

BOARD OF MADISON COUNTY COMMISSIONERS
April 9, 2019, Meeting Minutes

On Tuesday, April 9, 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 Jim Hart present. Commissioner Dan Allhands was absent for personal reasons. Laurie Buyan, Executive Assistant to the Madison County Board of Commissioners, was present to take minutes.

Those people in attendance at the meeting were Jani Flinn, Karen Miller, Bonnie O'Neill, Vicki Tilstra, Jeremiah Theys, Tammy Mahlstedt, and Marilyn Ross.

Montana Heritage Commission Meeting: The Board attended a meeting with representatives of the Montana Heritage Commission at their office in Virginia City to discuss various projects in Virginia City and options for funding. This portion of the meeting was continued to Thursday, April 11, 2019, at 11:00 a.m.

Airports – Tract 4-B Land Acquisition: Jani Flinn, Airport Board Secretary, met with the Board to discuss a counter-offer from the owners of Tract 4-B at the Ennis-Big Sky Airport. Lance Bowser, Robert Peccia and Associates, participated in this portion of the meeting via telephone. Lance stated that the airport is trying to acquire a 1.21 acre parcel of land that is needed to finish the Airport Improvement Project. Lance discussed the appraisal of the property, noting that appraisers look at best use, not how the property is actually being used. He reviewed information from the current owners, noting that the property is being used for a business and discussed the impacts of the sale on the remaining property as outlined by the owners. Lance asked the Board to authorize him to go to the FAA to discuss the offer. Following discussion, Jim Hart moved to approve the request to take the offer of an administrative settlement in the amount of \$119,723.66 to the FAA. Ron Nye seconded the motion. All voted aye and the motion carried. Ron Nye asked about the AWOS. Lance replied that it would be on next week's Commission agenda.

Approval of Minutes: No Minutes were available for approval.

Claims: The Board approved claims.

Lawnmower: Ron Nye discussed a mower that the maintenance department no longer uses and suggested that it be sold. After discussion, Jim Hart moved to advertise the Toro Z-Master G3 Commercial lawn mower for sale in the Madisonian. Ron Nye seconded the motion. All voted aye and the motion carried.

Ranch Rodeo Awards: Based on a request from the Fair Manager, Jim Hart moved to sponsor awards for the Ranch Rodeo for an amount not to exceed \$1,000. Ron Nye seconded the motion. All voted aye and the motion carried.

Road Review Committee Resignation: Jim Hart moved to accept the resignation from Kevin Pearce from the Road Review Committee and to advertise the vacancy. Ron Nye seconded the motion. All voted aye and the motion carried.

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

- **Director of Nursing Position from Exempt to Non-Exempt Status or Pay Increase:** Darcel discussed her request for a salary increase for the Director of Nursing positions at the care centers, noting that she had sent an email that Christine Despres, Director of Nursing, had received regarding the salary and benefits for a DON in Butte. She stated that a change in status would be

approximately \$32,000 per year to each facility, but that it would be better to keep them exempt and give them an increase rather than make them non-exempt. She discussed job listings for nurses that she had found on Ideed.com and said that she is trying to support her staff and make sure there is a DON at both facilities. Jim Hart stated that he didn't think the Board should be making a decision about this at the current time because it's almost time to start the budgeting process and asked that they be patient and wait until then to discuss increases, adding that he's not convinced that the DONs should be changed to non-exempt. Darcel stated that she would be ready for the discussion at budget time.

- **Approval for Employee Purchases for Nursing Home Week at MVM and TRMCC:** Darcel stated that nursing homes week is coming up in May and that she would like to purchase smocks or vests for the staff. She estimated the cost to be about \$1,300 for each facility and discussed what portion of the budget the purchases could be taken from. Following discussion, Jim Hart moved to approve the purchase of Vests and/or smocks for nursing home employees at an approximate cost of \$1,300 per facility. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Replacement Handle for Maxi Lift at TRMCC:** Darcel stated that there had been an accident with the maxi-lift at the Tobacco Root Mountains Care Center which broke off the handle. She noted that the lift was about 8 years old and discussed previous repairs. She added that it should last a few more years. Following discussion, Jim Hart moved to approve the purchase of a replacement handle for the maxi-lift at TRMCC for the amount of \$851.73. Ron Nye seconded the motion. All voted aye and the motion carried.

