

BOARD OF MADISON COUNTY COMMISSIONERS
February 4, 2020, Meeting Minutes

On Tuesday, February 4, 2020, 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 Dan Allhands, Chairman, Ron Nye, and Jim Hart present. Laurie Buyan, Executive Assistant to the Board of Commissioners, was present to take minutes.

Those people in attendance at the meeting were Van Puckett, Bonnie O'Neill, Tammy Mahlstede, Vicki Tilstra, Kacey Smart, Tommy Luksha, Kathleen Mumme, Britani Allhands, Bob Bates, Steve McNeece, Brett Schriock, and Alex Hogle.

Approval of Minutes: Jim Hart moved to approve the January 14, 2020, Board of Commissioners' meeting minutes with corrections. Ron Nye seconded the motion. Ron Nye and Dan Allhands voted aye. Jim Hart abstained from voting as he was absent for that meeting. The motion carried on a majority vote.

Van Puckett, Sanitarian, met with the Board to discuss the following topics. Bonnie O'Neill, Chief Administrative Officer, Tammy Mahlstede, Human Resource Generalist, Vicki Tilstra, Finance Officer, Kacey Smart, Sanitarian's Assistant, Tommy Luksha, GIS, and Kathleen Mumme, Clerk and Recorder, were present for this portion of the meeting.

- **Sanitarian Transition:** Van requested a temporary increase in his assistant's hourly wage to compensate to reflect the department head responsibilities that she will have to assume when he is mobilized. He stated that he has already started training on hands-on things that don't require a license but do require special knowledge. He also requested that he be returned to hourly status and plans to participate in approximately 10 to 20 hours per week of remote coverage via telephone and email, etc. adding that he would need to take the Office Pro tablet with him. There was discussion about public accommodations, plan reviews for new businesses, and operator/installer trainings. These two requests were continued to the next regular commission meeting.
- **Sanitarian in Training Hiring:** Van requested the Board to approve his choice for a Sanitarian-in-Training. He recommended Joe Lazareth, noting that he is currently living in Bozeman, but is trying to transition to Ennis. He also noted that Joe does work for Boyne so clear boundaries would need to be defined. He stated the position would be a 90 day position working approximately two days a week. Other discussion included a long standing agreement with DPHHS for state help if needed, an agreement with Beaverhead County for assistance if needed, who is available for contract services if needed, and budget considerations. Van stated that he will be leaving March 20, 2020, but that March 17, 2020, will be his last day of work but that he will have leave and vacation time that he may be able to use for County work if necessary. Following discussion, Ron Nye moved to approve hiring Joe Lazareth as Sanitarian-in-Training at 80% of the Sanitarian's hourly rate for 90 calendar days. Jim Hart seconded the motion adding that the hiring is conditional upon getting an SIT certificate and passing a background check. All voted aye and the motion carried. Van added that Kacey will also be taking over extra work in the Solid Waste Department and that he will keep the Board updated before he leaves.

Mobile Home Exemption – MCA 15-6-241: Kacey Smart, Sanitarian's Assistant, met with the Board as requested by Shelly Burke, Treasurer, to discuss a new statute that exempts mobile homes valued at less than \$10,000 from taxation. Bonnie O'Neill, Chief Administrative Officer, Tammy Mahlstede, Human Resource Generalist, Tommy Luksha, GIS, and Kathleen Mumme, Clerk and Recorder, were present for this portion of the meeting. Kacey stated that because tax bills will not be generated for these mobile homes, Shelly has asked her to bill owners for the Solid Waste fees. Kacey agreed that she could do these billings and offered to add park fees, if applicable, to the bills. Following discussion, Ron Nye moved to give Kacey Smart authorization to bill mobile homes that have been removed from the tax rolls for solid waste fees and park fees. Jim Hart seconded the motion. All voted aye and the motion carried.

Tammy Mahlstedt, Human Resource Generalist, and Bonnie O'Neill, Chief Administrative Officer, met with the Board to discuss the following Human Resource topics. Kathleen Mumme, Clerk and Recorder, and Tommy Luksha, GIS, were present for this portion of the meeting.

- **Human Resources Services Agreement – Beaverhead County:** Bonnie presented the Board with an agreement for Human Resource Services to Beaverhead County, stating that she is listed to provide these services. Jim Hart asked if the agreement had been reviewed by the County Attorney. Bonnie responded that it had not but that she would get it to him. The amount of time she would spend in Beaverhead County was discussed. Bonnie stated that she has already helped them in the past but with this agreement Madison County would be reimbursed for her services. She added that she will go through McKenzie at MACo as she does here. Following discussion, Jim Hart moved to approve the Agreement for Human Resource Services between Beaverhead County and Madison County, effective January 1, 2020, until December 31, 2023, unless extended by written agreement of the parties, pending review from the Deputy County Attorney. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Revised Senior Citizens' Shuttle Driver Job Description:** Tammy presented a revised job description for the Senior Citizen Shuttle (Bus) Driver position, stating that per recommendation the word "handicapped" is being replaced with "persons with disabilities" throughout the document. There was discussion about who is allowed to use the bus services and if travelling to and from work is acceptable. Bonnie stated that seniors have priority but anyone is allowed to ride the bus. Ron asked that the word "work" be taken out of the list of purposes for the bus and that the policy be changed to prioritize seniors. Following discussion, Jim Hart moved to approve the Senior Citizen Shuttle Driver job description with corrections as discussed. Ron Nye seconded the motion. All voted aye and the motion carried.

