

**BOARD OF MADISON COUNTY COMMISSIONERS**  
**January 30, 2018, Meeting Minutes**

On Tuesday, January 30, 2018, a meeting of the Board of Madison County Commissioners came to order at 10:00 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana, with Commissioners Ron Nye, Jim Hart, and Dan Allhands present. Jani Flinn, Clerk, was present to take minutes.

Those people in attendance at the meeting were Bonnie O'Neill, Leona Stredwick, Chris Fortune, Vicki Tilstra, Denny Lueck, Saza Lee, Dustin Tetrault, Jeremiah Theys, Dana Escott, Sam Novich, and Tom Hyndman.

**Claims:** The Board approved claims.

**Minutes:** Dan Allhands moved to approve Joint Madison & Gallatin Commission Meeting minutes from November 1, 2017, as presented. Jim Hart seconded the motion. All voted aye and the motion carried.

**Grants:** Jani Flinn, Grant Administrator, was present for this portion of the meeting.

- **Laurin Bridge Replacement – TSEP:** Agreement has not been received. Continued.

**Airports:** Jani Flinn, Airport Secretary, confirmed a video conference between Lance Bowser of Robert Peccia & Associates, the Airport Board and the Board of Commissioners on January 31, 2018, at 4:00 p.m.

**Support Letter for Microwave Link to Lone Peak:** After review, Jim Hart moved to approve and send a letter of support requested by Chief William Farhat for the Microwave link to Lone Peak, to provide stable communications to the Big Sky area, under the FY 2018 State Homeland Security Program Grant. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Budget Resolution for Cliff and Wade Lake Road Funds:** Dan Allhands moved to approve Resolution 9-2018, a Resolution of Budget Amendment for fiscal year 2017-2018 for Fund 2130 – Bridge, for Road District 3, in the amount of \$25,000, as presented. Jim Hart seconded the motion. All voted aye and the motion carried.

**Resolution Authorizing Purchase of Surplus Property:** After discussion, Jim Hart moved to approve Resolution 10-2018 and Assurance of Compliance with GSA Regulations under Title VI of the Civil Rights Act of 1964m as amended; Section 606 of Title VI of the Federal Property and Administrative Services Act of 1949, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Title IX of the Education Amendments of 1972, as amended; and Section 303 of the Age Discrimination Act of 1975, as amended, to register Madison County to participate in the State Surplus Property Program for a period of three years. Dan Allhands seconded the motion. All voted aye and the motion carried.

**District Boundary Changes:** No action taken.

**Planning Office:** Leona Stredwick, Planner I, was present for this portion of the meeting.

- **Second Reading of Ordinance 1-2018 Updating Subdivision Regulations:** Leona presented Ordinance 1-2018, an Ordinance Amending the Madison County Subdivision Regulations to reflect statutory changes from the 65th Montana Legislative Session and housekeeping corrections, for Second Reading. At 11:32 a.m., Chairman Ron Nye opened a public hearing in the Commissioners Conference Room of the Madison County Administrative Office Building in Virginia City. There were no public comments and the public hearing was closed at 11:34 a.m. Jim Hart moved to pass the Second Reading of Ordinance 1-2018, an Ordinance amending the Madison County Subdivision Regulations to reflect statutory changes from the 65th Montana Legislative Session and housekeeping corrections, as

presented. Dan Allhands seconded the motion. All voted aye and the motion carried. This Ordinance will take effect as of March 2, 2018.

**Chris Fortune, Licensed Agent with Family Heritage Life**, met with the Board to discuss Supplemental Insurance. Vicki Tilstra, Finance, and Bonnie O'Neill, Human Resources, attended this portion of the meeting. The insurance offered is a direct pay policy which is not administered through payroll, includes policies on Cancer, Accident, etc., and includes a full pay-back in twenty years if the policy is not used during that time. The Board thanked Mr. Fortune for the information and will take it under advisement.

**Human Resources:** Bonnie O'Neill, Human Resources, met with the Board to discuss the following items. Vicki Tilstra, Denny Lueck, and Saza Lee attended this portion of the meeting.

