

**BOARD OF MADISON COUNTY COMMISSIONERS**  
**July 19, 2022, Meeting Minutes**

On Tuesday, July 19, 2022, a meeting of the Board of Madison County Commissioners came to order at 10:00 a.m. in the Second Floor Court Room of the Administrative Office Building in Virginia City, Montana, with Commissioners Dan Allhands, Ron Nye, and John Heckler present. Laurie Buyan, Commissioners' Executive Assistant, was present to take minutes.

Those people in attendance at the meeting were Jackie Haines, Hannah Brook, Kila Shepherd, Leona Stredwick Vicki Tilstra, Kristy Harper, Michelle Schriock, Beth Famiglietti, Brett Schriock, Carmin Hill, Chris Christensen, and Shelly Burke. Jeff LeVeque, IT Support Specialist, administered the Webex connection. Those in attendance via Webex included Michelle Schriock, Dispatch, Mike Callahan, Cori Koenig, Jani Flinn, Abby Thomas, Gail Nelson, Hannah Brook, L. Stapp, Jennifer Martens, Madisonian, Britani Allhands, Cody Marxer, Courtnie Fisher, Hanna Dietrich, T. Dowton, Brooke Schandelmeier, Diane Kaatz, Kyle Stone, Jason Petrillo, Tammy Mahlstedde, Britani Allhands, Tarah Redfield, Craig Erickson, Joe Brummell, Kayla Bean, Becky Lawson, Jeremiah Theys, PH, and Brett Schriock.

Bill Todd, District 3 Commissioner Candidate, was present to observe the meeting.

**Approval of Minutes:** Ron Nye moved to approve the May 24, 2022 minutes with corrections. John Heckler seconded the motion. All voted aye and the motion carried.

**Northern Rocky Mountain Economic Development District Update and Contract Renewal:** Jackie Haines, Executive Director, Northern Rocky Mountain Economic Development District, met with the Board to request the renewal of contract and funding of \$20,000.00 for the next fiscal year. NRMEDD is a nonprofit that does community and economic development. NRMEDD has been partnered with Madison County since 2014. Following discussion, Ron Nye moved to renew the contract with Northern Rocky Mountain Economic Development District in the amount of \$20,000.00. John Heckler seconded the motion. All voted aye and the motion carried.

**Grants:** Hannah Brook, Grant Writer, met with the Board to discuss the following items: Craig Erickson, Great West Engineering, and Becky Lawson, SMA participated via Webex.

- **MVM Update:** Becky stated that she has reached out to TW Enterprises and the Project Manager requesting the Owner's Manual for the generator. Becky has not heard back from TW Enterprises or the Project Manager. Becky has let the company know that the retainage, which is about \$13,000.00 will not be released until the Owner's Manual is received. Becky and the Board discussed the walk in cooler and freezer options. John Heckler will drive to Butte and look at walk in cooler and freezer.
- **Cliff and Wade Lakes Road Project Bid Confirmation:** Hannah stated that all the information has been confirmed for the Cliff and Wade Lakes Road project. The preconstruction meeting is scheduled for August 4, 2022 at 11:00 a.m.
- **Sheriff's Department Grants:** Hannah stated that the Sheriff's Department has requested to apply for two grants. The grants would be used to purchase equipment for the Sheriff's Department's vehicles. The grants that would be applied for are the JAG Grant and the Firehouse Subs Grant. Hannah requested the approval of the Board to move forward and apply for the grants. John Heckler moved to authorize Hannah Brook, Grant Writer, to apply for the Sheriff's Department Firehouse Grant and JAG Grant. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Twin Bridges ARPA Reimbursement:** Hannah requested signatures on the Twin Bridges Stormwater ARPA Minimum Allocation Grant for relief from ARPA Grant agreement requirements letter and the vendor invoice that has already been approved in the Commissioners meeting dated July 12, 2022. Total amount of the invoice is \$63,595.43. Ron Nye moved to approve the payment for Twin Bridges ARPA funding reimbursement and the signing of the Relief from ARPA Grant Agreement Requirements letter. John Heckler seconded the motion. All voted aye and the motion carried.

- **South Boulder RAC Grant Financial Paperwork:** Hannah presented the application for Federal Assistance SF-424, Financial Capability Questionnaire, and budget information. The Board reviewed the documentation. John Heckler moved to approve the application for the South Boulder RAC Grant application, Financial Capability Questionnaire, and budget information. Ron Nye seconded the motion. All voted aye and the motion carried.

