

BOARD OF MADISON COUNTY COMMISSIONERS
September 20, 2022, Meeting Minutes

On Tuesday, September 20, 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. Shawna Lutgen, Commissioners' Clerk, and Laurie Buyan, Commissioners' Assistant, were present to take minutes.

Those people in attendance at the meeting were Vicki Tilstra, Britani Allhands, Allison Veland, Trent Zimmerman, Hannah Brook, Jack Albrecht and Christina Koch. Ryan Wolter, IT Support Specialist, administered the Webex connection. Those in attendance via Webex included Tammy Mahlstedt, Craig Erickson, Becky Lawson, Carrie Gardner, Jen Westfall, AM Welles, Emilie Saylor, Tom Luksha, Gail Nelson, Jennifer Martens, Heidi Woods, Michelle Schriock, and Kate Rose.

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

Approval of Minutes: There were no minutes provided to approve.

Jack Creek Road-Loan Request-Closing Documents: Vicki Tilstra, Finance Officer, presented the Jack Creek Road Loan #2908 Request package for review. County Attorney Letter is needed for the Packet. This item has been tabled until the next meeting.

Claims: The Board approved claims.

Airport Board Appointment: Postponed to October 18, 2022.

Planner II Hire: The Board reviewed new hire request for Planning Department, Planner II position. Ron Nye moved to hire Connie Dedrick for Planner II position in the Planning Department at the rate of \$28.00 per hour. Starting date of hire to be determined. John Heckler seconded the motion. All voted aye and the motion carried.

Public Health Clerk Hire: The Board reviewed new hire request for Public Health Department, Public Health Clerk position. Ron Nye moved to hire LaTesa Schrank for Public Health Clerk position in the Public Health Department at the rate of \$18.81 per hour which is 85% of the pay scale. Starting date of hire to be September 19, 2022. John Heckler seconded the motion. All voted aye and the motion carried.

Commissioners' Office Clerk Hire: The Board reviewed new hire request for Commissioners Department, Commissioner's Office Clerk position. Ron Nye moved to hire Shawna Lutgen for Commissioner's Clerk position in the Commissioners Department at the rate of \$18.81 per hour which is 85% of the pay scale. Starting date of hire to be September 19, 2022. John Heckler seconded the motion. All voted aye and the motion carried.

Road District 2 Notice of Retirement: The Board reviewed Road District 2 Notice of Retirement from Forest Armstrong with the Road Maintenance Department effective October 31, 2022. John Heckler moved to approve Forest Armstrong's Road District 2 Notice of Retirement. Ron Nye seconded the motion. All voted aye and the motion carried.

Nursing Homes New Hires and/or Transfers:

- **Director of Nursing Position:** Gail Nelson, Tobacco Root Mountain Care Center Administrator requested the Board's approval to hire Wendy Forman for the Director of Nursing position at \$92,277.91 annual salary starting date October 10, 2022. Ron Nye moved to hire of Wendy Forman as the Director of Nursing at the annual salary of \$92,277.91, start date October 10, 2022. John Heckler seconded the motion. All voted aye and the motion carried.

- **Residential Aide to transition to CNA:** Gail Nelson, Tobacco Root Mountain Care Center Administrator requested the Board's approval to transition Lacey Roylance from a Residential Aide to a CNA position at \$15.84 per hour which is 70% of the pay scale, start date October 3, 2022. ohn Heckler moved to approve to transition Lacey Roylance from a Residential Aid to a CNA position at \$15.84 per hour which is 70% of the pay scale, start date October 3, 2022. Ron Nye seconded the motion. All voted aye and the motion carried.

Maternal Child Health Block Grant: The Board reviewed the request from the Public Health Department for the Maternal Child Health Block Grant in the amount of \$5,128.00. Following discussion, Ron Nye moved to approve the Maternal Child Health Block Grant in the amount of \$5,128.00. John Heckler seconded the motion. All voted aye and the motion carried.

