

BOARD OF MADISON COUNTY COMMISSIONERS
October 31, 2016, Meeting Minutes

On Monday, October 31, 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 and Ron Nye present. Jim Hart was absent to attend personnel hearings. 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, Brian Mihalka, Laurie Buyan, Bill Hanson, Loren Cantrell, Van Puckett, Rena Herman, Chris McElroy, and John Claypool.

Claims: The Board approved claims.

Planning Office – Amended Plat of Lot Aggregation for Lots 851 and 852 of American Spirit Phase 2 in YMC: This item was cancelled.

GIS Position: This topic will be continued to Wednesday, November 2, 2016 at 3:00 p.m.

Fairgrounds Tractor Repair: The Board contacted Tim at Churchill Equipment via telephone to discuss options on this issue. After discussion, Ron Nye moved to authorize Churchill Equipment to evaluate and fix the Tractor up to \$4,000 plus front tires; and otherwise, to get back to the Board with a quote. David Schulz seconded the motion. All voted aye and the motion carried.

Signage for Administrative Building: After discussion, Ron Nye moved to approve a request for signage to clarify location of the Motor Vehicle Licensing department in front of the old Courthouse and in front of the new Administrative Office Building. David Schulz seconded the motion. All voted aye and the motion carried.

Letter to MACo requesting Larger Percent for Novich Insurance: After review, Ron Nye moved to approve and sign a letter to Shannon Shanholtzer, TCT/WCT Trust Administrator regarding authorizing a 15% commission for the property & casualty trust, and 6% commission for the workers compensation trust program payable to Novich Insurance. David Schulz seconded the motion. All voted aye and the motion carried.

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

- **Worker's Compensation Subcommittee:** Bonnie presented a memorandum stating that the Madison County Safety Committee was requesting approval from the Board of Commissioners to form a five member subcommittee to analyze workers' compensation claims including MOD rates each year, and develop a strategic action plan. After review, Ron Nye moved to support Bonnie in forming a subcommittee of the Safety Committee, to authorize MACo to release claim information for a five year period of Worker's Compensation claims, to analyze strengths, weaknesses, opportunities, and threats, and encouraged Bonnie to put this item on the Agenda for the next Safety Committee meeting. David Schulz seconded the motion. All voted aye and the motion carried.
- **Tax Dollar Distribution Notice:** As the Public Information Officer, Bonnie stated that the public needs to know where their tax dollars are being spent and requested authorization to place full page ads in the Madisonian and publish posters with a narrative explaining the charts. After discussion, Ron Nye moved to approve a full page ad in the Madisonian for \$699 and funds for posters to be distributed and posted in strategic location throughout the County, to be paid for out of

the Commissioners' Contingency Fund. David Schulz seconded the motion. All voted aye and the motion carried.

- **Bonnie** also noted that, as PIO, she has talked to the Madisonian about publishing an article on the award received by Lynda Holt, Communications Coordinator, and the 5-Star award received by Tobacco Root Mountains Care Center.

Access behind Vigilante Gift Shop: Rena Herman, property owner, and her daughter, Chris McElroy, met with the Board to discuss access to the Vigilante Gift Shop. When the new Administrative Office Building was built, she stated she received very little communication and no notice of the planned construction. The alley behind her business was cut off and there is no way to reach the back at this point because of the steep grade. Rena would like to be able to access the apartment that is underneath the store. Commissioner Schulz proposed bringing in 12-15 loads of rock and gravel to build up and construct a road to the back from the west alley, which is owned by the City. No paperwork was available, but he assured Rena he will schedule the work.

Public Hearing – Petition to Close a Portion of Second & Third Street in Alder: A public hearing was opened at 11:00 a.m. to discuss a Petition to close a portion of Second & Third Street in Alder. No public input was received. The Hearing was closed at 11:06 a.m. After review and discussion, Ron Nye moved to accept the Viewer's Report, approve the Road Closure as requested by Petitioner, Brian Mihalka, to close that portion of Second Street between former Block "A" and the current Block 6 of the Townsite of Alder (Book 2 of town plats, page 1) and more particularly shown as "Second Street" on the 2011 plat at Book 2, page 292, and that portion of Third Street between Block 6 and Block 5 of the original Townsite of Alder (2/1) and more particularly described as "TR 17" on the plat at Book 2, page 292, all located within the Townsite of Alder in Section 9, T6S, R4W, Madison County, Montana; and ask the County Attorney to prepare deeds of transfer as required. David Schulz seconded the motion. All voted aye and the motion carried.

Pay Request #1 to Walker Excavation – MVM Parking Lot Project: After review, Ron Nye moved to approve Madison Valley Manor Pay application No. 1 for parking lot improvements, in the amount of \$7,524.95 less gross receipts tax of \$75.25, for a total payment of \$7,449.70 to Walker Excavation. David Schulz seconded the motion. All voted aye and the motion carried.