2020 Census: This topic was scheduled by a representative of the U.S. Census Bureau but the representative did not show up for the appointment.

Public Health Office Update: Because Melissa Brummel, Public Health Nurse, was not available for an update, this topic will be rescheduled to a later date.

Recommendation to Accept the Appointment of Madison County Public Health's Medical Director/Health Officer: Because Melissa Brummel, Public Health Nurse, was unavailable for this topic, Bonnie O'Neill, Chief Administrative Officer, met with the Board to represent her at the meeting. Bonnie reviewed a recommendation from the Board of Health regarding appointment of a Medical Director/Health Officer for the Public Health Department. Following review and discussion, Ron Nye moved to approve the Board of Health Recommendation to appoint Molly Biehl and the Public Health Medical Director/Health Officer. Jim Hart seconded the motion. All voted aye and the motion carried. There was discussion about the status of staff in the Public Health Department. Dan Allhands reminded the Board that the Infection Control Position that Melissa is currently filling is a temporary, one year, position.

Claims: The Board approved claims.

Journal Vouchers: Following review, Jim Hart moved to approve journal vouchers for the 1/20 accounting period. Ron Nye seconded the motion. All voted aye and the motion carried.

Fairgrounds Pick-up Purchase: There was discussion about a pick-up that the Fair Manager was interested in purchasing. Although this particular pick-up was no longer available, it was noted that \$10,000 was added to the Fair budget for the purpose of purchasing a vehicle and that the Fair Manager should only need to come to the Board for approval if the purchase goes over the allocated amount. Dan Allhands stated that the purchase should still be on the agenda to make the public aware of the purchase.

Big Sky Transportation District Board Resignation: With appreciation for her time and service, Jim Hart moved to accept the resignation of Chelsie Oehler from the Big Sky Transportation Board and to advertise the vacancy. Ron Nye seconded the motion. All voted aye and the motion carried.

Airports and Grants: Jani Flinn, Airport Board Secretary, met with the Board to discuss the following topics: Bonnie O'Neill, Chief Administrative Officer, Vicki Tilstra, Finance Officer, and Britani Allhands, Finance Clerk, were present for this portion of the meeting. Lance Bowser, Robert Peccia and Associates, participated in the meeting by telephone.

- **Twin Bridges Airport – Weather Station Technician Verification Request letter:** Lance reviewed a letter to the FAA regarding the weather station in Twin Bridges. Following discussion Ron Nye moved to approve the Technician Verification Request for the Twin Bridges Airport. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Ennis Big Sky Airport:** Lance discussed the following Ennis Airport topics.
 - **Land Acquisitions:** Lance reviewed documents for the acquisition of portions of Lot 4-A and Lot 4-B. Following discussion and review, Jim Hart moved to approve Appendix 26, Request for Exemption Review for Tract A Remainder (partial), owned by The Wild West, LLP, located at the Ennis/Big Sky Airport in Section 31, Township 6 South, Range 1 East. Ron Nye seconded the motion. All voted aye and the motion carried. Jim Hart moved to approve the Buy-Sell Agreement for a portion of Lot 4A of Shining Mountains Airpark, 1.96 acres located in Section 31, Township 6 South, Range 1 East, with the final to be determine by the title company as represented in a new plat to be filed. Ron Nye seconded the motion. All voted aye and the motion carried. There was discussion regarding Lot 4-B and the need to have the closing by the end of the week. Following discussion, Jim Hart moved to authorize the Chairman to sign the closing documents to complete the land purchase from Matson's 4-B partial. Ron Nye seconded the motion. All voted aye and the motion carried. Lance also discussed the Montana Aeronautics grant stating that it is a 90/10 match and will cover some of the match for the \$5.58 million. He also discussed other funding, stating it is the perfect storm for airport funding.
 - **Snow Removal Equipment Building:** Lance discussed the progress of snow removal building at the Ennis Airport, stating they are still working on clearing up outstanding invoices and that they have received three bids. He stated that the low bid did not include bonding and the second lowest bidder will sign with Philadelphia to finish the work. He added that Madison County will sign that they're in agreement with the selection and the price. Lance stated that he believes this is the best way to move forward.
 - **Clean Water Act 404 Permit (Nationwide Permit):** This item was continued to 1:00 p.m. on February 7, 2020.
 - **Montana Stream Protection Act SPA 124 Permit – Montana Fish, Wildlife & Parks:** This item was continued to 1:00 p.m. on February 7, 2020.

