

BOARD OF MADISON COUNTY COMMISSIONERS
January 15, 2019, Meeting Minutes

On Tuesday, January 15, 2019, a meeting of the Board of Madison County Commissioners came to order at 1:00 p.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. Jane Bacon, Commissioners' Clerk, was present to take minutes.

Those people in attendance at the meeting were Rick Sandru, Jani Flinn, Laurie Buyan, Bonnie O'Neill, Vicki Tilstra, Reagan Colyer, Suzanne Nellen, Karen Miller, Charity Fechter, Shelly Burke, Tommy Luksha, Justin Ekwall, Kacey Smart, and Kathleen Mumme.

Claims: The Board approved claims.

Approval of Minutes: Following review, Jim Hart moved to approve the December 18, 2018, Board of Commissioners' meeting minutes with corrections. Dan Allhands seconded the motion. All voted aye and the motion carried. Dan Allhands moved to approve the January 2, 2019, Board of Commissioners' meeting minutes with corrections. Jim Hart seconded the motion. All voted aye and the motion carried. Dan Allhands moved to approve the January 8, 2019, Board of Commissioners' meeting minutes with corrections. Jim Hart seconded the motion. Dan Allhands and Ron Nye voted aye. Jim Hart abstained from voting as he was not present for that meeting. The motion carried on a majority vote.

Ennis Speed Study Request / Safety Concerns: Following a brief discussion, Dan Allhands moved to approve sending a letter to Lee Alt, District Traffic Engineer with the Montana Department of Transportation, requesting a speed study be conducted on U.S. Highway 287 North of its junction with Montana Highway 287 past Madison Foods and Family Dollar in the Ennis area. Jim Hart seconded the motion. All voted aye and the motion carried. It was noted that no response has come from MDT regarding the Virginia City runaway truck issue that was discussed several months ago.

Beaverhead-Deer Lodge and Custer-Gallatin Working Groups:

- **Discussion of Funding:** Rick Sandru, Ruby Valley Strategic Alliance, met with the Board to discuss funding for the Beaverhead-Deer Lodge and Custer-Gallatin Working Groups. Rick pointed out that Madison County has contributed to these groups historically, but not in the past year. He asked the Board to resume financial support and reviewed several ways that the county stands to gain from their efforts. Discussion included Forest Service work, the beneficial effects of managed burning and grazing, alliances and personnel changes, forest management improvements prompted by expert analysis, timber harvest income, water rights, and water compacts before the state legislature. Following discussion, Dan Allhands moved to approve sponsoring \$2,500 each to the Beaverhead-Deer Lodge Working Group and the Custer-Gallatin Working Group, to support ongoing operations. Jim Hart seconded the motion. All voted aye and the motion carried.

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

- **Authorize Submittal of a CDBG Public Facilities Application to the MT Department of Commerce for the Madison Valley Manor Project:** Laurie Buyan, Executive Assistant to the Madison County Board of Commissioners, was present for this portion of the meeting. Following discussion, Jim Hart made a motion declaring the Board's intent to submit a CDBG Community Facilities Application to the Montana Department of Commerce for Phase 2 of the Madison Valley Manor project. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Amendment #4 to Task Order 20 (Great West Engineering) Moore Creek Flood Mitigation Project:** Jani received another response from FEMA regarding the Moore Creek Flood Mitigation project and the project is proceeding within the expected timeline, but Great West Engineering

wants to make sure estimated engineering costs are covered even though they are technically still within the budget, so an amendment to Task Order 20 was produced. Vicki Tilstra, Finance Officer, and Reagan Colyer, The Madisonian, were present for this portion of the meeting. Following discussion, Jim Hart moved to approve Amendment #4 to Task Order 20 (Great West Engineering) Moore Creek Flood Mitigation Project, in an amount not to exceed \$10,000, for responses to FEMA. Dan Allhands seconded the motion. All voted aye and the motion carried.

