

**MONDAY, FEBRUARY 17, 2020**

**COUNTY OFFICES CLOSED – PRESIDENT’S DAY – WILL OPEN ON TUESDAY, FEBRUARY 18<sup>TH</sup>**

**MUSEUM BOARD MEETING – 4 PM**

**TUESDAY, FEBRUARY 18, 2020**

**9:30 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**

**9:30 AM Beth Epley, EPEDC joined the meeting.**

**Solar Impact Fees-** Beth explained to the Commission that with the Clenera Solar Project, there may be potential impact fees available for a community project. She stated that other areas were able to get up to half a percentage of the construction costs put into an account. The Tax Abatement Resolutions need to be signed 30 days after the public hearing is held. The impact fees for the community could be used for a wide range of things. Discussion was held on the amount of money that could be received. The Tax Abatement will need to be approved by the Commission beforehand.

**9:42 AM Robbie Christiaens, Parks Supervisor joined the meeting.**

Beth will reach out to both MACo and Clenera about the potential impact fees available.

**9:46 AM Beth left the meeting.**

**City SID-** Trish Rost, Member of the Public, called Commissioner Ranum, as she wasn’t able to come in for public comment. She asked that it go on record that she is encouraging the County to protest the City SID taxes because of what it will impose on the County, which in turn will be passed onto the taxpayers.

**Parks Updates-** Robbie explained that the Hospital Park needs a new Montana flag. He will check with Joe Janz, Outside Building Maintenance Supervisor, to see if he has any extras. Robbie has been busy putting up the new rural addressing road signs.

**9:57 AM Robbie left the meeting.**

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

**Road Department Updates-** One of the upper arms on the blade came loose. Tractor and Equipment came to fix it, as well as looked at the tool carrier. The new loader at the Landfill is throwing codes for the joystick access. It is a new machine that is still under warranty. RDO in Dickinson plans to speak with Tom Kachel, Manager of Landfill Operations, regarding the loader. The Road Crew is busy hauling gravel this week.

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

**Mid-Rivers Right of Way Easements-** Mid-Rivers submitted two right-of-way easements for County approval. Bobby didn’t see an issue with either easement. Commissioner Ranum signed the easements.

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

**Commissioner Baldwin made the motion to approve the minutes from February 10-14, 2020, as presented. Commissioner Ranum seconded the motion. Commissioner Ranum asked for any other discussion; being none. 2 Ayes. 0 Nays. 1 Abstain (Commissioner Rost). The motion carried.**

**11:14 AM Mary Grube, Assistant Planner joined the meeting.**

**11:16 AM Michael Millward, Extension Agent; Julie Straub, HRM joined the meeting.**

**Job Description for Administrative Assistant for Extension Office-** The Commission received an updated job description for the Administrative Assistant for the Extension Office. Julie has made minor changes to it, but nothing that will change the scope of the work. Maggie Bainter, current Administrative Assistant, has given her notice of resignation. Carter County reimburses this position at 40%, as they are sharing the position with the County. The employee is 100% a Fallon County employee. Discussion on the

possibility of changing the Administrative Assistant position to a floating assistant for other departments in the Courthouse basement, as well as continuing as an assistant for the Extension Office. Michael would not be in favor of this, as he feels this position is always busy and is needed at full-time for Extension. This could also potentially be an opportunity for Carter County to hire their own personal secretary and no longer share the position with Fallon County. Michael explained that both Kodie Olsen, 4-H Assistant, and Maggie are used to working together with Michael and it would be difficult to split up that work with hiring a separate person in Ekalaka. Michael would like this position to stay the same and not be divided between different departments. He has concerns with sharing and splitting responsibilities. The Commission would like to discuss with the Commission in Carter County. Julie would like the Commission to look at doing a needs assessment and see what different offices need for additional help.

**11:36 AM The Carter County Commissioners joined the meeting via phone call.**

Commissioner Ranum explained that the Commission is looking at the job description for the Administrative Assistant Extension position, as Maggie has put in her notice. The Planning Department is needing help with filing and the Commission is trying to avoid hiring two people. The Fallon County Commission asked if Carter County would be interested in hiring their own employee for an Administrative Assistant. The Carter County Commission would like to keep the arrangement the way it currently is, with no change.

**11:51 AM The Carter County Commissioners hung up the phone, therefore leaving the meeting.**

Once the job description is completed, Julie would like to ask permission to recruit for this position. The current job description was reviewed, which reads that additional help can be arranged for other departments if needed and time allows.

**Commissioner Rost made the motion to recruit for the Administrative Assistant for the Extension Office. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

**11:55 AM Mary and Julie left the meeting.**

**Imagining Rural-** Imagining Rural is in collaboration with Montana State University and Extension. The application deadline is March 10<sup>th</sup>. Other collaborators are needed, such as the schools, the SMART Office, etc. Imagining Rural is for community projects, improving businesses and creating new businesses. It has been successful in other areas. Michael will contact other areas that have been involved with the program to see if it is something the County is interested in.