Monthly Safety Report: Bob Bates, Safety Coordinator, met with the Board with an update from his office. Bonnie O'Neill, Chief Administrative Officer, Vicki Tilstra, Finance Officer, Steve McNeece, Nursing Homes Administrator, and Brett Schriock, IT, were present for this portion of the meeting. Bob presented and reviewed his monthly report for January, 2020, noting that he will no longer be attending leadership meetings at the nursing homes; the workers' comp claims are getting smaller and claims are closing; has been conducting an ongoing inspection of the October life safety survey at Madison Valley Manor; is chairing the water management team for the nursing homes; and reviewed has conducted several investigations and completed reports. Bob discussed OSHA reporting forms, noting that he completed them on a Saturday so it wouldn't impede his other duties. He discussed a crane that has been recently purchased, stating that he is in the process of determining what type of training is needed. He stated that Madison County will be awarded a Safety Award by MACo and asked that a commissioner would be there to accept the award. He reported that he will be conducting an MSHA training and CPR certifications.

Great West Task Order 27, Exhibit B – Jack Creek Road Safety Improvements Design and Bidding Services: The Board reviewed a draft task order from Great West Engineering. Following review, Jim Hart moved to approve Exhibit B – Task Order #27, Scope of Services, Jack Creek Safety Improvements Design and Bidding Services, for improvements along Jack Creek Road from the intersection of Jack Creek Bench Road to the Moonlight Basin property access gate, with services generally consisting of preparation of project plans, a specifications and bidding package, and bidding assistance of the project, for an estimated amount of \$87,100. Ron Nye seconded the motion. All voted aye and the motion carried.

Nursing Homes Administrator Introduction and Facilities Update: Steve McNeece, Nursing Homes Administrator, introduced himself to the Board as the new administrator for both Madison County Nursing Homes. Bonnie O'Neill, Chief Administrative Officer, Vicki Tilstra, Finance Officer, Tammy Mahlstede, Human Resource Generalist, and Kathleen Mumme, Clerk and Recorder, were present for this portion of the meeting. Steve thanked the Board for the opportunity to work for Madison County stating that he has been here since January 18, 2020, and started in the position on January 19, 2020. He stated that he is an expert in health care but may need guidance in County government. He discussed how the company was originated and stated the goal is to enhance the facility and make it better. He stated that he has heard rumors that he was brought here to close down one or both facilities. He stated this is false and that his goal is not to close either facility, adding he does not know how to do that. He added that the administrative overturn has been hard on employees and that he plans to hold weekly meetings with staff, that he has reviewed his contract with them, and has specific goals to accomplish. Steve stated that his first job is to take care of the patients and his second job is to take care of our people because they take care of the patients. He added that he is coming in with a fresh set of eyes and will address the standing question of whether one person can run both sites. Kathleen Mumme introduced herself to Steve, stating that she has an elderly mother and didn't know that we had a new administrator and questioned what happened to the last ones. She asked if he has worked in a County facility before. Steve replied that he has but that they were hybrid facilities that were partially county and that he is used to public meetings and full disclosure. He added that financing and Human Resource laws are different. There was further discussion about the people included in Steve's team, the term of his contract, systems that are in place that set up problems and finding ways to break down the barriers. After much discussion, Kathleen stated that it is an emotional issue for all of us. Steve agreed, stating that it is a community issue and that he needs everyone's help to do it as a team, adding that they need to tighten down the screws.

Alex Hogle, Planning Director, met with the Board to discuss the following topics.

- **Planning Board Report:** Alex presented and reviewed the summary from the January 27, 2020, Planning Board meeting. Bonnie O'Neill, Chief Administrative Officer, and Tommy Luksha, GIS, were present for this portion of the meeting. Alex noted that the public hearing for Lee's Pool Subdivision and PUD was postponed at the applicant's request; that with coordination between the Planning Office and GIS the back log of temporary addresses was being reviewed; and that the main discussion at the meeting was variance process and criteria. Additional board discussion included amendments to the Madison County Subdivision Regulations, Planning Board functioning for February, and nomination and election of officers. Alex stated that Darlene Tussing is now the president and Pat Bradley is now the vice-president.
- **Boat House Way Condo Declaration (Lower Ulery's 3):** Alex presented and reviewed a memorandum for the Declaration of Boathouse Way Condominium. Based on the recommendation of the Planning Director, Jim Hart moved to approve the Declaration for Boathouse Way Condominium located on Condo Lot 1 within the Lower Ulery's 3 Subdivision development in Moonlight Basin. Ron Nye seconded the motion. All voted aye and the motion carried.

