

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.

PUBLIC COMMENT –AGENDA/NON-AGENDA ITEMS

9:45 AM COMMISSIONER MINUTES APPROVAL FOR November 1-5, 2021

Commissioner Baldwin made the motion to approve the minutes from November 1-5, 2021, with corrections. Commissioner Braun 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 and Mitch Overn and Carl Overland, Shop Mechanics joined the meeting.

Road updates-Bobby went to view the by-pass route for the MT DOT Highway 12 project. The shoulders on Shell Oil Road are breaking down. It will take a lot of work to repair this road. Discussed whose responsibility it is to repair; the State of Montana is responsible for the repairs. Commissioner Braun reported the culvert should be set and up to grade by the end of this week. Contractor plans to pave the highway if the weather holds.

Workforce Housing Approaches-Work on the approaches to the Workforce Housing site was completed by the road crew. Keith Bithell, MT DOT was supposed to have come and inspected the approaches last Friday, not sure if he made it or not; the ditches were seeded as well. The gate sticks for the west gate were removed and the gate was wired shut.

Maintenance-The crew is hauling gravel; the road currently being graveled will need a culvert replacement. Discussed a county road with a 30' bed; discussed pulling the shoulders. Since the County has an easement on the Straub Access Road, discussed putting the road back as it was before Keystone Pipeline pipe yard was placed; Commissioner Braun suggests contacting the landowner first.

Shop updates-Waiting on the turbo for the Ambulance to arrive; waiting for the park brake switch for the Landfill dozer.

10:12 AM Bobby, Mitch and Carl left the meeting.

PROJECT UPDATES

Shannon Hewson, Brosz Engineering was unable to attend.

11:00 AM PERMISSION TO HOLD COUNTY/CITY CHRISTMAS PARTY

Julie Post, Deputy Treasurer asked for permission to hold a County/City Christmas Party. The Commission will discuss and let her know.

11:10 AM Mary Grube, Planner Administrative Assistant joined.

11:14 AM Julie Straub, HRM joined.

11:15 AM FINALIZATION OF PLANNER ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Mary felt everything looked good with the exception of one missing item. After further discussion, the Commission agreed the Plevna Town Council should be added under Board Activities. Julie will update the job description for Mary to sign for the record.

11:30 AM Mary and Julie left the meeting.

11:42 AM Anna Straub, JP joined.

11:43 AM Julie Straub, HRM joined.

11:45 AM PERMISSION TO HIRE PART-TIME COURT CLERK

Due to resignation of a Court Clerk, Anna would like permission to advertise. The position currently works 9 hours per week for the County. Discussed making the other position full time and working with 1 Court Clerk. Anna would like to maintain the integrity and professionalism of the office and feels 2 people works best for

them. At this time, they do not need more hours but needs the additional staff. The Commission granted permission to advertise for one (1) Court Clerk to work nine (9) County hours per week.

11:46 AM Julie and Anna left the meeting.

11:47 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.

1:20 PM Robbie Christiaens, Maintenance Supervisor and Derrick DeHaan, Maintenance Assistant joined.

1:28 PM Julie Straub, HRM joined.

1:30 PM FINALIZATION OF MAINTENANCE ASSISTANT JOB DESCRIPTION

Discussed and updated the snow removal portion of the job description. Also discussed some tasks being too detailed and if this could cause adverse effects. Julie explained they spell work duties out specifically for workers' compensation and ADA considerations. The Commission asked for some of the specifics to be removed as they felt it tied the employees' hands as to how they could perform the job duties safely and more efficiently. A statement was added in the job overview that covers other job duty specifics and areas that may not be covered in the detailed job description. Julie made requested changes and returned for Derrick to sign his job description for the record.

Parkview update-Derrick stated Mid Rivers suggested running a line from the key fob program to the fire alarms. Johnson Controls could tie it in to the system, if there happened to be a fire, the doors would automatically unlock. Could also program the system to unlock the doors during a power outage. They can always get out due to the crash bar on the doors, but they may not be able to get back in.

1:54PM Julie left the meeting

1:59 PM Robbie and Derrick left the meeting.

2:00 PM COMMISSION WORK SESSION

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

2:15 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.

FRIDAY, NOVEMBER 12, 2021

9:00 AM CONVENE

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

MACo & Local Government Center Town Hall meeting via WebEx.

The Commission attended the MACo Town Hall meeting, via WebEx regarding Montana Marijuana Regulation & Taxation

10:15 AM Commissioner Braun made the motion to adjourn until next week. Commissioner Baldwin seconded the motion. Commissioner Rost asked for any other discussion; being none. 3 Ayes. 0 Nays. The motion carried unanimously.

s/Roy Rost, CHAIRMAN

ATTEST:

s/Brenda J. Wood, Clerk & Recorder