

**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**

No one appeared for public comment.

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

**Parks Updates-** Robbie reported that it is very muddy behind the Fairgrounds and there are large ruts. The Commission will talk with the Road Department about blading it. He is still working on getting the rural addressing road signs put up. Robbie is also going to be putting up the cabinets for the AED machines this week. He will check in with Shyla Hadley, Fairgrounds Manager, to ask if they are needing any grounds work done.

**9:58 AM Robbie left the meeting.**

**10:04 AM Alba Higgins, Shop Foreman joined the meeting.**

**Road Department Updates-** Alba stated that the Road Crew is hauling gravel right now. They took a truck to Dickinson for repairs. They are running a service regen on it to see if it will throw the right code in order to be able to get the correct repairs done. The Road Department doesn't have the software to run these tests, as it is very expensive and isn't available for private entities. Discussion on the issues they are facing with the programming software for different trucks.

**10:26 AM Alba left the meeting.**

**Commissioner Baldwin made the motion to approve the minutes from February 17-21, 2020, with corrections. Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

**10:50 AM Elaine Stanhope, Member of the Public joined the meeting.**

**Crushed Gravel Bid Opening-** The County received two bids for the crushed road material bid opening. This will be the material that is used on County roads. Wyrick Construction submitted a bid with a unit price of \$11.50, with a total cost of \$460,000.00 for the Schedule 1 Webster Road. The same prices were given for Schedule 2 for County Roads. Green Dream International, LLC also submitted a bid. Their Schedule 1 unit price was \$15.75, with a total of \$630,000.00. Schedule 2 was the same pricing. The Commission will review the bids and discuss with Bobby Wiedmer, Road Supervisor, before deciding.

**11:25 AM Eddie Coulter, Fair Board Member; Brenda Wood, Clerk and Recorder joined the meeting.**

**PRCA XTREME Broncs Purse Money-** Eddie updated the Commission that the Archery Shoot this past weekend went well. There were more shooters that participated than they originally thought. The Fair Board has received an e-mail from the PRCA that they are changing the way they pay judges for the XTREME events. They are going to be paid out of the purse money, instead of the Fair Board paying them separately. Eddie asked if the purse money could be raised an additional \$5,000.00 to cover the judge's fees. It will be the same amount of money that the County was contributing beforehand. The Commission agreed to transfer the money to the purse fund instead.

**11:32 AM Eddie and Brenda left the meeting.**

**11:45 AM - PRESENT: Rochelle Conroy, Elaine Stanhope, Luke Holstine, Mayor JoDee Pratt, Brenda Wood, Pam Nelson, Steve Zachmann, Kevin Dukart, Julie Straub, Deanna Herbst, Diana Schmidt**

**SID Money to the City-** Commissioner Ranum started the meeting off by explaining that the County has contributed over six-million dollars to the City since 2011, which doesn't include the five-million-dollar loan for the waterline project. She stated in the short amount of time the Commission has been able to discuss this morning, they are working on putting together ideas to help lessen the SID for the community. They are considering a possible option of paying the SID's for the County, the Schools, Ambulance, Fire Department and the Senior Center up front. This would be approximately 50% of the taxes that are due for the SID's. There is a possibility that the schools and the Fire Department may potentially have to put out additional mill levies to the taxpayers because of the cost of the SID's. By the

County paying this, it would alleviate the burden of raising other taxes as well. Commissioner Rost explained that himself and JoDee had a personal conversation days before the City SID meeting, and he clarified that the County cannot make that kind of decision to help with County funds without it being on the agenda and allowing a time for the public to speak. JoDee explained that there was 18% of owned property has been protested, 82% was not. She gave the Commission a proposal to request two-million dollars from the County to help with the cost of the SID's. This would lower the cost that is owed by taxpayers. The County would have their SID to pay for, as well. The Commission explained that this is the first time they are receiving a written proposal for the project. The Commission has asked for written proposals previously for the water lines, because it states what the money will be used for, as well as auditing purposes. Taxpayers like to know where their money is going to hold both the City and the County accountable. Moving forward, JoDee will continue to bring in written proposals for projects the City is needing assistance on. This is the first time that the Commission is seeing this proposal for the SID's. Commissioner Rost explained that budgets are set, they will have to see if it fits in the budget, the community needs to be informed of the request, and a decision cannot be made in this quick of a timeframe. JoDee explained that if the County would pay two million dollars towards the SID, it would bring the cost down to approximately \$225 per lot.

