

BOARD OF MADISON COUNTY COMMISSIONERS
January 29, 2019, Meeting Minutes

On Tuesday, January 29, 2019, a meeting of the Board of Madison County Commissioners came to order at 9:40 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, and Jane Bacon, Commissioners' Clerk, were present to take minutes.

Those people in attendance at the meeting were Bonnie O'Neill, Vicki Tilstra, Charity Fechter, Shelly Burke, Chris Christensen, Darcel Vaughn, Erin Leonard, Reagan Colyer, Karen Miller, Tommy Luksha, Kathleen Mumme, Van Puckett, Justin Ekwall, and Kacey Smart.

Public Discussion: It was noted that Ron Nye received and signed the final paperwork for the purchase of the Mason property in Virginia City, Montana.

Approval of Minutes: Following review, Jim Hart moved to approve the January 22, 2019, Board of Commissioners' meeting minutes as presented. Dan Allhands seconded the motion. All voted aye and the motion carried. After review, Dan Allhands moved to approve the January 15, 2019, Board of Commissioners' meeting minutes with corrections. Jim Hart seconded the motion. All voted aye and the motion carried.

Claims: The Board approved claims.

Weed Board Appointment: Following discussion, Dan Allhands moved to appoint Aaron Paulson to the Madison County Weed Board for a three year term that will expire on December 31, 2021. Jim Hart seconded the motion. All voted aye and the motion carried.

Housing Board Appointment: The Board discussed a vacant position on the Housing Advisory Board noting that there is another new vacancy from the Sheridan side. Dan Allhands suggested appointing one of the three applicants for the current vacancy and advertising the new vacancy for an additional period of time. Following discussion, Dan Allhands moved to appoint Cody Marxer to the Housing Advisory Board for a three year term that will expire on December 31, 2021, and to advertise for the more recently vacated position. Jim Hart seconded the motion. All voted aye and the motion carried.

Grants - Senior Citizen's Bus: Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Officer, met with the Board to discuss possible funding for a new senior citizens' bus. Jani Flinn, Grant Administrator, was not available to attend the meeting. Bonnie stated that there are two different types of funding available and they decided to go for the one for a bus. They discussed the cost to replace the current bus and asked for direction from the Board if they should pursue this funding. Bonnie noted that they would know by June if the application is accepted and that the Senior Citizens approved pursuing a grant (financial support) for a new bus. There was discussion regarding the condition of the current bus; the value of the current bus; giving the nursing homes the option of purchasing the current bus; requirements from the state if grant funding is received; the possibility of coming up with enough funding to purchase a new bus without having to get a grant; and selling excess County vehicles and using that money toward the purchase of a new bus. Ron Nye stated that the Senior Citizens' Advisory Board would be meeting on February 4, 2019, and the topic could be discussed further at that meeting. Bonnie stated that if the Board decides not to apply for funding for a Senior Citizens' bus, she would like to pursue the possibility of applying for this funding for a new nursing homes van.

Public Health Update: Melissa Brummell, Public Health Nurse, was unavailable to meet with the Board but provided a written update from her office. The report included activities related to schools and

education, grants, organizations and groups, communicable disease and Public Health response, immunizations and vaccines, completed projects, upcoming projects, completed trainings, and upcoming trainings.

Housing Board Appointment: Jim Hart requested that Charity Fechter, Planning Director, come to the meeting and talk about the Housing Board. Jim asked if Charity's position on the Housing Advisory Board was a County liaison position and if Cody's position should be considered the new County liaison. Charity responded that she was not appointed as a County liaison but that it led into that because she works for the County. She stated that someone, preferably a County representative, needs to make sure agendas are posted, that minutes are approved and recorded, and that someone needs to do the reporting to the Commissioners. Following much discussion, it was decided that the topic should be placed on the next Commission meeting agenda for further discussion.

Mobile Home Tax and Other Tax Issues: Shelly Burke, Treasurer, met with the Board to discuss a mobile home that has been destroyed by fire. She asked to be allowed to remove this bill from the tax rolls. Based on the recommendation of the Treasurer, Jim Hart moved to remove the mobile home, Tax Payer ID #920040004, from the tax rolls. Dan Allhands seconded the motion. All voted aye and the motion carried. Shelly also discussed tax notices for a mining company that she has tried to contact since 2014 but has received no response. She stated that there is no real estate or equipment to attach and, in discussion with the Department of Revenue, does not know where the figures came from. She added that there is no way to collect this tax. Following discussion, Dan Allhands moved to remove personal property tax for Tax ID #12028100, #12028901, #12028601, and #16301100. Jim Hart seconded the motion. All voted aye and the motion carried.

Human Resources: Bonnie O'Neill, Chief Administrative Officer, met with the Board to discuss the following topics. Vicki Tilstra, Finance Officer, and Chris Christensen, County Attorney, were present for this portion of the meeting.

- **Authorization to Fill Communications Officer Part-Time Permanent Position:** Bonnie stated that they are currently down three dispatchers right now and that Lynda is dispatching full-time but that they haven't advertised in a while. Following review, Jim Hart moved to approve the Authorization to Fill for a part-time permanent Communications Officer. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Authorization to Fill County Attorney Legal Assistant Full Time Permanent Position:** Chris discussed the need to fill the legal assistant position in his office, noting that the current assistant has agreed to stay until March 28, 2019, to assist in training the new person. Wages and hours for the position were discussed. Following discussion, Dan Allhands moved to the Authorization to Fill for a County Attorney Legal Assistant Full Time Permanent Position. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Revised Legal Assistant Job Description:** Bonnie stated that only one item was changed in the revised Legal Assistant Job Description. Chris stated that he requested that processing incoming and outgoing mail be moved from non-essential functions to essential functions. Based on the recommendation of the County Attorney, Jim Hart moved to approve the revised job description for a legal assistant. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Joint 4-H Youth Development Position Update:** Bonnie updated the Board on the status of the 4-H Youth Development Agent position, noting that she contacted MSU for details and that this is an exempt position with a salary around \$65,000. The position is open until March 1, 2019, and a commissioner will be asked to sit in on the interviews. There was discussion regarding the amount that Madison County contributes towards the salary and it was noted that the vehicle provided by Madison County would be shared between the Ag Agent and the 4-H Agent.
- **Recommendation to Hire Custodian Part-Time Permanent Position:** Bonnie stated that one candidate was scheduled for an interview for the part-time permanent custodial position but that the person did not show up for the interview.

