

9:00 AM CONVENE

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

FALLON COUNTY COURTHOUSE

The Pledge of Allegiance was held in the Commissioner's Office at 9:00 AM to start off the week.

PUBLIC COMMENT –AGENDA/NON-AGENDA ITEMS

No one appeared for public comment.

Commissioner Baldwin made the motion to approve the minutes from September 21-25, 2020, as presented. Commissioner Rost seconded the motion. Commissioner Ranum asked for further discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

9:29 AM Brenda Wood, Clerk and Recorder; Kimberly Jensen, AP Clerk joined the meeting.

Carnival Deposit Discussion/Decision- A deposit was sent to a carnival company for the 2020 Fair. It has been asked if the deposit could stay with that company and float over for the 2021 Fair. The auditors do not recommend holding money over for the next year, as the contract reads that it can be refunded. The company will refund it to the County and the County can have them sign another contract and send the deposit at that time if the Commission decides to do so.

9:33 AM Brenda and Kimberly left the meeting.

9:33 AM Robbie Christiaens, Maintenance Supervisor joined the meeting.

Maintenance Updates- Robbie has been working with the Weed Department to get all the fall weed spraying completed. Two of the snow removal machines are ready to go. They are working on servicing the other equipment as well. All mowing should be finished up this week. The sprinkler systems have been blown out. The bathrooms at the Legion baseball field are not yet winterized because of the soccer league. The Splash Park bathrooms have not been winterized yet either. Robbie will take the air conditioner out of the window at the Museum.

9:47 AM Robbie left the meeting.

9:58 AM Commissioner Baldwin left the meeting.

9:59 AM Shannon Hewson, Brosz Engineering joined the meeting.

10:00 AM Bobby Wiedmer, Road Superintendent joined the meeting via phone call.

Road Updates- TC Energy has asked to add to their Haul Route Agreement. They would like to add Sandstone Road, Division Road and Green Acres Road. The Commission is not in favor of adding Green Acres Road or Sandstone Road due to their conditions. Stahley's Engineering will assess the road conditions. A new Haul Route Agreement will need to be made with TC Energy to include Stahley's inspection.

10:10 AM Bobby hung up the phone, therefore leaving the meeting.

Parkview Storm Sewer- Brosz Engineering has been hired for the FMC storm sewer at Parkview 1. They are proposing a storm sewer 15 feet east of the existing sidewalk and they are planning on a 24-inch storm sewer.

10:16 AM Commissioner Baldwin returned to the meeting.

Shannon explained the plan and profile for the FMC storm sewer. The cleaner the channel, the less it will back up any water. They are not changing the drainage area.

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

Shannon will work on getting the floodplain permit, the Army Corps permit, and a permit with the City for building purposes.

Millennium Sidewalk Project- Shannon received the light spacing recommendations from a lighting company for the Millennium Sidewalk Project. They ranged from 105-125 feet apart, depending on their height.

Shannon will work on getting the bid specs put together. He cannot find any statute limiting the County from sending it back out to re-bid, as the quotes came in higher than expected. Bid bonds will need to be included into the bid package. Shannon will speak with Darcy Wassmann, County Attorney, before sending the project out to bid.

Gun Range Waterline- The as-built is still needing to be completed for the Gun Range Waterline before the payment will be submitted.

Waterfall Project USACE Response- Shannon received an email from the Army Corps stating that if the piping for the Waterfall Project is set on the Lake bottom above ground, no additional authorization is going to be needed. If it is buried, it will need additional authorization. Shannon explained the process of digging in the pipe, which is the diagram he had sent to the Army Corp. If any of the proposed waterfalls were going to be eliminated, Rich would prefer to eliminate the one east of the Bank of Baker, as this would be the most expensive. Discussion on the different possibilities for the piping. After further discussion, all the waterfalls will be permitted at this time, however the only one they are planning to do at this time is the one at Iron Horse Park. The other waterfalls can be done at a later time. The grant that has been received will go towards the waterfall at Iron Horse Park.

11:22 AM Shannon and Rich left the meeting.

11:30 AM Commissioner Baldwin made the motion to take a 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

1:15 PM RECONVENE

**PRESENT: Deb Ranum, Chairperson; Roy Rost, Steve Baldwin, Members
FALLON COUNTY COURTHOUSE**

PUBLIC COMMENT –AGENDA/NON-AGENDA ITEMS

No one appeared for public comment.

