

**BOARD OF MADISON COUNTY COMMISSIONERS**  
**April 2, 2019, Meeting Minutes**

On Tuesday, April 2, 2019, 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 Ron Nye, Chairman, and Dan Allhands present. Commissioner Jim Hart was absent to attend the Montana Association of County Road Supervisors annual conference in Great Falls, Montana. Laurie Buyan, Executive Assistant to the Madison County Board of Commissioners, was present to take minutes.

Those people in attendance at the meeting were Bonnie O'Neill, Vicki Tilstra, Alanah Griffith, Oly Halvorson, Crystal Bachmann, Leona Stredwick, Cody Marxer, Kathleen Mumme, Jani Flinn, Kaleena Miller, Kacey Smart, Darcel Vaughn, Tammy Mahlstede, Phil Fortner, and Joe Brummell.

Reagan Colyer, Madisonian Reporter, was present for portions of the meeting.

**Approval of Minutes:** No Minutes were available for approval.

**Claims:** The Board approved claims.

**Journal Vouchers:** Dan Allhands moved to approve Journal Vouchers for the 3/19 accounting period. Ron Nye seconded the motion. All voted aye and the motion carried.

**Fair Board Bylaws:** The Board is waiting for a recommendation from the Fair Board before taking action on the revised Fair Board Bylaws.

**Dates for Preliminary Budget Hearings:** Following discussion, the Board selected the dates of May 1, 2, 3, 8, 9, 10, 22, 23, and 24, for preliminary budget hearings.

**2019-2020 Renewal Rates for MACo Dental and Vision Insurance:** Following review, Dan Allhands moved to approve the Final Renewal Rates for Madison County, July 1, 2019 to June 30, 2020, for Madison County Dental and Vision plans, Group Number 640C250. Ron Nye seconded the motion. All voted aye and the motion carried.

**Proposal to Define Quartz Street:** The Board reviewed a proposal to define Quartz Street in Pony, Montana. Ron Nye discussed a situation that created a question regarding the exact location of the road. He noted that it was recommended by the County Attorney to define the route of the road. After discussion, Dan Allhands moved to approve the proposal from David M. Albert, PLS, to locate and mark Quartz Street in Pony, Montana, for the amount of \$1,350. Ron Nye seconded the motion. All voted aye and the motion carried.

**Planning Office:** Leona Stredwick, Planner I, met with the Board to discuss the following topics. Bonnie O'Neill, Chief Administrative Officer, Vicki Tilstra, Finance Officer, Alanah Griffith, Griffith and Cummings, Oly Halvorson, County Resident, Crystal Bachmann, County Resident, Leona Stredwick, Planner I, Cody Marxer, Planning Clerk, and Kathleen Mumme, Clerk and Recorder, were present for this portion of the meeting.

- **RFP Submittals for Planning Services:** The Board received and opened five responses to an RFP for Planning Services. The Board will take the proposals under advisement. Later in the day, Dan Allhands moved to accept the proposal from Land Solutions of Charlo, Montana, for Planning Services on an as needed/if needed basis. Ron Nye seconded the motion. All voted aye and the motion carried.

- **Court Ordered Boundary Adjustment:** Alanah Griffith, Attorney for Bachmann, stated that there is a disagreement with the trustees and beneficiaries of the Workman Trust, but that they have worked out a settlement through a judicial partition. She stated that they are bringing it to the Commissioners to see if there are any issues with it before presenting it to the judge. Leona stated that this is different from other court ordered subdivisions because it is actually a boundary adjustment and does not create any new lots. Kathleen Mumme reviewed suggestions from the Exemption Review Board and recommend that deeds be submitted with the survey. Following discussion, Dan Allhands moved to approve the recommendations of the Exemption Review Board for the Court Ordered Boundary Adjustment of the Workman Trust and submit them to the judge for consideration. Ron Nye seconded the motion. All voted aye and the motion carried.

**Courthouse Elevator Project:** The Board discussed the Courthouse elevator project and options for finishing the extra room in the Administrative Office Building. There was also discussion about the proposed canopies for Administrative Office Building.