**12:12 PM Michael left the meeting.**

**12:15 PM 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**

**RECONVENE**

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

**FALLON COUNTY COURTHOUSE**

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

**1:17 PM Debbie Wyrick, Deputy Clerk and Recorder joined the meeting.**

**Insurance Issue-** The Insurance Committee and the Wellness Committee are meeting with the Commission to address some concerns there have been with the County insurance with some claims not going through. A written complaint has been received regarding the insurance. These concerns will be addressed next week with the Commission.

**1:23 PM Melissa Rost, Museum Curator joined the meeting.**

**1:25 PM Debbie left the meeting.**

**1:26 PM Commissioner Rost left the meeting.**

**Museum Updates-** Melissa reported that the Boy Scouts will be coming to the Museum this afternoon. February's Fun Friday was a sewing project. Melissa plans to host Steer Montana's birthday again this year. She would like to do it on Sunday, March 29<sup>th</sup>. The Commission agreed to Melissa flexing the hours that week for this event. The Museum will be open during regular hours for Easter vacation.

**1:30 PM Randy Tunby, Member of the Public joined the meeting.**

Mike Madler is working on the Deadwood Stage Line from Miles City to Deadwood. The display will contain a map with a corresponding narrative and photos, as well as interactive trivia. Melissa is working with Shanny Spang-Gion, SMART Director; and Beth Epley, EPEDC, regarding the Montana Historic Preservation Grant for the old Jail Building. She is also working on the Collections Management Policy with the Museum Board.

**1:44 PM Barb Ketterling, Treasurer joined the meeting.**

**1:47 PM Melissa left the meeting.**

**County Lease-** Randy had questions for the Commission regarding the County land leases.

**1:50 PM Commissioner Rost re-joined the meeting.**

**1:51 PM Randy left the meeting.**

**Cancel Improvement Only Bill – Real Estate – Dwayne Waarst-** Barb needs permission from the Commission to take tax bill #1500280 in the name of Duane Waarst to be deleted from the County Tax Role. The tax bills need to be reversed as well. The Commission agreed.

**Commissioner Rost made the motion to delete tax bill #1500280 from the Fallon County Tax Role in the name of Dwayne Waarst. The tax bills will be reversed. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

**1:54 PM Barb left the meeting.**

**1:59 PM Chad Sutter, SDI Architects; Brandon joined the meeting via phone call.**

**Parkview 1 Remodel-** Chad would like to know where the Commission is at with a decision on the Parkview 1 Apartment remodel. The Commission explained that they feel some inclined to take the overall low bid. They are looking at doing all the alternates. The Commission decided to award the bid to TW Clark.

**Commissioner Baldwin made the motion to accept the bid for TW Clark for the Parkview 1 Apartment Remodel as presented on bid day with all the alternates in the amount of \$2,062,704.00. Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion; being none. 2 Ayes. 1 Nay (Commissioner Ranum). The motion carried.**

**2:10 PM Chad and Brandon hung up the phone, therefore leaving the meeting.**

**The Commission reviewed and approved claims for Mid-Month February 2020 in the amount of \$273,426.14. They are filed in the Clerk and Recorder's office.**

**2:44 PM Tracey Goerndt, Member of the Public joined the meeting.**

**Prairie Hills Recovery-** Tracey explained that alcohol tax money the County receives can be dispersed however the Commission decides. She explained why Prairie Hills Recovery is in need of the tax money for their program. She has a grant for \$2,000.00 for a training, however, will need more to complete the entire training. If these funds were received, they would strictly be for Fallon County. The Commission explained that they currently disperse this money to Eastern Montana Health. They will look further into it when they re-budget.

**2:57 PM Tracey left the meeting.**

**2:59 PM Mary Grube, Assistant Planner joined the meeting.**

**3:01 PM Julie Straub, HRM joined the meeting.**

**Holestine Trailer Park-** It is still unknown if the Holestine Trailer Park needs to go through subdivision review or not. It is up to the DEQ, which Mary is waiting to hear back from.

**AAA Zoning-** Mary reported that TC Solutions is going to submit a final application for the Man Camp for the pipeline. There will be a meeting for updates next week with TC Solutions.

**Part-Time Assistant Decision-** Mary has requested a part-time assistant for the Planning Department at 20 hours per week. They would primarily help with filing and staff support. The Commission would like Julie to move forward with a needs assessment. She will job shadow Mary and complete a job audit. This will take place in March.

