

**BOARD OF MADISON COUNTY COMMISSIONERS**  
**June 19, 2018, Meeting Minutes**

On Tuesday, June 19, 2018, a meeting of the Board of Madison County Commissioners came to order at 10:00 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 Tony Forsythe, Bonnie O'Neill, Doris Fischer, Ke'lah Savage, Pam Birkland, Kathy Dunks, Ryan Mattson, Michael Foust, Vicki Tilstra, Jani Flinn, Van Puckett, Chris Hunt, Roger Thompson, and Lynda Holt.

**Approval of Minutes:** Jim Hart moved to approve the June 12, 2018, meeting minutes as presented. Dan Allhands seconded the motion. All voted aye and the motion carried.

Tony Forsythe, Maintenance, met with the Board to discuss the following topics. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting.

- **Quotes for Propane:** Tony presented the Board with a proposed contract for propane from Northern Energy, stating that the year around cost for propane would be \$1.268. He received other quotes that were less during the summer months and more during the winter months. Following discussion, Dan Allhands moved to accept the bid from Northern Energy for a year long contract for propane at \$1.268 per gallon to supply the Madison Valley Manor, the new tank at the Courthouse, two tanks at the Administrative Office Building, two tanks at Placer Loop, and one at the maintenance shop. Jim Hart added that the term of the contract should be from July 1, 2018, through June 30, 2018. Bonnie will work with Tony to coordinate with the Tobacco Root Mountains Care Center to see if this contact would benefit them also.
- **Purchase of Thatcher:** Tony requested permission to purchase a thatcher that could be used on all County properties. He stated that the thatcher he is interested in has no bagger but that he could mow after it with a mower that has a bagger. Following discussion, Jim Hart moved to approve the purchase of a lawn thatcher from True Value Hardware for the amount of \$1,495. Dan Allhands seconded the motion. All voted aye and the motion carried.

Tony also discussed the repairs on the steps at the Courthouse, noting that he will work on one side at a time leaving the other side open for use. It was also suggested that he check with the courts before starting to make sure there will be no big cases while he is doing the repairs.

**Public Discussion:** Dan Allhands discussed an email that was received by the Board about a class action suit filed by Kane County, Utah, against the Federal Government to recover additional sums under the Payments in Lieu of Taxes Act. Dan also discussed an email related to the cost of wildfires noting that over the past decade, wildfires in the United States have burned an average of 6.6 million acres each year, twice the annual average during the 1990s. He further noted that timber harvesting on federal lands has declined by 80 percent since 1990 primarily because of environmental laws that prevent much needed projects, leaving even more fuel to burn.

**Claims:** The Board approved claims.

**Bond Call Letter:** Following review, Jim Hart moved to direct U.S. Bank, as paying agent, to issue a redemption notice to bondholders per bond series as listed in the letter, payable on January 1, 2019, as there will be a balance in the sinking fund from prepayments of special assessments, as recommended by the Finance Officer. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Western Montana Mental Health Contracts:** Doris Fischer, Ke'lah Savage, and Pam Birkland, Madison County Mental Health Local Advisory Council; Kathy Dunks, Western Montana Mental Health Center-Butte; and Ryan Mattson and Michael Foust, Western Montana Mental Health Center-Bozeman, met with the Board to discuss renewal of contracts for mental health services. Bonnie O'Neill, Chief Administrative

Officer, was present for this portion of the meeting. Ke'lah Savage stated that they are here to review two contracts, one for crisis response and one for emergency detention and asked for input from the WMMHC representatives present. Kathy Dunks discussed each contract, what purpose they serve, and how they are used in Madison County. She also gave background information on Hays-Morris House in Butte and on Hope House in Bozeman and distributed copies of spreadsheets showing services that have been provided to Madison County residents. Ryan Mattson stated the Bozeman model is similar to that in Butte and discussed the process of admitting a patient, including an assessment of the patient and plan of action. He further discussed the different types of commitments. There was much discussion regarding the lack of services for children under the age of 18 and the additional costs of housing juveniles. Michael Foust discussed issues related to lack of funding and budget cuts. Following discussion, Jim Hart moved to approve the professional services agreement between Western Montana Mental Health Center and Madison County with the County paying \$7,000 in FY 2018-2019 to receive crisis intervention services. Dan Allhands seconded the motion. All voted aye and the motion carried. Dan Allhands moved to approve the Memorandum of Agreement between Western Montana Mental Health Center and Madison County for short term, secure emergency detention services for persons experiencing a mental health crisis. Jim Hart seconded the motion. All voted aye and the motion carried.

