

PROCEEDINGS OF THE BOARD OF COMMISSIONERS
BROADWATER COUNTY, STATE OF MONTANA
LOCATION: 416 Broadway, Townsend, MT 59644
DATE: June 7, 2023

Commissioner Debi Randolph called the meeting to order at 10:00 a.m. Commissioners Darrel Folkvord and Lindsey Richtmyer were also present.

Public Comment: none.

10:00 AM Public Works Supervisor TJ Graveley presented Solid Waste Scale Purchase with four bids: Rockwell Scale's Hulk Scale \$62,750.00, Gallatin Scales Cardinal model 1010223 \$66,850.00, Southwestern Scale Company Inc. \$59,415.00, and Rocky Mountain Scale Works \$63,355.00. Recommendation from Graveley is the Hulk Scale from Rockwell Scales. Commissioner Folkvord moved to approve the purchase of the Rockwell Scale in the amount of \$62,750.00. Commissioner Richtmyer seconded. John Hahn commented. Motion carried. Graveley discussed Solid Waste and Road Updates. Alan Steele is new onsite attendant and Solid Waste has a new driver, Matt Miller, who is starting on Monday. New grader is up and running well.

10:37 AM Broadwater County Sheriff Nick Rauser presented Lexipol Policy, which is a new policy manual for the detention center. Commissioner Richtmyer moved to approve Master Service agreement with Lexipol in the amount of \$7,247.95. Commissioner Folkvord seconded and carried.

10:46 AM Broadwater County Public Health Director Ruby Taylor presented to fund the hiring of one FTE via a grant. Commissioner Folkvord moved to approve Task Order 24-07-1-01-105-0; Master Contract between the State of Montana, Department of Public Health and Human Services and Broadwater County Public Health Department in the amount of \$77,000. Commissioner Richtmyer seconded and carried.

10:51 AM Community Development & Planning Director Nichole Brown presented Rolling Glen Ranch Estates request Preliminary Plat Approval. Deputy County Attorney Hatfield commented. Director Brown read into the record a letter to Broadwater County Commissioners from Broadwater County Sanitarian Megan Bullock dated June 5, 2023 re: Rolling Glenn Ranch Subdivision. Subdivision Water Conditions read into the record.

11:25 AM Director Brown presented Quiet Lot 8 Subsequent Minor Subdivision presented Final Plat Approval request. Gary Bay commented regarding the fire plan.

Broadwater County Attorney Cory Swanson commented. Commissioner Folkvord commented. Commissioner Richtmyer moved to approve the final plat for Quiet Lot 8 Subsequent Minor Subdivision. Commissioner Folkvord seconded and carried.

11:49 AM Deputy County Attorney Jania Hatfield presented Procurement Policy Revisions. Commissioner Folkvord moved to approve. Commissioner Richtmyer seconded and carried.

11:56 AM Commissioner Richtmyer moved to approve; Inter-Local Agreement Formation, Authority and Administration of Abatement Region-4 for the Opioid Settlement Thursday, June 8, 2023. Commissioner Folkvord seconded and carried. Commissioner Folkvord moved to approve the Resolution by the County Commission of Anaconda-Deer Lodge County to Appoint a Member to the Board of the Multi-County Abatement Region-4 Board. Commissioner Randolph seconded and carried.

12:10 PM Commissioner Richtmyer moved to approve the avoiding agreement Form 5100-110, Request for FAA Approval of Agreement for Transfer of Entitlements, Townsend Airport. Commissioner Folkvord seconded. County Attorney Cory Swanson commented. Motion carried.

12:14 PM Public Works Supervisor TJ Graveley presented a revision in Misty Masolo's position from Assistant to Assistant Public Works Supervisor. Market Adjustment from an hourly rate of \$20.62 to increase to \$24.12, which includes the COLA market Adjustment effective July 1, 2023. A \$2.00 increase, in addition to COLA of \$1.50, to change her job description and duties. Commissioner Folkvord commented. Commissioner Folkvord moved to approve the Assistant Public Works Supervisor position and market adjustment for an hourly rate of \$24.12 to begin July 1, 2023. Commissioner Richtmyer seconded and carried.

12:20 PM Broadwater County Attorney Cory Swanson presented market wage adjustment for Deputy County Attorney. Commissioner Folkvord moved to approve. Amounts of \$38.52 including COLA, for Deputy County Attorney 1 and up to \$44.74 Deputy County Attorney 2. Commissioner Richtmyer seconded and carried. Broadwater County Finance Officer Debbie Kelley commented.

