

BOARD OF MADISON COUNTY COMMISSIONERS
May 31, 2022, Meeting Minutes

On Tuesday, May 31, 2022, a meeting of the Board of Madison County Commissioners came to order at 10:00 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 Cody Marxer, Kevin Germain, Beth Famiglietti, Allen Rohrback, Jim Hageman, Hannah Brook, Kila Shepherd, Paula Mckenzie, Vicki Tilstra, Tommy Luksha, Joe Brummell, Jay Lemon, Tim Egan, and Allison Veland. Ryan Wolter, IT Support Specialist, administered the Webex connection. Those who attended via Webex or by phone included Craig Erickson, Becky Lawson, Tara DePuy, Jennifer Westfall, Gail Nelson, Alan Ringlein, Karen Alley, Kellie Greco, Britani Allhands, Abby Thomas, Cori Koenig, Mike Callahan, Jennifer Martens, and unidentified phone attendees.

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

Approval of Minutes: John Heckler moved to approve the Board of Commissioners' meeting minutes for April 12, 2022, as edited. Ron Nye seconded the motion. All voted aye and the motion carried.

Planning Office: Cody Marxer, Contract Planner for Madison County, met with the Board to discuss the following topic. Beth Famiglietti and Kevin Germain, Lone Mountain Land, Allen Rohrback, Madison Valley Medical Center CEO, Jim Hageman, County resident, and Hannah Brook, Grant Writer/Administrator, were present for all or a portion of this topic. Tara DePuy, MACo Land Use Attorney, participated via Webex.

- **Lee's Pool Phase 2 Preliminary Plat:** Cody read the staff report aloud for Lee's Pool Subdivision PUD Phase 2 Preliminary Plat. Kevin brought up two issues with the site-specific conditions: #3, inclusion of a cul-de-sac in Road Tract A versus a modification for use of a hammerhead since the road is not a dead end; and #8, a deed or irrevocable covenant to preserve Open Space lots, which limits future plans. These items were discussed at length. After discussion, John Heckler moved to accept the Staff Report as written without any changes to the recommendation, including the cul-de-sac and the question on the deed, for Lee's Pool Subdivision Phase 2 Preliminary Plat. Ron Nye 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 topic. Hannah Brook, Grant Writer/Administrator, was present for this portion of the meeting.

- **Bid Opening for Walk-in Refrigerator at Madison Valley Manor (MVM):** Becky said no bids were received for a walk-in cooler at MVM. There was discussion about how to proceed, directly soliciting quotes from vendors, and scheduling an update for the Board.
- **Madison Valley Manor – CDBG Reimbursement #9:** Craig reviewed the balance left in the project fund for the generator/boilers, and the balance remaining for the CDBG grant. After review, John Heckler moved to approve CDBG Reimbursement #9 for contract # MT-CDBG-19PF-02 for the amount of \$28,281.59. Ron Nye seconded the motion. All voted aye and the motion carried.

Grants: Hannah Brook, Grant Writer/ Administrator, met with the Board to discuss the following topics.

- **Jack Creek Road Payment Application #3:** Hannah referred to an email regarding payment to A.M. Welles noting it covers tree removal and contract work since they started back up on Jack Creek Road this spring, and that Great West has checked and confirmed all the quantities. Following review, John Heckler moved to approve Contractor's Application for Payment No. 3 in the amount of \$52,865.51, as recommended for payment on May 23, 2022 by the engineer. Ron Nye seconded the motion. All voted aye and the motion carried.

- **Jack Creek Road Fencing along Diamond J Ranch Property:** John reviewed a landowner request to replace some fencing impacted by the construction on Jack Creek Road, and the engineer recommends it as a good faith effort. After review, John Heckler moved to approve a maximum budget for additional fence replacement on the Jack Creek Road project limited to \$5,000, to be negotiated between the engineer of record (Great West Engineering) and the contractor (A.M. Welles) such that when it is negotiated it will come back to the Commissioners as a change order for approval. Ron Nye seconded the motion. All voted aye and the motion carried.

Claims: The Board approved claims.

Planning Board Resignation: After review, Ron Nye moved to accept the resignation of Jackie Lev from the Madison County Planning Board, advertise for replacement, and send her a letter of appreciation for her service. John Heckler seconded the motion. All voted aye and the motion carried.

Communications Office Staffing: The Board discussed staffing in the Communications Office (Dispatch). Kila Shepherd, HR Director, was present for this topic. Four interviews for full-time positions are scheduled this week and some short-term positions have been filled. Hiring for deputy sheriff positions was also briefly discussed.

Forest Service MOU for Road Repair on Fire Damaged Areas: Because no MOU has been received from the Forest Service, this topic was continued to the next regular Commission meeting.

