

Macque L. Bohleen

033

COMMISSIONERS' PROCEEDINGS

February 13, 2024

Commissioners Scott Miller, Scott Blain, and Bill Bullock, and Administrative Officer Angela Newell were present.

8:30 Pledge of Allegiance.

Clerk and Recorder Macque Bohleen met to discuss staffing. Bohleen is interested in adding a Clerk to her office and noted if Commissioners are interested in shifting some of Newell's duties to clerical staff, she wanted to start the conversation about adding those duties to her clerk position. Discussed April – June .6 FTE \$7,500 about \$33,000 for FY 2024-2025. Also noted Ashby's retirement in May 2025 and plans to budget a 4-month overlap; plans to fill that Deputy as a 1 FTE (up from the current .8 FTE). Bohleen noted the immediate need is someone to help the public, and anticipates that the Clerk could also get plugged into Records Preservation.

9:00 Lovers Lane Bid Opening. Disaster and Emergency Services (DES) Coordinator Cyrina Allen, Brent Moore, Tyler Lindbloom, Kevin Rauch, Denise Rivette, Buckley Reynolds, Paul Gairrett, and Chris Showalter were present. Discussion of extension showing on builders' exchange. The Engineers Estimate was \$96,000

Bids Received as Follows:

- o Holden Excavating LLC (digital), all acknowledgments and bid bond included, \$69,180.00 base.
- o Olympus Technical Services (digital), all acknowledgments and bid bond included, \$89,310.03 base.
- o Garrett Excavation and Trucking (paper), all acknowledgments and bid bond included, \$72,072.00 base.
- o Cypro Construction Services (paper), all acknowledgments and bid bond included, signs and asphalt subs, \$98,125.00 base.

The bid delivered in Interstate's Billings Office will not be opened as this was not a delivery location per the Bid notice.

The Bid award was scheduled for Tuesday, February 20th at 11:00. Bidders departed.

9:30 Commissioners, Moore, and Lindbloom discussed Edgar Lagoon flood repairs. Discussion of available FEMA funding for repairs for a simple fix and permitting challenges for any significant repairs. Moore noted best long-term course may be to relocate the lagoon out of the floodplain which would require a Preliminary Engineering Report (PER) Moore has not yet heard about MSEP grant awards for the PER. Moore noted historic issues with the lagoon and asked if FEMA funds could be used for

COMMISSIONERS' PROCEEDINGS

February 13, 2024 (cont.)

planning and design rather than construction. Discussion about changing from RSID to Sewer District, Moore noted not listed on DEQ's list for public sewer systems. Moore noted funding from State will also require a rate increase. Grant Cycle would push construction into 2027. Discussion of decommission process and remediation for old lagoon.

10:00 Bullock moved to approve Justice Court End of Period Disbursement; Blain seconded; motion carried.

Bullock moved to approve Commissioners' Proceedings for January 30 as corrected; Blain seconded; motion carried.

10:05 Clerk and Recorder Macque Bohleen met to discuss the Local gov't study review process.

Bullock moved to limit review study costs to not exceed \$31,000 and to have a five-member (5) board one from each Commissioner District and two (2) members at large; Blain seconded; motion carried.

Bullock moved to Approve Resolution 2024-11 Calling for an Election on the Question of Conducting a Local Government Review and Establishing a Study Commission to Do So; Blain seconded; motion carried.

10:24 Discussion of Airport Boundary, Differences in City Ordinance 706, City Zoning for the Airport Safety Overlay, and RPA's map and boundary.

Bullock moved to approve employee time as presented; Blain seconded; motion carried.

11:00 Building Maintenance Coordinator Interview. Building Maintenance Coordinator Mike Schilz was present.

11:30 Clerk and Recorder Macque Bohleen, Contract Planner Forrest Mandeville, and Kate Stout of Red Lodge surveying met for the final plat approval for the Royal Banco Subdivision. Mandeville reviewed the staff report noting all 12 conditions of preliminary approval have been met. Bullock having reviewed and considered the application materials, project memorandum, and all the information presented, moved to approve of Royal Banco Subdivision, final plat; Blain seconded; motion carried.

