

BOARD OF MADISON COUNTY COMMISSIONERS
June 21, 2022, Meeting Minutes

On Tuesday, June 21, 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. Jane Bacon, Commissioners' Clerk, was present to take minutes.

Those people in attendance at the meeting were Emilie Saylor, Joe Brummell, Dustin Tetrault, Michelle Schriock, Kristy Harper, Van Puckett, Zach Kozicky, Tommy Luksha, Pete Novich, Tyler Holland, Mark Rosenleaf, Mike Callahan, Kila Shepherd, Brett Schriock, Rita Owens, Charlie Campbell, Mark Woods, Vicki Tilstra, Hannah Brook, Chris Murphy, Carmin Hill, Chris Christensen, Marc Glines, Kacey Smart, Laurie Buyan, and Paula Mckenzie. Ryan Wolter, IT Support Specialist, administered the Webex connection. Those who attended via Webex or by phone included Beth Famiglietti, Andy Duran, Esther Lince, Jody Hanisch, Becky Lawson, Karl Yakawich, Jeremiah Theys, Lance Bowser, Tim Jurgonski, Richard Boswell, Samantha Johnson, Gail Nelson, Hanna Dietrich, Courtnie Fisher, Kate Rose, Britani Allhands, Barb Reiter, Rick Springfield, Jennifer Martens, Jani Flinn, Britney Brakke, Laurie Buyan, Jackie Lev, Janie Alt, Jennifer Westfall, Abby Thomas, Cori Koenig, Angie Begin, Brooke Schandelmeier, and unidentified phone attendees.

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

Approval of Minutes: Following review, Ron Nye moved to approve the corrected version of the Board of Commissioners' Preliminary Budget Hearing minutes for May 9, 2022. John Heckler seconded the motion. All voted aye and the motion carried. After review, Ron Nye moved to approve the corrected version of the Board of Commissioners' Preliminary Budget Hearing minutes dated May 12, 2022, with corrections. John Heckler seconded the motion. All voted aye and the motion carried.

Public Health Office: Emilie Saylor, Public Health Director, met with the Board to discuss the following topics.

- **COVID Update including Nursing Homes Status:** Emilie updated the Board regarding COVID status. The County's total confirmed cases are 1,888, including 24 active cases, and the fatality rate is 22. There are no active hospitalizations. The State's active cases jumped to 2,340, with fatalities of 3,440 to date and 73 hospitalizations. Emilie reviewed daily new cases in the County noting it compares to times when cases have been at the highest levels, State maps of active cases, cumulative cases, and vaccination information, noting we are seeing an increase in community spread. COVID vaccine uptake by age group was also reviewed, and she reviewed the agenda for the Board of Health meeting occurring tonight. Madison Valley Manor has 20 residents, with no residents or staff in isolation or quarantine. The County transmission rate is high. Visitors are allowed with education and screening. Tobacco Root Mountains Care Center has 23 residents with no COVID cases. Staff members not up to date on vaccinations are tested twice a week, residents as needed, and visitation is allowed following CDC recommendations on testing/screening. Vaccination rates are 95% for staff, and 96% for residents.
- **Quote for Cabinets in the Public Health Office:** Emilie reviewed an estimate for new countertops and cabinets to be placed in a new Public Health clinic room, the last major piece of a project proposed in last year's budget. After some discussion, Ron Nye moved to approve the Public Health request for \$5,685 for cabinets and countertops as presented. John Heckler seconded the motion and opened a brief discussion about expectations and quality. All voted aye and the motion carried.
- **Public Health Crisis Workforce Supplemental Funding Grant Task Order FY23:** Emilie explained the Crisis Workforce Supplemental Funding as a renewal that was intended for short term support but wasn't used last year when recruiting was not successful. She reviewed the various positions it can be used for, noting the funding is not received unless use is reported and there is no consequence for not using it. Following review, John Heckler moved to approve Task Order Number 23-07-1-01-127-0 to the Master Contract between the State of Montana, Department of Public Health and Human Services, and Madison County for the amount of \$78,000, funding intended to provide short term support for new staff or

additional staff time at local health departments, effective July 1, 2019, through June 30, 2026. Ron Nye seconded the motion. All voted aye and the motion carried.

