

BOARD OF MADISON COUNTY COMMISSIONERS
July 31, 2018, Meeting Minutes

On Tuesday, July 31, 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 Dustin Tetrault, Bonnie O'Neill, Van Puckett, Vicki Tilstra, Tommy Luksha, Charity Fechter, Jani Flinn, Tony Forsythe, Roger Thompson, and Al Hendricks.

Approval of Minutes: No minutes were available for approval.

Dustin Tetrault, Director of Emergency Management, met with the Board to discuss the following topics. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting.

- **Alder Emergency Operation Center:** Dustin Tetrault, Director of Emergency Management, met with the Board to discuss purchases for the Alder Emergency Operations Center. Dustin stated that he has checked prices in various places and determined that Wayfair has the best prices for furniture, including chairs, tables, and a podium with speakers in the face; and that he is working with Chris Hunt, IT, for computers, screens and accessories. He added that Amazon has the best prices for these items. Following discussion, Dan Allhands moved to approve the two quotes for equipping the Alder Fire Hall/Community Center to make it an emergency operations center for Madison County. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Emergency Management/Fire Warden Update:** Dustin updated the Board on DES/Fire Warden topics, stating that they have been very busy. Topics included in the update were: Incidents – semi rollover on Highway 55, cleanup at an assay lab in Norris, nine local initial attack fires, and one fire on federal land; Fire Prevention/Outreach/Fuel Mitigation - currently working on almost 20 projects, Mammoth FEMA fuels project awarded, updating marketing material and getting new signs, Code Red Outreach; Development - 68 PCSRs so far in 2018; and other miscellaneous projects. Dustin and the Board discussed the new drone and its use on the Norris clean-up. Ron Nye asked about the status of the private drone that had been used for Search and Rescue missions. Dustin replied that it is no longer being used for County purposes. Dustin also stated that he has been requested to join a state fire management team in a leadership role for one week. He added that it would be a great training experience for his work in Madison County. There was discussion about being paid by the State or by the County. Bonnie stated that if Dustin is allowed to do this, she would recommend keeping Dustin on the County payroll and billing the DNRC for his time. Dan Allhands asked if this would meet grant criteria for FEMA. Dustin confirmed that it would. Following much discussion, Jim Hart moved to approve Dustin Tetrault joining the Northern Rockies Incident Management Team in Lincoln County as Emergency Fire Fighter for seven days, with the County being reimbursed for his time by the DNRC. Dan Allhands seconded the motion. All voted aye and the motion carried.

Sanitarian Update: Van Puckett, Sanitarian, met with the Board to give an update on his department. Jani Flinn, Airport Board Secretary, Charity Fechter, Planning Director, Vicki Tilstra, Finance Officer, Tommy Luksha, GIS, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting. Topics of discussion included follow-up on the Norris assay lab project; fairgrounds waterline; completion of inspections in the Norris/Harrison area while he was there for the clean-up; was served a summons by Mossop for a septic issue; attended Summer Institute traveling back and forth between Helena and Norris; was notified by the State Department of Public Health and Human Services that Madison County has a few less licenses than Lewis and Clark County and they have seven full-time staff; hopes to tackle accommodation inspections in Big Sky – thought there were a couple hundred and found out there are closer to 1000; and has talked to Christine Cox, a retired licensed Sanitarian, who has agreed to help with Big Sky inspections on a contract basis but has to wait 90 days to meet PERS requirements.

Vicki Tilstra, Finance Officer, met with the Board to discuss the following budget items. Bonnie O'Neill, Chief Administrative Officer, Charity Fechter, Planning Director, Tommy Luksha, GIS, and Jani Flinn, Grant Administrator, were present for this portion of the meeting.