Madison Valley Manor Topics: Allison Veland, Madison Valley Manor Administrator, met with the Board for the following items:

- **Revised Form for Requesting Religious Exemptions:** Allison presented a new Form for Requesting Religious Exemptions for approval to replace existing form. The new form is the form that is recommended by the State. It is cleaner and simpler without having to be signed by the religious affiliate. John Heckler moved to adopt the Revised Form for Requesting Religious Exemptions as recommended by the State to replace current Form that has been used by Madison County. Ron Nye seconded the motion. All voted aye and motion carried.
- **Counter Offer on Pay Rate for Maintenance Supervisor Position:** Allison and Trent Zimmerman presented a Counter Offer on Pay Rate for Maintenance Supervisor position that was offered to Trent Zimmerman on September 6, 2022. Initial offer was 90% of pay scale. Trent requested 100% of the Pay Rate. Maintenance Supervisor Position was advertised at \$25.84 per hour excluding the verbiage of "up to". Following discussion John Heckler moved to hire Trent Zimmerman at the posted rate of \$25.84 for Maintenance Supervisor with the condition that Trent Zimmerman obtain his Boiler License within 6 months. Dan Allhands seconded the motion. All voted aye and motion carried.

Grants: Hannah Brook, Grant Writer, met with the Board to discuss the following grant items. Craig Erickson and Carrie Gardner with Great West Engineering and Beck Lawson with SMA Architects met with the Board via Webex.

- **CDBG Request for Reimbursement #11 for the Madison Valley Manor Project:** Craig Erickson Great West Engineering and Becky Lawson with SMA Architects, was present via Webex for this portion of the meeting. Craig reviewed the invoices included in CDBG Reimbursement Request #11 noting that the total of the three invoices is \$97,634.00 but the reimbursement request is for \$73,225.50 because the County has to provide its 25% match obligation of \$24,408.50. After review and discussion, John Heckler moved to approve the Request of Reimbursement #11 for the Madison Valley Manor Project in the amount of \$73,225.50. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Task Order #12 – Twin Bridges Transfer Site Water Service:** Carrie Gardner, Great West Engineering, was present via Webex for this portion of the meeting. Carrie presented the Task Order #12 for the Twin Bridges Transfer Water Site Service. She explained the task would include Service Evaluation, Technical Memorandum and Cost Estimate. This will also include meeting with the County and Town of Twin Bridges to be able to coordinate with the preferred plan. Ron Nye moved to approve Task Order #12 – Twin Bridges Transfer Site Water Service for Great West Engineering not to exceed \$3,000 as presented. John Heckler seconded the motion. All voted aye and motion carried.
- **Contractor's Application for Payment #7 – Jack Creek Road Project:** Postponed to October 27, 2022.

Administrative Office Building Canopies: Justin Gatewood, Mayor of Virginia City and Eric Barsness, Historic Preservation Officer, were present for this portion of the meeting to discuss the canopies for the Administrative Office Building. Justin presented the original Town of Virginia City Development Permit Application approved on October 5, 2017 and the Revised Town of Virginia City Development Permit Application dated 08/29/2019. Original Permits have expired and new Development Permit will need to be obtained. Discussion included what type of materials options for building the canopies which would have at

least a 20-year life expectancy. Following discussion new bids will need to be acquired and Administrative Office Building Canopies will be put back on the Agenda in November.

Library Archivist Position: Jack Albrecht, Thompson-Hickman Library Director, and Kila Shepherd, Human Resources, were present for this portion of the meeting. Jack requested the Boards approval to hire Jane Bacon as the Library Archivist at 100% of the pay schedule. Jane is a current employee of the Library and taking on more hours along with the additional position as the Library Archivist. Ron Nye moved to approve hiring Jane Bacon as the Library Archivist for Thompson-Hickman Library at starting wage of \$22.13 per hour. John Heckler seconded the motion. Ron Nye and John Heckler voted aye and Dan Allhands was opposed. The motion carried on majority vote.

Ousel Fall Road RID Snow Removal Contracts: Following review John Heckler moved to approve the Ousel Fall Road RID Snow Removal Contract with Precision Lawn and Snow for the amount of \$56,000 which is shared with Gallatin and Madison County paying 46% and Gallatin County paying 54%, as provided by Morrison-Maierle Engineers. Ron Nye seconded the motion. All voted aye and the motion carried.

Local Projects on Designated Federal and State Highways: The Board reviewed a request from the Montana Department of Transportation for information regarding local projects on designated federal and state highways, also referred to as secondary roads. Road District One and Road District Two had no projects on secondary roads. John Heckler will complete the form and send it to Montana Department of Transportation for District Three.

Calendars: The Board reviewed calendars.

With no further discussion, the meeting was adjourned at 12:30 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, September 27, 2022, beginning at 10:30 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: September 27, 2022

Minutes prepared by:

Shawna Lutgen, Commissioners' Clerk

Laurie Buyan, Commissioners' Assistant

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