- **Public Health Immunization Program Grant Task Order FY23:** Emilie reviewed the Immunization Program Grant, noting it is not specific to COVID but for childhood immunizations in general. There are some requirements, but the most value is the access to resources such as free vaccines which can be offered to families, and Emilie completed the associated vaccine manager training required to administer the services offered. Following discussion, Ron Nye moved to approve Task Order Number 23-07-4-31-126-0 to the Master Contract as presented, effective July 1, 2019 through June 30, 2026. John Heckler seconded the motion. All voted aye and the motion carried.

Big Sky Fire Department: Dustin Tetrault, Big Sky Fire Department Deputy Chief, met with the Board to discuss the following topic. Joe Brummell, Director of Emergency Management, Michelle Schriock, Planning Clerk, Kristy Harper, Planner I, Van Puckett, Director of Environmental Health, Zach Kozicky, Sanitarian-in-Training, Tommy Luksha, GIS Coordinator, and Beth Famiglietti, Lone Mountain Land (via Webex), were present for this portion of the meeting.

- **Preconstruction Safety Review Process and Resolution Updating Resolution 45-2013:** Dustin discussed the PreConstruction Safety Review (PCSR) process, noting that since it was established development has skyrocketed and PCSRs have become a strain on several departments due to the time and effort expended, so those involved are looking for ways to improve efficiency. Fees were discussed: Madison County does not currently charge a fee, Gallatin County's fees are a percent of project valuation, and John stated that knowing what the actual costs are and attempting to recover costs with fees will make it viable to continue forward. After discussion, John Heckler moved to have a resolution replacing the original Resolution 45-2013, to adopt a pre-construction safety review in Madison County with the specific intent to move forward in this resolution to implement a fee for the preconstruction safety review. Ron Nye seconded the motion. John discussed the importance of capturing the costs from all entities involved in the PCSR process as a basis for determining a fee structure so that taxpayers are not paying for development. Michelle pointed out there will need to be a public meeting and discussed the steps and timeline for implementation, and John reiterated the need for numbers. All voted aye and the motion carried.

Sanitarian – DEQ Local Approval Authorization: Van Puckett, Director of Environmental Health, met with the Board to discuss having the Office of Environmental Health (Sanitarian) contract with DEQ to do local DEQ approvals. Zach Kozicky, Sanitarian-in-Training, was present for this portion of the meeting. Van noted that Zach just became a registered Sanitarian after passing the test last Friday. He discussed the current process for wastewater applications, noting that DEQ is so backed up that each employee has over 100 applications on their desk. This prompted DEQ to open the work up to Counties that can do some of the local applications to speed up the process and better serve local constituents. Counties can choose the type of application they are most equipped to handle, will be paid for doing the work and can charge an extra fee, will be overseen by a contracted Sanitarian/proctor for a year, then Van and Zach can take a test to work autonomously. Van reviewed additional benefits of taking on this work, there was discussion about liability, timelines, and training, and Van informed the Board that the two-year contract should arrive for signatures in a few weeks.

Planning Office:

- **Subdivision Improvement Agreement Releases (Pioneer Point Ph 2, Eglise Village, and Lower Golf Course Village Ph 2):** This topic was moved to the next regular Commission meeting.

Novich Insurance/State Fund: Pete Novich and Tyler Holland, Novich Insurance, and Mark Rosenleaf, State Fund, met with the Board to discuss the following topics. Mike Callahan, Safety Coordinator, Kila Shepherd, HR Director, and Brett Schriock, IT Director, were present for all or a portion of these topics, and Joe Brummell, Director of Emergency Services, participated by Webex.

- **Worker's Compensation Renewal / State Fund Safety Visit:** Pete, Tyler, and Mark discussed cost comparisons and County claims for Worker's Comp over the last three policy years, decreased premium costs, benefits of the County's safety program, three-year lookback as one of several factors, continual efforts to reduce claims, State Fund dividend paybacks of up to 30%, safety resources available to State Fund customers, and the benefits of aggressive safety management from the top down. After review, Ron Nye moved to accept the Montana State Fund quote proposal for a total premium of \$291,686.09 for

Workers Compensation insurance as presented. John Heckler seconded the motion. All voted aye and the motion carried.

- **Drone Insurance Renewal:** Pete reviewed the drone insurance renewal amount which hasn't changed from last year, discussed drone uses, and noted that because MACo doesn't provide drone liability insurance an outside company was found. Following review, John Heckler moved to approve drone liability insurance from Aviation Insurance Managers for the amount of \$1,341 for the next fiscal year, from June 25, 2022, for 365 days. Joe noted that the drone is never loaned to anyone without an FAA drone pilot's license. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Cyber Liability Insurance Quote:** There was no discussion on this topic.
- **Insurance Renewal for Airports:** There was no discussion on this topic.