12:41 PM Market Adjustments for Environmental Health Assistant position at \$16.46 we suggest \$.50 market adjustment plus \$1.50 COLA, takes that to \$18.46. District Clerk Assistant was \$15.90 we suggest \$.75 market adjustment and \$1.50 COLA takes that to \$18.15/hr. Public Health Assistant position at \$20.01 with an additional \$1.50 COLA to \$21.51. Fair Manager position at \$17.07 with additional \$1.50 COLA to \$18.57. Treasurer Assistant position currently at \$16.96 and recommending \$0.52 market adjustment and \$1.50 COLA takes that position to \$18.98. Broadwater County Treasurer Melissa Franks commented. Clerk and Recorder Deputy current salary is \$22.56 recommending \$1.50 COLA takes that position to \$24.06. Treasurer Assistant \$18.85. Commissioners suggest \$0.52 market adjustment plus \$1.50 COLA takes that position to \$20.87.

12:43 PM Commissioner Randolph presented New Position Chief Administrative Officer (CAO). Job Description is on the website with agenda. Budgets, projects, meetings with department heads, and come to Commissioners with reports. This position is up to 30 hours/week. Not require health benefits. Same hourly rate as Commissioners. Commissioner Folkvord commented. This position will be advertised and applications taken. Not an entry level position. Option of working from home a few hours a week. Commissioner Richtmyer commented. Goal would be to have this position work on policies in the County and communication with the public. Commissioner Folkvord moved to approve the new CAO Position. Commissioner Richtmyer did not want to move forward with the motion. Commissioner Randolph commented that she would like it to move forward with the motion. Randolph seconded the motion. Commissioner Randolph and Folkvord voted in favor. Commissioner Richtmyer voted against. Motion carried.

12:46 PM Commissioner Richtmyer moved to approve claims in the amount of \$122,227.21. Commissioner Folkvord seconded and carried.

12:47 PM Commissioner Folkvord moved to approve claims in the amount of \$37,902.53. Commissioner Richtmyer seconded and carried.

12:48 PM Commissioner Richtmyer moved to approve claims in the amount of \$14,121.52. Commissioner Folkvord seconded and carried.

12:49 PM Commissioner Folkvord moved to approve claims in the amount of \$77,786.33. Commissioner Richtmyer seconded and carried.

12:50 PM Commissioner Richtmyer moved to approve payroll claims in the amount of \$246,407.56. Commissioner Folkvord seconded and carried.

12:51 PM Commissioner Folkvord moved to approve claims in the amount of \$33,369.52. Commissioner Richtmyer seconded and carried.

12:52 PM Commissioner Richtmyer moved to approve claims in the amount of \$44,043.31. Commissioner Folkvord seconded and carried.

Communications Received: Email from Dave Hegardt to TJ Graveley, Rockwell Scale \$62,750.00, Cardinal model 1010223 \$66,850.00, Cardinal model 1010203 \$55,700.00, Southwestern Scale Company Inc. \$59,415.00, Rocky Mountain Scale Works \$63,355.00, Lexipol Policy Master Service Agreement, Task Order Number 24-07-1-01-105-0, Findings of Fact and Order Report Preliminary Plat The Rolling Glen Ranch Estates Minor Subdivision, Letter from Broadwater County Sanitarian Megan Bullock dated June 5, 2023 re: Rolling Glenn Ranch Subdivision. FAA From 5100-110 Request for FAA Approval of Agreement for Transfer of Entitlements, Quiet Lot 8 Subsequent Minor Subdivision Final Plat, DEQ letter of compliance, Item #11 Documentation of Legal and Physical Access, Grant of Shared Driveway Access Easement, Letter from

USPS, Letter from Three Forks Rural Fire District Secretary Gene L. Townsend, Subdivision Noxious Weed Management and Revegetation Plan, Declaration of Restrictions, Covenants and Conditions for Quiet Lot 8 Minor Subdivision, Letter to Director Brown from Gary W. Bay regarding improvements, First American Title Company Insurance, Resolution No. 23 A Resolution by the County Commission of Anaconda-Deer Lodge County to Appoint a Member to the Board of the Multi-County Abatement Region 4 Board, Authority and Administration of Abatement Region 4 for the Opioid Settlement.

COMMISSIONERS WILL BE ATTENDING MONTANA ASSOCIATION OF COUNTIES (MACo) DISTRICT MEETINGS IN DILLON on June 9, 2023.


Present at the meeting were Nancy Marks with MT43News, Bernadette Swenson with Schuaber Surveying, Gary and Flora Bay, Jessica Bushnell with Broadwater Noxious Weed and Mosquito Department, John Hahn.

Meeting adjourned at 1:05 PM. Next regular commission meeting will be held, June 14, 2023, at 10:00 AM



Attest:

ANGIE PAULSEN
Clerk and Recorder


DEBRA RANDOLPH
Commissioner Chairwoman