

BOARD OF MADISON COUNTY COMMISSIONERS
August 14, 2018, Meeting Minutes

On Tuesday, August 14, 2018, a meeting of the Board of Madison County Commissioners came to order at 10:55 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, Denny Lueck, Kacey Smart, Ben Hartman, Melissa Brummel, Margie Edsall, Charity Fechter, and Pam Birkland.

Approval of Minutes: Jim Hart moved to approve the July 24, 2018, Commission meeting minutes with corrections. Dan Allhands seconded the motion. All voted aye and the motion carried. Dan Allhands moved to approve the July 31, 2018, Commission meeting minutes as presented. Jim Hart seconded the motion. All voted aye and the motion carried.

Emergency Fire Assistance: Following review, Jim Hart moved to approve a letter to Hoyt Richards, Area Manager, DNRC, requesting the assistance of the Department of Natural Resources and Conservation to help control local fires. Dan Allhands seconded the motion. All voted aye and the motion carried.

Public Discussion: The Board reviewed and discussed an email from Bernie and Ardie Fischer regarding the road from Mammoth to Pony.

The Board contacted Maryanne Sauver and Jonathan Wirth, ThinkOne Architects, by telephone to discuss the following topics. Vicki Tilstra, Finance Officer, was present for this portion of the meeting.

- **Construction Manager at Risk (CMAR) Services:** The Board and those present discussed a request for proposals that was advertised in April of 2016. Jim Hart stated that he recollected that Langlas Construction was the only firm that submitted a proposal at the time and that the Board decided to let it sit for a while and never got back to it. There was discussion about contacting Langlas to see if they are still interested in the project and also the possibility of having to re-advertise the project. After much discussion, it was determined that Jim Hart would contact Loren Cantrell of Langlas Construction and Jonathan or Maryanne would also follow up with him. Jim Hart also asked about an estimated cost for the project so that Vicki Tilstra, Finance Officer, would have an amount to use for budgeting purposes.
- **Administrative Office Building Canopies:** The Board and those present discussed the proposed canopies for the Administrative Office Building. Maryanne stated that Bill Hanson, ThinkOne Architects, had contacted Jim Jarvis, Virginia City Historic Preservations Officer, who wasn't overly enthusiastic about the pictures that had been sent. Maryanne reviewed a proposal she had sent earlier in the day which included faux columns adding that they are still working on other possible options. Ron Nye asked what the cost would be. Jonathan responded that they have not yet researched the cost of the project. Jim Hart reiterated that the Finance Office needs numbers for the budget. Maryanne stated they will work up a couple more options and have cost estimates to the County by August 24, 2018.
- **Courthouse Elevator Project:** The Board and those present discussed the Courthouse project. Maryanne reviewed drawings that had been sent earlier in the day. Discussion included rolling screen TV's for the District Court Room and a wall mounted screen for the Justice Court Room; vacating one floor at a time during the project; the location of bathrooms; adding a janitor closet on the main floor; creating a secure passage from the judge's office to the courtroom; and the size of the Justice Court Room. Jim again asked if there was an estimate. Jonathan stated that is Loren's expertise. The Board left a message for Loren Cantrell, Langlas and Associates, to contact them about this project.

Claims: The Board approved claims.

Journal Vouchers: There were no journal vouchers ready for approval.

RFQ for Madison Valley Manor CDBG Project: The Board contacted Darcel Vaughn, Madison Valley Manor Administrator, to discuss an RFQ for the proposed Madison Valley Manor renovation project. Darcel stated that funds for the Preliminary Architectural Review will come from the facility budget and if the project is later funded by CDBG, the portion spent on the PAR will count toward the 25% local match. After discussion, Jim Hart moved to approve the Request for Qualifications for preparation of a Preliminary Architectural Report for the Madison Valley Manor in Ennis, Montana, with the intent to apply for a Community Development Block Grant (CDBG) for the Montana Department of Commerce (MDOC) to construct the next phase of its renovation of the Manor. Dan Allhands seconded the motion. All voted aye and the motion carried.

Solid Waste Heavy Duty Truck and Hook System Bid Opening: Denny Lueck, Solid Waste Foreman, met with the Board to open bids for a new Solid Waste truck. Kacey Smart, Solid Waste Assistant, and Ben Hartmann, Rocky Mountain Truck Center, were present for this portion of the meeting. Six bids were received and opened. There was discussion regarding the potential delivery date on the trucks and the difference in price on hook systems. Denny will review the bids and make a recommendation to the Board at the next regular Commission meeting.

Proposed Land Acquisitions: Jim Hart stated that he had contacted the Montana Historic Foundation regarding property that the County is interested in acquiring and was told that they are willing to sell the property to the County and are in no hurry to complete the sale. There was also discussion about another piece of property in Virginia City. Following discussion, Dan Allhands moved to approve the buy-sell agreement and associated documents for the purchase of lots 15-19, Block 157, in Virginia City. Jim Hart seconded the motion. All voted aye and the motion carried.