Public Hearing to Close the Alley within Block 4 of Schmaulhausen's Addition to the Townsite of Pony:

The Board held a public hearing regarding the closure of an alley within Block 4 of Schmaulhausen's Addition to the Townsite of Pony. Tommy Luksha, GIS Coordinator, was present for this hearing. At 1:02 p.m. Chairman Allhands opened a public hearing on the proposed closure of the alley within Block 4 of Schmaulhausen's Addition to the Townsite of Pony. Tommy stated that the GIS Department supports closure of the alley, there is no recognized potential for usage and no road in place, and all surrounding landowners signed the petition. John and Tommy discussed the traditional practice of property owners on each side dividing the alley. Dan noted that the Clerk and Recorder has certified the owners but the certification document should be corrected to say road district #2, not road district #1. With no additional public comment, Commissioner Allhands closed the public hearing at 1:07 p.m. Following discussion, Ron Nye moved to accept the petition for road closure, to close all the alley within Block 4 of Schmaulhausen's Addition to the Townsite of Pony, as presented. John Heckler seconded the motion. Discussion included an overall plan for Pony, additional anticipated road changes because physical locations don't match the plats, Pony's boundary issues, and the possibility of producing an accurate map of Pony showing the closures. After discussion, all voted aye and the motion carried.

Marijuana Social Host Ordinance Discussion: Andy Duran, Executive Director of Linking Efforts Against Drugs (LEAD), met with the Board by phone to discuss establishing a Social Host Ordinance for marijuana. Esther Lince, SW Montana Prevention, and Jody Hanisch, Youth Connections Coalition, participated by Webex. Andy said he is working with entities in the County and the State in establishing social hosting regulations for marijuana similar to alcohol social hosting regulations, providing civil remedies that help law enforcement and prevention efforts by establishing civil penalties for parents who host social gatherings where marijuana use is allowed by youth. He will provide the Board with ordinance language and a list of local counties/communities also considering ordinances so the County can coordinate similar efforts. There was discussion about the benefits of having a plan in place, establishment steps, and enforcement. It was noted that the County does not have a similar ordinance in place for alcohol.

Claims: The Board approved claims.

Solid Waste Driver Job Analysis: After review, Ron Nye moved to approve the Landfill Operator/Truck Driver Job Analysis as presented. John Heckler seconded the motion. All voted aye and the motion carried.

Solid Waste Driver Resignation: Following review, Ron Nye moved to accept the Madison County Solid Waste resignation of Kevin Gregg, advertise for replacement, and send a letter of thanks. John Heckler seconded the motion. All voted aye and the motion carried.

District 2 Road Crew Resignation: After review, Ron Nye moved to accept Calvin Young's resignation from Road District 2, there is no plan to replace him, and send a letter of thanks. John Heckler seconded the motion. All voted aye and the motion carried.

Madison Valley Cemetery District: Mark Woods, Rita Owens, and Charlie Campbell, Madison Valley Cemetery District, met with the Board in response to a previous request for re-setting and straightening headstones at the Madison Valley and Meadow Creek Cemeteries. Mark presented a letter from the Cemetery District Board which was read aloud, stating they received a request to find a company to reset and straighten headstones and recommend a Great Falls company that specializes in this work, and if approved they would spend three days at the two cemeteries in early fall. John related a conversation with the County Attorney about headstones being

private property and the necessity of obtaining permission from each owner. Charlie's understanding, after a conversation with the County Attorney, is that public money cannot be spent to maintain private property. He wrote a piece about the County owning the land on which markers reside, allowing the County to perform maintenance on the ground but not on the markers, but noted his words should be reviewed by the County Attorney and not taken as a legal opinion. Discussion included questions regarding cemetery ownership in McAllister, families that are long gone, expectations of maintenance in perpetuity, ideas for other entities that could do the such as a historical society or other non-profit, legal considerations, possible historic designation of cemetery, gaining permission to conduct work on private property, potential family disputes, solutions found by other cemeteries, filling in underneath headstones, state laws, records research to determine land ownership, advice from professionals, plot ownership versus easement, and whether the professional company's insurance/bond covers liability. John agreed to contact the company in Great Falls for more information.

