

BOARD OF MADISON COUNTY COMMISSIONERS
May 7, 2019, Meeting Minutes

On Tuesday, May 7, 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, Jim Hart, and Dan Allhands present. Laurie Buyan, Executive Assistant to the Madison County Board of Commissioners, was present to take minutes.

Those people in attendance at the meeting were Tony Forsythe, Bonnie O'Neill, Lyndon Kacick, Sue Heald, Emily Hayes, Cody Marxer, Bob Bates, Van Puckett, Vicki Tilstra, Jani Flinn, Lynda Holt, Craig Schroder, Walter Long, Sherri Jarvis, and Lyman Bennett.

Approval of Minutes: Jim Hart moved to approve the April 23, 2019, Board of Commissioners' meeting minutes with corrections. Dan Allhands seconded the motion. All voted aye and the motion carried.

Rain Gutters at Placer Loop: Tony Forsythe, Maintenance, met with the Board to discuss rain gutters for the storage sheds at Placer Loop. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting. Tony stated that he has received a bid of \$3,012 to complete the project. Bonnie stated that there has been quite a bit of water on the floor and even though her items are off the floor, they still get musty. There was further discussion about the usage of the storage sheds and some renters that are paying and others that are not. Tony asked about the possibility of having the road crew re-grade the area around the storage sheds. Following discussion, Dan moved to give Tony approval to have rain gutters put on the storage units at Placer Loop. Jim Hart seconded the motion. All voted aye and the motion carried. Tony also discussed the possibility of getting a bid to have the storage units painted.

Claims: The Board approved claims.

Journal Vouchers: Following review, Dan Allhands moved to approve journal vouchers for the 4/19 accounting period. Jim Hart seconded the motion. All voted aye and the motion carried.

Action Inc. – Dialogue on Poverty: The Board attended a Dialogue on Poverty presentation in the Public Meeting Room sponsored by Action Inc.

Southwest Chemical Dependency Update: Lyndon Kacick, Southwest Chemical Dependency met with the Board to give an update/overview of the Southwest Chemical Dependency program. Bonnie O'Neill, Chief Administrative Officer, and Sue Heald, Mental Health Local Advisory Council, were present for this portion of the meeting. Lyndon explained that they provide out-patient services for referrals from the court. He stated that he does the initial assessment to determine the after-care that might be necessary. Questions regarding the program included:

- How the funding level is determined. Lyndon confirmed that it is population based.
- Clarification of Butte Cares. Lyndon stated that he is not familiar with the program and doesn't know the extent of what they do. Dan added that they are not a state certified provider.
- The average number of patients that he sees. Lyndon stated that he has 5 right now and has done up to 8. He added that he prefers one on one sessions, but if he gets too many at one time, he does group sessions.
- If clients are mostly referred by the courts. Lyndon replied that they are. He added that they first complete that class, he then does the assessment and makes a recommendation for out-patient servicing, monitoring, watch program, discharge, etc.
- If there is a correlation between the chemical dependency program and the DUI Task Force. Lyndon stated that he did have communications with Kim Martinell but she is no longer working, so he does not have a DUI Task Force contact.

- If the program is also funded for anger management. Lyndon stated that anger management is funded only if it is in conjunction with chemical dependency.

Further discussion about the program included the need for services in the Ruby Valley; the amount of money received from the state and other methods of payment; and the possibility of getting an additional provider in the Ruby Valley. Lyndon stated that if there are any ways to improve the services they provide, please let them know.

Designation of Earmarked Alcohol Tax Money: Following much discussion, Jim Hart moved to designate Southwest Chemical Dependency as the Madison County state-approved chemical dependency service provider at 100% of County funds allocated. Dan Allhands seconded the motion. All voted aye and the motion carried.

Attorney Services for County Road Issues: This topic was postponed to a later date.

