

September 3, 2024

Commissioner Mitchell opened the meeting at 10:00 a.m., with Brad Mitchell, Dennis Zander, and Joe Sharbono present. Also present were Deanne Smith, Laureen Murphree and Shirley Kreiman, Clerk & Recorder.

Items to add to the Agenda:

Administrative Items, Laureen Murphree, Health Dept Change of Hours & Deanne Smith, School Budgets.
A motion was made to add the items to the agenda. The motion was seconded. All voted in favor. Motion carried.

Public Hearing- Budget Increases FY24

Commissioner Mitchell stated that the floor was now open to take comments on increasing the expenditure and revenue budgets for Fiscal year 2023/2024 : Receipt of Additional Funding for the following: PAC South \$209.97, Airport \$105,752.95, Sagebrush Grant \$373.76, Mental Health CDBG Grant \$12,941.25, Sheriff Retirement Permissive Levy \$3,032.26, Library Genealogy Endowment \$135.88, Junk Vehicle \$307.04, Healthy Communities Grants \$1,360.37, RSID 47 RR Irrig. Pipeline Debt Service \$21,313.44, RSID 48 WG Sewer Debit Svc \$55,029.62, Road/Bridge Capital Impr. \$118,846.71. Airport Capital Impr. \$73,479.94, Fair Capital Impr. \$34,997.63, Richey Library Capital Impr. \$46,746.61. According to 7-6-4006 (4) and 7-6-4031 (3) M.C.A. a public hearing is required for an overall increase to appropriations. There was no public comment.

1)Public
Hearing
Budget
Increases
FY24

Public Hearing Final Budget FY25

Commissioner Mitchell opened the floor to take comments regarding the final budget for FY25 and Assessment Rates for Special Rural Improvement Districts for the following special improvement districts.

2)Public
Hearing
Budget/As
essment
Rates
FY25

Fund#	District Name	Distr#	Assessment Rate	Change
2253	Forest Park Zoning	NA	\$ 10.00 per Residence	Same
2254	Highland Park Zoning	NA	\$ 10.00 per Residence	Decrease
2404	Forest Park Lighting	4-M	\$ 10.00 per lot	Decrease
2407	Highland Park Lighting	7-M	\$ 10.00 per lot	Decrease
2505	West Glendive Dike	5-M	\$ 55.00 per acre	Same
2514	Highland Park Irrigation	14-M	\$ 100.00 per lot	Decrease
2516	Highland Park Paving	16-M	\$ 375.00 per lot	Increase
2518	Forest Park Paving	18-M	\$ 375.00 per lot	Increase
2524	Forest Park Water	24-M	\$ 315 per unit	Same
2532	Marsh Road Dike	32-M	\$ 50.00 per acre	Same
2546	Forest Park Irrigation	46-M	\$ 115.00 per lot	Same
2547	River Road Irrigation Ppln Maint	47-M	\$ 150.00 per parcel	Same
2548	RSID #48 WG Sewer Operations	48-O	\$ 575/unit	Same
2648	RSID #48 WG Sewer Maint	48-M	\$ 67.00 per parcel	Same
3047	RSID #47 River Road Irrig Ppl	47-DS	\$ 675.00 per parcel	Same
3048	WG Wastewater Debt Svc (Constr)	48-DS	\$ 144 per parcel	Same
3049	FP Water Tank Debt Svc	24-M	\$ 245 per unit	Same

There was no public comment.

Public Hearing FY25 Permissive Levies-

Commissioner Mitchell opened the floor to take comments for or against the proposal to levy (12.25) mills for premium contributions for group benefits according to M.C.A. 2-9-212 and the proposal to levy (.66) mills to fund 3% increase in employer contributions to Sheriff's Retirement System according to M.C.A. 15-10-420, 19-7-403, 19-7-404. Clerk & Recorder Kreiman noted that the 12.25 mills were the same as the year before and .66 mills were a decrease from the previous year. There was no public comment.

