

BOARD OF MADISON COUNTY COMMISSIONERS
April 30, 2019, Meeting Minutes

On Tuesday, April 30, 2019, a meeting of the Board of Madison County Commissioners came to order at 10:05 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, Executive Assistant to the Madison County Board of Commissioners, and Jane Bacon, Commissioner's Clerk, were present to take minutes.

Those people in attendance at the meeting were, Tony Forsythe, Jihan Khalaf, Bonnie O'Neill, Vicki Tilstra, Tommy Luksha, Kathleen Mumme, Van Puckett, Lyman Bennett, Debbie Rogers, Walt Long, Jani Flinn, Tammy Mahlstedde, Craig Schroeder, Bob Bates, Kacey Smart, Margie Edsall, Karen Miller, Leona Stredwick, Phil Fortner, Brett Schriock, Ellis Thompson, and Justin Ekwall.

Approval of Minutes: Jim Hart moved to approve the April 16, 2019, Board of Commissioners' meeting minutes as presented. Dan Allhands seconded the motion. All voted aye and the motion carried.

Public Discussion: Tony Forsythe, Maintenance, met with the Board to discuss concrete for the top of the stairs at the Courthouse. Tony stated he has talked to a contractor about fixing the cement in this area and estimates the cost to be \$2,000 and \$4,000. He is hoping to get the project completed before the tourist season begins. Tony also discussed hand-rails on the steps on the side of the Administrative Office Building, noting that Jim Hart asked him to install these rails. He stated that he would do this project himself using redwood and would put the railing on the building side of the steps rather than the street side. He estimated that this project would cost approximately \$1,000.

Claims: The Board approved claims.

Road Review Committee Appointment: Following discussion, Dan Allhands moved to appoint Craig Staley to the Road Review Committee to fulfill a three year term that will expire on December 31, 2020. Jim Hart seconded the motion. All voted aye and the motion carried.

Cardwell (South Boulder) Cemetery Board Appointment: Following discussion, Jim Hart moved to appoint Michele Shaw as a trustee on the Cardwell (South Boulder) Cemetery District Board to fulfill a three year term that will expire on December 31, 2021. Dan Allhands seconded the motion. All voted aye and the motion carried.

Mental Health Bylaws: The Board reviewed revised Mental Health Bylaws. Jim Hart stated that he had checked with the Deputy County Attorney about reducing the number of board members required for a quorum on the Council, who didn't see a problem with it. After discussion, Jim Hart moved to approve the updated version of the Madison County Mental Health Local Advisory Council bylaws, dated April 4, 2019. Dan Allhands seconded the motion. All voted aye and the motion carried.

2020 Census: Jihan Khalaf, Federal Census Bureau, met with the Board to discuss the upcoming 2020 Federal Census. Bonnie O'Neill, Chief Administrative Officer, Vicki Tilstra, Finance Officer, Kathleen Mumme, Clerk and Recorder, and Tommy Luksha, GIS, were present for this portion of the meeting. Jihan distributed information including The 2020 Census at a Glance, Overview of Census Bureau Programs, 2020 Census Key Dates, and US Census Quick Facts. There was discussion about how migrate workers are counted. Jihan explained that the census is a snapshot of who's there at the time. If someone is here and using facilities here, they should be counted here regardless of where their permanent residence is. She stated that the 2020 Census will have eleven questions, with no private information, adding that these questions will be available to the public by June 21, 2019. She discussed what they're doing in 2019, stating that she covers fifteen counties in Montana, that there are five specialists statewide covering the

entire state except tribal areas, and that there are two additional specialists that are strictly tribal. Jihan stated that the reason for these specialists is to promote participation in the census, adding that people can respond by phone, by internet, or by mail. If no response is received, an enumerator will make at least seven visits to each residence. She noted that people give more accurate responses if they self-respond. There was discussion about GIS mapping and the addressing system that would be used to send notices. Jihan stated that the address canvassing will begin on August 20, 2019, adding that several Federal jobs will be available that can be either part-time or full-time, with the ability to work your own schedule. She also discussed creating Complete Count Committees. These committees can be comprised of any trusted person in the County who is willing to develop and implement outreach, promotion, recruitment, and an enumeration assistance plan of action to target and address the needs of their communities. Goals of the committees will be motivating communities to self-respond; educating the public about the importance of the Census to the local communities; informing the communities about Census activities and timelines; involving the communities in activities to build awareness; and increasing the response rate. There was further discussion about creating a committee in Madison County. Bonnie O'Neill and Kathleen Mumme both volunteered to be on the committee. Jihan will send information necessary to initiate the committee. The official start date of the census will be April 1, 2020.

