

BOARD OF MADISON COUNTY COMMISSIONERS
April 10, 2018, Meeting Minutes

On Tuesday, April 10, 2018, a meeting of the Board of Madison County Commissioners came to order at 9:55 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 Melissa Brummell, Phillip Taylen, Bonnie O'Neill, Leona Stredwick, Jani Flinn, Tony Forsythe, Roger Williams, Jim Jarvis, Joe Brummell, Ted Liss, and Scott McClintic.

Approval of Minutes: Dan Allhands moved to approve the March 27, 2018, Commission meeting minutes with corrections. Jim Hart seconded the motion. Dan Allhands and Ron Nye voted aye. Jim Hart abstained from voting as he was not present for that meeting. The motion carried on a majority vote.

Public Discussion: Melissa Brummell, Public Health Nurse, met with the Board to discuss a Chronic Disease Self-Management Course that she would like her staff to attend. Bonnie O'Neill, Human Resources, and Phil Taylen, Tobacco Prevention Specialist, were present for this portion of the meeting. Melissa stated that this training is a one-time, four-day class that will cost the County nothing but staff time, noting that mileage, hotel, and food will all be reimbursed. She added that it takes two people to do the program. After completion of the training, the trainees would provide self-management classes to the public on chronic diseases such as diabetes, arthritis, hypertension, and lung disease. Melissa stated they would advertise the classes through the clinics and would offer an option of day-time classes and evening classes. She also stated the class would be offered in two different seasons, adding that they would work these classes into their regular schedules so there would be no overtime. Following discussion, Jim Hart moved to approve two Public Health staff members to attend the Chronic Disease Self-Management Course, as recommended by the Public Health Nurse. Dan Allhands seconded the motion. All voted aye and the motion carried. Dan Allhands stated that during the audit it was suggested that the Board needs to have regular updates from department heads. He further stated that he's not sure if a motion should be made on this type of request if the topic was not listed on the agenda. He requested that in the future requests like this are put on the agenda. Melissa asked if they would like her to attend meetings monthly. Dan responded yes and added that he would like to see all departments come to a meeting once a month.

Update of Tobacco Prevention Policy: Phil Taylen, Tobacco Prevention Specialist, met with the Board to discuss updating the County's tobacco policy. Bonnie O'Neill, Human Resources, was present for this portion of the meeting. Phil presented the Board with a model policy from the State and said that the Ruby Valley Hospital Campus will be going tobacco free in July when they move into their new facility. He suggested that this would be a good time for the County to also go to a tobacco free campus. He further suggested that the distance for smoking near County buildings be increased from 20 feet to 30 feet which is the State standard. Bonnie pointed out that there are currently exemptions to the 20 foot policy for Dispatch and Detention. Phil also discussed the harmful effects of electronic cigarettes. Following discussion, the Board requested that Phil ask Justin to review the current tobacco policy with the one provided by the State and bring it back to the Board for further consideration. This topic will be rescheduled on the Commissioners' agenda on April 24, 2018.

Leona Stredwick, Planner 1, met with the Board to discuss the following topic. Jani Flinn, Airport Board Secretary, was present for this portion of the meeting.

- **Amended Plat of Tract A-1 and 29-A1, Shining Mountains Airpark and a Portion of the East Half of Section 30, Township 6 South, Range 1 East, Longhorn Ranch – Ennis Big Sky Airport:** Leona presented and reviewed the Exemption Review Board meeting summary and the staff report for the proposed amended plat. Leona stated that statute requires this type of proposal to be approved by the Board of Commissioners because of the five or more rule and because, if

