

BOARD OF MADISON COUNTY COMMISSIONERS
October 15, 2019, Meeting Minutes

On Tuesday, October 15, 2019, 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 Dan Allhands and Jim Hart present. Chairman Ron Nye was absent to attend depositions. Dan Allhands conducted the meeting as Vice-Chair. Laurie Buyan, Executive Assistant to the Madison County Board of Commissioners, was present to take minutes.

Those people in attendance at the meeting were Bob Bates, Tammy Mahlstedde, Vicki Tilstra, Melissa Brummell, Britani Allhands, Jani Flinn, Shelly Burke, Kristy Lyons, and Van Puckett.

Approval of Minutes: No minutes were available for approval.

Hail Damage Insurance Claims: Bob Bates, Safety Coordinator, met with the Board to discuss insurance claims from a recent hail storm in the Sheridan area. Bob provided a list of damages incurred during the storm noting that because it was considered one incident, the County would be responsible for one deductible. He also noted that eight of the claims have already been paid by MACo. Bob questioned which ones should be repaired, suggesting that older vehicles might not be repaired except for those with safety concerns and that newer ones should be repaired. Following discussion, Jim Hart moved to fix and repair vehicles that have more than simple safety concerns and on the rest, repair safety concerns such as windshields, headlights, mirrors, etc. on vehicles newer than 2001. Dan seconded the motion. All voted aye and the motion carried. Bob returned later in the meeting to discuss the repair costs of a cargo trailer owned by the Ruby Valley Search and Rescue, noting that the cost of the repairs exceeds the value of the trailer. Bob will contact Search and Rescue to see if they want to fix the trailer or if they want to keep it without fixing it.

Tammy Mahlstedde, Human Resource Generalist, and Bonnie O'Neill, Chief Administrative Officer, met with the Board to discuss the following topics. Melissa Brummell, Public Health Nurse, was present for this portion of the meeting.

- **Resolution 51-2019, Amending Salary Resolution 37-2019:** Tammy read a proposed resolution that would amend the current salary resolution to include modifying the Victim Advocate position from a semi-monthly wage to an hourly wage of \$23.26 per hour and adding an Infection Prevention Officer with an hourly wage of \$33.00 under "other departments" on Attachment A; and adding the Administrator position for the management of both nursing homes at \$100,000 to \$110,000. Following discussion, Jim Hart moved to approve Resolution 51-2019, a resolution to amend Resolution 37-2019 setting salaries for Fiscal Year 2019-2020. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Recommendation to Hire Infection Prevention Officer:** Tammy presented and read a recommendation to hire a part-time Infection Prevention Officer. There was discussion regarding where the funds would come from and if the Public Health Board was in agreement to this transition. Melissa stated that it is a CMS rule that the position will be paid by the nursing homes and that the Public Health Board is okay with the proposal. Based on the recommendation of the hiring committee, Jim Hart moved to hire Melissa Brummell as the Infection Prevention Control Officer, for 20 hours per week, 10 hours at Madison Valley Manor and 10 hours at the Tobacco Root Mountains Care Center, at the rate of \$33.00 per hour. Dan Allhands seconded the motion. All voted aye and the motion carried.

Jani Flinn, Airport Board Secretary, met with the Board to discuss the following Airport topics. Vicki Tilstra, Finance Officer, and Britani Allhands, Finance Clerk, were present for this portion of the meeting.

- **Ennis Big Sky Airport Capital Improvement Plan (2020-2026):** Jani discussed the Capital Improvement Plans for both airports, noting that this is what is being projected to the FAA but not a guarantee or a commitment. She stated that it also gives the Finance Office numbers when they

get closer to a project. Following discussion, Jim Hart moved to approve the 5 Year Capital Improvements Plan (for planning purposes only) for the Ennis-Big Sky Airport. Dan Allhands seconded the motion. All voted aye and the motion carried.

