

9:00 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

Health Insurance Trust Account-Debbie Wyrick, Deputy Clerk and Recorder notified the Commission the EBMS Health Insurance Trust account has excess funds that need to be reduced (the Auditors, want the funding held to what they feel is a maximum). The decision was made to skip the payment to EBMS this month.

Museum Event-Cindy Irgens attended the Museum event last night and wanted to let the Commission know Melissa Rost, Museum Curator and crew did a very good job. Cindy felt a lot of valuable History was garnered by attending the event.

9:15 AM COMMISSIONER MINUTES APPROVAL FOR OCTOBER 18-22, 2021

Commissioner Baldwin made the motion to approve the minutes from October 18-22, 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.

9:30 AM ROAD PROPOSAL STUDY REPORT

Mike Madler and Cindy Irgens, Recording Clerk joined the meeting.

Mike submitted his final report from the Road Proposal study he completed. Mike provided three (3) options he feels are available to the County to update and complete the County Road Map book process. The County's Current Road Map book is dated 1932 and the last update is unknown.

The Commission asked Cindy her thoughts on the options. Cindy would rather proceed with Option 1. Kevin also feels Option 1 is the best option. Mike explained Option 1 is a turn-key project but feels it may be hard to find a Contractor to complete this, due to the extensive research and time involved. Option 3 (three) allows the County to build on the work already completed by Spencer Huether. After that process is complete, the Commission can determine if that would be the final step or if further review of records from the past is necessary.

Discussion took place regarding putting procedures in place to keep the Road Map Book current. Discussed describing the complete legal process and procedures, (start to finish), necessary for "County Roads" and how to place that information in the Road Map Book. The knowledge of a GIS individual and the benefits of having that person on board was discussed. This person would not only need to understand GIS but would need to know and understand the road process as well. GIS training for existing employees was discussed.

An RFP will need to be completed based on the options available to the Commission. This will be discussed further before deciding how to proceed. The Commission thanked Mike for his services.

9:45 AM Cindy and Mike left the meeting.

10:00 AM ROAD REPORT/PROJECT UPDATES

Mark Sieler, Road Foreman and Carl Overland, Shop Mechanic joined the meeting.

Road updates-Due to the wind, they are not blading today. Commissioner Braun received a compliment from a member of the public regarding Johny Creek Trail. Mark will be sure to mention this to the blade operators. Mark has also received compliments from various members of the public and is sure to let the operators know. The crew is currently hauling screenings on Ollie Road. If more moisture is received, blading will begin again. Commissioner Rost asked when they will be completing the main county roads and starting on the driveways. Mark feels they will be finished with the main county roads soon and will start on the driveways.

Commissioner Braun would like the detour route, for the East Highway 12 project, to be driven weekly, (at a minimum). Discussed which roads will be receiving the surfacing and gravel that is stockpiled and ready for the road crew to start hauling. Will complete small road projects first, then will start on the Anticline Road.

Commission informed Mark that Stahley Engineering is working on the road assessment report pertaining to roads used for the Denbury pipeline.

Shop updates-Carl stated they were busy last week and will be this week also. Discussed repairs to various department vehicles/equipment and routine maintenance items being completed.

10:13 AM Mark and Carl left the meeting.

10:30 AM Shannon Hewson, Brosz Engineering.

PROJECT UPDATES-Shannon was unable to attend the meeting but sent his report to the Commission.

Millennium Sidewalk-Contractor completed crack repair and worked the gravel last week to remove ruts.

Waterfall Project-The location of the waterfall and piping was staked as well as marking the existing sprinkler system lines.

FMC South Parking Lot-No work planned for today.

Gravel-Pile was measured Friday and a quantity report will be submitted.

11:00 AM Debbie Wyrick, Deputy Clerk and Recorder and Julie Straub, HRM joined the meeting.

CLARIFICATION-MAINTAINING SCHEDULE STATUS FOR HOLIDAYS-

Discussed employees scheduled to work (4)-10 Hour days during a Holiday week. Per Statute the maximum hours an employee can be paid for a Holiday is 8 Hours. Also, per Policy No. 4.02: An employee's hours, which may include hours actually worked, holiday, sick leave, annual vacation leave and leave without pay, must reflect their employment status (i.e., full time 40 hours per week). Julie and Debbie would like clarification from the Commission; should the employee make up the other (2) hours. It was explained Part-time employees do not fall into this category.

The Commission stated the employee needs to maintain the 40-hour week to reflect their employment status and therefore the employee needs to make up the time or utilize applicable leave.

11:03 AM Julie and Debbie left the meeting.

11:30 AM MDU CHANGE-OVER FOR PARKVIEW TENANTS

Kimberly Jensen, Accounts Payable Clerk joined the meeting.

Kimberly explained we have a few Parkview tenants that have not had MDU placed in their names. Kimberly and Brenda had felt it was earlier discussed, MDU would be included in the rent and reflected by increasing the rent; they would like clarification. Commission stated the lease agreements state the tenants are responsible for their utilities. With the Commission's permission, Cori Thurlow-FMC offered to send letters to the tenants this pertains to. The Commission granted permission to have Cori send the letters. Kimberly will contact Cori and let her know.

Discussion on the number of vacant apartments; Parkview 2 has 1(one) vacant and Parkview 1 has 7 (seven) vacant.

11:35 AM Kimberly left the meeting.

11:36 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; Brenda Wood, Clerk and Recorder
FALLON COUNTY COURTHOUSE**

PUBLIC COMMENT –AGENDA/NON-AGENDA ITEMS

No one appeared for public comment.

1:30 PM WORKED ON ACTION PENDING ITEMS

3:00 PM COMMISSION WORK SESSION

The Commission reviewed, revenues received, reports, emails and other correspondence, board minutes and agendas. The Alcohol Tax Distribution Plan was signed and sent to the State of Montana; the Commission worked on completion of the 30 x 30 Land Grab resolution.

4:15 PM Kim Bryan, Public Health Nurse and Julie Straub, HRM joined the meeting.

PERMISSION TO RECRUIT STAFF NURSE-Kim would like permission to recruit a part time Staff Nurse. Kim feels 3 days per week would be sufficient. They are starting COVID boosters, so are very busy with that, flu shots as well as daily duties. Discussed the duties, qualifications and the rate of pay for this position. The Commission granted permission to recruit a Part-time Staff Nurse for Public Health. This position will be advertised until filled.

SHORT-TERM POSITION-Kim would like to keep the short-term employee on staff a few days per week. After November 27th, the short-term position will have to be hired in a different capacity. The Commission would like to reevaluate this position a week prior to the 27th.

4:28 PM Kim and Julie left the meeting.

4:35 PM Commissioner Baldwin made the motion to adjourn. Commissioner Braun 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