**Madison County Economic Development Council:** Rob Gilmore, Northern Rocky Mountains Economic Development District, met with the Board via telephone to discuss the impact of tourism on Madison County. Jani Flinn, Grant Administrator, and Reagan Colyer, Madisonian Reporter, were present for this portion of the meeting. Rob discussed an economic impact report, noting that it was just completed last week and reviewed some of the highlights of the report. He stated that he wanted to provide it to the Board for review and to see if they would like it distributed publically. Following much discussion, Rob agreed to send the report to the Board and then after approval of the Board, will send it to the state and to Irene Rice of Fish, Wildlife, and Parks. The topic will be added to the next regular Commissioner meeting agenda.

**Extension Update:** Kaleena Miller, Madison/Jefferson Agriculture and Natural Resource Agent, met with the Board to update them on Extension activities. Kacey Smart, 4-H Sales Committee, Vicki Tilstra, Finance Officer, and Reagan Colyer, Madisonian Reporter, were present for this portion of the meeting. There was discussion regarding the livestock numbers enrolled for the fair this year and other 4-H topics. Kaleena discussed the recruitment of the 4-H agent, noting that phone interviews were conducted last week and face-to-face interviews are currently being set up. She added that she will remain the ag agent and that the new agent will do 4-H. Kaleena distributed and reviewed an activity report for March of 2019 which included trainings she has attended; agency and partner meetings she has attended; education; 4-H agent hiring update; and inquiries from the public. She discussed an online inquiry form that can track calls, can be accessed online, and can categorize questions. Kaleena stated she has spent a lot of time in the office and is learning. Vicki asked if she will be doing the budget. Kaleena responded that she will be.

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.

- **TRMCC Quote for Moving Dryer Vents:** Darcel stated that the Tobacco Root Mountains Care Center has had a problem for a while due to condensation in the cooler that creates ice on the floor. She stated that Dave Reintsma, Maintenance, got two estimates to relocate the dryer vents. She noted that it's worth spending the money to get it done. She discussed the maintenance budget, stating that it was over but that the funding for this project could come from different areas of the budget. Following discussion, Dan Allhands moved to approve the bid from L&J Plumbing, for the amount of \$1,986.33 to move the dryer vents over the wall at the Tobacco Root Mountains Care Center. Ron Nye seconded the motion. All voted aye and the motion carried.
- **MVM/TRMCC Change Director of Nursing Position from Exempt to Non-Exempt Status:** Darcel presented the Board with a memorandum discussing her request from March 12, 2019, for a salary increase for the Director of Nursing positions at the care centers. She stated the request was neither approved or denied and because of this was offering the option of changing the position from exempt to non-exempt. This would allow the DON's to be compensated for the number of actual hours worked and they would receive overtime pay and the on-call payment of an additional \$4.00 per hour. Darcel noted that currently staff nurses make more than the DON's due to over-time pay and the on-call payment. Ron Nye asked if the request could wait until budget time. Darcel explained the urgency of the request. Dan Allhands asked what the overall amount

for each budget would be. Darcel responded that it would be approximately \$35,000 per year to each facility. There was discussion about workers' compensation rates and if it would be better to change the exempt status or to give the DON's an increase in salary. After much discussion, this topic was continued to the next regular Commission meeting.

**Request for Reimbursement of Attorney Fees:** The Board contacted Dana Escott, Fair Manager, to discuss her request to be reimbursed for attorney's fees that were incurred due to an incident that happened a couple years ago at the Fairgrounds. Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Officer, were present for this portion of the meeting. There was discussion about setting a precedent, to which Dana disagreed, stating that she wouldn't have attorney fees if she hadn't been putting on an event for the fair. Following discussion, Dan Allhands moved to deny paying the Fair Manager's attorney's fees. Ron Nye seconded the motion. All voted aye and the motion carried.

Jani Flinn, Grant Administrator, met with the Board to discuss the following topics.

