

BOARD OF MADISON COUNTY COMMISSIONERS
June 12, 2018, Meeting Minutes

On Tuesday, June 12, 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 Vicki Tilstra, Tammy Mahlstede, Bonnie O'Neill, Doris Fischer, Ke'lah Savage, Pam Birkland, David Kack, Jani Flinn, Steve Primm, Rich Chandler, Tony Forsythe, Chris Hunt, Melissa Brummell, Darcel Cook, and Bob Bates.

Approval of Minutes: No minutes were available for approval.

Bonnie O'Neill, Chief Administrative Officer, Tammy Mahlstede, Human Resource Generalist, and Vicki Tilstra, Finance Officer, met with the Board to discuss the following topics:

- **Authorization to Fill Part-Time Permanent Communications Officer:** Bonnie reviewed information related to a vacancy in the Communications Center, noting that it is a part-time permanent position that typically works 30 hours per week. Following review and discussion, Jim Hart moved to approve the Authorization to Fill for the part-time permanent Communications Officer position. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Authorization to Fill Part-Time Clerk in Sheriff's Office:** Bonnie discussed the request to hire a part-time clerk in the Sheriff's Office, noting that this position would typically work 8 hours per week. Following review, Dan Allhands moved to approve the Authorization to Fill for the part-time permanent Data Entry Clerk position in the Sheriff's Office. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Authorization to Fill Temporary Road & Bridge Technician - Ennis:** Jim Hart discussed the need for an additional position for the Ennis Road Crew to mow weeds, run water truck, and help build fence. Following discussion Jim Hart moved to approve the Authorization to Fill for the part-time temporary position of Road and Bridge Technician on the Ennis Road Crew. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Accept Maintenance Resignation and Authorization to Fill:** This topic was continued to 1:30 p.m.

Claims: The Board approved claims.

Mental Health Local Advisory Council Budget Request: Doris Fischer, Secretary; Ke'lah Savage, Chair; and Pam Birkland, Treasurer; all of the Mental Health Local Advisory Council, met with the Board to review the Council's annual budget request. Doris stated that a large amount from the 2017-2018 budget has not been spent, noting the following reasons: 1.) The Council has received almost \$10,000 in donations for specific projects and therefore hasn't had to spend as much of the budgeted funds; and 2.) Contracted Services in the amount of approximately \$4,000 haven't yet been billed. They are expecting to receive an invoice before the end of the fiscal year. Doris also noted that some of the donated money has not been spent and they hope to carry it over to the next budget. The group anticipated that expenditures would basically remain the same as the current budget with certain items being decreased and others, including Training Services, showing an increase. The Council intends to create subcommittees for the various projects to focus on education, resource and outreach services, and substance abuse. Contract Service funds will be set aside for Western Montana Mental Health services. It was noted that one area that is lacking services is youth stabilization. They are looking at securing a source for youth services. In summary Doris stated that they are requesting \$26,790 but are not asking for an increase in County commitment due to the carry-over of about \$4,300 in donated funds. She noted that she will work with Vicki Tilstra, Finance Officer, to track donated funds. There was further discussion regarding the increasing need

for children services and it was noted that through the pilot program a lot of the callers have been minors. Doris added that will be inviting Ray Shaw and Jeff Welborn to their September meeting to discuss legislative issues.

Skyline Bus Budget Request: David Kack, Skyline, met with the Board to request funding for the next fiscal year. He noted that Skyline is finishing up its twelfth year of service and that it has been another record year. Ridership is up by 7% over the previous year and service workers are still commuting. David discussed the possibility of expanding the transportation district boundaries noting that Gallatin County has suggested going to the voters for a mill levy. His thought would be to make the boundaries the same as the Resort Tax District. David stated that he has talked to the Gallatin County Clerk and Recorder who told him the process would include one vote to change the district boundaries on the May ballot and one vote for a mill levy that would go on the November election ballot. David discussed on-going service levels and sources of funding; maintenance and replacement costs of buses; leasing expenses; and the amount of budget needed to continue and possibly expand the current service level. David requested a contribution of \$100,000 from Madison County for Fiscal Year 2018-2019. Jim Hart asked how this contribution could be explained to County residents from areas other than Big Sky. David responded that approximately 50% of County revenue comes from Big Sky and benefits the entire County. He also discussed the safety factor of fewer vehicles on Highway 191. The Board will take this request under consideration. There was further discussion regarding where Skyline buses are purchased. David gave the Board the name and number of the contact at the State of Montana Transit Division.

