has concerns of every employee getting a credit card, because they won't be used. According to policy, employees are required to fill out a monthly report, even if the card is not used. Discussion was held on whether the reports need to be filled out if they are not used. The policy states that cards must be in the individuals name. Bobby is the only one right now that has a card in his name. It also states that if the card is in an employee's name, nobody else can use it. The Commission could make a change in policy for the Road Department that anyone on the crew can use Bobby's card with permission. Before this was put into policy, employees could use their own credit cards and the County would reimburse them. To eliminate anyone abusing this, the policy was changed that only County credit cards can be used. It will be changed in the policy to let the other employees use Bobby's card. Mark, Bobby and Alba will have credit cards and keep a log of who uses the card within the department. The cards daily limit was discussed. The policy will also state that if a credit card is not used that month, a report does not need to be turned in.

11:04 AM Kimberly, Mark, Alba and Bobby left the meeting.

Maintenance Department Discussion- Joe Janz, Outside Building Maintenance Supervisor, has expressed to the Commission that he will be retiring in June of 2020. The Commission will need to decide if they will recruit for this position or restructure the Outside Maintenance Department all together. It would be an option to integrate the position in with the Parks Department, which in turn would mean fewer department supervisors. Discussion on consolidating the department with the Parks Department. The Commission could also decide to create a different structure that includes the County Shooting Range, Parks and the Courthouse Complex. The supervisors would change from the Commission to one single supervisor. Julie explained that the job description, pay, expanding upon duties, etc. would only change for the direct supervisor. There is some time to think about it and to discuss how far the umbrella of the maintenance supervisor would be. The recruitment process can be opened internally before proceeding to advertise to the public. Discussion on whether this would require a part-time employee, seasonal employee, or a full-time employee. The Commission decided that the Outside Maintenance Department would include the Courthouse Complex, Gun Range and the Parks. Julie will create a job description for the department. They would like one permanent employee and one supervisor. This topic will be placed on the agenda for more discussion.

11:38 AM Julie left the meeting.

11:51 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

1:15 PM RECONVENE

PRESENT: Deb Ranum, Chairperson; Roy Rost and Steve Baldwin, Members; Kelsey DuCharme, Recording Secretary

FALLON COUNTY COURTHOUSE

AGENDA/NON-AGENDA ITEMS-PUBLIC COMMENT

No one appeared for public comment.

1:30 PM The Commission, Julie Straub, HRM; and Eric Kary, Golf Course Superintendent attended the Golf Course Follow-Up on Safety Review.

2:30 PM Bobby Wiedmer, Road Supervisor; Alba Higgins, Shop Foreman joined the meeting.

Equipment Scheduling and Maintenance- Bobby and Alba would like to look over what equipment needs to be scheduled to be traded in for the Road Department. This is determined by how many hours each piece of equipment has on it and the budget available. It will help Bobby and Alba create their budgets each year. Alba reviewed the equipment that is getting close to needing to be traded. One of the loaders with the quick attach has 3,000 hours, and the pit loader has over 3,000 hours. The newest one gets used the most. There is no buy-

back available anymore because both machines are over five years old. Alba explained that it is handy to have two loaders, as they are both used for different jobs. Discussion on waiting until they hit the 5,000-hour mark before trading. The Commission would like to be sure that a maintenance record, with a cost, is attached to all equipment. There are 1,000 hours on the backhoe. It isn't used as often as other pieces of equipment. They plan to keep the backhoe for the foreseeable future. There are 1,500 hours on the tool carrier. Bobby and Alba are unsure if they would like to keep it in the rotation. The Landfill dozer is needing to be replaced. There are 4,000 hours on it, and by the time it hits 6,000 miles, it will need a new undercarriage.

2:55 PM Mark Kirschten, Member of the Public joined the meeting.

3:14 PM Alba and Bobby left the meeting.

3:28 PM Cindy Irgens, Recording Clerk joined the meeting.

Petition to Abandon a County Road - Chris and Clyde Crawford have submitted a document through Rich Batterman to the Commission to abandon a County road. A public hearing will need to be scheduled. The petition has been received without any exhibits, even though the document reads that there are exhibits attached. Nothing can be completed or scheduled until the document is corrected. After this is received, a public hearing will be scheduled. The meeting will be postponed until the correct documentation is attached.

3:37 PM Cindy and Mark left the meeting.

3:57 PM Mike Griffith, Brandi Griffith, Baker Baseball Association Members joined the meeting.

Baker Baseball Association- Mike and Brandi asked if the Baker Baseball Association had permission to use the fields again for the Baseball League. The Commission agreed. Everything worked out well last year working with Robbie Christiaens, Parks Supervisor. They will be using the concession area this year also. Discussion on the pop machine, as they had some issues with it freezing up last year. They plan to look at getting a new one this year. All new gear is going to be purchased for each team through the Association. Storage options were discussed. The Commission will check with the City of Baker about who owns the pitching machines, as the Association would like to use them. Liability insurance is up to date. Sign-ups will be held the 16th and 30th of March.

4:12 PM Mike and Brandi left the meeting.

4:40 PM Commissioner Baldwin made the motion to recess for the day. Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

EVENING RECESS

WEDNESDAY, FEBRUARY 5, 2020

9:30 AM RECONVENE

PRESENT: Deb Ranum, Chairperson; Roy Rost and Steve Baldwin, Members; Kelsey DuCharme, Recording Secretary

FALLON COUNTY COURTHOUSE

AGENDA/NON-AGENDA ITEMS-PUBLIC COMMENT

No one appeared for public comment.

9:30 AM – The Commission and Julie Straub, HRM, visited the Container Site for a Safety Review.

10:55 AM Beth Epley, Eastern Plains Economic Development Corporation joined the meeting.

10:57 AM Melissa Rost, Museum Curator joined the meeting.

Updates for EPEDC- Beth stated that part of reporting to the State of Montana through the EPEDC includes a large annual report. Three loans were closed out last year from their revolving loan fund. Seven new jobs were created in the region. The Corporation had a great year for levered funding. They just found out that they received the planning grant for the childcare study. Discussion on the Department of Commerce grants, specifically the signage.

Historic Preservation Grant- The Historic Preservation grant may be beneficial in preserving the Jail Building for the Museum. The grant would be for foundation preservation and stucco work. The grant doesn't require a match, however it will be more competitive if funds were available to be matched. Melissa is not sure if the Historical Society would be interested in helping pay for a portion of the grant or not. Beth suggested a 10-15% match. The grant can be up to \$500,000.00 and the County will be applying for up to \$200,000.00. The grant is due February 28th. The Commission stated that there is a match available from the County that would come from the Museum budget. The money will go into the next fiscal year budget. The grant won't be approved until the next legislative session. It does require an environmental review, or a standard EIS. The Commission will speak

with Shannon Hewson, Brosz Engineering, about completing this. A public hearing would have to be held before May 1st.

11:22 AM Beth and Melissa left the meeting.

11:52 AM Commissioner Baldwin made the motion to take noon recess. Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

NOON RECESS

PRESENT: Deb Ranum, Chairperson; Roy Rost and Steve Baldwin, Members; Kelsey DuCharme, Recording Secretary joined the meeting.

FALLON COUNTY COURTHOUSE

AGENDA/NON-AGENDA – PUBLIC COMMENT

1:15 PM Kelly DuCharme, Member of the Public joined the meeting.

County Road- Kelly had questions about the DuCharme Access Road. He is having issues with an excess number of vehicles driving through his yard. The County Road goes through his yard and he is questioning whether this can be shut off or not. The Commission will look further into it and get back to him.

1:26 PM Kelly left the meeting.

1:30 PM The Commission; Kim Cuppy, Director of Public Health; and Carla Brown, Council on Aging Coordinator attended the Public Health and Council on Aging Follow-Up on Safety Review.

2:48 PM Kimberly Jensen, Accounts Payable Clerk; Dustan Davis, IT TECH joined the meeting.

Mid-Rivers Contract Discussion- The Mid-Rivers contract expires this week. Kimberly asked if the Commission was interested in renewing the contract. She reviewed the pricing, which would be locked in for another three years if it was renewed.

2:50 PM Brenda Wood, Clerk and Recorder joined the meeting.

Dustan feels that there are issues with each phone having its own phone number, which may potentially add to the cost. However, outsourcing to a different company could also bring its own challenges and expenses. The Commission likes using a local company for the services. The Commission would like to renew the contract.

Kenco Camera Maintenance Option Discussion- Kimberly handed out the Kenco Maintenance plan information. She explained that the County had a warranty on the camera systems for one year; they are now expired. It is \$20 a month for their maintenance plan per system. The County systems include the Splash Park, Gun Range and Museum. The maintenance plan covers all parts, mileage, equipment failures, etc. It will be free of charge for a Kenco camera technician to come to Baker for an estimate of the cameras needing updated, such as the Museum. It is an additional cost to upgrade the cameras. Kimberly explained that the Museum camera system is 12 years old and cost over \$13,000.00 to install. The Splash Park/Skate Park cameras were over \$21,000.00 and are 2 years old, and the Gun Range cost around \$19,000.00 and is 4 years old. The alarm system at the Museum costs \$654.00 for the year. This system can be upgraded as well, if needed. Dustan has proposed taking out the current camera system at the Museum and re-installing his own set of cameras, which was discussed on Tuesday, February 4th during the Commission meeting. The Commission would like to keep Kenco and will pay the \$20 maintenance fee for the Gun Range and the Splash Park.