- **GIS and Road Review Committee Budget:** There was discussion regarding the grant funds that Tommy has received for GIS and which line item would be used for the grant funds and the local match. Line item 212 was increased for the purchase of a new GPS unit; Tommy discussed county atlases, noting that he planned to make them in-house but will not have time so will send them out to a sub-contractor. He will get it updated before sending it out for copies to be made. Further discussion included:
 - Student interns – this will be taken out of the budget;
 - An increase in wages – Tommy will remain on a step scale with increases based on hours worked;
 - An increase in hours – Tommy will remain at 30 hours;
 - Extra hours worked – Bonnie asked that Tommy document hours worked in excess of what he has been paid for;
 - Splitting voter registration and precinct boundaries – Tommy wants to make sure they're accurate before these splits happen; and NG911 progress.

There was also discussion regarding budgeting for the Road Review Committee. Vicki stated that travel for board members is taken from General Government. Other items such as flash drives and printing costs were discussed. Tommy will use the Planning copier or Commissioners' copier for big jobs and Vicki will take care of the rest.

- **Road, Bridge, and Gas Tax Preliminary Budget Hearing:** There was discussion regarding the new gas tax funds and how they would be used. Jim Hart discussed the need for more money because his district has so much more traffic. There was further discussion of how road funds are split and the possibility of raising the mills for roads because Secure Rural Schools funding is probably done. Jim also stated that he is advertising for another full-time position for the Ennis Road Crew. Vicki stated that she has added funds in general road for DNRC road easements and the traded road grader, just in case. The bridge budgets were also discussed and Vicki reminded the Commissioners to have their guys track time and equipment hours for matching grant funds, noting that she has budgeted for Geim Bridge and Varney Bridge. Jani also reminded the Board that there is an outstanding FLAP grant for Cliff and Wade Lake Road that hasn't been expended and that there is still follow-up work to be done on the Moore Creek project.

Interlocal Agreement for Adult Detention Services between Jefferson County, Montana, and Madison County, Montana: Roger Thompson, Sheriff, met with the Board to discuss a jail contract with Jefferson County. Roger stated this agreement is basically the same as the one they have with Gallatin County to guarantee two beds for Madison County prisoners. He added that Gallatin County is typically full and sometimes can't take additional prisoners. This contract would give Roger the flexibility to move prisoners around so that beds would be available when needed. He stated that this agreement would not add anything to the current budget and that Justin Ekwall, Deputy County Attorney, has reviewed the agreement. Following discussion, Dan Allhands moved to approve the Interlocal Agreement for Adult Detention Services between Jefferson County and Madison County to permit Madison County to house adult inmates in the Jefferson County Detention Center at the rate of \$3,954 per month, effective July 1, 2018, through June 30, 2019. Jim Hart seconded the motion. All voted aye and the motion carried.

Bid Openings for Advertised Vehicles: The Board received and opened bids for two vehicles that were advertised for sale. Dan Allhands moved to accept the high bid \$200 each for both the Chevy Impala and the Chevy Pick-up. Jim Hart seconded the motion. All voted aye and the motion carried.

Claims: The Board approved claims.

Jani Flinn, Airport Board Secretary, met with the Board to discuss the following topics.

- **Twin Bridges Airport – FAA Grant Offer:** This topic was continued to the next regular Commission meeting.
- **Twin Bridges Airport – A.M. Welles Contract:** This topic was continued to the next regular Commission meeting.

- **Twin Bridges Airport – A.M. Welles Notice to Proceed:** This topic was continued to the next regular Commission meeting.

Great West Engineering Task Order #17 – CDBG Funding for Madison Valley Manor Renovation

Project: Following review, Jim Hart moved to approve Great West Task Order #17 – Madison Valley Manor Renovation Project CDBG Funding Application for an amount not to exceed \$6,950, as recommended by Darcel Vaughn, Madison Valley Manor Administrator. Dan Allhands seconded the motion. All voted aye and the motion carried.

