

BOARD OF MADISON COUNTY COMMISSIONERS
October 2, 2018, Meeting Minutes

On Tuesday, October 2, 2018, a meeting of the Board of Madison County Commissioners came to order at 9:50 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana, with Commissioners Ron Nye, Chairman, and Dan Allhands present. Commissioner Jim Hart was absent to attend an Association of Government Risk Pools (AGRIP) conference in Portland, Oregon. Laurie Buyan, Executive Assistant to the Madison County Board of Commissioners, was present to take minutes.

Those people in attendance at the meeting were Charity Fechter, Van Puckett, Melissa Brummell, Phil Taylen, Kathleen Mumme, Bob Bates, Dustin Tetrault, Joe Brummell, Bonnie O'Neill, and Tammy Mahlstedt.

Approval of Minutes: Dan Allhands moved to approve the September 25, 2018, Board of Commissioners meeting minutes as presented. Ron Nye seconded the motion. All voted aye and the motion carried.

Charity Fechter, Planning Director and Floodplain Administrator, met with the Board to discuss the following topics.

- **Vista Minor Subdivision Preliminary Plat:** Charity presented the preliminary plat of Vista Minor Subdivision, for a proposed 4.34-acre single lot residential subdivision located south and east of Cabin Road and west of Miller Lane adjacent of Phase 6A (Enclave) Subdivision and displayed maps showing the location and the realignment of the road. She stated that the old road will be vacated, that the building envelope is being modified to encompass a larger area, and that the Planning Board recommended approval. Following discussion and review, Dan Allhands moved to adopt the findings of fact and approve the Vista Minor Subdivision in the northeast quarter of Section 12, Township 7 South, Range 2 East, PMM, subject to conditions and suggestions to the subdivider. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Banks Floodplain Development Permit:** Charity discussed a floodplain permit application received from David and Jolene Banks on September 4, 2018. She discussed construction requirements and base elevations for floodplain construction, noting that they will meet requirements if they build to the engineer's specifications. Following discussion, Dan Allhands moved to affirm the Floodplain Administrator's approval of Floodplain Development Permit J 2018-03, Jolene and David Banks, Parcel B, COS Book 7, Page 8, Jefferson Acres Subdivision, Silver Star, Montana. Ron Nye seconded the motion. All voted aye and the motion carried.

Public Health Update: Melissa Brummell, Public Health Nurse, and Phil Taylen, Tobacco Prevention Specialist, met with the Board to give an update on happenings in the Public Health Department. Tammy Mahlstedt, Human Resource Generalist, was present for this portion of the meeting. Melissa reviewed activities in the following areas: school services and education, grants, organizations and groups, communicable disease/public health response, immunizations and vaccines, billing/contracts, completed projects and upcoming projects, and completed trainings and upcoming trainings. Melissa discussed a regional joint criminal-epidemiological investigation workshop that will be held on October 25 and 26, 2018. She stated that it is related to law enforcement and public health responsibilities during a suspicious biological incident. She plans to attend the training and will check with the Sheriff's Department to see if any officers plan to attend. Melissa also discussed a new spreadsheet that has been developed to track tobacco prevention grant funds and noted that they have given flu shots to employees at the Tobacco Root Mountains Care Center.

Ron Paige Plat Amendment: Charity Fechter, Planning Director, Van Puckett, Sanitarian, and Kathleen Mumme, Clerk and Recorder, met with the Board to discuss sanitary restrictions that were imposed on a 116 acre parcel. Because of the size of the parcel, these restrictions were not necessary and the landowner now wants to build on the property. There was discussion regarding the possibility of writing a

statement stating that the property doesn't need sanitary restrictions or doing a retracement of the plat and removing the restrictions. Van noted that if a retracement is done, it should be at no expense to the landowner because it was a Madison County employee that required the unnecessary restrictions. Kathleen stated that she would prefer a new plat so that it would show up as a survey in the Clerk and Recorder records. Following much discussion, Dan Allhands moved to approve hiring Erland Gendreau, G & E Engineering, to resurvey the property owned by Ron and Nancy Paige and correct the sanitary restrictions on the new plat, with the funds for the survey coming from the Sanitarian's budget. Ron Nye seconded the motion. All voted aye and the motion carried.

Claims: The Board approved claims.

Journal Vouchers: Dan Allhands moved to approve journal vouchers from the 8/18 and 9/18 accounting periods. Ron Nye seconded the motion. All voted aye and the motion carried.

Trust and Agency Budget – Ruby Valley Hospital District: This budget was previously signed by Chairman Ron Nye.

