

MONDAY, SEPTEMBER 14, 2020

9:00 AM CONVENE

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

FALLON COUNTY COURTHOUSE

The Pledge of Allegiance was held in the Commissioner's Office to start off the week.

PUBLIC COMMENT –AGENDA/NON-AGENDA ITEMS

9:09 AM Shyla Hadley, Fairgrounds Manager joined the meeting.

Dishwasher at Exhibit Hall- Shyla brought in different examples of commercial dishwashers for the Commission to review.

Commissioner Rost made the motion to purchase the dishwasher for the Fairgrounds for \$4,239.00. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

9:16 AM Shyla left the meeting.

Approval of September 7-11, 2020 Proceedings-

Commissioner Baldwin made the motion to approve the minutes from September 7-11, 2020 Commissioner Proceedings, with corrections. Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

9:41 AM Dale Butori, DES/911 Coordinator joined the meeting.

Donation to Garfield County for Fire Relief Discussion & Decision- The Commission would like to donate \$10,000 to Garfield County for fire relief to use at their discretion. They will send it to the County for them to use how they see fit.

Commissioner Baldwin made the motion to donate \$10,000.00 to Garfield County for fire relief, to be used at their own discretion. Commissioner Rost seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

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

9:46 AM Dale left the meeting.

Maintenance Updates- Robbie and Derrick DeHaan, Maintenance Assistant, are blowing sprinklers out this morning. The beach at Baker Lake had low activity over the weekend. They are planning to pull the buoys once it warms up this week, as well as plant more grass seed at the City Park.

9:51 AM Robbie left the meeting.

10:00 AM Bobby Wiedmer, Road Supervisor joined the meeting.

Updates- The Road Crew is busy doing maintenance routine work. The motor grader specs are not finished up yet and are hoping to be able to go out to bid next week.

10:15 AM Bobby left the meeting.

10:22 AM Shannon Hewson, Brosz Engineering joined the meeting.

Project Updates- The remaining punch list items were reviewed for the Iron Horse Sidewalk project with Gamut Construction. The next application is not to be paid until the punch list items are finished up.

10:29 AM Rich Menger, Sanitarian joined the meeting.

10:30 AM – Quotes for Millennium Sidewalk Project Quote Opening

Lake Sharpe Dock Shop – Kevin Forsche

-Schedule 1 (2020 Completion) – No Bid

-Schedule 2 (2021 Completion) – No Bid

-Schedule 3 (Temporary Fishing Dock) - \$23,992.00.

Gamut Construction – Carson Beach

-Schedule 1 (2020 Completion) – No Bid

-Schedule 2 (2021 Completion) - \$104,895.00
-Schedule 3 (Temporary Fishing Dock) – No Bid

Griffith Steel – Todd Griffith

-Schedule 1 (2020 Completion) – No Bid
-Schedule 2 (2021 Completion) - \$251,153.00
-Schedule 3 (Temporary Fishing Dock) – No Bid

10:34 AM Mary Grube, Administrative Assistant Planner joined the meeting.

The quotes received were discussed. The Commission may have to put this project out to re-bid, as it will be over \$80,000.00.

Commissioner Rost made the motion to accept the Schedule 3 Quote from Lake Sharpe Docks in the amount of \$23,992.00, with a grant from Fish, Wildlife & Parks in the amount of \$20,000.00. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

Project Updates Continued- The Upper Lake is currently draining, and the water seems to be settling out nicely. Shannon hopes that the survey of the Upper Lake will be completed today. The Waterline Project at the Gun Range was started last week.

10:52 AM Rich left the meeting.

Shannon is hopeful that Diamond J Construction will be able to start the Plevna Road North Bridge Structure Replacement Project next week. The Fire Hall Project is close to being complete, with only a few remaining punch list items.

10:59 AM Julie Straub, HRM joined the meeting.

11:00 AM Shannon left the meeting.

11:00 AM Sandy Kinsey, Member of the Public joined the meeting.

Decision on Mary's Request- Mary gave the Commission an estimation of the cost of items that would go to the Planner's Office if Mary were to be the Planner, rather than to send to KLJ for their Planning Contract Services. She would like to become the Planner and no longer use KLJ as the Contract Planner and would only use them on an as needed basis. Mary has also made the request to hire an assistant in the Planner's Office to help with other duties. A new job description will need to be created if the Commission chooses to make Mary the Planner instead of the Administrative Assistant. Mary would prefer to use Forrest Sanderson, KLJ Contract Planner, for the major subdivisions, but feels comfortable with completing the minor subdivisions herself. She would also plan to consult with Susan Swimley, Land Use Attorney. Commissioner Rost asked questions regarding who would be held liable if Mary's signature were on a document in question, in which it would be the County. Forrest is the current Contract Planner with the County, and Mary is the Administrative Assistant. Mary asked that her job description needs to explain more of the detailed responsibility that she currently feels she takes on and explained that she feels she does not get compensated enough for the duties she is doing. She is taking care of issues that are not in her job description. Commissioner Rost stated that if it is decided that Fallon County needs their own in-home Planner, the new position would need a job description and put out for advertisement to the public. Mary would like an assistant to help with duties she does not currently have time for. Discussion on the possibility of Mary utilizing more of Forrest's assistance, which in turn would free up the time for these duties that would be given to an assistant. Mary does not believe that KLJ is a fiscally responsible choice for the County. Discussion on the possible qualifications of the newly proposed Planner, if that is what the Commission chooses to do. Mary does not yet hold the Planner's Certificate but would hope the County could support her in working towards it. Mary then asked if she could potentially change her job title, as she is not considered a Department Head, but currently completes the budget, makes decisions, and is the manager of her office. Commissioner Rost explained that he would like more of the current duties Mary is completing to go to Forrest, as he does not think hiring an assistant is in the best interest of the County, as it would be a lower cost to the County in the long-run to keep Forrest as the Contract Planner. Mary stated that the assistant would be busy at all times. Commissioner Ranum would like Mary to receive her Planner's Certificate and if she does, she would be comfortable having Mary be the Planner and only use Forrest for consulting. Commissioner Baldwin is open to Mary taking the certification course and is open to looking at different options once she holds the Planner's Certificate. The Commission will need to make a decision on how to move forward, specifically if they want an in-house Planner or keep the current Contract Planner. Commissioner Rost would like to make sure that if the Commission would like an in-

