

**BOARD OF MADISON COUNTY COMMISSIONERS**  
**January 2, Meeting Minutes**

On Tuesday, January 2, 2018, a meeting of the Board of Madison County Commissioners came to order at 11:00 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana, with Commissioners Ron Nye, Chairman, Dan Allhands, and Jim Hart present. Laurie Buyan, Commissioners' Assistant, was present to take minutes.

Those people in attendance at the meeting were Charity Fechter, Roger Thompson, Chris Hunt, Tina Krause, Bonnie O'Neill, Jim Jarvis, and Margie Edsall.

**Approval of Minutes:** Ron Nye moved to approve minutes from the December 12, 2017, meeting with corrections. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Amend Maddison #2 Subdivision:** Charity Fechter, Planning Director, met with the Board to discuss an extension of the subdivision improvements agreement for Maddison #2 Minor Subdivision. Charity presented and reviewed the staff report for this proposal, stating that Mr. Maddison has requested that the SIA for this project be modified with a new letter of credit and a new estimate for road construction. The original understanding at the time the subdivision was created was that the road would not be constructed until a lot was sold or the property was no longer used for agricultural purposes. No lots have been sold, the property is still being used for ag purposes, and the road has not been constructed. Charity further stated that a letter of credit from Ruby Valley National Bank would be easier than the current escrow with no end date since the bank is in the process of changing hands. Per recommendation of Planning Staff, Dan Allhands moved to amend the subdivision improvements agreement for Maddison #2 Minor Subdivision by

1. Establishing an expiration date of December 29, 2022, at which time the subdivision improvements will be completed unless an extension is granted by the Board of Commissioners;
2. Accepting Letter of Credit #26213 from Ruby Valley National Bank in the amount of \$20,258 as the acceptable financial guarantee for 125% of the estimated cost of the improvements; and
3. Return the escrow check of \$4,000 to David H. Maddison.

Ron Nye seconded the motion. All voted aye and the motion carried.

**2018 Commission Chair:** Following discussion, Dan Allhands moved to appoint Ron Nye as the Commission Chairman/Presiding Officer for Madison County for calendar year 2018. Jim Hart seconded the motion. All voted aye and the motion carried. Commissioner Nye presided over the remainder of the meeting.

**Claims:** The Board approved claims.

**Journal Vouchers:** Jim Hart moved to approve journal vouchers for the 12/17 accounting period. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Grants:** The Board discussed the following grant related topics. Jani Flinn, Grant Administrator, was present for this portion of the meeting.

- **Laurin Bridge Replacement (TSEP) – Pay Request #2:** The Board reviewed a pay request for the Laurin Bridge Replacement project. Following review, Dan Allhands moved to approve Pay Request #2 for the Laurin Bridge Replacement to Tamietti Construction Company in the amount of \$156,218 with \$1,562.18 going to the State for the 1% gross receipts tax and the remaining amount of \$154,655.82 going to the contractor, as prepared by Great West Engineering. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Fairgrounds Master Plan:** The Board discussed the Fairgrounds Master Plan. Jani stated that Ron has talked to Craig Erickson, Great West Engineering, and expressed concerns about some of the information in the plan. Ron asked if we want to pay them to fix it or leave it as it is. Dan

Allhands stated that it needs to be corrected. Jani stated that she will review the plan and highlight the portions that need to be corrected and draft a letter for the Board's approval.

**Airports – Ennis Airport Pay Request #1:** Jani stated that there will not be an Airport Board meeting in January or February and that the Board typically takes these three months off. She noted that the pay request being presented today is for engineering services related to the environmental assessment. Following review, Jim Hart moved to approve Ennis Big Sky Airport Pay Request #1 for AIP 3-30-0090-019-2017, in the amount of \$32,907.50 for professional service from December 1, 2017, to December 31, 2017. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Grants:** Jani Flinn, Grant Administrator, discussed additional grants that were not listed on the agenda. The first topic of discussion was a GIS MLI grant. Jani stated that Sheridan got one last year for software and upgrades and that she has printed a copy of of the application to use as a format if Madison County chooses to apply for it. She further stated that she is signed up for an online version of a grant writing class which gives step by step instructions on how to apply for this grant. She noted that Tommy Luksha, GIS Manager, attended the class in person. She added that the deadline to submit the grant is February 15, 2018. The second topic was the proposed application for a Department of Transportation grant to purchase a new senior citizens' bus. Jani stated that this grant requires very detailed service records and detailed records of the usage of the bus. She further stated that she spoke to Kayte Simpson, Senior Citizens' Advisory Board, who told her that the seniors had previously checked on this funding and decided that there was so much reporting that it was not worth it. She suggested applying for the funds to construct a garage instead of buying a bus. This topic was continued to the next regular Commission meeting.