Public Discussion: Emily Hayes, Secretary for Madison Valley Search and Rescue, met with the Board to discuss the purchase of two new snowmobiles for the Madison Valley Search and Rescue unit. Emily stated that the unit is replacing snowmobiles that are 25 and 26 years old. She discussed accessories that are included in the purchase and stated that the total cost for the two machines will be \$25,487. She stated the reason for choosing this model is that they are designed for working in deep snow, can pull 700-800 pounds, each has a three-year warranty, they come with covers, tie downs, and trailer hitch. She also noted that they will be delivered. Following much discussion, it was determined that this topic would be placed on the next regular Commission meeting agenda for approval from the Board.

Planning Board Update: Cody Marxer, Planning Clerk, presented and reviewed the summary from the April 29, 2019, Planning Board meeting. Items of discussion included a subdivision pre-application waiver request for the North 40 Subdivision, Phase 5; Planning Director replacement; Planning Budget Committee report; Ennis subdivision regulation review; and Planning Board member reports. Cody notified the Board that in observance of the Memorial Day holiday, the regularly scheduled Planning Board meeting will be held on Tuesday, May 28, 2019, rather than on Monday. There was also discussion about the 1% increase in Resort Tax and progress on the North 40 Subdivision.

Jane Bacon, Commissioners' Clerk, took the minutes for the remainder of the meeting.

Monthly Safety Report for April: Bob Bates, Safety Coordinator, presented the monthly Safety report for April. Bonnie O'Neill, Chief Administrative Officer, and Van Puckett, Sanitarian, were present for this portion of the meeting. Bob reviewed details on the report, including accident investigations, preventive solutions, worker's compensation claim processes, meetings and trainings, distribution of weekly safety topics to department heads, and the Safety Newsletter. Bob also asked about the status of a previous idea to install additional cameras in the Administrative Office Building. A brief discussion ensued where it was noted that the purpose of additional cameras would be for safety concerns not monitoring, and Bob said he will add the topic to a future agenda. Bonnie mentioned that Bob's assistance with investigations and corrective recommendations has been very helpful.

Sheriff's Office Facility Review: Bob Bates, Safety Coordinator, and Van Puckett, Sanitarian, reported to the Board about the review of the Sheriff's Office Facility on the ground floor of the Courthouse. Vicki Tilstra, Finance Officer, Jani Flinn, Grant Administrator, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting. Van made a preliminary visit to the site and discussed three primary areas for improvement: ventilation; replacing the carpet with material that won't retain moisture; and adding drainage on the west side of the building. He talked about circulation in rooms where people are working, pointed out that carbon dioxide levels could be measured, reported that windows generally aren't opened in the area due to dust, and said a company is coming in tomorrow to conduct baseline air sampling. Bob's preliminary report also covered ventilation and air stagnation, and he also noticed moisture in the back stairway and in the brick under the GIS office. He expressed a preference for adding moisture barriers over opening drywall, noted that tomorrow's air testing will include several areas on the ground floor, reviewed his other findings and initial recommendations, and said a report from Buffalo Restoration should be available two weeks after the company gets their test results.

Jeremiah Theys, Great West Engineering, participated in the meeting via conference call to discuss the following topics. Jani Flinn, Grant Administrator, Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Officer, were present for this portion of the meeting.

- **Amendment to Task Order #15 – Fairgrounds Water Main Extension:** Jeremiah fielded several questions about the amendment to Task Order #15, noted that bottom line is to get the Right of Way easement submitted, and the topic was continued to so Jeremiah can research details and email additional information to the Board.
- **Task Order #21 – County Road Prioritization and CIP:** Several questions were asked about the value to the County of submitting Task Order #21 – County Road Prioritization and CIP. Jeremiah explained how a County-side prioritization plan can be a helpful financial planning tool, reviewed the process, and pointed out what some other counties are doing. To allow the Board more time for consideration, this topic was continued to later in the month.
- **Jack Creek Road Discussion:** Jeremiah said that the scope and scale of any safety and improvement work on Jack Creek Road will depend on the desired amount of funds to be invested in the project, Great West can make recommendations for low to high funding, and there is still plenty of time to consider budgets and funding for construction in late summer or fall of 2020.

