

BOARD OF MADISON COUNTY COMMISSIONERS
July 23, 2019, Meeting Minutes

On Tuesday, July 23, 2019, a meeting of the Board of Madison County Commissioners came to order at 10:40 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, Tammy Mahlstedde, Vicki Tilstra, Britani Allhands, Cody Marxer, Alex Hogle, Kaleena Miller, Jani Flinn, Tommy Luksha, Bonnie O'Neill, Cindy Adams, Esther Lince, Allen Jones, and Shelly Burke.

Approval of Minutes: Jim Hart moved to approve the June 18, 2019, Commission meeting minutes as presented. Dan Allhands seconded the motion. All voted aye and the motion carried. Dan Allhands moved to approve the July 9, 2019, Commission meeting minutes with corrections. Jim Hart seconded the motion. All voted aye and the motion carried.

Canopies and Railing on Steps at Administrative Office Building: Following discussion, Dan Allhands moved to send a picture with the proposed balcony resembling the one at the courthouse and the canopy over the doors of the Public Meeting Room resembling those at the Library to Jim Jarvis for approval by HPAC and the Town of Virginia City. Jim Hart seconded the motion. All voted aye and the motion carried.

Floodplain Permit – Ruby River/Duncan District Road Bank Stabilization: Cody Marxer, Floodplain Administrator, presented the Board with a floodplain development permit for the bank stabilization project on Duncan District Road. Alex Hogle, Planning Director, was present for this portion of the meeting. There was discussion about flooding and floodplain regulations. Cody reviewed pictures of erosion of the river bank and proximity to the road. Following discussion, Dan Allhands moved to affirm the Floodplain Administrator's approval of the permit for Ruby River/Duncan District Road Bank Stabilization project, located 3.4 miles west-southwest of Sheridan, Montana, on Duncan District Road, in Section 5, Township 5 South, Range 5 West. Jim Hart seconded the motion. All voted aye and the motion carried. Cody also informed the Board of an extension request for a floodplain permit she received from Weststeyn. She stated that the permit was about to expire and that she would grant an extension to them.

348 (124) Permit for Rip-rap on the Oxbow Channel of the Ruby River: Dan Allhands notified the Board that the Stream Protection (124) permit for the rip-rap armoring of the Oxbow Channel of the Ruby River adjacent to the road has been received from Montana Fish, Wildlife, and Parks.

Extension Update: Kaleena Miller, Madison-Jefferson Extension Agent, met with the Board to give an update on the Extension Office. She noted that a new 4-H Agent has been hired and starts next week, just in time for the fair, adding that her name is MiKayla Hudson and she comes with great recommendations. Kaleena then distributed and reviewed an activity report for June and July, 2019, discussing trainings she has participated in; educational opportunities she has presented and/or took part in; Madison County specific outreach she has conducted; and inquiries received related to disease identification, insect identification, weed management, and site assessments. Kaleena stated that the Montana Department of Livestock will reimburse the Madison County Fair \$500 for handwashing stations. She also discussed options for office space in Madison County and distributed a memo showing the estimated County Liability for unused annual and sick leave balances as of June 30, 2019, for her position. Ron Nye asked Kaleena what she knows about hemp. Kaleena responded that the Department of Ag is learning about the uses and dangers, etc., adding that there are so many variables and a need for education related to marijuana versus CDB oil (hemp) and the differences; i.e. what is legal and what is not legal. Dan suggested a possible place for office space and told Kaleena about the Ruby Valley Strategic Alliance ranch tour that will start at the Alder Fire Hall on July 31, 2019. Kaleena stated that she would be there.

Airports: Jani Flinn, Airport Board Secretary, met with the Board to discuss the following topics, but because the documentation was not received, both items were continued to the next regular Commission meeting.

- **Twin Bridges Airport - AIP 3-30-0080-013-2018 – Pay Request #9 (Final).**
- **Twin Bridges Airport - AIP 3-30-0080-013-2018 – Final Report.**

Missouri River Contractors – Pay Request #2 and Change Order #2 for Fairgrounds Waterline

Project: Jani Flinn, Grant Administrator, with the Board to review and discuss the Fairgrounds Waterline Project. Following discussion, Dan Allhands moved to approve the Contractor's Application for Payment #2 in the amount of \$15,635.67 to Missouri River Contractors, LLC; and to approve Change Order #2 from Missouri River Contractors, LLC, for a reduction of \$226. Jim Hart seconded the motion. All voted aye and the motion carried.