- **Big Hole River – Resolution 22-2019 to use Emergency Funds:** Jani presented and reviewed a proposed resolution that would appropriate emergency funds in the amount of \$5,000 as Madison County's contribution to a project to correct a channel diversion on the easternmost side channel of the Big Hole River below Glen, Montana. Restoration of the river channel is essential to ensure the safety and welfare of users of Burma Road bridges in Madison County. Jani noted that several other partners are involved in this effort and are also contributing funds. Following discussion, Dan Allhands moved to approve Resolution 22-2019, a resolution declaring a disaster in Madison County on the Big Hole River. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Revised TSEP Draw Request for Giem Bridge Preliminary Engineering Report:** Jani discussed the revised TSEP draw request, stating that an initial request had been submitted in July but it was since determined that the amount was incorrect. The request was revised to show the correct amount. Following discussion, Dan Allhands moved to approve the revised Treasure State Endowment Program (TSEP) Certification of Completion and Status of Funds Report of Infrastructure Planning Grants, Department of Commerce Contract Number MT-TSEP-PL-19-116. Ron Nye seconded the motion. All voted aye and the motion carried.

**Human Resources:** Bonnie O'Neill, Chief Administrative Officer, and Tammy Mahlstede, Human Resource Generalist, met with the Board to discuss the following topics. Phil Fortner, Sheriff, was present for this portion of the meeting.

- **Revised Housekeeping and Laundry Aide Job Description:** Tammy stated that they are not ready to discuss this topic. It was continued to the next regular Commission meeting.
- **Authorization to Fill Housekeeping/Laundry Aide Position:** Tammy presented and reviewed an Authorization to Fill form Housekeeping/Laundry Aide Position at the Madison Valley Manor. Following discussion, Dan Allhands moved to approve the Authorization to Fill for a permanent, full-time Housekeeping/Laundry Aide Position at the Madison Valley Manor. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Authorization to Fill Deputy Sheriff Full-Time Position:** Sheriff Fortner discussed the need to hire a deputy, stating that this is not a new position, this position will fill a current vacancy. He noted that he may be requesting an additional officer at a later date. Tammy reviewed the Authorization to Fill form. Following discussion, Dan Allhands moved to approve the Authorization to Fill for a permanent, full-time Deputy in the Sheriff's Department. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Authorization to Fill Information Technology Director Full-Time Position:** Bonnie stated that she has a meeting scheduled with Chris Hunt, IT Director, and Brett Schriock, Information Systems Computer Support Specialist, to see what upcoming projects in the IT Office they need to be made aware of. Tammy presented and reviewed the Authorization to Fill form. After review, Dan Allhands moved to approve the Authorization to Fill for the full-time Information Technology Director position. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Authorization to Fill Motor Vehicle Clerk Full-Time Position:** Tammy reviewed an Authorization to Fill form for a Motor Vehicle Clerk. Following review, Dan Allhands moved to approve the

Authorization to Fill for the full-time Motor Vehicle Clerk position. Ron Nye seconded the motion. All voted aye and the motion carried.

- **Recommendation to Hire Custodian Part-Time Position:** Based on the recommendation of the hiring committee, Dan Allhands moved to hire Pete Vining for the permanent, part-time custodian position at thirty hours per week. Ron Nye seconded the motion. All voted aye and the motion carried.

**Request to Add GIS Personnel to Incident Command Staff:** Joe Brummel, DES, met with the Board to request that Tommy Luksha, GIS, be added to the Incident Management Response Team. Joe presented a memo stating that when the County is called to manage an all-hazard incident, the GIS Department is paramount to the success of the Incident Management Team. He added that Tommy would run the Situation Unit Leader position working with Joe as the Planning Sector Officer. He added that Tommy's technical expertise not only in his field but with computers would benefit the entire Incident Management Team. Dan asked if a portion of the GIS wages would be funded. Joe responded that the County would maintain the current salary and then be reimbursed by DNRC. Following discussion, Dan Allhands moved to approve adding Tommy Luksha, GIS, to the Madison County Incident Command Team and to compensate him for training that he has helped with. Ron Nye seconded the motion. All voted aye and the motion carried.

Joe also presented the Board with a memo of updated duties of the Deputy DES position.

**Calendars:** The Board reviewed calendars.

With no further business, the meeting was adjourned at 3:07 p.m.

**Next meeting:** The next regular Commission meeting will be held on Tuesday, April 9, 2019, 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: April 9, 2019

Minutes prepared by:

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

Attest: \_\_\_\_\_  
Kathleen Mumme, Clerk and Recorder, Madison County