Public Discussion: Van Puckett, Sanitarian, met with the Board to discuss an inspection that he completed at the Sheriff's Office and expanded on an email that he sent to the Board regarding the inspection.

DUI Task Force Update: The Board reviewed a letter from the Justice of the Peace in favor of financial support for the Sober Rides Home Program from the DUI Task Force. The letter will be forwarded to the DUI Task Force. Because no members of the DUI Task Force were able to attend the meeting, this topic was continued to May 22, 2019, at 4:30 p.m.

Thompson-Hickman Museum Volunteers: Lyman Bennett, Debbie Rogers, and Walt Long, Vigilance Club Members, met with the Board to discuss museum volunteers for the summer season. Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Officer, were present for this portion of the meeting. Vigilance Club Members distributed a court document that Lyman Bennett identified as a quiet title, or declaratory document, primarily directed at the Vigilance Club and their use of the museum noting that the County had ownership and turned it over to the Vigilance Club. He added that the Vigilance Club still has deed restrictions that if it's not being used as a museum, it will revert back to the families of the donor. Debbie discussed the possibility of paying someone to work at the museum for the summer stating that it's very difficult getting volunteers to keep it open. They would need an employee for 16 weeks, beginning one week before Memorial Day and ending one week after Labor Day, from 10:00 a.m. to 5:00 p.m., seven days a week. Bonnie suggested that two employees might be necessary to fill that many shifts. Walt stated that if they could keep an employee under 30 hours a week, he could fill the remainder of the time. There was discussion about the possibility of using a Green Thumb person or an AmeriCorps volunteer. Options for budgeting and possible recruiting were discussed. Bonnie stated she will contact AmeriCorps and Green Thumb and give the Board an update at the next regular Commission meeting.

Human Resources: Bonnie O'Neill, Chief Administrative Officer, and Tammy Mahlstedt, Human Resource Generalist, met with the Board to discuss the following topics. Vicki Tilstra, Finance Manager, Jani Flinn, Grant Administrator, Bonnie O'Neill, Chief Administrative Officer, Tony Forsythe, Maintenance Manager, Craig Schroeder, Undersheriff, Bob Bates, Safety Coordinator, Kacey Smart, Sanitarian's Assistant, Margie Edsall, Weed Coordinator, Tommy Luksha, GIS Coordinator, Karen Miller, Clerk of Court, Leona Stredwick, Planner I, Kathleen Mumme, Clerk and Recorder, Phil Fortner, Sheriff, Brett Schriock, Information Systems Computer Support Specialist, and Laurie Buyan, Executive Assistant to the Madison County Board of Commissioners, were also present for all or portions of these topics.

- **Cafeteria Plan (FLEX) Document Amendment:** Vicki explained the Cafeteria Plan (FLEX) Document amendment: the IRS increased the annual allowable amount for the employee flexible spending arrangement (FSA) option to \$2,700 during the 2019 plan year, and added a special rule to allow employees to carry over up to \$500 of unused funds to the following plan year. After review, Jim Hart moved to amend Madison County's Cafeteria Plan document for 2019, increasing

the annual allowable amount for FSA contributions to \$2,700, and to add the carryover option to the plan. Dan Allhands seconded the motion. All voted aye and the motion carried.