State Fiscal Year 2019 Direct Care Worker Wage: The Board reviewed a letter regarding direct care worker wage incentives. Vicki Tilstra, Finance Officer, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting. Darcel Vaughn, Madison Valley Manor Administrator, participated in this portion of the meeting via telephone. Darcel explained that the amount for this year will include funding for the CNA increases that were initiated in the last fiscal year in addition to the ancillary bonuses that will go to everyone. Following discussion, Dan Allhands moved to accept the State Fiscal Year 2019 Direct Care Worker Wage funding from the Department of Public Health and Human Services. Jim Hart seconded the motion. All voted aye and the motion carried.

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

- **Fairgrounds Waterline Project:** Jani distributed a copy of the grant agreement from the US Department of Agriculture to the Town of Twin Bridges for the repairs to the waterline that supplies water to the County fairgrounds. She provided a list of funding sources for the project showing the Town's portion of the funding at \$150,000, which is coming from the Rural Development grant, with the County owing the remaining balance of \$207,000. She stated that after using \$125,161 from the emergency fund, a balance of \$81,839 would still be needed. Vicki suggested assessing emergency mills to fund the remainder of the project. The Board then contacted Jeremiah Theys, Great West Engineering to further discuss the project. Jeremiah stated that the deadline to award the project is August 15, 2018, giving the Board two more regular meetings to make the decision. There was discussion about sending a letter to TSEP asking them to reconsider their decision to deny awarding emergency funds for the project. Jeremiah also noted that the contractor has agreed to reduce his bid by \$10,000 and the sub-contractor has agreed to reduce his bid by another \$10,000. He stated that if the TSEP funds are recovered, the funding would be fairly close. After much discussion, Dan Allhands moved to approve sending a letter to Jennifer Olson, Division Administrator Treasurer State Endowment Program, requesting that she reconsider the decision to deny a \$30,000 grant to help replace the broken water line that serves the Madison County Fairgrounds in Twin Bridges. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Letter of Agreement with SMA for Fairgrounds Arena Project:** The Board reviewed a letter of agreement from SMA Architects for their involvement in the Fairgrounds arena project. The Board attempted to contact Jason Davis of SMA, who returned the call later in the meeting. Jason stated that the cost of the scope of work up to today is at \$2,000 adding that they are currently working on renderings that he will bring on Friday; and that this amount includes the preliminary cost estimates that were provided to the Board earlier. After much discussion, Dan Allhands moved to approve the Letter of Agreement with SMA Architects for the Madison County Fairground Arena Building Study in the amount of \$2,000. Jim Hart seconded the motion. All voted aye and the motion carried.
- **N. Willow Creek Reclamation Project – DNRC Grant Contract Approval:** Jani presented a copy of the North Willow Creek award. Following review, Jim Hart moved to approve the Montana Reclamation and Development Grant Agreement from the Department of Natural Resources and Conservation to Madison County, for an amount not to exceed \$286,737 for the purpose of removing and reprocessing mine waste at Mountain Meadow. Dan Allhands seconded the motion. All voted aye and the motion carried.

The Board contacted Bill Hanson, ThinkOne Architects, by telephone to discuss the following topics. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of this discussion.

- **Courthouse Elevator Project/Amendment #4- Courthouse ADA Security Improvements Project:** Bill discussed the Courthouse project, stating that Amendment No. 3 to Contract with

ThinkOne Architects for Preliminary Design for Accessibility and Security improvements for the original historic Courthouse ADA & Security Improvements had left a balance of about \$4,900 that has not been billed. The proposed Amendment #4 would incorporate that amount with the new estimate. Following discussion, Jim Hart moved to approve the Madison County Courthouse ADA Renovation Contract Amendment #4 to the contract with ThinkOne Architects, originally signed by Mr. Hanson on July 23, 2018, for the amount of \$49,950 with an estimated amount of \$4,900 for reimbursable expenses. Dan Allhands seconded the motion. All voted aye and the motion carried. Bill also discussed the option of using solar lights behind the Administrative Office Building stating that the battery would last several days and it would eliminate the need to add electricity to the back of the building.