GIS 911 Grant: Tommy Luksha, GIS, met with the Board to discuss a grant for the 911 program. Jani Flinn, Grant Administrator, Alex Hogle, Planning Director, Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Officer, GIS, were present for this portion of the meeting. Tommy reviewed a memorandum recommending acceptance of the proposed grant and requesting to hire a part time staff member to work in the GIS Office. He noted that the grant will pay for a contracted person but will not pay for additional office help. Jim Hart asked if Tommy has someone in mind for the position and who would oversee the grant. Alex stated that he feels Tommy should be the lead for the project but if there are technical changes, they should come to the Board. There was discussion about advertising for a contract position, moving to a 1000 point addressing system, updating the current addressing resolution and the PCRS resolution, administrative authority of the GIS Coordinator, 8 hour shifts versus 10 hour shifts, and budgeting considerations. Alex stated that he has input on hours and is assigning Tommy to work Monday through Friday from 8:00 a.m. to 5:00 p.m. with the ability to work a flexible schedule, and presented him with a letter dated July 8, 2019, approving the change in GIS employment from part-time to full-time, and notifying him of his new work hours. Tommy asked how soon this new schedule would take effect. Bonnie apologized for the delay in getting the letter to him, and with the Board's approval would like to change the effective date from July 1 to August 1, 2019. Following much discussion, Dan Allhands moved to approve the Montana Department of Administration 9-1-1 Grant Program Contract #MT 9-1-1 Grant-2019-026 in the amount of \$59,918 and to put out a request for proposals for the project. Jim Hart seconded the motion. All voted aye and the motion carried. Vicki requested that it be noted in the minutes that Tommy will be the administrator of the grant. The request for additional GIS staff will be added to the next regular Commission meeting agenda.

Prevention Efforts in Madison County: Cindy Adams, Esther Lince, and Allen Jones, Southwest Montana Prevention, met with the Board to introduce themselves and discuss prevention needs in Madison County. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting. Cindy stated that they have been hired as drug and alcohol prevention specialists, adding that they are funded by Partnership for Success and a block grant through the Department of Public Health and Human Services and are funded through 2024. She stated they are here because there is a need for parent and children interaction training in Madison County and that when there are children with issues there is no place to put them. She added that they are moving forward with a task force and distributed a hand-out related to Adverse Childhood Experiences. Esther discussed Empowering Parenting Classes which are designed to create lasting families and healthy communities. Esther also discussed a class that will be presented at the Madison Valley Manor on August 19 through August 22 from 8:30 a.m. to 5:00 p.m. each day, which will certify participants to teach the Empowering Parenting Classes. She noted that there will be 10 facilitators at the training and invited the Commissioners to attend. The actual Empowering Parenting Classes will be a seven week course, two hours a day, one day a week through the adult education with the schools. She added there is definitely a need out there for this program. The discussion then turned to the Madison County DUI Task Force and its effectiveness in the County. Esther stated that she has tried to look up information on website and couldn't find anything. She added that she has worked with the DUI Task Force in Boulder and would like to help with the task force in Madison County. She has tried to contact Lynn Lowder, Madison County DUI Task Force Chair, but has had no response. She discussed the need for compliance checks, RASS training, and noted that they have set the ground work to be involved in trainings in Yellowstone Mountain Club and Big Sky in general. She asked about a schedule for the DUI Task Force

meetings and stated that she will continue to look into it and attend meetings. Allen discussed damage that can be done by alcohol and the broad spectrum of things they're trying to do, with the number one focus to try to push underage drinking back to 21 years old. He added that they are forming a countywide coalition and would be delighted if the commissioners would help and/or be involved in the process. Dan volunteered to attend these meetings. There was also discussion about the Interdisciplinary Child Information and School Safety Team. Esther asked that they be contacted regarding meetings for this group.

