

**BOARD OF MADISON COUNTY COMMISSIONERS**  
**October 3, 2016, Meeting Minutes**

On Monday, October 3, 2016, a meeting of the Board of Madison County Commissioners came to order at 10:00 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana, with Commissioners David Schulz, Chairman, Ron Nye, and Jim Hart present. Laurie Buyan, Commissioners' Assistant, was present to take minutes.

Those people in attendance at the meeting were Leona Stredwick, Trever McSpadden, Van Puckett, Chris Hunt, Saza Lee, Bonnie O'Neill, Billy Whitehurst, Micky Zurcher, Lance Bowser, and Jani Flinn.

Dan Allhands, District 1 Commissioner Candidate, was present to observe the meeting.

**Approval of Minutes:** Ron Nye moved to approve the September 26, 2016, meeting minutes as presented. Jim Hart seconded the motion. All voted aye and the motion carried.

Leona Stredwick, Planning Technician, met with the Board to discuss the following topics:

- **Lodge Residences, Moonlight Basin Ranches, Preliminary Plat:** Leona reviewed the preliminary plat of Lodge Residences Subdivision. Trever McSpadden, Haystack Development was present for this portion of the meeting. The proposal is to subdivide 7.14 acres of Cowboy Heaven, Phase 3B, PUD, and an unplatted tract of land to create condominium lots of .93 acres and .5 acres and two open space lots totaling 5.71 acres. One lot would have a two four unit condo buildings; the other would have one five unit condo building. There was discussion regarding the steepness of the slope and possible parking issues. Mr. McSpadden discussed the parking, stating that this plan should create more parking. He also addressed compaction and elevation concerns. Based on the recommendation of the Planning Board, Jim Hart moved to adopt the findings of fact and approve the preliminary plat of Lodge Residences Subdivision and the site plan with the recommended conditions, located in Cowboy Heaven Phase 3B PUD and a portion of an unplatted tract of land in the southeast quarter of Section 24, Township 6 South, Range 2 East, PMM. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Road Naming Resolution – Old Yellowstone Trail:** Leona presented and read a resolution of road name change, stating that the landowners requested the proposed change, that no homes are involved, and that no one used the road name as an address. Following discussion, Jim Hart moved to adopt Resolution 38-2016, a resolution of road name change, changing Jeffers Highway Connection Road to Old Yellowstone Road. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Planning Board Report:** Leona reviewed a summary from the September 26, 2016, Planning Board meeting. Topics of discussion included Lodge Residences preliminary plat and site plan; the proposed SRI land swap (Beaverchew); wildland urban interface and community planning assistance for wildfire; floodplain regulations; open space uses; Town of Ennis participation of the Planning Board; and Planning Board member reports.

**Women's Resource Center Activities/New Office/Update:** This topic was postponed until further notice.

**Claims:** The Board approved claims.

**Journal Vouchers:** Jim Hart moved to approve journal vouchers for the 9/16 accounting period. Ron Nye seconded the motion. All voted aye and the motion carried.

**Vacation Rentals by Owners' Policy:** Van Puckett, Sanitarian, met with the Board to discuss creating a policy for review of vacation rentals, noting that he attended a class which discussed this issue. Van stated that there are several vacation rentals in Madison County that are being advertised for rent on various

websites. Van further discussed that inspections should be completed to insure the health and welfare of the renters, adding that the County could be liable if these rentals are not regulated. Van will work with the Deputy County Attorney to formulate a policy for inspections of vacation rentals.

**MOU for Back-up Sanitarian:** Following review, Jim Hart moved to approve a Memorandum of Understanding for Back-up Sanitarian Services between Madison County and Beaverhead County, in which Beaverhead County agrees to provide the services of a Registered Sanitarian to respond to a truck wreck involving food for human consumption using the Truck Wreck Protocol described by the Food and Consumer Safety Section; and to respond to a public health emergency when the Madison County Sanitarian is unavailable to respond to the emergency, for an amount not to exceed \$5000, effective on July 1, 2016, and terminating on July 1, 2017. Ron Nye seconded the motion. All voted aye and the motion carried.

**Motor Vehicle Graveyard Grant:** Following review, Jim Hart moved to approve the State of Montana Vendor Invoice from the Department of Environmental Quality, Motor Vehicle Recycling and Disposal, to Madison County for Fiscal Year 2017 motor vehicle recycling and disposal in the amount of \$20,671. Ron Nye seconded the motion. All voted aye and the motion carried.