Grants: Hannah Brook, Grant Writer/Administrator, met with the Board to discuss the following topics. Becky Lawson, SMA, Jeremiah Theys, Great West Engineering, and Karl Yakawich, Great West Engineering, participated in these discussions by Webex. Chris Murphy, Ennis resident, Kila Shepherd, HR Director, Carmin Hill, Clerk of Court, Marc Glines, Justice of the Peace, and Chris Christensen, County Attorney, were present for a portion of these topics.

- **Madison Valley Manor (MVM):**
 - **Generator Installation Punch List:** Becky said the contractor is waiting for the State Mechanical Inspector to come back at MVM for the final inspection. John asked questions about the punch list, the warranty period which was already shortened to 11 months, incentive to finish any incomplete items, and training. Becky pointed out that the \$13,000 retainage usually works as incentive to complete, stated that the generator warranty period can be adjusted, reviewed items on the punch list noting that some have already been done such as the owner's manual sent to the Administrator, she will confirm that TW is responsible for training, and until she gets confirmation that the listed items are completed and gets a signoff from the State she will continue to hold back the retainage. She also stated that after TW Enterprises is paid their final amount, there will be \$154,338.58 left over in the project.
 - **Bid Discussion/Selection for Walk-In Cooler:** A quote for the walk-in cooler/freezer was received for \$95,808, good for three days, that meets specifications and includes installation upon delivery with a lead time of 8 months, or there is the option of separate installation. Hannah pointed out there is only \$60,000 left for the kitchen project and John responded that if the scope of the project is changed it will need to be cleared with CDBG. There was discussion about the remaining scope of work, ordering the walk-in and deciding later about the installation and other interior work, electrical work not included in the quote, and sending a complete bid package to the walk-in vendor so they can respond with more details.
- **Jack Creek Road – A.M. Welles Payment:**
 - **Letter Regarding Contractor's Application for Payment #4, Jack Creek Road:** Jeremiah reviewed Contractor's Application for Payment No. 4 for A.M. Welles' work on Jack Creek Road, noting he had no concerns with what was submitted and it was mostly for earth work. Following review, John Heckler moved to approve Contractor's Application for Payment No. 4, Jack Creek Road Safety Improvements, in the amount of \$226,083.79, payable to A.M. Welles, Inc. Ron Nye seconded the motion. All voted aye and the motion carried.
- **FLAP PS&E:** Karl pointed out that he incorporated John's comments into the request for approval of PS&E, and said this memo is basically asking permission from Western Federal Lands (WFL) to move forward with bidding for the Cliff and Wade Lake Road project. After review, John Heckler moved to approve the request for approval of PS&E, MT Madison 2015(1) Cliff and Wade Lake Road gravel surface preparation, dated May 24, 2022. Ron Nye seconded the motion. All voted aye and the motion carried. The schedule for construction to start was briefly discussed, and Karl surmised that after getting approval from WFL and going through a minimum 12-day bidding process the project will most likely start in 2023.

Airports: Lance Bowser, Robert Peccia & Associates (RPA), met with the Board by Webex to discuss the following topic. Chris Murphy, Ennis resident, Kila Shepherd, HR Director, Carmin Hill, Clerk of Court, Marc Glines, Justice of the Peace, and Chris Christensen, County Attorney, were present for this portion of the meeting.

- **Ennis Big Sky Airport Residential Through the Fence (RTTF) Agreement:** Lance stated he has been coordinating with the Airport Board and Deputy County Attorney regarding updates to the RTTF agreement, clarified that the FAA does not allow aeronautical commercial access, stated that the Airport Board recommended approval last night of the agreement contingent upon the Deputy County Attorney's final review, and that final approval has occurred. Discussion included the definition of residential use, priority given to FAA definition, lack of clarity and gray areas remaining in the document, giving attorneys and the FAA final say, the ability to have the name of an LLC versus a person listed on the RTTF agreement which may now be allowed under the new agreement. Following discussion, John Heckler moved to approve the Ennis Big Sky Airport Residential Through the Fence (RTTF) agreement, contingent upon FAA approval. Ron Nye seconded the motion. All voted aye and the motion carried.

Human Resources: Kila Shepherd, HR Director, met with the Board to discuss the following topics. Carmin Hill, Clerk of Court, Marc Glines, Justice of the Peace, Chris Christensen, County Attorney, Kacey Smart, Sanitarian's Assistant, and Laurie Buyan, Executive Assistant, were present for all or a portion of these topics.

