

**BOARD OF MADISON COUNTY COMMISSIONERS**  
**March 3, 2020, Meeting Minutes**

On Tuesday, March 3, 2020, a meeting of the Board of Madison County Commissioners came to order at 9:30 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana, with Commissioners Dan Allhands and Ron Nye present. Commissioner Jim Hart was absent to attend National Association of Counties conferences in Washington, D.C. Jane Bacon, Commissioners' Clerk, was present to take minutes.

Those people in attendance at the meeting were Alex Hogle, Trever McSpadden, Tommy Luksha, Justin Houser, Kaleena Miller, Mikayla Hudson, Tony Forsythe, Tammy Mahlstedt, Bonnie O'Neill, Bob Bates, Jeremy Norby, Jani Flinn, Britani Allhands, Vicki Tilstra, Laurie Buyan, Kacey Smart, and Justin Ekwall.

**Approval of Minutes:** No minutes were available for approval.

**Claims:** The Board approved claims.

**Journal Vouchers:** Following review, Ron Nye moved to approve journal vouchers for the 2/20 accounting period. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Planning Office:** Alex Hogle, Planning Director, met with the Board to discuss the following topics. Trever McSpadden, Haystack Development, Tommy Luksha, GIS Coordinator, and Justin Houser, Houser Engineering, were present for all or portions of these topics.

- **Resolution 8-2020, Road Name Change/Extension River Ranch Road:** Alex reviewed the petition for the River Ranch Road name change and extension, pointed out the road and extension on a map, and recommended adopting Resolution 8-2020. Following review, Ron Nye moved to approve Resolution 8-2020, a Resolution Amending Resolution 23-2019, naming River Ranch Road. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Montana Club Phase 2 - Final Plat and Subdivision Improvements Agreement:** Alex described the particulars of the Final Plat approval for the Montana Club Subdivision Phase II, as well as the details of the Subdivision Improvements Agreement (SIA), including lots and residential units, emergency and secondary access, easements, completed conditions of approval, bonding, additional SIA security in the form of a letter of credit, and future paving plans, and he recommended the Board's approval. Based on the recommendation of the Planning Director, Ron Nye moved to approve the requested Subdivision Improvements Agreement for Montana Club Subdivision Phase II and accept the submitted Letter of Credit in the amount of \$261,621.25 as the final guarantee for the estimated \$209,297 in improvement costs; and to approve the final plat. Dan Allhands seconded the motion. All voted aye and the motion carried. Trever presented mylar maps for signature.
- **Lower Ulery's 4 - Final Plat and Subdivision Improvements Agreement:** This topic was continued to the regular Commission meeting on March 17, 2020.
- **Lower Golf Course Subdivision (Lots 765 and 766) Amended Plat:** Alex and Justin Houser reviewed the amended plat for Lower Golf Course Subdivision Lots 765 and 766, including the adjustment of the common central boundary line between both properties, "building envelopes" change request and re-establishment of the setback, and approval by the Exemption Review Board, and Alex recommended the Board's approval. Based on the recommendations of the Exemption Review Board and the Planning Director, Ron Nye moved to approve and sign the amended plat to adjust the common central boundary line between Lots 765 and 766 of Lower Golf Course Subdivision, subject to the conditions laid out by the Madison County Treasurer regarding the payment in full of applicable taxes. Dan Allhands seconded the motion. All voted aye and the motion carried. Mylar maps were presented for signature.
- **Planning Board Summary:** Alex presented and discussed a summary of the Planning Board meeting on February 24, 2020. His discussion included a Pre-Application for a minor subdivision near Harrison, Planning Board functioning and standard operating procedures, increasing Planning Board membership,

the Pre-Application process, and streamlining subdivision regulations. Asked about preconstruction safety reviews, Alex said the process is slowly moving forward and he is gathering involved departments next week for discussion.

**Ag Extension Agent – Extension Update:** Kaleena Miller, Madison & Jefferson County Extension Agent, and Mikayla Hudson, Madison & Jefferson County 4-H Agent, met with the Board to give an update on Ag Extension services. Discussion included truck repairs and logistics, budgets, learning curves, inquiries including hemp growing, trainings and meetings, the Master Gardener program, long-term planning, establishing a presence in Sheridan or Twin Bridges, networking, and the FY2020 Extension Services agreement.

**Maintenance – Authorization to Continue Part-Time Employment:** Tony Forsythe, Maintenance Manager, and Tammy Mahlstedt, Human Resource Generalist, met with the Board to discuss having Tony continue to work part-time for the County until a new Maintenance Manager is in place. Bonnie O’Neill, Chief Administrative Officer, was present for this portion of the meeting. Tony would come in after hours, and continue to check on the boilers until a new person obtains a boiler license. He recommended hiring one full time and one part-time maintenance position to cover the County’s needs, feeling that there is too much work for one person. Discussion included new positions, the advantage of having two maintenance positions, and budgets. Following discussion, Ron Nye moved to approve Tony’s revised resignation letter to continue to work for the County as needed for 3-10 hours per week until a full-time Maintenance employee is successfully hired. Dan Allhands seconded the motion. All voted aye and the motion carried. Additional discussion included emergent situations, 90-day positions, boiler license needs, boiler maintenance after warm weather shut-off, the advantages of cross-training, and keys.

