

BOARD OF MADISON COUNTY COMMISSIONERS
May 1, 2018, Meeting Minutes

On Tuesday, May 1, 2018, a meeting of the Board of Madison County Commissioners came to order at 10:10 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana, with Commissioners Ron Nye, Chairman, Dan Allhands, and Jim Hart present. Jane Bacon, Commissioners' Clerk, was present to take minutes.

Those people in attendance at the meeting were Leona Stredwick, Bonnie O'Neill, Vicki Tilstra, Andy Bobst, Jay Frederick, Cindy Gockel, Jani Flinn, Dustin Tetrault, Roger Thompson, Mindy Diehl, Linda Nolan, Margie Edsall, and Jennifer Bailey.

Planning Office: Leona Stredwick, Planner I, met with the Board to discuss the following topics.

- **Lower Ulery's Phase 1, Subdivision Improvements Agreement Release:** Leona reviewed the Planning report regarding Lower Ulery's 1 Subdivision PUD, which briefly describes the project history, request and justification for release of bond funds, and Planning Staff's recommendation to approve the SIA Release. Jim Hart discussed his site visit where he observed four homes being built and checked all of the entrances and exits. After review, Jim Hart moved to accept the record drawings dated November 20, 2017, provided by Thomas, Dean & Hoskins; release \$758,328.75 of the \$842,587.50 bond, leaving a remainder of \$84,258.75; and to sign the partial release. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Planning Intern:** Bonnie O'Neill, Human Resources, was present for this portion of the meeting. The Planning Office is seeking approval to hire Mindy Cummings as an intern. Leona reviewed Mindy's background, her focus on affordable housing, how Madison County will benefit by having her in this position, and proposed compensation. Bonnie discussed how internships normally work, typical compensation, and the importance of implementing a consistent county-wide policy. Leona pointed out that HRDC will wait for Board approval before moving forward. Jim Hart moved to proceed with filling the Planning intern position, subject to clarification of appropriate information regarding workers' compensation, liability insurance and any other possible compensation. Dan Allhands seconded the motion. All voted aye and the motion carried. After further discussion, this topic was continued to May 8, 2018, at 10:00 a.m.

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

- **Court Compliance Officer Revised Job Description:** Bonnie handed out the Court Compliance Officer job description with revisions. After discussion, Jim Hart moved to approve the revised Court Compliance Officer job description. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Rescind HR Resignation:** Bonnie presented the Board with a letter rescinding her previous resignation, and expressed her appreciation of the Board's support. Dan Allhands moved to accept Bonnie O'Neill's letter rescinding her written resignation as HR Officer. Jim Hart seconded the motion. All voted aye and the motion carried.
- **HR Re-Organization:** Vicki Tilstra, Finance Manager, was present for this portion of the meeting. Bonnie reported that a full-time HR Generalist position has been posted, with four applicants so far. Potential hiring committee participants were reviewed and Bonnie is hoping to start the screening procedure this week. Start date and wage scale were also discussed. Bonnie recommended replacing the HR Director position with Chief Administrative Officer after talking to the MACo director, and she will work on developing job descriptions for this and the generalist position. Jim Hart moved to proceed with the reorganization of the HR Department, appointing Bonnie O'Neill as Chief Administrative Officer and establishing a new position of HR Generalist, effective June 1, 2018. Dan Allhands seconded the motion. All voted aye and the motion carried. Ron asked if Bonnie would remain Public Information Officer and she agreed, stipulating that depending on the background of the new HR Generalist, that person might take it over.

Upper Jefferson Ground Water Investigation: Andy Bobst, Hydrogeologist with the Montana Bureau of Mines and Geology, met with the Board to provide updates on the Upper Jefferson ground water study. He reviewed the history and explained several aspects and details of the project, referring to copies of his slide presentation. He said the Upper Jefferson study is finished and in the review process at this point. Andy reported that he is also the team leader for the groundwater investigations in Ennis (which has just started) and Virginia City (which should be in review by the end of this year), and mentioned DEQ's position that backup sources should be able to supply these areas if a primary water source becomes contaminated. He has also been working with the County's Planning Department on areas of concern including aquifers, housing density, and drought planning.

