

**BOARD OF MADISON COUNTY COMMISSIONERS**  
**February 20, 2018, Meeting Minutes**

On Tuesday, February 20, 2018, a meeting of the Board of Madison County Commissioners came to order at 9:55 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, and Jane Bacon, Commissioners' Clerk, were present to take minutes.

Those people in attendance at the meeting were Tom Hyndman, Kristi Millhouse, Chris Hunt, Kathleen Mumme, Tommy Luksha, Jani Flinn, Justin Ekwall, Margie Edsall, Jennifer Bonnie O'Neill, Vicki Tilstra, Dustin Tetrault, and those people on the attached list.

**Approval of Minutes:** Dan Allhands moved to approve minutes from the January 23, 2018, meeting with corrections. Jim Hart seconded the motion. All voted aye and the motion carried. Jim Hart moved to approve minutes from the February 6, 2018, meeting with corrections. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Fairgrounds Water Bill:** Tom Hyndman, Twin Bridges Mayor, and Kristi Millhouse, Twin Bridges Town Clerk, met with the Board to discuss a proposal for a final settlement of the Twin Bridges Fairgrounds water bill. There was some discussion about how the water leak remained undetected for the length of time it did. Kristi presented a document reviewing 2017 bills, 2016 comparisons, base rates, payments and credits. The Town has determined that the water loss amount from the leak came to \$5,278.94. It was proposed that this amount be split between Madison County and the Town of Twin Bridges. Following discussion, Jim Hart moved that the County will pay \$2,639.47 of the Fairgrounds Water Bill, reflecting half of the water loss amount from the leakage. Dan Allhands seconded the motion. All voted aye and the motion carried. Kristi will check with the Twin Bridges Town Council to verify their agreement about the split and to discuss the payment of an additional amount of \$798.00 for extra power for the water pumps, which remains unresolved.

**IT Update:** Chris Hunt, IT Manager, met with the Board to discuss the following topics.

- **Timeclock Software Cost Increase:** Chris explained that the original quote from TimeClock Plus, which was approved by the Board for \$6,277.85, was for the wrong product. The corrected quote for cloud-based software increases the amount by \$1,381.75. Chris verified that his budget allows for the increase, reviewed the importance of replacing the current version which is no longer supported and requires frequent adjustment to work correctly, explained his reasons for choosing this product, and noted that the annual renewal cost will now be \$2,400.00. After discussion, Jim Hart moved to approve the cost increase of \$1381.75 for the purchase and installation of TimeClock Plus recording system for the two county nursing homes. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Need for Increased Bandwidth Speed:** Chris introduced an idea for solving current bandwidth speed issues by utilizing existing 3 Rivers "dry fiber" lines between County buildings. He projects that this would ultimately decrease costs for both the County and the Department of Revenue (DOR), which leases office space in the Placer Loop location. Chris recommends this solution over other options, and will talk to DOR about paying half of the setup costs. If approved, he anticipates implementation within one or two months.
- **Nursing Home Network Integration:** Chris informed the Board that he is working on combining the two County nursing home networks, since staff is increasingly shared between the two. He noted that after completion, this will make it easier for him to manage both.
- **"Lunch and Learn" Classes:** Chris presented a proposal to hold monthly computer classes for County employees on subjects such as Microsoft Word, Excel, Outlook and, Windows 10. The IT training budget has funds to provide lunch as an incentive to attend. Chris thought it would be

helpful to alternate the training location between the Community Room and the nursing homes. The idea met with positive feedback.

- **Replacement of Network Switches:** Chris observed that both County nursing homes have old network switches needing replacement. He recommended hiring a company called Extreme Networks. They would replace three switches for a total cost of \$4,151.00, which can be paid from the nursing home budgets.
- **Facilities/Custodial Computers:** Chris requested authorization to purchase a computer and printer for the Custodial staff, which currently shares the Maintenance computer. He noted that while he is refurbishing and rehabbing older computers where possible, he recommends purchasing new items in this case and reviewed projected costs. After discussion, Dan Allhands moved to approve the Custodial staff purchase of a new computer and printer, for a total not to exceed \$1,407.00. Jim Hart seconded the motion. All voted aye and the motion carried.

**Resolution Adjusting Precinct and Commission District Boundaries (Districts 1 and 2):** Kathleen Mumme, Clerk and Recorder, met with the Board to discuss a proposed resolution to adjust voter precinct boundaries and commission district boundaries. Tommy Luksha, GIS, participated in this portion of the meeting. Kathleen distributed a map showing the proposed boundary changes, noting that these adjustments are basically cleanup issues with no significant changes and less than 15 registered voters in each area. She noted that the districts are presently as evenly distributed as possible. Discussion ensued about the future of voting by mail, the option of splitting certain voter precincts versus combining voter precincts, and the need for accurate district GIS descriptions of each district. Kathleen recommended, and the Board concurred, that changes be put on hold until after November 2018 elections.

**Claims:** The Board approved claims.

**Journal Vouchers:** Jim Hart moved to approve Journal Vouchers for the 01/18 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.

