

**BOARD OF MADISON COUNTY COMMISSIONERS**  
**September 26, 2016, Meeting Minutes**

On Monday, September 26, 2016, a meeting of the Board of Madison County Commissioners came to order at 9:45 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. Jani Flinn, Relief Clerk, was present to take minutes.

Those people in attendance at the meeting were Erica Evans Mita, Shelly Burke, Pam Birkeland, Laurie Buyan, Karen Brown, Chris Hunt, Margie Edsall, Roger Thompson, Vicki Tilstra, Jeremiah Theys, Darcel Cook, Tina Krause, Bonnie O'Neill, and Brett Walker

Dan Allhands, District 1 Commissioner Candidate, was present to observe the meeting.

**Approval of Minutes:** Ron Nye moved to approve the September 12, 2016, meeting minutes with changes. Jim Hart seconded the motion. All voted aye and the motion carried.

**Claims:** The Board approved claims.

**Airports:** There was no discussion on this topic.

**Trust and Agency Budgets:** Vicki Tilstra, Finance Manager, attended this portion of the meeting. After discussion and review, Jim Hart moved to approve Madison County 2016/2017 fiscal year Trust & Agency Budgets as submitted for Madison Valley Rural Fire District Fund 7210, Sheridan Rural Fire District Fund 7211, Harrison/Norris/Pony Rural Fire District Fund 7212, Alder Rural Fire District Fund 7213, Jefferson Valley Rural Fire District Fund 7214, Twin Bridges Rural Fire District Fund 7215, Big Sky Rural Fire District Fund 7216, Virginia City Rural Fire District Fund 7217, East Bench Irrigation District Fund 7250, Twin Bridges Cemetery District Fund 7301, Madison Valley Cemetery District Fund 7302, Sheridan Cemetery District Fund 7303, Pioneer Cemetery District Fund 7304, Virginia City Cemetery District Fund 7305, South Boulder Cemetery District Fund 7306, Laurin Cemetery District Fund 7307, Alder/Taylor Cemetery District Fund 7308, Madison Valley Hospital District Fund 7370, Ruby Valley Hospital District Fund 7371, Twin Bridges Park District Fund 7372, Sheridan Alder Park District Fund 7373, Jefferson Valley Conservation District Fund 7395, Ruby Valley Conservation District Fund 7396, Madison Valley Conservation District Fund 7397, and Beaverhead Conservation District Fund 7398. Ron Nye seconded the motion. All voted aye and the motion carried.

**Budget Amendment for Sheridan Nursing Home:** After review and discussion, Ron Nye moved to approve Resolution 39-2016. A Resolution of Budget Amendment for Fiscal Year 2016 for Fund 5111, Sheridan Nursing Home. Jim Hart seconded the motion. All voted aye and the motion carried.

**Rescind Fire Restrictions:** Ron Nye moved to approve lifting Stage One Fire Restrictions in Madison County per the recommendation of Dustin Tetrault, Director of Emergency Services. Jim Hart seconded the motion. All voted aye and the motion carried.

**Anderson Lane Road Agreement with Garnet USA:** This item was continued to the next scheduled Commission meeting.

**Tax Exempt Status Form for Property used by Sheridan S&R:** Laurie Buyan, Commissioners' Administrator, was present for this portion of the meeting. Laurie reviewed a question that had been raised regarding tax exempt status on the new Search & Rescue property. After discussion, Jim Hart moved to approve the Real Property Tax Exempt Application and associated letter, as presented, to be submitted to the Montana Department of Revenue. Ron Nye seconded the motion. All voted aye and the motion carried.

**Introduction and Update on (Economic Development) Efforts in Ennis:** Erica Evans Mita, NRMEDD/MCEDC Program Director, met with the Board to discuss her recent appointment as Program Director for the Northern Rocky Mountain Economic Development District and give an update on the current activities. There are currently three Ennis Development Strategy Committees which will begin meeting over the next six months to develop plans for Ennis Business Development, housing studies, and downtown Ennis development. Erica encouraged the Board's participation in these meetings and the Board discussed their thoughts on the needs of Madison County. She will keep the Board informed of their progress at regular Commission meetings.

