

BOARD OF MADISON COUNTY COMMISSIONERS
October 9, 2018, Meeting Minutes

On Tuesday, October 9, 2018, a meeting of the Board of Madison County Commissioners came to order at 9:40 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 Tammy Mahlstedde, Lynda Holt, Phil Fortner, Dustin Tetrault, Van Puckett, Sue Heald, Vicki Tilstra, Jani Flinn, Shelly Burke, and Darcel Vaughn.

Approval of Minutes: Dan Allhands moved to approve the October 2, 2018, Board of Commissioners meeting minutes with corrections. Jim Hart seconded the motion. Dan Allhands and Ron Nye voted aye. Jim Hart abstained from voting as he was not present for that meeting. The motion carried on a majority vote.

Claims: The Board approved claims.

Animal Shelter Donations: The Board discussed donations that have previously been given to animal shelters that assist with stray animals from Madison County. After discussion, Jim Hart moved to donate to the Heart of the Valley Animal Shelter in Bozeman and 4-Paws Animal Rescue in Cardwell in amounts similar to previous donations. Dan Allhands seconded the motion. All voted aye and the motion carried.

BLM Reciprocal Road Maintenance Agreement for Clute's Landing and Axolotl Road: This agreement will be sent to the County Attorney's Office for review and the topic was continued to the next regular meeting.

Tammy Mahlstedde, Human Resources, met with the Board to discuss the following topics:

- **Authorization to Fill Communications Officer Part-time Position:** Tammy reviewed an Authorization to Fill request for a part-time Communications Officer. Phil Fortner, Under Sheriff, and Lynda Holt, Communications Officer, were present for this portion of the meeting. Tammy stated that the notice for this vacancy has been posted and that it is a matter of procedure to come to the Board for authorization. There was discussion regarding the amount of turn-over in this department and the possibility of advertising the positions at 40 hours per week (full-time) rather than part-time to attract a larger amount of qualified applicants. Lynda clarified that the department is within the national average for turn-over in this type of position and noted that they are currently approved for 4-40 hour positions and 4-30 hour positions, adding that the 30 hour positions may sometimes work up to 40 with the possibility of overtime. She also discussed reasons that people have been leaving, which are not necessarily due to the nature of the position. Following discussion, Jim Hart moved to approve the Authorization to Fill for a part-time Communications Officer to work a minimum of 30 hours per week, with the possibility of working 40 hours or more as needed to meet the needs of the department. Dan Allhands seconded the motion. All voted aye and the motion carried. Lynda added that they will have a couple more positions to advertise at later dates. There was discussion regarding how it is determined which employees work 30 hours per week and which work 40 per week.
- **Revised Director of Emergency Management Job Description:** Tammy reviewed the Director of Emergency Management Job Description noting items that have been changed from the previous version, noting that the deputy job description is bigger than the director job description. Following review, Dan Allhands moved to approve the revised Director of Emergency Management Job Description as presented. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Revised Deputy Director of Emergency Management Job Description:** Tammy reviewed the Deputy Director of Emergency Management Job Description noting items that have been changed from the previous version. Following review, Jim Hart moved to approve the revised Deputy Director of Emergency Management Job Description as revised and presented. Dan Allhands seconded the motion. All voted aye and the motion carried.

- **New Records Clerk Job Description:** Tammy reviewed a proposed job description for a records clerk, noting that this is a newly created job description and there was no previous description. She noted that Kathleen Mumme, Clerk and Recorder, reviewed the job description and gave verbal approval to move forward. Following discussion and review, Dan Allhands moved to approve the Records Clerk Job Description for the Clerk and Recorder's Office as presented. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Cell Phone Request for IT Support Specialist:** Tammy presented and read a memo requesting a cell phone for the new IT Support Specialist. Dan Allhands moved to approve the purchase of a Samsung S8 cell phone, which is currently on a promotional with no charge, for the IT Support Specialist. Jim Hart seconded the motion. All voted aye and the motion carried.

Ron Nye asked about the status of the Sanitarian-in-Training position, wondering if it's being advertised. He expressed concern about the weather. Tammy stated that she would check on the status of the position and get the information back to him. Van Puckett, Sanitarian, who was present for the next agenda item, stated that it was a misunderstanding on his part as he was told that since the position was not an emergency it would need to be advertised. Dan Allhands questioned whether it should have been advertised as Sanitarian, Sanitarian-in-Training, or possibly even a contracted position. Tammy returned to the meeting later in the day with the requested information.

Dustin Tetrault, Director of Emergency Management, joined the meeting at this point to express concerns about the hiring process for his position. After discussion, Tammy stated that Bonnie O'Neill, Chief Administrative Officer, would be in the office in the morning and Dustin could meet with her then to discuss the hiring process.

Sanitarian Update: Van Puckett, Sanitarian, met with the Board with an update from his department including the following topics.

- He has concerns about the hiring process.
- He stated that last spring there was talk about standardization and that the process and procedures for DPHHS licensing and inspections is standardized now which makes the process more consistent.
- He noted that he attended the Montana Environmental Health Association Conference and was a speaker at the conference. He added that the conference was good and discussed new non-degradation rules.
- He discussed a couple of wells in the Virginia City/Shining Mountains area that are starting to pump mud causing concerns that the level of water is declining.
- He discussed Fintail Development that is being developed in a flood prone area.
- He discussed a family RV park that is going in on the Upper Madison.
- Van talked about the SIT position stating that interviews were planned for next week but that he would be out of the town.
- Dan asked about the status of the food service inspections. Van responded that he's doing okay with them.
- Jim Hart asked if the Sanitarian-in-Training position would be conducting the accommodations inspections. Van replied that it would.

Use of Madison County Assistance Funds: Sue Heald, Action Inc., met with the Board to discuss the use of County funds for persons who need to move out of the County to find housing. Vicki Tilstra, Chief Financial Officer, was present for this portion of the meeting. Sue stated that because of the lack of affordable housing in Madison County, she has had a couple incidents where someone has located housing outside of Madison County but needs help relocating and/or paying a portion of the rent or deposit. Vicki stated that this funding is in the Public Health budget and asked Sue if she has talked to Melissa Brummell, Public Health Nurse. Sue stated she will include Melissa in further communications. After much discussion, it was determined that Sue will provide the Board with a list of expenditures, use her discretion on how to expend the funding, and keep Melissa in the loop. Sue stated that Madison County funds are only used when all other options have been exhausted.

Twin Bridges Airport Pay Request #5: Jani Flinn, Airport Board Secretary, met with the Board to discuss a pay request for the Twin Bridges Airport, noting that it is only being brought to the Board because it's huge. Following discussion, Dan Allhands moved to approve Twin Bridges Airport Improvements Pay Request #5 (AIP 3-30-0080-013-2018) in the amount of \$783,044.03. Jim Hart seconded the motion. All voted aye and the motion carried. Jani also discussed a training sponsored by the Department of Transportation that would assist with writing a grant to purchase a new bus to transport senior citizens and possibly other Madison County residents.

Law Enforcement Agreement with the Town of Sheridan: Phil Fortner, Under Sheriff, met with the Board to discuss a law enforcement agreement with the Town of Sheridan. Vicki Tilstra, Chief Financial Officer, was present for this portion of the meeting. Phil stated that the proposed agreement with Sheridan is the same as those recently approved with Ennis and Virginia City. He added that it looks like the towns will no longer be paying 17 mills but instead will pay a flat rate for special events in the towns. There was discussion about the effect on the budget if the previous amount of funding from the towns is not received, that it would be setting a precedence and difficult to reinstate if the mills were removed, and that the towns have not budgeted for the mills in this fiscal year. Phil stated that he was trying to have contracts for both Sheridan and Twin Bridges completed at the same time but hasn't heard from the Twin Bridges attorney. Following much discussion, this item was continued until Phil has a copy of both agreements for consideration.

Mental Health Board Appointment: Based on the recommendation of the Mental Health Local Advisory Committee, Jim Hart moved to appoint Cynthia Adams to the Madison County Mental Health Local Advisory Council to fulfill a four (4) year term that will expire on December 31, 2021. Dan Allhands seconded the motion. All voted aye and the motion carried.

