

9:00 AM CONVENE

**PRESENT: Roy Rost, Chairman; Steve Baldwin and 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.

9:15 AM Kevin Hill, Golf Course Supervisor joined.

Irrigation system repairs-Discussed the issues he is having with the irrigation system at the Golf Course. Pete Morris-Pete Morris Solutions gave him an approximate quote to get the irrigation system repaired. Mr. Morris could be here July 11th to make the needed repairs to get everything up and running properly. Pete charges \$110 per hour and estimates it will take a week to complete. Kevin figured the labor to be approximately \$4,400. Kevin feels he should have most of the parts that will be needed by Pete. Kevin would like to budget \$6,000. Commission granted permission to have the system repaired.

9:25 AM Kevin left the meeting.

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

No one appeared for Public Comment.

9:45 AM COMMISSIONER MINUTES APPROVAL FOR WEEK OF JUNE 13-17, 2022.

Commissioner Braun made the motion to approve the minutes from June 13-17, 2022, with corrections.

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/SHOP UPDATES/Bobby Wiedmer, Road Superintendent; Mitch Overn and Carl Overland,
Mechanics**

Road Updates-Weekly road maintenance was discussed. Discussed an issue with landowner mailboxes; they had been moved because there was no room on the road. Bobby will visit with the landowner. The work on the Amphitheatre is nearing the ready stage for the road crew. The crew is hauling material at Lane Jones. Commissioner Rost discussed a hill that needs attention before there is an accident. The Commission will discuss with Shannon and adjoining landowners.

Shop Updates-Trying to get ambulance repairs finished.

10:13 AM Bobby, Mitch and Carl left the meeting.

10:25AM Shannon Hewson, Brosz Engineering joined

PROJECT UPDATES

The Commission discussed safety issue with a road South of Baker.

Lakeview Drive Storm/Sewer – Piping & Manhole Request for Quote

Shannon stated they are currently hydro-vacating for the storm/sewer project and have found everything so far. Will probably have to adjust at least one utility, but they should be able to go under the existing lines. The request for quotes would be for materials, due to the constant delays. This will be placed in the paper for two (2) weeks.

10:35 AM Rich Menger, Sanitarian joined.

Box culvert project-Discussed fencing that is County responsibility and what would be landowner responsibility. Shannon stated the old bridges become contractor property; discussed the agreements will be inclusive of all pertinent details regarding the project.

FMC north parking lot is finished; will start on the south parking lot today. Discussed striping the parking lots; will possibly get a quote from a company that may be here doing other work.

Waterfall-Rich discussed the gravel alongside the waterfall is being pushed down toward the lake. Rich would like the steps or something to keep the rock from moving. The lake was well utilized by all recreators this past weekend.

Road matter-Discussed the road to the Sikorski pit needs to be looked at, due to huge line of site issues. This pit will be open for several years and discussed the process that needs to be taken to correct the issue. The first thing that will be done is to contact the landowners and notify them of an easement that will be needed, and that dirt will need to be moved.

Commissioner Rost will try to put the meeting together. The Road crew will do the work, Brosz will complete the survey. Discussion on making a decision on road speed as well.

11:00 AM Rich and Shannon left the meeting.

11:00 AM COMMISSIONER WORK SESSION

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

11:28 AM Lisa Mitchell, EMS Program Manager joined.

11:30 AM Julie Straub, HRM joined.

11:30 AM EMS UPDATE

Commissioner Rost commented on the minutes from Lisa's meeting last week when he was out of the office. The minutes stated they (ambulance volunteers) did not feel their voices were heard after Commissioner Rost attended a meeting and didn't report back to the rest of the Commission. Commissioner Rost stated he felt the items stated at the meeting he attended were stated and rehashed at Lisa's next meeting with the Commission. Lisa said some things were discussed but there was a lot to take back from that 2-hour meeting he had with the ambulance volunteers. Commissioner Rost again stated he felt the concerns were covered and discussed the correct process would have been to put it on the agenda to discuss this with the Commission as a quorum. Lisa again said there were a lot of things brought to light that was not discussed in the update.