**Jack Creek Road and Bridge Report:** Jeremiah Theys, Great West Engineering, was unavailable. The Board reviewed the report. John Heckler listed four steps that should be done. 1. Get the structural engineer out to the bridge when the flow of water is low enough to be able to access properly without looking through murky water. 2. Get an updated recommendation of the integrity of the bridge from the structural engineer. 3. Get confirmation in writing from Jeremiah Theys, Great West Engineering, concerning the historical nature declaration of bridge four. 4. Re-establish the replacement schedule for bridge four on Jack Creek Road. Hannah Brook, Grant Writer, will send the steps to Jeremiah. These items will be addressed at the August 2, 2022 Commissioners Meeting.

**Claims:** The Board approved claims.

**TRMCC Request to Hire:** Gail Nelson, Tobacco Root Mountain Care Center Administrator, requested via email to hire Jacie Baldwin for the full time Dietary Cook position at \$16.15 per hour starting date July 25, 2022. John Heckler moved to hire Jacie Baldwin as Dietary Cook starting at the hourly rate of \$16.15 with a starting date of July 25, 2022. Ron Nye seconded the motion. All voted aye and the motion carried.

**Big Sky Park District Board Appointment:** Following discussion, Ron Nye moved to re-appoint Jon Olson to the Big Sky Trails, Recreation, and Parks Board. John Heckler seconded the motion. All voted aye and the motion carried.

**COVID Leave Coverage Request:** Leona Stredwick, Madison Valley Manor Social Services/Activities Director, requested to be reimbursed 120 hours of vacation pay. Leona used all sick leave and vacation due to having COVID. Kila Shepherd, Human Resource Director, stated that the Finance Department stopped paying out COVID leave pay on December 31, 2021. Therefore, employees have been using their own accrued sick and vacation time or leave without pay. There was not a date set to cease the COVID Leave Coverage. Following discussion, John Heckler moved to reinstate employees sick and/or vacation leave and reimburse the two employees that have taken leave without pay utilized for COVID since January 1, 2022 and also upon verification and/or documentation through department heads and Public Health that the employees had COVID. Ron Nye seconded the motion. All voted aye and the motion carried.

**Sanitarian Rate of Pay:** Van Puckett, Sanitarian, requested Zach Kozicky's rate of pay be increased to \$31.75 hourly rate. Zach has passed the R.S. exam and is now a registered Sanitarian. Dan Allhands stated that work logs should be completed in order to have a record of what the department is doing on a daily basis. Van stated that was a separate issue but if the Board would like them to fill out log sheets they would do it. John stated that the Board would like them to fill out log sheets. There was discussion about who would be required to complete log sheets. It was determined this topic would be discussed at a later date. Following discussion, John Heckler moved to approve Zach Kozicky's pay raise to \$31.75 per hour due to his completion of becoming a certified sanitarian effective July 1, 2022. Ron Nye seconded the motion. All voted aye and the motion carried.

**Planning Office:** Kristy Harper, Planner 1, and Beth Famiglietti, Lone Mountain Land, met with the Board to discuss the following items:

- **Amended Plat of Madison Overlook 2, Moonlight Basin:** Kristy read the proposal for an amended plat of Madison Overlook 2 that would adjust the common boundary lines. Current uses are undeveloped land and open spaces. Both lots are owned by MB MT Acquisition LLC. The amended plat in Madison Overlook 2 is for a 3 Rivers communication hut that would currently straddle unplatted land and open space. The objective is to adjust the boundary line so the communication hut is completely within the lot Open Space 1A. The Exemption Review Board reviewed the proposed amended plat request on June 29, 2022 and recommended approval. John Heckler moved to approve the Amended Plat of Madison Overlook 2 Subdivision relocation of common boundary lines based on the recommendation of the Planning Department. Ron Nye seconded the motion. All voted aye and the motion carried.