Bonnie also distributed a copy of the news release regarding the tanker accident on Highway 287 south of Norris.

Open Sealed Bids for 2011 Dodge Pick-Up: The Board received three bids for a truck that was advertised for sale. Following review, Jim Hart moved to accept the high bid of \$3,150 for the 2011 Dodge Ram 1500 (white) truck.

Open Sealed Bids for Ennis Snow Plow Truck: The Board received one bid for the acquisition and delivery of up to three (3) 2018 or newer snow plow trucks to be used in Ennis. The bid was briefly reviewed with costs and options discussed, and will be further reviewed by the District 3 road foreman and the Board prior to a decision.

Darcel Vaughn, Nursing Homes Administrator, met with the Board to discuss the following topics. Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Officer, were present for this portion of the meeting.

- **Updates on both Nursing Home Facilities:** Darcel first updated the Board on activity at Madison Valley Manor. She reviewed census; out of network providers; staffing; housing; CMS requirements for flu; upcoming needs such as a generator, kitchen updates, heating and cooling, and walk-in freezer; the CDBG grant; a tour of the facility that revealed work to be done; and available funds. She noted that there will be a public hearing for comment on the Preliminary Architectural report at noon on February 27, 2019. She then reviewed Shape Up Montana, a team wellness program being promoted for the staff at MVM from February through April, and encouraged participation by anyone who might be interested. In Darcel's review of Tobacco Root Mountains Care Center, she discussed staffing and staffing budget, census, cameras that have been installed, and the upcoming needs she has been discussing with Jeremiah at Great West Engineering including improvements to the icy area near the outside garbage site, new tub and bath lift, and a new water heater. Darcel discussed CNA recruitment and pay, the idea of initiating sign-on bonuses, and her plan to request funding at the next Nursing Home Foundation meeting. She also reviewed VA contracts, resident rates, and CMS certification requirements.
- **Approval to Replace a Leaking Water Heater at TRMCC:** Darcel discussed estimates for replacing a leaking water heater at TRMCC. Following review, Dan Allhands moved to approve the replacement of the leaking water heater at TRMCC for up to \$7,500, based on the bid from L&J Plumbing. Jim Hart seconded the motion. All voted aye and the motion carried.

Resort Tax Legislation Letter of Support: Erin Leonard, Virginia City Council, met with the Board to discuss sending a letter of support to the legislature regarding resort tax legislation. Kevin Germain, Lone Mountain Land, Big Sky, participated by telephone. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting. Discussion ensued about how any additional resort tax would benefit infrastructure, and the legislation under consideration gives local voters the opportunity to make decisions about their own local resort tax districts. Following discussion, Jim Hart moved to approve sending a letter to members of the Montana State Legislature in support of legislation allowing resort tax districts to vote locally to increase the resort tax by up to 1%, with any added levied amount dedicated to local infrastructure. Dan Allhands seconded the motion. All voted aye and the motion carried.

Courthouse Elevator Project: The Board contacted Bill Hanson, ThinkOne Architects, by telephone to discuss the Courthouse elevator project. Bonnie O'Neill, Chief Administrative Officer, Reagan Colyer, The Madsonian, Karen Miller, Clerk of Court, and Tommy Luksha, GIS Coordinator, were present for this portion of the meeting. Bill is modifying the sketch of the space available in the Administrative Office Building for courthouse employees during the remodel to the courthouse. Specific needs were discussed for this space, as well as options in and out of the building for the Victim's Advocate, Juvenile Probation Officer, and GIS Coordinator positions.

Memo Regarding Chief Administrative Officer Position: The Board followed up on previous discussions regarding the Chief Administrative Officer Position, and the explanatory memo drafted by the Deputy County Attorney. Justin Ekwall, Deputy County Attorney, Bonnie O'Neill, Chief Administrative Officer, Darcel Vaughn, Nursing Homes Administrator, Vicki Tilstra, Finance Manager, Karen Miller, Clerk of Court, Reagan Colyer, The Madsonian, Tommy Luksha, GIS Coordinator, Kathleen Mumme, Clerk and Recorder, Charity Fechter, Planning Director, Laurie Buyan, Executive Assistant to the Madison County Board of Commissioners, Van Puckett, Sanitarian, and Kacey Smart, Sanitarian's Assistant, were present for this

portion of the meeting. Items discussed included CAO duties, communication, supervision and chain of command, reporting structure for elected officials and staff, role of Human Resources in relation to CAO position, clarification of CAO job description, need for specification regarding approval of policy changes, personnel policy manual update process, and whether position changes should be approved by Resolution, budget resolution, or other means such as approval of job descriptions. Jim expressed appreciation for feedback received by employees. Justin will work with the Board to incorporate the CAO job description into the draft memo and make it more specific, and the topic will be added to a future agenda for further discussion. Justin clarified that draft documents discussed in a public meeting are public documents.

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, February 5, 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: February 5, 2019

Minutes prepared by:

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

Jane Bacon, Commissioners' Clerk

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