

9:30 AM CONVENE

**PRESENT: Roy Rost, Chairman; Steve Baldwin, Kevin Braun, Members; Brenda Wood, Clerk and Recorder
FALLON COUNTY COURTHOUSE**

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

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

No one appeared for public comment.

9:45 AM COMMISSIONER MINUTES APPROVAL FOR December 13-17, 2021

Commissioner Braun made the motion to approve the minutes from December 13-17, 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.

10:00 AM ROAD REPORT/PROJECT UPDATES/Bobby Wiedmer, Road Superintendent

Road updates-Will haul road material on the Anticline Road if it warms up. Mitch and Carl resolved the issue with the service truck; it was a faulty PTO module.

10:20 AM Steve Zachmann, Mayor-City of Baker joined.

Trees-Bobby will have the crew work on removal of trees at the Golf Course this week.

Vacation-Bobby requested vacation next week; permission granted.

10:25 AM Bobby left the meeting.

CWD-Steve Z. stated they will continue testing deer for Chronic Wasting Disease; may possibly move the process area to the Airport.

10:23 AM Rod Morris, Public Works Director joined

10:24 AM Rich Menger, Sanitarian joined.

Drainage through City of Baker-Steve Z stated the City would like the cattails clipped pretty short and now would be a good time since the ground is froze. Steve Z felt a permit would not be needed as it is considered maintenance. They would like to mow from the spillway to 6th Street West.

10:30 AM Shannon Hewson, Brosz Engineering joined.

ANNUAL MAINTENANCE/PERMITTING-CHANNEL THROUGH TOWN

Mowing-The group discussed different ways to mow the drainage area. Discussed mulching and picking up the clippings after mowing so it does not plug the culverts; a flail mower may be the best option. Shannon feels mowing should be completed from the spillway through town and past the Fire Department.

10:33 AM Robbie Christiaens and Derrick DeHaan, Maintenance joined.

Rich discussed being proactive, so the water does not back up. Robbie discussed areas a mower would not be able to be used. A large portion of the channel is weedeated, when they are able, during spring/summer/fall due to moisture, etc. The area behind NAPA and the areas past 4th street are not maintained because they are not attached to any parks. Robbie explained they can use a mower from the baseball field to 4th street, no other areas can be accessed with the park mowers.

Commissioner Braun asked why we would wait until now and not October. Steve Z stated they were waiting for the freeze. Discussed the City and County working together to prepare/share equipment and manpower.

Shannon stated they would need to complete a maintenance permit. Shannon will fill out the permit and will include all aspects necessary for maintenance in the application. Discussed the box culvert that may need to be removed, cleaned and leveled; SWPPP permit is not necessary.

Discussed the City will maintain the area from the spillway to the east side of 1st Street West and from West side of 4th Street West, past the Fire Hall. The County will maintain the area from the west side of 1st Street West to the East side of 4th Street West.

The Commission and Mayor agreed this would be a 50/50 cost share. Rod will contact Bobby Wiedmer, Road Superintendent to discuss the project

10:49 AM Rod, Steve Z., Derrick and Robbie left the meeting.

Projects-Shannon stated, according to the contractor, the pipe for the waterfall project should be installed this week. FWP is trying to determine if we have to have a permit for the Ismay Bridge and DEQ is working on the Bonnievale Bridge permit.

10:59 AM Jade Boggs, Insurance Agent and Debbie Wyrick, Deputy Clerk and Recorder joined.

Permit-Shannon brought an Encroachment Permit for approval for Bridger Pipeline on the Coral Creek Road.

11:00 AM Shannon left the meeting.

11:00 AM PROPERTY/CASUALTY INSURANCE REVIEW

The group discussed various ideas to try to save money on the County's Insurance. Increasing deductibles was discussed; Jade stated the property is already at \$5,000, if we were to increase this to \$10,000, it would not decrease premiums very much. Equipment is currently at \$1,000, if we were to increase to \$5,000 or \$10,000 it would save the county money. Let Jade know what the Commission decides, and he can have the company complete a premium comparison. Jade would need the information by March, 2022.

Discussed side by sides used on roadways, need to be licensed on the Auto Schedule; may be a liability only. If they are not used on the roadways, they would fall under the Equipment Schedule and would automatically be covered for liability. However, if the Commission wants to carry physical damage on them, they will need to decide how they want to handle that. Parameters could be model year or dollar value for vehicles/equipment.

