**Prairie County Board of Commissioners Meeting**

September 20, 2023
Prairie County Court House Commissioners Room
217 West Park St Terry, MT 59349

Prairie County Board of Commissioners Todd Devlin, Christine Keltner and Dennis Teske met in regular session at 9:00 a.m. In attendance were, Road Supervisor Todd Henry and Hunter Herbaugh, reporter Terry Tribune.

9:00 a.m. Pledge of Allegiance was recited. Public comment on agenda.

9:30 a.m. Todd Henry reported he has a road grader down. Overheating and water in the oil. The machine has been hauled to town and is scheduled to be diagnosed by a mechanic/technician. Todd Henry will speak with John Pisk about updates on roads and ownership maps. Todd Henry reported that the Schulte mower drivelines are failing this year. They have replaced 3 so far. Two have been borrowed, three new ones are on order, but they are probably two months before the drivelines will be shipped. Todd Henry brought attention to the commissioners that landowners have been contacted by a solar wind farm company and our county roads may be impacted.

10:30 a.m. Commissioner minutes for September 6th were read. Commissioner Keltner made a motion to accept the minutes with corrections. Commissioner Teske seconded the motion. All in favor motion passed. Commissioner minutes for September 12, Public Hearing on the 2023/2024 budget were read. Commissioner Keltner made a motion to accept minutes as corrected. Commissioner Teske seconded the motion. All in favor motion passed.

11:00 a.m. Noell Martinson, Superintendent of Public Schools, presented the final budget for Terry Schools to be signed by Commissioner Devlin. Commissioner Keltner made the motion to sign the budget. Commissioner Teske seconded the motion. All in favor motion passed.

11:30 a.m. Update on the manor. County Attorney Dan Rice is clarifying language in the draft that Marshall and Megan Pirtz requested.

12:00 Noon the Commissioners moved to the courtroom for the Board of Health Meeting.

1:00 p.m. Commissioner Keltner left Commissioner meeting to attend a 911 meeting held at the Senior Citizens Center.

1:15 p.m. Deputy Clerk & Recorder Aria Walters brought in Claims and Expenditures for the commissioners to review and sign.

Prairie County Voucher # 1027 $61,974.63

Prairie County Voucher # 1028 $3,384.50

Journal Entry Adjustment: Accounts Payable District Court $160.04

Journal Entry Adjustment: Accounts Payable Public Health $100.00

1:45 p.m. RM88 Records Destruction. Payroll Records 30-year retention period. **Exhibits "A" & "B".**

2:00 p.m. Clerk and Recorder Shari Roberts brought budget resolution in for adoption and signing.

**Resolution 24-3 Permissive Medical Levy**

Commissioner Teske made the motion to approve, Commission Devlin seconded the motion. All in favor, motion passed.

**Resolution 24-4 Permissive Sheriff 3% Retirement**

Commissioner Teske made the motion to approve, Commissioner Devlin seconded the motion. All in favor, motion passed.

**Resolution 24-5 Budget Adoption for FY 23/24**

Commissioner Teske made a motion to approve, Commissioner Devlin seconded the motion. All in favor, motion passed.

**Resolution 24-6 Adoption of all Levies**

Commissioner Teske made a motion to approve, Commissioner Devlin seconded the motion. All in favor, motion passed.

3:10 p.m. Commissioner Keltner returned from the 911 meeting. A phone call was made to discuss with Mayor Rolain Christofferson about the county board appointment, for the City Planning Board. Commissioner Keltner made a motion to appoint Sheila Dixon. Commissioner Teske seconded the motion. All in favor motion passed.

4:00 p.m. Earlier in the day a discussion was held about replacing the Air Conditioner for the south side of the courthouse. The County received a bid from Marty at Artic Refrigeration and Cooling. The bid was $7109.94. After Marty inspected the old unit, a larger coil is required by code. To manufacture housing for the new unit Marty thought it would cost $500 to $1000 more. Approval was granted. Funding will come from account ARPA fund 2293.

5:00 p.m. No further business Commissioner Teske made a motion to adjourn the meeting. Commissioner Keltner seconded the motion, all in favor. Motion passed.

Signed this 29th day of September 2023.

Christine W. Keltner

Christine Keltner, Commissioner Chair

ATTEST: Aria Walters

Aria Walters, Deputy Clerk & Recorder

Exhibit "A"

# RECORDS DESTRUCTION DOCUMENT (RM88)

NO. 1

PAGE 1 OF PAGES

1. **AGENCY NAME AND DIVISION/PROGRAM:**
31Prairie County Clerk and Recorder

2. **AGENCY CONTACT:**
NAME: Shari Robertson

PHONE #: 406-635-5575 EMAIL:cr@prairiecounty.org

3. **NOTICE OF INTENTION:** The schedule records listed in Item 5 are to be disposed of in the manner checked below (specify only one).

☐ Delete ☐ Incinerate ☒ Shred as Classified ☒ Toss without Restriction

☐ Other: Explain

4. **SUBMITTED BY:** I hereby certify that the records to be disposed of are correctly represented below, that any audit requirements or **Offer to the State Historical Society Archives** has been fully justified, and that further retention is not required for any litigation pending or imminent. *Documentation attached from Historical Society*.

SIGNATURE:
NAME AND TITLE: Fran Fleckenstein/ Assistant to Prairie County Clerk and Recorder
DATE: /2021

**5. LIST OF RECORD SERIES**

**NOTE: Attach any inventories or Excel spreadsheets to this form to help validate records destroyed.**

| a. Retention Schedule Number | b. Item number listed on Retention Schedule | c. Record Series Title | d. Retention in months/years | e. Inclusive Dates | f. Volume in Cubic Feet | g. Disposition Action and Date completed after Authorization |
|---|---|---|---|---|---|---|
| 3 | 3 | Address confirmation Letter-Returned & Returned | 1 | 2013 & 2015 | 4 | Shred |
| 5 | 24 | W-2 | 4 yr | 1997,2005--2000-2013&2014 4 | 31/2 | Shred |
| 5 | 4 | Petty Cash Bank Statement & Canceled checks | Auditt 7 yrs | 6/30/2005 thru 6/30/2013 | 1 1/2 Inch | Toss |
| 5 | 25 | A101's | Audit t 1 year | 7/1/2018 thru 7/31/2018 | 1 inch | Toss |
| 5 | 1 | 1099's | 4 yrs | 1997-98 | 1/2 in | Shred |
| 5 | 31 | Payroll history report-warrents | A udit +7 years | 1997-98 | 1/2 in | Shred |
| 2 | 53 | Fixed assets Fund Annual Report | Audit + 1 yr | 2003,2004,2007 | 1 1/2 in | Toss |
| 5 | 24 | Payroll Records | 8 yrs | 2000-2001 | 2 in | Toss |

6. **DISPOSAL AUTHORIZATION:** Disposal for the above listed records is authorized. Any deletions or modifications are indicated.

Todd Devlin 9/20/23

7. **DISPOSAL CERTIFICATE:** The above listed records have been disposed of in the manner and on the date shown in column g.

Exhibit "B"

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|---|---|---|---|---|---|---|
| 5 | a | Payroll Records | 8 yr | 1999 & 2001 | 1/4 in | Shred |
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Custodian/Records Manager

Name: Date:

Signature: Todd Devlin 9/20/23

7. **DISPOSAL CERTIFICATE:** The above listed records have been disposed of in the manner and on the date shown in column g.

Name and Title: Fran Fleckenstein,Assistant to Clerk and Recorder

Signature: