

BOARD OF MADISON COUNTY COMMISSIONERS
October 17, 2016, Meeting Minutes

On Monday, October 17, 2016, a meeting of the Board of Madison County Commissioners came to order at 9:34 a.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.

Dan Allhands, District 1 Commission candidate, attended the meeting.

Those people in attendance at the meeting were Bonnie O'Neil, Vicki Tilstra, Leona Stredwick, Jack Albrecht, Van Puckett, Rebecca Ramsey, Bill Doggett, Sheri Jarvis, and Lynn Lowder.

Approval of Minutes: Jim Hart moved to approve the September 13, 2016, Personnel meeting minutes as presented. Jim Hart seconded the motion. All voted aye and the motion carried.

Claims: The Board approved claims.

Bonnie O'Neil, Human Resource Manager, met with the Board to present the following topics:

- **Resolution 43-2016, Amending Personnel Policy Manual – Background Checks:** After review, Ron Nye moved to adopt Resolution 43-2016, a resolution amending the Madison County Personnel Policy and Procedures Handbook, Updated January 16, 2013, to include Conditional Offer of Employment and contingency for pre-employment screenings and drug & alcohol, background and/or credit check when stipulated in the appropriate job description, as noticed as an intent to amend by Resolution 41-2016. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Resolution 40-2016, Intent to Amend Personnel Policy Manual – ID Badges:** Discussion included project costs and current budget. Jim Hart moved to continue research on the creation of photo identification badges, but not to implement the project until funds are available in the next fiscal year. Ron Nye seconded the motion. All voted aye and the motion carried. Resolution 40-2016, was not adopted at this time.
- **Communications Coordinator Job Description:** Jim Hart moved to approve the Communications Coordinator job description as presented. Ron Nye seconded the motion. All voted aye and the motion carried. Copies will be sent to the job holder and signature required.
- **Communications Officer Job Description:** Jim Hart moved to approve the Communications Officer Job description as presented. Ron Nye seconded the motion. All voted aye and the motion carried. Copies will be sent to the job holder and signature required.
- **Communications Supervisor Job Description:** Bonnie informed the Board that Lynda Holt and Sheriff Thompson have reviewed and approved this job description. After discussion, Ron Nye moved to approve the Communications Supervisor job description as presented. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Fair Manager Job Description, Fair Secretary Job Description, Fair Maintenance Job Description:** Bonnie informed the Board that she has given all three job descriptions to Dana Escott, Fair Manager, and has not heard back from her. David Schulz indicated that Dana contacted him and asked the Board to wait on making a final decision on them. No action will be taken at this time.
- **Fair Board Bylaws:** This topic will be continued until the next scheduled meeting.
- **Chemnet/Clear Star Background Check Agreement:** Bonnie noted that this agreement is being amended to include credit checks, as needed. After discussion, Ron Nye moved to approve the End-User Credit Bureau Service Addendum for Employment Screening agreement pursuant to the

Master Service Agreement previously entered into on September 26, 2016 between ClearStar, Inc. and Madison County. Jim Hart seconded the motion. All voted aye and the motion carried.

Planning Office: Leona Stredwick, Planning Technician, met with the Board to discuss the following topics:

- **The Settlement Subdivision PUD, Phase 2, Full Release of Bond:** Leona reviewed the status of the Settlement Subdivision PUD, Phase 2, and the recommendations made by the Planning Board. After discussion, Jim Hart moved to accept the asbuilts as provided by Justin House, PC; and approve authorizing the full release of Bond No. 10010016826 issued by U.S. Specialty Insurance Company in the amount of \$124,457.20, as recommended by the Planning Board. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Road Naming Resolution – Roberts Road:** After discussion, Jim Hart moved to approve Resolution 42-2016, a Resolution of Road Name Change in Madison County, to name an unnamed driveway providing access to Tracts 2 & 3 of COS 7/2237-FC, both located within Section 13, Township 6 South, Range 2 West, PMM, to Roberts Rd, as recommended by the Planning Department. Ron Nye seconded the motion. All voted aye and the motion carried.
- Commissioner Schulz asked Leona to give an update on the build-out in Big Sky. The core village was originally about 1000 units, and they are about 75% built out. The last ODP said 290 units are not built, but accounted for in water and sewer agreements with Big Sky Water & Sewer. It's difficult to tell because they are non-compliant in permits. The Big Sky Owners Association does not communicate well, and if the unit is outside of a subdivision or is a building for rent, they do not have to provide us anything. Most will not respond to the Preconstruction Safety Review request, or have inspections completed by the fire authority. After discussion, the Board asked Leona to set up a meeting with Chief Farhat and Dustin Tetrault to discuss this further.

