

**BOARD OF MADISON COUNTY COMMISSIONERS**  
**November 13, 2018, Meeting Minutes**

On Tuesday, November 13, 2018, a meeting of the Board of Madison County Commissioners came to order at 9:35 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 as he was attending a Montana Association of Counties WCT and PCT Conference in Whitefish, Montana. Laurie Buyan, Executive Assistant to the Madison County Board of Commissioners, and Jane Bacon, Commissioners' Clerk, were present to take minutes.

Those people in attendance at the meeting were Joe Willauer, Jani Flinn, Charity Fechter, Bonnie O'Neill, Leona Stredwick, Tammy Mahlstedt, Denny Lueck, Tikker Jones, Dale Olson, Darcel Vaughn, Pam Birkeland, and Vicki Tilstra.

**Approval of Minutes:** Dan Allhands moved to approve the October 16, 2018, Board of Commissioners' meeting minutes with corrections. Ron Nye seconded the motion. All voted aye and the motion carried. After review, Dan Allhands moved to approve the October 23, 2018, Board of Commissioners' meeting minutes as presented. Ron Nye seconded the motion. All voted aye and the motion carried. Following review, Dan Allhands moved to approve the October 30, 2018, Board of Commissioners' meeting minutes as presented. Ron Nye seconded the motion. All voted aye and the motion carried.

**Headwaters RC&D Update:** Joe Willauer, Headwaters RC&D and Butte Local Development Council, met with the Board to on Headwaters and Local Development topics. Jani Flinn, Grant Administrator, was present for a portion of the discussion. Joe stated that Headwaters RC&D and Butte Local Development Council are creating a joint venture to combine services. Topics of discussion included grants and projects that Headwaters has participated in that have helped to create local jobs; Brownfields funding that will be available for petroleum or hazmat clean-up projects; and two Madison County businesses that conducted studies for growth in agriculture and value added food base. Dan Allhands asked about the possibility of funding to assess for asbestos in the old hospital. Ron Nye added that it would require funding for clean-up. Joe responded that the current funding is only for assessment and agreed that a discussion should take place between the County, City, and Hospital to determine if it qualifies for funding. There was further discussion about possible uses of the facility. Joe informed the Board that the next Headwaters RC&D meeting would be held on November 29, 2018, and invited them to attend. He stated that this has been a very productive year in Madison County and asked about the Fairgrounds waterline project. Ron updated him on the status of that project and also discussed the Children's Center. Joe asked if Madison County has areas of concern. Jani Flinn responded that housing issues keep coming up. Joe stated that Headwaters focuses more on commercial than residential but that they do offer a new homeowner classes every 12 to 18 months. Dan stated that he will check with Ruby Garnet Mine to see if any of their people might be interested in these classes.

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

- **Sunwest Ranch Planned Unit Development Common Area Usage:** Charity reviewed a proposal from Sun West Ranch Property Owners' Association (SWRPOA) to clarify common area uses to include potential employee residence and support sites. She noted that structures are typically not allowed in common areas but that there are currently structures at the "headquarters" site that include an antique barn, manager's residence, sales office, guest cabin, and equestrian center. She added that common area is not defined in the current subdivision regulations, and the statements in the minutes indicated the common areas were used as the equivalent of parkland/open space. In discussing the siting with the Sun West Ranch representative, Planning suggested that the SWRPOA develop a comprehensive plan for the common area that included any potential employee housing or other anticipated operational support structures. Two years ago the SWRPOA approved construction of an assistant manager's residence on the common area. On

July 3, 2018, the SWRPOA moved to submit potential building sites on the common area to Madison County for approval. Charity reviewed the proposal, the proposed findings-of-fact, and suggested conditions. Following discussion, Dan Allhands moved to adopt the findings of fact for the proposed uses and locations on Sun West Ranch Common Area Lots B and C-1A, Sun West Ranch PUD Subdivision, and to approve the proposed uses for Common Area Lot B and Sites 2, 4, 5, and 6 on Common Area Lot C-1A, subject to the approval conditions, as recommended by the Planning Board. Ron Nye seconded the motion. All voted aye and the motion carried.