Melissa Brummel, Public Health Nurse Director, met with the Board to discuss the following topics. Vicki Tilstra, Finance Officer, was present for this portion of the meeting.

- **Public Health Office Update:** Melissa distributed and reviewed a Public Health Department report for June 13, 2018, through August 14, 2018. Items reviewed included school services and education, grants, organizations and groups, communicable diseases and Public Health responses, Immunizations and vaccines, completed projects, upcoming projects, completed trainings, and upcoming trainings and meetings.
- **Annual Patient Survey Results:** Melissa reviewed a survey that the Public Health Department is required to complete every two years. She noted that one of the areas that they have been targeting and the one that was the most supported in the survey is suicide prevention.
- **Public Health Budget:** Melissa discussed the public budget noting that she has built in funding for the Senior Companion Program in Sheridan and for Action Inc. She added that she is waiting for a contract from Action Inc. so that funds can be distributed. There was also discussion about the Tobacco Prevention Grant budget. Jim Hart stated that he would like to discuss it further with Melissa at another time.

Tammy Mahlstedt, Human Resource Generalist, met with the Board to discuss the following topics. Margie Edsall, Weed Coordinator, and Charity Fechter, Planning Director, were present for portions of this meeting.

- **New Weed Program Assistant Coordinator Position:** Margie stated that she is proposing a new job title for current Weed Program Assistant and has created a job description for a Weed Program Assistant Coordinator position. Margie stated that this position will work in conjunction with and assist the coordinator. Following discussion, Dan Allhands moved to approve the Weed Program Assistant Coordinator Job Description as recommended by the Weed Coordinator. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Job Title Change Weed Program Assistant to Weed Program Assistant Coordinator:** Margie discussed several reasons she would like to advance Dale Gross to the new position of Weed Program Assistant Coordinator. She listed various duties that Dale performs, noting that he basically does everything except write grants and put the budget together. He does all of the outdoor and mechanical

work. Following discussion, Dan Allhands moved to change Dale Gross position to Weed Program Assistant Coordinator from Weed Program Assistant. Jim Hart seconded the motion. All voted aye and the motion carried.

- **Salary Review and Placement of Weed Program Assistant Coordinator:** Marge discussed the rate of pay for the new Weed Program Assistant Coordinator position stating that she has talked to Vicki Tilstra, Finance Officer, about it and both feel that 90% of the Coordinator wage would be a fair rate for this position. It was noted that this would be the full rate for the position and that if a new employee filled the position, they would start on a step scale depending on experience. Following much discussion, Jim Hart moved to set the rate of pay for the new Weed Program Assistant Coordinator position at 90% of the Weed Coordinator position. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Recommendation to Hire Full Time Planning Clerk:** Charity discussed the selected candidate for the Planning Office Clerk position listing her qualifications and accomplishments, noting that she has served on several boards, including being a student rep on a planning board, has been a teacher, and is very articulate and pleasant. Charity feels she will be a good representative for Madison County and will be capable of advancing to a Planning Tech at some point. Based on the recommendation of the hiring committee, Jim Hart moved to approve hiring Cody Marxer for the permanent full-time Planning Clerk position at the starting wage of \$17.50 per hour or 90% of the clerk wage. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Recommendation to Hire Full Time RN/LPN Health Department:** Tammy presented the Board with a recommendation for the Public Health Nurse position. Based on the recommendation of the hiring committee, Dan Allhands moved to approve hiring Tina Pfertsh for the permanent full-time LPN position in the Public Health Department at the starting wage of \$20.47 per hour or 90% of the LPN wage. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Authorization to Fill Full-time Permanent Housekeeping/Laundry-TRMCC:** Following review, Dan Allhands moved to approve the Authorization to Fill the Housekeeping/Laundry position at the Tobacco Root Mountains Care Center. Jim Hart seconded the motion. All voted aye and the motion carried.

Contractual Agreement with Chamique Holdsclaw for Presentation at local Schools on Mental Health and Being Trauma Informed: Pam Birkland, Mental Health Local Advisory Council, met with the Board to discuss a contract to bring Chamique Holdsclaw in to speak at the Twin Bridges High School or the Sheridan High School (to be determined) and the Ennis High School as an advocate of mental health. Pam noted that BetheChange406 Coalition will cover half the expenses and the Mental Local Advisory Council will cover the other half. She further noted that the Deputy County Attorney has reviewed the agreement. Following discussion, Jim Hart moved to approve the Personal Appearance Contract between Chamique Holdsclaw, Kim Martinell representing BetheChange406 Coalition, and Madison County for two 1.5 hour appearances in Madison County on September 12, 2018, for the amount of \$3,000 plus hotel and travel expenses. 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 4:55 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, August 21, 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 21, 2018

Minutes prepared by:

Laurie Buyan, Executive Assistant

Attest: _____
Kathleen Mumme, Clerk and Recorder
Madison County