

**Minutes of Fergus Co. Commissioners Business Meeting**

**March 25, 2021 – 10:00 a.m.**

**Fergus County Commissioners**

**712 W. Main St., Suite 210**

**Lewistown, MT 59457**

Present: Commissioner Ross Butcher, Commissioner Carl Seilstad, Commissioner Sandy Youngbauer, Clerk and Recorder Janel Tucek, Public present: Heidi Weber, Deb Hill, Candi Zion, Sarah Leonard, & Facilities Maintenance Scot Meader.

**CALL TO ORDER:**

Commissioner Youngbauer called the meeting to order at 10:00 a.m. Agenda was approved with an amendment to add Budget Amendment FY 19-20.

**APPROVAL OF MINUTES:**

Commissioner Youngbauer asked if there were any alterations or corrections to the March 10, 2021 minutes. Hearing none, she stated the minutes stand approved as presented and will be on file with the Clerk and Recorder and on the Fergus County Website.

**PERSONNEL ANNOUNCEMENTS:**

1. County Attorney – 1/2 time Deputy Co Attorney / 1/2 time City of Lewistown Attorney is still open
2. Central MT Health District – Full Time Public Health Nurse
3. Fergus County Recreation District board person within city limits
4. Fergus County Port Authority board member – 5 year term
5. City/County Planning board member – outside of city limits but w/in 4 mile radius

**ANNOUNCEMENTS / REPORTS:**

1. Emily Standley gave a monthly report for the MSU Extension office. They have been fielding lots of spring plant related calls. Jennifer is working on 4-H related projects. New agent will start April 12. Emily will be hosting an online estate planning workshop.
2. Commissioner Seilstad advised he had been in Helena the last couple of days for various issues. One was to testify on HB 302 regarding the transplanting of wild bison in the state. He also testified in favor of Leslie Robinson to the FWP board. He also visited with Governor Gianforte about bridge projects in Fergus County and how they matched up to TSEP bridge projects. Commissioner Seilstad has asked Pam Vosen to work on strengthening the language in conservation easements in certain areas such as weeds and fences.
3. Commissioners will all be at the MACRS convention next week. Commissioner Butcher stated he may travel to Helena to testify regarding a bill that is up for hearing on non-profit entities purchasing designated Ag land and keeping it Ag land.

**PUBLIC COMMENT:** none

### **DISCUSSION /ACTION ITEMS:**

1. Pam Vosen presented the Moccasin Meadows Subdivision and gave a report on it. The city/county planning board met regarding it last week. It is (3) 20+ acre sized lots off of Hanover Rd. Ms. Vosen gave a recap of all areas covered regarding its existence. Commissioner Seilstad moved to approve the Moccasin Meadows Subdivision per the requirements laid out; Commissioner Butcher 2<sup>nd</sup>; **Motion passed.**
2. Commissioner Butcher moved to pass **Resolution 5-2021**, a resolution requesting distribution of bridge and road safety and accountability program funds (BARSAA) for gravel crushing, and road & bridge maintenance; Commissioner Seilstad 2<sup>nd</sup>; **Motion passed**
3. Commissioner Butcher moved to approve the submitted fairgrounds fee schedule; Commissioner Seilstad 2<sup>nd</sup>. Candi Zion presented a pavilion committee riding fee and membership proposal. Discussion was heard on how to curb the theft of services from those using the facilities that haven't paid fees. Commissioner Seilstad then made an amended motion to accept the pavilion committee's fee schedule. Commissioner Butcher 2<sup>nd</sup>; **Motion passed on the amendment. Motion passed on the original motion to pay the claims.** Candi Zion then thanked the commissioner's for their assistance with all this.
4. Commissioner Butcher moved to approve the policy regarding animals (pets) in the county workplace; Commissioner Seilstad 2<sup>nd</sup>; **Motion passed.**
5. Commissioner Seilstad moved to approve the March 25, 2021 claims; Commissioner Butcher 2<sup>nd</sup>; **Motion passed.**
6. Commissioner Butcher moved to approve **Resolution 6-2021**, a resolution amending the FY19-20 budget per auditor requests; Commissioner Seilstad 2<sup>nd</sup>. **Motion Passed.**

