

**NO COMMISSIONER MEETING ON MONDAY – SEPTEMBER 7, 2020 – LABOR DAY**

**TUESDAY, SEPTEMBER 8, 2020**

**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**

**9:00 AM Dale Butori, DES/911 Coordinator joined the meeting.**

**Garfield County Donation Question-**The County donated money to the Lodgepole fire years ago. Dale was wondering if the Commission was interested in donating money to the Garfield County fire. The DES Coordinator in Garfield County is trying to raise money mainly for the loss of fencing on the private land. Dale would recommend sending it from Fallon County to Garfield County and letting them decide what to do with it. The Commission would like to discuss further before deciding.

**9:12 AM Dale left the meeting.**

**Commissioner Rost made the motion to approve the minutes from August 31 – September 4, 2020, with corrections. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for further discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

**9:45 AM Robbie Christiaens, Maintenance Supervisor joined the meeting.**

**Maintenance Updates-** Robbie is working on fixing up a mower this morning. He plans to plant grass seed once the ground dries up. Derrick DeHaan, Maintenance Assistant, passed his CPO test for the Splash Park. They plan to pull out the buoys and docks next week. The Splash Park is now closed for the summer. The sprinklers will be blown out the middle of September. Discussion on the plans for Iron Horse Park, specifically adding in a gate to block traffic off an area where the kids run back and forth.

**9:54 AM Bobby Wiedmer, Road Superintendent joined the meeting.**

**10:01 AM Robbie left the meeting.**

**Road and Shop Updates-** Bobby stated that he would like the Commission to start thinking about the two blades, as the buy-back price jumps up in February. The Road Crew is blading this morning. The pouring of the concrete is complete at Iron Horse Park. They were able to put their cold mix down and are keeping busy with mowing.

**10:20 AM Bobby left the meeting.**

**10:29 AM Shannon Hewson, Brosz Engineering; Rich Menger, Sanitarian joined the meeting.**

**Project Updates-** The Plevna Bridge Pre-Con Meeting with the landowners went well last week. The project should be done in November. Shannon is still working on adding lights to the Millennium Sidewalk Project. He is also working on the punch list for Gamut Construction for the Sidewalk Project at Iron Horse Park. Shannon has put together a preliminary cost estimate for the reconstruction and widening of Johny Creek Trail. The Commission has not made the decision if this will be a project they will take on or not. The punch list for the concrete at the Fire Hall will be finished up this week.

**11:00 AM Rich left the meeting.**

**11:03 AM Shannon left the meeting.**

**11:04 AM Julie Straub, HRM; Stacey Moore, Director of Library Services joined the meeting.**

**Employee Question-** Discussion on the FMLA status of an employee and their potential return to work.

**11:13 AM Julie and Stacey left the meeting.**

**COMMISSION WORK SESSION**

The Commission reviewed, revenues received, reports, emails and other correspondence, board minutes and agendas. They signed the Commissioner Proceeding books, as well as organized their file cabinets in the Commission Office.

**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, Member; Kelsey DuCharme, Recording Secretary**

**ABSENT: Steve Baldwin, Member**

**FALLON COUNTY COURTHOUSE**

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

No one appeared for public comment.

**1:18 PM Steve Zachmann, City Mayor joined the meeting.**

**City Parks Building Maintenance and Repairs-** Robbie Christiaens, Maintenance Supervisor, Steve Zachmann and Commissioner Ranum went to the City Parks buildings to complete a walkthrough safety inspection. Steve will write a letter to Julie Straub, HRM, regarding what issues will need to be remediated to follow County safety conditions. The City will need to take care of the items that are not in coordination with the County safety specs before the County will take them over and take care of the inspections from here on out. The items were reviewed and is a rather small list. Fire extinguishers will need to be purchased. These buildings will then be put on the County safety inspection rotations.

**1:49 PM Steve left the meeting.**

**2:53 PM Dale Butori, DES/911 Coordinator joined the meeting.**

**DES/911 Updates-** Dale reported that the second round of CARES Act funding opened today. He will continue to work on that application. He has been working with Debbie Wyrick in the Payroll Department and Kimberly Jensen with Accounts Payable. Discussion on the guidelines involved with CARES. Dale met with the Carter County Commission this morning to introduce himself and explained the relationship between the four counties within the 911 program. He would prefer to have a meeting with the four counties towards the end of this month to keep everyone informed. He has been working on inventory and cleanup in his office, as well as working on education. TAB Electronics will be here this week to work on the 911 sirens. The batteries have been ordered.

