

**9:30 AM CONVENE**

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

**9:30 AM 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 Baldwin made the motion to approve the minutes from December 28, 2020 – January 1, 2021, as presented. Commissioner Rost seconded the motion. Commissioner Rost asked for any other discussion; being none. 2 Ayes. 0 Nays. 1 Abstain (Commissioner Braun). The motion carried.**

**9:57 AM Bobby Wiedmer, Road Supervisor; Alba Higgins, Shop Foreman joined the meeting.**

**Shop Updates-** One of the packers has been rebuilt and now seems to be working correctly.

**9:58 AM Dale Butori, DES/911 Coordinator joined the meeting.**

The new packers have been working well and Bobby is happy with the use of them. Discussion on the rotation of trading in the packers and blades. RDO was down last week to work on a blade, however the issue was not fixed. It is still under warranty with John Deere. The freightliner is in Billings getting worked on.

**Road Updates-** The roads are struggling with the lack of moisture. The Road Crew is continuing to haul gravel. Bobby explained that they pick roads to gravel based on travel and the amount of dirt is showing.

**10:19 AM Bobby left the meeting.**

**Courthouse Generators-** Dale checks the generators at the Courthouse each Monday morning to make sure they are still functioning properly and there are no leaks. The last time the generators were serviced by TWE was December of 2019. Discussion on the service contract with TWE.

**10:29 AM Mary Grube, Administrative Assistant Planner; Rich Menger, Sanitarian joined the meeting.**

**10:31 AM Dale and Alba left the meeting.**

**10:36 AM Shannon Hewson, Brosz Engineering joined the meeting.**

**Upper Lake Sediment Removal Project-** Youderian Construction will be submitting their agreement to the County this week and plans to start the project for the Upper Lake Sediment Removal Project on Wednesday. The surveyor will get the area staked tomorrow. There are approximately 25,000 yards of sediment being removed.

**Project Updates-** Shannon is still waiting on the permit for the Ismay Road Bridge from the Army Corp. He plans to have the permit revisions sent in this week for the Waterfall Project. The parking lot at the Senior Center is needing to be repaired to keep the water running from the sidewalk to the door. The project with Griffith Steel is now complete. The County equipment is too big for the area needing attention, but they will be able to chip seal it. Discussion on the runoff from the Upper Lake and the gate closure/openings.

**10:57 AM Dale Butori, DES/911 Coordinator joined the meeting.**

**11:02 AM Shannon, Mary and Rich left the meeting.**

**DES/911 Updates-** The touch board downstairs was delivered last week. It will be used in the Library basement/EOC. A mounting bracket is still needing to be delivered. Direct Electric is going to come install the correct electrical needing to be able to use it. Dale is working with Carter County on the Pre-Disaster Mitigation Plan. The grant was extended for completion of June 2021. Dale would like to schedule a 911 meeting with all four counties involved in the 911 program and try to hold it annually.

**11:24 AM Michael Millward, Extension Agent, Kodie Olsen, 4-H Program Assistant joined the meeting.**

**11:25 AM Dale left the meeting.**

**New Desk-** Kodie would like to purchase a new standing desk, as well as a filing cabinet for underneath the desk. The cost for both is \$1,168.00. Michael will take a look at the budget to make sure there is enough funds. The Commission agreed to the purchase.

**Extension Office Updates-** Michael will be writing a newspaper article for the Miles City Star. The 4-H ambassador training will be held twice this month. A welding class will be taking place at Baker Metal this month as well. There will be a swine workshop at the end of the month. Clover Buds will also be starting in January.

**11:37 AM Michael and Kodie left the meeting.**

**11:50 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**

No one appeared for public comment.

**1:30 PM Lisa Mitchell, Ambulance Director joined the meeting.**

**EMS Updates-** EMS ended the year with 240 calls total, which is above the average of past years. A list of current EMT's, as well as the run report was reviewed. There are 12 potential students working through the EMS books to become an EMT. Fallon County has been chosen by Medicaid/Medicare for an audit. Lisa, as well as FMC staff, is working towards compiling the information for the audit.

**1:47 PM Lisa left the meeting.**

**2:01 PM Shyla Hadley, Fairgrounds Manager joined the meeting.**

**Fair Updates-** Shyla reported that a wedding reception was held at the Exhibit Hall a few weeks ago and everything went well. The dishwasher has been delivered; Shyla is waiting for the plumbing and electrical to be installed. The Drive-Inn movie event was well attended by the community. The Centennial Fair will be 2023. The Fair Board is working on contracts for the 2021 Fair. Arena user fees for the barn are due this month.

**2:16 PM Shyla left the meeting.**

**2:22 PM Shanny Spang-Gion, SMART Director joined the meeting.**

**Old Insurance Store Project-** There is currently no business operating in the old Insurance Store, but SMART has purchased the building. Brownfields reports are completed, and it was found that some abatement will need to be done. Shanny and the SMART Board are working on a grant to help with these costs. They are working with SDI to finalize floor plans.