**APPOINTMENTS:** none

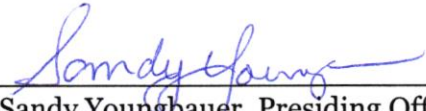
**PUBLIC COMMENT:** none

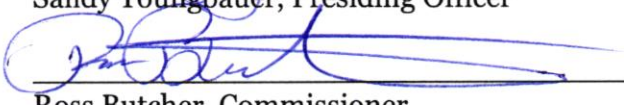
### **NEXT MEETING DATES:**

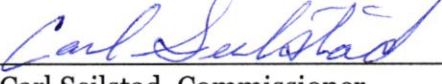
|                                       |                          |                                                                              |
|---------------------------------------|--------------------------|------------------------------------------------------------------------------|
| April 9, 2021<br>Friday 2:00 p.m.     | Regular Business Meeting | Fergus Co. Commissioners<br>712 W Main St., Suite 210<br>Lewistown, MT 59457 |
| April 21, 2021<br>Wednesday 5:15 p.m. | Regular Business Meeting | Fergus Co. Commissioners<br>712 W Main St., Suite 210<br>Lewistown, MT 59457 |
| April 26, 2021<br>Monday 2:00 p.m.    | Regular Business Meeting | Fergus Co. Commissioners<br>712 W Main St., Suite 210<br>Lewistown, MT 59457 |

Meeting adjourned at 10:50 p.m.

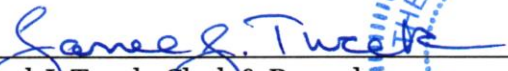
**FERGUS COUNTY COMMISSIONERS:**

  
Sandy Youngbauer, Presiding Officer

  
Ross Butcher, Commissioner

  
Carl Seilstad, Commissioner

Attest:

  
Janel J. Tucek, Clerk & Recorder



**A RESOLUTION REQUESTING DISTRIBUTION OF  
BRIDGE AND ROAD SAFETY AND ACCOUNTABILITY PROGRAM FUNDS**

**Resolution 5-2021**

**WHEREAS**, the Bridge and Road Safety and Accountability Account requires the Montana Department of Transportation to allocate accrued funds to cities, towns, counties, and consolidated city-county governments for construction, reconstruction, maintenance, and repair of rural roads, city or town streets and alleys, bridges, or roads and streets that the city, town, county, or consolidated city-county government has the responsibility to maintain; and,

**WHEREAS**, a city, town, county, or consolidated city-county government that requests funds under the Bridge and Road Safety and Accountability Account must match each \$20 requested with \$1 of local government matching funds; and,

**WHEREAS**, a city, town, county, or consolidated city-county government requesting distribution of allocated funds may make such a request to the Department of Transportation between March 1 and November 1 of the year the funds were allocated; and,

**WHEREAS**, the project(s) to be funded is Gravel Crushing, Road & Bridge  
Maintenance  
(add additional pages if necessary to describe multiple projects); and,

**WHEREAS**, the local match for the allocated funds has been budgeted from Road & Bridge Funds (list source (road fund, general fund, etc.) of funds from which matching funds are being provided).

**THEREFORE, NOW BE IT RESOLVED THAT:**

1. Fergus County requests distribution of its share of the allocated Bridge and Road Safety and Accountability funds to be used for the projects identified herein.
2. That the Commission hereby empowers and authorizes a Commissioner or other staff to execute such further documents as may be necessary to facilitate the distribution of said funds.