Emergency Management Planning Grant: Dustin Tetrault, Director of Emergency Services, requested the Board's approval of an Emergency Management Performance Grant received from the Department of Military Affairs Disaster & Emergency Services Division. There was a 1% increase from last year, and still requires a 50% match. After discussion, Ron Nye moved to approve and accept the FY2016-2017 Emergency Management Performance Grant, EMD-2016-EP-00002, from the Department of Military Affairs, in the amount of \$39,861.00. David Schulz seconded the motion. All voted aye and the motion carried.

Airports: Lance Bowser, Robert Peccia & Associates, participated in this portion of the meeting via telephone. Items discussed include:

- **Pay Request #8 – AIP-013-2014:** AM Welles has completed the project, it has been inspected, and they are requesting release of all but 20%. After discussion, Ron Nye moved to approve Ennis Big Sky Airport Improvements Pay Request #8, (AIP 3-30-0090-013-2014), in the amount of \$28,477.14. David Schulz seconded the motion. All voted aye and the motion carried.
- **Pay Request #7 – AIP-015-2015:** This will release all but the required retainage for the project. Ron Nye moved to approve Ennis Big Sky Airport Pay Request #7 (AIP 3-30-0090-015-2015) in the amount of \$105,237.36. David Schulz seconded the motion. All voted aye and the motion carried.
- **Pay Request #5 FINAL – AIP-016-2016:** After review, Ron Nye moved to approve Pay Request #5 for Ennis Big Sky Airport (AIP 3-30-0090-016-2016) for AWOS and purchasing Lots 10A and 10B, in the amount of \$12,230.00. David Schulz seconded the motion. All voted aye and the motion carried.
- **Final Report – AIP-016-2016:** Lance reviewed the final report for the Ennis Big Sky Airport for the AWOS and land acquisition. After review, Ron Nye moved to accept the Final Report for AIP 3-30-

0090-016-2016, and sign where indicated. David Schulz seconded the motion. All voted aye and the motion carried.

- **Grant Amendment Letter – AIP-013-2014:** Lance presented a grant amendment request for Ennis Big Sky Airport to cover the cost of a 2% overrun on normal construction quantity variances. After review, Ron Nye moved to approve a Grant Amendment Letter for Ennis Big Sky Airport Improvement Project 3-30-0090-013-2014 from the previously granted amount of \$580,869 to \$592,387, for a total project cost increase of \$12,797.88 to cover the 2% increase from overruns on the construction variances for the project. David Schulz seconded the motion. All voted aye and the motion carried.
- **Grant Amendment Letter – AIP-015-2015:** A grant amendment for the Ennis Big Sky Airport was reviewed. After discussion, Ron Nye moved to approve a Grant Amendment Letter for Ennis Big Sky Airport Improvement Project 3-30-0090-0015-2015, from the previously granted amount of \$1,458,384 to \$1,468,582, for a total project increase of \$11,331.90 due to normal construction quantity variances. David Schulz seconded the motion. All voted aye and the motion carried.
- **Land Acquisition Administrative Settlement – AIP-016-2016:** This item was included in the Final Report for AIP-016-2016.
- **Annual Financial Reporting, FAA Forms 425 and 271 (AIP-013-2014):** Ron Nye moved to approve Federal Financial Report and Outlay Report Forms 425 and 271 for AIP-013-2014 as presented by Lance Bowser, Robert Peccia & Associates. David Schulz seconded the motion. All voted aye and the motion carried.
- **Annual Financial Reporting, FAA Forms 425 and 271 (AIP-014-2015):** Ron Nye moved to approve Federal Financial Report and Outlay Report Forms 425 and 271 for AIP-014-2015 as presented by Lance Bowser, Robert Peccia & Associates. David Schulz seconded the motion. All voted aye and the motion carried.
- **Annual Financial Reporting, FAA Forms 425 and 271 (AIP-015-2015):** Ron Nye moved to approve Federal Financial Report and Outlay Report Forms 425 and 271 for AIP-015-2015 as presented by Lance Bowser, Robert Peccia & Associates. David Schulz seconded the motion. All voted aye and the motion carried.
- **Annual Financial Reporting, FAA Forms 425 and 271 (AIP-016-2016):** Ron Nye moved to approve Federal Financial Report and Outlay Report Forms 425 and 271 for AIP-016-2016 as presented by Lance Bowser, Robert Peccia & Associates. David Schulz seconded the motion. All voted aye and the motion carried.
- **Annual Financial Reporting, FAA Forms 425 and 271 (AIP-017-2016):** Ron Nye moved to approve Federal Financial Report and Outlay Report Forms 425 and 271 for AIP-017-2016 as presented by Lance Bowser, Robert Peccia & Associates. David Schulz seconded the motion. All voted aye and the motion carried.
- **Grant Amendment Letter – AIP-014-2015:** Lance presented a grant amendment proposed to revise the scope of the master planning effort at Ennis Big Sky Airport. After discussion, Ron Nye moved to approve Grant Amendment request for Ennis Big Sky Airport AIP 3-30-0091-014-2015 to address the need to re-designate the airport from Airport Reference Code B-II to C-II, and split the project Scope of Work between AIP 3-30-0090-014-2015 and AIP 3-30-0090-017-2016. David Schulz seconded the motion. All voted aye and the motion carried.
- **Twin Bridges Airport – Engineering Task Order #1 (Aeronautical Release, Environmental Services):** After discussion, Ron Nye moved to accept Task Order Number One, Agreement to Furnish Engineering Services not to exceed \$3,000.00, to Madison County for Improvements to the Twin Bridges Airport for environmental services concurrent with non-aeronautical use to Tract 9 for use by Road District 2 for a maintenance shop. David Schulz seconded the motion. All voted aye and the motion carried.