MDT Parking Lease: Because no lease document has been received from MDT, this topic was continued to the next regular Commission meeting.

Elder Abuse Awareness Resolution: Following review, Ron Nye moved to approve Resolution 35-2022, a resolution proclaiming June 15, 2022, as World Elder Abuse Awareness Day. John Heckler seconded the motion. All voted aye and the motion carried.

Dearborn Life Insurance Contract: Vicki Tilstra, Finance Officer, met with the Board to discuss the Dearborn life insurance contract. She discussed one of the sections she had questions about and will inform the Board regarding options.

Appointment of Election Audit Committee: Paula McKenzie, Clerk and Recorder, met with the Board to discuss appointments to the Election Audit Committee. She said this is a formality that should be done every two years, and reviewed upcoming audit and canvass schedules. After review, John Heckler moved to appoint to the Post Election Audit Committee Brad Elser, Bernie Oglietti, and Billie Ratcliffe. Ron Nye seconded the motion. All voted aye and the motion carried.

DUI Task Force Junior Member Appointment(s): Following review, Ron Nye moved to accept Aaron Meacham as a junior member of the Madison County DUI Task Force as presented, for a three year term that will expire on December 31, 2025. John Heckler seconded the motion. All voted aye and the motion carried.

DES: Joe Brummell, Director of Emergency Management, Jay Lemon, DNRC Dillon District FMO, and Tim Egan, DNRC Dillon District Chief, met with the Board to discuss the following topics.

- **DNRC Cooperative Agreement:** Jay introduced himself as the new Fire Management Officer for Dillon DNRC and discussed the cooperative agreement between the DNRC and the County, which is activated when fires exceed local capabilities and the County requests assistance from the State for monetary help or other resources. He reviewed recent inspections of volunteer fire department equipment, wildland refresher training, DNRC staffing for two Type 5 engines and one more if necessary, aviation assets, Forest Service staffing, current training of seasonal staff, and agreements with local fire departments for equipment use when needed. He said all departments in the surrounding areas seem to be well staffed with volunteers, and discussed efforts to clarify requests for the correct type of assistance (“mutual aid” versus “County assistance”) with fire chiefs and Dispatch. Discussion included BLM involvement, Forest Service shutdown of prescribed burns,

and consistent approaches to firefighting in light of County growth. Big Sky was discussed, noting it is mostly handled out of Bozeman due to accessibility issues from Madison County. Additional discussion included volunteer recruitment as the first line of defense, seasonal hiring, and retaining seasonal staff by extending the season and providing longer hours.

- **Fire Season Outlook:** Joe reviewed the fire season outlook nationwide, reviewed local fuel levels, said they are expecting a pretty good run this year but are cautiously optimistic, and discussed the uniqueness and benefits of the County's local cooperative agreements.

Calendars: The Board reviewed calendars.

Madison Valley Manor (MVM): Allison Veland, MVM Administrator, met with the Board to discuss the following topic. Vicki Tilstra, Finance Officer, was present for this portion of the meeting.

- **Madison Valley Manor Preliminary Budget:** Allison discussed staffing at MVM, pointing out that it is their biggest issue - several positions are open, CMS has added quality ratings related to turnover and weekend RN coverage, lack of available housing is a recruiting issue, and she discussed use of traveling staff, turnover rates for the past year, recruiting/adding various positions, maintenance and repair needs and suggestions, whether nursing home budgets can support compensation increases, and increasing private pay rates to offset employee costs. She also discussed significant building maintenance needs and related expenses and reviewed the kitchen project including additional improvements to be made if grant funding becomes available. Increases to the general expense budget included \$12,800 for a proposed telephone upgrade from analog to digital, \$40,000 for a heating system spare parts inventory, \$94,000 for a list of building maintenance items, utilities and postal services, tuition, tires and machinery repairs, computer software and hardware, service contracts and leases, and \$10,000 for the purchase of an ATV to plow the parking lot and make it safer. Several line items were decreased including inventory items and supplies, accounting/auditing, other professional and purchased services, electric and other utility services, and the capital improvement line related to the CDBG grant improvements project. Specific departments such as Nursing Services, Dietary/Laundry/Housekeeping, and Recreation/Activities had increases to PPE and operating supplies, Medicare accounts, traveling staff expenses, and publications and subscriptions for residents. Notable decreases in these departments included Medicare oxygen, laundry/housekeeping PPE and other supplies, and consulting services. Discussion included housing solution ideas, resident census versus staffing and difficult referrals, and Medicaid and private pay rates.

With no further business, the meeting was adjourned at 2:30 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, June 7, 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: August 2, 2022

Minutes prepared by:

Jane Bacon, Commissioners' Clerk

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