

9:30 AM CONVENE

PRESENT: Deb Ranum, Chairperson; Roy Rost, Member; Kelsey DuCharme, Recording Secretary

ABSENT: Steve Baldwin, Member

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 Mary Grube, Assistant Planner joined the meeting.

Timesheet Complaint- Mary explained that she is upset that her timesheet for the month of February was changed by the Commission. 2.5 hours were taken away from her timesheet, as the Commission did not agree that she should be paid for attending the City SID meeting on Tuesday, February 18th. She was not on the agenda for this Council meeting. Mary explained that she was there for Planning and gave neutral comment at the end. She stated that she does not want Julie Straub, HRM, involved. Mary explained her issue with her timesheet being changed. She read over the federal standards and explained that FLSA said it is illegal, as well as the State of Montana Federal Labor Bureau. Commissioner Rost did speak with Mary after changing her timesheet. She would like to be compensated this month for the missing hours, rather than next month.

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

Mary explained that she wasn't on the SID meeting agenda because it was a protest meeting. The Commission will not discuss this issue at this time, as it is not on the agenda and the County Attorney is not present.

9:46 AM Mary left the meeting.

Parks Updates- Robbie finished grounds work at the Fairgrounds barn this morning. A sprinkler company is coming from Bismarck this week to give a quote on the sprinkler systems. He plans to start working outside by next week, if the weather cooperates. A complaint was received regarding the padding on the boat dock at Baker Lake. The Skate Park will not be opened until the ground dries up. There is still a large amount of the rural addressing signs that need to be put up. Robbie will ask the Road Crew for help to put them up.

9:57 AM Robbie left the meeting.

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

Gravel Bids- Two bids were received and opened last week for the crushed road material. The bids were reviewed with Bobby and Alba.

Commissioner Rost made the motion to accept the bid with Wyrick Construction for the crushed road material for Schedule 1 and Schedule 2 for \$920,000.00. 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.

Road Department Updates- There are multiple roads with water going over the top of them. Bobby has the Road Crew going around to check all the culverts. They have serviced the Landfill loader. Alba stated that every couple hundred hours the compartments need to be opened and cleaned. The truck that was getting worked on in Dickinson is back in Baker. It is still not working correctly. A stretch of the Westmore Road was left un-graveled because it needs to be rebuilt. The ground next to the barn at the Fairgrounds needs to be bladed out once the ground dries.

10:16 AM Shannon Hewson, Brosz Engineering joined the meeting.

10:19 AM Alba left the meeting.

Plevna Bridge- Shannon had heard from Ethnoscience regarding the Plevna Bridge. He would like to start negotiating with Diamond J Construction on their bid price. He will speak with Darcy Wassmann, County Attorney, to discuss legal matters, as the bid is from last year. The Commission gave approval to speak with Diamond J after Darcy gives her approval. Unit prices should stay the same, or similar, but materials cost may

have increased. The pictures are being made right now and the report should be finalized soon. The permit from the CORPS has been received. Shannon will contact the DEQ to get an extension. He will also make sure that the floodplain permit is still current.

Ismay Road Bridge- Shannon will bring the Commission the proposed box sizing for the Ismay Road Bridge. A landowner meeting will need to happen sometime in April.

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

10:26 AM Bobby left the meeting.

Lake Updates- Shannon stated that the Sidewalk Project around Baker Lake shouldn't be over \$80,000.00 and wouldn't have to be sent out to bid. Discussion on keeping the Access Road open behind the Upper Lake. A fence needs to be added to the top edge of the spillway.

Waterfall Project- The Waterfall Project pre-bid meeting will take place this afternoon. Rich suggested changing a portion of the bid, specifically the hose that needs to be removed in the winter. Shannon explained that it may be too late to change the bid specs at this time. Discussion followed regarding the change.

Waterline at the Gun Range- Shannon will draw up a request for quotes for the Waterline at the Gun Range. He will make sure it goes around the TC Solutions man camp.

11:07 AM Shannon and Rich left the meeting.