- **New Hires:**
 - **Jennifer Bailey Communications Officer \$26.56 starting 7.2.22:** Kila discussed hiring an experienced Communications Officer from Butte-Silverbow County who is currently part-time, temporary in the position for Madison County. After review, John Heckler moved to approve hiring Jennifer Bailey as a permanent Communications Officer at \$26.56 per hour starting on July 2, 2022. Ron Nye seconded the motion. All voted aye and the motion carried.
 - **Rebecca Gaylord Communications Officer \$21.25 starting 6.20.22:** Kila discussed hiring a Communications Officer who will only be available to work for three months before relocating out of the country, so no significant training will take place but she can still do limited work in the department. After discussion, John Heckler moved to hire Rebecca Gaylord as Communications Officer at \$21.25 per hour starting on June 20, 2022. Ron Nye seconded the motion. All voted aye and the motion carried.
 - **Kaitlyn Huceby Interim DON MVM \$42.26 starting 6.15.22:** Kila discussed hiring the daughter of a County employee as Interim Director of Nursing at Madison Valley Manor (MVM) on a temporary basis just to fill in until the end of July, 2022. Following discussion, John Heckler moved to hire Kaitlyn Huceby as interim Director of Nursing at MVM at \$42.26 starting on June 15, 2022, in a short-term position. Ron Nye seconded the motion. All voted aye and the motion carried.
 - **Kristine Keltgen DON MVM \$87,883.72 annually starting 6.21.22:** Kila discussed hiring a permanent Director of Nursing (DON) at MVM to overlap with the temporary DON listed above, since MVM is required to have a DON with license and also have a nurse on site. After discussion, John Heckler moved to hire Kristine Keltgen as Director of Nursing at MVM for \$87,883.72 annually, starting on June 21, 2022. Ron Nye seconded the motion. All voted aye and the motion carried.
 - **Kuu Mursch, Justice Court Compliance Officer and Assistant Administrator transferring on 06.23 at \$23.42:** Kila discussed transferring a Communications Officer to the Justice Court at 100% of the pay scale, noting the candidate's experience matches the job description. Starting the position at 100% was questioned and Marc stated he is in full support of the pay, this falls into the category of hiring and keeping good people, he wants her to transfer at the same rate she is currently being paid, and they have had difficulty filling this position and getting people to stay. A lengthy discussion ensued including concerns about starting at 100% when other departments' employees have worked for some years and not yet achieved that percentage, the pay scale used to be followed but is not being followed anymore, the candidate's lack of experience in court compliance, pay scales for these job titles, confusion, angry employees, the role of hiring managers, rates of pay established by the Salary Resolution, following statutes, the position is not a deputy position, and candidate's length of service in another department is less than one year. Kila's responses and discussion included the scale approval by the hiring manager and the Board, the hiring manager's ability to determine the appropriate scale, and that HR is not responsible for internal equity. There was discussion about starting salaries and inconsistencies in recent starting scale percentages offered, and offering to start all new employees at 80 or 85%. Ron noted all the pushback and criticism about following the salary schedule, and said the Board suggested reducing the offer when it was discussed last and it came back at 100% which is not

acceptable. Following discussion, Ron Nye made a motion to follow the Salary Schedule. John Heckler seconded the motion. Additional discussion ensued about pay scales, pay ranges, supporting hiring managers, pay increases, correcting discrepancies in position definitions and scales, and probationary periods. Ron and John agreed that hiring managers should be required to come to the Board of Commissioners for approval of offering higher percentages prior to extending offers to candidates, and Kila suggested exempting emergency hires. Marc discussed hiring issues including getting people to interview at lower rates, and housing. After discussion, Chairman Allhands called for the question. All voted aye and the motion carried. There was additional discussion about what can be offered to this candidate, pay scale of the position, the questions of acceptance, and possible delayed start date.

- **Discussion of new requirements for offers (process, notification, etc.):** Kila clarified that all hiring managers now will request approval from the Board of Commissioners prior to extending job offers.
- **New Position: MVM Maintenance Assistant, proposed wage of \$20.94 for 30 hours per week:** Kila reviewed the Maintenance Assistant position requested by the MVM Administrator, noting it falls within their budget, and presented the job description. After review, Ron Nye moved to approve advertising the new position of MVM Maintenance Assistant at a proposed wage of \$20.94 per hour for 30 hours per week. John Heckler seconded the motion. All voted aye and the motion carried.
- **Review Comments to Policy Changes:** This topic was continued to the next regular Commission meeting.