STIP Participation Agreement: The Board reviewed a resolution to include Twin Bridges School in the Short Term Investment Pool (STIP). Shelly Burke, Treasurer, and Vicki Tilstra, Finance Officer, were present for this portion of the meeting. Shelly stated that the other schools were put in STIP a couple years ago but Twin Bridges had their funds in CDs and didn't participate. STIP is now earning much better interest than CDs so they would now like to participate. Following discussion, Dan Allhands moved to approve Resolution 36-2018, a resolution authorizing participation of Twin Bridges School in the Board of Investments of the State of Montana Short Term Investment Pool and authorizing the execution and delivery of documents related thereto. Jim Hart seconded the motion. All voted aye and the motion carried.

Nursing Homes Update: Darcel Vaughn, Nursing Homes Administrator, met with the Board to give an update on both facilities. Vicki Tilstra, Finance Officer, was present for this portion of the meeting. Darcel reviewed the aging report for the Tobacco Root Mountains Care Center discussing notes on the side of the report explaining certain items. She stated that she and Robin are getting things cleaned up and are down to three pages adding that it is very time consuming and requires a lot of critical thinking. She wants to create a policy and procedures on aging reports with rules that need to be put together for both facilities. Other TRMCC topics of discussion included:

- Census – There are currently 32 residents with one in the hospital. Admissions are on hold.
- Staffing – They currently have 11 CNAs, one will be leaving in December, one is on a 30-day leave of absence, and this is not counting the Ward Clerk who is on light duty CNA.
- Agency Staffing – Have spent \$140,000 in three months on agency help. The budget for one year is set at \$200,000. Darcel signed a contract with Medifis for TRMCC in July that hasn't been used yet. She discussed advantages of this program and will put out an ad for 13 week contracts for agency CNAs so there will be some long term consistency. She will also start looking for two bedroom apartments rather than paying for hotel rooms.
- CNA Course – There are two students in the CNA course being taught in Ennis, both are for TRMCC. One wants full-time. The other wants part-time. The test will be given October 15th.
- She has authorized Dave Reintsma, Maintenance, to spend up to \$1500 on new beds.
- They are looking at quotes for a new treatment cart. The current one is undersized and does not lock which is a requirement.

Darcel then review the aging report for the Madison Valley Manor and discussed the following items;

- Census – Currently at 25 residents with one in the hospital.
- Staffing – They are doing better with CNAs having one 13-week contract with Medefis. Will need another CNA as one wants to move to dietary. Have spent approximately \$50,000 in three months for agency staffing.
- Housekeeping and Dietary are tentative on staffing.
- MDS Nurse just had a baby so the DON is learning MDS and filling in. She will attend an MDS workshop in Helena in November.

Darcel also discussed the relocation stipend, stating that it should be increased from \$750 to \$1,000 and should be considered a sign-on bonus rather than a relocation stipend. She further discussed other incentives that might help recruit and keep employees, noting that money alone won't resolve the problem. Leadership, support, and appreciation is also a key incentive.

Northwestern Energy Lighting Agreement: The Board reviewed an agreement to put lighting behind the Administrative Office Building. Following review, Dan Allhands moved to approve the Lighting Agreement between NorthWestern Corporation d/b/a NorthWestern Energy and Madison County for installation and ownership of two-100 W HPSV Lamps on two overhead 30" class 7 poles, for a cost of \$20.25 each per month for a total of \$40.50 per month for both. Jim Hart seconded the motion. All voted aye and the motion carried.

Administrative Office Building Canopies: The Board discussed the latest proposal for canopies on the front of the Administrative Office Building. Dan suggested installing one on the main entrance and painting the framework white on the other two doors and calling it good. The Board will wait to see the response from Jim Jarvis on an email sent to him by Bill Hanson, ThinkOne Architects.

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.

- **Langlas Contract:** This agreement will be sent to the County Attorney's Office for review.

Calendars: The Board reviewed calendars.

With no further business, the meeting was adjourned at 3:30 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, October 16, 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 16, 2018

Minutes prepared by:

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

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