Roger Thompson, Sheriff, met with the Board to discuss the following topics:

- **Proposal for Digital Evidence:** Roger and Chris Hunt, IT Manager, presented the Board with a proposal for digital evidence storage. Chris stated that the proposed system would use two servers. The main server would be located in the Sheriff's Office with a backup server located at Placer Loop. Roger stated that discs currently used to backup information are starting to fail and other media, such as car videos, public provided videos, or audio recordings are copied for the files but do not have an adequate backup. He noted that the proposed system would provide storage for all digital evidence with a backup server also storing the evidence. Roger stated that he has contacted several places that currently use this system, and all have said they have had 100% retention and have not lost any information. He was told that the system is user-friendly, they are happy with the tech support, the information is easily obtainable, and there is no limit to the number of computers that use the system. He also noted that there are funds in the budget for this purchase. Considering the presentation from the Sheriff, Jim Hart moved to encourage the Sheriff to move forward with the DIMS Image Server Express digital evidence storage system for the amount of \$37,325. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Southwest Montana Drug Task Force MOU:** Roger presented the Board with a renewal of the Southwest Montana Drug Task Force Agreement, noting that nothing has changed from the previous agreement; all the prices are the same and all the conditions are the same. Following discussion, Dan Allhands moved to approve the Southwest Montana Drug Task Force Memorandum of Understanding for Fiscal Year 2018 to establish general guidelines for a multi-agency task force to address drug-related crime. Jim Hart seconded the motion. All voted aye and the motion carried.

**Resolution 1-2018 Mileage Rates:** Following review, Dan Allhands moved to adopt Resolution 1-2018, a resolution setting mileage rates for calendar year 2018. Jim Hart seconded the motion. All voted aye and the motion carried.

**Resolution 2-2018 Setting Commission Meeting Dates:** Following review, Jim Hart moved to adopt Resolution 2-2018, a resolution setting dates for Commission meetings. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Resolution 3-2018 Establishing County Office Hours:** The Board reviewed a draft resolution to establish County office hours. Because a public hearing is required to set office hours, the Board set the date for a public hearing to be held on January 16, 2018.

**Public Discussion:** The Board received a call from Quinn Williams of Williams Plumbing and discussed issues related to the boiler in the Administrative Offices Building. It was noted that the boiler is under warranty. Mr. Williams will research what needs to be done to repair the boiler.

The Board contacted Bill Hanson, ThinkOne Architects, by telephone to discuss the following topics. Roger Thompson, Sheriff, was present for this portion of the meeting.

- **Courthouse Project – Elevator Options:** Bill Hanson noted that the latest option discussed for an elevator was an exterior structure at the south end of the building. He discussed issues of how it might affect the jury room; that people using the elevator would have to traverse through the Courtroom to get to other services on that level; and because of the partial basement, it would require a tunnel to get to the Sheriff's Department. He noted that he had sent the new proposal showing a sally port and a secure holding area. Jim Hart stated that after reviewing the most current drawings, they have discussed putting the elevator inside the back door and opening into the jury room. After discussion of this option, Bill stated he will rework the plans to include a single stop elevator, eliminating the basement level.
- **Administrative Office Building Canopies:** Jim Hart asked Bill Hanson about the canopies for the Administrative Office Building. Bill stated that it is doable but he would like to focus on the elevator sketches first and then will get back to the canopies. Jim noted that the plans for the canopies should include lighting.

**Resolution 4-2018 Establishing a Location for Posting Public Notice:** Following review, Dan Allhands moved to adopt Resolution 4-2018, a resolution establishing locations for posting public notices. Jim Hart seconded the motion. All voted aye and the motion carried.

**Resolution 5-2018 Establishing the Rate of Credit for Incarceration:** Following review, Jim Hart moved to approve Resolution 5-2018, a resolution establishing the rate of credit for incarceration at \$69.00 per day. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Commissioner Liaisons to County Boards:** Following review of the Commissioner Liaison list from 2017, Jim Hart moved to leave the Commissioner Liaisons to County Boards the same as last year with Jim Hart as the liaison to the Airport Board, Big Sky Park District Board, Big Sky Transportation Board, Mental Health Local Advisory Council, Planning Board, and LEPC (Local Emergency Planning Committee); Ron Nye as the liaison to the Fair Board, Library Board, Twin Bridges Mosquito District Board, Senior Citizens Advisory Board, and the Safety Committee; Dan Allhands as the liaison to the Livestock Protective Committee, Public Health Board, Road Review Committee, Solid Waste Board, and Weed Board; and all three Commissioners as members of the Compensation Board. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Corrected Letter to DOR:** The Board noted that a correction of the letter notifying the Department of Revenue of the creation or change to a taxing jurisdiction was sent on December 27, 2017.

