

BOARD OF MADISON COUNTY COMMISSIONERS
September 27, 2022, Meeting Minutes

On Tuesday, September 27, 2022, a meeting of the Board of Madison County Commissioners came to order at 10:30 a.m. in the Second Floor Court Room of the Administrative Office Building in Virginia City, Montana, with Commissioners Dan Allhands and John Heckler present. Ron Nye was at the MACO Conference in Billings, Montana, and not in attendance. Laurie Buyan, Commissioners' Assistant, and Shawna Lutgen, Commissioners' Clerk, was present to take minutes.

Those people in attendance at the meeting were Vicki Tilstra, Britani Allhands, Hannah Brook, Guy Buyan, Jennifer Westfall and Craig Schroder. Ryan Wolter, IT Support Specialist, administered the Webex connection. Those in attendance via Webex included Jennifer Westfall, Heidi Woods, Finance Office, Samantha Arbogast, Courtnie Fisher, Tommy Luksha, Jeremiah Theys, Brooke Schandelmeier, Kate Rose, IT Support, Abby Thomas, RTW, Dispatch, Hannah Brook, AM Welles, PH, Mike Callahan, and Michelle Schriock.

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

Finance: Vicki Tilstra, Finance Officer and Britani Allhands, Finance Office Assistant, met with the Board to discuss the following topics:

- **Resolution 54-2022 Authorizing Participation in the Intercap Program/ Jack Creek Road-Loan 2908 Request-Closing Documents:** Vicki Tilstra, Finance Officer, presented the Intercap Program/Jack Creek Road Loan #2908 Closing Documents for review. Maximum amount of the loan is \$1,500,000.00 with an initial disbursement of \$1,125,155.63. John Heckler inquired about the terms of the loan and if there is a prepayment penalty. Vicki replied that the interest rate is a low variable rate with an amortization period of fifteen years with no prepayment penalty. John Heckler moved to adopt Resolution 54-2022 Authorizing Participation in the Intercap Program and to approve Jack Creek Road-Loan 2908 Closing Loan documents. Dan Allhands seconded the motion. All voted aye and the motion carried.

Approval of Minutes: John Heckler moved to approve the September 6, 2022 minutes as presented and the September 20, 2022 minutes with the correction of Ousel Falls RID Snow Removal Contracts which is shared with Gallatin and Madison County paying 46% Madison County and 54% Gallatin County. Dan Allhands seconded the motion. All voted aye and the motion carried.

Contractor's Application for Payment #7, Jack Creek Road Project: Hannah Brook, Grant Writer, Jeremiah Theys, Great West Engineering presented Contractor's Application for Payment #7 for the Jack Creek Road Project. Following the review, John Heckler moved to approve the Contractor's Request for Payment #7 for A.M. Welles for Jack Creek Road safety improvements in the amount of \$36,444.37. Dan Allhands seconded the motion. Discussion ensued about the release of retainage final change order. Jeremiah stated that there will be one more Application for Payment which will be the final payout. John Heckler asked if there is a Warranty. Jeremiah said yes there is a warranty on the project. All voted aye and the motion carried.

Claims: The Board approved claims.

Approval of Deputy County Attorney Job Description and Authorization to Post Job Opening: Following review of the Deputy County Attorney Job Description, John Heckler moved to approve the Deputy County Attorney Job Description and Authorization to Post Job Opening. Discussion ensued adding verbiage Discretion and Negotiation of 85% to 95% pay rate for flexibility to the hiring process. Dan Allhands seconded the motion. All voted aye and the motion carried.

Solid Waste Driver Hire: Guy Buyan, Solid Waste Foreman and Jennifer Westfall, Human Resources, met with the board to request approval for the hire of Paul Smail as a Solid Waste Driver at the rate of \$25.57 per hour. Following discussion and reviewing the pay scale rate John Heckler moved to approve Solid Waste Department new hire Paul Smail as a Solid Waste Driver at the rate of \$25.57 per hour, pay scale rate of 90%, as presented. Dan Allhands seconded the motion. All voted aye and the motion carried.

Communications Coordinator Wage: Craig Schroder, Acting Sheriff, met with the Board to discuss Communications Coordinator Wage. In May the Communications Officer's salary was increased and at the time it was not determined what to increase the Communications Coordinator salary to and that was figured out, but after that was voted on there was a Petition for the Bargaining Unit which caused everything to be put on hold. The court has ruled on the Bargaining Unit and now can move forward with the Communications Coordinator salary. Craig is proposing to increase the Communications Coordinator wage to \$31.52 per hour and requested that he get back pay to the middle of May. Vicki Tilstra, Finance Officer, stated because of the fiscal year cutoff date that a retroactive payment could go back to July 1, 2022. Following discussion and review of pay scale rate, John Heckler moved that Josh Denny's, Communications Coordinator wage be adjusted to \$31.52 an hour with an adjustment to back pay to July 1, 2022. Dan Allhands seconded the motion. All voted aye and the motion carried.

Open Motor Grader Bids for District 2: The Board opened and reviewed two bids for a Motor Grader for District 2 Road Department. Kipp Proctor, RDO Equipment Company, was present for this portion of the meeting. After review, John Heckler moved to accept the bid of \$263,000 and sign the purchase order as presented from RDO Equipment Company for a 2023 John Deere motor grader for District 2. Dan Allhands seconded the motion. All voted aye and the motion carried.

DEQ Local Approval Agreement: This item has been moved to next week.

Maintenance of Building/Plan of Action: This item has been moved to an indefinite date.

Nursing Homes New Hires and/or Transfers: Per email from Allison Veland, Madison Valley Manor Administrator, she is requesting approval for to hire Emma Gohde-Andrews as for the Full-time Housekeeping/Laundry position. Following discussion and reviewing pay scale rate, John Heckler moved to approve the hiring of Emma Gohde-Andrews for the full time Housekeeping/Laundry position at Madison Valley Manor at the starting pay of \$17.16 per hour at 85% of the wage scale, with a starting date of September 28, 2022 pending completion of reference checks. Dan Allhands seconded the motion. All voted aye and the motion carried.

Calendars: The Board reviewed calendars.

With no further discussion, the meeting was adjourned at 1:15 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, October 4, 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: September 27, 2022

Minutes prepared by:

Shawna Lutgen, Commissioners' Clerk

Attest: _____
Paula McKenzie, Clerk and Recorder
Madison County