Airports and Grants: Jani Flinn, Airport Board Secretary and Grant Administrator, met with the Board to discuss the following topics. Bonnie O'Neill, Human Resources, was present for this portion of the meeting.

- **Airport Insurance Renewal:** The Board reviewed an insurance quote for both County airports. It was noted that the Airport Board had reviewed the quote/renewal documents. Per recommendation of the Airport Board, Jim Hart moved to approve the renewal of Policy #NAL6009702 from Endurance American Insurance Company/W. Brown and Associates in the amount of \$3,911 per year, as provided by Novich Insurance. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Through the Fence Application for McCann:** The Board reviewed a Through-the-Fence agreement from James McCann. It was noted that the Airport Board had reviewed the agreement and suggested that it become effective on the date that it is approved by the Board of Commissioners. Dan Allhands questioned how the date had been written over and that the last name was in the wrong place. He suggested having Mr. McCann correct these spots. Jim Hart stated that the items were discussed at the Airport Board meeting. Following discussion, Jim Hart moved to accept the recommendation of the Airport Board to approve the Agreement for Airport Access, dated May 7, 2018, for James Michael McCann, Lot 3A Mustang Ranches, and request the Chairman to initial corrections to the dates and address. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Fairgrounds Waterline Project:** Jani stated that Craig Erickson, Great West Engineering, had submitted a grant request on behalf of the Town of Twin Bridges to replace the broken water line for the Twin Bridges Fairgrounds. After discussion, the Board tried to contact Craig by telephone but was unable to reach him.

Audit Engagement Letter: The Board discussed an engagement letter received by the Finance Office from Denning, Downey & Associates. Vicki Tilstra, Finance Officer, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting. Discussion included the options of going out to bid for audit services, going from a three- year contract to a year-to-year contract, or signing the current engagement letter for a three-year contract. Vicki stated she has been in contact with Bob Denning who told her the price couldn't be guaranteed on an annual contract. It was noted that there were a couple of former Denning and Downey employees who have started their own businesses that might be an option. Vicki would like to hold off on approval of the letter and will notify the Board when she would like this topic back on the agenda.

Public Discussion: Jonathan Weaver, Great West Engineer, contacted the Board to speak with Dan Allhands regarding the Bar 7 gravel pit. Jonathan stated that the cost will be \$14,500 for the permitting

process. Jim Hart questioned the cost and the reason gravel pit permitting has increased so much in past few years. He stated he would like to see someone challenge the DEQ on regulations that are causing the costs of permitting to increase.

Fairgrounds Waterline Project: Following the discussion with Jonathan Weaver, Ron Nye requested to be transferred to Carrie Gardner. Ron asked for an update on the Fairgrounds waterline project. Vicki Tilstra, Finance Officer, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting. Carrie stated that everything was sent to Rural Development last week and that Craig has not heard from them which is a good thing because it means they have everything they need. She stated they haven't gotten an update yet but expect to receive one today or tomorrow. There was discussion about the low bid, the possible start date, and the time-frame of completion. Carrie stated that realistically the project could start by July 9, 2018, with a 21-day completion date. She added that it would be a good idea to have a back-up plan for the fair and that she should be able to give a better update by the end of the week. Ron asked if we could get a better bid if the project was postponed until the water was lower. Carrie responded that it probably wouldn't matter because the contractors would still have to go below the water level and therefore, de-watering would still be required. She stated that she has contacted the low bidder who indicated it would not make much difference to them.

Nevada City Solid Waste Transfer Site Update/Agreement: Steve Primm, Wildlife Services, met with the Board to discuss the Nevada City Transfer Site. Steve provided the Board with a diagram of a proposed "Hot Crossing" for the site and discussed details of the diagram. Steve noted that there will be pipes that are charged, a man gate, and a sixteen foot by-pass gate. There was discussion about having a trap for easy cleaning. Steve stated that some of the eye guards could be made removable for cleaning. Ron Nye suggested that the topic be put on the next Solid Waste Board meeting. Steve also asked if the diagram could be sent to Great West Engineering for their review. Laurie will get a copy of the diagram to Great West Engineering and give them Steve's contact information.

