

**BOARD OF MADISON COUNTY COMMISSIONERS
September 28, 2023, Meeting Minutes**

On Tuesday, September 28, 2023, a meeting of the Board of Madison County Commissioners came to order at 10:00 am. in the Placer Loop Office Building in Virginia City, Montana, with Commissioners Ron Nye and Bill Todd present. Commissioner Dan Allhands is absent. Emilyann Wilder, Commissioners' Assistant was present to take minutes.

Ryan Wolter, IT Support Specialist, administered the **Webex** connection.

Attachment — Attendee List

Approval of Minutes: There were no minutes presented for approval.

10:00 AM Accessibility Renovation Approval Request

Present:

Emilie Saylor, Public Health
David Buchler, County Attorney
Jennifer Westfall, Human Resource Manager

The expected move in date is schedule to be the middle of October. Accessibility Renovations are currently underway. The wheelchair accessibility ramp has been installed. Estimates for a new front door, automatic door opener and the bathroom renovation have not come in, but will not delay the move in date. Saylor will present the estimates at next week's Commissioner Board Meeting.

Part Time Help for Road District #2

Present:

David Buchler, County Attorney
Jennifer Westfall, Human Resource Manager

Comment: Westfall, Buchler. Discussion: Commissioner Nye, Commissioner Todd. This item will be further discussed at a later date.

Admin Maintenance Winter Help

Present:

Jennifer Westfall, Human Resource Manager
David Buchler, County Attorney

Commissioner Todd moved to advertise for a full time Virginia City area maintenance winter help position. Seconded by Commissioner Nye. Comment: None. Discussion. None. All voted "aye" (2-0).

Road Supervisor Position

Present:

Jennifer Westfall, Human Resource Manager
David Buchler, County Attorney

Comment: Westfall, Buchler. Discussion: Commissioner Todd, Commissioner Nye. This item will be further discussed at a later date after Human Resource reaches out to Beaverhead and Jefferson County and obtains each county model job descriptions.

Office Cubicle Discussion and/or Action Item

Office Cubicle Discussion and/or Action Item

Attachment — Cubicle Bid

Present:

David Buchler, County Attorney
Jennifer Westfall, Human Resource Manager
Shawna Lutgen, Grant Writer

Commissioner Todd moved to develop a plan and move the IT Department, Custodial Department and Safety Department to the Mason House. The GIS Department will be moved to the current IT office space and the Sanitarian Department will be moved to the current Custodial office space. Seconded by Commissioner Nye. Comment: Buchler, Westfall, Lutgen. Discussion: Commissioner Todd. All voted “aye” (2-0).

Task Order No. 21- Seyler Lane Bridge Design, Construction Administration, Observation and Grants Administration Services

Attachment:

Present:

Shawna Lutgen, Grant Writer
Jennifer Westfall, Human Resource Manager
Jeremiah Theys, Great West Engineering
Craig Erickson, Great West Engineering

Construction to begin in 2025.

Commissioner Todd motioned to approve Task Order No. 21 – Seyler Lane Bridge Design, Construction Administration, Observation and Grants Administration Services. Seconded by Commissioner Nye. Comment. Theys, Lutgen. Discussion: All voted “Aye” (2-0).

Resolution No. 59-2023 A Resolution of the Madison County Board of Commissioners Authorizing the Submission of an MCEP Infrastructure Planning Grant Application

Attachment

Present:

Shawna Lutgen, Grant Writer
Jennifer Westfall, Human Resource Manager
Jeremiah Theys, Great West Engineering

Commissioner Todd moved to approve Resolution 59-2023 A Resolution of the Madison County Board of Commissioners Authorizing the Submission of the MCEP Infrastructure Planning Grant Application. Seconded by Commissioner Nye. Comment: Lutgen. Discussion: None. All Voted “Aye” (2-0).

Commissioner Todd moved to approve the execution of the MCEP Planning Grant Application Authorization Statement. Seconded by Commissioner Nye. Comment: Lutgen. Discussion: None. All voted “aye” (2-0).

Public Discussion and/or Comments on Items Not Listed on the Agenda but Within the Board’s Jurisdiction

Present:

Shawna Lutgen, Grant Writer
Jennifer Westfall, Human Resource Manager

Contract SAM.gov registration: Comment: Lutgen. Discussion: Commissioner Todd.

Commissioner Todd moved to approve contracting with USFCR for SAM.gov registration services out of the Commissioner Contingency fund in the amount of \$2,995.00. Seconded by Commissioner Nye.
Comment: Lutgen. Discussion: Commissioner Nye. **All voted "aye" (2-0).**

Human Resource - Personnel Issue * Closed door shall be invoked per MCA 2-3-203

Present:

Jennifer Westfall, Human Resource Manager

David Buchler, County Attorney

The meeting was closed at 10:48 pm per MCA 2-3-203.

No BCC decisions were made during the Human Resource Personnel Issue Closed Session.

With no further discussion, the meeting was adjourned at 1:50 pm.

Claims: There were no claims for review.

Calendar: Calendars were not reviewed.

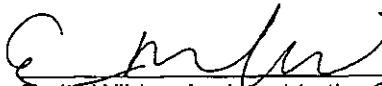
Next meeting: The next regular Commission meeting will be held on Tuesday, October 3, 2023, beginning at 10:00 a.m. in the Commissioner's Office Building, in Virginia City, Montana.



Dan W. Allhands, Chairman
Board of Madison County Commissioners

Date Approved: October 31, 2023

Minutes prepared by:


Emily Wilder, Assistant to the Commissioners


Shawna Lutgen, Grant Writer

Attest: 
Paula McKenzie, Clerk and Recorder, Madison County