**Adopted this 25th day of March 2021.**

Sandra Gibson  
Chair

[Signature]  
Commissioner

Carl Sulstad  
Commissioner

**ATTEST:**

James G. Tuck  
Clerk & Recorder



# Fairgrounds Rental Charges

| Fairgrounds Rental Charges 2021                                                                                |          |                                                                       |                  |
|----------------------------------------------------------------------------------------------------------------|----------|-----------------------------------------------------------------------|------------------|
| EVENT INSURANCE IS REQUIRED. HAAS & WILKERSON EVENT INSURANCE IS AVAILABLE ON REQUEST. PRICE DEPENDS ON EVENT. |          |                                                                       |                  |
| Deposit for Facilities: 50% of basic charges (except kitchen)                                                  |          | ALL RENTAL PRICES ARE NEGOCIABLE                                      |                  |
| Each Facility rent includes one free Prep/Clean-up day                                                         |          | Events that have alcohol could have additional cleaning charges       |                  |
|                                                                                                                |          | Alcohol-must show permit (free hosted liquor) or license & ins. (bar) |                  |
| Utilities and 1 dumpster are included in Facility rental charge                                                |          |                                                                       |                  |
|                                                                                                                | Current  |                                                                       |                  |
|                                                                                                                | 1st Day  | ea add.                                                               |                  |
| Fairgrounds                                                                                                    |          |                                                                       |                  |
| Rental                                                                                                         | 3,000.00 | 3,000.00                                                              |                  |
| Trade Center and Kitchen                                                                                       |          |                                                                       |                  |
| Trade Center Rental                                                                                            | 750.00   | 450.00                                                                |                  |
| Prep/Clean-up                                                                                                  | 0.00     | 100.00                                                                |                  |
| TC Kitchen                                                                                                     |          |                                                                       |                  |
| Cleaning & Damage Deposit                                                                                      | 300.00   |                                                                       |                  |
| Kitchen Rental                                                                                                 | 300.00   | 150.00                                                                |                  |
| Prep/Clean-up                                                                                                  | 0.00     | 100.00                                                                |                  |
| Weekly                                                                                                         | 1,200.00 | 5-7 days                                                              |                  |
| Ag Building                                                                                                    |          |                                                                       |                  |
| Ag Rental                                                                                                      | 450.00   | 250.00                                                                |                  |
| Prep/Clean-up                                                                                                  | 0.00     | 100.00                                                                |                  |
| Gazebo & Park included in rent w/TC or Ag only                                                                 |          |                                                                       |                  |
| Grandstands                                                                                                    |          |                                                                       |                  |
| Grandstands/Arena/ infield buildings                                                                           | 1,250.00 | 1,250.00                                                              |                  |
| Prep/Clean-up                                                                                                  | 0.00     | 500.00                                                                |                  |
| Arena Lights-each night                                                                                        | 400.00   | 400.00                                                                |                  |
| Pavillion Rental Including Sale Barn                                                                           | 750.00   | 500.00                                                                |                  |
| Prep/Clean-up                                                                                                  | 0.00     | 250.00                                                                |                  |
| Pavilion Labor:                                                                                                |          |                                                                       |                  |
| Tear Down Standard Pavillion Configuration                                                                     | 500.00   |                                                                       |                  |
| Set up Standard Pavillion Configuration                                                                        | 500.00   |                                                                       |                  |
| Sale Barn Rental                                                                                               | 350.00   | 275.00                                                                |                  |
| Prep/Clean-up                                                                                                  | 0.00     | 150.00                                                                |                  |
| Draft Horse Barn                                                                                               |          |                                                                       |                  |
| Non-livestock event                                                                                            | 150.00   | 150.00                                                                |                  |
| per stall                                                                                                      | 20.00    | 20.00                                                                 |                  |
| Weekend-non-livestock                                                                                          | 250.00   | 250.00                                                                |                  |
| Out Buildings                                                                                                  |          |                                                                       |                  |
| Wash buildings/racks                                                                                           | 200.00   | 200.00                                                                |                  |
| Stalls:                                                                                                        | 20.00    |                                                                       | per day/per head |
| Stalls: weekly rates - 7 day rental                                                                            | 125.00   |                                                                       | per head         |
| Arena pens -unlimited head count                                                                               | 15.00    |                                                                       | per day/per head |
| Grounds                                                                                                        |          |                                                                       |                  |
| Prep/Clean-up                                                                                                  | 0.00     | 100.00                                                                |                  |
| Carnival Area enclues 12 elect. & 10 non-elect.                                                                | 500.00   | 500.00                                                                |                  |
| North of Track (non-electric)                                                                                  | 250.00   | 250.00                                                                |                  |
| Boulevard (non-electric)                                                                                       | 250.00   | 250.00                                                                |                  |
| Parking Lot (main south lot)                                                                                   | 250.00   | 250.00                                                                |                  |
| Arenas                                                                                                         |          |                                                                       |                  |
| Cooley Arena (electric)                                                                                        | 250.00   | 250.00                                                                |                  |
| Prep/Clean-up                                                                                                  | 0.00     | 100.00                                                                |                  |

