

**BOARD OF MADISON COUNTY COMMISSIONERS**  
**January 2, 2019, Meeting Minutes**

On Wednesday, January 2, 2019, a meeting of the Board of Madison County Commissioners came to order at 9:45 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana, with Commissioners Ron Nye, Chairman, Jim Hart, and Dan Allhands present. Laurie Buyan, Executive Assistant to the Madison County Board of Commissioners, was present to take minutes.

Those people in attendance at the meeting were Jani Flinn, Van Puckett, Tammy Mahlstedde, Chris Hunt, Shelly Burke, Sue Pullman, Vicki Tilstra, Kathleen Mumme, Joe Brummell, and Bonnie O'Neill.

**Approval of Minutes:** Jim Hart moved to approve the December 11, 2018, Board of Commissioners meeting minutes as presented. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Victims Advocate Grant Application and Letter of Support:** This topic was postponed to later in the day.

**Airports:** Jani Flinn, Airport Board Secretary, met with the Board to discuss the following topics.

- **Federal Financial Report (SF 425)**
  - **Ennis Big Sky Airport – AIP-019-2017 and AIP-020-2018 and Twin Bridges Airport – AIP-012-2017 and AIP-013-2018:** Following review, Jim Hart moved to approve the Federal Financial Reports for the Ennis Big Sky Airport AIP-019-2017 and AIP-020-2018 and Twin Bridges Airport AIP-012-2017 and AIP-013-2018 as presented; and
- **Outlay Report and Request for Reimbursement for Construction Programs**
  - **Ennis Big Sky Airport – AIP-019-2017 and AIP-020-2018 and Twin Bridges Airport – AIP-012-2017 and AIP-013-2018:** moved to approve the Outlay Report and Request for Reimbursement for Construction Programs Ennis Big Sky Airport – AIP-019-2017 and AIP-020-2018 and Twin Bridges Airport – AIP-012-2017 and AIP-013-2018 as presented. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Claims:** The Board approved claims.

**Journal Vouchers:** Following review, Dan Allhands moved to approve journal vouchers for the 12/18 accounting period. Jim Hart seconded the motion. All voted aye and the motion carried.

**Election of 2019 Chairman:** Jim Hart moved to re-appoint Ron Nye as the Chairman of the Board of Commissioners for 2019. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Commissioner Liaisons to County Boards:** After reviewing the list of liaisons to county boards from previous years, Dan Allhands moved to keep the liaisons the same for 2019 as they were in 2017 and 2018. Jim Hart seconded the motion. All voted aye and the motion carried.

**Resolution 1-2019:** Following discussion, Jim Hart moved to approve Resolution 1-2019, a resolution setting mileage rates for Calendar Year 2019. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Yellowstone Club Draft Contract Proposal:** Van Puckett, Sanitarian, met with the Board to discuss a modified proposal for a wastewater assessment in the Yellowstone Club. Tammy Mahlstedde, Human Resource Generalist, was present for this portion of the meeting. Van stated that this agreement was the same one that was previously presented to the Board with an adjustment for mileage. He added that most of the work will be done from the contractor's office and that fees for documents from the Clerk and Recorder's Office will be waived. Copies for the project will be done mainly by the Sanitarian's staff to help

save travel time and hourly fees. Copies needed from the DEQ will be secured by the contractor. Following discussion, Jim Hart moved to approve the agreement with RBK Consulting to provide an assessment of the current Yellowstone Club Wastewater Treatment systems, modifying and clarifying the proposal dated December 10, 2018, with a correction to the mileage as presented by the Sanitarian. Dan Allhands seconded the motion. All voted aye and the motion carried. Van and the Board also discussed the progress of accommodation inspections, radios for vehicles used by both Sanitariums, and revenue generated through food inspections and accommodations inspections.

**Resolution 2-2019 Setting Commission Meeting Dates:** Following review, Jim Hart moved to approve Resolution 2-2019, a resolution setting dates for Commission meetings. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Resolution 3-2019 Establishing County Office Hours:** Following review, Dan Allhands moved to approve Resolution 3-2019, a resolution setting County office hours. Jim Hart seconded the motion. All voted aye and the motion carried.