11:12 AM Beth Epley, EPEDC; Michael Millward, Extension Agent; Tom Kachel, Manager of Landfill Operations joined the meeting.

Commissioner Rost made the motion to approve the minutes from February 24-28, 2020, with corrections.

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

2 Ayes. 0 Nays. 1 Absent (Commissioner Baldwin). The motion carried.

Decision on Re-Imagining Rural Webinar- Michael reported that there are 10 different groups and organizations that are willing to be potential contributors for the Re-Imagining Rural webinar. Re-Imagining Rural is a program that helps develop the local community. Action plans will be discussed during a meeting, if the application is approved. This meeting will potentially be on April 15th from 6-8 PM at the Fairgrounds Exhibit Hall.

11:27 AM Michael and Beth left the meeting.

Solar Panels- Tom has been researching how to dispose of solar panels. He has found that they must be recycled and cannot be taken to the Landfill because of the toxic materials used. He will need to update the policy to state that solar panels cannot be accepted. He plans to speak with the DEQ before doing so.

Tire Shredder- The tire shredder will be in Glendive in June and is available to be rented again. This would save money on transportation. Tom explained that there is a large brush and tire pile. He will ask the Road Crew if they can haul it. Discussion on whether there will be a special deal for tires during this time again.

11:48 AM Tom left the meeting.

11:48 AM The Commission returned a phone call from the Wibaux County Commissioners.

12:00 PM Commissioner Rost made the motion to take a noon recess. 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.

NOON RECESS

1:15 PM RECONVENE

PRESENT: Deb Ranum, Chairperson; Roy Rost, Member; Kelsey DuCharme, Recording Secretary

ABSENT: Steve Baldwin, Member

FALLON COUNTY COURTHOUSE

1:15 PM – The Commission attended the Waterfall Pre-Bid Meeting in the Courthouse Basement Conference Room.

COMMISSION WORK SESSION

The Commission reviewed, revenues received, reports, emails and other correspondence, board minutes and agendas. They were not able to sign the Petition to Abandon a County Road for Crawford or Thielen, as the correct exhibits have not been attached. They also signed the Acclamations for Baker and Plevna Fire Trustee, North Baker Water and/or Sewer Director, and the Fallon County Water and/or Sewer District – Stanhope Area Director.

1:41 PM JoDee Pratt, City Mayor; Steve Zachmann, City Council Member joined the meeting.

City SID- Commissioner Rost asked the group that instead of a five year SID, if the City would be willing to make it a 10 year SID and the County could potentially contribute \$400,000 a year for the first five years, along with their SID tax amounts. At the end of the five years, it would be over the two million that the City has requested. After the five years, the City would still have money coming in to help with the progress of the streets. Steve responded that the reason for the five-year SID is because the streets require maintenance every five years. Discussion on the City crew maintaining the streets, along with the County help when needed. The County Road Crew used to help with chip-sealing the City streets. They are still willing to assist when the City needs extra help, as they have the equipment to do so. JoDee stated that there shouldn't be projects this large after the first five years. Moving forward, the City would like to ask for County help to do their smaller projects in order to be able to keep up with the roads. Commissioner Rost explained that if the money from the County was given in a five-year period and not all at once, it would be the same amount of money, except for the interest.

1:57 PM Kevin Dukart, City Clerk joined the meeting.

The Commission asked Kevin if the City could take 2.5 million dollars off the assessment for all taxpayers, which would lower the SID costs, if the County could pay \$400,000.00 increments each year for five years. Kevin is unsure of this answer. Commissioner Rost explained that the County has ten million dollars in the reserves. Five million of this is being given to the City in the fall for the water mains, and by adding another two million, a large portion of the budget will be used. Kevin isn't sure how this would affect the assessment, resolution and the loan. Steve would like the City to get to a point where they don't have to speak with the Commission every time a project is being done. He would rather that they are given a percentage of the oil and gas funds that the County receives each year, which in turn would go into the City general fund. All street expenses come out of the general fund.