**12:08 PM Julie Straub left the meeting.**

Kevin explained to the group that if the County were to pay the SID's up front for the Schools, Fire Department, County-owned property and the Senior Center, it would not have the same impact, even though it would be over two million dollars. The City will still have to bid this project as a whole, which is where the amount of the SID is coming from. It wouldn't save the taxpayers money from the SID's. It may, however, save the taxpayers money if additional mills are needed for the Fire Hall and the Schools to pay for their SID. Commissioner Ranum explained that their thoughts have only been discussed for a short time and need more time to discuss potential ideas. Taxpayers can pay for their five-year SID upfront and not be charged interest. JoDee explained that the tax assessment would be lowered if the money that is being requested from the County was given. The City Council has gone out to bid for the project and should have all the bids in by mid-March. If they have awarded the project and it costs more than estimated once it's started, the City has included a 10% contingency plan. Luke explained that if there is another bad winter and this project isn't completed, it will be 5-6 times worse than now and the City cannot afford the next phase. Kevin explained these will be chip and sealed and should last 5-7 years. In five years, they will re-evaluate where they are at. The Council has asked for bids for an excavator for the City Crew to be able to do more street repairs. Special gas tax money is specifically used for street repairs. The City did not previously have these funds to maintain these in the previous years. JoDee feels that she must look at the 82% of properties that did not have landowners protest and are in favor of the project. Commissioner Rost asked how this percentage was found, and Kevin explained that it is based on square footage. If a property owner owns 10% of the town, they get a 10% vote. If 18% of the property has protested, that is not 18% of the population. Between the County, the Schools, churches, and the Burlington Northern, it wouldn't quite be 50% of the property in Baker, but it is close. None of these entities protested the SID. The Commission would like time to review this request and will put it back on the agenda at a later date.

**12:41 PM Rochelle Conroy, Elaine Stanhope, Luke Holstine, Mayor JoDee Pratt, Brenda Wood, Pam Nelson, Steve Zachmann, Kevin Dukart, Deanna Herbst and Diana Schmidt left the meeting.**

**12:42 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**

**1:15 PM Greg Benjamin, Stahly Engineering joined the meeting via phone call.**

**ONEOK Road Report-** Greg called to follow up on the road reports for Stahly Engineering and ONEOK. ONEOK has reviewed the reports and has concurred with the methods and had no questions or

comments. One point of discussion that Greg would like to bring up is that he would expect to be asked questions about what the appropriate split between the County and the ONEOK will be.

**1:16 PM Pam Nelson, Member of the Public; JoDee Pratt, City Mayor joined the meeting.**

Greg will plan on reaching out to ONEOK to set up a meeting with the Commission.

**1:19 PM Greg hung up the phone, therefore leaving the meeting.**

**City SID-** Questions were asked on clarification to what the Commission is looking to do for the City SID's. The City has proposed a letter to ask the County to pay two million dollars to contribute to the project. The Commission isn't proposing anything currently. They need more time to review the proposal and go over numbers.

**1:23 PM Brenda Wood, Clerk and Recorder joined the meeting.**

It could potentially be a possibility that the Schools and the Fire Department will have to do an additional mill levy to pay for the SID's. If all these entities put an additional mill out, it will be more expensive for the taxpayers.

**1:30 PM Pam, Brenda and JoDee left the meeting.**

**1:30 PM – The Commission and Julie Straub, HRM attended the Follow-Up Safety Review at the Gun Range with Jim Leischner, Shooting Range Attendant.**

**2:17 PM Beth Epley, EPEDC; Shanny Spang-Gion, SMART Director; Melissa Rost, Museum Curator joined the meeting.**

**Historic Preservation Grant-** Beth, Shanny and Melissa are working to complete a final grant application for the Historic Preservation Grant for the Museum Jail Building. They are close to being finished. They would like to get Commission approval on matters of contingency.