Chris Hunt, IT Manager, met with the Board to discuss the following topics:

- **Replacement Computers (PC's) for County Departments:** Chris presented the Board with a list of computers that need to be replaced in 2016, listing the departments and a breakdown of the cost. He also discussed where funding for the PCs would come from, stating some would be purchased through the IT Department, some would come from the Nursing Homes Foundation, and some would be included in the department budgets. There was further discussion regarding the replacement schedule for computers and where the replaced computers would be used. Following discussion, Jim Hart moved to accept the bid from SHI as presented for replacement computers in the amount of \$42,297 recognizing that 911 and the Nursing Homes Foundation will participate in the cost. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Replacement WIFI for MVM and discuss WIFI Security for both Nursing Homes:** Chris also discussed the need for dependable wifi at both nursing homes and discussed options that are available and the cost of implementation. Chris stated that to keep the facilities HIPPA compliant, the wifi used for business purposes and the wifi used by residents needs to be kept separate. Following discussion and based on the recommendation of the IT Manager, Jim Hart moved to move forward with the purchase of a wireless controller for the Madison Valley Manor for an amount not to exceed \$1190. Ron Nye seconded the motion. Ron Nye and Jim Hart voted aye. David Schulz was opposed, noting that he would like to do more research on the proposal. The motion passed on a majority vote.

**Electronic Medical Records Follow-up:** Saza Lee, Tobacco Root Mountains Care Center Administrator, met with the Board to discuss the computer needs for start-up of electronic medical records at the facility. He noted that the system he is looking at will be the same as what is currently in use at the Madison Valley Manor and that he has been working closely with Darcel Cook, Madison Valley Manor Administrator, and with Chris Hunt, IT Manager, on implementation of the program. He also noted that because it has already been implemented at the Madison Valley Manor, he will be able to implement it at his facility for a lesser cost and that the Nursing Homes Foundation will participate in the cost of setting up the program. Following discussion, Ron Nye moved to approve the request for PointClickCare software to implement electronic medical records at the Tobacco Root Mountains Care Center in Sheridan. Jim Hart seconded the motion. All voted aye and the motion carried. Saza also discussed anticipated revenue that should be forthcoming from Medicare.

Bonnie O'Neill, Human Resource Officer, met with the Board to discuss the following topics:

- **Personnel Policy and Procedures Handbook Addendum – Recruitment and Hiring Process- Conditional offer of Employment and Background & Credit Check:** Bonnie read a proposed resolution of intent to amend the County personnel policy manual. Following discussion, Jim Hart moved to adopt Resolution 41-2016, a resolution of intent to amend the Madison County Personnel Policy and Procedures Handbook, updated January 16, 2013, to include a policy for recruitment and hiring

process/conditional offer of employment. Ron Nye seconded the motion. All voted aye and the motion carried.

- **Personnel Policy and Procedures Handbook Addendum – Employee Identification Badge, Employee ID Badge Request Form & Employee ID Badge Template:** Bonnie and the Board discussed a proposed resolution of intent to amend the County personnel policy manual to require that all County employees shall be issued and must wear a photo identification badge provided by the County. Bonnie stated that there is concern with using the Sheriff's badge system because of the amount of foot traffic in and out of that office while creating the badges. Bonnie has checked on purchasing a badge system and has found one that would cost approximately \$3400. Bonnie suggested that, if purchased, the machine could be used for general County purposes and also by both nursing homes. The Board questioned where funding for this project would come from. After much discussion, this topic was tabled until the next regular Commission meeting.

The Board discussed the following fair related topics. Dana Escott, Fair Manager, participated in this portion of the meeting via telephone.

- **Water Line from Loading Chute to Garden Area:** Dana explained that it was shorter for the FFA to re-route the water line from the culvert to the loading chute than it would be to go from the well house to the garden area. The Board agreed to this change.
- **Purchase of Commercial Mower:** The Board reviewed bids for a new mower from Churchill Equipment which would include trading in three of the Fair's current mowers. The Board questioned why the mowers needed to be replaced this time of the year and if a larger mower would result in needing less help. The Board determined that they would like more time to review the bids for a new mower.
- **Rocky Mountain Association of Fairs Conference:** The Board reviewed a request from Dana to attend the Rocky Mountain Association of Fairs Annual Conference in Spokane, Washington. Dana noted that she has attended these conventions in the past but that it would exceed her allotment of hours. The Board concurred that Dana should not go to the convention because of the number of work hours it would require.
- **Pasturing Cattle at Fairgrounds:** This topic has already been done making it a non-issue.
- **Fair Dates, Fair Theme, and Fair Entertainment:** The Board determined that these topics were Fair Board decisions and referred them back to the Fair Board.
- **Change of Fair Rental Fees:** The Board discussed the pros and cons of increasing certain fees for the Fair and the Fairgrounds. After much discussion, no action was taken on this topic.