**3:17 PM Dale left the meeting.**

**The Commission reviewed and approved the End of the Month August 2020 Claims in the amount of \$582,535.23 and they are filed in the Clerk and Recorder's Office.**

**4:46 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**

**WEDNESDAY, SEPTEMBER 9, 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.

**9:24 AM Lisa Mitchell, Ambulance Director joined the meeting.**

**EMS Updates-** Lisa stated that EMS has received 25 calls in the month of August. This makes for 144 calls this year. She asked the Commission their thoughts on holding a compact agreement with the State of Montana with a traveling nurse at FMC. This traveling nurse would like to be on the Ambulance service. He would operate as an AEMT, and Lisa feels it would be a great opportunity to have him for education services and to have on the team. Lisa will speak with Julie Straub, HRM, if the Commission approves. The Commission approved. Lisa explained that all patient care reports are caught up.

**9:42 AM Lisa left the meeting.**

**The Commission attended the Task Force Meeting in the Courthouse Basement.**

**10:51 AM Beth Epley, EPEDC joined the meeting.**

**EPEDC Updates-** The EPEDC is working on the downtown area with a couple different committees in Glendive. They are also working on the irrigation project in Terry. Beth stated that the job descriptions are complete for the two new positions they plan to hire. These employees can be anywhere within a five-county region. The title will be a Downtown Development Specialist. Tayla Snapp with TC Solutions contacted Beth explaining that they would like to help monetarily with a community project. Beth will ask about the Millennium Sidewalk Project. The Re-Imagining Rural community meeting is coming up in both September and October. This will be an informational presentation, with strategies on changing the rural narrative and shifting the perspective of rural communities.

**11:28 AM Luke Holestine, Owner; Todd Adamson, Adamson & Sons Construction joined the meeting.**

**11:32 AM Beth left the meeting.**

**Decision on Office Building Across from Post Office-** Diamond J Construction did a County project on the sidewalk across the street from the Post Office, which in turn caused damages to Luke's commercial building. The State inspector viewed the building, and it is not meeting code. It must be up to code for Luke to be able to sell the building. Todd has put an estimate together to repair the building. The handrail and cement is needing redone as well as the siding. Commissioner Ranum would like to replace the cement and the handrail first, and then re-side the three sides of the building. The Commission would pay the invoice to Adamson & Sons Construction after the work is completed. The Commission agreed to Commissioner Ranum's proposal.

**Commissioner Baldwin made the motion to pay for the cement, handrail, and 3 sides of siding for Luke Holestine's building that was damaged during a County project. Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

**11:53 AM Todd and Luke left the meeting.**

**12:00 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**

No one appeared for public comment.

**1:30 PM Shyla Hadley, Fairgrounds Manager joined the meeting.**

**Fair Updates-** Shyla gave the Fairgrounds Manager report for past events and upcoming events. The ticket sales and expense report for the 2020 Fair was given. The Rodeo attendance was down from the previous years. Shyla felt it went well overall, even with the attendance down from the past, as well as patrons following the COVID guidelines.

**Notification System-** Shyla asked the Commission if there would be something available that she could use to call for help if someone was making her uncomfortable, as she is alone at the Fairgrounds. She would like there to be something in place for reassurance. The Commission will visit with Dustan Davis, IT TECH.

**Dishwasher-** A dishwasher is needed for the kitchen in the Exhibit Hall. It will need to be a commercial dishwasher. Direct Electric gave a quote on the wiring. The Commission reviewed the quotes. Commissioner Baldwin is going to check at the cafeteria in FMC to see what dishwasher they have and will meet with Shyla to discuss further.

**1:59 PM Michael Millward, Extension Agent joined the meeting.**

**2:04 PM Shyla left the meeting.**

**Extension Updates-** Michael felt that the Fair went very well this year, even with social distancing and COVID guidelines. The Extension Office is working with EPEDC to hold the Re-Imagining Rural, which includes 25 communities across Montana. They have been trying to work with the schools about their typical fall programming, however it is unknown if this will be an option due to social distancing. The Extension Office is working with the Health Department about holding the shooting sports activities. They would like to hold a tree trimming workshop in October.

**2:27 PM Michael left the meeting.**

**2:28 PM Darcy Wassmann, County Attorney joined the meeting.**

**Petition to Abandon A County Road – Crawford –** The County has received a petition from Chris Crawford to abandon a County road. Darcy reviewed the statute regarding what the Commission is to do next. The petition must be signed by ten freeholders, also known as landowners. This petition did not include these ten signatures.

**2:31 PM Cindy Irgens, Recording Clerk; Brenda Wood, Clerk and Recorder joined the meeting.**

Darcy explained that the Commission will need to notify the Crawford's that this petition needs to be signed by ten freeholders. Commissioner Ranum would like to excuse herself, as she is related to the party holders. If one freeholder that benefits from the County Road is not in agreement to abandon the road, it will not be allowed. The petition will need to be properly submitted before a Public Hearing can be held. A public hearing does not need to be held if the Commission is aware that landowners do not want it abandoned, as a public hearing would be redundant, and the Commission could decline the request.

**3:00 PM Darcy left the meeting.**

**3:28 PM Kim Cuppy, Director of Public Health; Julie Straub, HRM; Debbie Wyrick, Deputy Clerk and Recorder; Brenda Wood, Clerk and Recorder joined the meeting.**

**COVID-19 Compensation-** Julie explained that this meeting is being held to make sure everyone is on the same page, as well as to get a formal decision on the COVID overtime compensation for Kim. Kim has had to work a large number of hours of overtime during this pandemic and has asked to be reimbursed for those hours. As of now, her position is classified as exempt, meaning she is salaried and does not receive overtime. Julie explained that the best way to reimburse Kim for these hours would be to change her position from exempt to non-exempt. By reimbursing her without changing this classification, it could possibly be violating Federal law. Kim asked the Commission if she were to switch to non-exempt, would she need approval each time she works overtime. The Commission could give her a maximum number of hours per week; therefore, she would not need approval. They would just ask that she communicate and update the Commission when needed. Kim will be compensated for the previous pay periods as straight time for this overtime, not time and a half. There are different options available for compensation, whether Kim stays as exempt or non-exempt. If it is left as exempt, it will be paid as a one lump sum. If changed to non-exempt, there are different options available. Kim stated that she knows that going forward there will be more overtime due to COVID.

**Commissioner Baldwin made the motion to change the County Director of Public Health to a non-exempt position, effective this current pay period. Commission Rost seconded the motion. Commissioner Ranum asked for any other discussion; being Commissioner Rost asked if the stipend getting paid out will be straight time and moving forward all overtime will be time and a half. Julie said yes. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

Julie will get the update to Kim's job description and have her sign it. Details of what the CARES Act is paying for were discussed.

**3:50 PM Kim, Julie, Brenda and Debbie left the meeting.**

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

**Discuss Changing Classification Status of the Airport Assistant Manager-** Julie would like to ask the Commission to change Darin Meggers, Airport Assistant Manager; to change from part-time employment to intermittent. He currently does not hold regular scheduled hours; he works up to 17.5 hours per week. Julie recommends the change. By changing the status to intermittent, Darin would no longer receive vacation, sick leave, holiday pay nor a cost of living increase.

**4:02 PM Darin Meggers, Airport Assistant Manager; Dennis Twedt, Airport Board Chairman; Roger Meggers, Airport Manager joined the meeting.**

Julie explained to the group that Darin does not hold a regularly scheduled position. His position is as needed, up to 17.5 hours per week. Over the last two years, he averages about 14 hours of work per week. This would fit the definition of an intermittent position, not part-time. The loss of benefits was discussed if this change were to be made. The Commission can determine wages and increases for intermittent employees as well. Discussion on the sick and vacation leave hours. Commissioner Rost asked about raising this wage to offset the sick and vacation leave loss. This topic will be put on the Airport Board agenda and the Commission will make their decision at a later date.

**4:25 PM Julie, Dennis, Roger and Darin left the meeting.**

**4:30 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, SEPTEMBER 10, 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**

**9:35 AM Shyla Hadley, Fairgrounds Manager joined the meeting.**

**Fairgrounds Dishwasher-** Shyla is planning to go with Commissioner Baldwin this afternoon to look at the commercial dishwashers at the school and FMC. Different types of dishwashers were discussed.

**9:41 AM Shyla left the meeting.**

**10:00 AM Margie Losing, FMC CFO joined the meeting.**

**FMC Financials-** Margie has been busy adjusting entries to the financials of June of 2020 for FMC. Margie reviewed the adjustments she made to the June financials since the last Commission meeting was held with her. The year to date numbers as of June 30, 2020 were reviewed and explained. The auditors are coming at the end of September.

**10:20 AM Sandy Kinsey, Member of the Public joined the meeting.**

The relaxed collection efforts were discussed, as Margie feels the collection policy needs to be followed more strictly in the future. The long-term debt summary includes the lab equipment loan, the CT scanner, and the DR upgrade loan. Each dollar that FMC has comes from gifts, grants, County and non-operating (tax dollars), EMR incentive, Medicare, Medicaid, Workers Comp, Commercial Insurance, Self-Pay, and rent and meals.

**10:50 AM Margie left the meeting.**

**10:55 AM Sandy left the meeting.**

Commissioner Baldwin made the motion to award the Emergency Contract for the water damage in the Dietary Area and Public Health in the Basement of Parkview 2 to TW Clark and SDI Architects. Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

11:15 AM Commissioner Baldwin left the meeting.

11:50 AM 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.

**MEETING ADJOURNED**

s/Deb Ranum, Presiding Officer

s/Kelsey DuCharme, Recording Clerk

ATTEST:

s/Brenda J. Wood, Clerk and Recorder