Interdisciplinary Child Information and School Safety Team Appointments: The Board discussed the proposed Interdisciplinary Child Information and School Safety Team Appointments and discussed candidates for the team. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting. After reviewing candidates who have agreed to serve on the team, the Board contacted Sheriff Phil Fortner to discuss a designee from his office and he agreed to be a member of the team. Following discussion, Jim Hart moved to appoint Pam Birkeland, Superintendent of Schools, Casey Klasna, Ennis School Superintendent, Mike Wetherbee, Sheridan School Superintendent, Sam Stockett, Juvenile Detention Officer, Melissa Brummell, Public Health Nurse, Phil Fortner, Sheriff, and a representative from the County Attorney's Office to the Madison County Interdisciplinary Child Information and School Safety Team. Dan Allhands seconded the motion. All voted aye and the motion carried.

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

- **STIP Resolutions:** Shelly discussed resolutions needed as a result of a fraud claim attempt on the County's money market account. Following discussion, Jim Hart moved to approve Resolution 38-2019, Resolution 39-2019, Resolution 40-2019, Resolution 41-2019, Resolution 42-2019, and Resolution 43-2019, resolutions authorizing participation in the short term investment pool (STIP) Montana Board of Investments, and authorizing the execution and delivery of documents related thereto. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **2019 Real Estate Tax Billings:** Shelly reviewed a copy of a sample property tax statement from a mailing service she would like to try for this year's tax billings. Shelly stated that the company works with Black Mountain and that the cost would be comparable to what it costs for her to send out the statements. She said they have a better tracking system for new addresses, the entire legal description of the property would be printed on the bills, and they will print and mail all the notices. She added that most of the cost would be for postage, which she would need to pay anyway. Following discussion, Dan Allhands moved to approve using Billing Document Specialists for sending out tax bills. Jim Hart seconded the motion. All voted aye and the motion carried.

2020 Census Complete Count Committee: This topic was continued to the next regular Commission meeting.

Courthouse Project: Dan Allhands discussed the need to have someone come and look at the proposed project in the Administrative Office Building. Ron Nye discussed the need to re-route water away from the Courthouse.

Dietary Lead Position Madison County Nursing Homes: Bonnie O'Neill met with the Board to discuss a dietary lead position for the nursing homes. Vicki Tilstra, Chief Financial Officer, and Tammy Mahlstedt, Human Resource Generalist, were present for this portion of the meeting. Bonnie reviewed a memo to the Board discussing the recruiting process for a dietary supervisor, noting that to date she has received two applications but neither of the applicants have the required dietary certification. She stated that the current dietary supervisor at the Tobacco Root Mountains Care Center has agreed to manage the kitchen at both facilities. This would save approximately \$48,380 per year in wages and an additional 30% in benefits. In addition, Bonnie recommended adding a dietary lead position to each facility to assist in supervision of the kitchen and employees, for an additional amount of \$1.00 per hour. These positions would be advertised in house and would not add additional employees to either facility. Following discussion, Jim Hart moved to add a new dietary lead position to the salary resolution with an additional \$1.00 per hour, to allow Joanne Galiger to be the dietary supervisor for both nursing homes for a trial period of six months, and to continue

to advertise for a permanent dietary supervisor position. Dan Allhands seconded the motion. All voted aye and the motion carried.

Rescind Motion to Request RFP for Nursing Home Dietary Services: Following discussion, Jim Hart moved to rescind the motion made on June 11, 2019, to request an RFP for dietary services for both nursing homes. Dan Allhands seconded the motion. All voted aye and the motion carried.

Salary Resolution: The Board reviewed a draft of the salary resolution. Bonnie O'Neill, Chief Administrative Officer, Vicki Tilstra, Chief Financial Officer, and Tammy Mahlstedt, Human Resource Generalist, were present for this portion of the meeting. Following review and discussion, Dan Allhands moved to approve Resolution 37-2019, a resolution setting salaries for Fiscal Year 2019-2020. Jim Hart seconded the motion. All voted aye and the motion carried.

Claims: The Board approved claims.

Calendars: The Board reviewed calendars.

With no further business, the meeting was adjourned at 3:05 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, July 30, 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: August 13, 2019
Minutes prepared by:

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

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