3)Public
Hearing
FY25
Permissive
Levies

Prior Meeting Minutes:

A motion was made to approve minutes for Aug 19-22, 2024. The motion was seconded. All voted in favor. Motion carried.

Previously Approved Administrative Items

4)Lark Lane Sewer Extension bid award

Notice of Award Lark Lane Sewer Extension-Upon recommendation from Great West Engineering, low bidder, Mike Coleman Construction, Inc. was awarded the bid for extension of the WG Sewer on Lark Lane for \$480,401.58

Travel request, Gabby Sexton-The commissioner approved for Gabby Sexton to travel to Great Falls Sept 16-18 for 4H Curriculum development meeting on 8-27-24.

5)McCone Co Sanitarian Contract

Sanitarian Contract with McCone County- The commissioners approved a renewal contract for 9-1-24 to 8-31-25 for Sanitarian Services with McCone County for \$8,807 pus mileage. It was approved on August 19, 2024.

6)Forest Park Loan disbursemnt MT State Revolving Fund

Forest Park Water-Loan Disbursement Montana State Revolving Fund- A request of \$4,379.00 for Forest Park Water RSID, Line Replacement, was requested 8-26-24.

7)MSU Extension Svc Agmnt FY25

Montana State University FY25 Extension Services Agreement - The annual agreement with MSU for the Extension Agent/program for a Total \$83,857.20 was approved 8-19-2024.

Travel Request, Dennis Zander – The commissioners approved a travel request for Dennis Zander to travel to Missoula 9-15 to 9-19 for MACo Annual Conference, approved on 8-27-24.

Administrative Items:

8)School Budgets

School Budgets-Deanne Smith- Deanne Smith submitted a summary of the school budgets along with individual school budget certification forms to be approved by the commissioners. Commissioner Zander asked about the additional 35 mills for the Glendive High School and if it was for the Bond. Smith stated that it was. He also asked about the Deer Creek School and if there was anything on a new building. Smith noted that at this point they have chosen not to move forward as the engineer estimate for a new school would be over a \$1 million dollars and have chosen not to go that route at this time. The commissioners will move the certification of the School Budgets to the special session on Thursday when they adopt the final budgets.

9)Health Department change of hours

Laureen Murphree-Health Department Change of Hours-Laureen Murphree was present to request approval for the health department to change their hours of service. They would be closed on Fridays. Start being open on lunch hours and increase hours by opening at 7:00 am on Wednesdays and closing at 6:00 pm. She stated that Fridays are pretty slow. With lunch hour service and before and Wednesdays are Lab days and Thursdays Immunizations so the extended hours may assist clients who need to schedule around work hours. The commissioners will take comments in next commissioner session prior to taking a formal vote.

Old Business: None

New Business:

10)MACo Contr and Eligibility Form 25 plan year

MACo Contribution and Eligibility Form 2025 Plan Year (Group Health Insurance)-Kreiman noted that there will be a change in the eligibility for Elected officials. They will be different than other employees who have a 20 day waiting period. They will be eligible upon taking office. This will prevent a current employee who is elected from having a period with no coverage. Commissioner Zander noted that the current rate was shown on the form. He asked that the item be tabled, until the new rate is on the form.

11)Library funds transfer

Transfer of Funds Library- A transfer \$2,500 from Library Endowment Fund to Glendive Library Capital Improvement Fund, Donation for the air handler. This will move it to the fund through which the air handler is being budgeted in. A motion was made to approve the transfer. The motion was seconded. All voted in favor. Motion carried.

12)RES 2024-14 Budget transfers and increases

Resolution 2024-14 Year End Budget Transfers and Budget Increases-Kreiman noted that the budget increases as attached to the resolution where the items for which the public hearing was held earlier in session and the other attachment was for line item transfers within funds for fiscal year 2024. A motion was made to approve the resolution. The motion was seconded. All voted in favor. Motion carried.

Correspondence/Information: None

Public Comment: None

Meeting adjourned at 10:28 a.m. Dated this 3rd day of September, 2024.

