

BOARD OF MADISON COUNTY COMMISSIONERS
August 16, 2022, Meeting Minutes

On Tuesday, August 16, 2022, a meeting of the Board of Madison County Commissioners came to order at 9:30 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. Jane Bacon, Commissioners' Clerk, was present to take minutes.

Those people in attendance at the meeting were Jon Osborn, Ellis Thompson, Bruce Kneeland, Andy Thomas, Abby Thomas, and Tommy Luksha. Ryan Wolter, IT Support Specialist, administered the Webex connection. Those in attendance via Webex included Hanna Dietrich, A.M. Welles, Karl Yakawich, Jani Flinn, Jeff Leveque, Jennifer Westfall, Britani Allhands, Tammy Mahlstedt, Gail Nelson, PH, Michelle Schriock, Craig Erickson, Laurie Buyan, Jake Huiber, K Doud, Jennifer Martens, Haley Sir, Beth Famiglietti, Brooke Schandelman, T Dowton, Cori Koenig, Mike Callahan, and Tarah Redfield.

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

Approval of Minutes: John Heckler moved to approve the June 21, 2022, minutes with corrections. Ron Nye seconded the motion. All voted aye and the motion carried.

County Roads Update: Andy Thomas, Virginia City Resident, Abby Thomas, Virginia City Resident, Ellis Thompson, Virginia City Resident, Jon Osborn, Virginia City Resident, and Bruce Kneeland, Virginia City Resident, met with the Board to discuss the following:

- **Bertha-Kennett Road:** Andy requested an update on the survey for Bertha-Kennett Road. Dan Allhands noted the update on the Bertha Kennett project is the on-ground survey is about half way complete. The anticipated completion date for the survey is before bow season opens.
- **Granite Creek Road:** Andy inquired about the status of the locked gate on Granite Creek Road. Ellis Thompson inquired if the Commissioners have had a chance to read the Road Review Committee report. Following discussion Dan Allhands agreed to take it under consideration to unlock the gate. Legal Counsel will need to review the documentation.
- **Adobe Town Road:** Abby Thomas, discussed the holes encroaching in the right of way easement on Adobe Town Road. Abby brought it to the Boards attention and asked them to speak with the property owner regarding the encroachment. Discussion included the sign put up by GMA Garnet Mine between BLM and GMA Garnet Mine. Following discussion, Dan Allhands stated that he would meet with the mine and discuss possibly removing the sign. Andy Thomas discussed the "go around" road on Garnet Mine land for Adobe Town Road. He has been in contact with Pete Rossiter, GMA Garnet Mine. The proposed route would be a temporary route around the mine for safety.
- **Pony to Mammoth Road:** Ellis Thompson requested the status of the Pony to Mammoth Road. Following discussion Ron Nye stated he is working on the issue.

Claims: The Board approved claims.

Resolution 48-2022 Planning Board Updated Bylaws: Kristy Harper, Planner II, presented Resolution 48-2022. Kristy read the resolution aloud. Resolution 48-2022 is a request to adopt the Planning Board updated Bylaws. The Bylaws and Appendices will replace and supersede all previous Standard Operating Procedures. Following discussion, John Heckler moved to approve Resolution 48-2022 Planning Board Updated Bylaws as presented. Ron Nye seconded the motion. All voted aye and the motion carried.

Resolution 49-2022 Naming Old Castle Road: Kristy Harper, Planner II, presented Resolution 49-2022 Road Name Change in Madison County. Kristy read the resolution aloud. Resolution 49-2022 is a request to approve the road name change to Old Castle Road. The road is currently an unnamed road. Following discussion, Ron

Nye moved to approve Resolution 49-2022 resolution of road name change in Madison County. John Heckler seconded the motion. All voted aye and the motion carried.

Mason House Inspection: John Heckler stated we are waiting for a fee estimate and time of service from the inspector.

Request to Purchase New Lawn Mower: Tony Forsythe, Maintenance, met with the Board to request to purchase a new riding lawn mower. Following discussion, Ron Nye moved to approve Tony Forsythe's request to purchase a new lawn riding mower in the amount of \$3,000.00 from the current maintenance budget. John Heckler seconded the motion. All voted aye and the motion carried.

