

BOARD OF MADISON COUNTY COMMISSIONERS
November 20, 2018, Meeting Minutes

On Tuesday, November 20, 2018, a meeting of the Board of Madison County Commissioners came to order at 9:55 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, and Jane Bacon, Commissioners' Clerk, were present to take minutes.

Those people in attendance at the meeting were Bonnie O'Neill, Tammy Mahlstedde, Vicki Tilstra, Joe Brummell, Jani Flinn, Ann Reynolds, Steve Garback, Doris Fischer, Lynda Holt, Charity Fechter, Lisa Roberts, Bill Hanson, Loren Cantrell, Ben Walker, Karen Miller, and Reagan Colyer.

Approval of Minutes: Dan Allhands moved to approve the October 9, 2018, Board of Commissioners meeting minutes as presented. 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.

Human Resources: Bonnie O'Neill, Chief Administrative Officer, Tammy Mahlstedde, Human Resource Generalist, and Vicki Tilstra, Chief Financial Officer, met with the Board to discuss the following topics.

- **Authorization to Fill Records Clerk-Full-time Permanent Position:** Tammy discussed an authorization to fill the records clerk position in the Clerk and Recorder's Office. It was noted that previous clerk has resigned. Following review, Dan Allhands moved to approve an authorization to fill for a permanent, full-time position of Records Clerk in the Clerk and Recorder's Office. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Draft-Exit Interview Form:** Tammy presented and reviewed a draft exit interview form stating that employees who are leaving will be asked to complete the form and that the Human Resource Department will create a spreadsheet to determine the reasons that employees are leaving. Following review, Jim Hart moved to approve the draft Employee Exit Interview form, as presented. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Revised-New Employee Classification Selection Form:** Tammy presented and reviewed a revised employee classification form noting that the only change from the previous form is that a section was added indicating the number of hours scheduled to work each week. Following review, Jim Hart moved to approve the New Employee Classification Selection Form with revisions, as presented. Dan Allhands seconded the motion. All voted aye and the motion carried.

There was discussion regarding supervision of the new Director of Emergency Management and whether the position should be supervised by the Sheriff or by the Commissioners. Bonnie stated that she thought it was part of her responsibility. Jim Hart stated that it was structured differently when the previous sheriff was here. Bonnie stated she was not prepared for this discussion. Jim Hart suggested scheduling a meeting with Undersheriff Fortner present to further discuss this topic. Bonnie also asked about oversight of the DUI Task Force funding. There was discussion about where the task force funding comes from and how much is currently in that budget. Jim Hart will contact Phil Fortner, Undersheriff, and Lynn Lowder, DUI Task Force Coordinator, to schedule a meeting with them regarding this fund.

Fire Warden Appointment: Joe Brummell, Director of Emergency Management, met with the Board with an update on his activities and to discuss appointment of a fire warden. Bonnie O'Neill, Chief Administrative Officer, Tammy Mahlstedde, Human Resource Generalist, and Vicki Tilstra, Chief Financial Officer, were present for this portion of the meeting. Joe reviewed a memorandum of his activities which included an update on pipeline emergency responders guide, the First Responders Barbeque that was sponsored by the Granite Creek Ranch, various webinars and trainings that he has participated in and upcoming trainings, grant funding that is coming available for active shooter situations, close-out of fuels mitigation funding in the Alder area, a mine that reported 500-1000 lbs of explosives on hand which Joe updated in the

lamResponding program, met with the Planning Director regarding Pre-Construction Safety Reviews to make sure everyone is on the same page, emergency evacuation plan for Nobel Lake, discussions with the Undersheriff regarding better extraction tools for accidents, recent seismic activity in Grasshopper Creek and several small events near Manhattan, and fire crews that are heading to California. Joe reviewed a recommendation from the Fire Chiefs for a fire warden appointment. Based on the recommendation of the fire chiefs, Jim Hart moved to appoint Joe Brummel and Shawn Christensen to act as dual fire wardens until the point when Joe has the training and experience to take on the sole role. Dan Allhands seconded the motion. All voted aye and the motion carried. Vicki discussed the difference in workers compensation class codes and asked if Joe would track his hours as fire warden. Joe agreed that he would. Bonnie will check on the job description to see if this new designation needs to be included. Dan Allhands asked about the drone training. Joe responded that he is still studying and needs to take the test.

Dude Solutions proposal for Inventory, Help Desk and Mobile Device Management for the IT Office:

Because Chris Hunt, IT, was unavailable for this meeting, the topic was continued to the next regular Commission meeting.