- **Revised Senior Citizen Bus Driver Job Description:** Tammy briefly reviewed the revised Senior Citizen Bus Driver Job Description, reported that the new bus is in service as of this morning, and showed a photo of the bus complete with decals. She also handed out a revised shuttle schedule, which has been published in the Madisonian. Dan Allhands moved to approve the revised Senior Citizen Bus Driver job description, with corrections. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Sheriff's Office Facility Review:** Bob Bates reported that in response to a potential mold/moisture issue reported last week, he looked at an area in the Sheriff's Office and agrees there is a musty smell, circulation could be better, but didn't detect any actual moisture or any visible mold. The Sanitarian measured the air flow at 15 cubic feet per minute. Since OSHA has no standard for this, they are not sure what must be fixed. Extensive discussion ensued, with concerns expressed by employees in the Courthouse basement, employee health and adequate ventilation, options for correcting problems, and how to move forward to fix the problems. It was determined that the Maintenance Department will obtain bids from a few companies for conducting an inspection, and bring to the Board so the area can be inspected as soon as possible. The restroom on the ground floor of the Courthouse was brought up as an additional area that requires attention. The topic will be continued for discussion at the next regular Commission meeting.
- **IT Department Staffing:** Bonnie reviewed the interviews that took place for the IT Director position and outlined the two top candidates. She proposed an idea for making the two positions in the department equal, and discussion ensued about logistics, pros and cons, teamwork, productivity, and personalities. It was determined that the department staffing will remain as is for now, and that the scheduled second interviews may result in more clarification on this topic.
- **County Commissioners Office Procedures:** Bonnie introduced the topic of office procedures in the County Commissioner's office, which she stated was partially due to a recent day when a county resident found that offices on the second floor were not open by 8:00 a.m., also to clarify what the Commissioners want and expect from their offices, and to define understanding of what is done as a team and what is done by Human Resources. Jim added to her comments, saying the intention is to have a positive conversation about how to best share responsibilities of operating on a daily basis. Further discussion included normal office hours and coverage. Leona mentioned hearing a few complaints about not knowing when Commissioners will be in the office. Jim stated that they are here every day. Ron said the County has a great office staff who cover situations for one another whenever possible, and the day in question was unfortunate. In answer to questions about the Chief Administrative Officer job description, Bonnie stated that she knows what her job is, outlined several of the duties being done by the Human Resources staff, emphasized that they are here not to micromanage or interfere but to help with day to day operations, expressed some frustration about morale and communication, and emphasized the need for teamwork. She outlined how the Executive Administrative Assistant to the Commissioners is the public's liaison with the Commissioners especially when they are not in the office. Tammy talked about perspective and how things evolve and change, that her job in HR is about customer service, making improvements through collaboration, and learning the law and protecting employees, and asserted that because the two positions in HR are relatively new there will be things to work out over time. The need for HR was expressed by a few attendees, and how the two positions came about was discussed. Further questions about the CAO job description and title were again brought up, including supervisory duties, the deputy attorney's draft clarification memo, and the lack of comfort with undefined and unresolved issues. Improving communication with employees and the public was stressed.

Agreement for Attorney Services for Road Issues: A call was placed to Abbigail (Abby) St. Lawrence, Attorney, to discuss an agreement for attorney services regarding road issues. Ellis (Eli) Thompson, Road Review Committee member, Tommy Luksha, GIS Coordinator/Road Review Committee Secretary, and Justin Ekwall, Deputy County Attorney, were present for this portion of the meeting. Abby discussed her background and work preferences, upcoming road issues were reviewed, as well as efficient use of time and the best procedures for moving forward with the next project. Details of the agreement were reviewed, and the only changes recommended were the client signature name and designating Justin as the primary

contact. Following discussion, Jim Hart moved to approve the Attorney-Client Retainer and Fee Agreement between Madison County and Abigail J. St. Lawrence, Attorney at Law, for road litigation services. Dan Allhands seconded the motion. All voted aye and the motion carried. Following the phone conversation, additional discussion included road and bridge issues currently being looked at by the Road Review Committee, their meeting schedule, and vacancies to be filled.

Courthouse Elevator Project: There was no discussion on this topic.

Calendars: The Board reviewed calendars.

With no further business, the meeting was adjourned at 4:00 a.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, May 7, 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: May 14, 2019

Minutes prepared by:

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

Jane Bacon, Commissioners' Clerk

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