Brad Mitchell, Chairman

Dennis Zander, Member

Joe Sharbono, Member

Attest:

Shirley Kreiman, Clerk & Recorder

September 5, 2024
Special Meeting to Adopt Budgets and Related Items

Commissioner Mitchell opened the meeting at 10:00 a.m., with Brad Mitchell, Dennis Zander, and Joe Sharbono present. Also present was Shirley Kreiman, Clerk & Recorder.

Items to add to the Agenda:

Administrative Items, School Budgets.
A motion was made to add the items to the agenda. The motion was seconded. All voted in favor. Motion carried.

New Business:

Resolution #2024-15 - A resolution adopting the final operating budget and setting appropriation authority for the fiscal year beginning July 1, 2024 and Ending June 30, 2025.
The Clerk & Recorder noted the full budget and budget summary are available at the Clerk & Recorder’s office. A motion was made to approve the adoption of Resolution 2024-15. Motion seconded. All voted in favor. Motion carried.

Resolution 2024-16. A resolution approving a tax levy outside the tax levy calculation limitations for premium contributions to group health insurance under the provision of senate Bill #478 and for an increase in the employer contributions to Sheriff Retirement System under the provision of House Bill 383. The Clerk & Recorder noted that the 12.25 group health insurance mills is the same number of mills as last year and the .66 mills for Sheriff retirement is a decrease as the rate for county contribution decreased as of July 1, 2024. A motion was made to approve the adoption of Resolution 2024-16. Motion seconded. All voted in favor. Motion carried.

Resolution 2024-17- A Resolution setting the salaries for fiscal year 2024-2025. The Clerk & Recorder noted that this included a \$1 hour raise for both elected and non elected employees except for those covered under collective bargaining plus 1%. With the non-elected employees receive their 1% on their anniversary date. A motion was made to approve the adoption of Resolution 2024-17. Motion seconded. All voted in favor. Motion carried.

Resolution 2024-18 Resolution Fixing Tax Levy. The Clerk & Recorder noted that this resolution sets the levies on taxes countywide and includes levies for the schools, City of Glendive and Town of Richey. A motion was made to approve the adoption of Resolution 2024-18. Motion seconded. All voted in favor. Motion carried.

Resolution 2024-19 Resolution Cancelling Certain offices for General Election. The Clerk & Recorder/Election Administrator noted that this resolution would cancel only the Local Government Review Races. The Election Administrator can cancel local elections when there is no more than one candidate who has filed for each position. Three candidates filed for each of the 3 positions on the City of Glendive Local Gov’t Review and 5 candidates filed for the County Local Gov’t Review. No write-in candidates filed by the closing date of 9-5-2024 at 5:00 p.m. She opted not to cancel the County Commissioner race or the Clerk of Court race as they both appeared on the primary ballot. There are also some State races with only candidate moving forward to the General Election and they cannot be cancelled, so she also included the local races in this case. A resolution is only required by law to request the administrator to hold the election, but she opted to do a resolution to cancel the county race to clarify it in writing. The County Local Government Review positions who will be elected by acclamation are: Ric Holden, Alan McRae, Teresea Olson, Linda Baker, and Jesse Schaaf. She spoke to the city and they will not be requiring her to hold an election. The three candidates who will be elected by acclamation for the City of Glendive Local Government Review are, Don Brown, Maria Walker and Peggy Haase. A motion was made to approve the adoption of Resolution 2024-19. Motion seconded. All voted in favor. Motion carried.

Administrative Item:

School Budgets-The school budgets were submitted to the commissioners on September 3rd by the County Superintend of Schools, Deanne Smith and the Dawson Community College President,

Chad Knudsen, which need to be signed by the Commissioner Chairman. Commissioner Zander noted they don’t approve their budget but they acknowledge it and fix the levies. A motion was made to acknowledge the school budgets. The motion was seconded. All voted in favor motion carried.

Public Comment: None

The meeting adjourned at 10:19 a.m. Dated this 5th day of September, 2024.