House District 71 Candidate - Items of Interest in Madison County: Jay Frederick, Democratic Candidate for House District 71, and Cindy Gockel, Campaign Chairman, met with the Board to introduce Jay and to discuss any items of interest with the Board. Jay described himself as a career federal public servant, and briefly summarized his background in management with the Forest Service, mostly in western states. Jay answered questions and described his position on several subjects.

Grants: The Board discussed the following grant related topic.

- **Fair Board Recommendation to Apply for a Tourism Grant:** Jani Flinn, Grant Administrator, and Dustin Tetrault, Director of Emergency Services, met with the Board to discuss applying for a tourism grant for the fairgrounds in Twin Bridges. Following discussion, Dan Allhands moved to approve the Fair Board's recommendation to apply for a tourism grant for the fairgrounds. Jim Hart seconded the motion. All voted aye and the motion carried. Jani will notify the appropriate parties and recommend that they meet with the Board before the next Fair Board meeting. A budget needs to be put together, as well as deciding specifically what they will use the grant for. The grant application period opens July 1, 2018, and closes September 1, 2018. It was noted that the Board had previously committed to cover the application costs.

Claims: The Board approved claims.

Journal Vouchers: Jim Hart moved to approve journal vouchers for the 4/18 accounting period. Dan Allhands seconded the motion. All voted aye and the motion carried.

Courthouse Elevator Project: Bill Hanson, ThinkOne Architects, was present at last week's employee luncheon to present the latest revision of the Courthouse plan. Employees who work in the courthouse and sheriff's office offered input, and employees present seemed supportive of the current plan. The general consensus is that a final plan is imminent, and the Board will vote whether to proceed when a cost estimate is received.

Dustin Tetrault, Director of Emergency Services, met with the Board to discuss the following topics.

- **Thermal Imaging Drone Grant/Purchase:** Vicki Tilstra, Finance Officer, Roger Thompson, Sheriff, and Bonnie O'Neill, Human Resources, were present for this portion of the meeting. Dustin showed a video demonstrating the usefulness and capabilities of the drone being considered for Emergency Services. Potential uses include fire mop-up and finding hot spots, damage assessments, GIS mapping coordination, tracking ice jams, SAR thermal imaging, search and rescue, natural disaster and wildfire monitoring, traffic accident reconstruction, prediction and assessment of flooding, and monitoring remote areas. Dustin presented a draft of the DES Operating Guidelines regarding Unmanned Aircraft Systems with a detailed quote, and made a recommendation to purchase a drone with thermal imaging equipment added, noting that this is a capital expense and 50% of the cost will be covered by a \$5,000 grant. Benefit to the County, finances and insurance were also discussed. After discussion, Jim Hart moved to approve the purchase of a drone with thermal imaging capability at a cost of \$10,000, with 50% (\$5,000) of the cost covered by a grant. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Resolution Adopting Pre-Disaster Mitigation Plan:** Vicki Tilstra, Finance Officer, Roger Thompson, Sheriff, and Bonnie O'Neill, Human Resources, were present for this portion of the meeting. Following review, Following review, Dan Allhands moved to approve Resolution 18-2018

updated Pre-Disaster Mitigation Plan dated December 2017. Jim Hart seconded the motion. All voted aye and the motion carried.

- **Tuition Assistance Program:** Vicki Tilstra, Finance Officer, and Bonnie O'Neill, Human Resources, were present for this portion of the meeting. Dustin is seeking financial assistance to complete a degree in Public Safety Management offered through Franklin Online University. Discussion of Madison County's tuition assistance reimbursement program ensued, and it was determined that details of the policy need to be further clarified. Dustin discussed anticipated costs, personal time involved, credits required, discounts available and other considerations. He will develop a written request including pertinent details, stating the purpose of the degree and how it will benefit the county, to present to the Board for approval at an upcoming Board meeting. Dustin will be out of town attending wildfire mitigation training next week, and the Board expressed a desire to be informed about when he is out of the office. Dustin agreed to share his calendar with Laurie to keep the Commissioners regularly informed of his schedule.