MOU for Gallatin River Forever Campaign: Rich Chandler, Yellowstone Club, met with the Board to discuss a Memorandum of Understanding outlining funding agreements for the Gallatin River Forever Campaign. The Board requested certain changes in the language of the MOU and asked the revised version be sent to the Deputy County Attorney for review. Rich will make the requested changes to the agreement and get it back to Laurie who will forward it to the County Attorney's office.

Quote for Propane Tank: Tony Forsythe, Maintenance, met with the Board to discuss a bid for propane from Northern Energy. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting. Tony reviewed the bid, noting that it includes the tank, set-up, and the first fill (850 gallons @ 1.25 per gallon). Tony stated that he did receive two other bids and both were higher. Following discussion, Jim Hart moved to approve the purchase of a propane tank from Northern Energy, Ennis, MT, including the initial fill of 850 gallons, for the amount of \$2,684.40, with an additional charge for extra piping if needed. Dan Allhands seconded the motion. All voted aye and the motion carried. Tony also discussed his progress on the boiler replacement and noting that Peirce Flooring is coming on July 2, 2018, to fix the carpet in front of the Finance Office.

Accept Maintenance Resignation and Authorization to Fill: Tony Forsythe, Maintenance, and Bonnie O'Neill, Chief Administrative Officer, met with the Board to discuss the Maintenance resignation. The discussion portion of the meeting was closed by request of the employee. The meeting was reopened after discussion. Jim Hart moved to accept the resignation of Donald Forsythe as Building Maintenance Worker effective June 20, 2018, and to approve the Authorization to Fill the position. Dan Allhands seconded the motion. All voted aye and the motion carried.

IT Preliminary Budget: Chris Hunt, IT, presented the Board with a preliminary budget request for the IT Department. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting. Chris requested a 10% increase in wages for his position stating that he has researched other counties and he is currently the lowest paid IT Manager in the State. He also requested 40 hours per week for his support staff noting that since they have started ticketing in mid-September they have responded to 336 incidents or issues with computers. He stated there is definitely a need for the additional 10 hours per week. Chris

presented and reviewed an additional break-down of budget items. Topics of discussion included adding new employees to TimeClock Plus, adding video surveillance at Solid Waste sites and the Fairgrounds, refurbishing used computers, and new software licenses. Chris also discussed the possibility of purchasing an ID badge system with a card printer and camera and the need for a car for the department. There was further discussion regarding which line items certain purchases should be taken from. Chris noted that he is trying to keep the budget tight and has not budgeted much in case of an emergency.

Melissa Brummell, Public Health Nurse, met with the Board to discuss the following topics. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting.

- **Public Health Board Recommendation for Vacant Position:** Melissa presented and reviewed a recommendation from the Public Health Board to reorganize the Public Health Office by hiring a Licensed Practical Nurse (LPN) to replace the vacant clerk position in the Public Health Department. The current Registered Nurse (RN) would become the Director of the Department. Melissa provided and reviewed a cost summary of the adjustments to the positions and an overview of the nurse duties in the department. She also provided a break-down of the population served by the department from July 1, 2017, through June 30, 2018. There was discussion regarding the advantages and/or disadvantages of hiring an LPN rather than an RN and the availability of each. Bonnie stated she could advertise for both and see what kind of response she gets.
- **Immunization Action Plan Grant Renewal:** The Board reviewed the Immunization Grant renewal. Melissa stated that this grant pays for offsite immunizations, noting that the Public Health Department gets free vaccines from the State and charges an administrative fee of \$21.50 for providing the shots. Following discussion, Jim Hart moved to approve the renewal of Task Order 19-07-4-31-126-0 to the Madison County Health Department Unified Government Master Contract, between the Montana Department of Public Health and Human Services Immunization Program and the Madison Health Department, to reduce the burden of vaccine preventable disease within the Contractor's service area by ensuring the oversight and provision of immunization services for children, effective July 1, 2018, through June 30, 2019, for the amount of \$5,833. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Public Health Office Update:** Melissa presented and reviewed an update on the Public Health Office. Topics included school services/education, grants, organizations/groups, communicable diseases, immunizations/vaccines, completed projects, upcoming projects, completed trainings, and upcoming trainings and meetings.