**Grants:** Jani Flinn, Grant Administrator, met with the Board to discuss the following topics. Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Officer, were present for this portion of the meeting.

- **Moore's Creek Flood Plain Revisions:** Jim Hart discussed the vegetation on the Moore's Creek Culvert project. The Board reviewed a letter from the National Flood Insurance Program and a proposed amendment to the task order from Great West Engineering. After review the Board contacted Jeremiah Theys, Great West Engineering, to discuss the letter and the reasons for the additional task order. Jeremiah explained that they did the modeling for the project and submitted it to FEMA. FEMA responded with the letter wanting them to redo the hydrology boundaries to complete the project. He stated if this is not completed and approved FEMA would not release the funding for the project and the residents would not get the advantage of lower insurance rates. Because this mapping is in addition to the main project and was not included in the cost of the original task order, the amendment to the task order is needed to complete the project. Following discussion, Jim Hart moved to approve Amendment No.3 to Task Order No.20 Moore's Creek Flood Mitigation Project, Great West Engineering Project No. 1-10236, to complete engineering services to revise the Letter of Map Revision submittal based on comments from FEMA in a letter dated March 13, 2018, for the amount of \$8,500. Dan Allhands seconded the motion. All voted aye and the motion carried. Further discussion included aerial mapping that is being done in Madison County. Jeremiah noted that it may become an issue in Twin Bridges because of the dyke.
- **Fairgrounds Waterline Project:** The Board discussed the Fairgrounds grant with Jeremiah Theys, Great West Engineering, via telephone. Jeremiah stated that Steve Trundle has approved the application and has sent it to the national office of Rural Development. They are currently waiting for final approval. He added that he has talked to the contractor and he is ready to go any time. Vicki asked about revising the contract to go through the Town of Twin Bridges rather than the County. Jeremiah responded that Craig is checking on it.

**SRI Easement Agreement:** The Board reviewed an easement agreement for SRI River Holdings. After having been reviewed by the Deputy County Attorney, Dan Allhands moved to approve the Easement Agreement between SRI River Holdings, LLC, and Madison County over and across real property in the SW1/4 of Section 11, Township 4 South, Range 7 West, Madison County, for the sole purpose of constructing and maintaining a fishing access to the Big Hole River adjacent to the Burma Road Bridge and for no other purpose. Jim Hart seconded the motion. All voted aye and the motion carried.

**Gallatin River Forever MOU:** The Board reviewed an agreement proposed by the Gallatin River Task Force. After reviewing corrections that were requested at the previous meeting, Jim Hart moved to approve the Memorandum of Understanding, dated June 2018, with the County pledging \$50,000 per year for five years for the benefit of the Gallatin River Forever Campaign. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Compensation Board Member Renewal:** Following discussion, Dan Allhands moved to reappoint Ken Walsh to the County Compensation Board for another three-year term that will expire on June 1, 2021. Jim Hart seconded the motion. All voted aye and the motion carried.

**Edsall Road Easement Agreement:** This topic was continued to the next regular Commission meeting.

Commissioner Jim Hart left the meeting at this point to travel to Helena, Montana, for a Montana Association of Counties Board of Director's meeting and was absent for the remainder of the meeting.

**Sanitarian Update:** Van Puckett, Sanitarian, provided an update to the board on topics in the Sanitarian Department. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting. Van stated that he will plan on doing a monthly update for the Board. He discussed public accommodations inspections, noting that representatives from various towns have helped him with these. He listed businesses that he is working on plan reviews with, noting that the plan review comes before the actual license and that this helps business owners know what to expect from an actual inspection. Van stated that Kasey Smart, Sanitarian's Assistant, has been doing septic permits and that Jani Flinn, Sanitarian's Clerk, has been doing conference calls. He discussed an issue between the Fair and the Town of Twin Bridges related to water at the Fair and stated that he is working to make water from the well at the Fairgrounds available for livestock consumption. He further discussed subdivision reviews and complaints that he has received in various areas. Ron Nye asked about inspections in the Big Sky area. Van stated there is an issue with licenses because they have sent the applications but have not received the licenses. They are currently trying to track down the licenses. He added that he has been putting out a lot of fires.

**Madison Valley Search and Rescue Request for County Email Addresses:** Chris Hunt, IT, met with the Board to discuss a request for County email addresses for the Madison Valley Search and Rescue. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting. Chris discussed the number of email licenses he has left and the impact this might have on other boards wanting County email addresses. The Board questioned the need for these email addresses and discussed the possibility of creating a policy related to County email use and requiring a class to train them on use of County email. Bonnie reminded the Board that all messages, documents, and other information on a County computer are County property and would justify training. Chris notified the Board that the Tobacco Root Mountains Care Center will be purchasing a computer from their budget for the new Ward Clerk for approximately \$1,500. He also discussed cameras for the Fairgrounds, stating that he will coordinate with Dana Escott, Fairgrounds Manager, for installation of the cameras.