3:13 PM Lynda Herbst, Inside Custodial Supervisor joined the meeting.

They would like Kenco to give an estimate for upgrading the Museum cameras. It may not be beneficial to start over with the cameras, due to the large cost that came with installing them. Dustan would like to be the point of contact with Kenco, as he is in control of the County internet and network. He will also be in contact with Dakota Security because the security systems for the Triangle Park and the softball fields are needing updated as well. Dustan feels it will be more cost effective and efficient if he is the one to install the cameras. The Commission would like estimates from Kenco before proceeding.

3:21 PM Kimberly, Brenda and Dustan left the meeting.

Commissioner Desk- The Commission desk is needing to be either updated or replaced. The Commission has asked a couple of different companies for estimates and has not yet received them. Lynda explained that there is a cabinetry company in Bowman that may be interested. She called the company and they are willing to come to Baker to give an estimate on the desk.

3:33 PM Lynda left the meeting.

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

3:59 PM Debbie Wyrick, Deputy Clerk and Recorder; Brenda Wood, Clerk and Recorder joined the meeting.

Permission to Hire- A change in position roles is needed within the Clerk and Recorder's office. Julie proposed to the Commission reducing Kelsey DuCharme, Recording Secretary's, hours to 20 hours a week and then 32 hours the first full week of the month, to reflect the Commission's schedule. Her duties would solely be working with the Commission. For this to work within the department, it is contingent on open hours and duties that would no longer be covered, as Kelsey is currently a full-time employee. In order to accommodate, Brenda and Julie would like to put Kelsey in the 20 hour a week and would like to recruit a 40 hour a week position. This position would pick up the 20 hours that Kelsey would no longer work, and the new employee would have additional duties as well. This new position would help with customer service, be cross trained for payroll and minute taking, check documents and oversee fixed assets and petty cash. Julie explained that she would no longer be the second set of eyes on timesheets. She would be sure that everything is followed by Fallon County Policy. The new position would also serve as an assistant to Julie when the time allows. Julie explained to the Commission the items she is falling behind on and how an assistant would greatly benefit her. The duties in the Clerk and Recorder's Office would be priority. Discussion on possible desk spaces for Kelsey to be re-located. There may potentially be room in the Commissioner's Office for a desk, or some re-arranging in the Clerk and Recorder's Office. The new position would have to be advertised and have a strong background in accounting. Kelsey would stay under the supervision of Brenda. Kelsey would work her normal schedule until the 21st because that is the end of the pay period. It is in the budget to add another full-time employee. The Commission would like more time to think about this before deciding.

4:33 PM Julie, Brenda and Debbie left the meeting.

4:38 PM Commissioner Rost made the motion to recess. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nay. The motion carried unanimously.

EVENING RECESS

The Hospital Board meeting was held on Wednesday, February 5th at 5:30 PM.

The City Council meeting was held on Wednesday, February 5th at 7:00 PM at the Fallon County Courthouse Courtroom.

THURSDAY, FEBRUARY 6, 2020

9:30 AM RECONVENE

PRESENT: Deb Ranum, Chairperson; Roy Rost and Steve Baldwin, Members; Kelsey DuCharme, Recording Secretary

FALLON COUNTY COURTHOUSE

9:30 AM AGENDA/NON-AGENDA ITEMS-PUBLIC COMMENT

No one appeared for public comment.

9:45 AM The ALS Transcripts and Patient Care Reports meeting was re-scheduled for a later date.

10:01 AM David Espeland, FMC CFO; Margie Losing, FMC CFO joined the meeting.

Monthly Financial Report- Margie gave the Commission a spreadsheet showing what FMC will be paying back to Medicare. She reviewed what Medicare has paid and what FMC had to pay back for the overpayment. This was for both the inpatient and the skilled swing bed. Margie reported that December was a good month for FMC. There was 31 inpatient days and 47 skilled days. Discussion on the impact that the activity from the pipeline created. Both the County and the FMC auditors have been discussing the mill levy funds.

Dispatch Hot Line- David explained that the Dispatch hot line is in place and proves to be working. It is a direct line from Dispatch to the Emergency Room. David is working on fixing a few bugs in their phone system.

Security System RFP- David would like to move forward with the security system. He will need to get ahold of an engineer to create a scope of work statement. The scope of statement will include the logistics for companies to be able to bid the project. David plans to work with Stevenson Design on the scope of statement. It will be put out to bid after that is completed. The Commission would like David to come into their office and have it authorized for payment.