Asthma Specialist Grant Funding: This item was cancelled by Melissa Brummel, Public Health Nurse.

Commissioner Jim Hart joined the meeting at this time.

Bill Hanson, Think One Architects, and Loren Cantrell, Langlas & Associates, met with the Board to discuss the following:

- **Design of Ventilation System in Crawlspace and Air Quality of Administrative Building:** Bill reviewed the steps they have taken to address the ventilation issues in the Administrative Office Building and the proposed remediation and correction of those problems. The erosion and settlement on the East side grade beam and drain pipe has been excavated and filled. Louvers will be added on access doors, insulation will be completed on floors and foundation walls, and a schematic for ventilation has been prepared by Loren. By code, fans must be tied to humidistat with a timer to run each day. The Board discussed who will pay for final testing; Bill Hansen feels the County should pay. Loren will get quotes to determine the cost.
- **Heat in Back Stairway of the Administrative Office Building:** The Board discussed issues with the lack of heat in the back stairway at the lower level. The hose bib froze last winter and the County is concerned about continued problems this winter. Options include heat tape, a ceiling fan, and mechanical adjustments.

John Claypool, Ennis business owner, met with the Board to discuss the potential liability to the County for the flooding issue around his business, Madison Valley Laundry. Someone dug a ditch to fix a flooding problem at the church, and let water run down to the highway. There used to be a holding pond by the Madisonian to handle some of this water. The water will not run up hill, and is now surrounding Mr. Claypool's business. The east side of his building has potential for flooding. John would like Roy to put it back the way it was. Commissioner Hart agreed to ask Roy to work on it.

Request for Qualifications for Planning and Engineering Services: Craig Erickson, Great West Engineering, participated in this portion of the meeting via telephone. Craig reviewed the original grant application for a Master Plan to be developed for the Madison County Fairgrounds. The original amount applied for was \$50,000 plus the County match. The actual amount received is \$20,000. After discussion of budget and scope of work, Jim Hart moved to accept the planning grant of \$20,000 and proceed with advertisement of a reduced scope of work. Ron Nye seconded the motion. All voted aye and the motion carried.

Van Puckett, Madison County Sanitarian, met with the Board to discuss the following:

- **Military Accommodations/Request for Possible Overtime:** Van let the Board know that he has been scheduled for two weeks training with the military, but he may be able to get it down to 40 hours and will keep the Board informed. He was classified as "inactive ready reserve", but now is back as "reservist". He has been putting in some overtime and is using comp time instead of overtime for that work. He had accumulated 22 hours, but has used 16 of those and tries to keep it down to a manageable number.
- **Sanitarian Update:** All is well at the Sanitarian's office and they are very busy. Van has not scheduled the Sanitarian test yet, but has until December 15th.

Approval of Minutes: Ron Nye moved to approve the October 24, 2016, meeting minutes as corrected. Jim Hart seconded the motion. All voted aye and the motion carried.

At 3:35 p.m. the remainder of the meeting was continued to Wednesday, November 2, 2016 at 3:00 p.m.

The meeting was reconvened on Wednesday, November 2, 2016, at 3:00 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. Laurie Buyan, Commissioners' Assistant, was present to take minutes.

Those in attendance at this portion of the meeting were Charity Fechter, Planning Director, Chris Hunt, IT Manager, Bonnie O'Neill, HR Manager, and Karen Brown, GIS.

GIS Position: Those present discussed the interview that had taken place earlier in the day. Following discussion, Jim Hart moved to offer the position of Madison County GIS Tech/Analyst to Thomas Luksha at the rate of \$18.44 per hour, with a start date to be determined in cooperation with the Communications Coordinator. Ron Nye seconded the motion. All voted aye and the motion carried.

With no further business, the meeting was adjourned at 4:35 p.m.

Next meeting: The next regular Commission meeting will be held on Monday, November 14, 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: November 21, 2016

Minutes prepared by:

Jani Flinn, Relief Clerk

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