Transport Policy/Medications-Lisa received information from Medicare/Medicaid informing her the medications are usually included in the base rate and it is really hard to get reimbursed for medications when itemized. Katie DuCharme, FMC is still working on this. Lisa continues to work on updating the SOP's, of which the transport policy is a part of. Lisa reported they had 2 calls this weekend that resulted in refusals. Lisa also reported they had a return transport to a long-term care facility that will probably be refused by Medicare/Medicaid; need to get the policy in place. The SOPs were adopted by the prior Ambulance Board; the Commission has not officially approved them. Discussion regarding the approval process; the Commission needs to approve the SOP in its entirety. Lisa discussed updating the base rates, this has not taken place for several years. Julie asked if the billing policy can be separate from the SOP's; the group felt that would be a good idea. Lisa discussed the possibility of a financial assistance policy but did not know if that was possible for a County to do and if it would have to include other departments/offices such as property taxes. Brenda will ask the Auditor if that is possible.

Training and Recruiting-Lisa needs to start an LLC so she can put on the trainings. Discussed the percentage of those that start in comparison to those that finish. Julie explained we have not gone through the formal recruitment process for the Emergency Medical Services Department since she has been HR. Lisa explained individuals will come to a meeting to find out what we expect from them and what they can expect from us; some come back, and some do not. The books will be purchased by Fallon County and those attending will pay for the books. Lisa felt that was not enough of an investment; Commission wants to get more people on the ambulance service. Discussed updated information was received from the Fire Department Captains; they can be considered emergency drivers. The Commission asked if the person from the Ismay area had ever gotten set up with Fallon County, not as of this time.

Lisa was asked to get her information together so the County can get the backpay issue resolved. The reason for this matter stems from the job description being exempt, however, the manner in which Lisa was doing the job was non-exempt. The Commission asked if Lisa had those records available; Lisa stated not purposely. Discussed Lisa's start date of March 2015 until present. Commissioner Braun stated this would include on call time before 8:00 AM and after 5:00 PM. Lisa will work on gathering the information.

Discussed running ads for recruitment and who should run the ads. Decision was to have Julie run the ads to do a formal recruitment. Lisa will get the books ordered (enough for approximately 15 people). Lisa will meet with Julie to get the information necessary to advertise.

12:01 PM Lisa and left the meeting.

12:04 PM Julie left the meeting.

12:05 PM Commissioner Baldwin made the motion to 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 and 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 JUSTICE COURT/COMMUNITY SERVICE BUDGET DISCUSSION/Anna Straub, Justice of Peace; Kimberly Jensen, AP Clerk

Budgets/Community Service-Anna is working on something different but plans to start using Community Service again. There were no changes in this budget from last year.

Justice Court-Anna would like to restructure her office for the benefit of staff, attorneys, and defendants; this would also alleviate calendar congestions. Would like one employee to be full time County and the other employee to be a City of Baker employee. This will also have to be discussed with the City of Baker and all of the particulars worked out. Anna explained processing each file has changed a lot of what they do now. Justice Court is busy in comparison to City Court. Discussed hours for extra help, Anna felt it could be removed. Budget 100 hours for the Bailiff in case of jury trials. Increased purchased services slightly to account for video conferencing fees; decreased publicity, subscriptions, and dues slightly, combined travel with training and decreased the overall total of the two by \$3,500; decreased the total operating budget by \$1,750 in comparison to last fiscal year.

2:05 PM- Anna and Kimberly left the meeting.

2:06 PM Representative Jerry Schillinger phoned in. Wanted to let the Commission know there may be road maintenance funds available through hunting and fishing fees collected. He will contact the Commission later to gather the information needed.

2:10 PM Jerry hung up the phone, leaving the meeting.

2:15 PM HEALTH NURSE/BIO-TERRORISM/MCH/WIC BUDGET DISCUSSION/Kim Bryan, Director of Public Health and Kimberly Jensen, AP Clerk

Budgets/Public Health-Will be purchasing three (3) computers-\$3,600; increased operating supplies-\$500; increased Lab and Medical supplies-\$14,000; moved all immunization program items to IAP Fund 2976; decreased travel by \$1,000 and increased training by \$1,500; decreased capital outlay by \$2,468.

Workforce Crisis Development Grant-Should be getting \$100,000 to be used toward wages and benefits for the Director of Public Health.

Bio-Terrorism Grant-Grant amount this fiscal year is \$27,691

WIC Grant-Runs Federal fiscal year and normally receive approximately \$5,200 +/- and is usually not known until September.