Discussed the cost of insurance will likely increase considerably; if we reduce the insured value and we get a rate increase, it will be less increase in premium than if we do nothing and still get a large rate increase. Jade does feel there will be a substantial increase again due to cost of materials and labor; Jade further stated the biggest majority of our premium cost is property.

Discussed Auditors answers to set up a Self-Funded property/casualty Insurance reserve fund. Information will be gathered and will try to present everything to Jade by February, 2022.

11:30 AM Jade and Debbie left the meeting.

11:30 AM Commissioner Baldwin made the motion to take a noon recess. Commissioner Braun 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; Brenda Wood, Clerk and Recorder
FALLON COUNTY COURTHOUSE**

PUBLIC COMMENT –AGENDA/NON-AGENDA ITEMS

No one appeared for Public Comment.

**1:30 PM COUNTY SIGN DISCUSSION/Debbie Wyrick, Deputy Clerk and Recorder; Dale Butori, DES/911
Coordinator**

Mapping-Discussed various ways to handle signage of County buildings. Dale feels they could place the buildings and their numbers on an aerial map and place this on the County's website. Dale discussed purchasing a vinyl cutter to number and/or letter buildings or contact Sew What for pricing. The Commission would like Dale to contact Department Heads for input on naming/numbering buildings; Dale will also get a quote for a vinyl cutter.

1:38 PM Debbie left the meeting.

Dale stayed to discuss the incident that happened yesterday when the Wibaux towers were down. Eric with Tab Electronics came to assist Dale. They found the microwave went down; repaired the issue and it went down again this morning but that was an unrelated issue. Dale stated the microwaves, repeaters and the Dispatch console need to be upgraded. Eric felt there is another County in need of equipment; our equipment would be an upgrade to their system. Permission to move forward with quotes for purchase of new equipment. **Dale left the meeting.**

1:45 PM RFP MAPPING QUESTIONS/Cindy Irgens, Recording Clerk

Discussed concerns regarding interpretation of Road laws regarding procedures for new roads, abandonments, etc. The Contractor that completed the RFP for the Road Mapping Study based his information on road laws that were interpreted by the County Attorney. The Contractor has found other road law that contradicts the County Attorney's interpretation. Before going out for an RFP to complete the mapping project the Commission will need definitive answers on the laws. The Commission will research further.

Cindy asked if the Commission plans to charge a fee for those landowners that wish to petition, abandon, etc., for a road.

1:55 PM Melissa Rost, Museum Curator joined

1:56 PM Ken Griffith, Museum Board Member joined.

Discussed the fee of \$150.00, no definite answer was given, will discuss further.

1:59 PM Cindy left the meeting.

2:00 PM BUILDING ON COUNTY LOT NORTH OF METAL MUSEUM BUILDING

Grants-Ken stated the Museum Board would like to pursue grant funding to add on to the metal Museum building. Kens stated they will first need a plan before a grant can be pursued. Discussed the Commission's preference regarding Architects. The Commission stated they have worked with SDI of Miles City and JGA of Billings. The Historical Society also has funds they would contribute as a match toward the building. They would like to use this building as storage, with the possibility of adding heat at a later date.

Commissioner Braun asked if they were seeking funding from the County. Ken feels they will not know that answer until they get a plan, also if grant funds are found that will change their needs. Commissioner Baldwin stated the County is not doing any more projects; but the Historical Society could use their funds to pay for the Architect.

Melissa added they also are looking for archival space for papers, etc.

They will need to find out if the Historical Society can hire an Architect or if they have to follow the Procurement Process. They will also need to complete a locate of utilities on this property.

2:13 PM Ken left the meeting.

Museum Basement (JAIL) Remodel Grant-Melissa stated she was contacted by JGA regarding the grant received for the basement project. They have a new Architect working for them and he has new design thoughts for this project. This, among other things have held this project up. Concerns that continual delays will jeopardize the grant.

2:15 PM Dustan Davis, IT joined.

PERMISSION TO PLACE SPARE TOUCH BOARD AT THE MUSEUM

Melissa would like permission to place the old Touchboard from the Commissioner's office at the Museum. Dustan explained this Touchboard has no brains so would need a computer, with DVD and a stand for placement so it is portable. The Commission asked if Melissa had budget; Melissa stated she does. The Commission granted permission to proceed with placement of the Touchboard at the Museum and purchasing a computer, with DVD and a stand.

2:18 PM Melissa and Dustan left the meeting.