County Attorney: Chris Christensen, County Attorney, met with the Board to discuss the following topic.

- **Deputy County Attorney Position:** Chris informed the Board that Justin Ekwall, Deputy County Attorney, is taking another job and his last day will be August 5, 2022. Chris started advertising the position at the end of last week at \$85,000 depending on experience, and will request the Board's approval prior to making an offer to a qualified candidate.

Canvass Primary Election Ballots: Paula McKenzie, Clerk and Recorder, met with the Board to review the canvass of the primary election ballots. Paula stated that everything with the election went well, reviewed several details of the process, noted she was in contact with the County Attorney and the Secretary of State's office for any questions, and Madison County's results were entered by hand on the Secretary of State's site. The Commissioners signed the canvass documents indicating their agreement with the election results as presented.

Compensation Board Resignation: Following review, Ron Nye moved to accept John Armstrong's resignation from the Compensation Board, send him a letter of thanks, and advertise for the position. John Heckler seconded the motion. All voted aye and the motion carried.

Road Review Committee Resignation: After review, Ron Nye moved to accept Al Hendricks' letter of resignation from the Madison County Road Review Committee, send a letter of appreciation, and advertise for replacement. John Heckler seconded the motion. All voted aye and the motion carried.

Revised Bid for Road Work on RID 80: The Board reviewed the revised bid for a road work project in RID 80 in the Mountain Village of Big Sky that was not able to be completed last year under the original bid. Kila Shepherd, HR Director, was present for this portion of the meeting. Following review, Ron Nye moved to approve the revised bid for road work on RID 80 from High Country Paving, Inc. for \$52,356. John Heckler seconded the motion. All voted aye and the motion carried.

Predator Control Fund MOUs: The Board reviewed Predator Control fund MOU invoices reflecting one-half of the yearly payments. Kila Shepherd, HR Director, was present for this portion of the meeting. After review, Ron Nye moved to approve the invoice for \$7,445 to fund Montana Stockgrowers Association Predator Control Fund for cattle. John Heckler seconded the motion. All voted aye and the motion carried. Ron Nye moved to approve the invoice for \$308.50 to fund Montana Woolgrowers Association Predator Control Fund for sheep. John Heckler seconded the motion. All voted aye and the motion carried.

MDT Parking Lease Agreement: There was no discussion on this topic.

Forest Service MOU for Road Repair on Fire Damaged Areas: There was no discussion on this topic.

Request to Purchase File Cabinets for Commissioners' Office: The Board considered a request to purchase file cabinets for the Commissioner's office. Kila Shepherd, HR Director, was present for this portion of the meeting. Following review, Ron Nye moved to approve the purchase of file cabinets for the Commissioner's office. John Heckler seconded the motion. All voted aye and the motion carried.

Resolutions Directing County Treasurer to Issue Tax Deeds: The Board reviewed two resolutions directing the County Treasurer to issue tax deeds, both in Silver Star, Montana, owned by one property owner. Kila Shepherd, HR Director, was present for this portion of the meeting. After review, Ron Nye moved to approve Resolution 37-2022, a resolution directing the County Treasurer to issues tax deeds. John Heckler seconded the motion. All voted aye and the motion carried. Ron Nye also moved to approve Resolution 38-2022, a resolution directing the County Treasurer to issues tax deeds. John Heckler seconded the motion. All voted aye and the motion carried.

Human Resources (continued): Kila Shepherd, HR Director, briefly met with the Board to discuss HR topics from earlier in the meeting. She provided meeting minutes and a job posting from July, 2021, showing that the former Justice of the Peace met with the Board prior to Commissioner Heckler's appointment and at that time job titles were changed for positions in the Justice Court office to "Chief Justice Court Administrator" and "Justice Court Compliance Officer and Assistant Administrator." She will work with Judge Glines to write up the skills required for the position of Justice Court Compliance Officer and Assistant Administrator. She also agreed that she will have the Board review draft Policy language related to job offers involving a pay scale, prior to sending it out for review.

Budget Requests: There was no discussion on this topic.

Calendars: There was no discussion on this topic.

With no further business, the meeting was adjourned at 5:00 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, June 28, 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 16, 2022

Minutes prepared by:

Jane Bacon, Commissioners' Clerk

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