approved, the plat would vacate a 60-foot taxiway easement. She noted that the plat was reviewed by the Exemption Review Board on November 22, 2017, and returned for revisions, and reviewed again on December 6, 2017, and approved with conditions. The amended plat was received for review by Planning Office on April 6, 2018. Leona discussed the history of changes and lot adjustments in Mustang Ranches, Shining Mountains Air Park, and noted that the proposed amended plat adjusts the boundary with a neighboring property and aggregates a County owned lot to create one County owned lot. She further discussed the vacation of the 60-foot taxiway/road easement and noted that the plat cannot be recorded until the Treasurer signs off that the taxes are paid. Based on the recommendation of the Planner 1, Jim Hart moved to find that the changes to the Mustang Ranches-Shining Mountains Air Park Subdivision are not significant and do not require review by the Madison County Planning Board; and to approve the Amended Plat of Tract A shown on Amended Plat 4/685-BA located in the Mustang Ranches-Shining Mountains Air Park, 4/92 and a portion of Tract 92-A-1 Shown on Certificate of Survey 7/557 and a portion of the east half of Section 30, Township 6 South, Range 1 East, PMM, with three conditions, and to postpone signing the plat until getting the appropriate information from the title company and to authorize signature of the plat after the Treasurer has signed. Dan Allhands seconded the motion. All voted aye and the motion carried.

Library/Museum Drainage Issue: Tony Forsythe, Madison County Maintenance, Roger Williams, Town of Virginia City Maintenance, and Jim Jarvis, Vigilance Club, met with the Board to discuss an on-going drainage issue at the Thompson-Hickman Library. Roger stated that he started looking at this when the Library addition was built. He felt that he had determined at that time where the water was coming from. He noted that there was talk of cementing the flower bed so that water couldn't seep through it. He does not think that's where the seepage is coming from. He stated that cementing over the flower bed would be addressing a symptom, not the problem. Roger added that he feels that a drain that was put in several years ago was damaged during the addition project and now the water has nowhere to go. He offered to dig up the area and use a sewer snake to determine how far the drain goes. Tony stated he has Southmont coming to dig up the line to determine where the issue is. He suggested putting a pipe all the way around the building to help with drainage issues. Jim Jarvis showed the Board drawings from the Architect showing the original plans for the addition which included a basement and plans for drains. He noted that when the basement went away, so did the drain system. Further discussion included putting fabric under the flower bed, fixing the parking lot problem, and adding a concrete barrier to divert water away from the building and make it easier to remove snow. After much discussion, Dan Allhands moved to give approval to resolve the parking lot issue and dig up the drain; and if that doesn't work, address the issue with the flower bed. Jim Hart seconded the motion. All voted aye and the motion carried.

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

- **Laurin Bridge Final Draw Request – TSEP:** Jani stated that the final close-out of the Laurin Bridge project has been rescheduled to April 23, 2018, and because the final draw request needs to be approved after that, she requested that this topic be continued to May 1, 2018.
- **Resolution Adopting Fair Grounds Master Plan:** Jani stated that obviously this topic cannot be discussed because there is a joint meeting with the Fair Board on Thursday, April 19, 2018, to discuss the Fair Grounds master plan.

Other grant discussion included the North Willow Creek Mine Reclamation Project. Jani stated that she heard from Heidi at DNRC who is ready to move forward with the contract for the North Willow Creek Mine Reclamation project. She noted that the project will move fast once the contract is in place.

Claims: The Board approved claims.

Drive Classes: Laurie Buyan discussed DRIVE classes with the Board, stating that Carolyn Henry, former Safety Coordinator, asked her to schedule this year's classes. Laurie reported that she has discussed the classes with Bob Bates, Safety Coordinator, and the cost of the class will again come out of the Safety budget with wages, hotel, meals, and travel expenses coming from each department budget. The Board suggested that Jim Hart, Joe Brummell, Mark Mehring, and Tony Forsythe should attend the class this year. Laurie will work with Jim Hart to determine the best date for the class.

Housing Board Appointments: The Board reviewed applications for Housing Board vacancies. After review, Dan Allhands moved to appoint Matthew J. Oehler of Ennis, Montana, and Ron Pack of Sheridan, Montana, to the Housing Board. Jim Hart seconded the motion. All voted aye and the motion carried.