The Commission reviewed and approved the End of the Month September 2020 Claims in the amount of \$366,383.80 and they are filed in the Clerk and Recorder's Office.

The Commission reviewed and approved September 2020 Timesheets in the amount of \$608,453.16 and they are filed in the Clerk and Recorder's Office.

3:00 PM – The Commission attended the Site Meeting at Parkview 1 with SDI Architects.

COMMISSION WORK SESSION

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

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

EVENING RECESS

TUESDAY, OCTOBER 6, 2020

9:00 AM CONVENE

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

PUBLIC COMMENT –AGENDA/NON-AGENDA ITEMS

No one appeared for public comment.

9:45 AM Shyla Hadley, Fairgrounds Manager joined the meeting.

Fair Updates- Shyla has sent the carnival company an e-mail to get the deposit back for the 2020 Fair. The Fair Board is planning to send them a contract again for the 2021 Fair. The Commission will need to speak with Robbie Christiaens, Maintenance Supervisor, about helping clear snow at the Fairgrounds this winter. The Fair Board has approved a drive-in movie this winter at the Fairgrounds. They plan to hire a company to bring in a large screen. The company will staff it and the movies will be Christmas themed. People will stay in their cars, as there will be no outdoor speakers, only FM transmitters. No concessions will be available. Different locations to place the screen were discussed. The Commission viewed the quote.

Commissioner Rost made the motion to accept the quote from Fun Flicks for \$3,458.78. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

9:58 AM Beth Epley, EPEDC joined the meeting.

10:00 AM Shyla left the meeting.

EPEDC Updates- TC Energy is wanting to help with a County project by the end of the year. Beth is working to have them help with the lighting for the Millennium Sidewalk Project. She will talk with Shannon Hewson, Brosz Engineering, about the project. Both EPEDC and the Extension Office will be holding another session of the Re-Imagining Rural at the Fairgrounds on October 13th. 25 different communities across Montana are involved. Beth is presenting a Planning Grant to the City Council tomorrow that would help update the zoning regulations. A meeting will be held on Thursday to start planning the Christmas tree lighting and Winter Festival at the City Park. Discussion on different COVID funding available to businesses in the County.

10:16 AM Beth left the meeting.

10:22 AM Shanny Spang-Gion, SMART Director joined the meeting.

SMART Office Updates- Shanny stated that there has been more interest in the Façade Improvement Grant recently. If they were to fund the max amount for these projects, it would only leave enough in the budget to do one more project. Shanny may be able to re-visit with the Board about the budgeted amount. They are still waiting on the Preliminary Architecture Report for the Childcare Project. The Baker Beautification Committee is looking for volunteers. Shanny reviewed all that this committee does, including placing different flags around Main Street. They are going to be setting up tribal flags for Indigenous People's Day.

10:45 AM Shanny left the meeting.

10:57 AM Lisa Mitchell, EMS Director; Julie Straub, HRM joined the meeting.

Discussion on Timesheet Hours- A few weeks ago, Lisa was called by FMC to assist a member of the public in the Emergency Room. Lisa explained that she was not acting as EMS, rather acting as support for the patient. During this time, the role changed, and she was asked by a physician to help with patient care, including cleaning wounds, and assisting with an IV. After Lisa was done helping the physician, her role changed back to a support system. The next day, she was called by FMC to help transport the patient home and then discussed EMS with a doctor. Julie feels this is outside of the scope of work for what the County is asking of the EMS Director. The Commission would like more information on the EMT licensures and will work towards clarifying this grey area.

11:27 AM Lisa and Julie left the meeting.

11:32 AM Todd Adamson, Adamson and Sons Construction joined the meeting.

Luke Holestine Property Update- Todd explained that he has spoken with Darry Abbey, State Inspector, to discuss the handrail placement and the cement landing in front of the door at Luke Holestine's property on 1st Street. Todd has found a way to save on the cost of the cement landing. The inspector has agreed on this method, as well as Luke. It will save the County at least \$4,500.00. The Commission agreed.

11:43 AM Todd left the meeting.

11:44 AM Kimberly Jensen, AP Clerk joined the meeting.

Updates- Kimberly explained that only two County employees wanted new cell phones when the upgrades were available. There are currently two backup cell phones in the Clerk and Recorder's vault. The Public Health hotline was discussed, which may need to be reviewed with Kim Cuppy, Director of Public Health. The County credit cards seem to be working very well for employees. Inventory and fixed asset reports will be sent out to departments on October 14th.

11:57 AM Kimberly left the meeting.

