

BOARD OF MADISON COUNTY COMMISSIONERS
January 14, 2020, Meeting Minutes

On Tuesday, January 14, 2020, a meeting of the Board of Madison County Commissioners came to order at 9:30 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana, with Commissioners Dan Allhands and Ron Nye present. Jane Bacon, Commissioners' Clerk, was present to take minutes. Commissioner Jim Hart was absent to attend a Montana Weed Control Association conference in Great Falls, Montana, but participated in a portion of the meeting via conference call.

Those people in attendance at the meeting were Kathleen Mumme, Tommy Luksha, Vicki Tilstra, Shelly Burke, Bonnie O'Neill, Tammy Mahlstedt, Jason George, Tony Simonsen, Jason George, Jani Flinn, and Laurie Buyan.

Approval of Minutes: Following review, Ron Nye moved to approve the December 31, 2019, Board of Commissioners' meeting minutes as presented. Dan Allhands seconded the motion. All voted aye and the motion carried. Later in the meeting, Ron Nye moved to approve the January 7, 2020, Board of Commissioners' meeting minutes with corrections. Dan Allhands seconded the motion. All voted aye and the motion carried.

Claims: The Board approved claims.

MHF Grant Support Letter – Library: Ron Nye moved to approve sending a letter of support to the Montana History Foundation to remedy persistent seepage issues associated with the basement of the Thompson-Hickman Memorial Building. Dan Allhands seconded the motion. All voted aye and the motion carried.

Pace/Butler Request to Purchase Used Cell Phones: Ron Nye moved to deny the request by PaceButler to purchase Madison County's used cell phones, for security reasons. Dan Allhands seconded the motion. All voted aye and the motion carried.

Western Montana Mental Health Center Board Appointment: Ron Nye moved to appoint Commissioner Jim Hart to the Western Montana Mental Health Center Board. Dan Allhands seconded the motion. All voted aye and the motion carried.

Clerk and Recorder: Kathleen Mumme, Clerk and Recorder, met with the Board to discuss the following topic. Tommy Luksha, GIS Coordinator, was present for this portion of the meeting.

- **Ambulance District:** Kathleen, Tommy and the Board discussed Jefferson County's invitation to have northern portions of Madison County join their ambulance services. Kathleen pointed out several questions and issues that would need to be addressed, discussed other district boundaries in the county and how they all operate differently, recommended using some boundary that is already in place, suggested the possibility of creating a county-wide ambulance district for Madison County and presented documents from Jefferson County showing how they had done theirs in 2017. Additional discussion included whether to create a new district or amend districts, who gets to vote, who does and doesn't pay for services, how calls get routed to dispatch centers, how mapping and addressing tie in to emergency services, involving the county attorney, and the status of the Madison Valley ambulance service. Kathleen said the matter needs attention, and decisions need to be made. The Board will be meeting with the Jefferson County Commissioners this week and the topic will be discussed at that meeting.

Finance Office: Vicki Tilstra, Finance Officer, and Shelly Burke, Treasurer, met with the Board to discuss the following topic.

- **Special District Christmas Bonus Checks:** Vicki explained how special district budgets and claims usually work, how she and Shelly noticed something unusual, and discussion ensued about

whether special districts can legally issue Christmas bonus checks. Shelly said she and Vicki don't have any control over special district checks but do have some visibility, and the Board of Commissioners does have control over special districts. Discussion ensued about policies, taxpayer dollars, accountability, checks and balances, and possible rotating audits of special districts. The Board expressed support for the idea of audits, and Vicki will discuss this topic with the auditor to see what he recommends.

Great West Engineering: Because Jeremiah Theys, Great West Engineering, was unable to attend today's meeting, the following topics were rescheduled for January 28, 2020, at 1:00 p.m.

- **Giem Bridge Preliminary Design**
- **Preliminary Findings for Silver Springs, Seylor Lane, and Jack Creek Bridge Inspections**

Human Resources: Bonnie O'Neill, Chief Administrative Officer, and Tammy Mahlstedt, Human Resource Generalist, met with the Board to discuss the following Human Resource topics. Jani Flinn, Grant Administrator, was present for this portion of the meeting.