Tommy Luksha, GIS, met with the Board to discuss the following topics. Alex Hogle, Planning Director, Bonnie O'Neill, Chief Administrative Officer, and Kathleen Mumme, Clerk and Recorder, were present for this portion of the meeting.

- **GIS Update:** Tommy presented and reviewed a memorandum for an update in the GIS Department. He discussed NENA Information Document for Development of Site/Structure Address Point GIS Data for 9-1-1, noting that the goal is to get mapping updates done in school districts, commission districts and other various districts. He added that he has been working with Kathleen on these projects. Kathleen stated that the school boundary project is huge, and that their idea of boundaries are different than what we see them as. Tommy also discussed addressing, noting that he has not been doing field mapping and that not doing this mapping will save about 3% of GIS time in exchange for higher accuracy. He added that things that get discovered during field mapping are driveway route runs, hazards in the area, concerns DES might have, GPSing the actual route of the driveway, and addressing the actual footprint of the building. He also noted that he has discovered structures that are not in the County database. Tommy then went on to discuss the reason for the PCRS process and getting initial addresses for the power company and the telephone company. He listed the number of outstanding (temporary) addresses and the reasons they have not been completed. Tommy recommended that per Ordinance 3-2000, if he's not

going to be doing field mapping, he would rather not be involved in the addressing process. Alex stated that this is the first he's heard of this and that it merits a whole conversation and that he would like to be involved in the discussion. Kathleen added that when her office is adding new voters to the voter system, it's a big deal to have the addresses correct, stated that 20 feet can make a huge difference. Tommy stated that currently two offices are doing the same work with different results from each office. Further discussion included that the Dispatch Office has requested data to be adjusted in the new CAD system; that the MLIA has been finalized; and that Tommy has been asked to speak at the GIS conference.

- **NG9-1-1 Contract with Geodata Services:** Tommy presented and reviewed a memorandum on the status of the NG9-1-1 contract with Geodata Services. He stated that the Deputy County Attorney has reviewed the contract and his only comment was the location of the litigation. Based on review by the Deputy County Attorney and recommendation of GIS, Jim Hart moved to approve the Professional Services Agreement between Madison County and Geodata Services, Inc. to develop and assess Next Generation 9-1-1 GIS layers, from July 1, 2019, to September 30, 2021, for the maximum agreed amount of \$59,918 which includes cost of all labor, training, and travel expenses. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Electrician Consult for Laminator (220 V):** Tommy discussed the need to have an outlet installed in his office for a new laminator. Ron stated that Ron Morrison who is here working on the courtroom project is a master electrician and added that he will talk to him about the outlet.

Calendars: The Board reviewed calendars.

At 3:55 p.m. the remainder of the meeting was continued to Friday, February 7, 2020, at 1:00 p.m.

The meeting reconvened at 1:25 p.m. on February 7, 2020, in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana, with Commissioners Dan Allhands, Chairman, Ron Nye, and Jim Hart present. Laurie Buyan, Executive Assistant to the Board of Commissioners, was present to take minutes. Bonnie O'Neill, Chief Administrative Officer, was also present for this portion of the meeting.

Madison Valley Manor Medicare Enrollment Form: Bonnie stated that Jayne Forsythe, Nursing Homes Administrative Assistant, submitted a completed enrollment form but that it was kicked back because of incorrect information. She stated that corrections have been made to the form and the Board needs to re-sign so it can be resubmitted. Following discussion, Jim Hart moved to re-sign the Medicare Enrollment Application for the Madison Valley Manor as corrected. Ron Nye seconded the motion. All voted aye and the motion carried.

Clean Water Act 404 Permit (Nationwide Permit) and Montana Stream Protection Act SPA 124 Permit – Montana Fish, Wildlife & Parks: Lance Bowser participated in this portion of the meeting via telephone. Following review and discussion, Jim Hart moved to approve the Clean Water Act 404 Permit (Nationwide Permit) and the Montana Stream Protection Act SPA 124 Permit – Montana Fish, Wildlife & Parks for the Ennis Big Sky Airport Improvement Project AIP #3-30-0090-021-2020/AIP #3-30-0090-022-2020. Ron Nye seconded the motion. All voted aye and the motion carried.

With no further business, the meeting was adjourned at 2:15 p.m.

Next meeting: Because the Commissioners will be attending the annual MACo Conference in Great Falls on the week of February 10, 2020, the next regular Commission meeting will be held on Tuesday, February 18, 2020, beginning at 9:30 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana.

Dan W. Allhands, Chairman
Board of Madison County Commissioners

Date Approved: February 25, 2020

Minutes prepared by:

Laurie Buyan, Executive Assistant to the
Board of Commissioners

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