

BOARD OF MADISON COUNTY COMMISSIONERS
August 21, 2018, Meeting Minutes

On Tuesday, August 21, 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 Tammy Mahlstedde, Darcel Vaughn, Holly Haithcox, Vicki Tilstra, Karen Miller, Shelly Burke, Erik Enoboe, Dustin Tetrault, Bonnie O'Neill, Melissa Brummell, Phil Taylen, Bob Bates, Kraig Pester, Kipp Proctor, Jani Flinn, Crystal Alegria, Evalyn Johnson, Phil Brook, Chuck Sturgill, and Leona Stredwick.

Approval of Minutes: Jim Hart moved to approve the August 14, 2018, Commission meeting minutes as presented. Dan Allhands seconded the motion. All voted aye and the motion carried. Dan Allhands moved to approve the April 4, 2018, Big Sky Joint Commission meeting minutes as presented. Jim Hart seconded the motion. All voted aye and the motion carried.

Tammy Mahlstedde, Human Resource Generalist, met with the Board to discuss the following topics. Karen Miller, Clerk of Court, Darcel Vaughn, Madison Valley Manor Administrator, Holly Haithcox, Tobacco Root Mountains Care Center Administrator, and Vicki Tilstra, were present for this portion of the meeting.

- **Revised District Court Deputy Clerk Job Description:** Karen discussed a new job description for the part-time deputy position in her office, noting that previous description was too specific and that she has revised it by taking out repetitious language and things they no longer do. Per recommendation of the Clerk of Court, Jim Hart moved to approve the revised job description for the part-time Deputy Clerk of Courts position as presented. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Care Center's On-Call Pay:** Darcel presented an on-call pay policy for charge nurses at the Care Centers, stating that the topic had been discussed previously but that she was unable to find where it had been finalized. She noted that the Director of Nursing is on-call at all times as a part of the position and that the on-call pay is only used when a charge nurse is called in when the DON is unavailable. She clarified that it is not the DON that gets the on-call pay but the nurse that replaces her. Holly discussed a policy that is used at the Tobacco Root Mountains Care Center, stating that theirs is structured a little differently. Following discussion, Jim Hart moved to approve the Charge Nurse On-Call Agreement purposes and procedures, dated August 21, 2018, for both facilities as recommended by the Madison Valley Manor Administrator and the Tobacco Root Mountains Care Center Administrator. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Authorization to Fill TRMCC Activities Assistant Director Full-Time Permanent Position:** Tammy presented an Authorization to Fill Activities Aide position at the TRMCC. Following discussion, Dan Allhands moved to approve the Authorization to Fill the permanent full-time Activities Aide position at the Tobacco Root Mountains Care Center, as recommended by the TRMCC Administrator. Jim Hart seconded the motion. All voted aye and the motion carried.
- **TRMCC Sidewalk Project:** The sidewalk repair project at the Tobacco Root Mountains Care Center was discussed. Holly stated they are planning to do part of the project in this budget year and the remainder in the next budget year. The immediate concern is sidewalks, fixing the ADA parking lot, and making them compliant. The west entrance and delivery entrance will be done next year. Vicki and Holly discussed funding for the project which will be included in the final budget.

Tax Bill Issues: Shelly Burke, Treasurer, met with the Board to discuss outstanding tax bills. The first bill was for mining property. Shelly stated that a large portion of the bill was for equipment that hasn't been on the property since 2014 and the bills in question are from 2016 and 2017. In correspondence between Shelly and the taxpayer, they have agreed to pay for the land but are asking for the equipment to be removed. Following discussion, Jim Hart moved to authorize the Treasurer to eliminate the personal

property portion of the bill for Taxpayer ID #22301200 for 2016 and 2017, contingent upon the remaining portion of these bills being paid. Dan Allhands seconded the motion. All voted aye and the motion carried. Shelly presented pictures and a tax notice for a mobile home that is uninhabitable, requesting permission to remove it from the tax rolls. Dan Allhands moved to request the Treasurer delete the Personal Property taxes for Tax ID #904001400 and any future billings, and to authorize the Department of Revenue to remove this Tax ID number from the tax rolls. Jim Hart seconded the motion. All voted aye and the motion carried. Shelly also discussed an ongoing tax billing for net proceeds from a mine that has not been in operation since 2013. She stated there is no ground involved, no equipment, and no way to collect it. She will keep the Board updated on this issue.