Great West Engineering/SMA Architects: Craig Erickson, Great West Engineering and Becky Lawson, SMA Architects, met with the Board via Webex to discuss the following items:

- **Refrigeration Bids for Madison Valley Manor:** Craig and Becky presented a quote from Rick's Refrigeration in the amount of \$97,634.00 for a walk in cooler and freezer. The quote includes shipping and installation. The quote does not include electrical work or the concrete work. Following discussion, John Heckler moved to purchase the equipment including installation and shipping as provided on the quote from Rick's Refrigeration in the amount of \$97,634.00. Concrete and electrical work is excluded. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Madison Valley Manor Generator and Boiler Warranty Updates:** Becky updated the Board regarding the Madison Valley Manor Generator and Boiler Warranties. The generator has a five-year warranty period. The boiler is warranted for one year (dated from Substantial Completion in May) which means that it has been in use during the winter season last year and will be covered during this upcoming season as well.

Madison Valley Manor: Kila Shepherd, Human Resources, met with the Board to request the approval of the applicants listed below. Allison Veland, Madison Valley Manor Administrator, participated via Webex:

- **Request to Hire-Becky Gaddis, Part-Time LPN:** Kila requested to hire Becky Gaddis for the part time LPN position at \$30.02 per hour. Allison stated the anticipated start date will be August 22, 2022. Applicant would work one to two twelve hour shifts a week. John Heckler moved to hire Becky Gaddis for the part time LPN position at \$30.02 per hour with a starting date of August 22, 2022. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Request to Separate the Department Head Position for Dietary:** Maintenance & Laundry/Housekeeping: Allison requested to separate the Department Head for Dietary from the Maintenance and Laundry/Housekeeping position. The current employee would remain in the position of Department Head for Dietary. Following discussion, John Heckler moved to separate the Department Head positions. One position will be for Dietary Supervisor and the other position will be for Maintenance and Laundry/Housekeeping Supervisor for Madison Valley Manor. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Request to keep Chad Tree at the Dietary Supervisor Position at the Department Head Rate of \$25.86:** John Heckler moved the keep Chad Tree at the Dietary Supervisor Position at the hourly rate of \$25.86 per hour and for a date to be determined as to when he will drop his duties of Maintenance & Laundry/Housekeeping Supervisor. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Request to Advertise Maintenance and Laundry/Housekeeping Supervisor at Department Head Rate of \$25.86:** John Heckler moved to approve the request from Madison Valley Manor to advertise the Maintenance and Laundry/Housekeeping Supervisor at the hourly rate of \$25.86. Ron Nye seconded the motion. All voted aye and the motion carried.

Preliminary Budget Adjustments: Vicki Tilstra, Finance, discussed the preliminary budget adjustment for the Library, \$8,500.00 was added in both the revenue and expense lines. The Library was awarded an AARP Grant and when a grant is received expense is needed to be budgeted. Vicki stated the General Roads has been adjusted as well since they were awarded a Forest Service Grant. John Heckler suggested to keep it in District 3 since the road work is in his District. Tommy Luksha, GIS, inquired if the Board has decided on a wage rate for the GIS Programmer and asked if a budget amendment will need to be done. Dan Allhands stated that Human Resources needs to check on it and said we have received the salary survey from MACO. Vicki said that the GIS Budget has been increased for the proposed hire, but

once the wage has been decided upon and an adjustment can be done at that time if it is needed. Kila Shepherd, Human Resources, stated that she has emailed the Board wages for that position from adjoining counties.

Personnel Policy Manual Recommended Changes: Tara Redfield, Personnel Policy Draft Committee, met with the Board to recommend changes to the Personnel Policy. Changes to Purposes and Disclaimers on page 6, reasoning is to simplify the language to make it clearer. Recruitment and Hiring page 8, reasoning is to simplify the language to make it clearer. Recruitment and Hiring page 9, reasoning is clarity by the Board of Commissioners and new requirement of the Board of Commissioners. Recruitment and Hiring page 10, reasoning is to follow best- practices in Human Resources, consistency in language, and new requirement of the Board of Commissioners. Pre-Employment Physical Examinations page 13, reasoning is for clarity by the Board of Commissioners. Employment Classification page 14, reasoning is for clarity by the Board of Commissioners following standard Human Resources practices. Probationary Employment Period page 15, reasoning is for alignment with, and at the request of MACO. Use of Sick Leave page 30, reasoning is to replace with the Bereavement Leave policy approve by the Board of Commissioners on October 12, 2021. Family and Medical Leave Act page 47, reasoning is for compliance with Federal law. Madison County does not offer exempt compensatory time. Employee Personnel Records page 51, reasoning is for changes in process approved by the Board of Commissioners. New language added to the recruitment and hiring section the Board decided that the verbiage "In all positions the Department Head shall request authorization from the Board of Commissioners during their regularly scheduled meetings in order to hire the successful candidate" should be removed. Following discussion, the Board suggested a few changes before final approval.