**Safety Coordinator – Safety Update:** Bob Bates, Safety Coordinator, met with the Board to present and review the Safety update for the month of February. Bonnie O’Neill, Chief Administrative Officer, was present for this portion of the meeting. Bob’s review included details about incident investigations, safety concerns reported through Montana DLI regarding mold and structural integrity of the Courthouse and subsequent actions and next steps, Fairgrounds grandstand stairwells, training instruction and attendance, Knuckleboom Crane insurance and operator documentation, AED inspections, and weekly Safety topics.

**Public Discussion and/or Comments on Items Not Listed on the Agenda but Within the Board’s Jurisdiction:** Jeremy Norby, Seitz Insurance Agency, stopped in to discuss his views about Workers Compensation insurance, costs and potential savings, incident prevention, County nursing homes, and ways he can assist the County with insurance services.

**Airports:** Jani Flinn, Airport Board Secretary, met with the Board to discuss the following airport topics. A call was made to Lance Bowser, Robert Peccia & Associates, to participate in the discussion of these topics. Britani Allhands, Finance Clerk, was present for this portion of the meeting.

- **Recommendation of Award for Ennis/Big Sky Airport Project:** Lance did not have a specific recommendation at this point for the award of the Ennis/Big Sky airport project, but discussed several subcontractors and will continue the topic after the next Airport Board meeting.
- **Amended Plat of Tracts 4A and 4B, Ennis/Big Sky Airport:** Lance discussed progress and status of land acquisitions and closings for Tracts 4A and 4B, and interactions with the Exemption Review Board.
- **Ennis/Big Sky Airport Snow Removal Equipment Building:** Lance informed the Board that work on the SRE building at the Ennis/Big Sky Airport started today. He said the bonding documents list Madison County as additional insured, the work is proceeding and looking good, and they have 66 days to complete the work.
- **Longhorn Ranches Avigational Easement, Ennis/Big Sky Airport:** Lance said he is waiting for an appraisal regarding Longhorn Ranches Avigational Easement, and expects to come in under the amount of available funding. Discussion included construction water needs, water rights, and the possibility of cost sharing.
- **State of Montana Work Permit, Ennis/Big Sky Airport:** There was no discussion on this topic.

**Giem Bridge Design – Joint Application Permit:** The Board discussed the Joint Application Permit for the Giem Bridge Design. Jani Flinn, Grant Administrator, and Britani Allhands, Finance Clerk, were present for this portion of the meeting. Following discussion, Ron Nye moved to approve the SPA 124 Permit, Floodplain Permit, and Section 404/Section 10 Permit for the Giem Bridge replacement project design. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Vacation Extension Request:** The Board considered an employee vacation extension request. Tammy Mahlstedt, Human Resource Generalist, Bonnie O'Neill, Chief Administrative Officer, Vicki Tilstra, Finance Manager, and Laurie Buyan, Executive Assistant to the Board of Commissioners, were present for this portion of the meeting. Ron Nye moved to approve the vacation extension request for Joanne Galiger through December 31, 2020. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Human Resources:** Tammy Mahlstedt, Human Resource Generalist, met with the Board to discuss the following Human Resource topics. Vicki Tilstra, Finance Officer, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting.

- **Authorization to Fill Building Maintenance Short-term, Part-time Position:** The Maintenance budget was reviewed, and Vicki confirmed there are funds that will cover Tony staying on part-time, at his current wage. Following discussion, Ron Nye moved to approve the Authorization to Fill for the new position of the part-time (3-10 hours per week), short term, Building Maintenance position, effective March 8, 2020. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Authorization to Fill RN/DON, Short-term Position, TRMCC:** Tammy reviewed the status of the Director of Nursing (DON) position at TRMCC, noting a resignation, a current employee willing to fill in temporarily, and the backup plan to fill the position on a short-term basis until the position can be permanently filled. Following review, Ron Nye moved to approve the Authorization to Fill for the short term (90 day), interim, RN/Director of Nursing position at TRMCC. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Recommendation to Hire Senior Shuttle Bus Driver:** Tammy reviewed the hiring committee's recommendation to hire for the Senior Shuttle Bus Driver position, as well as the interviewee's background. Based on the recommendation of the hiring committee, Ron Nye moved to approve hiring Tim Gogerty for the part-time, permanent Senior Shuttle Bus Driver position, at an hourly wage of \$13.31 per hour. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Revised 6-Month Probationary Employee Performance Evaluation form:** Tammy pointed out wording revisions to the 2017 version of the 6-Month Probationary Employee Performance Evaluation form. After review, Ron Nye moved to approve the revised 6-Month Probationary Employee Performance Evaluation form. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Revised Building Maintenance Job Description:** Tammy reviewed revisions to the Building Maintenance job description, including having the position report to the CAO instead of the Board of Commissioners, and requirements for a criminal history check and background investigation. Following review, Ron Nye moved to approve the revised Building Maintenance Job Description as presented. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Courthouse Moisture Remediation / Ron Morrison:** Bob Bates, Safety Coordinator, met with the Board to discuss Ron Morrison's site visit and evaluation of the Courthouse moisture remediation project. Laurie Buyan, Executive Assistant to the Board of Commissioners, Tammy Mahlstedt, Human Resource Generalist, Britani Allhands, Finance Clerk, and Kacey Smart, Sanitarian's Assistant, were present for this portion of the meeting. Bob conducted a site survey of the Courthouse with Ron Morrison, Rapid Electric, and described the areas they looked at, treatments tried so far, and they discussed the improvements Ron would be able to do. However, Ron requested a structural assessment to see if an engineer would concur with his assessment. Discussion ensued about the importance of being careful with doing any work on the Courthouse, additional ideas, checking with the insurance company, the possibility that an engineer assessment had already been done, getting engineering proposals, and following up with Jeremiah Theys to get his thoughts and see if Great West Engineering has a structural engineer. Following discussion, Ron Nye moved to authorize Ron Morrison to contact an engineering firm of the Board's choice, regarding