**2:31 PM Mary Grube, Administrative Assistant Planner joined the meeting.**

**SMART Updates-** SMART has been administering the COVID-19 Relief Fund. TC Energy has recently donated \$5,000 to the fund. It is used to help local families and individuals in need with rental payment, mortgage, school supplies, water bills, electricity, etc. Shanny explained that SMART has received a grant from the State of Montana Social Services, which will be used to add extra windows to the SMART building for extra ventilation and safety hazards.

**2:44 PM Tom Kachel, Manager of Landfill Operations joined the meeting.**

**EMEDA Updates-** The Façade Improvement Grant program is still active. There has been interest in the Advertising Grant as well. The Preliminary Architecture Report for the Childcare Project is close to completion. The Commission will send a letter of support to be attached to the report. The location of the facility will be the open County lots that are across from the Splash Park.

**2:57 PM Shanny and Mary left the meeting.**

**Landfill Updates-** Tom has been busy working on cleaning up the collections report list. Funds are higher this year than last. Discussion on G & G Garbage and the issues there are with the dumpsters. Scoria was just purchased for the Landfill. The Commission would like to get different price quotes on scoria in the area.

**3:09 PM Tom left the meeting.**

**3:28 PM Julie Straub, HRM joined the meeting.**

**Discussion of Candidate for Public Health Director's Request for Higher Rate of Pay and Change of Hours -** Gina Manhart has been offered the position of the Public Health Director. Due to the unique circumstance of the pandemic, the Commission is willing to allow her to start at Step 3 of the Salary Schedule, at \$31.50. The Commission would like the hours to remain 8 AM – 5 PM.

**Commissioner Baldwin made the motion to offer Gina Manhart the Step 3 Salary for the Public Health Director position at \$31.50. The Public Health Department hours will remain 8AM-5PM, with Gina working 32 minimum hours a week during her clinicals, from 8 AM to 5 PM, Monday-Friday. Commissioner Braun seconded the motion. Commissioner Rost asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

**4:00 PM Julie left the meeting.**

#### **COMMISSION WORK SESSION**

The Commission reviewed, revenues received, reports, emails and other correspondence, board minutes and agendas. They also signed the agreement with Youderian Construction for the 2020 Upper Baker Lake Sediment Removal and Dam Repairs Project.

**Commissioner Baldwin made the motion to appoint Roddy V. Rost to the Weed Board. Commissioner Braun seconded the motion. Commissioner Rost asked for any other discussion; being none. 2 Ayes. 0 Nays. 1 Abstain (Commissioner Rost). The motion carried.**

**Commissioner Baldwin made the motion to adopt Resolution #1053 – Appointing Roy Rost to the Commission Chairman for 2020 and 2021. Commissioner Braun seconded the motion. Commissioner Rost asked for any other discussion; being none. 2 Ayes. 0 Nays. 1 Abstain (Commissioner Rost). The motion carried.**

The Commission reviewed and approved the December 2020 timesheets, with holdings and benefits in the amount of \$569,833.70 and they are filed in the Clerk and Recorder's Office.

**4:40 PM Commissioner Baldwin made the motion to recess for the evening. Commissioner Braun seconded the motion. Commissioner Rost asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

#### **EVENING RECESS**

**TUESDAY, JANUARY 5, 2021**

**9:30 AM RECONVENE**

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

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

No one appeared for public comment.

**9:44 AM Robbie Christiaens, Maintenance Supervisor joined the meeting.**

**Maintenance Updates-** Robbie explained that he has found the manual to the aerator that isn't working and will try to get the motor running. True Green will be doing the aeration for the County. An outhouse was put near the Gazebo at Baker Lake for winter use. Robbie will work on removing the leaves off the fence at the City Hospital Park.

**9:54 AM Robbie left the meeting.**

The Commission attended a Liquid, Gas & Propane Webinar in the E.O.C.

**12:00 PM 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**

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

No one appeared for public comment.

**The Commission reviewed and approved the End of the Month December 2020 Claims in the amount of \$466,649.35 and they are filed in the Clerk and Recorder's Office.**

**2:23 PM Shane Bettenhausen, Jim Leischner, Shooting Range Attendants joined the meeting.**

**Gun Range Updates-** The number of memberships is down this year, which could go hand in hand with the cost of ammunition. The Outdoor Range saw good usage during hunting season. Discussion on the waterline that has been put in recently to connect the Gun Range to the City water. Shane and Jim explained that they are needing berms placed at the Outdoor Range for the USPSA shooting matches. Fallon County will no longer be in the Yellowstone Section if the berms are not built quickly. Depending on the material that is coming out of the Upper Baker Lake, the dirt may be able to be used at the Gun Range. The Commission will speak with Shannon Hewson, Brosz Engineering, to discuss further.