MCH Grant-Runs Federal fiscal year-\$4,000

IAP (Immunization) Funds-Will roll over FY22 cash balance, not sure of FY23 funding.

Discussed open Administrative Assistant position; Commissioner Baldwin is doing some follow-up on this.

2:45 PM Kim and Kimberly left the meeting.

3:00 PM PLEVNA RURAL FIRE DISTRICT BUDGET DISCUSSION/Dana Buerkle, Cody Rieger, Larry Steffes, Shaun Crisler, Plevna Rural Fire District Board Members; Kimberly Jensen, AP Clerk

Budgets/Plevna Fire Operating Budget-Increased the budget by \$2,755 in comparison to last year.

Plevna Fire Capital Projects-Was reviewed, cash balance will carry over to FY23.

3:25 PM Dana, Cody, Larry, Shaun, and Kimberly left the meeting.

4:00 PM JUNE 2022 MID-MONTH CLAIMS APPROVALS

The Commission reviewed and approved mid-month June 2022 claims in the amount of \$906,688.26. They are filed in the Clerk and Recorder's Office.

4:05 PM Julie Straub, HRM joined.

Julie discussed recruitment plans for various Departments. No decisions at this time.

4:30 PM COMMISSIONER WORK SESSION

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

Waterfall Grant reimbursement invoice-Commissioner Rost signed the waterfall grant vendor invoice, in the amount of \$51,319.00, for reimbursement of contractor expenses for the waterfall installation project.

Approved/Signed various Fair entertainment contracts.

Years of Service Certificates of Appreciation- The Commission signed certificates for Kendall Sieler for 10 years of service; Scott Kilsdonk for 5 years of service and Jessica Zenko for 5 years of service. Thank you, Kendall, Scott, and Jessica, for your dedication and years of service.

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

WEDNESDAY, JUNE 22, 2022

9:00 AM RECONVENE

PRESENT: Roy Rost, Chairman; Kevin Braun, Member; Brenda Wood, Clerk and Recorder

ABSENT: Steve Baldwin, Member

Fallon County Courthouse

PUBLIC COMMENT – AGENDA/NON-AGENDA ITEMS

9:05 AM MTI Service Representative and Lynda Herbst, Inside Custodian Supervisor joined.

In completing a routine service call, MTI Rep found one of the compressors for the Library A/C unit was getting hot. The system was shut down and then he inspected the 2nd system. A leak was found in one of the compressors and the system was out of refrigerant. A quote will be submitted to the Commission for a new compressor. The library is now operating on one system; he will come back to check the pressures and to make sure everything is operational before leaving town.

9:06 AM-Amanda Williams, Extension Agent joined.

9:10 MTI Representative and Lynda left Public Comment.

Amanda asked if the Commission had made a decision on hiring an Administrative Assistant as they are getting busier. The Commission felt they should know by the end of the week.

9:12 AM Amanda left Public Comment.

9:15 AM BAKER RURAL FIRE DISTRICT BUDGET DISCUSSION/Randy Hoenke, Chris Meccage, Richard Chester, Baker Rural Fire District Board Members; Tom Bruha, Fire Chief; Kimberly Jensen, AP Clerk

Budget-Discussed the various line items, most line items were left the same as last fiscal year; decreased purchased service line item by \$10,000. Transfer of \$75,000 was budgeted to be transferred into the Capital Project Fund. They have 5 trucks that need to be replaced in the new fiscal year. The tank on one of the main trucks has developed a crack; they are trying to contact someone to come and repair it. They would also like an additional \$100,000 to assist in equipment purchases. They need to replace the rescue truck, the approximate cost for that would be \$300,000 to 350,000. Discussed the rising cost of fuel and the need to upgrade their communication system. They are currently using the Continental Tower and plan to move to the FM radio tower for better reception and better service. Currently have to have someone come from Wyoming for service calls and needed services. The FM radio tower is serviced by TAB Electronics, (which services the other County entities). They are on year 7 or 8 for the ladder truck; they have a 15-year lease with the City of Baker and may have to renew the lease.

9:36 AM Randy, Chris, Richard, Tom, and Kimberly left the meeting.

