

BOARD OF MADISON COUNTY COMMISSIONERS
April 18, 2016, Meeting Minutes

On Monday, April 18, 2016, a meeting of the Board of Madison County Commissioners came to order at 10:30 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana, with Commissioners David Schulz, Chairman, Ron Nye, and Jim Hart present. Laurie Buyan, Commissioners' Assistant, was present to take minutes.

Those people in attendance at the meeting were Sandy Dueck, Bill Sinclair, Dale Olson, Billy Whitehurst, Dana Escott, Bill Holden, Nick Novich, Kacey Smart, Van Puckett, Randy Lowder, Barbie Durham, Craig Erickson, Lisa Brubaker, Tina Krause, and Vicki Tilstra.

Dan Allhands, District One Commissioner Candidate, was present to observe the meeting. Ellis Thompson, District One Commissioner Candidate, was present to observe a portion of the meeting.

Approval of Minutes: Jim Hart moved to approve the April 11, 2016, meeting minutes, as presented. Ron Nye seconded the motion. All voted aye and the motion carried.

Road Crew Meeting Minutes: Ron Nye moved to approve the April 7, 2016, Road Crew meeting minutes as presented. Jim Hart seconded the motion. All voted aye and the motion carried.

Lease Agreement for Office Space in Search and Rescue Building: Sandy Dueck, Dale Olson, and Brian Lee, US Forest Service, and Bill Sinclair and Margie Edsall, Ruby Valley Search and Rescue, met with the Board to discuss a lease agreement for office space in the newly purchased Search and Rescue building in Sheridan, Montana. Sandy reviewed items that had been corrected since the last meeting, noting that the monthly rental amount had been recalculated; she added language stating that a sign could be placed in front of the building; and she added language that the Forest Service may use the conference rooms as available. Following discussion, Jim Hart moved to approve the Contract Order for Commercial Items for a lease of office space for Forest Service use in the Sheridan Search and Rescue Building for the amount of \$408.96 per month. Ron Nye seconded the motion. All voted aye and the motion carried.

Claims: The Board approved claims.

Airports: The following Airport topics were continued to Wednesday, April 20, 2016, at 10:00 a.m.

- Ennis Big Sky Airport – Construction Contract (A.M. Welles)
- Ennis Big Sky Airport – Grant Amendment Letter – AIP 3-30-0090-013-2014
- Ennis Big Sky Airport – Grant Amendment Letter – AIP 3-30-0090-015-2015

Note: Because these documents were not ready for action on April 20, 2016, the meeting was not continued and the documents will be added to the next regular Commission meeting.

Motor Vehicle Clerk Job Description: Following review and discussion, Ron Nye moved to approve the Motor Vehicle Clerk job description as reviewed and presented by the Treasurer. Jim Hart seconded the motion. All voted aye and the motion carried.

Madison Valley Manor Renovation Project: The Board discussed the following MVM renovation topic.

- **Change Order for Sink at Nurses Station:** Following review, Jim Hart moved to approve the change order request from Lutey Construction, The Craftsman, Inc., dated April 13, 2016, to add a sink in the nurses' station and connect it to the existing domestic water, sewer, vent piping for the amount of \$1,785.81. Ron Nye seconded the motion. All voted aye and the motion carried.

Calendars: The Board reviewed calendars.

Planning Grant for Fairgrounds: Dana Escott, Fair Manager, Bill Holden, Nick Novich, and Randy Lowder, Fair Board Members, Billy Whitehurst, Extension Agent, Kacey Smart and Van Puckett, Sanitarians Office, Barbie Durham, Executive Director of Headwaters RC&D, Dan Allhands and Ellis Thompson, Commission District 1 Candidates, and Craig Erickson, Great West Engineering, were present for this portion of the meeting. Craig reviewed the need for a Fairgrounds Master Plan to assist in applying for grants. The Master Plan will include the scope of work, define the flood plain, help define the goals and objectives, identify existing structures including those on the National Historic Register, and help identify potential for growth. Grants are available to help cover the estimated cost of \$50,000. The Master plan process would include public meetings, surveys, review of the previous 2009 Master Plan, site plan, flood plain identification and mapping, structural issues on existing buildings, public restrooms, camping areas, school farm site, and document past and future events. The process could take up to a year to complete. Sources of grant funding for the current year included the Big Sky Trust Fund, which is an economic development trust fund Barbie is aware of, and Community Development Block Grant funds for development up to \$250,000. The CDBG grant application is due July 1, 2016 with funds available September/October 2016. Craig knows of a tourism grant which is due July 1, 2016, but he feels they are not ready yet. After hearing input from the Fair Board members, and all others in attendance, the Board encouraged them to move forward with the project. The Fair Board will put this on their agenda for Thursday, April 21, 2016, and the Commissioners will put this topic on their agenda for Monday, April 25, 2016.

Temporary Custodial Status Report: Lisa Brubaker, Human Resource Specialist, and Tina Krause, Custodian, met with the Board to discuss the status of Custodial help. Tina stated that things have been going well but that there is a need for temporary help for probably four to six weeks. Tina stated that on a normal basis, she would like to have three full-time custodians (30 hours per week) and one part-time custodian (10 hours per week). The Board will check on options for a short-term person to fill in for the Custodial Department for the next four to six weeks.

Selection of HR Candidates for Interviews, Interview Date, and Approval of Job Description: The Board reviewed applications for the Human Resource Officer position and a revised job description for the position. Lisa Brubaker, Human Resource Specialist, Vicki Tilstra, Finance Officer, and Saza Lee, Tobacco Root Mountains Care Center Administrator, were present for this portion of the meeting. After reviewing the list of candidates and reviewing suggestions from other members of the selection committee, the Board selected four candidates to interview and set the interview date for Wednesday, April 27, 2016, beginning at 9:00 a.m. After review of the job description, changes were recommended and the Board requested that it be put back on the next agenda for further review.

Public Discussion: Roger Williams, Virginia City Public Works Director, met with the Board to discuss drainage issues at the Thompson-Hickman County Library. Roger stated that there are a couple things that might be causing seepage into the basement of the Library and offered solutions to these issues. He also requested that the Board get a permit before adding cement to the flowerbed. The Board accompanied Roger to the Library to look at the issues and suggested solutions.

With no further business, the meeting was adjourned at 4:30 p.m.

Next meeting: The next regular Commission meeting will be held on Monday, April 25, 2016, beginning at 9:30 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana.

David Schulz, Chairman
Board of Madison County Commissioners

Date Approved: April 25, 2016

Attest: _____
Kathleen Mumme, Clerk and Recorder, Madison County

Minutes prepared by:

Laurie Buyan, Commissioners' Assistant