**2:44 PM Shane and Jim left the meeting.**

**2:55 PM Debbie Wyrick, Alba Higgins, Insurance Committee Members joined the meeting.**

**2:57 PM Margie Losing, Insurance Committee Member joined the meeting.**

**Appoint New Member-** Two applications were submitted for the Insurance Committee and one person has expressed interest. It was advertised to FMC and Fallon County employees. The different applications were reviewed.

**Commissioner Baldwin made the motion to appoint Troy Hess to the Insurance Committee. Commissioner Braun seconded the motion. Commissioner Rost asked for any other discussion; being Commissioner Braun asked if the Insurance Committee current members are in favor of this appointment. Alba explained that Troy would add to the employee side to the Committee, which is also important. Commissioner Rost asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

The Commission signed the contract with Boulder Administration for their assistance with the Request for Proposal from third party administration services. Darcy Wassmann, County Attorney, has looked at it as well and made a few changes.

**3:14 PM Dale Butori, DES/911 Coordinator; Sara Berger, Weed Control Coordinator joined the meeting.**

**Commissioner Baldwin made the motion to enter a contract with Boulder Administration Services, INC. for consulting work for a Request for Proposal for third-party administration services for administration of the County's self-funded medical benefit plan and for the shopping of stop loss. Commissioner Braun seconded the motion. Commissioner Rost asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

**3:19 PM Debbie, Alba and Margie left the meeting.**

**Weed Department Updates-** Sara has been working on the safety checklist that was reviewed with the Commission last week. She has gotten a quote from Direct Electric for the light up exit signs. The quote is for \$398.37. The Commission agreed. Sara explained that she will need to order Tordon right away this spring, but there is a large amount of chemical in the shop right now. Bids for chemical will go out in March. Discussion on the billing for spraying. She would like to start looking at purchasing a side-by-side, as a grant has been received. The Commission agreed.

**3:33 PM Sara left the meeting.**

**3:35 PM Dale left the meeting.**

**3:35 PM Dustan Davis, IT TECH joined the meeting.**

**IT TECH Updates-** Dustan gave the Commission the website usage status for the last year. The Commission reviewed the usage report. He plans to start on the security system at the Museum tomorrow. Dustan and Julie Straub, HRM, have been working on a policy for Office 365. This would potentially allow employees to be able to use Office 365 at home. The bracket for the new smartboard will be here at the beginning of next week. The electricians will start work on the screen as well. The phishing service that the County is paying for with Fallon County e-mails is now automatically assigning a training module if they click the link. Dustan wishes there would be better participation in the modules, as they are short. He will be completing a security risk assessment to know where the County is vulnerable in cyber security.

**4:09 PM Dustan left the meeting.**

**4:09 PM Stacey Moore, Director of Library Services joined the meeting.**

**Library Updates-** The online summer reading program has been funded by the State through the summer of 2022. There were 90 participants this last year. The genealogy project is getting close to completion. The Library basement is getting utilized now that it is open to the public. The Book Club has been able to start meeting again. Stacey is excited about the circulation of items that is continuing, even with COVID. The software in the Digitization Room may need to be updated in the next fiscal year. The Commission thanked Stacey for her cooperation and involvement in the 2020 Census.

**4:22 PM Stacey left the meeting.**

**4:45 PM Commissioner Baldwin made the motion to recess for the day. Commissioner Braun seconded the motion. Commissioner Rost asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.**

#### **EVENING RECESS**

**WEDNESDAY, JANUARY 6, 2021**

**9:00 AM RECONVENE**

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

**9:00 AM - The Commission attended the Upper Lake Sediment Removal Pre-Construction Meeting.**

**10:00 AM – The Commission attended a meeting at Parkview with SDI Architects/TW Clark.**

#### **NOON RECESS**

**1:15 PM RECONVENE**

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

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

No one appeared for public comment.

**1:29 PM Mary Grube, Administrative Assistant Planner joined the meeting.**

**Planning Updates-** Mary gave the Commission a synopsis of what she has been busy with the last quarter. A Planning Board meeting was held this last Monday and they were able to have a quorum. The interlocal agreement with the City of Baker for Mary's Planning services may need to be updated in the near future. The City is currently updating their zoning regulations. A Planning Board meeting will be held in February for the fee structure. Mary is working on the Growth Policy, as it needs to be updated every five years. TC Energy is planning to start their project in 2022, as they are starting in the low-risk areas first. Discussion on the road by Baker Metal that is potentially going to be petitioned to be abandoned.

