

**BOARD OF MADISON COUNTY COMMISSIONERS**  
**January 9, Meeting Minutes**

On Tuesday, January 9, 2018, a meeting of the Board of Madison County Commissioners came to order at 10:30 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana, with Commissioners Ron Nye, Chairman, Dan Allhands, and Jim Hart present. Laurie Buyan, Commissioners' Assistant, was present to take minutes.

Those people in attendance at the meeting were Leona Stredwick, Bonnie O'Neill, Kacey Smart, Van Puckett, Tommy Luksha, Jani Flinn, Alan Rohrback, Saza Lee, Vicki Tilstra, and Carmin Hill.

**Approval of Minutes:** Leona Stredwick, Planner I, was present for this portion of the meeting to discuss a reference in the draft minutes regarding the exemption review for Longhorn Ranches. Leona explained that the delay in approval of the Longhorn plat by the Exemption Review Board is because there were issues that needed to be corrected by the surveyor before the plat could be approved by the Exemption Review Board and filed by the Clerk and Recorder. She discussed the items that need to be corrected, noting that no one from the airport has attended the Exemption Review meetings and that, to this point, they have not had a response back from the surveyor. Following discussion, Jim Hart moved to approve minutes from the December 19, 2017, meeting with corrections. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Claims:** The Board approved claims.

**Grants:** The Board discussed the following grant related topics.

- **Laurin Bridge Replacement (TSEP):** Dan Allhands updated the Board on the status of the Laurin Bridge project stating that the dry hydrant is in and the sidewalks are in; he received comments from a concerned citizen; and they are waiting for back-fill on both ends and bridge rail will be installed after the back-fill is completed. He added the bridge is close to completion.
- **Task Order #14 – TSEP Bridge Evaluation and PER:** This topic was continued to the next regular Commission meeting.
- **Forest Service RAC Grant Funds Request:** Jim Hart presented a letter of request for funds to complete a project on Cliff and Wade Lake Road that was funded by the Forest Service Resource Advisory Council. He stated that the initial amount funded was \$25,000. Approximately \$7,000 was spent on millings and reclaimite. The remaining balance would be used to purchase culverts. Following discussion, Jim Hart moved to approve a letter, dated January 2, 2018, to the US Forest Service, Payments – Grants and Agreements, requesting a refund for the Cooperative Forest Road Agreement for Cliff and Wade Lake Road Gravel Surface Preservation Project, with the order confirmation for culverts that will be installed on the road, in the amount of \$13,456.70. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Human Resources:** Bonnie O'Neill, Human Resources, met with the Board to discuss the following topics. Kacey Smart, Sanitarian's Assistant, Van Puckett, Sanitarian, Tommy Luksha, GIS, Jani Flinn, Grant Administrator/Airport Board Secretary, and Alan Rohrback, CEO-Madison Valley Medical Center, were present for this portion of the meeting.

- **Safety Coordinator Job Description:** Bonnie presented the Board with a revised version of the Safety Coordinator Job Description and reviewed changes that have been made. Following discussion, Dan Allhands moved to approve the revised Safety Coordinator/Risk Manager Job Description as presented. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Weed Field Crew – Authorization to Fill:** Bonnie presented the Board with authorization to fill job vacancies in the Weed Department, noting that they are recruiting for nine positions. Following review, Jim Hart moved to approve the Authorization to Fill for Weed Crew members for the 2018

season, with a start date on or about May 15, 2018. Dan Allhands seconded the motion. All voted aye and the motion carried.