Community Development Block Grant Application: Darcel Vaughn, Madison Valley Manor Administrator, met with the Board to discuss a proposal to submit a CDBG application for updates at the Madison Valley Manor. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting. The Board discussed the passage of the continuing mill levy for the nursing homes and commended Darcel in her efforts of getting information to the public. Darcel stated that she has gotten verification from Craig Erickson of Great West Engineering that no other department in Madison County is working on a CDBG grant as only one can be submitted for an entity each year. The Board contacted Craig by telephone to participate in the discussion. He discussed some of the qualifications for CDBG consideration, adding that what Darcel has in mind makes the project a very good candidate for funding. He added that one of the first things that will need to be done is a needs assessment sometime this summer. Darcel discussed the project noting that there are three major portions of the proposed project:

1. She would like a generator that will run the entire facility. She stated that if there is a disaster, they would have to evacuate and last thing you ever want to do is evacuate a nursing home. With a new generator, they could shelter in place if necessary.
2. She would like to look at replacing the boilers and have someone evaluate the heating system; what type would work the best and incorporate heating and cooling.
3. She noted that the kitchen is extremely outdated and she would like to totally gut and redesign it. She would like to add a walk-in freezer and more counter space for prep work.

Darcel discussed the preliminary engineering portion of the project, stating that she would like to do it the same as she did the last project and use County funds up front to get the project going quicker. Craig stated that if the grant is awarded these funds would apply to the match. He further stated that projects that hit on public safety data and sensitivity for elderly tend to score high. He added that the next schedule for CDBG funding has not been released yet but he would expect it to be this fall. Darcel would like to get the

preliminary work done and go through the procurement process so that everything is in place if the funds are awarded. Following discussion, Jim Hart moved to approve moving forward with a Community Development Block Grant application for updates to the Madison Valley Manor as presented by Darcel Vaughn. Dan Allhands seconded the motion. All voted aye and the motion carried.

SRI Easement Agreement: The Board reviewed an easement agreement for SRI River Holdings. After review, the Board requested that the agreement be reviewed by the County Attorney's office before taking action. This topic was continued to the next regular Commission meeting.

Designation of MSHA Part 46 Training Competent Person: Following review, Dan Allhands moved to approve a memorandum, dated June 5, 2018, designating Robert L. Bates III, as a competent person for the Mine Safety and Health Administration Part 46 training program. Jim Hart seconded the motion. All voted aye and the motion carried.

Revised MOU between Sheriff's Department and Town of Ennis: Jim Hart discussed the proposed MOU for law enforcement in the Town of Ennis stating that the town will continue to pay 1 mill for normal circumstances and will pay an additional amount equal to time and a half wages for a ten year deputy for extra circumstances. He noted that the 1 mill helps to pay for dispatch services. Following review, Jim Hart moved to approve the Memorandum of Agreement between Madison County, in and through the Madison County Sheriff's Office, and the Town of Ennis for law enforcement services to the Town of Ennis. Dan Allhands seconded the motion. All voted aye and the motion carried.

Courthouse Elevator Project: The Board discussed the Courthouse elevator project, noting that Bill Hanson, ThinkOne Architects, will be at the Courthouse tomorrow to do some additional structural verification to aid in design efforts.

Public Discussion: Bob Bates, Safety Coordinator, attended the meeting to notify the Board the Department of Labor had inspected the Alder Road Shop earlier in the day. He noted that the inspector was very complimentary, stating that the shop was very clean, a lot better than most in the State, but that they did receive four minor violations which he will help to correct.

Calendars: The Board reviewed calendars.

With no further business, the meeting was adjourned at 4:40 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, June 19, 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: June 19, 2018

Minutes prepared by:

Laurie Buyan, Administrative Assistant

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