

**BOARD OF MADISON COUNTY COMMISSIONERS**  
**February 14, 2023, Meeting Minutes**

On Tuesday, February 14, 2023, 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, Chairman, and Bill Todd present. Shawna Lutgen, Commissioners' Clerk to the Board of Commissioners, was present to take minutes.

Those people in attendance at the meeting were Britani Allhands, Vicki Tilstra, Jennifer Westfall, and Justin Gatewood. Ryan Wolter, IT Support Specialist, administered the Webex connection. Those in attendance via Webex included Janie Alt, Craig Erickson, Kdoud, Dan Boone Martin, Zach Kozicky, Gail Nelson, Michelle Schriock, LaTesa Schrank, Emilie Saylor, Mike Callahan, Tammy Mahlstede, Abby Thomas, Kate Rose, Jennifer Martens, Laurie Buyan, Carmin Hill, and Cori Koenig.

**Finance Department:** Vicki Tilstra, Finance Officer, met with the Board to discuss the following topics.

- **Request to Hire Discussion:** Vicki requested the approval to advertise for a Clerk position in the Finance Department. Following discussion, Bill Todd moved to approve to the request to hire and advertise for a full time Clerk position in the Finance Department. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Finance Schedule:** Vicki requested the approval from the Board to remain working the hours the Finance Department has been currently working. Bill Todd moved to approve the Finance Department schedule as presented. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Approval of Minutes:** There were no minutes presented to approve.

**Claims:** The Board approved claims.

**New Hires and/or Transfers:** Jennifer Westfall, Human Resource Generalist, met with the Board to request the approval to hire a GIS Clerk at 100% of the pay scale. Following discussion, Bill Todd moved to approve the hire for the GIS Clerk position at 100% of the pay scale. Dan Allhands seconded the motion. All voted aye and the motion carried. Jennifer requested the approval to hire for the Road and Bridge Technician position in Harrison for District 2 at 95% of the pay scale. Following discussion, Bill moved to approve the hire of the Road and Bridge Technician position in Harrison for District 2 at 95% of the pay scale. Dan Allhands seconded the motion. All voted aye and the motion carried. Later in the meeting, Jennifer Westfall stated that the request to hire at 95% of the pay scale was incorrect and requested the motion to be amended to hire at 90% of the pay scale for the Road and Bridge Technician position for District 2. Bill Todd amended the motion to hire the Road and Bridge Technician position for Harrison District 2 at 90%. Ron Nye seconded the motion. All voted aye and the motion carried.

**Religious Exemption:** Jennifer Westfall, Human Resource Generalist, requested the approval of the Religious Exemption for the Housekeeping/Laundry Aid at Tobacco Root Mountain Care Center. Bill Todd moved to approve the Religious Exemption for new employee in the position of Housekeeping/Laundry Aid at TRMCC. Ron Nye seconded the motion. All voted aye and the motion carried.

**Alder Daycare:** This item has been postponed until February 21, 2023.

**Virginia City Playground Equipment:** Justin Gatewood, Mayor of Virginia City, met with the Board to request LATCF funds in the amount of \$80,000.00 for upgrades to Virginia City Pace Park which would be the purchase of a new warming hut and new playground equipment. Following discussion, Bill Todd moved to approve \$50,000.00 from District 1's LATCF funds and \$30,000.00 from District 3's LATCF funds to the Town of Virginia City for upgrades to Pace Park. Ron Nye seconded the motion. All voted aye and the motion carried.

**Petition to Close West St. from Hanley St. in Pony, MT, Appoint Viewer's Committee, Set Date for Public Hearing:** Ron Nye stated that the Clerk and Recorder and GIS has reviewed the petition and did not see any

issues with the request. Ron request that himself, Todd Gilstrap, and Tommy Luksha be the individuals on the Viewers Committee. Ron suggested the Public Hearing be set for March 14, 2023. Ron Nye moved to accept the Petition to Close Hanley St. in Pony, MT, appoint a Viewers Committee, which will be Ron Nye, Todd Gilstrap, and Tommy Luksha, and set the date for the Public Hearing for March 14, 2023 at 1:00 p.m. Bill Todd seconded the motion. All voted aye and the motion carried.

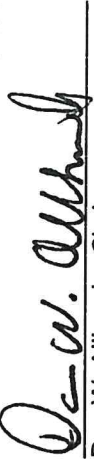
**Madison Valley Manor Update:** Craig Erickson, Great West Engineering, participated via webex. Craig stated the construction contract is nearly complete. Becky Lawson, SMA Architects, is finalizing the quantities on the concrete pad and will have the contract ready for the Board to review. Becky is also finalizing the specs on the procurement for the electrical contractor. Both documents will be ready for review on Tuesday February 21, 2023.

**Public Discussion and/or Comments on Items Not Listed on the Agenda but Within the Board's Jurisdiction:** Paula McKenzie, Clerk and Recorder, met with the Board to discuss the moving the shelving units from Ennis, MT to Virginia City, MT. Mike with Office Solutions took a look at the task and said it could be done, but will be fairly expensive to move the units. Paula asked the Board if they know of any other options. Following discussion, the Board will seek other options for moving the shelving units and determine whether or not the project would be feasible.

**Calendars:** The Board did not review calendars.

With no further discussion, the meeting was adjourned at 11:08 a.m.

**Next meeting:** The next regular Commission meeting will be held on Tuesday, February 21, 2023, 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: February 21, 2023

Minutes prepared by:



Shawna Lutgen, Commissioners' Clerk

Attest:

Paula McKenzie, Clerk and Recorder, Madison County