- **Solid Waste Foreman Job Description – Revision:** Bonnie presented changes made to the Solid Waste Foreman job description and reviewed by Denny Lueck, Solid Waste Foreman. After discussion, Dan Allhands moved to approve the revised Solid Waste Foreman Job Description as revised. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Work Hours Consolidation Request – Solid Waste/Landfill:** The Board reviewed a request to combine hours from the Solid Waste Driver and Landfill Operator joint position to follow the same step increase. After discussion and input from Human Resources, Denny, and Finance, the Board agreed to follow the Salary Resolution, and make no change to the existing wages.
- **Authorization to Fill – Madison Valley Manor Administrator Full-time Exempt Position:** Jim Hart moved to approve the Madison County Authorization to Fill for Madison Valley Manor Administrator, Full-time Exempt Position, as presented by Human Resources, and advertise for the position immediately. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Authorization to Fill – Madison Valley Manor Administrator Interim Position:** Jim Hart moved to approve the Madison County Authorization to Fill for an Interim Administrator at Madison Valley Manor, as presented by Human Resources, and advertise for the position immediately. Dan Allhands seconded the motion. All voted aye and the motion carried. Saza will give potential names to Bonnie.
- **Safety Coordinator Conditional Offer of Employment – Permanent Part-time (20 hours per week) – Recommendation:** After discussion, Dan Allhands moved to approve the conditional offer of employment for Mr. Robert Bates for the Safety Coordinator position, a permanent part-time position at 20 hours per week, for a salary of \$19.85 per hour, as recommended by the hiring committee and pending pre-employment background and reference checks. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Legal Assistant Job Description – New:** Bonnie presented a job description for Legal Assistant, which was developed with assistance from the County Attorney's office. After review, Jim Hart moved to approve the Legal Assistant Job Description as presented and recommended by the County Attorney's Office. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Certified Nurse's Assistant/Aide Job Description – Revision:** After review, Dan Allhands moved to approve the revised Certified Nurse's Assistant/Aide job description as presented. Jim Hart seconded the motion. All voted aye and the motion carried.
- **County Conditional Offer of Employment Drug Screening Policy – Review:** Bonnie updated the Board on recent recommendations made by Montana Association of Counties to encourage the county to review their current drug screening policy for newly hired employees. After discussion, Dan Allhands moved to temporarily suspend the County Conditional Offer of Employment Drug Screening Policy. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Director of Emergency Management/Fire Warden Vehicle Usage Charge Review:** Dustin Tetrault, Emergency Management/Fire Warden, presented information from the Internal Revenue Service regarding non-personal use vehicles and asked for review of the drive days charged. After much discussion, this topic will be continued to the February 20, 2018 Board of Commissioners meeting, to allow input from Montana Association of Counties, Finance, and the auditors.

**Dustin Tetrault, Emergency Services/Fire Warden**, met with the Board on the following:

- **Pre-disaster Mitigation Plan Adoption:** Dustin reviewed the updated Madison County Pre-disaster Mitigation Plan and the Board gave input on minor changes and corrections. After discussion, Jim Hart moved to adopt the Pre-disaster Mitigation Plan with information as presented by the Department of Emergency Services. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Emergency Food Supply Purchase:** Dustin discussed the need to have emergency rations for emergency operations and cited a minimum need for 72 hours for approximately ten emergency personnel per operation. After researching suppliers, he is recommending Backpackers Pantry for the purchase of these rations because they will give us wholesale pricing. The cost will be shared by Madison County Sheriff, 911 Communications, DES, and Public Health along with some grant funding. Ruby Valley Search and Rescue will pay for their own supply. After discussion, Dan Allhands moved to approve the purchase of Emergency Food Supply rations as proposed by Dustin Tetrault, Emergency Management. Jim Hart seconded the motion. All voted aye and the motion carried.

**Craig Erickson, Great West Engineering (Conference Call) – Fairgrounds Master Plan:** Jeremiah Theys, Great West Engineering, participated in this portion of the meeting. Craig reviewed the letter sent on January 26, 2018, addressing Madison County's concerns about the Fairgrounds Master Plan. Jeremiah discussed the floodplain information and presented an aerial map showing more floodplain detail. Great West is preparing a more user-friendly description of the floodplain study, which will be added to the Master Plan. The Board discussed the Fairgrounds areas affected by the study and possible uses and restrictions by FEMA. A revised Master Plan will be presented at the regularly scheduled Commission meeting on February 6, 2018.

**Tom Hyndman/Jeremiah Theys:** The following topics were discussed:

- **Fairgrounds Waterline:** Jeremiah Theys, Great West Engineering, presented a report on the analysis of options to replace the broken water line to the Madison County Fairgrounds. Tom Hyndman, Twin Bridges Mayor, Dana Escott, Fairgrounds Manager, Dustin Tetrault, Disaster and Emergency Services, and Sam Novich, Twin Bridges Public Works, attended this portion of the meeting. The geotechnical report presented indicates directional boring would be feasible. The Board discussed options on grant funds, emergency funds, and estimated cost to complete both the water line and sewer line. Jeremiah discussed timing required for permitting, bid, contract, and completion. After review and discussion, Dan Allhands moved to move forward with boring a new water line under the river to the Fairgrounds, and wait to put in a sewer line at this time. Jim Hart seconded the motion. All voted aye and the motion carried. Jeremiah will prepare a Task Order for Design and Engineering and present it at the next scheduled Commission meeting on February 6, 2018.
- **Twin Bridges Water Bill:** Tom Hyndman, Twin Bridges Mayor, discussed the water line break at the Twin Bridges Fairgrounds and discussed the current bill of \$5,773.67. Dana Escott, Fairgrounds Manager, and Sam Novich, Twin Bridges Public Works, were present for this portion of the meeting. Tom discussed comparison of 2016 June-October water usage of 22,000 gallons vs. 2017 water usage of 110,000 gallons. Options for splitting the costs incurred vs. the final bill were discussed. Dana pointed out that the monthly usage fees have already been paid for June through December based on the estimate that she and the town clerk prepared. After much discussion, Mayor Hyndman will take all input to the Twin Bridges Town Council meeting on February 13, 2018. He will report to the Fair Board at their meeting on February 15, 2018, and then bring a final proposed settlement to the Commissioners' meeting on February 20, 2018.

**Calendars:** The Board reviewed calendars.

With no further business, the meeting was adjourned at 4:27 p.m.

**Next meeting:** The next regular Commission meeting will be held on Tuesday, February 6, 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 30, 2018

Minutes prepared by:

Attest:

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Jani Flinn, Clerk

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Kathleen Mumme, Clerk and Recorder, Madison County