Brad Mitchell, Chairman

Dennis Zander, Member

Joe Sharbono, Member

Attest:

Shirley Kreiman, Clerk & Recorder

September 17, 2024

Commissioner Mitchell opened the meeting at 5:30 p.m., with Brad Mitchell and Joe Sharbono present. Also present were Penne Spuler, Brian Thompson, Shane Bishop, Kevin Kirschenmann, June Bishop, Brendan Heidner, and Shirley Kreiman, Clerk & Recorder.

Items to add to the Agenda:

Previously Approved Administrative Items: GMC Contract DCCF, KLJ Task Order

A motion was made to add the items to the agenda. The motion was seconded. All voted in favor. Motion carried.

Prior Meeting Minutes:

A motion was made to approve minutes for September 3-5, 2024. The motion was seconded. All voted in favor. Motion carried.

Previously Approved Administrative Items

Annual Financial Report-An Extension Request was made to file the Audit report for Fiscal Year 2024, in lieu of the annual report with an extension request until March 31, 2024.

Prairie County Sanitarian Agreement-An agreement for registered Sanitarian Services of \$6,781 Annually was approved by Prairie County.

Prairie County Addendum to Junk Vehicle Grant Program-An additional amount of \$2,475 was agreed upon for the administration of the junk vehicle program.

Great West Engineering, Amendment to Task Order Project #2-20116 West Lark Lane Sewer Main Extension-An amendment was made for additional services to act as the owner's representative during construction and provide administration of the construction contract, assist the owner in post construction phase addressing any defects, scheduling and conducting a walk through one month before Contract's expiration date, commissioner phase services to prepare record drawings and certification required by MT DEQ. Additional services \$69,000. The amendment was approved by the commissioners on 9-3-24.

Glendive Medical Center Contract with Dawson County Correctional Facility- A contract to provide Medical Director Physician Services for the county correction facility and regional prison for the period of October 1, 2024 ending September 30, 2025 with automatic renewal unless written notice is given. GMC will provide a physician to serve as the medical director and supervising physician as outlined in the contract document. The county will pay GMC \$2,500 a month for the services. The contract was approved on September 16, 2024.

KLJ Task Order #2305-01924-01 Airport Master Plan-On August 27, 2024 the Commission approved a Task Order with KLJ Engineering to: Prepare Airport Master Plan Narrative, Update Airport Layout Plan, Aeronautical Survey Data, Develop Exhibit A/Airport Property Map. The total services will be \$347,631.00 with payments during the progress period of September 9, 2024 through September 2026.

Administrative Item:

Travel Authorizations: A motion was made to approve travel authorizations for:

- Heath Craig to Fall Weed Managers Training in Dillon 10-8-24 to 10-10-24
- Corey Masters and Ayana Jones to MLEA 10-1-24 to 10-22-24

The motion was seconded. All voted in favor. Motion carried.

Payroll August 2024- The board of Commissioners certified the payroll warrants register total and the Invoice Journal total for the month of August 2024 and noted they were in agreement. \$839,414.17.