Airports: Jani Flinn, Airport Board Secretary, met with the Board to discuss the following topics:

- **Longhorn Ranch Parcel Closing:** The Board reviewed closing documents for the Longhorn Ranch Parcel at the Ennis Big Sky Airport. Following review, Jim Hart moved to approve the Closing Escrow Instructions from First American Title Company for the purchase of "that portion of Tract A1 situated in the East ½ of Section 30, Township 6 South, Range 1 East, P.M.M., Madison County, Montana, for the amount of \$7,100 plus additional closing costs. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Ennis Big Sky Airport – AIP-018-2017 (Snow Plow and Present Weather Sensor) Final Report:** Following review, Jim Hart moved to approve the final report for the Ennis Big Sky Airport Improvements (AIP 018-2017) for the snowplow and the AWOS system. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **ARFF Justification Request Letter:** Joe Brummell, Deputy DES, Ted Liss, Madison Valley Rural Fire District, and Scott McClintic, Virginia City Rural Fire District, met with the Board to discuss a proposed letter to the FAA regarding the eligibility of Aircraft Rescue and Fire Fighting Equipment for the Ennis Big Sky Airport. Ted Liss stated that the fire board has discussed purchasing this type of equipment but is currently not budgeted for it. He noted that he's not sure where the fire board sits on this issue and would like to discuss it at their meeting tomorrow night. The Board contacted Lance Bowser, Robert Peccia and Associates, via conference call for his input on the proposed letter. Lance stated that the FAA has funding available this year for this project but funding in future years would need to go to more important airport needs. There was discussion regarding who would man the equipment and who would be responsible for insurance. Lance stated that if it were FAA funded, it would be the County's responsibility to insure it. There was further discussion about Choice Aviation being trained to operate the equipment for minor issues. Lance noted that the vehicle would basically be a one-ton pick-up with equipment added. After much discussion, this topic was continued to Friday, April 13, 2018, at 11:00 a.m.

Human Resources: Bonnie O'Neill, Human Resources, met with the Board to discuss the following topics.

- **Request to Extend Fair Manager Temporary Hours:** Bonnie presented the Board with a memo regarding the Fair Manager's work hours. Following review, Dan Allhands moved to allow Dana Escott, Fair Manager, to continue to work up to five additional hours per week not to exceed 25 hours through the end of the hiring process for the part-time fair secretary. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Accept TRMCC Administrator Resignation and Approve Authorization to Fill:** Following review of a letter presented by Bonnie, Dan Allhands moved to accept the letter of resignation, dated April 2, 2018, from Saza Lee as the Administrator of the Tobacco Root Mountains Care Center, effective April 11, 2018, and to place him on paid administrative leave effective immediately for the remainder of the time until May 2, 2018. Jim Hart seconded the motion. All voted aye and the motion carried. Following review, Dan Allhands moved to approve the Authorization to Fill for the full-time permanent position of Administrator at the Tobacco Root Mountains Care Center in Sheridan, Montana. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Recommendation to Hire MVM Administrator:** Bonnie presented a recommendation from the hiring committee to fill the administrator position at the Madison Valley Manor. Based on the recommendation of the hiring committee, Jim Hart moved to approve the recommendation to hire Darcel Vaughn for the permanent Administrator Position at the Madison Valley Manor. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Recommendation for Interim TRMCC Administrator:** Bonnie stated that she and Jim Hart met with Holly Haithcox, TRMCC Administrative Assistant, and asked if she would be willing to fill the interim position of Administrator at the Tobacco Root Mountains Care Center until a permanent administrator could be hired and that she had accepted their offer. Following discussion, Dan Allhands moved to appoint Holly Haithcox as the Tobacco Root Mountains Care Center Interim

Administrator at 80% of the current administrator's rate of pay and to pay the appropriate interim licensure fee. Jim Hart seconded the motion. All voted aye and the motion carried.