- **Cliff and Wade FLAP Grant Update:** Jani and Jim updated the Board on the Cliff and Wade FLAP Grant project. Vicki Tilstra, Finance Officer, and Reagan Colyer, The Madisonian, were present for this portion of the meeting. Jim and Jani had a conversation with Eric Griffin, Lewis & Clark County, for input on working with Western Federal Lands Highway Division (WFLHD). Jim will be pushing for Madison County to take the lead on the Cliff and Wade project rather than WFLHD, feeling that the cost will remain lower and better controlled that way. If project costs increase, the county's match will increase incrementally as well, and if it costs too much the project will be dropped for now. The road is 13 miles long, some of it owned by the county and some by the forest service, but the county maintains it all the way to the lake. The portion going to the lake is lower than the surrounding terrain and needs to be lifted with gravel and drainage work. Culverts have already been purchased and reimbursed. The necessity of using a Federal Land Access Program (FLAP) grant was briefly discussed.

Human Resources: Bonnie O'Neill, Chief Administrative Officer, met with the Board to discuss the following Human Resource topics. Vicki Tilstra, Finance Officer, and Reagan Colyer, The Madisonian, were present for this portion of the meeting.

- **Authorization to Fill Deputy Director of Emergency Management-Part-time Per Week Permanent Position, Virginia City:** Bonnie presented a request from Joe Brummell, Director of Emergency Management, for authorization to fill the part-time Deputy Director of Emergency Management position that has been vacant since October 31, 2017. Discussion included hours, partial grant funding, evaluation methods, and Bonnie reviewed the intent and history of the position. Following review, Dan Allhands moved to approve the authorization to fill the part-time, permanent Deputy Director of Emergency Management position at 20-24 hours per week. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Authorization to Fill Dietary Aide/Cook-Part-time Position, Madison Valley Manor, Ennis:** Following review, Jim Hart moved to approve the authorization to fill the Dietary Aide/Cook part-time position, Madison Valley Manor, Ennis. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Authorization to Fill Housekeeping- Part-time Position, Madison Valley Manor, Ennis:** Following review, Jim Hart moved to approve the authorization to fill the part-time Housekeeping position, Madison Valley Manor, Ennis. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Recommendation to Hire Motor Vehicle Clerk, Virginia City:** Based on the hiring committee's recommendation, Dan Allhands moved to approve hiring Brianna Nordquist for the permanent, full-time position of Motor Vehicle Clerk at \$15.55 per hour or 80% of the Clerk wage scale. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Resolution 29-2018-MCA 7-4-2503 (2)(e)-Justice of the Peace additional \$1,000 Annually:** Bonnie outlined discrepancies between two documents, as reviewed by herself, the CFO, and the Justice of the Peace: Resolution 29-2018-MCA 7-4-2503 (2)(e)-Justice of the Peace additional \$1,000 Annually, and Resolution 29-2018, Setting Salaries for Fiscal Year 2018-2019. Suzanne Nellen, Justice of the Peace, was present for this portion of the meeting. Following discussion, Jim Hart moved to approve granting Judge Nellen the additional \$1,000 as outlined in MCA 7-4-2503 (2)(e) and adjust her pay to equal that of the County Treasurer, Clerk of District Court and the Clerk and Recorder retroactive to July 1, 2018, and paid through June 30, 2019. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Resolution 6-2019 to Amend Resolution 29-2018, Setting Salaries for Fiscal Year 2018-2019- Attachment B, Direct Care Initiative July 1, 2018 to December 31, 2018-Certified Nurses' Aides-January 1, 2019 to June 30, 2019:** After Bonnie explained the reasoning behind Resolution 6-1029, Jim Hart moved to approve Resolution 6-2019 to Amend Resolution 29-2018, Setting

Salaries for Fiscal Year 2018-2019-Attachment B, Direct Care Initiative July 1, 2018 to December 31, 2018-Certified Nurses' Aides-January 1, 2019 to June 30, 2019. Dan Allhands seconded the motion. All voted aye and the motion carried.

- **Revised Custodian Job Description:** Bonnie reviewed revisions to the Custodian Job Description as requested by the two existing employees in the custodial department. Following review, Jim Hart moved to approve the revised Custodian Job Description. Dan Allhands seconded the motion. All voted aye and the motion carried.