10:00 AM PLANNING BUDGET DISCUSSION/Mary Grube, Planner-Administrative Assistant; Kimberly Jensen, AP Clerk

Budget-The Commission had no problems with the budget as presented. The Growth Policy is included in this budget \$70,000 and the grant in the amount of \$50,000, as the offset, is also in the budget. Mary budgeted for a computer for the scanner. The Commission agreed the scanner computer would be included in the Building Maintenance budget. Discussed increasing the training budget to accommodate trainings she has not been able to attend the last couple of years. The Commission discussed the amount of time spent on County business verses the City of Baker. Currently the City of Baker pays \$4,000 to the County annually. Mary feels the city is under the \$4,000 they have paid but does not have all of the updated information yet so that amount could go over the \$4,000. Mary feels they should do a similar interlocal agreement, with the City of Baker, like the County currently has with the Town of Plevna. Mary feels currently the work for the City of Baker and the County is 50/50.

Flood Plain Regulations-FEMA wants to add another paragraph to the Flood Plain Regulations. If we hire it out the cost would be \$13,000, (split 50/50 with the City of Baker). Mary will contact DNRC to see if she can add the paragraph herself.

10:17 AM Mary left the meeting.

10:30 AM CLERK OF COURT BUDGET DISCUSSION/Jerrie Newell, Clerk of Court; Kimberly Jensen, AP Clerk

Budget-Jerrie increased her supply budget to accommodate a new copy machine, otherwise all other line items were the same as last fiscal year. Jerrie would like to advertise for a Deputy at some point in the near future. The hours were left the same for the General Office Clerk position.

10:39 AM Jerrie left the meeting.

11:00 AM CLERK & RECORDER/ELECTION BUDGET DISCUSSION/Brenda Wood, Clerk and Recorder

Clerk and Recorder Budget-Increased supply budget to include a new copy machine; has to replace 3 computers this year; increased postage due to increase in July and more than likely again in January; increased publicity, subscriptions and dues due to increase in printing costs, dues and microfilm fees. Increased professional services to accommodate Tyler Tech Disaster Recovery fee; Auditor assistance with the annual report and other services such as KLJ assistance with COS/PLAT questions. Repair and Maintenance services includes repair for the vault and repairs incase the microfilm reader/printer fails. Budgeted for a part-time employee to assist with Commissioner minutes just in case the office restructure doesn't work as planned.

Election Budget-Decreased office supplies; Kathy ordered most of the General Election offices supplies already due to cost savings and paper shortages. Decreased purchased services even though the cost of printing has increased we were still able to stay below budget for the Primary. Will have to take training on the new software so left the travel budget the same as prior fiscal years. Did not budget for counting machines this fiscal year.

11:15 AM Commissioner Braun made the motion to recess. Commissioner Rost seconded the motion. Commissioner Rost asked for any other discussion; being none. 2 Ayes. 0 Nays. 1 Absent. (Commissioner Baldwin). The motion Carried.

RECESS

FRIDAY, JUNE 24, 2022

8:00 AM RECONVENE

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

8:10 AM Shyla Hadley, Fairgrounds Manager joined.

8:12 AM Julie Straub, HRM joined.

8:15 AM PRE-DISCIPLINARY MEETING

8:18 AM Riley Schultz, Seasonal Fairgrounds Crew Hand joined.

Commissioner Braun made the motion to go into Closed Session. Commissioner Baldwin seconded the motion. Commissioner Rost asked for any other discussion; being none. 3 Ayes. 0 Nays. 0 Absent. The motion carried unanimously.

8:32 AM Commissioner Braun made the motion to come out of closed session. Commissioner Baldwin seconded the motion. Commissioner Rost asked for any other discussion; being none. 3 Ayes. 0 Nays. 0 Absent. The motion carried unanimously.

Commissioner Braun made the motion to terminate the employment of Riley Schultz, as Seasonal Fairgrounds Crew Hand, effective immediately. Commissioner Baldwin seconded the motion. Commissioner Rost asked for any other discussion; being none. 3 Ayes. 0 Nays. 0 Absent. The motion carried unanimously.

8:35 AM Riley and Shyla left the meeting.

8:47 AM Julie left the meeting.

9:05 AM 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. 0 Absent. The motion carried unanimously.

ADJOURN

s/Roy Rost, Presiding Officer

ATTEST:

s/Brenda J. Wood, Clerk and Recorder