- **Recommendations to Hire:** Bonnie presented the Board with memorandums regarding the following positions:
  - **Legal Assistant:** Bonnie presented and reviewed a memo related to the part-time position in the County Attorney's Office, noting that the position was originally discussed as a clerk position but the County Attorney has since requested to change the title to legal assistant and to use the hourly rate of \$20.97. Bonnie also presented an employee rating sheet for this position. Following review and discussion, Jim Hart moved to approve hiring Terri Stubbs as the part-time legal assistant (32 hours per week) in the County Attorney's Office at 90% of the legal assistant rate being \$18.87 per hour. Dan Allhands seconded the motion. All voted aye and the motion carried.
  - **Sanitarian Clerk:** Bonnie presented and reviewed a memo related to the part-time position in the Sanitarian's Office. Per the hiring committee's recommendation, Dan Allhands moved to approve hiring Jani Flinn as the part-time clerk (16 hours per week) in the Sanitarian's Office at her current clerk rate of \$18.87 per hour. Jim Hart seconded the motion. All voted aye and the motion carried. Bonnie noted that Jani has agreed to continue to help in the Commissioners' Office for a few weeks to accommodate for the assistant's time off.
  - **Commission Office and Finance Clerk:** Bonnie presented and reviewed a memo related to the part-time clerk position in the Commissioners' Office. Per the hiring committee's recommendation, Dan Allhands moved to approve hiring Jane Bacon as the part-time clerk in the Commissioners' Office (16 hours per week) and as the part-time clerk in the Finance Office (8 hours per week) at her current clerk rate of \$16.04 per hour, and to work on scheduling with the Thompson-Hickman Library so she is able to continue her service there. Jim Hart seconded the motion. All voted aye and the motion carried.

**Grants (Continued):** Jani Flinn, Grant Administrator, met with the Board to discuss the following topics. Bonnie O'Neill, Human Resources, was also present for this portion of the meeting.

- **Fairgrounds Master Plan:** The Board discussed the Fairground's Master Plan. Ron Nye discussed inaccuracies in the plan. Jani stated that she is working on a list of items that she feels should be corrected in the plan.
- **MDT Senior Citizens' Bus Grant:** Jani stated that she has not had time to work on an update for this project. Bonnie noted that the radio for the current Senior Citizens' Bus has been installed and that both drivers will receive training from Lynda Holt, Communications Coordinator, on the use of the radio.

**Airports –** Jani Flinn, Airport Board Secretary, met with the Board to discuss airport topics. Jani stated that she has the signed mylars from the Longhorn Ranch and will get it on the Commissioners' agenda once a closing date has been set. Jim Hart referenced the question that was asked earlier regarding the Exemption Review process. Jani stated that it was Lance's understanding from the Clerk and Recorder, that all of the requested corrections to the plat have been made.

**Resolution Requesting a Continuing Mill Levy for Nursing Homes:** Saza Lee, Nursing Homes Administrator, Vicki Tilstra, Finance Officer, Bonnie O'Neill, Human Resources, and Alan Rohrback, CEO-Madison Valley Medical Center, met with the Board to discuss a continuing mill levy for the Madison County nursing homes. There was discussion regarding the language for the mill levy increase, the continuing service from the nursing homes, the daily rates for private pay versus Medicaid, and a campaign to inform the public that the proposed mill levy will replace the current mills and will not be an addition. Laurie will edit the resolution to include suggestions from this meeting.

**Examining Land Surveyor Selection:** Charity Fechter, Planning Director, and Kathleen Mumme, Clerk and Recorder, met with the Board to discuss submittals for Examining Land Surveyor services. Two submittals for the services were received by the advertised deadline. There was discussion that included advantages and strengths, as well as fees, for each proposal. After much discussion and based on the recommendation of the Planning Director and the Clerk and Recorder, Jim Hart moved to accept the