## Fairgrounds Rental Charges

|                                         |          |          |  |
|-----------------------------------------|----------|----------|--|
| <b>Riding Membership</b>                |          |          |  |
| Monthly: begin 1st of every month       | \$50.00  |          |  |
| Daily                                   | \$15.00  |          |  |
| Each additional horse-daily only        | \$5.00   |          |  |
| <b>Camping</b>                          |          |          |  |
| Camping- All                            | \$38.00  |          |  |
| <b>Event Amenities</b>                  |          |          |  |
| Garbage                                 | \$20.00  | yard     |  |
| Port A Potties / weekend                | \$55.00  |          |  |
| Portable Marquee Signs/ weekend         | \$100.00 |          |  |
| Pipe & Drape - varies by piece- in TC   | \$13.00  |          |  |
| -Out of TC                              | \$15.00  |          |  |
| Tables- outside TC                      | \$15.00  |          |  |
| Chairs-Outside TC                       | \$4.00   |          |  |
| stage- moved and set-up                 | \$150.00 |          |  |
| Bleachers- moved and set up             | \$150.00 |          |  |
| <b>Machine &amp; Labor</b>              |          |          |  |
| Machine hours- includes operator        | \$90.00  | hour     |  |
| Compost dumping - Farm Truck, Skidsteer | \$90.00  | hour     |  |
| water truck                             | \$60.00  | per load |  |
| Man Hours                               | \$40.00  | hour     |  |

## **Pavilion Committee Riding Fee and Membership Proposal**

**3-25-21**

The following proposal is based on recommendations from the Pavilion Committee and interested parties committed to preserving the use of the Pavilion and fairground arenas for Agricultural/Riding usage. The Committee and interested parties are aware of the costs to maintain the facilities and believe this proposal will help pay for expenses while offering family friendly and affordable riding fees. The proposal is represented by the Fairgrounds/Fair Manager, 4H riders, team ropers, barrel racers, and drill team riders.

**Daily Riding Fee:** \$12 per rider and 1 horse, additional horses @ \$5 per horse.

**Monthly Riding Membership:** \$50

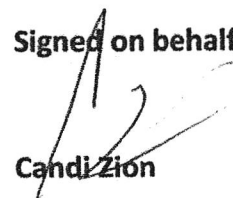
**Yearly Riding Membership:** \$400

**Family Yearly Riding Membership:** \$1,000 PARENTS AND CHILDREN ONLY. Children may be up to age 18 (based on 4H age requirements).

Memberships begin the date the member joins. Non-compliance with barn/membership rules will warrant membership revocation and/or eviction.

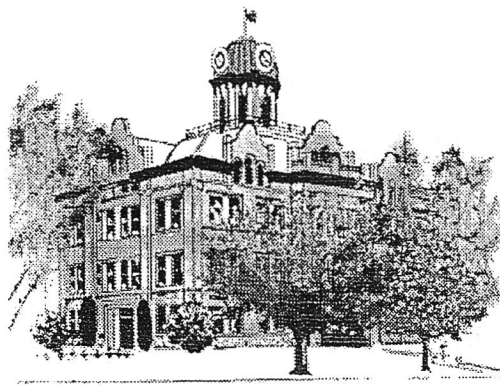
The Pavilion Committee recommends to the County Commissioners that a staff member regularly/occasionally patrol the grounds to impede theft of services and ensure riders have paid to use the arenas.