**2:19 PM Terry Sukut, JGA joined the meeting.**

Shanny and Terry have had multiple conversations about the project and the type of factors that might come up unexpectedly. The plan is to excavate around the entire exterior of the building. They would like to add some room in the contingency for any additional work that may be unforeseen with the foundation. Originally, they had included a 5% contingency. Terry would like to see a 15% contingency, primarily due to the age of the building. It is very difficult to find someone to do the replication of the stucco rehab and restoration. For a 15% contingency, it would bring the total project cost to \$381,837.00. If there is money left from the grant, Shanny would like to possibly put it towards a maintenance plan. The Commission agreed to the 15% match for the project. Commissioner Ranum signed the document stating that the County can match the grant up to 15%. They are working with Shannon Hewson, Brosz Engineering, on the environmental review. Terry would like the Commission to think about possibly adding an exit off the second floor in the building for safety reasons at some point.

**2:43 PM Julie Straub, HRM; Kimberly Jensen, Accounts Payable Clerk joined the meeting.**

**2:45 PM Beth, Shanny, Terry and Melissa left the meeting.**

**Vehicle Maintenance Policy-** The Commission would like each department that is assigned a County vehicle to keep track of their own quarterly reports. The Clerk and Recorder's office will no longer oversee this. The Commission will need to check on these quarterly reports with the employees, whether it be during their quarterly update meetings or during safety reviews. This will be effective once it is changed in the Fallon County Policy Manual.

**2:58 PM Julie and Kimberly left the meeting.**

**3:07 PM Evelyn Neary, FMC Business Office joined the meeting.**

**3:12 PM Tyrell Mailloux, EBMS Account Manager; Debbie Wyrick, Alba Higgins, Margie Losing, Insurance Committee Members; Kathy Newell, Theresa Myers, Barb Ketterling, Wellness Committee Members joined the meeting.**

**Insurance Issue-** FMC and the County have been receiving complaints and are having issues with the EBMS claim process. Tyrell explained that EBMS experienced a backlog in claims and correspondence in May and are just now getting everything caught up to where it needs to be. Claims were not processed in a timely manner and they are working on getting that cleaned up. These issues should be completely

resolved. Tyrell is open to taking any phone calls and helping in any way he can. He stated that the County may be potentially getting a designated claims processor. There will be one-person processing all the Fallon County claims. Discussion on how the claims need to be filled out by FMC and the need to explain to employees to differentiate the wellness versus an illness appointment.

**3:39 PM Evelyn left the meeting.**

**3:41 PM Lynda Herbst, Inside Custodial Supervisor joined the meeting.**

**3:42 PM Debbie, Alba, Margie, Barb, Kathy, Theresa and Tyrell left the meeting.**

**3:45 PM Terry Sukut, JGA joined the meeting.**

**Senior Center Project-** The Commission and Terry plan to do a site visit to the Senior Center after today's meeting to go over project details and take a closer look at the building. The bid schedule needs to be finished up still. The invitation for bids has been drafted. The Commission would like the project to go out to bid on March 3<sup>rd</sup>. The bids will be opened on March 24<sup>th</sup> at 1:00 PM. The pre-bid walk through will be March 17<sup>th</sup> at 1:00 PM. In the back of the Senior Center Building, they are putting in a small furnace room. This addition will contain an air conditioning unit, which will be bid as an alternate. A slope metal roof will be put onto the addition. Discussion on the sidewalk and stormwater drainage. Terry expects this project to take between 90-100 days, depending on the weather. The bidding will include a projected time frame, as the project needs to be completed before next winter.

**Window Project-** Terry spoke with Cucanic last week, and they have not yet contacted the sub-contractor for the window repairs in the Courthouse Basement.

**4:22 PM Terry and Lynda left the meeting.**

**The Commission and Terry went to the Senior Center to discuss project plans.**

**5:00 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**

**TUESDAY, FEBRUARY 25, 2020**

**9:30 AM CONVENE**

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

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

**9:30 AM Lynda Herbst, Inside Custodial Supervisor joined the meeting.**

**Valve Replacement-** Lynda received quotes for the valve replacement in the Courthouse. This is for all the fin-tube valves and what is needed in the boiler rooms. There are 66 valves needing replaced. The quote she received is from Allied Control and Plumbing for \$10,055.00.

**Commissioner Baldwin made the motion to replace the water valves in the Courthouse and accept the quote from Allied Control and Plumbing for \$10,055.00. Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

**HVAC Facility Maintenance-** Lynda has also received a quote to replace MTI with Allied Control and Plumbing. This is for the HVAC facility maintenance contract. The Commission would like to compare both contracts before deciding.