**3:14 PM Mary and Julie left the meeting.**

**3:17 PM Commissioner Baldwin made the motion to recess the meeting. Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

### **EVENING RECESS**

**Easement and Right-of-Way Training at Event Center in Ekalaka, MT at 5:00 PM  
City SID Meeting – Fallon County Courthouse Courtroom at 7 PM**

**WEDNESDAY, FEBRUARY 19, 2020**

**9:30 AM CONVENE**

**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.

**Commission Work Session**

Commission reviewed various e-mails, correspondence, revenues, reports, board minutes and agendas. The petitions to abandon County roads from both Crawford's and Thielens were not yet completed, as the correct exhibits are not attached. The Tax Abatement Resolutions in the Granting of Property Tax Abatement to Parasol Renewable Energy Holdings LLC were reviewed and approved.

**Commissioner Baldwin made the motion to adopt resolutions #1031, #1032, and #1033 for the Property Tax Abatement to Parasol Renewable Energy Holdings, LLC. 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.**

The Commission discussed the AED machines with both Mindi Murnion, Public Health Specialist, and Julie Straub, HRM. Both brackets and cabinets have been purchased to mount the AED's. The Commission will need to decide which product they would like to keep for mounting.

**10:57 AM Beth Epley, EPEDC; Melissa Rost, Museum Curator joined the meeting.**

**Impact Fees** – Beth updated the Commission that she spoke with MACo attorneys and they do not believe that solar generation is allowed an impact fee for community projects. She will find out a definite answer before moving forward.

**11:00 AM Shanny Spang-Gion, SMART Director joined the meeting.**

**MT Historic Preservation Grant-** The Montana Historic Preservation Grant is for restoring the foundation and stucco in the areas it is damaged for the old Jail Building for the Museum. They have received some rough estimates from JGA for those elements. The grant will be more competitive if the County can cost match. The amounts for a 10% match and a 15 % match were reviewed. The total budget for the project is \$351,361.00. The Commission would like to commit a 15% match, which is \$52,704.00. This includes consultant activities, permitting, construction costs, building materials, and site development preparation. They are limited in the work that can be done because this building is on the National Historic register.

**11:06 AM Mary Grube, Assistant Planner joined the meeting.**

This will be advertised at the earliest in May of 2021, due to the way the grant is structured.

**Childcare-** The Childcare Committee is interested in acquiring County land for a childcare center.

**11:21 AM Melissa left the meeting.**

The County has land available for this project. Discussion on whether this facility would be County owned or owned by the Port-Authority. The Commission is un-sure that they would like to own and would prefer it to stay with the Port-Authority. The preliminary architecture report is close to being complete. It will also provide what the space could potentially look like, with a great room, office space, etc. A land transfer from the County will not take place until after the preliminary architecture report is done. The Commission stated that this land is not in competition with any other businesses and they are committed to giving that land to the Port-Authority for a childcare space. Shanny asked if the County could potentially back the loan from the USDA in behalf of the Port-Authority. The Port-Authority is too small to receive that type of a loan. The Commission agreed to have a conference call with the USDA to discuss financing options.

**11:38 AM Beth, Shanny and Mary left the meeting.**

**11:38 AM Mindi Murnion, Public Health Specialist; Julie Straub, HRM; Kimberly Jensen, AP Clerk; Cindy Irgens, Recording Clerk joined the meeting.**

**AED Machines-** Mindi brought in the Zoll AED machines, as well as the wall brackets that were purchased. The restock fee is 20%, which either the brackets or the cabinets have to be sent back. It will be cheaper to send back the wall brackets. The Commission would like to keep the cabinets and send back the wall brackets. One bracket will be kept in order to have enough for all the machines.

**11:47 AM Mindi, Kimberly and Julie left the meeting.**

**County Land-** The Commission had questions on what land is still County owned. Cindy did the research and gave the information to the Commission.

**11:55 AM Cindy left the meeting.**

**11:57 AM Commissioner Baldwin 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 Rost). 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.

**1:56 PM Katie DuCharme, FMC Business Office Supervisor; Margie Losing, FMC CFO; Brenda Wood, Clerk and Recorder joined the meeting.**

**1:57 PM Lisa Mitchell, Ambulance Director joined the meeting.**

**Patient Care Reports-** Both Katie and Lisa have been working on the completion of the patient care reports for ambulance runs. Katie explained that she is still missing 19 or 20 of the reports from Lisa.