Claims: The Board approved claims.

MOU with Fish Hatchery: Jim Hart discussed an MOU with the Fish Hatchery in Ennis, stating that the District 3 Road Crew is stockpiling sand and salt mixture there. Following review, Jim Hart moved to approve the Memorandum of Understanding between the United States Department of the Interior, Fish and Wildlife Service, Ennis National Fish Hatchery, and Madison County Road District #3, to stockpile sand/salt mixture at the Ennis National Fish Hatchery to use on Fish Hatchery and Shining Loop Roads. Dan Allhands seconded the motion. All voted aye and the motion carried.

Road Closure Petition – Sitz: The Board reviewed a petition for road closure that was submitted by Robert L. Sitz. Laurie stated that the signature on the petition has been reviewed and approved by the Clerk and Recorder's office. Following discussion, Dan Allhands moved to accept the Petition for Road Closure to close a road in Section 35, Township 2 South, Range 2 West, as submitted by Robert L. Sitz, Sitz Angus Ranch; to appoint Ron Nye, Frosty Armstrong, and John Woodward as the viewing committee; and to set December 18, 2018, as the date for a public hearing. Jim Hart seconded the motion. All voted aye and the motion carried.

Tax Appeal Board Member Resignation: After review, Jim Hart moved to accept the resignation of Paul Marsh from the Tax Appeal Board and to advertise for a replacement. Dan Allhands seconded the motion. All voted aye and the motion carried.

Request for Attorney Fees Reimbursement: The Board reviewed a request for reimbursement of attorney fees from an employee who engaged the services of a personal attorney for a work-related matter. It was noted that the request has been forwarded to the Montana Association of Counties.

Permission Letter to Take County Vehicle Across the US/Canadian Border: Following review, Jim Hart moved to approve the Permission Letter to take a County vehicle across the US/Canadian Border, authorizing Cody Marxer, Planning Clerk, to take the Planning Office Subaru to a work related conference in Canmore, Alberta between the dates of November 27, 2018, and December 1, 2018. Dan Allhands seconded the motion. All voted aye and the motion carried.

Christmas Gift Certificates: Following discussion, Dan Allhands moved to approve Christmas gift certificates for all employees in the amount of \$15 for Christmas. Jim Hart seconded the motion. All voted aye and the motion carried.

Senior Transport Grant: Ann Reynolds, former Beaverhead Transit Driver, met with the Board to discuss a possible transit grant for Madison County. Ann stated that she sits on the Area V Agency for Ageing board with Ron Nye and that she worked for the city of Dillon for 25 years. She stated that she applied for and received a grant for a senior bus while she was there and wouldn't do it again. She discussed requirements from the State if MDOT grant funds are received including:

- The bus must run 40 hours per week.

- The bus has to carry everyone, not just seniors.
- The bus has to have a car seat.
- The bus has to have ADA accommodations.

She stated that the next time they bought a bus, they did it without grant funding, bought a good used one for a very reasonable price, and didn't have to follow the State rules. She noted that the state requires a lot of paperwork and annual training which increased each year, and that a grant funded bus cannot prioritize seniors, has to run from 8:00 to 5:00 five days a week, and is controlled by the State for five years. Further discussion included placement of a wheelchair, funding from Area V Ageing, requesting donations rather than charging a fee, and the option of a van versus a bus. Vicki suggested compiling a list of questions to check on; and Jani stated that David Kack, Big Sky Transportation District, has offered his assistance. Dan stated that he would rather use in-house funding than have to deal with the States rules.

Public Hearing on Petition to Close a Portion of Madison Street in Pony: The Board conducted a public hearing regarding a petition to close a portion of Madison Street in Pony. Chairman Ron Nye opened the public hearing at 1:12 p.m. Steve Garback, Pony resident and co-petitioner, was present for the hearing. Steve explained that he and the other adjoining property owners want this portion of Madison Street closed due to its impassability and steepness, that it has never been improved for general use, and pointed out the section on the map enclosed with the petition. No additional public comments were heard, and the hearing was closed at 1:17 p.m. Following review, Jim Hart moved to accept the Viewer's Report and approve the closure of the portion of Madison Street in Pony from the east side of Pattee Street to its junction with Jefferson Street as shown on the map presented in the petition documents. Dan Allhands seconded the motion. All voted aye and the motion carried.