Signed on behalf of the Pavilion Committee,



Candi Zion

Fair Board Chair and Pavilion Committee member



## FERGUS COUNTY

March 24<sup>th</sup>, 2021

RE: Animals in the Workplace

All,

Fergus County prohibits bringing a pet (a domestic animal kept for pleasure or companionship) to work or having a pet in Fergus County-controlled buildings, vehicles, and premises, with the exception of service animals for a person with disabilities.

Service Animals According to the Americans with Disabilities Act (ADA), a service animal is defined as “any animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, and alerting individuals who are hearing impaired to intruders, or pulling a wheelchair and fetching dropped items.”

A person with a disability uses a service animal as an auxiliary aid. In compliance with the ADA, service animals are welcome in all buildings on company property and may attend any class, meeting or other event. There may be an exception to certain areas.

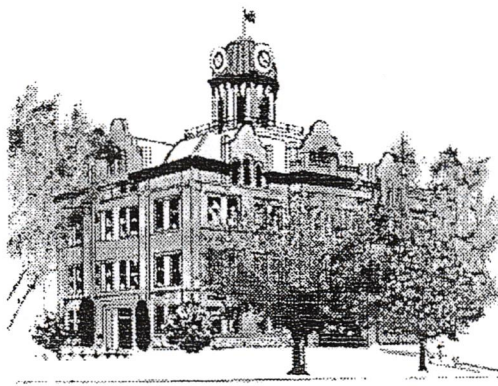
Employees requesting accommodation for a disability that includes a service animal must contact the human resource (HR) department and complete a Documentation of Disability form. All service animals must be registered with the HR department.

Reasonable behavior is expected from service animals while on company property. The owners of disruptive and aggressive service animals may be asked to remove them from Fergus County facilities. If the improper behavior happens repeatedly, the owner may be told not to bring the service animal into any facility until the owner takes significant steps to mitigate the behavior.

Fergus County Commissioners  
712 W. Main St., Suite 210  
Lewistown, MT 59457

[commissioners@co.fergus.mt.us](mailto:commissioners@co.fergus.mt.us)

Ross Butcher, District 1  
Sandy Youngbauer, District 2  
Carl Seilstad, District 3



## FERGUS COUNTY

Cleanliness of the service animal is mandatory. Consideration of others must be taken into account when providing maintenance and hygiene of service animals. The owner/partner is expected to clean and dispose of all animal waste.

Sincerely,

Fergus County Commissioners

  
\_\_\_\_\_  
Ross Butcher  
\_\_\_\_\_  
Sandy Youngbauer  
\_\_\_\_\_  
Carl Seilstad

# FERGUS COUNTY VOUCHER

Voucher No: 1098

Voucher Date: 03/23/2021

Prepared By:

TS

Printed: 03/23/2021 09:09:16 AM

FERGUS COUNTY is hereby authorized to draw warrants against FERGUS COUNTY funds for the sum of \$161,813.25 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2020 to June 30, 2021 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Sandra Young  
SANDRA YOUNGBAUER