**1:53 PM Carla Brown, Council on Aging Coordinator joined the meeting.**

**1:57 PM Mary left the meeting.**

**Council on Aging Updates-** Both Carla and the Senior Citizens are very happy with how the Senior Citizen Center project turned out now that it is completed. The Commission informed Carla that they are working with Brosz Engineering to figure out a plan for the drainage on the east parking lot. The homemaker program, personal care program, as well as a few others are not happening right now due to COVID. Meals on Wheels numbers are higher than the past. The annual transportation grant is due the 1<sup>st</sup> of March. There are many out of town medical trips in the upcoming month.

**2:13 PM Carla left the meeting.**

**2:23 PM Lynda Herbst, Inside Maintenance Supervisor joined the meeting.**

**Inside Maintenance Updates-** Lynda would liked to have known that the Smart Board for the Library basement was coming out of the Inside Building Maintenance budget in advance to the purchase. MTI was here in December to replace a few valves needing repairs. Direct Electric came to replace the three front Lobby lights with LED lights. Inside Maintenance is cleaning the Sheriff's Office again twice a week. The Commission is looking at different quotes for the maintenance of the heating and cooling systems in the Courthouse. Discussion on the timecards, as Lynda is currently taking an extra 15 minutes to close at night, which is being counted as overtime. She will start taking a longer lunch to flex the hours.

**2:38 PM Lynda left the meeting.**

**2:58 PM Beth Epley, EPEDC joined the meeting.**

**3:00 PM Steve Zachmann, Mayor; Kevin Dukart, City Clerk joined the meeting.**

**City of Baker Updates-** Steve reviewed the list of projects that the City has going on right now. The George Avenue project is finished below the ground. They still plan to go down 2<sup>nd</sup> Street for the curb gutters. They ended up hiring a contractor to do the concrete in the Lincoln school area due to time constraints. It is ready for paving in the spring. The County is donating to the project with \$100,000.00. The Public Works Crew is working to get the cost down for the proposed SID, which includes sealing and patching the City streets. They are planning to work with the County on the streets between Triangle Park and the highway. The Public Works Department is currently fully staffed for the time being. The City would like to coordinate with the County for the City Cleanup Days and work out the cost of doing this. They would prefer the garbage to be hauled to the Container Site rather than the City Shop. There are a few low areas in the City Park that may need to be repaired up now that the parking lot drainage is getting fixed. The Commission stated that they may be able to use topsoil from the Upper Lake Sediment Removal Project. The County has committed 5 million dollars to the Montana Avenue Watermain Replacement Project, and the City has received a \$600,000 grant from TSEP. It is currently unknown what the grant agencies will require for funding documents. The City would like to establish repayment into a revolving loan back to the County, which would help with future infrastructure planning. They are looking at a 15-year payback to the County.

**3:30 PM Steve, Beth and Kevin left the meeting.**

**3:30 PM – The Commission held interviews for an open County position.**

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

## **EVENING RECESS**

**THURSDAY, JANUARY 7, 2021**

**9:30 AM RECONVENE**

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

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

No one appeared for public comment.

**9:39 AM Eric Kary, Golf Course Superintendent joined the meeting.**

**Golf Course Updates-** People are still able to golf due to the nicer weather. Eric explained that they are working on machinery in the shop and getting everything ready for winter. He put fertilizer on the Golf Course last week. Discussion on how they plan to manage the standing water in some areas.

**9:48 AM Eric left the meeting.**

**9:59 AM David Espeland, FMC CEO; Margie Losing, FMC CFO joined the meeting.**

**FMC Updates-** Margie reviewed the FMC financial statement with the Commission. November was a busy month for FMC and saw many inpatient days. They had created a hugging wall, which is covered under COVID funds. As long as numbers are low for COVID, visitors are allowed into the hospital. Discussion on the issues hospitals around the State have seen due to COVID. They recently updated the price transparency on the FMC website, which will generate an estimate of services provided. Different funding sources have been available and received for COVID, in which Margie reviewed. Received a grant to be able to purchase a few tablets for residents to be able to stay in contact with their families. FMC received a deficiency free survey this past week, making this the third deficiency free survey received. David and the Hospital Board produced a letter asking the Commission to hold a mail ballot election for the mill levy to make a voted levy upon the taxable operation of the Fallon

Medical Complex. The letter was reviewed, which explains where the mill levy funds have gone the last two years and the upcoming two-year plan. They plan to use the funds to build an ambulance bay. Discussion on the plans for the ambulance bay, however the plans are not yet in the final stage; therefore, an accurate cost estimate is not yet available. David explained the benefits that FMC receives because of the mill levy funds. The resolution for the Commission decision on the mill levy will be on the agenda for January 25<sup>th</sup>.

**10:56 AM David and Margie left the meeting.**

**11:00 AM 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, Presiding Officer**

**s/Kelsey DuCharme, Recording Clerk**

**ATTEST:**

**s/Brenda J. Wood, Clerk and Recorder**