Public Health Office: Emilie Sayler, Public Health Director, met with the Board to discuss the following topics:

- **Request to Establish a New Position for a Mental Health Therapist:** Emilie Sayler, Public Health Director, is requesting the approval to establish a Mental Health Therapist position. Emilie presented a job description for the Board to review. Following discussion, Ron Nye moved to approve the request to establish a new position for a Mental Health Therapist and advertise for the position. John Heckler seconded the motion. All voted aye and the motion carried.
- **Mental Health Funding:** Emilie Sayler, Public Health Director, discussed options for being able to add office space for current and future employees. Public Health has \$449,044.49 in cash reserves and can use a portion of the Mill Levy for partial funding towards the construction for additional office space. Emilie will also look into grant funding and acquiring bids for the project.
- **COVID Update including Nursing Homes Status:** COVID Update including Nursing Homes Status – Emilie Sayler, Public Health director, provided the written update regarding COVID status for Madison County and the State. The County has had a total of 142 confirmed positive cases, currently has 23 active cases, 2,096 people have recovered, and there have been 23 fatalities. There is 0 active hospitalization, bringing total hospitalization to 133. Montana has 2,099 active cases, 300,607 confirmed positive cases to date, 295,027 people have recovered, there have been 3,481 COVID fatalities, and active hospitalization are currently 98. Total number of hospitalizations is 12,934. Emilie reviewed daily new cases in the County, State maps of active cases, cumulative cases, and vaccination information, noting we are seeing a decrease in community spread within Madison County. Madison Valley Manor has Madison Valley Manor has no residents in quarantine due to CMS admission requirement and not do to COVID and there are no staff in isolation. The County transmission rate is high. Testing exempt staff and travel staff is done daily prior to entry. All staff are current on annual infection control competencies. The second booster shots have been administered to resident that are eligible and willing. Visitation is allowed with testing and screening prior to entry. Tobacco Root Mountain Care Center has 24 residents with no COVID cases. Nine residents have recovered and eleven staff members have recovered. One staff member is currently out for Quarantine/Isolation. Staff and resident testing are every three to five days. Vaccination rates are 95% for staff, and 96% for residents. County transmission rate is high. Visitation is allowed with screening efforts at the doors.

Request to Hire Krystal Olsen, Residential Aide starting at base rate of \$15.84 per hour: Gail Nelson, TRMCC Administrator, via Webex, requested the approval to hire of Krystal Olsen as a Non-certified Residential Aid at the rate of \$15.84 per hour. Following discussion and reviewing pay scale rate, Ron Nye moved to hire Krystal Olsen for the Non-certified Residential Aid position at the hourly rate of \$15.84 an hour, as presented. John Heckler seconded the motion. All voted aye and the motion carried.

Cliff and Wade Lake Road Gravel Surfacing Project (FLAP): The Board opened and reviewed a bid for the Cliff and Wade Lake Road Gravel Surfacing. Karl Yakawich, Great West Engineering, was present for this portion of the meeting via Webex. Only one bid was received from A.M. Welles, Inc. Contract is based on the base bid amount of \$1,530,310.00. Additive Alternate for dust palliative for \$28,692.90 and additive alternate for additional two inches of gravel for \$331,871.00 was included in the bid packet. The bid will be sent to Great West Engineering for a full overview of the proposal and they will work with Western Federal Lands. The contract will expire in 60 days. Once the contract has been reviewed Great West Engineering will bring it back for approval of the Board. The county will need to match approximately \$235,755.56.

Calendars: The Board reviewed calendars.

Deputy County Attorney – Hire Date and Rate of Pay: Chris Christensen, County Attorney, updated the Board on the hire of David Buchler as the Deputy County Attorney at the annual salary of \$92,500.00 starting date September 6, 2022. The new hire will transition into the County Attorney at the first of the year.

With no further discussion, the meeting was adjourned at 3:35 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, August 23, 2022, beginning at 9:30 a.m. in the Second Floor Court Room of the Administrative Office Building in Virginia City, Montana.

Dan W. Allhands, Chairman
Board of Madison County Commissioners

Date Approved: November 1, 2022

Minutes prepared by:

Shawna Lutgen, Commissioners' Clerk

Attest: _____
Paula McKenzie, Clerk and Recorder, Madison County