

9:00 AM CONVENE

**PRESENT: Roy Rost, Chairman; Steve Baldwin, Kevin Braun, Members; Kelsey DuCharme, Recording 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.

Commissioner Braun made the motion to approve the minutes from August 2-6, 2021, as presented.

Commissioner Baldwin seconded the motion. Commissioner Rost asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

9:42 AM Dale Butori, DES/911 Coordinator joined the meeting.

EMPG Grant- Dale asked the Commission for a signature on the obligation letter for the EMPG grant. The letter states that Fallon County will commit \$25,000 for Dale's salary, EMPG will cover \$25,000, and 911 picks up whatever is remaining after that. Commissioner Rost signed the obligation letter.

Repeater in Prairie County- The Commission would like Dale to send a letter to Prairie County explaining that the Repeater in the area that is serviced by MDU will be shut off by August 31st, 2021, and that it needs to get switched into their billing system. It is no longer Fallon County's bill to pay.

Tab Electronics- Dale is busy working with TAB Electronics to set up remote monitoring in the repeater sites. Dustan Davis, IT TECH, ordered the cameras for the top of the tower on the Courthouse that will be linked on to the Fallon County website. The cameras were inexpensive; however, it will be a large cost for TAB to mount them. One camera will face Plevna and the other will face Bracket Butte.

Updates- The message boards have been put out warning the public of the fire ban that is in place. More PPE has been received and distributed to places needed.

9:55 AM Mark Sieler, Road Foreman; Mitch Overn, Shop Mechanic joined the meeting.

10:02 AM Dale left the meeting.

Road/Shop Updates- There is a truck in Dickinson today picking up sand for the Golf Course. The Road Crew is working on servicing vehicles today. The Airport plow truck has recalls and will need to be taken to Dickinson. They are planning to start mowing this week. The Commission informed Mark that the Workforce Housing Camp for TC Energy can be mowed now as well. They are still needing to get more sand for the Baker Lake Beach, which is located in Glendive.

10:11 AM Mitch and Mark left the meeting.

10:28 AM Shannon Hewson, Brosz Engineering; Rich Menger, Sanitarian joined the meeting.

Improvement Projects- The piping and the manhole has been ordered through Wyrick Construction for the Waterfall Project. Wyrick is not planning to start on the Parking Lot Projects until later this fall.

Sidewalk Project- Most of the concrete for the Millennium Sidewalk Project has been poured; there is still a small piece remaining. The end section and the concrete piping should be done by the end of the week and can be set next week. Shannon will talk with Kratzer Construction about the grading on the backslope today. Direct Electric started setting some of the lights last week.

Bonnievale Road Bridge- Shannon heard back from the CORPS regarding the Bonnievale Road Bridge last week. He verified that the structure is older than 50 years. The inspection report from MDT was sent to MDT as well. He has not heard back from Ethnoscience on the Ismay Road Bridge.

10:57 AM Rich left the meeting.

10:58 AM Alissa Miller, EPEDC Food and Ag Development Specialist joined the meeting.

11:00 AM Beth Epley, Eastern Plains Coordinator joined the meeting.

ARPA Applications- EPEDC has sent in two ARPA applications for the City of Baker. Beth explained that there is a huge demand on the competitive funds. They are willing to help with the minimum allocation funds for the County when the time comes.

Re-Imagining Rural- A Re-Imagining Rural Workshop is coming up. It is planned to be held in September in Plevna. The Cooperative Development Center from Great Falls is coming to Baker for a training on investment co-ops this Wednesday at 5:30 PM at Thee Garage. EPEDC is partnering with SMART and EMEDA on hosting the event.

EPEDC Updates- The Department of Commerce in Helena is also holding a training on the Main Street Program, which is to help revitalize downtowns and main streets in Montana. The signs for the Baker Lake history have been printed and put up. The Mon-Dak motorcycle look signs will be put up this week as well. Banners have been ordered for the Baker Branding Project. They are still waiting to hear if the Department of Agriculture will receive ARPA funding. Alissa is busy working on different types of grants with clients in Fallon County.

11:21 AM Beth, Shannon, and Alissa left the meeting.