- **Resolution 43-2022 – Naming Vigilante Lane:** Kristy presented Resolution 43-2022, a Resolution of Road Name Change in Madison County. In accordance with Madison County Ordinance 3-2000 and Madison County Resolution 43-2022, a petition has been brought forth to name an existing unnamed road providing access to three or more permanent structures as shown on Certificate of Survey Book 7, Page 1828-BA, located Section 33, Township 5 South, Range 4 West, P.M.M. to Vigilante Lane. The Planning Department recommends adoption of the resolution. John Heckler moved to adopt Resolution 43-2022 a Resolution of Road Name Change in Madison County naming an unnamed road Vigilante Lane. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Resolution 44-2022 – Naming Castle Road:** Kristy presented Resolution 44-2022, a Resolution of Road Name Change in Madison County. In accordance with Madison County Ordinance 3-2000 and Madison County Resolution 44-2022, a petition has been brought forth to name an existing unnamed road providing access to three or more permanent structures as shown on Certificate of Survey Book 7, Page 2550-BA, located Sections 5 and 6, Township 6 South, Range 3 West, P.M.M. to Castle Road. The Planning Department recommends adoption of the resolution. Ron Nye moved to approve Resolution 44-2022 a Resolution of Road Name Change in Madison County naming an unnamed road to Castle Road as presented. John Heckler seconded the motion. All voted aye and the motion carried.

**Letter of Requesting Information from Golf Association:** John Heckler stated the appraiser requested information from the Madison Meadows Golf Association and suggested sending a letter to the golf association. Following discussion, John Heckler moved to approve sending Madison Meadows Golf Association a letter requesting information for the appraiser. Ron Nye seconded the motion. All voted aye and the motion carried.

**Mason House Renovation:** Dan Allhands suggested having a company like Buffalo Restoration evaluate the Mason House to see what would need to be done to make the house rentable. Following discussion, John Heckler moved to contact Buffalo Restoration to do an evaluation of the project. Ron Nye seconded the motion. All voted aye and the motion carried.

**Finalize Language on Salary Resolution 41-2022:** The Board reviewed the Salary Resolution 41-2022. Carmin Hill, Clerk of Courts, Kila Shepherd, Human Resources, Brett Schriock, IT, Chris Christensen, County Attorney, Vicki Tilstra, Finance, and Shelly Burke, Treasurer, were present for this portion of the meeting. Changes to the salary resolution were discussed and there will need to be some corrections. Discussion included Court Compliance Clerk versus Court Compliance Officer, setting a precedence by hiring a new employee with no experience in that department at top wage, and new employees making more than current employees. After much discussion, Ron Nye moved to continue Salary Resolution discussion to August 2, 2022. John Heckler seconded the motion. All voted aye and the motion carried.

**County Attorney:** Chris Christensen, County Attorney, met with the Board to discuss the following items.

- **MACo Law Enforcement Claim:** Chris stated that the County has received notice of a potential lawsuit. Due to pending litigation, this portion of the meeting was closed to the public and notes will be given to the County Attorney's Office. Following discussion, the meeting was reopened and remained open for the remainder of the meeting. Ron Nye moved to approve a letter to the plaintiff advising them of who was assigned as council in this matter. John Hecker seconded the motion. All voted aye and the motion carried.
- **Legal Assistant Posting – Temporary to Permanent:** Ron Nye moved to authorize the County Attorney to post notice for a permanent part time Legal Assistant position. John Heckler seconded the motion. All voted aye and the motion carried.
- **Deputy County Attorney Position:** Chris stated that interviews for the Deputy County Attorney position have already been conducted. Chris would like to make an offer to one of the candidates. Chris is requesting that the range of pay be \$85,000.00 to \$100,000.00 depending on experience. Following discussion, John Heckler moved to authorize the County Attorney to offer the candidate the Deputy County Attorney position at a pay range of \$85,000.00 to \$100,000.00 depending on experience. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Rate of Pay for Legal Assistants:** This item was discussed in the Finalize Language on Salary Resolution topic. There will be further discussion on this topic on August 2, 2022.

**Planner I / GIS:** This item will be discussed July 21, 2022.

**Calendars:** The Board reviewed calendars.

With no further discussion, the meeting was adjourned at 5:00 p.m.

**Next meeting:** The next regular Commission meeting will be held on Tuesday, August 2, 2022, beginning at 9:30 a.m. in the Second Floor Court 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: November 22, 2022

Minutes prepared by:

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Shawna Lutgen, Commissioners' Clerk

Attest: \_\_\_\_\_  
Paula McKenzie, Clerk and Recorder, Madison County