- **Authorization to Fill Full-Time MDS Coordinator at TRMCC:** Following review, Dan Allhands moved to approve the Authorization to Fill form for an MDS Coordinator at the Tobacco Root Mountains Care Center. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Development Coordinator Job Description:** Bonnie presented the Board with a draft job description for the proposed Development Coordinator Position. Charity Fechter, Planning Director, was present for this portion of the meeting. Bonnie stated that she had pulled out some of the items that were in previous drafts and re-worked the initial job description that Charity had presented in 2012. Jim Hart discussed four possible scenarios for filling the position. Charity stated that she is just interested in the job description for now so that she knows what to look for in funding, etc. Following discussion, Jim Hart moved to approve the job description, revised April 10, 2018, for the proposed Development Coordinator, with minor grammatical corrections. Dan Allhands seconded the motion. All voted aye and the motion carried.

Security Cameras at Fairgrounds: The Board discussed security cameras for the fairgrounds. Dan stated this topic was brought up at the last joint meeting with the Fair Board and they agreed with the suggestion. Following discussion, Dan Allhands moved to approve the installation of security cameras at the fairgrounds for employee safety and grounds security and request the Fair Board to work with IT and the Fair Manager on the installation process. Jim Hart seconded the motion. All voted aye and the motion carried.

County Logo/Seal on County Vehicles: The Board discussed a proposal to put a logo on each vehicle used for County business. It was noted that Bob Bates, Safety Coordinator, is checking on the cost of the proposed logos.

Resolution of Budget Amendment – Road 3: This topic was continued to the next regular Commission meeting.

Letter to State BLM Office Regarding Weed Contracts: This topic was continued to the next regular Commission meeting.

Water Main Extension Letter to DEQ: Following review, Jim Hart moved to approve a letter to Montana Department of Environmental Quality, Public Water and Subdivision Bureau, stating that Madison County will retain a professional engineer for construction inspection and certification of project completion in accordance with approved plans for the water main extension in Twin Bridges, Montana. Dan Allhands seconded the motion. All voted aye and the motion carried.

Courthouse Elevator Project: The Board attempted to contact Bill Hanson, ThinkOne Architects, for an update on the Courthouse elevator project. Because Bill was unavailable for a call, this topic was continued to Friday, April 13, 2018, at 11:30 a.m.

Calendars: The Board reviewed calendars.

At 5:40 p.m. the remainder of the meeting was continued to Friday, April 13, 2018, at 11:15 a.m.

Friday, April 13, 2018: The meeting reconvened on Friday, April 13, 2018, at 11:00 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. Jane Bacon, Commissioners' Clerk, was present to take minutes.

ARFF Justification Request Letter: Jani Flinn met with the Board to discuss the proposed ARFF Justification Request Letter to the FAA. Following discussion and concurrence from the Madison Valley Rural Fire District Board, Jim Hart moved to approve the letter, dated April 12, 2018, to William Garrison, HLN-ADO Manager, Federal Aviation Administration, requesting a determination regarding eligibility of Aircraft Rescue and Fire Fighting equipment. Dan Allhands seconded the motion. All voted aye and the motion carried.

Courthouse Elevator Project: A conference call was initiated with Bill Hanson, ThinkOne Architects, for this discussion. Tony Forsythe, Maintenance Manager, was present for this portion of the meeting. Tony reviewed outstanding bills associated with the recent boiler failure, and will forward them to Bill for review. The possibility of conducting a third party review of the system was briefly discussed but not recommend due to expense and Tony's assessment that the system is now running smoothly. The latest design of the courthouse project was discussed, emphasizing the need to address air conditioning and heat on both floors. Bill will obtain the mechanical information needed, noting that the first floor is the challenging area to be dealt with, and felt he could present a rough estimate by early May with options and recommendation.

Calendars: The Board reviewed calendars.

With no further business, the meeting was adjourned at 12:00 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, April 17, 2018, beginning at 10:00 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 24, 2018

Minutes prepared by:

Laurie Buyan, Administrative Assistant

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