Planning Board Appointment: The Board reviewed an application for the vacant Sheridan representative on the Planning Board and the town of Sheridan's letter of appointment. Following review, Jim Hart moved to confirm the town's appointment of Del Bieroth as the Sheridan Representative on the Madison County Planning Board for a two year term that will expire on December 31, 2020, pending concurrence by the Planning Board. Ron Nye seconded the motion. All voted aye and the motion carried.

Jeremiah Theys, Great West Engineering, met with the Board to discuss the following items. Jani Flinn, Grant Administrator, Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Officer, were present for this portion of the meeting.

- **Jack Creek Road Plan / BUILD Grant:** Jeremiah discussed a feasibility study that was done by Great West Engineering on the Jack Creek Road back in 2010. He stated that three options were listed, one consisted of clearing brush and other visual improvements, one focused on minor site improvements, and the final one was a full rebuild of the road to County standards. The estimated cost for the final option was approximately four-million dollars for three miles of road. Jim stated that in some places there was no room to have a 28' roadway but that it needs to be safe, adding that we have to figure out to what degree we fix it and how much we spend. Jeremiah discussed the option of a BUILD grant, stating that without an agreement through Moonlight Basin Ranch, there wouldn't be much chance of getting a grant since Moonlight's portion is a private road. There was further discussion regarding bridges that would need to be brought up to standards, matching funds for a BUILD grant, right-of-way and/or easement documentation, and the MCA stating that counties are obligated to provide public health and safety. Jeremiah discussed options, stating one option would be for the County to come up with a number and Great West could build the project around the dollar amount committed; or Great West could come up with a list of projects and then do an estimate. Jim Hart discussed projects that he feels need to be completed. Ron Nye stated that the issue needs to be addressed but cautioned that we don't want to develop a plan that we can't afford. Jeremiah again discussed the possibility of establishing a dollar amount so he can prioritize projects with a focus on safety. There was further discussion including the upcoming budget process; whether projects can be done by the County or if a contractor would be brought in; how often the Capital Improvements Plan is updated; designating the entire amount of PILT towards road projects; and updating the feasibility study.
- **Moore Creek Storm Water Permit Notice of Termination:** Jeremiah and the Board discussed the storm water discharge permitting for the Moore Creek culvert replacement project. Discussion included weed spraying and seeding that has been completed, and that the contractor has turned the project over to the owner. Following discussion, Jim Hart moved to submit a Notice of Termination to the Department of Environmental Quality, Water Protection Bureau, for storm water

discharge associated with construction activity for Moore Creek Culvert Replacement Project Number MTR 106298, located on US Highway 287 over Moore Creek near Ennis, Montana. Ron Nye seconded the motion. All voted aye and the motion carried.

- Jani Flinn discussed the proposed project on Cliff and Wade Lake stating that the County wants to be the project lead rather than have Western Federal Lands be the lead. Jeremiah stated that this project will be using Federal Aid Funds and that most counties don't have the ability to administer projects of that size. He also discussed the local match, noting that if the project amount increases, the local match increases also. He suggested that the County talk to Eric Bryson, MACo Executive Director, for advice on this project.

Human Resources: Bonnie O'Neill, Chief Administrative Officer, and Tammy Mahlstedt, Human Resource Generalist, met with the Board to discuss the following topics.