Chris Hunt, IT Director, met with the Board to discuss the following IT topics. Tammy Mahlstedt, Human Resource Generalist, was present for this portion of the meeting.

- **Social Media Policy:** Chris discussed an update to the social media policy noting that there is nothing new, adding that he has spoken with other counties and cities about setting up and using social media, what it should be used for and what it shouldn't be used for. He stated that compared to other counties, Madison County has a lot more Facebook pages. Dan asked if some of them could be combined. Jim added that the more streamlined they are, the better. Chris suggested making one main profile with departments listed as separate divisions. Following discussion, Dan Allhands moved to approve the Madison County Information Technology Policy 12 - Social Media. Jim Hart seconded the motion. All voted aye and the motion carried. Chris also discussed a records retention policy that he will bring to the board next week. There was also discussion regarding adding the IT policy to the personnel policy manual.
- **Changes to the IT Policy:** Chris discussed changes to the IT policy noting that a statement has been added about using third party email addresses such as hotmail, gmail, etc. for County business. He noted that this should not be done without permission in advance. Chris reviewed other changes that have been made to the policy. Dan asked about page numbers. Following discussion, Jim Hart moved to approve the Madison County Information Technology Policies 1-12 as presented by the IT Manager. Dan Allhands seconded the motion. All voted aye and the motion carried. Chris will add page numbers to the policy.
- **Adding Acceptable Use Statement to the Website:** Chris stated that after researching this project, he is not moving forward with it at this time.

**Department of Justice - Information Technology Use Policy:** Shelly Burke, Treasurer, presented the Board with an interlocal agreement for motor vehicle services. Shelly stated that this is an annual agreement because they use state equipment and that the County Attorney has reviewed it. Following review, Dan Allhands moved to approve the Interlocal Agreement between the Montana Department of Justice, Motor Vehicle Division, and Madison County for services related to titling and registering motor vehicles. Jim Hart seconded the motion. All voted aye and the motion carried.

**Resolution 4-2019 Establishing a Location for Posting Public Notice:** Following review, Dan Allhands moved to approve Resolution 4-2019, a resolution establishing locations for posting public notice. Jim Hart seconded the motion. All voted aye and the motion carried.

**Resolution 5-2019 Establishing the Rate of Credit for Incarceration:** Following discussion, Dan Allhands moved to approve Resolution 5-2019, a resolution establishing the rate of credit for incarceration at \$75.00 per day. Jim Hart seconded the motion. All voted aye and the motion carried.

**Twin Bridges Mosquito District Board Resignation:** Dan Allhands moved to accept Becky Kington's resignation from the Twin Bridges Mosquito District Board and to thank her for her service. Jim Hart seconded the motion. All voted aye and the motion carried.

