

BOARD OF MADISON COUNTY COMMISSIONERS
March 20, 2018, Meeting Minutes

On Tuesday, March 20, 2018, 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, Commissioners' Assistant, was present to take minutes.

Those people in attendance at the meeting were Leona Stredwick, Christina Calabrese, Tammy Mahlstedde, Bonnie O'Neill, Kathleen Mumme, Bob Bates, Chris Hunt, Vicki Tilstra, Jani Flinn, and Dustin Tetrault.

Approval of Minutes: No minutes were presented for approval.

Claims: The Board approved claims.

Leona Stredwick, Planner I, met with the Board to discuss the following topics. Christina Calabrese, Lone Mountain Land Company was present for this portion of the meeting.

- **SW Entry (Moonlight Basin) Final Plat:** Leona presented and reviewed the staff report for the SW Entry Subdivision. She noted that the preliminary plat was approved with three waivers in December of 2016 and that the proposal will create one condominium lot of 3.76 acres for 18 residential units housed in 3 six-unit buildings. Per recommendations of the Planner I, Jim Hart moved to approve the subdivision improvements agreement for the site preparation, sewer, water, storm drain, and roadway improvements and accept performance bond #1001006896 from U.S. Specialty Insurance Company in the amount of \$800,068.75 as the financial guarantee for the \$640,055 in improvements; and to approve the final plat of SW Entry Subdivision located in the northwest corner of the Moonlight Trail/Mountain Loop Road intersection approximately 500 feet west of the entry gate in the northeast quarter of Section 24, Township 6 South, Range 2 East. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Lower Ulery's 2 - SIA Release:** Leona presented and reviewed the staff report for the requested release of funds from the SIA for Lower Ulery's 2 Subdivision. Leona stated that Madison County was notified that infrastructure improvements were complete and that Commissioner Jim Hart and Planning Director Charity Fechter had met at the site and deemed the improvements to be complete. Per recommendation of the Planner I, Jim Hart moved to confirm the completion of all Subdivision Improvements listed in that certain Subdivision Improvements Agreement for Lower Ulery's 2 Subdivision, PUD and to authorize the release of \$1,036,239.70 from Bond No. 1001006853 issued by U.S. SPECIALTY INSURANCE COMPANY and filed in the Madison County Clerk and Recorder's Office as Document #166577 with the retainage amount of \$90,107.80 to be retained by the County as a one-year guarantee. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Resolution of Road Name Change - River Rest Lane:** Leona presented a proposed resolution to name and unnamed driveway in Silver Star. She discussed the location noting that three cabins are being constructed and the owners are going through the state for a resort designation. She further noted that the name has not been reserved for future development, the Dispatch Supervisor has indicated that the proposed road name would be a positive change, and that the proposal has been brought forth by 100% of affected landowners. Following review, Dan Allhands moved to adopt Resolution 13-2018, a resolution of road name change in Madison County, giving an unnamed driveway the name of River Rest Lane. Jim Hart seconded the motion. All voted aye and the motion carried.

Resolution Adopting Per Diem Rates: The Board discussed a possible resolution defining per diem rates. Laurie stated that Bonnie is incorporating a travel/per diem policy in the new personnel policy manual she is working on so a separate policy may not be necessary. No action was taken on this topic.

Madison Valley Cemetery Board Appointment: Following discussion, Jim Hart moved to appoint Mark Woods as a trustee on the Madison Valley Cemetery District Board for the remainder of a three year term that will expire on December 31, 2019. Dan Allhands seconded the motion. All voted aye and the motion carried.

Letter of support to Ruby Valley Hospital Foundation for the Ruby Valley Hospital Ambulance Service Program: Following review, Dan Allhands moved to approve the letter to the Steele Reese Foundation to support the Ruby Valley Hospital Foundation's application for funding the Ruby Valley Hospital Ambulance Service. Jim Hart seconded the motion. All voted aye and the motion carried.

Certificate of Occupancy for Public Health Office: Tammy Mahlstedde, Public Health Clerk, met with the Board to discuss a certificate of occupancy for the Public Health Office. Tammy stated that they currently have a contract with First Choice Health, which makes Madison County a preferred provider. In processing the renewal for the contract, it was discovered that a new requirement was to provide a certificate of occupancy for the building. Tammy took steps to locate a certificate but was unable to get one. After contacting the company to make sure that it was allowable Tammy presented the Board with a letter in lieu of the certificate. Following review, Dan Allhands moved to approve the letter in lieu of a certificate of occupancy stating that the Madison County Board of Commissioners has identified the structure at the physical location of 7 Placer Loop, Virginia City, Montana, as the Madison County Public Health office space. Jim Hart seconded the motion. All voted aye and the motion carried.