a structural evaluation of the moisture remediation at the Courthouse. Dan Allhands seconded the motion. All voted aye and the motion carried.

**CAH Contract:** Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Officer, met with the Board to discuss the contract between Madison County and CAH Solutions Group (CSG). Tammy Mahlstedt, Human Resource Generalist, Britani Allhands, Finance Clerk, and Laurie Buyan, Executive Assistant to the Board of Commissioners, were present for this portion of the meeting. Dan noted emails indicating Steve McNeece's willingness to accept the revised contract, and the Deputy County Attorney's revisions. Vicki clarified that any administrator must realize they are not independent, but governed by County government funds and under the Board of Commissioners. Bonnie pointed to terminology stating the administrator will follow applicable Federal and State codes, and voiced concerns about her authority to be listed as the designated contact for the Administrator since her role seems to be unclear, and perhaps the Commissioners would be better suited as the contact. Ron agreed that the CAO job description should be clarified, but pointed out Bonnie's past experience and oversight, and expressed support for listing her as the contact. He expressed hope that this arrangement is a good solution, and that an administrator can be trained from a local level to help keep the nursing homes going. Vicki stressed that Steve needs to be informed of policies and what he needs to do in County-run nursing homes. Ron discussed government transparency which is sometimes difficult, but necessary. Following discussion, Ron Nye moved to approve the contract between CAH Solutions Group and Madison County for nursing home management services as presented. Dan Allhands seconded the motion. Discussion ensued, with Ron stating he was over his concerns and referencing an email by the Deputy County Attorney. Dan said this has been a learning process, stressed the need for clarity and transparency and following the salary resolution, the need for putting most things out for bid, referenced the Personnel Policy Manual, and discussed Steve's willingness to accept help and institutional knowledge to learn the ropes about working in a public environment. Following discussion, all voted aye and the motion carried.

**Drive Workshop:** Laurie Buyan, Executive Assistant to the Board of Commissioners, met with the Board to discuss participation in the upcoming Drive Workshop. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting. Discussion included who might be sent to the workshops, and it was concluded that unless someone was sent from Solid Waste, no one would be attending the workshops this year.

**Tax Appeal Board Renewal:** Laurie Buyan, Executive Assistant to the Board of Commissioners, met with the Board to discuss a renewal on the Tax Appeal Board. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting. Laurie discussed term lengths for Tax Appeal Board members. Following review, Ron Nye moved to approve Don McCune's renewal on the Madison County Tax Appeal Board for another three year term that will expire on December 31, 2022. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Virginia City Cemetery Board Renewal:** The Board discussed a Virginia City Cemetery Board renewal. Laurie Buyan, Executive Assistant to the Board of Commissioners, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting. After review, Ron Nye moved to reappoint Phil Brook to the Virginia City Cemetery District Board for a three year term that will expire on December 31, 2022. Dan Allhands seconded the motion. All voted aye and the motion carried.

**MACo HCT Dental and Vision Renewal:** Laurie Buyan, Executive Assistant to the Board of Commissioners, met with the Board to discuss the MACo HCT Dental and Vision Renewal. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting. Laurie explained the option given to employees in the past to purchase dental and vision coverage separately through MACo. After review, Ron Nye moved to approve the renewal of the employee option to purchase Montana Association of Counties Health Care Trust (MACo HCT) dental and vision benefits. Dan Allhands 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:** Justin Ekwall, Deputy County Attorney, stopped in to get an update on topics discussed earlier in today's meeting and previous meetings, including the CAH Contract and public nursing home

requirements, the need for clarification of the CAO Job Description, the pre-construction safety review policy, and how retirement is described in the Personnel Policy Manual.

**Calendars:** The Board reviewed calendars.

With no further business, the meeting was adjourned at 2:50 p.m.

**Next meeting:** The next regular Commission meeting will be held on Tuesday, March 10, 2020, beginning at 9:30 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana.

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Dan W. Allhands, Chairman  
Board of Madison County Commissioners

Date Approved: March 31, 2020

Minutes prepared by:

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Jane Bacon, Commissioners' Clerk

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