Dust Abatement Agreement: The Board reviewed a proposed agreement format to be used when private landowners wish to perform dust abatement on County roads at their own expense. Following discussion, Dan Allhands moved to approve the Memorandum of Understanding format between Madison County and certain landowners who have expressed a desire to perform dust abatement or other routine maintenance on certain public roads in Madison County. Ron Nye seconded the motion. All voted aye and the motion carried.

Harrison Fire District Board Appointment(s): Having received only one application for the final vacancy on the Harrison Fire District Board, the Board of Commissioners chose to continue advertising the vacancy before making a determination on the current application.

Administrative Office Building Canopies: This topic was continued to the next regular Commission meeting.

Courthouse Elevator Project: The Board reviewed a standard form of Agreement between Owner and Construction Manager from Langlas and Associates for the Courthouse Elevator Project. The Board will get the agreement to the County Attorney's Office for review and will request guidance on whether or not the project will need to be re-advertised. This topic was continued to the next regular Commission meeting.

Social Media Archiving: Because Chris Hunt, IT Director, was unavailable for this appointment, Tammy Mahlstedt, Human Resource Generalist, notified the Board that Chris has decided not to pursue the social media archiving program at this time but will instead limit certain aspects of County social media sites to limit the liability associated with these sites.

Public Discussion on Items Not Listed on the Agenda but Within the Board's Jurisdiction:

- **Flu Shots:** Tammy Mahlstedt, Human Resource Generalist, discussed flu shots for County employees, stating that the Finance Office will run a report to determine how many employees have County insurance that will cover these shots.

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.

- **September Safety Report:** Bob presented the Board with the safety report for the month of September, discussing meetings and trainings he has attended and investigations he has conducted. He discussed hazard communications trainings, fire extinguisher trainings, and other trainings that need to be conducted annually. He also discussed signage at County fuel sites, lock-out, tag-out procedures, and weekly safety tips that have been distributed via email.
- **Vehicle Decals:** Bob stated that he is working on inventorying County vehicles to determine which ones need decals to identify them as County vehicles. He noted that the initial marking was not well accepted and that decals of the County seal have been made and put on a couple cars. These

decals have had a good response, are less expensive, and easier to install. Following discussion, Dan Allhands moved to approve using the official County seal to mark all non-emergency or non-law enforcement vehicles in the County. Ron Nye seconded the motion. All voted aye and the motion carried. Bonnie stated that during this process, they will validate drivers' licenses of employees who drive County vehicles.

- **Great Montana Shake-Out:** Bob discussed the Great Montana Shake-Out, stating that he and Joe Brummell are working together on a full-scale exercise and evacuation exercise that will take place on October 18, 2018, at 10:20 a.m. Dustin Tetrault, Director of Emergency Management, and Joe Brummell, Deputy Director of Emergency Management, were present for this portion of the meeting. Joe stated that this is a nationwide exercise that will come over the p.a. system and give step by step instructions to follow. Joe stated this will be good for anyone who receives federal funding to get this on their list for credit. Bob discussed the locations of shelter in place kits and will push out a list of all locations. He also discussed conducting an after-action meeting and creating a report.

Dustin Tetrault, Director of Emergency Management, and Joe Brummell, Deputy 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.

- **Rescind Burning Ban:** Joe presented the Board with a proposed resolution to rescind the current burning ban in Madison County. Dustin stated that he has contacted the fire chiefs and all are in favor of rescinding the ban. Following review, Dan Allhands moved to adopt Resolution 35-2018, a resolution rescinding the Resolution 30-2018, a burn ban in Madison County. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Community Planning Assistance for Wildfire Grant:** Dustin discussed an application for Community Planning Assistance for Wildfire. He stated that he submitted an application for the program in 2016 but was not successful but is hoping to make it an all-encompassing program that will include the Big Sky area this time. He added that if successful the County would receive consulting-based services related to wildfire planning and wildland urban interface and that there would be no expense to the County. Following discussion, Dan Allhands moved to approve the 2019 Application for Community Planning Assistance for Wildfire as recommended by the Director of Emergency Management. Ron Nye seconded the motion. All voted aye and the motion carried.

Recommendation to Hire Fair Secretary-Part-Time Position: Tammy Mahlstedt, Human Resource Generalist, and Bonnie O'Neill, Chief Administrative Officer, presented the Board with a recommendation to hire a fair secretary. Based on the recommendation of the hiring committee, Dan Allhands moved to hire MS. Jimilea Grose for the permanent part time fair secretary with a starting wage of \$16.52. Ron Nye seconded the motion. All voted aye and the motion carried.

Calendars: The Board reviewed calendars.

With no further business, the meeting was adjourned at 2:05 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, October 9, 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: October 9, 2018
Minutes prepared by:

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

Attest: _____
Kathleen Mumme, Clerk and Recorder
Madison County