Funding Assistance for Senior Companion Program: Mindy Diehl, new Program Director, and Linda Nolan, retiring Program Director, Senior Corps, Rocky Mountain Development Council, are seeking financial assistance with transportation costs in Madison County, their biggest expense being the service to 32 clients in the Sheridan area with five volunteers. They are a federally funded organization serving nine Montana counties, and have been adjusting to cuts in funding and trying to stretch dollars available. The Board informed them about active programs for seniors in the county, including the senior bus service: they were unaware of the bus service and hope to take advantage of it. Ron suggested they meet with the county's Senior Citizen's Advisory Board during their budget hearing before the Board on May 21, 2018. Mindy reviewed the Senior Companion program and expenses, emphasizing the savings and benefits to the County, and would appreciate any ideas to support the program.

Margie Edsall, Weed Coordinator, met with the Board to discuss the following topics.

- **Trust Fund Project Grant Agreements:** Margie presented three grants for approval: the Upper Ruby, which is being DocuSign routed; the Madison County Biocontrol; and the Jack Creek Cooperative grant. After review, Dan Allhands moved to approve Noxious Weed Trust Fund Project Grant Agreement, Upper Ruby Revisited, A Revitalization of MDA 2015-056 Trust Fund Grant, MDA Number 2018-808X, between the Montana Department of Agriculture and Madison County Weed District, from the date specified in the agreement to October 31, 2019, the purpose of which is to perform noxious weed control activities in Madison County starting in 2018, and which consists of \$5,000 in federal funding and \$36,617 in state funding for a maximum total of \$41,617. Jim Hart seconded the motion. All voted aye and the motion carried. Jim Hart moved to approve Noxious Weed Trust Fund Project Grant Agreement, Madison County Bio-Control Project MDA Number 2018-016, between the Montana Department of Agriculture and Madison County Weed District, from the date specified in the agreement to October 31, 2019, the purpose of which is to inform and educate the public about noxious weeds and when appropriate, obtain and release biological control agents beginning in 2018, for a maximum total of \$7,500. Dan Allhands seconded the motion. All voted aye and the motion carried. Jim Hart moved to approve Noxious Weed Trust Fund Project Grant Agreement, Jack Creek Cooperative Continue, MDA Number 2018-809, between the Montana Department of Agriculture and Madison County Weed District, from the date specified in the agreement to October 31, 2019, the purpose of which is to perform noxious weed control activities in Madison County beginning in 2018, consisting of a maximum amount of \$22,014. Dan Allhands seconded the motion. All voted aye and the motion carried.
- Margie reported that the BLM sole source contracting grant is still in limbo while details, logistics and Federal budget cut issues are being worked out. Additional discussion included how the weed situation in Madison County has significantly improved, with the Weed Department continuing to work with, educate and build good relationships with local growers. Margie also reported that David Stout with the Conservation District has applied for a \$500,000 Wildlife Habitat Improvement Program (WHIP) Grant for the Upper Ruby, and asked her to accompany him when applications are reviewed in Helena on May 18, since it ties in so well with our Upper Ruby grant. She said the idea behind the WHIP grants is to complement established cooperative efforts, and hopefully we will get \$100,000 to help with local projects. Margie mentioned that she is rethinking how to get work done on South Madison without using federal funds.

- **Safety Logo:** Jennifer Bailey, Finance, was present for a portion of this meeting. Margie presented the Health and Safety Committee's recommendation for a customizable logo, shaped like Montana with a star in Madison County, to be used on Safety incentive items like apparel, and on the quarterly Safety newsletter. The Board approved their use of the logo.

Calendars: The Board reviewed calendars.

With no further business, the meeting was adjourned at 4:05 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, May 8, 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: May 29, 2018

Minutes prepared by:

Jane Bacon, Commissioners' Clerk

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