- **TSEP Contract for Laurin Bridge Replacement:** This topic was continued to the next regular Commission meeting.
- **Dry Hydrant for Laurin Bridge Replacement Project:** Dan Allhands discussed the punch list as related to the dry hydrant for the Laurin Bridge project. Dan will contact Jeremiah Theys with Great West Engineering to further discuss the dry hydrant.
- **Certificate of Substantial Completion for Laurin Bridge Replacement:** The Board will wait to sign the Certificate of Substantial Completion for Laurin Bridge Replacement until after Dan Allhands has talked to Jeremiah. The Dry Hydrant and Certificate of Substantial Completion for the Laurin Bridge project was continued to 10:00 am on Wednesday, February 21, 2018, after Dan has talked with Jeremiah Theys, Great West Engineering.

**Public Discussion:** Chad Armstrong, Fair Board Chairman, called the Board to request approval to purchase an industrial lawn mower. The state of existing mowers, needed repairs, and budgets were discussed. Discussion then ensued about the need for improved communication between the Board of Commissioners and the Fair Board. It was agreed that the two Boards should meet next week at a time to be determined. The Board of Commissioners recommended discussion regarding new mowers should be delayed until that time.

**Invitation to Bid Herbicide Documents:** Margie Edsall, Weed Coordinator, presented the Weed Board's proposed Advertisement for Bids for 2018, stating that the specifications are much the same as last year. After review, Jim Hart moved to approve the Madison County Weed Board Year 2018 Advertisement for Bids as presented. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Health and Safety Committee Documents:** Margie Edsall, Health and Safety Committee Chair, and Jennifer Bailey, Committee Vice-Chair, presented the Board with a proposed employee survey in preparation for the Health & Safety Incentive program. After review, Dan Allhands moved to approve the

Health & Safety Incentives Survey as presented. Jim Hart seconded the motion. All voted aye and the motion carried. Margie then presented a proposed letter to County employees recommending that they inventory and update the first aid kits in County vehicles. Dan Allhands moved to approve the Health and Safety Committee's proposed letter to County vehicle users recommending the inventory and update of vehicle first aid kits. Jim Hart seconded the motion. All voted aye and the motion carried. Margie also informed the Board that the Committee is working on producing a Safety newsletter.

**Fish Hatchery Truck/Vehicle Use Agreement:** The Board reviewed an agreement for use of a County vehicle by the Ruby Conservation District. Justin Ekwall, Deputy County Attorney, was present for this portion of the meeting. Justin noted that the language in the proposed agreement is acceptable if the decision is made to proceed with it. Dan suggested that it would make sense for the RVCD to own the vehicle, instead of using a County-owned and insured vehicle. A call was made to David Stout, Ruby Valley Conservation District (RVCD), who participated in the Board's discussion of the proposed agreement and possible transfer of ownership which would nullify the need for such an agreement. RVCD's next meeting is on March 7, 2018, so the Board will take up the discussion again after hearing from the RVCD regarding their interest in purchasing the truck from the County.

**Recommendation to Board of Commissioners for Pony/Mammoth Road:** The Board attended the Road Review Committee (RRC) meeting to address the RRC's recommendation for the Pony/Mammoth Road. Those on the attached list were present for this portion of the meeting. Mark Sant read the Committee's recommendation, then presented a history of the road's existence since 1877 with accompanying maps and historical documents. Discussion included the road's significance to local residents; the obliteration of a 300-yard road segment (after 2012 forest fire) and speculation about who might have been responsible; historical establishment of Right-of-Way despite obliteration; possibility of bringing in an attorney with road law experience/expertise; and the impending deadline for pursuing the Quiet Title Act under the BLM's Revised Statute 2477 (R.S. 2477) which deals with Public Rights of Way over Federally managed Lands, as opposed to pursuing it as a County road issue. Ron Nye reiterated to Pony area residents the Board's intention to get the road re-established and to pursue solutions toward that end. The Board left the RRC meeting and returned to their conference room at 2:15 pm.

**Moonlight ODP / Resort Tax Districts:** This appointment was cancelled and will be rescheduled.

**County Attorney – Higher Placement:** The County Attorney was not available for this appointment and the topic was continued to the next regular Commission meeting.

**Bridge and Road Safety Fuel Tax Allocation:** The Board reviewed a letter from the Montana Department of Transportation (MDT) regarding a new fuel tax allocation provided by the 2017 legislature through the Bridge and Road Safety and Accountability Act Program. MDT is offering webinar training to help understand the process of requesting these funds.

**De-Obligation and Closeout Request Form for Cliff and Wade Lake Road Gravel Surface Preservation Project:** Following review, Jim Hart moved to approve the De-Obligation and Closeout Request Form for Cliff and Wade Lake Road Gravel Surface Preservation. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Letter Requesting Release of Snowcrest Wilderness Study Area:** After discussion and review of a letter from Pat Bradley, Jim Hart moved to send a letter to Senator Daines requesting a determination of wilderness status for designated study areas in Madison County. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Resolution Increasing the Predator Fund Fee for Cattle:** The Board reviewed a proposed Resolution calling for an increase in the Predator Fund fee from 25 cents to 50 cents per head. It was determined that a petition from cattle owners is required by law prior to approving this resolution.