12:00 Lunch

COMMISSIONERS' PROCEEDINGS

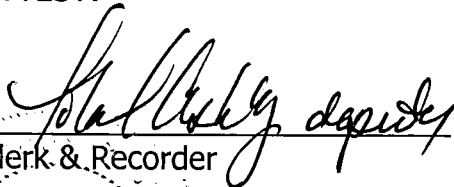
February 13, 2024 (cont.)

1:00 Extension Agent Amber Elliot and Fair Commission President Melissa Ostwald met to discuss the Resolution to re-establish the Fair Commission. Discussion of adding language to allow Chair to alter the meeting schedule. Discussion of removing language outlining duties related to Youth Fair; Elliot suggested those duties may be better outlined in a MOU that can be reviewed annually.

Blain moved to adopt Resolution 2024-12 Reestablishing the Carbon County Fair Commission and Ratifying all Past Actions of the Carbon county Fair Commission; Bullock seconded; motion carried.

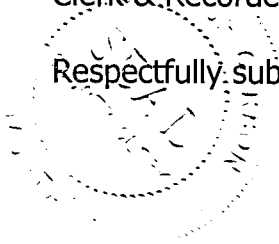
Adjourned.

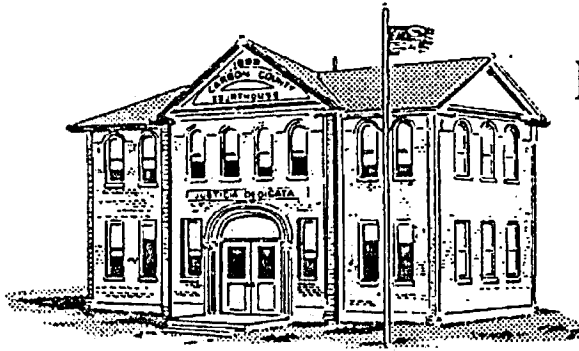
ATTEST:


Clerk & Recorder


Commission Presiding Officer

Respectfully submitted: Angela Newell, Administrative Officer





BOARD of COMMISSIONERS

COUNTY OF CARBON • STATE OF MONTANA

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RESOLUTION NO. 2024-12

REESTABLISHING THE CARBON COUNTY FAIR COMMISSION AND RATIFYING ALL PAST ACTIONS OF THE CARBON COUNTY FAIR COMMISSION

WHEREAS, pursuant to Section 7-1-202, MCA, and Section 7-21-301, MCA, the Carbon County Fair Commission requires specific authorization by the Carbon County Commission; and

WHEREAS, pursuant to Section 7-1-201, MCA, the Carbon County Commissioners may establish an administrative board by resolution; and

WHEREAS, the Carbon County Fair Commission was originally appointed on December 4, 1940 under Section 4545 of the 1935 Revised Codes of Montana; and

WHEREAS, the historic resolution passed by the Carbon County Commissioners stating the powers and duties of the Carbon County Fair Commission could not be located; and

WHEREAS, a de facto Carbon County Fair Board has functioned as an administrative board for numerous years.

NOW, THEREFORE, BE IT RESOLVED the Carbon County Commission hereby reestablishes the Carbon County Fair Board as an Administrative Board as follows:

1. Establishment. There is hereby established the Carbon County Fair Commission.

2. Ratification. All past acts of the Carbon County Fair Commission are hereby ratified.

3. Board Composition: There shall be seven (7) voting members of the Carbon County Fair Commission all appointed and serving at the pleasure of the Carbon County Commissioners.

A. Terms. Terms of the Board members shall be for three (3) years beginning January 1. The terms shall be staggered.

B. Representation. Board members shall be represented as follows: one (1) representative from each of the three (3) commissioner districts, one (1) FFA representative, one (1) 4H representative, and two (2) at large representatives. The Carbon County Commissioners may also appoint representatives from the Carbon County Extension Office to serve as non-voting, advisory members of the Fair Commission. Initial terms expirations shall be as follows:

Dist #1	12/31/2024
Dist #2	12/31/2025
Dist #3	12/31/2026
4-H	12/31/2024
FFA	12/31/2024
At large	12/31/2025
At large	12/31/2026

C. Vacancies. All vacancies shall be filled by the Carbon County Commission after the vacant position has been posted for one month prior to filling the vacancy.