**Proposal for Courthouse Blinds and Cleaning Light Fixtures:** Tina Krause, Custodial Supervisor, and Bonnie O'Neill, Human Resources, met with the Board to discuss cleaning light fixtures in various County buildings and cleaning or replacing the blinds in the Courthouse. Tina presented the Board with a proposal for new blinds with samples of materials. Tina stated that if this type of blind could be cleaned by custodial staff and that the light color shouldn't be a problem. Laurie stated she has talked to a local cleaner that plans to submit a bid for cleaning the blinds and light fixtures. This item was continued until a bid is received. Tina also requested that the Board send an email to all offices asking to make sure doors are locked when employees are leaving the buildings for the night.

**Semi-Tractor Upgrade for District 1:** Dan Allhands discussed the need to upgrade a truck for Road District 1. Following discussion, Jim Hart moved to approve the request from Dan Allhands to research and

purchase a semi for Road District 1. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Snowplow Replacement for District 3:** Jim Hart discussed the need to replace a wrecked snowplow truck in Road District 3, stating that his road foreman has a suitable replacement located. Jim contacted Vicki Tilstra, Finance Officer, to discuss the budget for the purchase. Jim stated that he has contacted MACo P&C Trust and there is no rental coverage for the truck but they will advance the amount of the replacement vehicle and adjust the balance accordingly. Vicki stated that a budget amendment will probably be necessary. Following discussion, Dan Allhands moved to approve the request from Jim Hart to purchase a replacement snowplow truck for Road District 3 for the amount of \$22,500. Jim Hart seconded the motion. All voted aye and the motion carried.

**Public Discussion:** Jim Jarvis, Virginia City HPAC, met with the Board to further discuss a proposal to hire a Cultural Resource Manager that would be employed by the Town, the County, and the Montana Heritage Commission. He stated that since he last visited with the Board, he has discussed the position with Elijah Allen, Montana Heritage Commission, and stated that Elijah expressed strong support for the position. The cost would be split between the three entities with the Heritage Commission providing the largest portion. The position would be supervised by the town. The Board agreed that they were interested in pursuing the position. Jim Jarvis will discuss the proposal with the town of Virginia City at their next council meeting.

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

- **Resolution 6-2018, Amend Salary Resolution for Weed Department:** Bonnie presented the Board with a proposed resolution to amend the salary resolution. Margie Edsall, Weed Coordinator, was present for this portion of the meeting. Because the wage for the Weed Compliance Tech position was increased by the Board, Bonnie presented an amendment to the salary resolution to document the change. Following discussion, Dan moved to adopt Resolution 6-2018, amending Resolution 24-2017 setting salaries for Fiscal Year 2017-2018. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Safety Coordinator Position Authorization to Fill:** Bonnie presented the Board with a memorandum regarding the Safety Coordinator position. There was much discussion regarding the qualifications for this position and the possibility of combining it with another part-time position. Following discussion, Dan Allhands moved to approve the Authorization to Fill for the part-time position of Safety Coordinator and to approve the Authorization to Fill for the part-time Weed Compliance Tech position. Jim Hart seconded the motion. All voted aye and the motion carried.

**Big Sky Park District Board Appointment:** Jim Hart moved to appoint Madeleine Feher of Big Sky as a Madison County representative to the Big Sky Meadow Trails, Recreation, and Parks Special District Board to fulfill an unexpired three year term that will expire on April 1, 2019. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Resolution Authorizing Use of Disaster Funds:** This topic was continued to the next regular Commission meeting.

**Support Letter for Re-Naming Kelly Reservoir to Klatt Reservoir:** This topic was continued to the next regular Commission meeting.

**MOU with Ruby Valley Hospital for Sidewalks, etc.:** Following review, Dan Allhands moved to approve the Memorandum of Understanding between Madison County and the Ruby Valley Hospital concerning sidewalks encroaching on Madison County property. Jim Hart seconded the motion. All voted aye and the motion carried. Dan Allhands will deliver two originals to Ruby Valley Hospital for signatures.

**District Boundary Changes:** There was no discussion on proposed district boundary changes.

**Calendars:** The Board reviewed calendars.

With no further business, the meeting was adjourned at 5:35 p.m.

**Next meeting:** The next regular Commission meeting will be held on Tuesday, January 9, 2018, beginning at 9:30 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana.

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Ronald E. Nye, Chairman  
Board of Madison County Commissioners

Date Approved: January 16, 2018

Minutes prepared by:

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Laurie Buyan, Executive Assistant

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