- **Planning Board Report:** Charity reviewed a summary from the October 29, 2018, Planning Board meeting. Topics of discussion included a public hearing on the Sun West Ranch Subdivision Planned Unit Development Common Area Usage, Annual Report for 2018, Growth Policy review, officer nominating committee, and Planning Board member reports.

Charity also noted that a Housing Board meeting is scheduled for tomorrow and that she has been meeting with Tommy Luksha, GIS, on a week basis.

**Human Resources:** Bonnie O'Neill, Chief Administrative Officer, met with the Board to discuss the following topics.

- **Revised Personnel Policy and Procedure Handbook Discussion:** Bonnie presented the Board with a revised personal policy manual stating that it was based on the Montana Association of Counties (MACo) policy in combination with the current Madison County policy. Leona Stredwick, Planner 1, was present for this portion of the meeting. Leona asked about a committee to revise the policy that was discussed at a previous meeting and wondered if a committee would still be created. Bonnie stated that she wants to be as transparent as possible, adding that the policy came from MACo so it has been vetted and that she has sent it to Justin Ekwall, Deputy County Attorney, for review. There was further discussion regarding the creation of a committee to review the revised policy, suggestions for the make-up of a committee, if it is necessary for a committee to meet, or if the review could be done by email. Bonnie will contact the suggested committee members to see if they're willing to serve and put the topic back on the Commissioners' agenda for approval.

Tammy Mahlstedt, Human Resource Generalist, presented the following Human Resource topics.

- **Recommendation to Hire Custodian Supervisor Part-Time Position:** Tammy read a memo regarding the hiring of a new Custodial Supervisor. Based on the recommendation of the hiring committee, Dan Allhands moved to approve hiring David Baldwin for the permanent, part-time position of Custodial Supervisor at the hourly wage of \$17.25 per hour or 95% of the Custodial Supervisor rate working 35 hours per week. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Authorization to Fill Custodian Part-Time Permanent Position:** Following review, Dan Allhands moved to approve an authorization to fill for a permanent, part-time custodian for 30 hours per week. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Authorization to Fill Director of Nursing Tobacco Root Mountains Care Center Full-Time Permanent Position:** Following review, Dan Allhands moved to approve an authorization to fill for a permanent, full-time Director of Nursing for the Tobacco Root Mountains Care Center. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Authorization to Fill Permanent Full-Time Finance Clerk Position:** Following review, Dan Allhands moved to approve an authorization to fill for a permanent, full-time Finance Clerk. Ron Nye seconded the motion. All voted aye and the motion carried.

**Cliff and Wade Lake Road Gravel Surface Preservation Project:** Jani Flinn, Grant Administrator, presented the Board with an agreement for road work. Following review, Dan Allhands moved to approve the Federal Land Access Program (FLAP) Match Agreement from the US Department of Transportation, Federal Highway Administration, for the Cliff and Wade Lake Road Gravel Surface Preservation Project, documenting Madison County's intent to provide a local match of \$85,251 or 13.42% of the project funds, with FLAP providing \$550,000 for a total project amount of \$635,251. Ron Nye seconded the motion. All voted aye and the motion carried.

Jani presented a Notice to Proceed for the Fairgrounds Waterline Extension project in Twin Bridges. She stated that the notice has already been approved and needs to be signed. Ron Nye signed the notice.

Jani also discussed an email from Pat Hilgendorf, NeighborWorks Montana, offering down payment assistance of up to \$25,000 for first time homebuyers who meet the income eligibility with NeighborWorks Montana administering the funds and giving the homebuyer a second mortgage which is deferred 0% interest, making home purchase more affordable. Jani will forward the email to Charity Fechter, Planning Director, to discuss with the Housing Board.