2:08 PM Rochelle Conroy, Member of the Public joined the meeting.

Questions regarding the general fund were asked to get clarification on different line items. The Commission has concerns with giving a percentage, as even if it were allocated for street expenses, commissioners, mayors, councilman all change overtime. New members could potentially spend it on whatever they would like. Discussion on what the pipeline funds may be bringing in for revenue.

2:24 PM Dale Butori, Weed Control Coordinator joined the meeting.

Kevin will speak with the City auditor to discuss further and ask more questions regarding this proposal. Commissioner Rost explained that the County could potentially pay \$400,000.00 plus interest, which in turn would take the interest away from the taxpayers as well. JoDee would prefer the two million dollars up front.

2:35 PM JoDee, Kevin, Steve and Rochelle left the meeting.

Personal Vehicle- Dale asked the Commission if he could take his own personal vehicle to a training next week for personal reasons. The Commission agreed.

2:38 PM Dale left the meeting.

The Commission reviewed and approved the February 2020 timesheets, withholdings and benefits in the amount of \$480,454.55 and they are filed in the Clerk and Recorder's Office.

The Commission reviewed and approved the End of the Month February 2020 Claims in the amount of \$151,154.69 and they are filed in the Clerk and Recorder's Office.

4:14 PM Brenda Wood, Clerk and Recorder; Debbie Wyrick, Deputy Clerk and Recorder joined the meeting.

Review Clerk Job Description- The Commission has received the Clerk job description for the new position in the Clerk and Recorder's office.

4:17 PM Darcy Wassmann, County Attorney joined the meeting.

This position will have to multi-task, as it is a combination of the other clerk's job descriptions. It will be required for applicants to have a background in both payroll and clerical work. There will be significant training in each area. The position will start at \$18.50. Discussion on educational requirements and if they are needed. Job duties will be done in order of priority. Debbie will still be doing payroll; however, this new employee will be training in the area as well. Julie, Brenda and Debbie are going to review the language of the job description to make sure it is not too overwhelming. Advertising may be able to be started next week.

4:30 PM Brenda, Julie, Darcy and Debbie left the meeting.

PUBLIC COMMENT –AGENDA/NON-AGENDA ITEMS

No one appeared for public comment.

4:46 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

The Planning Board Meeting was held at 7:00 PM.

TUESDAY, MARCH 3, 2020

9:30 AM RECONVENE

PRESENT: Deb Ranum, Chairperson; Kelsey DuCharme, Recording Secretary

ABSENT: Steve Baldwin, Roy Rost, Members

FALLON COUNTY COURTHOUSE

PUBLIC COMMENT – AGENDA/NON-AGENDA ITEMS

No one appeared for public comment.

10:00 AM Heather Handran, Area 1 Agency on Aging Director; Clint Wynne, Action for Eastern MT CEO; Lea Ringen, Action for Eastern MT CFO; Ruth Peck, Area 1 Agency of Aging Program Specialist; Carla Brown, Council on Aging Coordinator; Betty Mueller, Council on Aging Board President joined the meeting.

Action for Eastern Montana Updates- Heather explained that the previous budgets from Action for Eastern Montana were not correct. She has re-done the budgets and corrected the areas that needed to be changed. The counties are supposed to be paid by a funding formula based on population. Fallon County should have been getting paid \$11,493.00 more. A new contract modification has been drawn up to reflect this. Commissioner Ranum signed the contract. Discussion on the budget for Action for Eastern Montana. They are going to each County to clear up any misconceptions and how the budgets should be handled. The funding sources can be used for supportive services, congregate and home delivered meals, health promotion, caregiver support and State general. Needs assessment surveys were given to Carla to pass around the community. These need to be done by the end of March.

10:22 AM Heather, Clint, Lea, Ruth, Carla and Betty left the meeting.

11:15 AM Beth Epley, EPEDC joined the meeting.