**Tax Billings:** Shelly Burke, Treasurer, and Pam Birkeland, School Superintendent, met with the Board to discuss the status of tax billings. Shelly is waiting on the go-ahead from Department of Revenue before printing tax billings. Because the Alder Elementary School recently passed a building reserve levy, a revised budget adding 3.1 mills to the building reserve fund for that district was presented to the Board for signature and approval. After discussion, Ron Nye moved to approve the revised Budget Report for Alder Elementary School. Jim Hart seconded the motion. All voted aye and the motion carried.

**State Trust Lands Project and GIS Transition:** Karen Brown, GIS Manager, met with the Board to discuss the following items:

- Karen has completed the project to identify roads in Madison County which need easements for State lands. She proposed picking three roads in each of the three Road Districts to send to Tim Egan at DNRC for processing. That will give the County a better idea of costs and time to prepare for the June 2017 budgets on the remainder. The project has been extended until 2020. The Board encouraged her to proceed as proposed.
- Current, updated Madison County Atlases will be available at a cost of \$50.00 each. Both GIS and the Planning Department will have them available.
- **Rescind Resignation from Road Review Committee:** Karen will continue to serve on the Road Review Committee to help them organize and understand the process of researching and identifying specific roads in question. After discussion, Ron Nye moved to rescind the resignation of Karen Brown from the Road Review Committee. Jim Hart seconded the motion. All voted aye and the motion carried.

**Chris Hunt, IT Manager,** met with the Board to discuss the following topics. Roger Thompson, Sheriff, and Vicki Tilstra, Finance Manager, attended this portion of the meeting.

- **Computer Purchases for Various Departments:** Chris presented a bid for two laptop computers to be used in Sheriff Patrol vehicles. The cost will be split 50/50 between IT and Sheriff budgets. After discussion, Jim Hart moved to approve the purchase of two new laptops for the Sheriff's department for a total of \$8,900.00. Ron Nye seconded the motion. All voted aye and the motion carried. Two additional quotes were reviewed and discussed for additional computers, monitors, and software needed for various departments. Chris will revise and re-submit this proposal at a later date.
- **Scheduling\Timekeeping Software:** Chris discussed a proposal for scheduling/timekeeping software to be used by the Sheriff's department. They have tested the product and feel that the vendor is very responsive to our needs. After review, Jim Hart moved to accept the proposal from Aladtec Incorporated at a cost of \$1995 per year for one year to see if it is a viable solution for their scheduling needs. Ron Nye seconded the motion. All voted aye and the motion carried.

**Supplemental Agreement, MDA 2015-706X, North Willow Creek/Cataract Water Users Grant:** Margie Edsall, Weed Coordinator, met with the Board to discuss a supplemental agreement to extend the Grant Agreement for North Willow Creek/Cataract Water Users Grant to October 31, 2017. This will allow them time to arrange for a commercial aerial applicator to complete portions of the project. After discussion, Ron Nye moved to approve Noxious Weed Trust Fund Project Supplemental Agreement, Grant Agreement Number MDA 2015-706X, North Willow Creek / Cataract Water Users, as presented. Jim Hart seconded the motion. All voted aye and the motion carried. Margie also notified the Board that Great West will be

sending a weed management plan for the Sweetwater that requires a signature, and the DEQ permit for the Madison River work is terminating.

**Bid Opening for Madison Valley Manor Parking Lot Project:** Jeremiah Theys, Great West Engineering, Darcel Cook, Madison Valley Manor, and Brett Walker, Walker Excavation, were present for this portion of the meeting. Bids were received and opened from EHC LLC, Deaver, WY, and Walker Excavation, Belgrade, MT. The Board will review bids and take action at the next regular Commission meeting.

**Multiple-Party Agreement for the Big Sky Water/Sewer District and MDT Encroachment Permit Application:** This topic was continued to Tuesday, September 27, 2016, to allow time for questions to be answered by MDT and the Big Sky Water/Sewer District.

**Entering Buildings after Hours:** Tina Krause, Custodian, met with the Board to discuss issues with employees entering the building after hours. After discussion, the Board agreed to distribute Tina's cell phone number and ask any employee who will be entering the building after hours to contact Tina to let her know. Also, if private contractors are working in the building at odd hours, please let Tina know.