**Notice of Award – Madison Valley Parking Lot:** Following review and considering the bids and oversight by Great West Engineering, Jim Hart moved to approve the Notice of Award to Walker Excavation for the Madison Valley Manor parking lot improvements project, in the amount of \$151,178.90. Ron Nye seconded the motion. All voted aye and the motion carried.

**Weed Dept – Termination of DEQ Permit for Madison River Pesticide Permit:** Following review, Jim Hart moved to approve the 2016 Final Pesticide General Permit Issuance and Renewal Notice for Expiring Authorization, Madison County Weed Board, Madison River Pesticide, MTG870045. Ron Nye seconded the motion. All voted aye and the motion carried.

**Petition for Road Closure in Alder:** Following review, Ron Nye moved to accept a petition requesting to close a portion of Second Street and a portion of Third Street within the Townsite of Alder, Montana; to send the petition to the Clerk and Recorder for verification of the signatures; to appoint Ray Rowberry, Karen Brown, and David Schulz as the viewing committee, and to conduct a public hearing regarding the requested closures on October 31, 2016, at 11:00 a.m. Jim Hart seconded the motion. All voted aye and the motion carried.

**Anderson Lane Agreement with Garnet USA:** This topic was tabled until further notice.

**Multiple-Party Agreement for Big Sky Water/Sewer District:** This topic was tabled until further notice.

**Moore's Creek Culvert Project – Change Order #4, Pay Request #6:** Following review, Jim Hart moved to approve Pay Request #6 for the Moore's Creek Culvert Replacements Project to TCA, Inc. for a gross amount of \$178,848.90, with \$1,788.49 going to the state for the 1% Montana Gross Receipts Tax, \$7,265.50 withheld for unscheduled employment of the engineer, \$22,200 withheld for liquidated damages, leaving a payment amount of \$147,594.91 to the contractor. Ron Nye seconded the motion. All voted aye and the motion carried. Following review, Jim Hart moved to approve Change Order #4, for the Moore's Creek Culvert Replacements Project, increasing the contract price by \$2000 for relocating sewer service outside the impact limits. Ron Nye seconded the motion. All voted aye and the motion carried.

**Extension Programming Update:** Billy Whitehurst, Madison-Jefferson Extension Agent, and Micky Zurcher, Community and Economic Development Extension Agent, met with the Board to discuss the requirements of their positions as Extension Agents working with job descriptions developed by MSU and how these duties tie in with expectations of Madison and Jefferson Counties. After much discussion, Billy stated that the Commissioners can initiate a change in the job descriptions if necessary to meet the needs of the counties. David Schulz stated that he would like to see a meeting with the Jefferson County Commissioners to review the entire program in the near future.

**Airports:** Lance Bowser, Robert Peccia and Associates, met with the Board to discuss the following topics. Jani Flinn, Airport Board Secretary, was also present for this portion of the meeting.

- **Residential Through the Fence Agreement-Tony Cruse:** Following review, Jim Hart moved to approve the Airport Access Agreement with Tony Cruse, Lot 22-A2, giving the user the right to taxi aircraft from his property. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Twin Bridges Airport:** Lance and the Board discussed items that will be further discussed at the Airport Board later in the evening, including the project in Ennis that is almost completed, the need to develop a Capital Improvements Plan by November 1, 2016, future equipment needs, keeping a runway extension on the radar, the Twin Bridges CIP and the need to justify an extension, a land release from the Twin Bridges Airport for a building site for a new road shop, and fee structures and recommendations for lease agreements.

**Calendars:** The Board reviewed calendars.

With no further business, the meeting was adjourned at 5:10 p.m.

**Next meeting:** The Board will not be conducting a meeting on October 10, 2016, as County offices will be closed to observe the Columbus Day Holiday; therefore the next regular Commission meeting will be held on Monday, October 17, 2016, beginning at 9:30 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana.

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David Schulz, Chairman  
Board of Madison County Commissioners

Date Approved: October 17, 2016

Minutes prepared by:

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Laurie Buyan, Administrative Assistant

Attest: \_\_\_\_\_  
Kathleen Mumme, Clerk and Recorder, Madison County