Eastern Plains Updates- Beth reported that Eastern Plains has been helping the City with their Delivering Local Assistance Grant, which is for the waterline project. They are also managing the TSEP grant, as well as the \$5,000,000.00 loan from the County. Both SMART and EPEDC worked on getting the City of Baker approved for the Main Street Program, in which they just found out that they have been approved. This will give more resources for education and support for downtown development. Beth is also helping with the Childcare Planning Grant. It will be going under contract shortly. The EMS grant for the power load system was granted this last summer. It has now been installed and the cost of equipment and installation has been sent to MDT. The 10% remainder will be covered by the County. The Historic Preservation Grant has been submitted. Discussion on roads near Fallon County. Beth is planning to attend the MDT meeting in Miles City tomorrow.

11:50 AM Beth left the meeting.

11:55 AM Commissioner Ranum left the meeting.

NOON RECESS

1:15 PM RECONVENE

PRESENT: Deb Ranum, Chairperson; Kelsey DuCharme, Recording Secretary

ABSENT: Steve Baldwin, Roy Rost, Members

FALLON COUNTY COURTHOUSE

AGENDA/NON-AGENDA ITEMS-PUBLIC COMMENT

No one appeared for public comment.

2:00 PM LaRita Huether, Lisa Rieger, Department of Revenue; Barb Ketterling, Treasurer; Julie Post, Deputy Treasurer; Brenda Wood, Clerk and Recorder; Steve Zachmann, City Council Member joined the meeting.

Deadlines and Information Needed for Taxing Purposes- LaRita explained to the group that she is working on a timeline and needs to start soon with adding the new tax information into the County system. The City is needing both the amount that the County will be contributing and to open bids before the exact information on the assessments can be given. LaRita explained the deadlines she has, as well as the timeframe it will take her to complete all the entries. She needs a complete list of the names, square footage and the assessment information.

2:05 PM JoDee Pratt, City Mayor joined the meeting.

The information must be entered manually because the square footages between the City and the Department of Revenue does not always match up. The City is aware of the format that LaRita needs this information in. The City will need to pass a resolution on the assessment before it can be given to LaRita. Until that is finalized, she can take no further steps. The Commission wanted to be sure that the DOR Office has enough time to make these entries. The City would also like the Commission to decide on an amount they will be contributing.

2:27 PM LaRita, Lisa, Steve and Brenda left the meeting.

Treasurer Quarterly Report- Barb gave the Commission a copy of the delinquent tax list. She has informed all the landowners of a deadline and that this is going to go into the Fallon County Times. The February reports are not yet finished up, as they are waiting on insurance adjustments.

2:32 PM Barb and Julie left the meeting.

2:48 PM JoDee left the meeting.

3:15 PM Commissioner Ranum left the meeting.

EVENING RECESS

WEDNESDAY, MARCH 4, 2020

9:30 AM RECONVENE

PRESENT: Deb Ranum, Chairperson; Roy Rost, Member; Kelsey DuCharme, Recording Secretary

ABSENT: Steve Baldwin, Member

FALLON COUNTY COURTHOUSE

AGENDA/NON-AGENDA ITEMS-PUBLIC COMMENT

No one appeared for public comment.

9:42 AM Darcy Wassmann, County Attorney; Brenda Wood, Clerk and Recorder joined the meeting.

9:47 AM Shyla Hadley, Fairgrounds Manager joined the meeting.

Denbury Road Agreement- Denbury needs to set up a Road Haul agreement with Fallon County, just as ONEOK did last year. They have sent over their proposed agreement for County review. Discussion on the split between ONEOK and Fallon County for the road payment for any damages. The County pays a percentage, as does ONEOK. Discussion on possible percentages to settle for damages. Darcy reviewed the proposed agreement. Denbury will pay an engineering company for a pre and post assessment of the road.

Land Sale- Darcy is preparing the land sale deeds to be signed by the purchasers. Commissioner Rost asked about the property that wasn't sold. The property must be purchased at the appraisal price; it cannot be reduced. Darcy is going to check if the property can be sold without holding another public auction, as it was previously a no sale. No negotiations would take place. Darcy does believe that it can be sold at private sale for appraised value, as it went without sale at the public auction. She will do more research before confirming this.

Fair Contracts- The night show contract is completed and approved. Commissioner Ranum signed the contract. It will now be sent to be signed by the agency. Darcy has reviewed and approved the contract. There

are no other contracts that do not have addendums yet. Shyla has a few remaining contracts that she will send to Darcy.

Fair Board Resolution Stipend- A resolution was created in 2015 for the Fair Board to receive a stipend during the Fair. It states that the Board will receive \$100 per year for meals while working the Fair. It was only paid once, in 2015. It was never paid again. The Fair Board currently pays for their own and seasonal employees receive food vouchers. Prior Board members need to be paid, as well as the current members. Pay will be reimbursed up until 2015. The resolution needs to be amended to be more specific. The term per diem needs to be changed to stipend.

Procurement Policy- Commissioner Rost has been working on a Procurement Policy for the County. The policy states that anything over \$2,000 needs a quote. Some exemptions may need to be added for the Fair, such as entertainment. A policy for the Fallon County Policy Manual will also need to be created. Darcy will continue to work on the procurement policy.

10:57 AM Shyla left the meeting.

10:59 AM Brenda left the meeting.

11:00 AM Darcy left the meeting.

11:00 AM Commissioner Rost made the motion to recess for the day. 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.

The MDT Meeting was held in Miles City, MT at MCC Room #106 from 1:00 – 4:00 PM.

The City Council Meeting was held at 7:00 PM at the Fallon County Courthouse Courtroom.

EVENING RECESS

THURSDAY, MARCH 5, 2020

9:30 AM RECONVENE

PRESENT: Deb Ranum, Chairperson; Roy Rost, Member; Kelsey DuCharme, Recording Secretary

ABSENT: Steve Baldwin, Member

FALLON COUNTY COURTHOUSE

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

No one appeared for public comment.

Appoint Council on Aging Board Member-

Commissioner Rost made the motion to approve Bonnie Newberry's request to serve as a member on the Council on Aging Board. 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.

9:43 AM Lisa Mitchell, Ambulance Supervisor; Julie Straub, HRM joined the meeting.

9:44 AM Brenda Wood, Clerk and Recorder joined the meeting.

9:51 AM Katie DuCharme, FMC Business Office Supervisor; Margie Losing, FMC CFO joined the meeting.

Patient Care Reports- Katie gave the Commission a request for a tax write off for a Medicaid trip that did not have a patient care report submitted in time for insurance. It was a missing PCR from March of 2019. Lisa explained that she will look into her system to find which EMT made this run and get the information on why it was not entered. The County auditors have written up the Clerk and Recorder because the PCR's are not getting turned in on time from the Ambulance Crew. Katie is concerned that she is receiving multiple PCR's right as they are due, which does not give her enough time to double check the reports for any errors. They are being uploaded at the same time they are due. Reports need to be turned in on time, even if it is a refusal. There are some concerns from the auditors because each report that is not turned in on time is a tax write off and the County is out funds. Commissioner Ranum would like to discuss this issue with the EMT's as well.

10:06 AM David Espeland, FMC CFO joined the meeting.

Lisa explained that they are working on getting the previous runs caught up in the system. She is working to train the EMT's on the PCR's. Katie stated that these are taking over two weeks to be updated at times, which in turn makes it difficult for her to keep track and send them to the correct insurance.

10:19 AM Katie, Julie, Brenda and Lisa left the meeting.

FMC Financials- Margie reported that January was a good month financially for FMC. There was 41 inpatient days and 41 skilled days. They expect to pay back Medicare around the end of April. February was a slower month, but both inpatient and skilled days were high with Medicare patients.