house planner, it will need to be advertised to the public and make sure it is not tailored to fit Mary, as it will need to be an equal opportunity to all. Commissioner Baldwin would like Mary to work towards these certificates and Julie to work on the updated job descriptions. Julie explained that the Commission needs to make decisions before she can do anything with a job description. Commissioner Rost would like to re-arrange Mary's job description to make sure it is balanced between Mary and Forrest, to help Mary not feel overwhelmed with too many duties. Julie encourages the Commission to write a list of questions and will schedule another meeting for the Commission to make their decision.

11:58 AM Julie, Sandy and Mary left the meeting.

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.

1:20 PM Commissioner Ranum left the meeting.

1:24 PM Shanny Spang-Gion, SMART Director joined the meeting.

Baker State Bank Building- Shanny explained that the SMART Board is calling the former Insurance Store the Baker State Bank Building. They are looking into the benefits of joining the Historic Tax Credit. If they were to join, it would be more expensive and would extend the timeline of renovating the space. The SMART Board is still discussing this matter. They plan to have renting space for offices and living quarters. Some of the preliminary drawings have been completed. Both SMART and the Chamber plan to relocate to the store front side of this building.

1:33 PM Commissioner Ranum returned to the meeting.

COVID Relief Fund- SMART has been able to help many families with the COVID Relief Fund, mainly for utilities. They plan to do more marketing to inform the public of what is available. Local families and businesses have been donating to the fund.

Façade Improvement Grant- A few different projects are still open for the Façade Improvement Grant. There has been a very good response to this grant. The Senior Center and Ace Hardware have been approved for funding. SMART may apply as well.

Childcare Project- A public meeting was held for the Childcare Project in August. Shanny held a short presentation to City Council as well. They are continuing to work on the Preliminary Architecture Report. SMART plans to own the structure and lease to whoever is running the childcare business. They do not plan to run the business themselves. All the potential sites for the facility were reviewed, including a report from SDI Architects. Shanny explained that they will be holding another public meeting in October or November. They are hoping the Preliminary Architecture Report will be done by December.

2:07 PM Shanny left the meeting.

2:26 PM Debbie Wyrick, Deputy Clerk and Recorder; Lisa Mitchell, Ambulance Director joined the meeting.

2:28 PM Julie Straub, HRM; Dale Butori, DES/911 Coordinator joined the meeting.

Proposed Pay Schedule for EMS Drivers- Lisa has been working on an updated pay schedule for the Emergency Medical Response Drivers. In the past, Dale was paid three quarters of the amount EMT's were paid for transfers. Julie is concerned about the Administrative Rule for Montana, as this would dictate this as joint employment, as he is also a full-time Fallon County employee. Dale is currently an exempt employee, however if this were changed to a non-exempt position, it could be added to the job description to include transferring patients with EMS. Dale could even potentially help with EMS as needed, while still being the DES/911 Coordinator. It would be on an as-needed employment with EMS. The Commission is all in favor of changing Dale's employment status to non-exempt. Lisa's position could

also be changed to non-exempt. The previous timesheets for Dale serving as the EMS Driver will be paid for at three-quarters.

Commissioner Rost made the motion to adopt the Emergency Medical Response Driver Pay-Scale. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

2:56 PM Debbie, Dale and Lisa left the meeting.

Discuss Wages for Staff Nurse- Julie has spoken with Kim Cuppy, Director of Public Health, and has also looked at a report for the salary of State of Montana Registered Nurses. Julie would like to propose the entry wage for the Staff Nurse position to be \$23.00, after completion of probation to be \$24.00, and after 6 months of permanent employment to be set at \$25.50. The current steps start at \$21.50 and go up to \$23.00. They are hoping this will draw more people in to apply for the open position.

Commissioner Rost made the motion to change the pay scale for the Staff Nurse to have an entry wage of \$23.00, after completion of probation be at \$24.00, and after 6-months of permanent employment it will be at \$25.50. Commissioner Baldwin seconded the motion. Commissioner Ranum asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

3:05 PM Julie left the meeting.

3:15 PM Commissioner Baldwin left the meeting.

WORK SESSION

The Commission reviewed emails and correspondence, as well as County reports and revenues, board minutes and agendas.

4:50 PM Commissioner Rost made the motion to adjourn the meeting. Commissioner Ranum seconded the motion. Commissioner Ranum asked for any other discussion; being none. 2 Ayes. 0 Nays. 1 Absent (Commissioner Baldwin). The motion carried.

MEETING ADJOURNED

s/Kelsey DuCharme, Recording Clerk

s/Deb Ranum, Chairman

ATTEST:

s/Brenda J. Wood, Clerk & Recorder