11:59 AM Commissioner Baldwin made the motion to recess for the evening. Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

EVENING RECESS

WEDNESDAY, OCTOBER 7, 2020

9:00 AM RECONVENE

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

FALLON COUNTY COURTHOUSE

PUBLIC COMMENT – AGENDA/NON-AGENDA ITEMS

No one appeared for public comment.

9:25 AM Lisa Mitchell, Ambulance Director joined the meeting.

EMS Updates- Lisa reported that patient care reports are going well from her end. She gave the Commission a report of the current PCR's from the beginning of the year. The Ambulance Crew wears full PPE on possible COVID runs. There were 25 calls in the month of September. Non-billable calls were reviewed. Lisa is concerned with her job description, as it states that the Ambulance Director should be an administration only. She feels this position needs to be a hands-on position. The Commission explained that if this were changed, her status may need to be changed to non-exempt. Discussion on the qualifications of being an exempt employee.

9:47 AM Lisa left the meeting.

10:00 AM – The Commission attended the Task Force Meeting.

10:30 AM Shyla Hadley, Fairgrounds Manager; Alyse Webber, Fair Board Member joined the meeting.

10:45 AM The Commission re-joined the meeting.

10:46 AM Julie Straub, HRM joined the meeting.

10:52 AM Darcy Wassmann, County Attorney joined the meeting.

Fair Board Resolution and Changes- The Commission is wanting to change the Fair Board resolution, as it currently states that the Fair Board members will receive a yearly \$100 per diem to compensate for meal expenses incurred while working during Fair Week. Discussion followed on the best possible way to change this verbiage, as the Commission may be interested in a yearly stipend rather than per diem. For auditing purposes, if the Commission were to pay the Fair Board for days worked during the Fair, the Board Members would need to write down the days worked. Darcy asked if the Commission was going to do this for other boards, as per diem for meals is normally when employees or board members are out of town. The Commission would like to set a per diem of \$35 per working day for Fair Board members while working at the Fair. The language in the resolution will also need to be changed to contain the correct title for the Fairgrounds Manager. Alyse wants to make sure that the Fair Board is still included in interviewing processes and recommendations for hiring. The Commission wants the Fair Board to be involved in these processes as well. Board Members are always invited to interviewing processes for the department they are working with. Julie will also update the Policy Manual for the County to include that Board Members are involved in the interviewing processes. Darcy will get a clean resolution together and put it on the Commission agenda for approval.

Fair Board and Fairgrounds Manager Descriptions- Right now, the Fair Board Resolution and the Fairgrounds Manager job description states that the Fairgrounds Manager is under the direct supervision of the Fair Board. The Commission would like to be the direct supervisor of the Fairgrounds Manager. Right now, Alyse signs the County claims as the Fair Board Chairman. Commissioner Rost explained that they would prefer Shyla to sign the claims, as she is employed by the County and the Fair Board is not. This is the only County Board that signs off on claims, as other departments have the employee signing them. Alyse explained that this is the way the Fair Board double checks the budget, as the Board itself sets the budget, not the Fairgrounds Manager. Shyla does not have a vote on the Board for big ticket items. Commissioner Rost explained that the budget report should be reviewed by the Board at each meeting, however the County employs Shyla and would have the power to discipline if needed. They cannot discipline a Fair Board member. Alyse stated that the Fair Board budget is extremely extensive and doesn't believe that the Board members would be interested in completing the budget if

they did not have some of the control of what is coming out of it. Julie would advocate the Commission being the direct supervisor of the Fairgrounds Manager. Currently, the Fair Board makes the decisions for what comes out of the budget, as well as the Commission. This will need to be put back on the agenda for a later date, as more discussion is needed.

12:08 PM Julie, Shyla, Alyse and Darcy left the meeting.

12:10 PM Commissioner Baldwin made the motion to take a 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

1:15 PM RECONVENE

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

FALLON COUNTY COURTHOUSE

PUBLIC COMMENT –AGENDA/NON-AGENDA ITEMS

1:15 PM Brenda Wood, Clerk and Recorder; Steve Zachmann, City Mayor; Bud Strangford, Member of the Public joined the meeting.

Drainage Question- Steve asked the Commission to review the plan for drainage for Parkview and the Hospital for the area around the City Park. He would like to get the City Park controlled, as far as moisture to maintain the lawn. The Commission gave Steve the preliminary drawings from Shannon Hewson, Brosz Engineering. The drains coming off the parking lot will go into the new drainage. Shannon is checking on the permitting process as well.