**Support Letter for Kiwanis Club Playground Equipment at Fairgrounds:** Dan Allhands moved to send a letter to the Kiwanis District Chairperson in support of their interest in working with the Fair Board and 4H

Club to renovate the Aubrey Broksle Memorial Playground at the fairgrounds. Jim Hart seconded the motion. All voted aye and the motion carried.

**Independent Contractor Agreement for Cleaning Light Fixtures:** Jim Hart moved to approve and send an independent contractor agreement to Gary Kinney for cleaning the light fixtures in County buildings, ask him to provide proof of insurance, and encourage him to move forward with the work. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Encroachment/Indemnity Agreement between Library/Vigilance Club:** Laurie will contact Justin Ekwall, Deputy County Attorney, for his review of the Encroachment and Indemnity Agreement between the Library and the Virginia City Vigilance Club.

**Human Resources:** Bonnie O'Neill, Human Resources, met with the Board to discuss the following topics. Vicki Tilstra, Finance Officer, and Dustin Tetrault, Director of Emergency Management, were present for this portion of the meeting.

- **Solid Waste Driver & Solid Waste Container Site and Landfill Operator Recommendation to Hire:** Per recommendation of the selection committee, Dan Allhands moved to approve hiring Brian Conran for the permanent part-time Solid Waste Container Site and Landfill Operator position and the permanent part-time Solid Waste Driver position at the current hourly wage for both positions. Jim Hart seconded the motion. All voted aye and the motion carried. Brian will be classified as a full-time permanent employee working at the container site in Twin Bridges but will continue to work in Ennis as needed until a new person is hired for that position.
- **Authorization to hire permanent full-time seasonal Solid Waste Container Site and Landfill Operator:** Following review, Jim Hart moved to approve the authorization to fill the Solid Waste Container Site and Landfill Operator position in Ennis beginning April 1, 2018 until approximately October 31, 2018. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Review Director Emergency Management/Fire Warden Vehicle Usage Charge:** The Board discussed the IRS amount that is added to each employee's taxable income when they use a County vehicle as transportation to and from work. Vicki discussed what she was told by the auditors regarding what requires the reporting and what does not. Dustin and Jim Hart will contact the MACo Personnel Attorney for further input on this topic.

**Bid Openings for Airport Principal Engineer Contract:** The Board received and opened one proposal in response to a Request for Qualifications for an Airport Engineer. Following discussion, Jim Hart moved to approve Robert Peccia and Associates as the principal engineer for Madison County airport projects. Dan Allhands seconded the motion. All voted aye and the motion carried.

**FY 2018 Extension Agreement:** Following review, Jim Hart moved to approve the FY2018 Extension Services Agreement between the Montana State University Extension and Madison County for support of extension work in agriculture, natural resources, family and consumer sciences, 4-H/youth development, community development, and related subjects for the amount of \$16,679.12, covering the period beginning July 1, 2017, and ending June 30, 2018. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Courthouse Elevator Project:** The Board contacted Bill Hanson, ThinkOne Engineering, to discuss the progress on the Courthouse project. Bill discussed challenges he foresees in drilling through the concrete floor and vault areas. He stated they may have to rethink how holes will be poked into the vault room. He noted that he met with the Sheriff and looked at the current entrance into the Sheriff's Office. They are looking at options for a new entrance and discussed options for the booking area. There was also discussion about the area for Justice Court.

**Calendars:** The Board reviewed calendars.

At 4:50 p.m. the remainder of the meeting was continued to Wednesday, February 21, 2018, at 10:00 a.m.

**Wednesday, February 21, 2018:** The meeting was reconvened at 10:10 a.m. on Wednesday, February 21, 2018, Commissioners Ron Nye, Chairman, Dan Allhands, and Jim Hart present. Laurie Buyan, Commissioners' Assistant, was present to take minutes.

**Speed Study in Alder:** The Board contacted Lee Alt, Montana Department of Transportation, to discuss issues of concern in Alder, Montana, such as an increase in truck traffic due to the garnet mine and other new or expanding businesses in the area. Dan stated that the garnet mine has sent letters requesting a speed study but has not received a response. Lee noted that speed study requests can only come from the Board of Commissioners. This topic will be added to the next regular Commission meeting. The proposed project near the Granite Creek Bridge was also discussed.

**Certificate of Substantial Completion for Laurin Bridge Replacement:** The Board conducted a conference call with Jeremiah Theys, Great West Engineering, to discuss the Laurin Bridge Project. Following discussion regarding the dry hydrant and options for getting it operational, Dan Allhands moved to approve the Certificate of Substantial Completion for the Laurin Bridge Replacement, Contract #MT-TSEP-CG-19-987. Jim Hart seconded the motion. All voted aye and the motion carried.

With no further business, the meeting was adjourned at 4:55 p.m.

**Next meeting:** The next regular Commission meeting will be held on Tuesday, February 27, 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: February 27, 2018

Minutes prepared by:

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Jane Bacon, Commissioner's Clerk, and

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Laurie Buyan, Administrative Assistant

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