Chief Administrative Officer / Form of Government Discussion: As a follow-up to the discussion on December 18, 2018, the Board considered the Chief Administrative Officer position and how it relates to Madison County's Form of Government. Bonnie O'Neill, Chief Administrative Officer, Vicki Tilstra, Finance Officer, Reagan Colyer, The Madisonian, Karen Miller, Clerk of Court, Charity Fechter, Planning Director, Shelly Burke, Treasurer, Tommy Luksha, GIS Coordinator, Justin Ekwall, Deputy County Attorney, Laurie Buyan, Executive Assistant to the Madison County Board of Commissioners, Jani Flinn, Grant Administrator, and Kacey Smart, Sanitarian's Assistant, were present for this portion of the meeting. Jim recalled consulting with the county attorney about the duties of the Chief Administrative Officer when the position was created, and admitted this wasn't communicated well at the time. Justin stated his opinion that the creation of the CAO position does not change the county's existing form of government, thinks a memo outlining the duties of the position would be a good idea to reduce any existing employee confusion, discussed the title which is also used in a different form of government, and stated that the commissioners can delegate duties to a position if accurately described. Jim stated his opinion that the creation of the CAO position was an appropriate move even though it may not have been well communicated, that the position was meant to assist the commissioners with daily operations and getting things done efficiently, and wants to see an end to the discussion. Justin agreed to create a draft memo outlining the duties of the position for review during the regular commission meeting on January 29, 2019.

Resolution 7-2019 Budget Amendment: The Board reviewed Resolution 7-2019, a budget amendment. Vicki Tilstra, Finance Officer, Reagan Colyer, The Madisonian, Karen Miller, Clerk of Court, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting. Following discussion, Jim Hart moved to approve Resolution 7-2019, Budget Amendment for Fiscal Year 2018-2019 for Account 1000-420110-397 – Sheriff. Dan Allhands seconded the motion. All voted aye and the motion carried.

Courthouse Elevator Project: The Board discussed the courthouse elevator project and the plan for relocation to the expansion area in the Annex. Karen Miller, Clerk of Court, Bonnie O'Neill, Chief Administrative Officer, and Reagan Colyer, The Madisonian, were present for this portion of the meeting. A call was made to Terri Stubbs, Legal Assistant, to participate in the discussion. A preliminary floor plan for the temporary relocation of courthouse occupants during construction was reviewed, alternate spaces were mentioned, and requirements and accessibility for trial participants, employees and equipment were discussed. Ron pointed out that the plan is not final, and as it gets closer a meeting will be held with courthouse employees for further input.

Public Discussion and/or Comments on Items Not Listed on the Agenda but Within the Board's Jurisdiction: Bonnie O'Neill, Chief Administrative Officer, met with the Board to discuss a hiring committee and interviews for the Planning Director position. All three commissioners expressed interest in participating in the process, and an interview committee was discussed. Bonnie has had several qualified applicants for the position and will provide information to the committee prior to the interviews, which are anticipated to take place on January 31 and February 1, 2019.

Mental Health LAC Appointment(s): The Board reviewed two applications for the vacant position on the Mental Health Local Advisory Council. Discussion ensued about any ramifications of appointing both applicants. Following discussion, Dan Allhands moved to approve both Judy Weitzel and Chris Mumme to the Madison County Mental Health Local Advisory Council for four (4) year terms that will expire on December 31, 2022. Jim Hart seconded the motion. All voted aye and the motion carried.

Chief Administrative Officer / Form of Government Discussion (continued): There was additional discussion about the CAO position and the county's form of government. Kathleen Mumme, Clerk and

Recorder, Laurie Buyan, Executive Assistant to the Madison County Board of Commissioners, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting.

Calendars: The Board reviewed calendars.

With no further business, the meeting was adjourned at 4:30 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, January 22, 2019, beginning at 9:30 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana.

Ronald E. Nye, Chairman
Board of Madison County Commissioners

Date Approved: January 29, 2019

Minutes prepared by:

Jane Bacon, Commissioners' Clerk

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