DAWSON COUNTY BOARD OF COUNTY COMMISSIONERS

COUNTY OF DAWSON

GLENDIVE MT – September 2024

3082

Payroll Costs for the Month ending September 30, 2024										
(Employer Costs Includes Gross plus taxes and benefits including Health & Life Insurance for 2 pay dates)										
FUND	ACCT	DEPT	DEPARTMENT	Amount		FUND	ACCT	DEPT	DEPARTMENT	Amount
1000	410100	10	Commissioner	19,297.03		2300	420100	110	Public Safety-Sheriff	67,034.07
1000	410340	20	Justice Court	10,763.30		2300	420100	120	Sheriff OVT	
1000	410540	30	Treasurer	20,813.68		2300	420230	133	Public Safety-Co. Jail	43,402.10
1000	410600	40	Elections	1,925.26		2371	410551	548	Ins Fund Gen Govt	21,374.70
1000	410940	60	Clerk & Recorder	22,744.71		2371	420110	123	Ins Fund Step	
1000	411100	70	Attorney	26,675.57		2371	420140	124	Ins Fund Stonegarden	
1000	411136	76	Victim Witn Adv			2371	420551	548	Ins Fund Public Safe	19,115.24
1000	411230	80	Maintenance	5,857.75		2371	430551	548	Ins Fund Public Wor	25,511.68
1000	411235	85	Safety Director			2371	440551	548	Ins Fund Public Hlth	191.90
1000	411600	100	Supt of Schools	6,507.65		2371	450551	548	Ins Fnd Soc&Ec Svcs	3,302.10
1000	420600	140	D.E.S.	6,109.47		2371	460551	548	Ins Fund Cult&Rec	2,782.50
1000	420643	143	Home Prep			2384	420110	120	STEP Grant OT	1,126.09
1000	420800	150	County Coroner	887.91		2384	420140	120	Stonegarden Grnt OT	353.40
1000	430912	155	Cemetery	16,307.41		2516	430230	667	16-M HP Paving	
1000	440140	170	Public Health	30,998.60		2518	430230	669	18-M FP Paving	
1000	440160	180	Sanitarian	9,443.10		2390	420142	126	Drug Forfeiture	
1000	450410	230	County Agent	1,976.91		2404	430263	635	4M FP Lighting	68.64
1000	460433	240	Parks	1,911.10		2407	430263	650	7M HP Lighting	20.52
1000	460452	250	Glendive Museum	4,455.75		2505	431200	645	5M WG Dike	934.65
1000	460453	255	Richey Museum	1,172.46		2514	430500	665	14M HP Irrig	75.86
2110	430230	325	Road	28,123.82		2524	430500	675	24M FP Water	5,681.32
2130	430244	405	Bridge	27,016.46		2546	430595	697	46M FP Irrigation	1,989.39
2140	431100	415	Weed	4,995.77		2548	430600	691	48 WG Sewer	8,756.55
2160	460210	430	Fair	1,266.43		2830	430800	552	Junk Vehicle	1,665.65
2170	430310	460	Airport Maint	7,367.04		2960	440150	828	Emerg Preparedness	2,486.11
2180	410331	470	Clerk of Court	12,016.70		2960	440170	800	Nurse MCH Grant	422.84
2180	410334	480	Bailiff			2960	440171	840	MEICHV Grant	6,409.44
2200	440700	510	Mosquito	1,945.02		2960	440172	825	Immunization Grant	1,475.44
2220	460110	500	Library	16,387.61		2960	440173	830	WIC Grant	4,502.26
2220	460111	500	Library-Richey	1,747.22		2960	440177	833	Tobacco Grant	4,600.12
2250	411010	530	County Planning			2960	440190	890	Family Planning	7,146.24
2280	450310	537	Sr. Citizens Cent	6,342.44		2962	440114	850	Hlthy Com Parent Re	2,539.84
2280	450320	538	Homemaker Gr	2,232.74		2969	440150	828	Workforce Dev-PHEP	
2280	450321	531	Respite Care	67.37		5712	420210	135	Public Safety-Admin	40,222.89
2280	450323	533	Cong Meals Grant	6,891.77		5712	420230	130	Public Safety-St. Pri	245,178.76
2280	450326	526	Meals on Wheels	772.04		7370	450312	600	Urban Transportation	23,535.92
2280	450329	529	Health Screening	728.11						
				305,748.20						Subtotal 541,906.22
										Total 847,654.42

Old Business:

MACo HCT Contribution & Eligibility Form 2025 Plan Year, Benefits Elections, County Eligibility-The item was tabled for the contribution amount to be filled it. It was completed, approved, and submitted on September 13, 2024.

New Business:

County Right of Way Encroachment Permit, Jim Gentry- An encroachment permit was submitted by Jim Gentry for an Open Cut on County Road 303, Section 3, Township 17N, Range 56E. The commissioners reviewed the map and noted the Road Supervisor had signed off on it. A motion was made to approve the permit. The motion was seconded. All voted in favor. Motion carried.