- **Nursing Homes Review and Update:** Jason George and Tony Simonsen, Home Park Assisted Living Facility, and Vicki Tilstra, Finance Officer, were present for this topic. Bonnie presented updates on each of the nursing homes. At TRMCC, the current census is 25, the employee count is 45, and nurses and CNAs are currently being recruited for vacant positions. At MVM, the census is currently at 21, there are 45 employees, and they are recruiting for CNAs. She reviewed Wipfli's handling of billing for both facilities, discussed events such as new equipment and landscape maintenance, anticipates scheduling a CNA training class at the Manor, and she reviewed various staff meetings including a recent Emergency Operations Plan review at the Manor. The Infectious Control program has been implemented and the staff appreciates the policies that are being evaluated and put in place by the program's nurse, Melissa Brummell. Bonnie discussed the open Administrator position(s), saying there has not been much success to date in recruiting for the position. Due to the lengthy recruitment process, she suggested the option of using a management company to provide administrative management for both facilities. She also initiated a discussion about conducting an organizational analysis to review operations at both nursing homes in areas such as staffing, growth potential, the work environment, wise spending, the right mix of CNAs to the number of residents in providing quality care, number and length of shifts, competitive wages, and how employees are managed. Discussion ensued about the benefits of an analysis, including having a neutral party look at the broad picture, as well as identifying and addressing areas for improvement. Bonnie said the right company could also manage the administration of both facilities, she briefly discussed CMS administrative requirements, and said the analysis would provide recommendations about whether one administrator or two is needed as well as whether a manager could handle one. She reported that both facilities are doing pretty well financially, recommended an analysis for several reasons such as identifying duplication of services, and wondered whether one administrator is able to provide enough attention to both facilities. Dan encouraged having an evaluation done prior to deciding whether to use a management company, repeated that it would depend on the cost, and Ron agreed that Bonnie should provide proposals and costs for the Board to evaluate. She clarified that she will gather information about conducting an operational analysis, and possibly an option to manage the facilities. Dan said the analysis may lead to advertising for management, and Bonnie pointed out that this would be a bid process. When asked for public comment, the point was made that any management consulting company should be given specific areas of focus and targeted priorities in order to trim the cost, and it was noted that the information would be a valuable tool for the long term. Ron asked about current advertising for an administrator, Bonnie reviewed applicant status, and Vicki pointed out that having an analysis done first would help any administrator coming in to the position. A motion was made to proceed with an analysis and management, but rescinded since it was not listed on the Agenda. Bonnie was instead given the authority to move ahead with researching proposals and costs, and she will get the topic on the Agenda as soon as possible.
- **Recommendation to Hire District 1 Road and Bridge Technician Seasonal Position:** Tammy presented a recommendation to hire for the District 1 Road and Bridge Technician position. Based on the recommendation of the hiring committee, Ron Nye moved to approve hiring John O'Rourke

for the seasonal, full-time District 1 Road and Bridge Technician position at \$20.81 per hour. Dan Allhands seconded the motion. All voted aye and the motion carried.

Commissioner Jim Hart and Lance Bowser, Robert Peccia & Associates, participated in the next portion of the meeting via conference call.

Airports: Jani Flinn, Airport Board Secretary, met with the Board to discuss the following topics. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting.

- **Ennis Big Sky Airport Snow Removal Equipment (SRE) Building Update:** Lance updated the Board on the status of the work on the Ennis Airport SRE building. He has been in contact with the bonding company and sent them detailed information and photos of the work completed and the building's status. The bonding company approved the County paying outstanding local bills except for one, where work needs to be checked first. Lance reviewed his discussions with the bonding company about turning the job back out to bid, as well as other details regarding bill payments. Following discussion, Ron Nye moved to approve paying vendor invoices in the amount of \$31,531.25, excluding payment to Bridger Garage Door until the work is confirmed. Jim Hart seconded the motion. All voted aye and the motion carried. Lance explained the next phase of the project, working with the bonding company, whether the County or bonding company should award and administer the second contract, and encouraged using contractors and subcontractors who have already worked on the building.
- **Ennis Big Sky Airport Land Acquisitions:**
 - **Longhorn Ranches Construction / Avigational Easement:** Lance said the acquisition of the object-free area for Longhorn Ranches has been finalized. He asked permission to pursue the additional step of airspace grading, explained the process and why it should be done, and said the owner consented to a one-time easement to get the work accomplished. Jim Hart moved to authorize Robert Peccia & Associates to pursue the appraisal for \$5,500, and review appraisal for \$2,750, for Longhorn Ranches construction avigational easement. Ron Nye seconded the motion. All voted aye and the motion carried.
 - **State of Montana Perpetual Easement:** Lance discussed details regarding a State of Montana parcel being acquired by the airport, where a perpetual easement is already in place. He recommended moving forward to get the easement recorded, reviewed the State's in-house appraisal process, and explained that the 17.8-acre parcel is for runway extension and a slight widening of the airport to the west, extending the perpetual easement. Following review, Jim Hart moved to approve paying \$61,600 to the Department of Natural Resources and Conservation for perpetual easement on 17.8 acres of land for Ennis Big Sky Airport improvements. Ron Nye seconded the motion. All voted aye and the motion carried. Ownership of public land was briefly discussed. Lance explained the FAA's requirement for Madison County to complete an additional appraisal and review appraisal on the same 17.8-acre piece of land. Jim Hart moved to authorize Robert Peccia & Associates to complete an appraisal for \$4,000, and a review appraisal for \$2,000, for state land perpetual easement. Ron Nye seconded the motion. All voted aye and the motion carried.
 - **State of Montana Work Permit (Construction Easement):** Lance is in the process of working on a State of Montana work permit (construction easement). Although there may be a fee associated with the easement, he is pressing the DNRC not to charge a fee, with reassurances that the land will be reclaimed.
 - **Tract 4B:** There was no update on this topic.
 - **Tract 4A:** Lance was recently contacted by the FAA regarding the Airport's continuing efforts to acquire Tract 4A, and related grant funding. Jim said he discussed the acquisition with the landowner's attorney last week but hasn't heard back from her. Lance explained details and effects of the possible acquisition, discussed timing and details, and asked the Board how they wish to proceed. Various options and ideas were discussed, ownership of surrounding parcels was reviewed, and strong preference expressed against condemnation. Jim and Lance will pursue a discussion with the landowner's attorney. The topic was continued to the next regular Commission meeting to determine the next course of action. The phone call ended.