Primary Election for County Offices: Kathleen Mumme, Clerk and Recorder, met with the Board to discuss cancelling the primary election for County offices. Based on the recommendation of the Clerk and Recorder, and since no more than three candidates have filed for any of the County offices, Jim Hart moved that pursuant to 13-14-115 MCA, those offices will go on the general election ballot in November and no primary election for County offices will be required. Dan Allhands seconded the motion. All voted aye and the motion carried.

Storage Container: Because of a change in plans, the Maintenance Department is no longer requesting a storage container. No action was taken on this topic.

Bob Bates, Safety Coordinator, met with the Board to discuss the following topics.

- **Commissioner Expectations:** Bob thanked the Board for visiting with him and asked what expectations they have of him. Bonnie O'Neill, Human Resources, was present for this portion of the meeting. The Board agreed that they would like Bob to attend safety meetings at the nursing homes, noting that nursing homes are the biggest challenge in Madison County. There was discussion regarding slips, trips, and falls; creating a disciplinary program for not following procedures; the status of an incentive program; and safety training and orientations.
- **Work Schedule:** Bob discussed his work schedule, proposing that he work 16 hours one week and 24 hours the next rather than keeping an even 20 hours each week. He stated that he would generally work Thursdays and Fridays, adding a Tuesday every other week, and would be flexible with scheduling to accommodate safety meetings. The Board agreed with the schedule, allowing for flexibility, and asked that he keep them informed of his schedule.
- **Reporting Requirements/Expectations:** Bob asked about reporting to the Board. Jim Hart stated it would be good to schedule meetings with the Board. Bob noted that he will write out reports for each incident.
- **Loss Control Duties:** Bob asked about loss control duties, noting that it is listed throughout his job description. There was discussion regarding different types of loss, including lost time, equipment damage, etc. Bob stated it is his intention to investigate any type of incident. There was further discussion regarding workers comp claims and Bob's involvement with MACo and the local workers' comp agent. Bob stated he has a meeting scheduled with Pete Novich in early April.

IT Help Desk/Assistance Protocol: Chris Hunt, IT Director, presented the Board with a proposed protocol to enable the IT Department to provide better assistance to those needing IT services. Bonnie O'Neill, Human Resources, was present for this portion of the meeting. Chris stated that the new service creates a ticket, that will be addressed as quickly as possible, and provides tracking of the problem, the solution, and who is requesting the assistance. It will also help avoid duplication in responding to assistance requests. Following discussion, Dan Allhands moved to approve the IT Department help desk memo outlining procedures to follow when needing IT assistance. Jim Hart seconded the motion. All voted aye and the motion carried. Bonnie asked if an icon could be put on desktops to assist employees in using this protocol. Chris will check on a desktop icon.

Grants - Distribution of BaRSSA Special Gas Tax Funds: Jani Flinn, Grant Administrator, and Vicki Tilstra, Finance Officer, met with the Board to discuss the BaRSSA Gas Tax Allocation. Jani stated that she has gone on the webgrant application site to research how to submit for BaRSSA funds, noting that it is not a complicated process. She stated that the Board needs to determine projects that the funds will be used for and she will submit the applications. Vicki stated that she doesn't want the funds used on a federal project and that a budget amendment will need to be adopted when the funds are spent. There was discussion that each road department would use approximately \$14,000 or one-third of the funds on their respective projects.

Airports - Pay Requests for Various Projects: Jani Flinn, Airport Board Secretary, was present for this portion of the meeting. She noted that the next Airport Board meeting will be held in Ennis and that there will be a conference call tomorrow with the FAA.

- **Pay Requests:** The Board reviewed pay requests for various airport projects. Following review, Ennis Big Sky Airport Improvements, Pay Request #1, AIP 3-30-0090-020-2018, was continued to Wednesday, March 21, 2018, for discussion during the conference call with the FAA. Following discussion and review, Dan Allhands moved to approve Twin Bridges Airport Improvements, Pay Request #2, AIP 3-30-0080-012-2017, for professional services from June 11, 2017 to March 10, 2018, to conduct/update the airport master plan study at the Twin Bridges Airport in the amount of \$39,850. Jim Hart seconded the motion. All voted aye and the motion carried. Following discussion and review, Jim Hart moved to approve Invoice #6 for professional services from December 3, 2017 to March 10, 2018, for real property acquisitions at the Ennis Airport, in the amount of \$6,116.96. Dan Allhands seconded the motion. All voted aye and the motion carried. Following review, Ennis Big Sky Airport Improvements, Pay Request #2, AIP 3-30-0090-019-2017, was continued to Wednesday, March 21, 2018, for discussion during the conference call with the FAA.