Medical Staff Elections- Dr. Sullivan is the Medical Staff Director now, it is no longer Dr. Espeland. The Health Officer is still Dr. Espeland. Discussion on the need for a potential psychologist. The Commission will speak with the Eastern Montana Health Association about getting some help here in town.

10:49 AM Mary Grube, Planner Assistant joined the meeting.

New Contract PT- FMC has hired a new contract Physical Therapist. Everything seems to be going well; and she will plan to be here for 13 weeks.

10:57 AM Rich Menger, Sanitarian joined the meeting.

10:58 AM David and Margie left the meeting.

Luke Holestine Trailer Park- Mary gave the Commission a letter from the DPHHS requesting additional reviews on the Holestine Trailer Park. Mary explained that the lettering is requesting the trailer park to go through subdivision review. Rich stated that he has spoken with the DEQ and as far as he knows, the trailer park is hooked to City water and sewer, therefore the DEQ may view it as exempt. Mary stated that it would not be exempt if it goes through subdivision review. Rich believes everything has been completed and the DEQ is in the process of writing a letter to state that. He does not agree that it needs to go through subdivision review because everything is already completed. The letter doesn't state specifically state a subdivision review. Rich suggested that it is a review of the plans and specs, which has already been completed. The Commission would like Mary to call the DPPHS and ask what they are requesting specifically and if it includes a subdivision review or not. She will meet with the Commission after these questions are answered.

Kinsey Family Transfer- Mary explained that a mistake was made years ago, and an agricultural exemption went through that should have been a subdivision review. The Commission will need to determine if it is exempt or needs to go through subdivision review. It is a family transfer, which is exempt.

Commissioner Baldwin made the motion to allow the Planning Department to move forward with the review of the exemption for the immediate family conveyance of Jack and Sandra Kinsey to JK Kinsey of the S1/2 of the SE1.4, Section 22, T10N, R58E, P.M.M., Fallon County. Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

Amended Plat of Lot 3 – Lohof-Green Acres Minor Subdivision Road Issue- Brittanie Jorgenson came in to speak with Mary and explained that she cannot get legal access from the highway where the road is built because someone else owns the property they are driving across to get to their house. The road was built to cross that property. In the subdivision approval, they were to build another road where there is public access from the County road onto that road. It was stated that all the requirements were completed, however this road never was. In the conditions, it is stated that the road will be built to the 2014 subdivision regulations. Mary suggested that the County could build the road and charge the homeowners of the two subdivisions for the work, as they are responsible. The landowners could also hire an engineer and build it themselves. The County doesn't build roads. If they were to build it, it would give off a precedence of other County roads. Since it was subdivided and sold, it will not be up to the County to build it.

TC Solutions- Mary explained that the lake tank water storage and the workforce for the TC Solutions Pipeline conflict with each other. The storage for the water is not coming from Baker Lake, even though it is called that. There are six separate tanks. Discussion on the City water supply. They are hoping to start filling the tanks in April and are working on getting all the permits finished up.

Growth Policy- Mary is working with Shanny Spang-Gion, SMART Director, as well as the SMART Board and the Planning Board on the Fallon County Growth Policy. They are completing a census and will create a brand-new policy.

11:52 AM Rich left the meeting.

Discussion on the issues with the current growth policy. They plan to start conducting public meetings regarding the policy. The Commission asked if this was part of Mary's job duties or if it was part of the Planning Board, in which Mary replied that it is part of her job.

Part-Time Assistant- Mary would like to propose the idea of hiring a part-time assistant for the Planning Department. She explained that she has needed someone for quite some time. There is a contract planner, but there has always been two people in the Planning Department. She would like someone to be hired at 20 hours per week as a permanent part-time employee. This assistant would do the filing and work on the electronic files as well. Mary stated that she feels she has great knowledge of the Planning Department and is doing more and more things on her own without the help of Forrest Sanderson, Contract Planner. She explained that Forrest believes her title should be Planning Director, not assistant, as she makes the decisions for the department and her own budget. It would be a salaried position. She would also be willing to job share an employee that is already employed by the County. This is in Mary's budget for this fiscal year. A job description would need to be created. The Commission would like time to think this over before making their decision.

12:08 PM Mary left the meeting.

12:12 PM Commissioner Rost made the motion to adjourn. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

ADJOURN

The Chamber Meeting was held on Thursday, February 6th at 12:00 PM at the Red River Inn.

S/Deb Ranum, Presiding Officer

S/Kelsey DuCharme, Recording Clerk

ATTEST:

S/Brenda J. Wood, Clerk and Recorder