The conference call ended at this point. Commissioner Jim Hart was not present for the remainder of the meeting.

Advisory Board Renewals: Laurie Buyan, Executive Assistant to the Board of Commissioners, met with the Board to discuss Madison County Advisory Board renewals. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting. After review, Ron Nye moved to reappoint Peter Fitzgerald and Tom Miller to the Airport Board for three year terms that will expire on December 31, 2022; Chad Armstrong, Jake Barnosky, and Bill Holden to the Fair Board for two year terms that will expire on December 31, 2021; Cindy Gockel and Ray Shaw to the Housing Advisory Board for three year terms that will expire on December 31, 2022; Rick Sandru and Gary Clark to the Livestock Protective Committee for two year terms that will expire on December 31, 2021; Jim Hart to the Mental Health Local Advisory Council for a one year term that will expire on December 31, 2020; Jane Yecny to the Mental Health Local Advisory Council for a four year term that will expire on December 31, 2023; Elizabeth Frandsen to the Twin Bridges Mosquito District Board for a three year term that will expire on December 31, 2022; Laurie Schmidt, Darlene Tussing, and Rita Owens to the Planning Board for two year terms that will expire on December 31, 2021; Mark Sant and Al Hendricks to the Road Review Committee for three year terms that will expire on December 31, 2022; Shirley Sand to the Senior Citizens Advisory Board for a three year term that will expire on December 31, 2022; Rodney Stephens and Sue Heald to the Solid Waste Board for three year terms that will expire on December 31, 2022; John Armstrong to the Weed Board for a three year term that will expire on December 31, 2022; Charlie Gilman to the Taylor Cemetery Board for a three year term that will expire on December 31, 2022, and Sharon Lasich to the Twin Bridges Cemetery Board for a three year terms that will expire on December 31, 2022. Dan Allhands seconded the motion. All voted aye and the motion carried. Ron Nye moved to accept the resignations of Chris Christensen from the Laurin Cemetery Board, and Julie Petersen from the Weed Board, and to advertise for replacements. Dan Allhands seconded the motion. All voted aye and the motion carried.

Personnel Policy Manual Review/Distribution: The Board discussed a request from Justin Ekwall, Deputy County Attorney, to distribute the revised Personnel Policy Manual to employees for review. Laurie Buyan, Executive Assistant to the Board of Commissioners, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting. A call was made to Justin, discussion ensued about whether employees should be paid to review the draft manual and provide input, timeliness and moving forward, and department supervisors' discretion in prioritizing workloads. Following discussion, Ron Nye moved to approve the distribution of the new and updated draft of the Personnel Policy Manual to County employees, and give the employees 20 days to review and respond by email to the Deputy County Attorney. Dan Allhands seconded the motion. All voted aye and the motion carried.

Calendars: The Board reviewed calendars. Laurie Buyan, Executive Assistant to the Board of Commissioners, was present for this portion of the meeting.

With no further business, the meeting was adjourned at 4:05 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, January 21, 2020, beginning at 9:30 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana.

Dan W. Allhands, Chairman
Board of Madison County Commissioners

Date Approved: February 4, 2020

Minutes prepared by:

Jane Bacon, Commissioners' Clerk

Attest: _____
Kathleen Mumme, Clerk and Recorder, Madison County