11:30 AM Commissioner Braun made the motion to take a noon recess. Commissioner Baldwin seconded the motion. Commissioner Rost asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

NOON RECESS

1:15 PM RECONVENE

**PRESENT: Roy Rost, Chairman; Steve Baldwin, Kevin Braun, Members; Kelsey DuCharme, Recording Secretary
FALLON COUNTY COURTHOUSE**

PUBLIC COMMENT –AGENDA/NON-AGENDA ITEMS

1:20 PM Shyla Hadley, Fairgrounds Manager joined the meeting.

Fair Question- Shyla asked the Commission if any of them would like to help drive the trolley for the Fair. The Lion's Club is doing a couple shifts but there are still openings. The Commissioners filled a few of the open spots.

1:26 PM Shyla left the meeting.

1:30 PM Review Changes Made to FMC Management Agreement – After FMC Board Reviewed Commission Updates

1:55 PM Derrick DeHaan, Maintenance Assistant; Robbie Christiaens, Maintenance Supervisor joined the meeting.

1:58 PM Julie Straub, HRM; Debbie Wyrick, Deputy Clerk and Recorder joined the meeting.

Job Description Review and Changes- The Commission would like to revise Derrick's job description and incorporate other duties as well. The other duties for the Courthouse Complex will include blowing out filters on the HVAC filters after the MTI maintenance contract is up. Derrick will job shadow them while they are under contract in the meantime. The extra duties will also include inside maintenance and assisting Lynda Herbst, Inside Custodial Supervisor, on items she may need help on. This does not include inside custodial work. The job description will also include inside and outside maintenance of Parkview 1 and 2, including clearing off snow from the entrances, lawn maintenance in the Courtyard and alongside Parkview 1. General maintenance will include air conditioning, fixing doors, appliances, etc. It will also include contacting any companies that may be needed in these areas. Derrick would like to look into getting a County cell phone number. The phone number will be advertised to call from 8-5 PM. Robbie will continue to be the supervisor of the Outside Maintenance Department. There is no need to identify this separately for any budgets. The wages for Derrick will continue to come out of the Outside Maintenance budget. Julie asked that the Commission have monthly meetings with both Robbie and Derrick, as this will be a learning curve and take some time to get the hang of. The Commission would also like to alter wages for Derrick, as he will be taking on more responsibility. Discussion on what is expected at the Fairgrounds during the winter. The Commission will discuss with Kevin Hill, Golf Course Superintendent, about helping at the Fairgrounds during the winter.

Commissioner Braun made the motion to change Derrick Dehaan's wage to \$25.00 an hour, effective 8/10/2021. Commissioner Baldwin seconded the motion. Commissioner Rost asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

Julie will update the job description and bring it back to the Commission for approval at a later date.

3:04 PM Derrick, Debbie, Julie, and Robbie left the meeting.

COMMISSION WORK SESSION

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

Commissioner Braun made the motion to appoint Dustin Gundlach to the Lake Advisory Board. Commissioner Baldwin seconded the motion. Commissioner Rost asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

3:27 PM Julie Straub, HRM; Mary Grube, Assistant Administrative Planner joined the meeting.

3:30 PM Debbie Wyrick, Deputy Clerk and Recorder; Brenda Wood, Clerk and Recorder joined the meeting.

Clarification of Billing for Town of Plevna Planning Hours- The Clerk and Recorder's Office wanted to double check on the billing for Town of Plevna for Planning services. Mary will keep track of how many hours are dedicated to Plevna each month. There is no need for the billing to go through the payroll system. Debbie will figure out what Mary's hourly rate is and include PERS, benefits, etc. This amount will then be billed to Plevna.

3:41 PM Julie, Mary, and Debbie left the meeting.

3:43 PM Brenda left the meeting.

4:26 PM Trent Harbaugh, Sheriff; Julie Straub, HRM joined the meeting.

Permission to Recruit Detention Officer- Trent has received a formal resignation from one of the Detention Officers and would like permission to recruit another. He would prefer to leave the recruitment open until filled. The advertisement will run in newspapers in the surrounding areas.

Commissioner Baldwin made the motion for permission to recruit a Detention Officer. Commissioner Braun seconded the motion. Commissioner Rost asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

4:35 PM Trent and Julie left the meeting.

4:36 PM Commissioner Braun made the motion to adjourn the meeting. Commissioner Baldwin seconded the motion. Commissioner Rost asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

ADJOURN

s/Roy Rost, Presiding Officer

s/Kelsey DuCharme, Recording Clerk

ATTEST:

s/Brenda J. Wood, Clerk and Recorder