**1:58 PM Julie Straub, HRM joined the meeting.**

There is still a missing report from March of 2019. Katie needs the documentation in a timely fashion to be able to bill it to the insurance. There is a different timeline for each insurance and if the deadline is missed, the insurance will deny it. The Commission asked Lisa why this is not being completed and what can be done differently. Lisa explained that this is a new learning process for the Ambulance Crew and they are working on completing them. Lisa now has the passwords for all EMT computers and can go in herself to see if they are posted. Katie stated that she would also accept a paper copy if the electronic paperwork is not going to work. With the way the program works, Katie cannot tell if the missing reports are for refusals or not. Lisa explained that the PCR's from last March are being worked on. Katie stated that even if the run is a refusal, it still needs to be documented for insurance purposes. She is stuck on a

strict timeline to get them completed once she receives them, and would like to get them as soon as possible, in case there are any issues. Lisa stated that it is in progress of getting fixed and she believes that the refusals are on a need to know basis and that this is a HIPAA violation. Julie asked that Lisa provide this State Statue explaining the HIPAA violation. Katie doesn't need to see a name or an address on the report, she only needs to know what type of run it is and if it is a refusal. Discussion on the definition of public assists. Lisa and the Commission will need to re-visit billable and non-billable ambulance runs. Katie explained that the turnaround time for the missing PCR's is getting better, but she is getting worried about a few of the older missing ones. She would like the Ambulance crew to drop off the paper copies once a week, if that is what Lisa decides to do, so that she is not receiving them in large masses. Lisa has agreed that she can have the missing PCR from last March done by tomorrow, the 20<sup>th</sup>, in order for it to be turned into insurance. Lisa will then check on it with Katie on Friday, the 21<sup>st</sup>, to make sure it is not flagged and is ready to be submitted to insurance.

**2:33 PM Lisa and Brenda left the meeting.**

**2:39 PM Julie, Katie and Margie left the meeting.**

**2:59 PM Julie Straub, HRM joined the meeting.**

**Maintenance Department Discussion-** The Commission has previously decided that a full-time permanent employee will be hired as an Outside Maintenance Supervisor. They will oversee the Parks, the Courthouse Maintenance and the maintenance at the Shooting Range. The Commission would also like to hire a full-time permanent employee that assists the Outside Maintenance Supervisor. A 3-person seasonal crew will also be hired. The supervisor will be hired before the full-time assistant. Wage were discussed. Julie has checked across the state, and given the scope of work, she suggests that the third step of this position be around \$26.00 an hour. The Commission decided that the starting step will be \$23.50, the next step will be \$24.50, and after a year it will be \$25.50. Discussion on the wage for the assistant.

**3:30 PM Commissioner Rost joined the meeting via phone call.**

Commissioner Baldwin would like the assistant to receive \$18.00 an hour for the first step, followed by \$19.00, and then \$20.00 for the final step. Commissioner Ranum and Commissioner Rost would like the wages for this position to start at \$19.00 an hour, followed by \$20.00, and finally \$21.00.

**3:34 PM Commissioner Rost hung up the phone, therefore leaving the meeting.**

Julie will put together the two job descriptions for both positions. Discussion on when this will go out for recruitment. It will be ran internally first before it is sent out to the public.

**3:43 PM Julie left the meeting.**

**3:58 PM Shannon Hewson, Brosz Engineering; Rich Menger, Sanitarian joined the meeting.**

**4:02 PM Mary Grube, Assistant Planner joined the meeting.**

**Waterfall Project Discussion-** The Project Manuals are ready for the Waterfall Project. The waterfall is out to bid and Shannon has sent it to four contractors. He will also send it to Baker Metal and Recycling.

**Project Updates-** Shannon reviewed the permits for the proposed Fishing Dock. A joint application will be needed. The permits have been received for the Plevna North Road Bridge over Pennel Creek, however the cultural from Ethnoscience is not yet completed. The cultural for the box culvert project at Ismay Road is also in the hands of Ethnoscience. Shannon explained that a landowner meeting for the bus stop on School House Road by Huft's approach is needed. There is approximately a 6-foot cut coming out of the hill. There will be a 100-foot construction easement required. The utility impacts will need to be addressed next.

**4:19 PM Chuck Lee, DES/911 Coordinator joined the meeting.**

**4:32 PM Shannon, Mary and Rich left the meeting.**

**North Repeater Tower Rental Discussion-** Chuck was contacted by WBI, and they want to put two antennas on the tower at the North Repeater. He explained to them that they will not be able to get a key, but they can have a power supply to go on up to the tower. The elevation needed is unknown. He has spoken with TAB Electronics and there shouldn't be any issues. Nobody will be in the building and the County has leased towers before. They are running propagation studies. The Commission has no concerns.

4:43 PM Chuck left the meeting.

5:00 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**

**City Council Meeting – Longfellow School – Wednesday, February 19<sup>th</sup> at 7 PM**

**SMART Meeting – Wednesday, February 19<sup>th</sup> at 6 PM**

**Fallon County Employee Safety Meetings – Thursday, February 20<sup>th</sup> at 9:30 AM or 1:30 PM – Library Basement**

s/Deb Ranum, Chairman

Minutes:

s/Kelsey DuCharme, Recording Clerk

Attest:

s/Brenda Wood, Clerk and Recorder