- **Twin Bridges Airport Capital Improvement Plan (2020-2026):** Following discussion, Jim Hart moved to approve the 5 Year Capital Improvements Plan (for planning purposes only) for the Twin Bridges Airport. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Ennis Big Sky Airport Improvements Project – Certificate of Community Representation:** Jani reviewed a letter regarding the completion of community representation for the Ennis-Big Sky Airport, noting that after approval the letter will become a part of the documentation for the project. Certain changes to the proposed letter were discussed. Following discussion, Jim Hart moved to approve the letter prepared by Lance Bowser, Robert Peccia and Associates, to Mr. Chuck Garrison, Federal Aviation Administration, regarding the Ennis-Big Sky Airport Improvements Project Certification of Community Representation. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Twin Bridges Airport AIP 3-30-0080-013-2018 Closeout:** The Board contacted Lance Bowser, Robert Peccia and Associates, regarding the paperwork for the Twin Bridges AIP closeout. Lance explained that this is not a pay request but a report showing what has been reimbursed to the County by the FAA.
 - **Standard Form 271 Outlay Report and Request for Reimbursement for Construction Programs:** Following review, Jim Hart moved to approve the Standard Form 271 Outlay Report and Request for Reimbursement for Construction Programs for Twin Bridges AIP 3-30-0080-013-2018 as presented. Dan Allhands seconded the motion. All voted aye and the motion carried.
 - **Standard Form 425 Federal Financial Report:** Following review, Jim Hart moved to approve the Standard Form 425 Federal Financial Report for Twin Bridges AIP 3-30-0080-013-2018 as presented. Dan Allhands seconded the motion. All voted aye and the motion carried.

Golf Association Tax Appeal: Kristi Lyons, Madison Meadows Golf Association, met with the Board to discuss the tax assessment for the golf course. Shelly Burke, Treasurer, and Vicki Tilstra, Finance Officer, were present for this portion of the meeting. Brandy Hilton, Department of Revenue, participated in the meeting via telephone. Kristi stated that she started doing the golf course books in April and notice that there was a new assessment code between 2018 and 2019. She contacted the Department of Revenue and was told that the golf course no longer has exempt status. She stated that exempt status was recently applied for and denied, and that additional information was requested. Shelly stated that the golf course has paid taxes on improvements back to 2009 but that a new bill in the name of Madison County Golf Association was created this year for the real property. It was discussed that the County owns the property, not the golf association, and therefore it should be exempt. Brandy stated that the exempt paperwork needs to be filled out and submitted but that it might still be taxable depending on the language in the lease. She added that if the property is leased to a for-profit entity that there could still be a beneficial-use tax. She also discussed a per-hole tax on golf courses. Kristi stated that she has all the paperwork completed and ready to send, including copies of the deeds and a copy of the lease. Following much discussion, Jim Hart moved to complete and submit the required form related to the ownership of the Madison Meadows Golf Course and the tax exempt status. 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 the status of his office. Tammy Mahlstedt, Human Resource Generalist, was present for this portion of the meeting. Van stated that his name is on the list for mobilization and suggested identifying someone as an SIT in case he is gone for an extended period of time. He stated that he could oversee the position remotely. He added that this is a potential need and that he has been able to keep up but with volumes increasing in the Big Sky area, it might be a good idea to look at an SIT again. Jim Hart asked if the inspections are where they should be. Van responded that they are and discussed some minor issues that he has dealt with. Van also discussed a question he has regarding exempt status, noting that statute requires that a salaried employee must work a minimum of 40 hours per week. He stated that he contacted the Department of Labor for clarification and was told that this is a question for the County Attorney. He also noted that he was told that

the work week and the pay schedule doesn't add up. Van stated that the rational is that if you work 30 hours one week, you can work 50 the next week to balance it out. He will talk to the County Attorney and to the Chief Administrative Officer. There was also discussion about meal per diem rates. Van stated that statute is pretty clear on that; if you don't bring a receipt you get the per diem amount, if you go over you have to bring a receipt. He stated that specific information on rates can be found at GSA.gov.

Authorization to Fill Part-Time Registered Nurse Position: Melissa Brummell, Public Health Nurse, met with the Board to discuss hiring a part-time Registered Nurse to work 10 hours per week in the Public Health Office, to compensate for her going to the nursing homes for 2 hours per week. The Board questioned if it would be difficult to find someone to work those hours, what could be accomplished, and if it would be one 10 hour shift per week or 2 5 hour shifts per week. Melissa responded that they are looking for someone who may be retired but looking for a few hours or someone who is working at a hospital and looking for extra shifts. She stated that the focus of the position would be community outreach, such as suicide education or diabetes education. Following discussion, Jim Hart moved to authorize advertising for a Registered Nurse to work 10 hours per week in the Public Health Department. Dan Allhands seconded the motion. All voted aye and the motion carried.

Claims: The Board approved claims.

Resolution Adopting Per Diem and Lodging Rates: Jim Hart will contact the Deputy County Attorney to discuss a proposed resolution to adopt per diem and lodging rates.

Calendars: The Board reviewed calendars.

With no further business, the meeting was adjourned at 3:10 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, October 22, 2019, 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 22, 2019
Minutes prepared by:

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

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