**Planning Board Resignation:** Jim Hart moved to accept the resignations of Eileen Pearce and Richard Meehan from the Planning board with appreciation of their time served. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Board Member Appointments:** Following discussion, Jim Hart moved to send a letter of correction to Brian Wheeler correcting the expiration date of his reappointment on the Big Sky Water and Sewer District Board to December 1, 2022, because of a change in Montana Statute that makes this a 4 year term rather than the previous 6 year term. Dan Allhands seconded the motion. All voted aye and the motion carried. After further discussion, Jim Hart moved to reappoint Scott Payne and Beau Bradley to the Airport Board for three year terms that expire on December 31, 2021; LaTasha Garrison to the Big Hole River Advisory Board for a three year term that will expire on December 31, 2021; Chelsie Oehler to the Big Sky Transportation District Board for a three year term that will expire on December 31, 2021; Tom Leo and Heather Puckett to the Fair Board for two year terms that will expire on December 31, 2020; Ron Pack to the Housing Advisory Board for a three year term that will expire on December 31, 2021; Neil Barnosky to the Livestock Protective Committee for a two year term that will expire on December 31, 2020; Jim Hart to the Mental Health Local Advisory Council for a one year term that will expire on December 31, 2019; Pat Bradley, Jacqueline McCurdy, and Lincoln Roberts to the Planning Board for two year terms that will expire on December 31, 2020; Melinda Tichenor and Dr. R.D. Marks to the Public Health Board for three year terms that will expire on December 31, 2021; John Woodward and Ellis Thompson to the Road Review Committee for three year terms that will expire on December 31, 2021; Robert Loveland to the Senior Citizen's Advisory Board for a three year term that will expire on December 31, 2021; Ed Armstrong to the Solid Waste and Recycling Board for a three year term that will expire on December 31, 2021; Todd Durham to the Weed Board for a three year term that will expire on December 31, 2021; Walter Shaw to the Cardwell Cemetery Board, John Galiger to the Laurin Cemetery Board, Steve Jackson to the Pioneer Cemetery Board, Michael Walter to the Sheridan Cemetery Board, Dick Flager to the Taylor Cemetery Board, Jeanne Elpel to the Twin Bridges Cemetery Board, and Grant Brook to the Virginia City Cemetery Board, all for three year terms that will expire on December 31, 2021. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Jefferson Valley Rural Ambulance District:** Sue Pullman met with the Board on behalf of the Jefferson Valley Rural Ambulance District to discuss expanding the district into portions of Madison County and distributed a list of items that the ambulance district provides. Vicki Tilstra, Finance Officer, and Kathleen Mumme, Clerk and Recorder were present for this portion of the meeting. Sue stated that currently the ambulance service is based in Whitehall and that the fee is \$29.00 per property. Kathleen suggested that if the service is expanded into Madison County, the school district boundary would be the best boundary to use for the new district. She also noted that the election would be run by Jefferson County since a bulk of the voters would be in Jefferson County. There was discussion regarding the ambulance districts becoming more popular because of a lack of funding; if residents in the district still have to pay for ambulance services; and if the counties should consider a mill to pay for ambulance services. Following much discussion, Sue stated that she will send the Board an example of a resolution of intent to create the district.

**Joe Brummell, Director of Emergency Management,** met with the Board to discuss the following topics. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting.

- **MVRFD Wildland Fire Invoice:** Joe discussed an invoice that was sent to an individual for fire-fighting services to put out a wildland fire on his property. Joe showed pictures of how the fire was started. He stated that he has talked to Shawn Christensen, Madison Valley Fire Chief, regarding this person making payments on the account. He added that if this person is willing to make payments, Shawn is all for it. Following discussion, Jim Hart stated that it's really not the Board's call except to encourage the fire department to accept payments over time. Joe and Shawn will cooperate in an effort to recover the cost of putting out the fire.
- **DES Update:** Joe updated the Board on activities he has participated in including a walkthrough of the Ennis School with a focus on active shooter preparedness; submitted an annual stakeholders preparedness review on threat and hazard identification and risk assessment; assisted Sheridan in reference to an EAP for water protection; assisted DES Field Coordinator with IC training with the Virginia City Rural Fire District; conducted a fire mitigation site inspection in the Haypress Lake area; participated in a statewide 911 plan town hall meeting; conducted a walkthrough of the

Harrison School; met with the Sheriff and Bradley Livestock regarding Noble Lake Dam; attended Southwestern Montana Fire Chiefs Council; received CPR/AED certification; assisted with a tanker fire at the garnet mine; attended Community of Organizations Active in Disasters meeting; noted that CERT is up and going and is presenting Stop the Bleed and Spontaneous Volunteer Management training; met with the Sheriff and Northwestern Energy for a Northwestern DAM EAP coordinator training; attended structure fires; and conducted pre-construction safety reviews.

**Advertisement for Planning Director:** Bonnie O'Neill, Human Resource Officer, met with the Board to discuss advertising for the Planning Director position. Tammy Mahlstede, Human Resource Generalist, and Vicki Tilstra, Finance Officer, were present for this portion of the meeting. Bonnie stated that she has discussed the advertising for the position with the current Planning Director, noting that the vacancy is currently posted on two Planning websites (Montana Association of Planners and American Planning Association), on the County website, in the Madisonian, on Indeed.com, and on the state website (Job Service). She stated that the Human Resource Office does not have funding for advertising. Vicki stated that the cost of one of the notices was coded to General Government. Bonnie stated that she was reluctant to spend any more on advertising without Commission approval. There was discussion regarding the current number of applications and the possibility of putting the notice on Facebook. Following discussion, the Board agreed to hold off on newspaper ads for a while to see if more applications are received from the advertisements that are out there.