2:30 PM DISPOSAL OF RECORDS DISCUSSION/Debbie Wyrick, Deputy Clerk and Recorder; Kathy Newell, Clerk

Kathy and Debbie explained the Record Retention Schedules and the process for requesting permission to destroy county records. Kathy and Debbie have been organizing and cleaning the basement vault and now have a large volume of documents that we have permission to destroy, or, per the Record Retention Schedule can be disposed of. The vault has been organized so there is also an area in the vault for permanent records ONLY. Typically, we dispose of our records by shredding, however, Kathy contacted the State and found we have the option to bury the documents as long as there is no personal information on the documents such as Name and Date of Birth or Social Security Numbers.

They would like permission to take these items to the Landfill for burial. The process was discussed in detail. They would like to contact all County Departments by giving them time to request permission to destroy or review the Record Retention Schedule for document management. They would also like to contact the Manager of Landfill Operations to find out how he would like this to be handled. This would be a one day only

process; Departments will bring their documents to a roll off container; they will be taken to the landfill to be buried. This would be some time next summer. Permission granted to proceed; the Commissioner MEMO will be prepared to be sent to the Departments; will also include the Department of Revenue and City of Baker.

2:43 PM Debbie and Kathy left the meeting.

2:45 PM CLOSED MEETING LITIGATION

2:45 PM Commissioner Braun made the motion to close the meeting for an Executive Session. Commissioner Baldwin seconded the motion. Commissioner Rost asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

3:40 PM Commissioner Baldwin made the motion to come out of closed Executive Session. Commissioner Braun seconded the motion. Commissioner Rost asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

3:45 PM PERMISSION TO HIRE PROGRAM ASSISTANT/Carla Brown, COA Coordinator; Julie Straub, HRM

Carla would like permission to hire Marci Breitbach as the Program Assistant for Council on Aging. The hire would be pending until we receive the preemployment Controlled Substance screening.

Commissioner Baldwin made the motion to grant permission to hire Marci Breitbach as the Program Assistant for Council on Aging at the rate of pay of \$14.50 per hour, pending results from the pre-employment Controlled Substance screening. Commissioner Braun seconded the motion. Commissioner Rost asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

3:50 PM Julie and Carla left the meeting.

3:55 PM Dale Butori, DES/911 Coordinator joined.

Dale stated he received an informal quote from Tab Electronics pertaining to items discussed earlier today. Department of Justice plan was discussed; Dale stated he does not believe the DOJ will get the ARPA monies to complete their upgrades so will be looking elsewhere for the funding; most likely County 911 funds. Dale will set up a meeting with Mike Feldman, DOJ; our three (3) counties and Eric, after the first of the year.

4:00 PM Eric Steele, Tab Electronics joined.

Eric stated the repeater sites, microwaves and Dispatch console need to be upgraded. The South Repeater is communication for Dispatch to Carter County and North Repeater is communication for Dispatch to Wibaux.

Eric estimated \$80,000 to replace microwaves for both sides which does not include spare parts, which would add approximately \$10,000 more. The quote was received from the company the State of Montana uses; Eric was factoring labor in these estimates. The microwaves are up and running now; we have some spare units that Eric can repair in his shop, but they cannot be sent out to be repaired. The time frame to receive new equipment would probably be close to 7-9 weeks, but that can change due to circumstances; there is funding in 911 budget for the upgrades. A fresh quote will be received to determine if this needs to go out to bid.

4:10 PM Dale and Eric left the meeting.

4:10 PM CLAIMS APPROVALS FOR DECEMBER, 2021 MID-MONTH

The Commission reviewed and approved the mid-month claims for December 2021 in the amount of \$288,190.99. They are filed in the Clerk and Recorder's Office.

4:45 PM COMMISSION WORK SESSION

The Commission reviewed, revenues received, reports, emails and other correspondence, board minutes and agendas. The Commission signed the encroachment/approach permits for Bridger Pipeline to bore county roads and approaches to place a pipeline, of which a check was received for \$2250.00. The Commission received notification the Museum was awarded a Tourism Grant in the amount of \$8,219.00 from the MT Department of Commerce to design and install enhancement features to the façade for the primary Museum building. The Commission was notified the County received the first half of the Coronavirus State and Local Fiscal Recovery Funds from the US Department of the Treasury in the amount of \$276,401.00.

5:00 PM Commissioner Braun made the motion to adjourn. 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, Chairman

ATTEST:

s/Brenda J. Wood, Clerk and Recorder