

BOARD OF MADISON COUNTY COMMISSIONERS
April 17, 2018, Meeting Minutes

On Tuesday, April 17, 2018, a meeting of the Board of Madison County Commissioners came to order at 10:30 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 Doris Fischer, Gilda Clancy, Jani Flinn, Bob Bates, Bonnie O'Neill, Vicki Tilstra, and Chris Hunt.

Approval of Minutes: The Board reviewed minutes from two joint meetings with the Fair Board and will wait for the Fair Board's input and approval before making final approval. These minutes will be back on the next regular Commission meeting. Jim Hart moved to approve the March 21, 2018, FAA Teleconference meeting minutes with corrections. Dan Allhands seconded the motion. All voted aye and the motion carried. Jim Hart moved to approve February 26, 2018, personnel meeting minutes as presented. Dan Allhands seconded the motion. All voted aye and the motion carried. Dan Allhands moved to approve the April 3, 2018, Commission meeting minutes as presented. Jim Hart seconded the motion. All voted aye and the motion carried.

Montana Healthcare Foundation Project: Doris Fischer, Mental Health LAC Secretary, met with the Board to discuss an extension of the Montana Health Care Grant. Doris stated that the project the funds were intended for has been completed with funds left over. The intent was to return the remaining funds but, when they contacted the Healthcare Foundation, they were offered an opportunity to use the remaining funds. Doris stated that each hospital has a project ready to go that is consistent with the original purposes of the grant. The LAC agreed to split the funds evenly between the two projects, one to support a new position of a Licensed Mental Health Counselor at the Madison Valley Medical Center in Ennis, and the second to support a new position of Care Coordinator at the Ruby Valley Hospital in Sheridan. Following discussion, Jim Hart moved to approve the project term extension of the Integrated Behavioral and Physical Health Grant from the Montana Healthcare Foundation to October 31, 2018, and agree to comply with the stated terms and conditions of the grant, and to split the remaining amount of \$6,269 between the two projects recommended by the Mental Health Local Advisory Council. Dan Allhands seconded the motion. All voted aye and the motion carried.

Public Discussion: Gilda Clancy, Field Representative for Senator Daines, met with the Board to discuss items of interest to Madison County. Topics included wilderness designation areas and the proposed release of certain wilderness study areas; Secure Rural Schools and Payment in Lieu of Tax funding, Medicare/Medicaid Expansion, mental health education, scheduling a visit with Senator Daines, possible effects of eliminating Obama Care, and brucellosis surveillance areas.

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

- **Record of Engineering Selection and Contract Negotiations:** Following review, Jim Hart moved to accept and approve the Record of Engineering Selection and Contract negotiations for the Twin Bridges Airport Improvement Project, AIP 3-30-0080-013-2018. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Task Order 1-4, Twin Bridges Airport:** The Board reviewed four task orders for the Twin Bridges Airport Improvement Project. Dan Allhands asked about overhead charges and how they were determined. After discussion regarding these charges, Dan Allhands moved to approve Task Order Number One Agreement to Furnish Engineering Services to Madison County for Twin Bridges Airport, Project Administration, AIP-013-2018; to approve Task Order Number Two Agreement to Furnish Engineering Services to Madison County for Twin Bridges Airport, Design Engineering – Taxiway Widening, Relocate Taxiway Lighting, Apron Expansion, Taxilane and Access Road

Construction, and Pavement Maintenance; to approve Task Order Number Three Agreement to Furnish Engineering Services to Madison County for Twin Bridges Airport, Bidding and Construction Administration; and to approve Task Order Number Four Agreement to Furnish Engineering Services to Madison County for Twin Bridges Airport, Construction Management Services during Construction, all as prepared by Robert Peccia and Associates. Jim Hart seconded the motion. All voted aye and the motion carried.

- **Federal Excise Tax Exemption – Ennis Snow Plow:** After review, Jim Hart moved to approve the Federal Excise Tax Exemption Certification for the 2018 Freightliner Snowplow Truck at the Ennis Airport, as prepared by Robert Peccia and Associates. Dan Allhands seconded the motion. All voted aye and the motion carried.

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

- **SafetyFestMT:** Bob discussed an upcoming Safety Fest in Miles City, Montana, and requested that he and Shane Escott, District 2 Road Foreman, be allowed to attend the training. Ron Nye questioned the need for Shane to attend. Bob stated that Shane currently handles the MSHA documentation and a portion of the training is related to MSHA. After further discussion, Dan Allhands moved to approve Bob Bates attending the Safety Fest in Miles City, Montana, leaving on May 14 and returning on May 18, 2018. Jim Hart seconded the motion. All voted aye and the motion carried.
- **MACo Property and Casualty Trust Training Registration:** Bob discussed a MACo PCT Regional Training that is being offered. He noted that it is suggested that Safety Coordinators attend. Following discussion, Jim Hart moved to allow Bob Bates to attend the MACo Property and Casualty Trust Training in Butte, Montana, on Friday, April 20, 2018. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Safety Coordinator Monthly Report – April 2018:** Bob distributed a monthly report of his activities during the month of April and briefly reviewed it with the Board.

Road Maintenance Webinar Conference with Dude Solutions: Molly Campbell and Sam Chapin, Dude Solutions, presented the Board with a data management webinar related to road and bridge operations. Topics of discussion included rotation of graders and other road equipment, moving from purchase to leases on motor graders, the process for maintenance scheduling, how road and bridge projects are prioritized, tracking fleet, asset management, mapping locations of culverts, and prioritizing road maintenance needs. After reviewing the program and discussing the cost, Jim Hart stated that the current road crews have a handle on what needs to be done. Dan Allhands agreed stating that there is really no justification in Madison County for a program like this.