PRESIDING OFFICER

ROSS BUTCHER

COMMISSIONER

CARL SEILSTAD

COMMISSIONER

FERGUS COUNTY

| Fund |                                | Amount      |
|------|--------------------------------|-------------|
| 1000 | GEN                            | \$17,237.51 |
| 2110 | ROAD                           | \$22,218.71 |
| 2130 | BRIDGE                         | \$5,037.90  |
| 2140 | WEED                           | \$313.97    |
| 2160 | FAIR                           | \$232.00    |
| 2180 | DT/CRT                         | \$1,705.86  |
| 2272 | CMHD                           | \$485.79    |
| 2274 | EMP/R                          | \$12,575.72 |
| 2300 | PUBLIC SAFETY                  | \$13,684.09 |
| 2384 | FERGUS COUNTY FIRE COUNCIL     | \$12,870.00 |
| 2393 | RECORD PRES                    | \$6,399.90  |
| 2395 | COMPUTER                       | \$347.23    |
| 2420 | GAS TAX                        | \$7.00      |
| 2830 | JUNK VEHICLE                   | \$571.10    |
| 2915 | CRIME CONTROL                  | \$99.00     |
| 2972 | F PLAN                         | \$7,588.05  |
| 2974 | FAM PLAN FUNDRAISING           | \$1,894.24  |
| 4020 | BRIDGE CAPITAL IMPROVEMENTS    | \$5,349.00  |
| 4406 | CAPITAL PROJECTS-PUBLIC SAFETY | \$37,283.83 |
| 5610 | ARPT                           | \$15,912.35 |

---

**Voucher No:** 1098

**Voucher Date:** 03/23/2021

---

**Fund**

**Amount**

---

**\$161,813.25**

# FERGUS COUNTY VOUCHER

Voucher No: 1097

Voucher Date: 03/19/2021

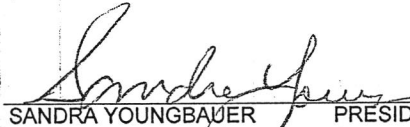
Prepared By:

TS

Printed: 03/19/2021 02:44:03 PM

FERGUS COUNTY is hereby authorized to draw warrants against FERGUS COUNTY funds for the sum of \$850.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2020 to June 30, 2021 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

  
SANDRA YOUNGBAUER PRESIDING OFFICER

ROSS BUTCHER COMMISSIONER

  
CARL SEILSTAD COMMISSIONER

FERGUS COUNTY

| Fund                                | Amount          |
|-------------------------------------|-----------------|
| 4406 CAPITAL PROJECTS-PUBLIC SAFETY | \$850.00        |
|                                     | <b>\$850.00</b> |

RESOLUTION 6-2021

WE, The Board of County Commissioners of Fergus County, Montana, hereby resolve to increase the herein listed FY1920 Expenditure Budgets for the purpose of paying for unanticipated expenditures. The funds involved have sufficient cash reserves to cover this budget amendment.

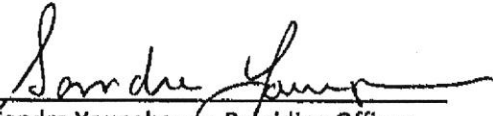
**THEREFORE, BE IT RESOLVED** to amend the herein listed FY1920 expenditure budgets to expend cash reserves in the following line items:

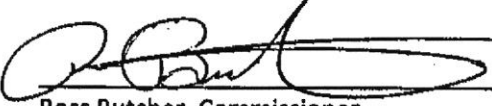
|                         |                                      |              |
|-------------------------|--------------------------------------|--------------|
| 2840.000.133.431101.940 | WEED GRANT STATE WEED CHEMICALS      | \$ 5,780.00  |
| 4402.000.027.430201.940 | CAPITAL IMPROVEMENTS – ROAD          | \$403,685.48 |
| 4406.000.014.420101.940 | CAPITAL IMPROVEMENTS – PUBLIC SAFETY | \$ 12,091.00 |
| 5610.000.008.430301.361 | AIRPORT MAINT/REPAIR BLDGS           | \$ 10,858.00 |
| 5610.000.068.521000.820 | AIRPORT INTERFUND TRANSFER OUT       | \$ 14,842.34 |

Effective date June, 30 2020.

Dated this 25<sup>th</sup> day of March, 2021.

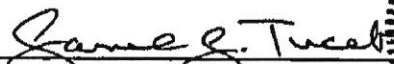
BOARD OF COUNTY COMMISSIONERS, FERGUS COUNTY MONTANA

  
Sandra Youngbauer, Presiding Officer

  
Ross Butcher, Commissioner

  
Carl Seilstad, Commissioner

ATTEST:

  
Janel Pucek, Clerk & Recorder