**Shampoo Carpets-** The carpets will be shampooed on April 24-26 and May 1-3. The Commission approved these dates.

**9:40 AM Lynda left the meeting.**

**9:45 AM Mary Grube, Assistant Planner joined the meeting.**

**Firehall Floodplain Permit-** Mary needs to know who to charge for the Firehall Floodplain permit. The Commission answered that they will be charged to the Fire District. The planning fees will go to them as well.

**9:53 AM Mary left the meeting.**

**10:00 AM** The Commission and Julie Straub, HRM, completed the Safety Review Follow-Up with the IT Department, Museum, Sanitarian, and DES/911 with Dustan Davis, IT TECH; Rich Menger, Sanitarian; Melissa Rost, Museum Curator; and Chuck Lee, DES/911 Coordinator.

**11:00 AM** The Commission and Julie Straub, HRM, completed the Safety Review Follow-Up with the Road Department and the Parks Department, with Robbie Christiaens, Parks Supervisor; Bobby Wiedmer, Road Supervisor; and Alba Higgins, Shop Foreman.

**12:00 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**

No one appeared for public comment.

**1:18 PM** Justin Reece, TARA President; Christy Burns, TARA Secretary joined the meeting.

**Motorsport Budget Discussion-** Christy and Justin would like to know how the TARA budget was set up beforehand and how it worked within the County. The Commission explained that the TARA racetrack is County owned and that is all they have to do with it. The only money available in the budget for it is for the utilities, as they were under the impression that the Association was no longer going to hold races on this property. They plan to hold two races this year. Discussion on possible technology and software they would like to add to make the races more interactive with fans. They would like to see TARA expand. The Commission explained that this is TARA's piece of business, not the County. The Weed Department can spray for weeds if needed, and a County employee can mow the area. The Commission invited Justin and Christy to come to the budget meeting in June to discuss their budget.

**1:57 PM** David Anderson, Denbury Pipeline joined the meeting via phone call.

**1:57 PM** Christy and Justin left the meeting.

**Project Updates-** David reported that all the pipe has been ordered for the Denbury Pipeline. The environmental studies have been completed and all the right-of-ways have been received. They will do more of the environmental flyovers in April. In May, they plan to do the civil surveys and lay out the line. The construction of the project is planned to start on or around July 1<sup>st</sup>. The Commission is meeting with Darcy Wassmann, County Attorney, next week regarding the Denbury road use agreement. David will be in contact with Stahly Engineering for the road use agreement. They are anticipating completion in December.

**2:05 PM** David hung up the phone, therefore leaving the meeting.

**2:10 PM** Angie Rabbitt, Rec Director joined the meeting.

**Container at the Ball Fields-** The Baker Baseball Association had asked the Commission if they could use the container at the Ball Fields or if they should buy their own. Angie explained that this container is being used by the Recreation Department and is completely full. She previously cleaned out both the sheds for the Association to use. Angie agreed to figure out who owns the old soda cooler and the correct way to dispose of it.

**2:15 PM** Angie left the meeting.

### **Commission Work Session**

Commission reviewed various e-mails, correspondence, revenues, reports, board minutes and agendas. They signed a Certificate of Appreciation for Tricia Shipman, as she has been employed with Fallon County for five years. Thank you, Tricia, your hard work does not go unnoticed. The Petition to Abandon a County Road for both Thielen and Crawford could not be signed, as the correct exhibits have not yet been received. The Commission signed the Montana Department of Commerce Contract and the Unified Communications Hosted PBX Purchase and Termination Agreement Renewal with Mid-Rivers. They met

with Attorney General Fox in the Courthouse Conference Room to discuss safety for the incoming pipelines.

**4:30 PM Commissioner Baldwin made the motion to adjourn the meeting. Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

**MEETING ADJOURNED**

**On Wednesday, February 26<sup>th</sup>, the B-21 Information Meeting with the Ellsworth Air Force Base was held in Miles City at the Community College from 6-8 PM.**

**On Thursday, February 27<sup>th</sup>, the TC Solutions Meeting was held at the Fallon County Fairgrounds Exhibit Hall at 10 AM.**

s/Deb Ranum, Chairman

Minutes:

s/Kelsey DuCharme, Recording Clerk

Attest:

s/Brenda Wood, Clerk and Recorder