FMC Updates- David expressed that he is very pleased with the staff at FMC. There are multiple nurses that are under contract at this time and are not directly employed with FMC. Margie and David have spoken with the County auditor and their own auditor regarding the mill levy funds. They do not feel the money needs to be transferred back to Fallon County's account. The Commission agreed. Margie will send an updated spreadsheet of the funds. The Hospital Board signed a resolution last night to purchase a digital radiography system. It will replace the older and outdated machine. The new CT system will be put in sometime in June. The room needs some work done before it can be installed. This new CT will give much better resolution than the current one. David explained that FMC is no longer going to be using ThyssenKrupp for their elevator system. He was not pleased with their service and they were not holding up their end of the contract. The Commission would like the County to stay with ThyssenKrupp, as their contract is not yet up.

10:57 AM Julie Straub, HRM joined the meeting.

Parkview Renovation- David asked the Commission what level they would like him to be involved in with the Parkview Renovation project. He currently has no authority, as the Commission have not given him any at this time. This discussion will be put into their work session on next week's agenda. The pre-construction meeting will take place on March 16th. The contractors would like to start on this project shortly after that. The residents will need to be updated on the timeline before any work is started.

11:00 AM Lisa Mitchell, Ambulance Director joined the meeting.

The open apartments can be used for the residents that have their apartments being worked on at that time. A plan will need to be established for these residents.

Phone System to Dispatch- Commissioner Rost asked about David meeting with Dispatch and EMS, as well as the Director of Nursing to work out a protocol for how the phone system will work with the direct line from Dispatch. David didn't feel a meeting was necessary, but he will type a protocol sheet to give to Dispatch. He also stated that the nurses have been trained on the protocol for the phone system for the direct line.

11:11 AM David and Margie left the meeting.

Finalize EMS Director Job Description- Julie has updated the job description for the EMS Director. The Commission would like to add that Patient Care Reports need to be given to FMC within 10 days of the initial run. Any required corrections will be done at a maximum of 30 days, from the initiation of the run. Patient care is not the predominant work on this description. A lunch hour from 12 PM – 1 PM was identified. Any flexed or change of hours needs to be addressed with the Commission. Discussion on the different levels of licenses, as well as the maximum weight the EMS Director needs to be able to carry.

12:04 PM Lisa and Julie left the meeting.

12:04 PM Commissioner Rost made the motion to take a noon recess. 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.

NOON RECESS

1:15 PM RECONVENE

PRESENT: Deb Ranum, Chairperson; Roy Rost, Member; Kelsey DuCharme, Recording Secretary

ABSENT: Steve Baldwin, Member

FALLON COUNTY COURTHOUSE

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

No one appeared for public comment.

1:30 PM The Commission and Julie Straub, HRM, met with Carla Brown, Council on Aging Coordinator, for the Safety Review Follow-Up for Council on Aging.

2:04 PM Julie Straub, HRM joined the meeting.

Safety Reviews- Julie would like to know which departments the Commission would like to attend Safety Review Follow-Ups. Julie reviewed the departments that are missing items on their previous reviews. The Commission agreed that they will not need to do another follow up for the Outside Building Maintenance,

Dispatch or DES. They would like to do a follow-up with the Fairgrounds, Airport, EMS, Landfill, Golf Course, Inside Maintenance and Noxious Weed.

Permission to Recall Seasonal Employees for Various Departments- Melissa Rost, Museum Curator, would like to recall Traci Bruha as the Museum Aide. This will be her second year. That position starts April 1st. Melissa asked if she could possibly start earlier, as her list of projects is long. It will be acceptable for Traci to begin employment potentially on March 16th; however, the start date is to be determined. Eric Kary, Golf Course Superintendent, would like to recall Jay Hoversland as the Lead Crew Hand, Trenton Collins and Konner Flint as Seasonal Grounds Crew Hands. One more seasonal position is potentially open at this point as well. Shyla Hadley, Fairgrounds Manager, would like to recall Floyd Ehret as the Lead Crew Hand, Ashley Varner as the Seasonal Fairgrounds Office Assistant, and Logan Graham, Sophia Dulin, and Riley Schultz as Seasonal Crew Hands. The Fairgrounds will not be needing any other seasonal crew hands. The Cemetery would like to recall Chansé Hoenke as the Seasonal Cemetery Caretaker Assistant. The Weed Department would like to recall Madison Moore and Bradley Kallevig as Seasonal Weed Crew Hands. The Weed Department will need significant recruitment. The Parks Department is uncertain of recall employees at this point.