Human Resources: Bonnie O'Neill, Human Resources, and Vicki Tilstra, Finance Officer, met with the Board to discuss the following topics.

- **Authorization to Fill Temporary Full-time Business Office Assistant TRMCC:** Following review, Dan Allhands moved to approve the Authorization to Fill for a full-time, temporary clerk position at the Tobacco Root Mountains Care Center in Sheridan, Montana. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Accept Human Resources Officer Resignation:** Jim Hart moved to accept the resignation of Bonnie O'Neill as the Human Resource Officer of Madison County effective May 11, 2018. Dan Allhands seconded the motion. All voted aye and the motion carried. Bonnie offered to stay one day a week as long as needed.
- **Authorization to Fill Permanent Full-time Human Resources Officer:** Jim Hart moved to approve the Authorization to Fill for a full-time, permanent Human Resources Officer. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Hiring Committee's Recommendation to Hire Permanent Part-time Fair Secretary:** Bonnie presented and reviewed the hiring committee's recommendation for the Fair Secretary position. Following discussion, Dan Allhands moved to approve the hiring committee's recommendation to hire Heather Morris as the part-time permanent Fair Secretary, subject to the Fair Board's concurrence. Jim Hart seconded the motion. All voted aye and the motion carried.

- **Hiring Committee's Recommendation to Hire Seasonal Solid Waste Container Site & Landfill Operator:** Bonnie presented and reviewed the hiring committee's recommendation for the Solid Waste vacancy. Bonnie stated that four candidates were interviewed. After discussion, Jim Hart moved to approve the hiring committee's recommendation to hire Mark Austin for the Seasonal Solid Waste Container Site and Landfill Operator position at the Ennis Solid Waste Site. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Authorization to fill Full-time Laundry/Housekeeping Aide MVM:** Following review, Jim Hart moved to approve the Authorization to fill the full-time permanent position for a Housekeeping/Laundry Aide at the Madison Valley Manor in Ennis, Montana. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Authorization to fill Temporary Part-time Court Compliance Officer:** Following review, Dan Allhands moved to approve the Authorization to fill the part-time permanent Court Compliance Officer position and to authorize the Justice of the Peace to hire Abbi Russ, retired Justice Court Administrator, to fill in on a short-term (90 days) basis until the position is filled. Jim Hart seconded the motion. All voted aye and the motion carried.

The Human Resource topic was continued to Thursday, April 19, 2018, at 10:00 a.m.

Request Approval for New Remote Support Solution of IT Office: Chris Hunt stated that he was not ready to discuss this topic but met with the Board to discuss other items in his Department. Discussion included security cameras at the County Shop and fuel site in Twin Bridges, the Fairgrounds in Twin Bridges, and possibly at some of the Solid Waste sites. Chris will research the best options for these cameras. Ron Nye stated this is a good time to look at cameras because of all the burglaries going on.

Claims: The Board approved claims.

Resolution of Budget Amendment – Motor Grader Leases: There was no discussion on this topic.

Resolution of Budget Amendment – State Lands ROW Purchases: There was no discussion on this topic.

Nursing Homes Intergovernmental Transfer Questionnaire: Following review, Jim Hart moved to approve to continue participating in the Intergovernmental Transfer program for Fiscal Year 2018. Dan Allhands seconded the motion. All voted aye and the motion carried.

Letter to State BLM Office Regarding Weed Contracts: There was no discussion on this topic.

Courthouse Elevator Project: This topic was continued to Friday, April 20, 2018, at 9:00 a.m.

Calendars: The Board reviewed calendars.

At 5:05 p.m. a portion of the meeting was continued to Thursday, April 19, 2018, and another portion was continued to Friday, April 20, 2018.

Thursday, April 19, 2018: The meeting reconvened at 9:15 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.

IT Leave of Absence: Chris Hunt, IT Manager, met with the Board to notify them of his need to take four to five weeks off and request that Chad Bullis, IT Assistant, be allowed to work 40 hours per week while Chris is off. Bonnie O'Neill, Human Resources, and Vicki Tilstra, Finance Officer, were present for this portion of the meeting. Chris discussed items that will need attention while he is gone and items that are able to wait until he returns. The Board agreed to Chris's request to allow more hours for Chad.

Human Resources: Bonnie O'Neill, Human Resources, and Vicki Tilstra, Finance Officer, met with the Board to further discuss the Human Resource position. Bonnie outlined the difference between an HR Specialist and an HR Generalist, noting that a Specialist provides support, and a Generalist carries out responsibilities, policy changes, discipline, and does ADA and FMLA tracking. Bonnie suggested that a Generalist position would be sufficient and that the position does not need to be classified as a department head. Following discussion, Jim Hart moved to change the Human Resource position to a Generalist and change the pay scale to the Clerk pay scale, with the position reporting to the Chief Financial Officer. Dan Allhands seconded the motion. All voted aye and the motion carried.

Friday, April 20, 2018: The meeting reconvened at 9:00 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. Dan Allhands was absent to attend the MACo Property and Casualty Trust Training in Butte, Montana. Laurie Buyan, Commissioners' Assistant, was present to take minutes.

Courthouse Elevator Project: Roger Thompson, Sheriff, met with the Board to review the most recent Courthouse plans provided by Bill Hansen, ThinkOne Architects. The Board left a telephone message with Bill Hansen to check on his availability to meet with the Board and Courthouse staff on Friday, April 27, 2018.

With no further business, the meeting was adjourned at 10:20 a.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, April 24, 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: April 24, 2018

Minutes prepared by:

Laurie Buyan, Administrative Assistant

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