- **Authorization to Fill Madison County Job Vacancies:** Bonnie stated that she recently received a request from an elected official to have a standing Authorization to Fill item on the Commission meeting agenda so that advertising deadlines aren't missed. Tammy stated there are several deadlines and at least one is missed every week. Bonnie added that 55 positions were advertised in 2018 and an additional 23 positions have been advertised so far in 2019. Jim Hart asked how to streamline the process, noting that it should be done as a part of the daily routine if there is already a position there. Following discussion, Jim Hart moved to give the Chief Administrative Officer and the Human Resource Specialist authorization to routinely fill open positions upon receipt or notification from the department head or elected official but continue to bring newly created positions to the Board and to correct the form to reflect the change. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Planning Director's Request to Rent Madison County Property:** Bonnie discussed a request from the new Planning Director to rent the house recently purchased by Madison County. There was discussion about renting the house on a temporary basis and then keeping it available for use by the nursing homes for temporary employees. There was also discussion on the amount of rent to charge. After discussion, Jim Hart moved to approve the Chief Administrative Officer's request to rent the house located at 111 East Wallace Street, Virginia City, Montana, to Mr. Alex Hogle, Planning Director, for the amount of \$600 per month plus utilities. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Recommendation to Hire County Attorney's Legal Assistant Full-Time Position:** Tammy read the recommendation to fill the County Attorney's Legal Assistant position. Based on the recommendation of the hiring committee, Jim Hart moved to hire Courtnie Fisher for the permanent, full-time position of Legal Assistant. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Revised IT Director/Computer and Information System Manager Job Description:** Bonnie discussed the revised IT Director Job Description, noting that Chris will be gone by April 19, 2019, and that she will meet with Chris and Brett before he leaves to review passwords and other items that will need attention after he's gone, and to discuss goals for the next few months. Following discussion, Jim Hart moved to approve the revised IT Director Job Description as presented. Ron Nye seconded the motion. All voted aye and the motion carried.

Big Sky Transportation District Board Appointment: Following a telephone conversation with David Kack, Big Sky Transportation District, Jim Hart moved to appoint Lindsay Colbert to the Big Sky Transportation District Board to fulfill an unexpired three year term that will expire on December 31, 2019. Ron Nye seconded the motion. All voted aye and the motion carried.

Madison County Economic Development Council: Rob Gilmore, Northern Rocky Mountains Economic Development District, met with the Board via telephone to discuss a report on a study on visitor spending in Madison County that he had forwarded to the Board the previous week. Following discussion, Jim Hart moved to approve sending the report to Irene Rice of Fish, Wildlife, and Parks, with the cover letter Rob provided. Rob and the Board also discussed the need for funding to upgrade the bathhouse in Virginia City and remaining funding needed for the purchase of the parking lot in Virginia City.

Courthouse Elevator Project: The Board discussed making very limited improvement to the Courthouse and the possible cost for finishing the extra room in the Administrative Office Building. Ron suggested contacting Bill Hanson, ThinkOne, to see what it would cost to finish the plans for the Courthouse. He also noted that there would still need to be a restroom on the main floor.

Calendars: The Board reviewed calendars.

At 4:00 p.m., the remainder of the meeting was continued to Thursday, April 11, 2019, at 10:30 a.m.

Thursday, April 11, 2019: The meeting reconvened on Thursday, April 11, 2019, at 10:30 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana, with Commissioners Ron Nye, Chairman, and Jim Hart present. Commissioner Dan Allhands was absent for personal reasons. Laurie Buyan, Executive Assistant to the Madison County Board of Commissioners, was present to take minutes.

Montana Heritage Commission Meeting: Marilyn Ross, Montana Heritage Commission, met with the Board to continue the discussion from the Tuesday, April 9, 2019, meeting. Topics of discussion included housing needs in Virginia City, the number of buildings owned and maintained by the Heritage Commission, the number of tourists that travel to Virginia City and Nevada City each year, the possibility of using a Brownfield's grant for repairs to the Dudley Building, classes and workshops that have been sponsored by Headwater's RC&D, a couple of bills pending in legislature that may bring in a small amount of revenue, bringing the cabins at Daylight Village up to code so they could be used for workforce housing, historical houses that have been restored in Virginia City, and a list of what has been accomplished so far in 2019. Following much discussion, Marilyn asked that when the contract for economic development services comes up for renewal that the Board considers putting it out for a competitive bid process, adding that it would be nice to have an economic development person here in Madison County.

With no further business, the meeting was adjourned at 11:15 a.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, April 16, 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: April 23, 2019

Minutes prepared by:

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

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