Jack Albrecht and Christina Koch: Jack Albrecht, Library Director, met with the Board to discuss the following:

- **Library Electrical Update:** Jack presented a proposal from Kenworthy Electric Inc. to demo and install new lighting, heat and power to the old library and museum portion of the building which the Library Board is requesting that Madison County contribute \$5,000 toward the total cost. After discussion, Ron Nye moved to approve a contribution of \$5,000 from the facilities budget to apply towards the proposed construction project estimated to be \$9,850.00. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Miscellaneous:** Drainage issue still needs final fix, but the area is now cleared out and only a few water spots are visible. The contractor knows what needs to be done. Jack requested to have the County provide more gravel in the driveway and it was agreed that after the drainage issue is fixed, they will have the road crew bring some in.

2017 RID Maintenance Projects: This topic is scheduled for the October 24, 2016 meeting.

Minutes: The minutes for a Personnel Meeting held on September 13, 2016, were read and discussed. Mr. Schulz confirmed the accuracy. After discussion, Jim Hart moved that while Mr. Nye and Mr. Hart did not attend this meeting, it appears that the minutes reflect the discussion during the meeting, and he will move to approve the minutes. Ron Nye seconded the motion. All voted aye and the motion carried.

Fiscal Year 2017 Extension Agreement: The Board reviewed an extension agreement submitted by William Whitehurst, Madison County Extension Agent. Although this agreement was not submitted in July before budgets, the numbers were actually included in the budget and have not changed from last year. After discussion, Ron Nye moved to approve the FY2017 Extension Services Agreement between Montana State University Extension and Madison County, Montana to cover the period beginning July 1, 2016 and ending June 30, 2017. Jim Hart seconded the motion. All voted aye and the motion carried.

Library Board Appointment: The Board reviewed an application to fill a seat on the Library Board. After discussion, Ron Nye moved to appoint Marilyn Ross to the Madison County Library Board, representing the Twin Bridges area, for a five year term that will expire on June 30, 2021. Jim Hart seconded the motion. All voted aye and the motion carried.

Road Review Committee Appointment: The Board reviewed an application for the County Road Review Committee. After discussion, Ron Nye moved to appoint Mark Sant to the Madison County Road Review Committee, for a three year term that will expire on December 31, 2019, to replace Ernest Bock, who has resigned. Jim Hart seconded the motion. All voted aye and the motion carried.

TRMCC Tree Removal: After discussion, Ron Nye moved to accept and approve a tree removal bid from Expert Tree Care in the amount of \$1,488.00 to remove the large cottonwood tree in the front parking area, as recommended by Saza Lee, Tobacco Root Mountains Care Center Administrator. Jim Hart seconded the motion. All voted aye and the motion carried.

MVM Parking Lot Improvements Contract and Encroachment Permit: After review, Jim Hart moved to approve the Notice to Proceed for Madison Valley Manor Parking Improvements and MDOT Encroachment Permit as required. Ron Nye seconded the motion. All voted aye and the motion carried.

Anderson Lane Road Agreement with Garnet USA: After discussion, Ron Nye moved to approve the General Contract Agreement between Madison County and Garnet USA, LLC, to confirm each party's responsibility in maintaining Anderson Lane from 10-17-16 through 6-30-18. Jim Hart seconded the motion. All voted aye and the motion carried.

Support Letter for Montana Arts Council for Funding from National Endowments of the Arts: Jim Hart moved to approve and sign a letter of support for the Montana Arts Council in their pursuit to obtain funding from the National Endowment for the Arts to enhance public knowledge and understanding of Montana's Circle of American Masters, and create a small exhibit to display works from folk and traditional artists. Ron Nye seconded the motion. All voted aye and the motion carried.