D. Salary and Compensation. Carbon County Fair Commission members shall serve without salary or compensation, but may be entitled to documented expenses for mileage, per diem, and expenses.

E. Qualifications. Fair Commission members shall be residents of Carbon County and shall have lived within Carbon County for more than one year prior to the appointment.

F. Removal of Board Members. Board members serve at the pleasure of the Carbon County Commissioners and may be removed with cause or pursuant to Resolution 2023-05 Procedure to Remove Member of a County Board.

G. Insurance. As an administrative board of Carbon County, all board members and officers are agents of Carbon County for insurance purposes.

4. Meetings

A. Quorum. A majority of the Fair Commission members constitute a quorum. In the event there is a vacancy within the Fair Commission, two-thirds of the members constitute a quorum.

B. Schedule. The Fair Commission shall conduct regular monthly meetings on the third Monday of the month at 7:00 PM. Meeting times and dates may be adjusted, meetings canceled or rescheduled and additional meetings added as necessary during the calendar year by the Fair Commission Chair.

C. Minutes. Minutes are subject to 7-1-204 MCA.

5. Board Powers. Members of the Carbon County Fair Commission shall have the following powers, but in no event shall the Carbon County Fair Commission pledge the credit of Carbon County or impose any tax unless specifically authorized by the Carbon County Commission and state law:

A. Administration. Administer programs, establish policy, and adopt administrative and procedural rules that pertain to the Carbon County Fairgrounds and use of same.

B. Property. Operate, maintain, and administer the Carbon County Fairgrounds real and personal property in coordination with staff employed by Carbon County and the Carbon County Commissioners' designated Fair Commission Liaison.

C. Maintenance. Coordinate with the Carbon County Building Maintenance Coordinator and Fair Secretary for regular maintenance, facilities rentals, and improvements.

D. By-Laws. Establish and maintain by-laws adopted by a two-thirds vote of the Carbon County Fair Commission and ratified by the Carbon County Commissioners. The Fair Commission has established bylaws that have been ratified by the Carbon County Commissioners in 2016.

E. Budget. Prepare and administer a budget in accordance with Carbon County policies and approval of the Carbon County Commissioners.

F. Improvements. Establish a capital improvement fund in accordance with state law and maintain a capital improvement plan for the expenditure of Capital Fund monies.

G. Procurement. Authorize purchases within the Board's budget authority in accordance with Carbon County Procurement Policies. Present all claims of the Carbon County Fair Commission to the Carbon County Finance Office in accordance with Carbon County policies.

H. Rule Making Authority. Establish rules, with the approval of the Carbon County Commissioners, for the preservation, upkeep, care, maintenance, operation, and support of the Carbon County Fairgrounds and Fair property, leasing of buildings and fairgrounds, and providing for the public health and safety throughout the fiscal year. No lease may be executed unless the lease

gives bond or public liability and property damage insurance, or both, as required by Carbon County policies.

I. Operation of the Carbon County Youth Fair. Promote, financially account for, organize, and facilitate, in cooperation with the Carbon County Extension Office, an annual 4-H and FFA Fair in Carbon County Montana. The Fair Commission and Extension Office shall enter into a Memorandum of Understanding (MOU) outlining the specific duties of each organization in relation to putting on the Fair. This MOU shall be reviewed annually in January.

6. Amendment This Resolution may be amended upon sixty (60) days' notice by the Carbon County Commissioners. Before any such amendment, the Carbon County Fair Commission and Carbon County Extension Offices shall submit their comments on the amendments.

7. Effective Date. This Resolution shall be effective immediately upon its passage.

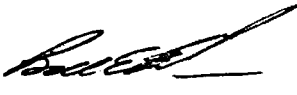
NOW THEREFORE BE IT FURTHER RESOLVED, all past actions of the Carbon County Fair Commission are hereby ratified.

PASSED AND ADOPTED this 13th day of February, 2024.


Carbon County Commissioners


Scott C. Miller
Commissioner Dist. #1


Scott Blain
Commissioner Dist. #2


Bill E Bullock
Commissioner Dist. #3

ATTEST


Macque L. Bohleen, Clerk and Recorder