3:00 PM Mary Grube, Assistant Planner joined the meeting.

Commissioner Rost made the motion to recall Traci Bruha, Jay Hoversland, Trenton Collins, Konner Flint, Floyd Ehret, Ashley Varner, Logan Graham, Sophia Dulin, Riley Schultz, Chansé Hoenke, Madison Moore, and Bradley Kallevig. 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.

Temporary Position/Assistant Position for Planning Department- Julie has a proposal for the Commission. Mary has asked for assistance in the Planning Department. For an accurate assessment of the position and to complete a needs assessment, Mary needs to be caught up on her filing and shredding duties. Julie would ask that a temporary employee from our existing temporary pool to help Mary with these needs. The Commission, Mary and Julie went to Mary's office to view the tasks that are needing completed. It should not take more than a couple of days for Mary to get caught up with filing and shredding. The digitalization project would have to wait, as that will be more time consuming. The Commission agreed with this proposal.

3:24 PM Darcy Wassmann, County Attorney joined the meeting.

3:26 PM Trent Harbaugh, Sheriff; Nic Eisele, Undersheriff; Tim Grube, Deputy; Brenda Wood, Clerk and Recorder joined the meeting.

Commissioner Rost made the motion to utilize a temporary employee for the Planning Department office work as soon as possible. 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.

3:31 PM Mary left the meeting.

Request for Leave Without Pay- Julie gave the Commission a copy of the policy for Personal Leave of Absence without Pay. Trent explained that Tim Grube, Deputy Sheriff, was injured in the line of duty and was also dealing with other medical issues. Tim elected to use his vacation and sick time during his workman's compensation claim. On February 11th, he had an appointment for his non-workman's compensation claim. Trent allowed him to go to this appointment using leave without pay, and not taking any vacation or sick leave. The timesheet was turned in to payroll with a blank day to show that he was not using vacation or sick leave on this time off. It was changed by the Payroll Department to show he used 8 hours vacation. This change was made because Tim did not reach his 119 hours within their three-week work period. Trent did not ask the Commission, nor Human Resources, if this could be used as leave without pay. Trent would ask that the Commission review the policy and change it to give the direct supervisors this authority to approve leave without pay. The other issue is that this timesheet was changed by payroll without the approval of Trent or Nic. It has been asked for Tim to receive leave without pay on February 11th, instead of vacation. Trent would also like assurance that the timesheets will not get changed without approval from this point on. It has been found in State Statute that Deputy Sheriff's are allowed the County to pay the difference in their gross wages from the Workman's Compensation Insurance, which is Victory Insurance in this case. The Commission agreed that they will make the vacation hours correct and look at the timesheets to make sure they are following State Statute. Tim would like the County to pay the difference, based on this Statute. The Commission will look at the policy to make any changes that need to be made. The point is to make the Deputy's wage whole, as he was injured in the line of

duty. Tim is requesting 8 hours of leave without pay from February 11th. The Commission will review the policy when the policy manual is reviewed.

Commissioner Rost made the motion to grant leave without pay to Tim Grube on February 11th, 2020, with 8 hours vacation time going back to him. Commissioner Ranum asked for any other discussion; being none. 2 Ayes. 0 Nays. 1 Absent (Commissioner Baldwin). The motion carried.

4:12 PM Trent, Nic, Tim, Darcy, Brenda and Julie left the meeting.

4:48 PM Commissioner Rost made the motion to adjourn. 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.

ADJOURN

The Chamber Meeting was held on Thursday, March 5th at 12:00 PM at the Tavern.

s/Deb Ranum, Presiding Officer

s/Kelsey DuCharme, Recording Clerk

ATTEST:

s/Brenda J. Wood, Clerk and Recorder