Bid on Mowers for Fairgrounds: The Board discussed commercial equipment liability, budget, and the need to do further research before purchasing a piece of equipment. No action was taken.

Offer on Lee House: Melinda Merrill, Realtor, participated in this discussion via telephone. After discussion, Jim Hart moved to submit a counter offer in the amount of \$260,000, and ask Melinda to forward documents to sign and return by Tuesday, October 18, 2016. Ron Nye seconded the motion. All voted aye and the motion carried.

Airports: Lance Bowser, Robert Peccia & Associates, was present for this portion of the meeting via telephone. Vicki Tilstra, Finance Manager, was also present. The following topics were discussed:

- **Twin Bridges Building Site:** The FAA has approved a request to use a portion of land at the Twin Bridges Airport to build a new road shop for District 2. Discussion included the need for power, water, a land lease, site plan, and possible environmental review before we can start. Lance presented a change in land designation release for Twin Bridges Airport to allow us to construct a permanent structure on this parcel. After discussion, Ron Nye moved to approve the Request for Request for Concurrent Non-Aeronautical Use as required by the FAA to move forward with the County Road Shop project. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Brown Assignment of Lease:** This hangar lease assignment will be reviewed by the County Attorney before approval.
- **CIPs – Twin Bridges and Ennis:** After discussion and review, Ron Nye moved to approve the 5-Year Capital Improvement Plan for Twin Bridges Airport, as presented by Robert Peccia & Associates and recommended by the Airport Board. Jim Hart seconded the motion. All voted aye and the motion carried. After review, Jim Hart moved to approve the 5-Year Capital Improvement Plan for Ennis Big Sky Airport as presented by Robert Peccia & Associates and recommended by the Airport Board. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Refund – FAA Inspection Fee:** Lance confirmed that the FAA has completed the flight check for the work at the Ennis Big Sky Airport and will be returning the unused funds which were paid in advance. Ron Nye moved to accept the refund and complete the ACH Vendor/Miscellaneous Payment Enrollment Form as requested by the FAA. Jim Hart seconded the motion. All voted aye and the motion carried.

Vacation Rental by Owners Policy: Van Puckett, Madison County Sanitarian, gave an update on this topic. He is waiting on Missoula County to complete their policy and working with Tom Wagenknecht from Beaverhead County on planning. He will keep the Board updated on changes.

Public Discussion/Comment: Bill Doggett, Alder resident, joined the meeting at this time. He stated that there is a very bad corner on Anderson Road with limited line of sight and the Garnet hauling trucks are creating a hazard. He would like the road crew to help round it out to make it better. Commissioner Schulz will meet with him next week to take a look at it. Also, he noted that the beavers are a real problem at the bridge and other areas. Bill asked about the Anderson Lane Road Agreement and noted that the last time they did maintenance, no signs were up and it is very dangerous – don't want another accident in Madison County. Bill also talked about the cell phone service in the area, said it is getting worse instead of better, and asked if the County could offer any assistance in getting the providers to improve our service. The last topic discussed was about the amount of money being brought in by Big Sky, and why Madison County feels it is necessary to spend all of it instead of putting some aside to build up capital improvements, or reduce taxes and why most of the money is being used to benefit one district instead of all three.

Ruby Valley Strategic Alliance – Shared Interest Statement: Rebecca Ramsey, Ruby Watershed Coordinator, met with the Board to share the interests and goals of a group of entities who have gotten together to create an alliance as it relates to sharing both private and public lands through partnerships. She shared a list of the entities that are currently involved and asked that Madison County participate and sign on as a supporting partner to continue working together in the future. After discussion, Ron Nye moved to approve the Madison County Commissioners' participation in the Ruby Valley Strategic Alliance. Jim Hart seconded the motion. All voted aye and the motion carried.

With no further business, the meeting was adjourned at 4:02 p.m.

Next meeting: The next regular Commission meeting will be held on Monday, October 24, 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: October 24, 2016

Minutes prepared by:

Jani Flinn, Relief Clerk

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