Certificate of Survey, Relocation of common Boundary, Richard Siegle, Montana Land and Aerial Surveys submitted a Certificate of Survey in the E1/2 NW1/4, W1/2 NE ¼, Section 16, Township 13, Range 53E. There are 2 existing lots of record and with the filing of the Survey 2 lots would remain. The total acreage involved is 120.03 acres. The commissioners reviewed the staff report. A motion was made to used the claimed exemption and authorize the Clerk & Recorder to file the Certificate of Survey as provided in the Dawson County, City of Glendive, Town of Richey Subdivision Regulations. The motion was seconded. All voted in favor. Motion carried.

Spuler Subsequent Minor Subdivision, Amended Plat of Tract 2 of the Wyman Country Club Road Second Minor Subdivision, - Mountain Plains LLC, submitted a minor subdivision amended plat located in the SW1/4NW1/4 Section 22, Township 16N, Range 55E. Address is 400 Country Club Drive, Glendive MT. The proposed subdivision would create 4 new residential lots ranging in size from 1.4 to 3.15 acres in size. The 5th lot is not proposed for development at this time and it will be 44.17 acres. Lots 1-4 will be included in and served by the West Glendive Sewer System District and individual water wells. The subject property is located generally to the north of the Highland Park Subdivision and has frontage on both Highland Park and Country Club Roads. The commissioners reviewed the Planning Board Recommendation and the County Planner Staff Report. It was noted that the Planning Board recommended approval. A motion was made to adopt Staff Report SSMNR-2-01 as findings of fact and approve the Amended Plat subject to the following conditions:

1. That the Final Plat be filed within 3 calendar years of the date of the Preliminary Plat Approval.
2. That any taxes due and levied shall be paid in full prior to filing of the Final Plat.
3. That a Subdivision Guarantee, less than 30-days old at the time of submitting for Final Plat Review, shall be included in the Final Plat Application.
4. That any lien holders or parties of interest either sign the Final Plat or sign a Consent to Plat certification.
5. An Encroachment Permit for each lot will need to be issued by the County Road Department.
6. The parkland dedication is 15,104.43 Square feet of required parkland or cash equivalent. The proposed cash-in-lieu must be in accordance with the requirements of §76-3-621 MCA.
7. The proposed water supply for lots 1 – 4 as well as the expansion/connection of the West Glendive Sewer District and any additional public infrastructure will need to be approved by MDEQ. Any proposed water and sewer facilities on lot-5 will require approval from the Dawson County Sanitarian.
8. The developer will need to prepare and implement a weed management plan that meets with the approval of the Dawson County Weed District.
9. The developer shall be responsible for any and all costs, including but not limited to approval by the Montana Department of Environmental Quality for the provision of water, sewer, and solid waste, associated with the expansion of the district or the extension of any main or service connection to serve the lots within this subdivision.
10. Any and all fees or assessments imposed by the West Glendive Sewer District shall be paid in full at the time of final plat application.

Brian Thompson commented that as a potential purchaser of a lot that he grateful to the commission for including the subdivision in the WG Sewer District and appreciated their consideration of approval of the subdivision. Penne Spuler stated she appreciated that the commissioners had been good to work with and appreciated their consideration. The motion was seconded. All voted in favor. Motion carried.

Frontier Gateway Museum Board-The commission noted that Greg Hagenston had resigned from the Frontier Museum Board and they needed to make a replacement. A motion was made to appoint Chris Dantic to the Board. The motion was seconded. All voted in favor. Motion carried.

Correspondence/Other:
A notice was received that Dawson County was awarded a Community Development Block Grant Program Planning Grant Award for a preliminary architectural report for the El Centro properties in the amount of \$24,120.

Public Comment:
None

The meeting adjourned at 5:44 p.m. Dated this 17th day of September, 2024.

Brad Mitchell, Chairman

Dennis Zander, Absent

Joe Sharbono, Member

Attest:

Shirley Kreiman, Clerk & Recorder