1:20 PM Steve left the meeting.

County Roads- Bud explained that Webster Road, where the County is laying gravel, is horrible. They have gone downhill the last couple of years. The lack of moisture is not helping pack down any gravel.

1:28 PM Bud left the meeting.

Masks- Brenda explained that she was listening to the Health Board Meeting and heard the concern from the Health Department about mask wearing in the Courthouse. The employees in the Courthouse have been good about wearing their masks. Currently, if the employee is at their desk, they do not need to wear them. They must wear them when walking around or helping customers. The Governor's Directive was reviewed.

1:38 PM Brenda left the meeting.

2:01 PM Larry Brence, MSU Extension Eastern Region Department; Michael Millward, Extension Agent joined the meeting.

Review of Summer Extension Activities- Michael has been an Extension Agent with Fallon County for almost a year. The Commission expressed that Michael is doing a good job and have no complaints. He has been good at communicating with the Commission and Fair week seemed to go over well. Larry reported that MSU had a higher enrollment this year, compared to most others. The Extension Office decided to not hold the Color Run this year. They are looking at doing more meetings online instead of in-person. Michael explained that people are not complying with wearing a mask at meetings. The Extension Office is working on holding a right-of-way workshop in Fallon County. They are having trouble getting the speakers to travel here.

2:29 PM Larry and Michael left the meeting.

3:28 PM Cindy Irgens, Recording Clerk; Brenda Wood, Clerk and Recorder joined the meeting.

Update County Road Atlas- The Road Plat Map is not up to date and should be, according to State Statute. It has not been updated since the 1980's. Cindy asked that the County put this in the budget for the next fiscal year to hire a company to complete the research and compile it into the plat map. The project will probably need to be put out to bid, as it will be extremely expensive and time consuming. The Commission agreed to move forward with getting the process started for the next fiscal year.

3:41 PM Cindy and Brenda left the meeting.

3:56 PM Darcy Wassmann, County Attorney joined the meeting.

3:58 PM Julie Straub, HRM joined the meeting.

Guidelines for following Governor's Directive on Mask Wearing- Darcy and the Commission reviewed the Governor's Directive. Indoor public spaces were discussed, as some areas of the directive are unclear. The Commission discussed the possibility of enforcing employees to follow the Governor's Directive and the possibility of different repercussions for employees that do not. Julie suggested following the progressive discipline according to the Fallon County Employee Policy Manual. The Commission is planning to speak and send a memo to County employees explaining that masks will be needed in all the public offices. All customers will be asked to wear a mask at all times.

4:39 PM Willie Benner, Town of Plevna Mayor joined the meeting.

Interlocal Agreement with Town of Plevna for Human Resources Services- The Town of Plevna is looking to get an Interlocal Agreement signed for them to be able to use Julie for Human Resource services. The Commission reviewed the agreement. This will not interfere with Julie's work for Fallon County. The Town of Plevna Council will sign the agreement at their next meeting and then the Commission will sign it as well.

4:50 PM Willie and Julie left the meeting.

4:55 PM Darcy left the meeting.

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

EVENING RECESS

THURSDAY, OCTOBER 8, 2020

9:00 AM RECONVENE

PRESENT: Roy Rost, 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.

9:57 AM Dale Butori, DES/911 Coordinator joined the meeting.

DES/911 Updates- Dale reported that TAB Electronics has fixed all the sirens. There is a mechanical issue on the tower on Tank Hill that is needing to be replaced. Discussion on the different types of batteries for the towers. Dale will start checking the batteries once a month, or possibly hook up a meter, to make sure they are working correctly. He is currently working on putting a different shelving unit in his office. TAB Electronics installed radio in his office as well. Dale is meeting with Jeff Gates in person later today in Miles City to go over the quarterly reporting and will pick up hazard mitigation handbooks. He purchased 2,000 masks last week in Mile's City from Fastenal, which will be submitted with the CARES Act. The second round of CARES Act funds are being worked on by the State.

10:28 AM Dale left the meeting.

10:30 AM Commissioner Baldwin made the motion to adjourn. Commissioner Rost seconded the motion. Commissioner Rost asked for any other discussion; being none. 2 Ayes. 0 Nays. 1 Absent (Commissioner Ranum). The motion carried.

MEETING ADJOURNED

s/Deb Ranum, Presiding Officer

s/Kelsey DuCharme, Recording Clerk

ATTEST:

s/Brenda J. Wood, Clerk and Recorder