Integrated Behavioral Health Grant Extension: Doris Fischer, Mental Health Local Advisory Council Secretary, met with the Board to request permission to extend the ending date of the Montana Healthcare Foundation's grant for Integrated Behavioral Health to December 31, 2018. Tammy Mahlstede, Human Resource Generalist, was also present for this portion of the meeting. Doris reviewed how the grant funds have been used, and informed the Board that a portion of the funds remain unused. Scott Malloy, Montana Healthcare Foundation, told her she could extend the grant term to the end of December in order to have more time to use up the funds because they don't want the money returned. She is working with the steering committee and Mental Health council to decide on a project that could be accomplished in a short amount of time, and she discussed several ideas with the Board. Jim Hart moved to approve the extension of the project term end date to December 31, 2018 for the MHCF grant for Integrating Behavioral and Physical Health in Madison County. Dan Allhands seconded the motion. All voted aye and the motion carried.

County Christmas Parties: After review, Jim Hart moved to approve funding county holiday parties as they have been funded in past years. Dan Allhands seconded the motion. All voted aye and the motion carried.

Communications Office: Lynda Holt, Communications Officer, met with the Board to discuss the following topic. Tammy Mahlstede, Human Resource Generalist, and Jani Flynn, Grant Administrator, were present for this portion of the meeting.

- **911 Grant Submittal:** Lynda is submitting a grant request to the state under the 911 Grant Program for a new CAD RMS system. She reviewed issues with the present, severely out of date, system and discussed benefits gained by a new system. After talking with vendors, she is requesting \$275,000 to cover everything, and she sending in the application with justification documents and several letters of support at the beginning of next week. If approved, she anticipates a maintenance contract will be needed. Following discussion, Jim Hart moved to approve writing a letter of support for the 911 Grant application submitted by the Communications Office. Dan Allhands seconded the motion. All voted aye and the motion carried.

Madison County CDBG Planning Grant: Lisa Roberts, Ennis Town Commissioner, met with the Board to inform them that the Town of Ennis would like to develop a comprehensive master plan, which would address issues such as public areas, housing, and business recruitment, and provide long term continuity. Ennis is looking to the Montana Main Street Program for funding, with additional commitments from the town and the

Chamber of Commerce, and are asking to be included with a planning project request for \$18,500 in the next Community Development Block Grant (CDBG) application. Following review, Jim Hart moved to agree with the concept of including the Town of Ennis' request for planning funds in a future CDBG grant application. Dan Allhands seconded the motion. All voted aye and the motion carried. Asked about the Varney Bridge status, Lisa informed the Board that a landscape architect is working on a design to turn the structure into an amphitheater, and the design should be completed by next month.

Letter of Support for Housing Grant: Charity Fechter, Planning Director, met with the Board to request a letter of support for the NeighborWorks Montana housing grant. A bank in Helena has been in contact about handling the 0% deferred loans from \$2,500 to \$25,000, the funding comes from a Federal program, and NeighborWorks Montana takes care of the rest of the details. As site specific information is supplied, an environmental review is to be completed by a designated person, in this case the Planning Director. Following review, Dan Allhands moved to approve a letter of support for the NeighborWorks Montana single family housing grant, and to designate the Madison County Planning Director to do the environmental reviews. Ron Nye seconded the motion. All voted aye and the motion carried.

Calendars: The Board reviewed calendars.

Courthouse Project Schedule: Bill Hanson, ThinkOne Architects, and Loren Cantrell and Ben Walker, Langlas & Associates, met with the Board to discuss the schedule for the Courthouse renovation project. Karen Miller, Clerk of Court, and Reagan Colyer, The Madisonian, were present for this portion of the meeting. Bill reviewed the most recent design changes, and has been working with the Sheriff's office and local historic preservation groups to refine the details. A preliminary project schedule was handed out for review, with approximately eight months anticipated for construction if uninterrupted. Ensuing discussion included the impact of noise and construction on the courts, building employees, and the public; the complications of subcontractor, elevator manufacture and equipment scheduling; options for temporarily moving to other locations with a need for occasional building/records access; and the possibility of night and weekend construction work. A staff meeting is scheduled for next Wednesday, November 28, 2018, where Bill will try to paint a comprehensive picture of the project's impact on the building, and input and suggestions will be received from affected departments and employees. Langlas will draw up a preliminary budget to add the preparation of temporary office space in the Administrative Building prior to starting work in the Courthouse, prepare a more refined project schedule, and it is anticipated that the project will start by the end of January, 2019.

With no further business, the meeting was adjourned at 4:45 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, November 27, 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: November 27, 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