**Public Discussions/Comments:** Kacey Smart was asked to comment on the potential of adding stall fees at the Madison / Jefferson County Fair. Kacey agreed that a stall fee for market animals only would be beneficial to the fairground budget if the stall fee was added to the capital improvement line item in the budget. She also discussed adding an out of county fee on top of the stall fee. Jefferson County currently contributes money to Lewis and Clark County for the Jefferson County kids that attend their fair, but does not currently contribute to Madison County. The Livestock Sales Sub Committee currently gives the Fair Board ½ a percent of the sale proceeds. Adding a stall fee plus the out of county fee raise more than triple that amount. The LSSC has recently discussed removing the ½ percent commission if the fees were imposed. The Board will have more discussion with the Fair Board and the Jefferson County Commissioners. Kacey noted that the 4-H kids will start signing up in October, so a good idea of the numbers of 4-H participants will be available soon. The Board thanked her for her input.

**Bonnie O'Neill, Human Resource Officer,** met with the Board to discuss the following topics:

- **Personnel Policy and Procedures Handbook Addendum – Recruitment and Hiring Process- Conditional Offer of Employment-Drug & Alcohol and Background Check:** Following discussion, Jim Hart moved to approve an addendum to change the Madison County Personnel Policy & Procedures – Recruitment and Hiring Process, to include “Conditional Offer of Employment”, and include contingencies for pre-employment screenings for all employees, as presented. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Chemnet Consortium – Contract for Services:** After review, Jim Hart moved to approve the Contract for Services Renewal with Chemnet Consortium for drug and alcohol testing services, as presented. Ron Nye seconded the motion. All voted aye and the motion carried.
- **ClearHire Employment Screening – Application for Service:** Following discussion, Ron Nye moved to approve an Application for Service with ClearHire to provide background checks and employment screening, as presented. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Revised GIS Tech/Analyst Job Description:** After review, Jim Hart moved to approve the updated GIS Tech/Analyst Job Description, as presented. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Revised Tobacco Prevention Specialist Job Description:** After review, Ron Nye moved to approve the revised Tobacco Prevention Specialist Job Description, as presented. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Mental Health Grant Clerk Part-time – Hiring Committee Nomination:** Bonnie requested that Martha Klaumann be hired as the Part-time Mental Health Grant Clerk, as recommended by the hiring committee. After discussion, Jim Hart moved to hire Martha Klaumann as requested by Bonnie O'Neil, Human Resources, and recommended by the hiring committee, subject to a

conditional offer of employment. Ron Nye seconded the motion. All voted aye and the motion carried.

- **Custodial Part-time (two) Positions – Hiring Committee Nominations:** After review, Ron Nye moved to offer the two Custodial Part-time positions to Eldon Baldwin and Jody Allhands, as recommended by the hiring committee and subject to the conditional offer of employment. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Personnel Policy and Procedures Handbook Addendum – Employee Identification Badge, Employee ID Badge Request Form and Employee ID Badge Sample Template:** The Board discussed different options for ID badges for County employees, and a proposed Addendum to the Personnel Policy & Procedures Handbook. This item will be continued to the next scheduled meeting.

**Calendars:** The Board reviewed calendars.

At 4:25 p.m. the remainder of the meeting was continued to Tuesday, September 27, 2016, at 2:35 p.m.

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**Tuesday, September 27, 2016:**

The meeting was reconvened on Tuesday, September 27, 2016, at 2:35 p.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana, with Commissioners David Schulz, Chairman, Jim Hart, and Ron Nye present. Jani Flinn, Relief Clerk, was present to take minutes.

**Multiple-Party Agreement for the Big Sky Water/Sewer District and MDT Encroachment Permit**

**Application:** The proposed Memorandum of Agreement between MDOT, Big Sky Water & Sewer, Gallatin County, and Madison County, has been sent to the County Attorney for review before approval. This item will be scheduled for a later meeting. After much discussion with MDT, Jim Hart moved to approve the Montana Department of Transportation Encroachment Application for a water and sewer project in Big Sky, as presented. Ron Nye seconded the motion. All voted aye and the motion carried.

With no further business, the meeting was adjourned at 2:40 p.m.

**Next meeting:** The next regular Commission meeting will be held on Monday, October 3, 2016, beginning at 9:30 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana.

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David Schulz, Chairman  
Board of Madison County Commissioners

Date Approved: October 3, 2016

Minutes prepared by:

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Jani Flinn, Relief Clerk

Attest: \_\_\_\_\_  
Kathleen Mumme, Clerk and Recorder, Madison County