- **Administrative Building Canopies:** Bill stated that they are currently researching false columns to use with the canopies at Administrative Office Building. This topic will be added to the Commissioners' meeting agenda in two weeks.

Bonnie O'Neill, Chief Administrative Officer, met with the Board to discuss the following topics. Charity Fechter, Planning Director, Tommy Luksha, GIS, and Al Hendricks, Road Review Committee Chairman, were present for this portion of the meeting.

- **GIS Job Description-Revised:** Bonnie presented a revised job description for the GIS Technician position, stating that the only change is who the position reports to. Tommy asked how much discussion was put into the decision to change the scope of the job and who did the research. Jim Hart responded that discussion took place in short spurts and that no real research had been done, adding that the only change was who the position reports to. Following discussion, Jim Hart moved to approve the revised job description indicating a new "reports to" for the GIS Technician/Analyst Position. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Define Road Review Committee Secretary's Role:** Tommy stated that during Road Review Committee meetings, he is required to take minutes while at the same time trying to navigate screens, change layers, etc. and that he is not succeeding at both. He asked for direction from the Board. Al Hendricks agreed that it would be hard to be adept at both duties. He added that it would be hard to appoint a member of the Committee to do minutes because it would be equally hard for them to participate in the meeting and take minutes. There was further discussion about how detailed the minutes need to be and if a summary with the conclusion would be sufficient. Tommy asked if there was a potential for someone else to do the minutes while he was doing the mapping stuff. Dan asked Charity if there might be an opportunity for the third person in the Planning Office to take minutes for this Committee. Charity responded that she couldn't commit at this point because the person in that position has not yet been hired. Following much discussion, Jim Hart stated that the Board would take Tommy's request under consideration and see if they can find someone else to take minutes for the Committee.

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

- **Vehicle/Bus Purchase:** Bonnie distributed a picture of a bus she found in Colorado, noting that the Senior Citizen's recommended purchasing it. There was discussion about financing options and the possibility of leasing the bus. Based on the recommendation of the Senior Citizens' Advisory Board, Jim Hart moved to proceed with the purchase of the bus. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Request for Madison County to become a Member of the Ford Fleet Program:** Following discussion, Jim Hart moved to approve the request from Finance and the Chief Administrative Officer to enroll in the Ford Fleet Program for the purchase of a Senior Citizens' Bus. Dan Allhands amended the motion to include "pending review of the contract" and seconded the motion. All voted aye and the motion carried.
- **Driver's Wage:** Based on the recommendation of the Senior Citizens' Advisory Board, Jim Hart moved to approve increasing the bus driver wage from \$12.00 to \$13.00 per hour effective July 16, 2018. Dan Allhands seconded the motion. All voted aye and the motion carried.

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

- **Facilities Overtime:** Bonnie stated that she needs more clarification for this topic and will schedule it at a later time.
- **Ennis Road Crew Job Description:** Following discussion and review, Jim Hart moved to approve the amended job description for Road and Bridge Technicians. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Recommendation to Hire Court Compliance Clerk-Part-Time position:** Per recommendation of the hiring committee, Dan Allhands moved to hire Kayla Bean for the permanent part-time Court Compliance Clerk Position at the starting wage of \$15.55 per hour. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Authorization to Fill Full-time Perm. Housekeeping/Laundry-TRMCC:** Following review, Jim Hart moved to approve the Authorization to Fill the Housekeeping/Laundry position at the Tobacco Root Mountains Care Center. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Amend Resolution 25-2018 Setting Salaries for FY 2018-2019:** Following review, Jim Hart moved to adopt Resolution 29-2018, a resolution amending Resolution 25-2018, setting salaries for Fiscal Year 2018-2019. Dan Allhands seconded the motion. All voted aye and the motion carried.

Calendars: The Board reviewed calendars.

With no further business, the meeting was adjourned at 5:30 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, August 7, 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: August 14, 2018

Minutes prepared by:

Laurie Buyan, Executive Assistant

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