**Palisades Construction Box Removal:** Denny Lueck, Solid Waste Foreman, and Tikker Jones, Solid Waste Board Chairman, met with the Board to discuss a complaint about construction boxes at the Palisades container site in the South Madison. Denny stated that people are using the construction boxes for household waste because they are easier to access and that birds, bears and other animals are also able to access the boxes and scatter debris. He stated that the Solid Waste Board recommended taking the box out. Tikker noted that this was tried a couple years ago and there were many complaints. He added that the Solid Waste Board is looking at human activated lids that may have to be used in Nevada City and Palisade. Ron Nye stated that we have a system that's economical but if this continues, we may have to have manned sites. He asked about the Cardwell site. Denny responded that they are in the process of getting it moved. Tikker stated that they are looking at a site near Harrison which would also be a central site for Pony. Following discussion, Dan Allhands moved to allow the Solid Waste Department to remove the construction box at the Palisades container site and replace it with a household box with smaller lids. Ron Nye seconded the motion. All voted aye and the motion carried.

**Senior Transport Grant:** This topic was continued to the next regular Commission meeting.

**Forest Service Update:** Dale Olson, Madison District Ranger, met with the Board to update them on Forest Service topics. A forest service archeologist determined that more data needs to be collected on the Greenhorn project, such as surveying sites with historical significance, since the level of analysis is much higher than in years past. The environmental assessment will still be done this month, but the final decision is pushed out to mid-June of 2019. When asked whether timber sales are affected by beetle kill, he noted that these areas are still being bought and have value. Dale reported that the Strawberry to Cascade project is in process, the final ES should be completed next July, with a final decision in November of 2019. He noted that there has been discussion regionally to get timber and fuel projects prioritized. Dale will be meeting with the Weed Board in response to a letter outlining issues to be resolved; hopes to improve communication by attending more meetings and increasing his availability so issues and concerns can be discussed earlier; and asked for suggestions to help him build cooperation and improve relationships with the Weed Board and Upper Ruby Grazing and Stock Associations. He reported that post-fire assessments near the Gravelly Road have resulted in funding for tree planting, weed treatment, and other improvements. Staffing and hiring were also briefly discussed.

Darcel Vaughn, Nursing Homes Administrator, met with the Board to discuss the following topics. Vicki Tilstra, Finance Officer, Tammy Mahlstede, Human Resource Generalist, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting.

- **Madison Valley Manor Update:** Darcel updated the Board on MVM census (currently 25), staffing levels and hiring, staff housing, and upcoming holiday plans and schedules. She noted that the staff at the Manor were saddened by the recent loss of a valued team member due to a vehicle accident, and a memorial service was held at the facility last week.
- **Tobacco Root Mountains Care Center Update and Action Items:** Darcel provided updates on TRMCC census (currently 33), staffing, recruitment, housing, employee incentive ideas, and holiday plans. She discussed current challenges, including pharmacy relations and oversight, annual Medicaid/Medicare cost reporting, and VA contract renewal, and expressed appreciation for the teamwork involved in addressing these issues.
  - **Cameras – Approval for Installation:** Darcel reiterated the need for security cameras and reviewed the costs involved. After review, Dan Allhands moved to approve the purchase and installation of video cameras and DVR system at TRMCC from Fox Alarm and Technology, Ennis, for \$19,745. Ron Nye seconded the motion. All voted aye and the motion carried.
  - **Sidewalks – Approval to Begin Engineering Project:** Following discussion, Dan Allhands moved to approve payment of \$20,000 to Great West Engineering for surveying,

design and bid preparation on the sidewalk project at TRMCC. Ron Nye seconded the motion. All voted aye and the motion carried. The project is expected to be ready for bid in early spring of 2019.

- **Business Office Door – Installation of Magnetic Door Opener to be a Part of Alarm System:** After review, Dan Allhands moved to approve the bid of \$1,054 by Systems Northwest of Kalispell for the installation of an electromagnetic holder on the business office door at TRMCC. Ron Nye seconded the motion. All voted aye and the motion carried.