PIO Type II Management Team Training: Erik Enoboe, DNRC, Dustin Tetrault, Director of Emergency Management, Vicki Tilstra, Finance Officer, and Bonnie O'Neill, Chief Administrative Officer, met with the Board to discuss the management team from Madison County that were present for the Monument and Wigwam fires. Topics of discussion included time frames for mutual aid, reimbursement rates for County employees and equipment, and use of the County SAT trailer. Erik stated that it was really great to see so many County individuals involved and that the local support was very much appreciated. Dustin stated that they were very pleased to have Tommy Luksha helping with GIS and that he did a phenomenal job. He also commended Bonnie for her contributions as Public Information Officer.

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

- **Remaining Budget Questions:** Vicki discussed items that have not been formally approved or added to the budget. The proposed purchase of the Virginia City parking lot and the Ennis Habitat for Humanity project were among the items discussed. No action was taken.
- **Tobacco Grant Account:** Vicki and the Board discussed the Tobacco Grant account noting that it was overspent for the 2017-2018 budget year. Melissa Brummell, Public Health Nurse, and Phil Taylen, Tobacco Prevention Specialist, were present for this portion of the meeting. Melissa discussed rabies vaccinations that have been given this year, noting that there have been an excess of bat incidents causing concern. She also discussed the tobacco grant budget stating that they did not watch it as closely as they should have but that they do have a plan in place to make sure this does not happen again and that they are looking at additional sources of revenue for the tobacco prevention program. She also noted that unspent funds from previous years were rolled over into the Public Health budget and suggested that these funds could be used to supplement this budget. Vicki will run an expense query for the tobacco budget from the beginning of the project to determine the overall balance of the account. Bonnie will work with Phil to create a work plan and objectives for the program.
- **Emergency Mill Levy:** The Board discussed running a mill levy for additional funds needed to fix the water line at the fairgrounds in Twin Bridges. Ron Nye stated that he has talked to Richard Knatterud, from the Treasure State Endowment Program, who notified him that a letter sent earlier requesting \$30,000 in emergency funding is still under review. It was discussed that even if the TSEP funding is approved, there would still be a shortfall in the funding for the project. Dan Allhands and Jim Hart both agreed that an emergency mill levy might be the best way to complete the funding package. This topic was continued to the next regular Commission meeting.
- **Journal Vouchers:** The Board reviewed journal vouchers. Vicki explained that these are basically cleaning up the books. Following review, Dan Allhands moved to approve journal vouchers for the 13/18 accounting period. Jim Hart seconded the motion. All voted aye and the motion carried.

Bob Bates, Safety Coordinator, met with the Board to discuss the following topics. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting.

- **Safety Coordinator Report:** Bob presented and reviewed the monthly safety report for July 2018. He discussed the clean up at the Norris lab, stating that it was a great experience. The report included monthly safety meetings he has attended, investigations and reports he has completed, and safety inspections and follow-ups that have been completed. There was also discussion regarding putting signage on County vehicles for identification purposes.

- **Safety Fest Trip Report:** Bob discussed the Safety Fest he attended stating that it was a remarkable learning opportunity provided at no cost by the Department of Labor and Industry. He briefly discussed classes he attended and training materials he was able to download.
- Bob also discussed his investigation in a grader incident in Ennis and provided an investigation report to the Board.

Bid Openings for District 1 Motor Grader: The Board opened and read two bids for a new motor grader for the District One Road Department. Vicki Tilstra, Finance Officer, Bonnie O'Neill, Chief Administrative Officer, Kraig Pester, Tractor and Equipment, and Kipp Proctor, RDO, were present for this portion of the meeting. There was discussion regarding the option of leasing rather than purchasing a motor grader. After discussion, Jim Hart stated that the Board will take the bids under advisement and check the numbers.

Update on Used Motor Grader: Kraig Pester, Tractor and Equipment, met with the Board to discuss a motor grader that was traded from Road District 3 for a new grader, and was later determined to have damage that was not disclosed at the time of the trade. Bonnie O'Neill, Chief Administrative Officer, Vicki Tilstra, Finance Officer, Tammy Mahlstedt, Human Resource Specialist, and Bob Bates, Safety Coordinator, were present for this portion of the meeting. Kraig discussed the appraisal of the grader that was done before the trade; and Bob discussed his investigation of the incident. Kraig also presented an estimate on what it will cost to fix the grader so it will be able to be sold. Following much discussion, it was determined that this new information would be forwarded to the insurance company to see if there is coverage at this time.