**Human Resources:** Bonnie O'Neill, Chief Administrative Officer, met with the Board to discuss the following topics. Roger Thompson, Sheriff, and Lynda Holt, Communications Coordinator, were present for this portion of the meeting.

- **Assistant DES Step Increase:** Bonnie presented and reviewed a recommendation for a pay increase for the Deputy DES after having completed 1040 hours of service. Bonnie provided an experience rating sheet and a performance evaluation from his supervisor. Following discussion, Dan Allhands moved to approve moving the Deputy DES rate of pay from 80% to 85% of the full position rate. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Maintenance & Custodial Email Request Process:** Bonnie presented a recommendation to purchase one additional software license for the facilities department. Bonnie stated that the license would enable employees to make requests to either Maintenance or Custodial personnel in much the same way as IT requests are made. She added that paper forms would still be available. Following discussion, Dan Allhands moved to approve the purchase of a software license to assist the Maintenance and Custodial departments in the management of work order requests from County employee/departments, at an estimated cost of \$450. Ron Nye seconded the motion. All voted aye and the motion carried. Dan suggested sending out a memo telling them which direction to send their concerns.
- **Pre-Employment County Drug Screening Policy:** Bonnie stated that she has talked with MACo about pre-employment drug screening. MACo has indicated that they will support the County's use of a pre-employment drug screening policy if it is implemented under the supervision of a qualified

contractor. Following discussion, Dan Allhands moved to approve re-instating pre-employment drug testing for all applicants. Ron Nye seconded the motion. All voted aye and the motion carried.

- **Beaverhead County Human Resources Assistance Request:** Bonnie discussed a request from Beaverhead County for human resource assistance to review their processes and procedures. Following discussion, Dan Allhands moved to approve Bonnie giving human resource assistance to Beaverhead County. Ron Nye seconded the motion. All voted aye and the motion carried. Bonnie will develop a Memorandum of Understanding between the two counties defining these services.
- **Request for County Cell Phones for IT and GIS:** Bonnie presented a request for County cell phones. Following discussion, Dan Allhands moved to approve a County cell phones for use by the Information Systems Computer Support Specialist and the GIS tech/Analyst positions to conduct Madison County business. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Sheriff's Office Budget Review - Communication Officer:** Bonnie presented a memorandum related to the hourly wage of communication officers including a summary of hourly wages from other counties. It was requested that the hourly wage scale be increased by \$1.25 per hour for communication officers and dispatch supervisors. Roger stated that he is hoping that an increase in the starting wages would be more attractive to applicants and pull from a larger group of candidates. There was discussion about the shift differentials and the salary scale of other employees. Roger added that the extra funds could come from the Communications or the 911 budgets or both. Following discussion, Dan Allhands moved to approve the request from the Sheriff and the Chief Administrative Officer to increase the hourly pay scale of communication officers and dispatch supervisors by \$1.25 per hour. Ron Nye seconded the motion. All voted aye and the motion carried. Bonnie stated that this increase is in lieu of the proposal presented by the Sheriff at his preliminary budget hearing and noted that the \$1.00 per hour differential for working the night shift would remain.

**Set Date for Public Hearing on County Policy for Sale of Property Under \$2,500 in Value:** The Board discussed setting a date for a public hearing to create a policy for sale of property under \$2,500 in value. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting. Jim Hart provided the statute related to the sale of County property. Bonnie stated that there is a policy in Madison County that says only County Commissioners can authorize the sale of items on the fixed asset list. Bonnie is waiting for a draft policy from another County and will reschedule this topic on the agenda when she receives a copy of a draft policy.

**Courthouse Elevator Project:** The Board discussed the Courthouse elevator project and contacted Bill Hanson, ThinkOne Architects, by telephone. Discussion with Bill included changes to the Courthouse project suggested by the District Judge and the status of awnings at the Administrative Office Building.

**Calendars:** The Board reviewed calendars.

With no further business, the meeting was adjourned at 3:10 p.m.

**Next meeting:** The next regular Commission meeting will be held on Tuesday, June 26, 2018, beginning at 9:30 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana.

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Ronald E. Nye, Chairman  
Board of Madison County Commissioners

Date Approved: June 26, 2018

Minutes prepared by:

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Laurie Buyan, Administrative Assistant

Attest: \_\_\_\_\_  
Kathleen Mumme, Clerk and Recorder, Madison County