Darcel also discussed developing shared policies to help to bring both nursing homes together even though the facilities are quite different in character, and discussed ideas for staff support and maintaining morale.

**School Update:** Pam Birkeland, Superintendent of Schools, met with the Board to review the status of Madison County schools. She reported statistics on public, homeschool and special education enrollments, staffing levels, bus route usage, school boards and trustees, as well as scoring and comparative ACT results. Further discussion included county and state homeschool requirements, number of school enrollments, possibility of combining schools, and sports team progress.

**NRMEDD Contract:** The Board reviewed the 2019 agreement for services provided by the Northern Rocky Mountain Economic Development District (NRMEDD). Rob Gilmore, NRMEDD Director, participated in this portion of the meeting via telephone. Jani Flinn, Grant Administrator, was present for this portion of the meeting. Rob discussed several of NRMEDD's key projects. Discussion included the Twin Bridges children's center, housing programs, business recruitment and development, and future changes brought about by technology. Rob informed the Board of upcoming events, including a meeting on November 29 to discuss the impact on Highway 287 traffic from the airport, busses and vehicles around Yellowstone's west gate, a new event on December 6 about augmented reality, and a meeting in spring of 2019 to include Google talking about artificial intelligence. Rob would like to meet with the Board to discuss local priorities. After discussion, Dan Allhands moved to approve the Agreement with NRMEDD for services from January 1 to December 31, 2019, for a total charge of \$20,000. Ron Nye seconded the motion. All voted aye and the motion carried.

**Public Discussion and/or Comments on Items Not Listed on the Agenda but Within the Board's Jurisdiction:** Jani Flinn, Grant Administrator, met with the Board to discuss the TSEP grant for the Twin Bridges Waterline Project. Following review and discussion, Dan Allhands moved to approve authorizing the Finance Department to send an invoice for \$15,000 to the Town of Twin Bridges for TSEP reimbursement of engineering fees. Ron Nye seconded the motion. All voted aye and the motion carried.

**Claims:** The Board approved claims.

**Journal Vouchers:** No Journal Vouchers were available for approval.

**Airport Board Appointment:** Following review of two applications for the vacant Airport Board position, the Board is referring both applications to the Airport Board for recommendation.

**Library Board Reappointment:** Dan Allhands moved to reappoint Lucy Ennis, Madison County resident, to the Madison County Library Board for another five-year term that will expire on June 30, 2023. Ron Nye seconded the motion. All voted aye and the motion carried.

**Big Sky Water and Sewer Board Reappointment:** Dan Allhands moved to reappoint Brian Wheeler of Big Sky as a Madison County representative to the Big Sky Water and Sewer District Board for another six-year term that will expire December 1, 2024. Ron Nye seconded the motion. All voted aye and the motion carried.

**Speed Study for US Highway 287, Cameron, Montana:** Following review, Dan Allhands moved to approve sending a letter to the Montana Department of Transportation requesting a speed study to be conducted in Cameron, Montana. Ron Nye seconded the motion. All voted aye and the motion carried.

**Resolution Accepting PER for Twin Bridges Children's Center:** Following review, Dan Allhands moved to adopt Resolution 38-2018, adopting the 2018 Water & Wastewater Preliminary Engineering Report to expand Twin Bridges' water and wastewater services to West of Beaverhead River. 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 4:25 p.m.

**Next meeting:** The next regular Commission meeting will be held on Tuesday, November 20, 2018, beginning at 9:30 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana.

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Ronald E. Nye, Chairman  
Board of Madison County Commissioners

Date Approved: November 20, 2018

Minutes prepared by:

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

and

\_\_\_\_\_  
Jane Bacon, Commissioners' Clerk

Attest: \_\_\_\_\_  
Kathleen Mumme, Clerk and Recorder, Madison County