Dustin Tetrault, Director of Emergency Services, met with the Board to discuss the following topics.

- **Emergency Operations Plan Approvals:** Dustin presented draft annexes to the Madison County Emergency Operations Plan for the Board's approval.
 - **Aircraft Emergencies:** Following review and discussion, Jim Hart moved to approve the Aircraft Emergency Hazard Annex A, to the Madison County Emergency Operations Plan as presented by the Director of Emergency Management. Dan Allhands seconded the motion. All voted aye and the motion carried.
 - **Public Warning:** Following review and discussion, Dan Allhands moved to approve the Warning Annex N, to the Madison County Emergency Operations Plan as presented by the Director of Emergency Management. Jim Hart seconded the motion. All voted aye and the motion carried.
 - **Flood:** Following review and discussion, Jim Hart moved to approve the Flood Annex S, to the Madison County Emergency Operations Plan as presented by the Director of Emergency Management. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **DES Update:** Dustin presented and reviewed an update for his department. Topics of discussion included a grant application for thermal imaging drones and the wide variety of uses for these drones; the possibility of creating interlocal agreements for fire protection services rather than annexing properties into existing fire districts; assisting the Alder Fire Department in purchasing a TV screen, tables, chairs,

and smart boards for outreach training at the Alder Fire Hall which is also a designated EOC. Dustin also discussed incidents, fire prevention/outreach/fuel mitigations, and trainings/meetings/exercises.

Human Resources: Bonnie O'Neill, Human Resources, met with the Board to discuss the following topics. Dana Escott, Fair Manager, participate in the first two items by telephone.

- **Fairgrounds Manager–Request for Additional Work Hours:** Because the Fair Secretary has resigned, Dana asked to be allowed to work additional hours until a new secretary is hired. Dana discussed items she is currently working on and time needed to complete these tasks. Following discussion, Jim Hart moved to authorize Dana Escott, Fair Manager, to work 5 additional hours per week, for a total of 25 hours per week, beginning immediately and lasting through April 13, 2018. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Authorization to Fill Short-Term (90 day) Fair–Four Positions:** The Board reviewed memos requesting authorization to fill four positions at the Fairgrounds for the summer months. There was discussion about hiring one less person because of the purchase of a new lawn mower. Dana stated that an additional person shouldn't be necessary and that she is going to try it without hiring another one. Following discussion, Dan Allhands moved to approve hiring Terri Larsen as Crew Assistant, and to approve hiring Abbi Olsen, Andriana Pollerena, and Clancy Phillips as Grounds Keepers, all as part-time employees from approximately May 15, 2018, until October 31, 2018. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Equipment Repair and/or Custodial Request Form Process & Procedures:** The Board reviewed the request form for equipment repairs and/or custodial requests. There was discussion regarding creating a web-page for maintenance/custodial requests. Bonnie asked if a desktop icon, similar to the one discussed for the IT Department, could be used for this type of request. Following discussion, Jim Hart moved to approve using a desktop application for equipment repairs and/or custodial requests. Dan Allhands seconded the motion. All voted aye and the motion carried. In the meantime, the form will be sent out by email to County email addresses in Virginia City with a note that the app will be forthcoming.
- **Authorization to Fill Part-time Activity Assistant–Madison Valley Manor:** Following review, Jim Hart moved to approve the authorization to fill form and to advertise for the full-time, permanent position of Activities Assistant at the Madison Valley Manor. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Authorization to Fill Full-time/Part-time Residential Aide Positions-Tobacco Root Mountains Care Center & Madison Valley Manor:** Bonnie discussed a proposal to hire non-certified nurses' aides at both nursing homes and provide classes to help them get their CNA certificates. The positions would be hired as temporary, non-permanent employees. Following discussion, Dan Allhands moved to approve the authorization to fill form for six positions at the Madison Valley Manor and six positions at the Tobacco Root Mountains Care Center starting at 10.37\$ per hour. Jim Hart seconded the motion. All voted aye and the motion carried.
- **NURSE Corps Loan Repayment Program/National Health Service Corps (NHSC)–County Application:** Bonnie discussed a program that would assist nurses in paying back their student loans as an incentive to work at the nursing homes and asked for authorization to register the nursing homes in this program. Following discussion, Jim Hart moved to authorize Bonnie to move forward with the Health Resources and Services Administration Nurse Corp Scholarship Program. Dan Allhands seconded the motion. All voted aye and the motion carried.

Dates for Preliminary Budget Hearings: Following discussion, the Board chose dates for preliminary budget hearings and will start a schedule for hearings.

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, March 27, 2018, 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: March 27, 2018

Minutes prepared by:

Laurie Buyan, Administrative Assistant

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