**Personnel Policy Manual Discussion:** The Board discussed the update to the personnel policy manual. Bonnie O'Neill, Human Resource Officer, Tammy Mahlstede, Human Resource Generalist, and Vicki Tilstra, Finance Officer, were present for this discussion. Bonnie stated that there was no update on the topic at this time. Jim Hart encouraged the committee to select a chairman and vice-chair when they meet.

**MSU Extension Agent Agreement FY2019:** Following review, Dan Allhands moved to approve the FY2019 Extension Services Agreement between Montana State University Extension and Madison County for Ag open agent services and 4-H open agent services for a total contribution amount of \$79,168.48. Jim Hart seconded the motion. All voted aye and the motion carried.

**Victims Advocate Grant Application and Letter of Support:** Following discussion, Jim Hart moved to approve the Victims Advocate grant application and letter of support, dated January 2, 2019. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Insurance Agent Appointments for WCT and PCT:** Following review, Jim Hart moved to approve the Agent Appointment and Agreement between Madison County, MACo Property and Casualty Trust, and Novich Insurance with rights and responsibilities as listed on the agreement; and to approve the Agent Appointment and Agreement between Madison County, MACo Workers' Compensation Trust, and Novich Insurance with rights and responsibilities as listed on the agreement. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Beaverhead/Big Hole Streambank Issues:** Ron Nye discussed issues with the Beaverhead and Big Hole Streambanks. Jani Flinn, Grant Administrator, and Vicki Tilstra, Finance Officer, were present for this portion of the meeting. Ron stated that the bank on the Beaverhead River is eroding north of where the Fairgrounds waterline went in and suggested the possibility of using funds left over from that project to apply for permitting to fix the eroded area. There was discussion regarding whether or not it could be considered an emergency; the possibility of getting a planning grant to cover the permitting; whether it is threatening the buildings, walking path, and playground; and if Great West Engineering should be involved. After much discussion, it was determined that Ron Nye would contact Great West Engineering to get them involved in the project. Ron also discussed the Big Hole River stating that it has built itself a gravel bar causing water to threaten the county bridge. He stated that Fish, Wildlife, and Parks, Beaverhead County, Garrison, and Madison County would all need to be involved in the project to fix this problem.

**MDT Adopt a Bridge Program – Varney Bridge:** The Board discussed the MDT Adopt-a-Bridge program and tried to contact Kelly Williams, Montana Department of Transportation, to discuss whether or not the

County wants to proceed with the program and the steps that need to be taken to move the bridge. This topic was continued to the next regular meeting.

**Advertisement for Road District 3 Snow Plow Trucks:** Jim Hart discussed the possibility of advertising for three new snow plow trucks for the District 3. Discussion included the cost of maintenance and repair of used vehicles; paying the leases with money saved in repairs; whether repairs are due to operator error rather than the vehicle; other vehicles that are in the process of being repaired; the total number of snow plows needed; using graders rather than plow trucks for snow removal; switching the advertisement to two plows rather than three; FLAP grant funding; SRS and PILT funding; and fuel costs. Jim noted that he will check on how much his district has spent on repairs; plowing snow with graders takes a lot longer; that this advertisement is for trucks only and sanders and plows would be bid later; and that he is planning to come to Board with a proposal to hire an additional person and a proposal to purchase a new water truck.

**Request to Purchase Online Access to NADA Values:** Following review and discussion, Dan Allhands moved to approve joining the NADA Values Online program for an annual fee of \$470. Jim Hart seconded the motion. All voted aye and the motion carried.

**Courthouse Elevator Project:** The Board left a message for Bill Hanson, ThinkOne Architects, regarding the Courthouse elevator project.

**Calendars:** The Board reviewed calendars.

With no further business, the meeting was adjourned at 4:10 p.m.

**Next meeting:** The next regular Commission meeting will be held on Tuesday January 8, 2019, beginning at 9:30 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana.

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Ronald E. Nye, Chairman  
Board of Madison County Commissioners

Date Approved: January 15, 2019

Minutes prepared by:

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Laurie Buyan, Executive Assistant to the  
Madison County Board of Commissioners

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