RFP for CAD System Update: Lynda Holt, Communications Officer, met with the Board to present an update on the CAD System RFP. Bonnie O'Neill, Chief Administrative Officer, and Craig Schroeder, Undersheriff, were present for this portion of the meeting. Lynda reminded the Board of the 911 Grant application submitted in November for the Dispatch Center and Sheriff's office, and reviewed an RFP for a new CAD/RMS system that was prepared in anticipation of the grant being awarded. Discussion included getting assistance from various departments with grant administration, grant process, vendor timelines, and distribution of grant funds taking place on May 15, 2019.

Human Resources: Bonnie O'Neill, Chief Administrative Officer, met with the Board to discuss the following topics. Vicki Tilstra, Finance Officer, and Craig Schroeder, Undersheriff, were present for this portion of the meeting.

- **Thompson-Hickman Museum Personnel:** Bonnie opened the discussion regarding Thompson-Hickman Museum staffing options. Lyman Bennett and Walter Long, Vigilance Club Members, and Sherri Jarvis, Virginia City Resident, were present for this portion of the meeting. Bonnie reviewed organizations she's consulted and their hiring timelines, obtaining their help with advertising, posting an ad on the County website, and reviewed options for volunteer and paid positions. Walter brought up the possibility of becoming an independent contractor, saying that he is committed to making sure the museum is staffed this summer but that some payment would increase his enthusiasm. Discussion ensued about the people that have made it work in years past, how various options might work, organizations that might be willing to contribute funding, coming up with a quick fix for this summer and better long term solutions for upcoming years, as well as ownership of the museum collection. After review with the Deputy County Attorney and MACo, the topic will be scheduled for further discussion with the Vigilance Club in the near future.
- **Authorization to Fill Road District 3 Short-Term Position:** Jim stated that for various reasons the District 3 road crew usually consists of three people, despite having a larger staff, wants to advertise for an additional position, and budgets were reviewed. Jim Hart moved to authorize filling the short term (working up to 90 days within a 12-month period) Road and Bridge Technician position for Road District 3. Dan Allhands seconded the motion. After a short discussion about job classifications, hours per week and examples of other seasonal and short term positions, all voted aye and the motion carried.
- **Recommendation to Hire IT Director:** Bonnie related that second interviews were held earlier in the week after one of the candidates dropped out. Based on the hiring committee's recommendation, Jim Hart moved to approve hiring Brett Schriock for the full-time Information Technology Director position beginning May 7, 2019, working a flexible schedule, at \$27.47 per hour or 95% of the IT Director's wage. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **ClearStar Credit Bureau Service Addendum Agreement for Employment Screening:** Bonnie explained that this contract addendum is needed for employee screening credit checks after Clear

Star was purchased by ChemNet, reviewed some of the details, and said they do a good job. Following review, Dan Allhands moved to approve the ClearStar End User MSA Addendum for Employment Screening. Jim Hart seconded the motion. All voted aye and the motion carried.

Craig Schroeder, Undersheriff, asked the Board about the status of the environmental review of the Sheriff's Office, and was filled in on the earlier discussion with Bob Bates.

Airport Insurance Renewal: Jani Flinn, Airport Board Secretary, met with the Board to discuss renewing liability insurance for the airports, and noted that the quotes have been consistent over several years. Following review, Dan Allhands moved to approve the airport liability insurance renewal applications for Twin Bridges and Ennis Big Sky Airports. Ron Nye seconded the motion. All voted aye and the motion carried. Additional discussion included getting a quote for drone insurance which will come out of the DES budget, and insurance for the upcoming summer airshow.

Courthouse Elevator Project: The Board received a revised drawing from ThinkOne for the Courthouse Elevator Project, but there was no discussion on this topic.

Calendars: The Board reviewed calendars.

With no further business, the meeting was adjourned at 5:20 p.m.

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