Statement of Qualifications from Stahly Engineering and select the firm as the Examining Land Surveyor for Madison County. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Board Renewals/Appointments:** After discussion, Jim Hart moved to make the following Board member appointments: John Hauck and James C. Frey to the Airport Board for three year terms that will expire on December 31, 2020; Frank Kneeshaw to the Big Hole River Advisory Board for a three year term that will expire on December 31, 2020; Jon Olsen to the Big Sky Park District Board for a three year term that will expire on April 1, 2020; John Armstrong to the Compensation Board for a three year term that will expire on June 1, 2020; Chad Armstrong, Nick Novich, and Bill Holden to the Fair Board for two year terms that will expire on December 31, 2019; Jan Thomas to the Library Board for a five year term that will expire on June 30, 2022, Rick Sandru and Gary Clark to the Livestock Protective Committee for two year terms that will expire on December 31, 2019; Jim Hart to the Mental Health Local Advisory Council for a one year term that will expire on December 31, 2018; Leslie Skillman, Lisa Brubaker, Doris Fischer, and Sue Heald to the Mental Health Local Advisory Council for four year terms that will expire on December 31, 2021; David Smith to the Mosquito Board for a three year term that will expire on December 31, 2020; Dave Maddison, John Fountain, Darlene Tussing, Ethan Kunard, and Rita Owens to the Planning Board for two year terms that will expire on December 31, 2019; Rachel Rossiter, Doug Young, DVM, and Dayna Thergesen, CF, to the Public Health Board for three year terms that will expire on December 31, 2020; Gary Hadley, Tom Urell, and Kevin Pearce to the Road Review Committee for three year terms that will expire on December 31, 2020; Ron Paige and Kayte Simpson to the Senior Citizens' Advisory Board for three year terms that will expire on December 31, 2020; Sarris Marsh and Tikker Jones to the Solid Waste Board for three year terms that will expire on December 31, 2020; Monty Simonsen to the Tax Appeal Board for a three year term that will expire on December 31, 2020; Rick Sandru to the Weed Board for a three year term that will expire on December 31, 2020; John Armstrong to the Cardwell Cemetery Board, Bill Christensen to the Laurin Cemetery Board, Kay Willet to the Madison Valley Cemetery Board, Toni Kantorowicz to the Pioneer Cemetery Board, Ty Todd to the Sheridan Cemetery Board, Jim Anderson to the Taylor Cemetery Board, Sherry Nyhart Smith to the Twin Bridges Cemetery Board, and Jon Burgstrom to the Virginia City Cemetery Board, all for three year terms that will expire on December 31, 2020. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Resolution Authorizing Use of Disaster Funds:** Following review, Dan Allhands moved to adopt Resolution 7-2018, a County Declaration Resolution allowing Madison County to access emergency funds in Fund 2260 for repairs to a water main that supplies the County Fairground. Jim Hart seconded the motion. All voted aye and the motion carried.

**Support Letter for Re-Naming Kelly Reservoir to Klatt Reservoir:** Following review, Jim Hart moved to approve a letter to Mr. Lou Yost, Executive Secretary, U.S. Board on Geographic Names, supporting a request to rename Kelly Reservoir to Klatt Reservoir. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Proposal for Cleaning Light Fixtures and Courthouse Blinds:** The Board discussed cleaning of light fixtures and Courthouse blinds. The topic was continued to the next regular Commission meeting.

**Courthouse Project – Exterior Elevator Option:** The Board discussed the option of putting an exterior elevator on the back of the Courthouse. Carmin Hill, Deputy Clerk of Courts, was present for this portion of the meeting. The Board showed Carmin drawings of the latest proposal noting that Bill Hanson, ThinkOne Architects, will be getting a cost estimate to the Board as quickly as he can. Ron Nye stated that the Board is hoping this will be a fairly affordable option.

**Administrative Office Building Canopies:** The Board discussed canopies for the Administrative Office Building and will wait to hear from Bill Hanson, ThinkOne Architects, for a plan on the canopies.

**District Boundary Changes:** There was no discussion on proposed district boundary changes.

**Calendars:** The Board reviewed calendars.

With no further business, the meeting was adjourned at 3:05 p.m.

**Next meeting:** The next regular Commission meeting will be held on Tuesday, January 16, 2018, 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 23, 2018

Minutes prepared by:

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Laurie Buyan, Administrative Assistant

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