Fairgrounds Water Main Project – Amendment #1 to Great West Task Order #15: Jani Flinn, Grant Administrator, met with the Board to discuss the fairgrounds water main project. Vicki Tilstra, Finance Officer, was present for this portion of the meeting. There was discussion regarding whether the County or the Town of Twin Bridges would be paying for engineering fees. Jani stated that the County agreed to cover these costs. She further stated that she had contacted Kristi Millhouse, Twin Bridges Town Clerk, who confirmed that the Town is not being billed for engineering. There was further discussion about running a mill levy for the remaining funds needed for the project. Following discussion, Dan Allhands moved to approve Amendment #1 to Great West Task Order #15, Fairgrounds Water Main Extension, for an amount not to exceed \$14,500, in addition to the original task order amount of \$37,500, for adjusted task order total of \$52,000. Jim Hart seconded the motion. All voted aye and the motion carried.

Great West Task Order for Jack Creek Road: The Board reviewed a task order related to Jack Creek Road. Jani Flinn, Grant Administrator, was present for this portion of the meeting. Discussion included research that needs to be conducted related to easements and how the project was going to be funded. Jim Hart stated that funds for this project would come from the general road budget. Following discussion, Jim Hart moved to approve Great West Task Order #18, Jack Creek Road Easement Research, for an amount not to exceed \$7,500. Dan Allhands seconded the motion. All voted aye and the motion carried. FLAP grant funds for Cliff and Wade Lake Road were also discussed.

Airport Board Recommendation to Remove Board Member: Per recommendation of the Airport Board, Dan Allhands moved to send a letter to Dr. Ernest Bock advising him that his position on the Airport Board will be advertised due to missing more than three consecutive meetings. Jim Hart seconded the motion. All voted aye and the motion carried.

Claims: The Board approved claims.

Solid Waste Truck Selection: Following discussion, Dan Allhands move to accept the bid for one new 2020 Freightliner heavy duty diesel truck and one hook system for 40-yard dump containers from Ben Hartmann, Rocky Mountain Truck Center, for the amount of \$148,893, as recommended by Denny Lueck, Solid Waste Foreman. Jim Hart seconded the motion. All voted aye and the motion carried.

Comdata Model Certificate R: The Board reviewed a certificate that enables Comdata to remove the taxes from fuel purchased by the County. Following review, Jim Hart moved to approve the Model

Certificate R for removal of fuel taxes for fuel purchased with Comdata credit cards. Dan Allhands seconded the motion. All voted aye and the motion carried.

Courthouse Elevator Project: The Board attempted to contact Loren Cantrell, Langlas and Associates but was unable to reach him. There was no further discussion on this topic.

Extreme History Project: Crystal Alegria, Co-Director of the Extreme History Project, met with the board to discuss an ongoing project at the Nevada City Cemetery. Evalyn Johnson, Virginia City Cemetery Board Secretary, Phil Brook and Chuck Sturgill, Virginia City Cemetery Board members, and Leona Stredwick, Planner 1, were present for this portion of the meeting. Crystal gave a background on the project, stating that they have brought in training teams with teachers three times to research graves located in the Nevada City Cemetery and research the names of people buried there. She stated that this is a work in progress, that there are still a lot of unmarked graves, and that part of the project includes creating a plaque listing the names. She described an archeological process that uses a magnetometer with radar that penetrates the ground to determine if a grave shaft has been dug. The next proposed step would be to put down disks marking the graves. Evalyn noted that she has been approached by Elijah Allan with the Montana Heritage Commission who has offered to pay for the disks. It was noted that there are approximately 230 graves that are marked and that many marked or unmarked are outside of the cemetery boundaries. Phil stated that they are using color-coded ribbons to designate which sites have a high probability of someone be buried there and a different color designating a hit but likely not a grave. There was also discussion about putting ads in local newspapers asking for information on people that may be buried there, about contacting the state to secure more land to increase the cemetery boundaries, and about using Tommy Luksha, GIS, to make maps of the cemetery boundaries.

Calendars: The Board reviewed calendars.

With no further business, the meeting was adjourned at 4:05 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, August 28, 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: September 11, 2018

Minutes prepared by:

Laurie Buyan, Executive Assistant

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