

BOARD OF MADISON COUNTY COMMISSIONERS
February 27, 2018, Meeting Minutes

On Tuesday, February 27, 2018, a meeting of the Board of Madison County Commissioners came to order at 9:35 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 Maynard McQuiston, Flo Bay, Vicki Tilstra, Bonnie O'Neill, Jani Flinn, Van Puckett, Tommy Luksha, Charity Fechter, Lois Stephens, Dustin Tetrault, Don Copple, Tim Eagan, Leona Stredwick, Mindy Cummings, Dave Magistrelli, Dawn Conklin, Chris Christensen, and those on the attached list.

Approval of Minutes: There were no minutes available for approval.

Claims: The Board approved claims.

Grants: The Board discussed the following grant topics.

- **TSEP Contract for Laurin Bridge Replacement:** This item was continued to the next regular Commission meeting.
- **Laurin Bridge Pay Application #3:** Following discussion, Dan Allhands moved to approve the final payment for the Laurin Bridge Replacement project, MT-TSEP-CG-19-987, in the amount of \$96,643.20, with \$966.43 going to the State for the 1% Gross Receipts Tax, a deduction of \$1,562.18 to account for an overpayment to Tamietti on the last pay request, and the remaining balance of \$94,114.59 going to Tamietti Construction Company. Jim Hart seconded the motion. All voted aye and the motion carried.

Fairgrounds Lawnmower Purchase: Based on the recommendation of the Fair Board, Jim Hart moved to approve the purchase of a 2012 Kubota ZG227 mid mount zero turn commercial duty lawn mower for the amount of \$5,000 from Churchill Equipment in Manhattan, Montana. Dan Allhands seconded the motion. All voted aye and the motion carried.

Fish Hatchery Truck/Vehicle Use Agreement: This topic was continued to the regular Commission meeting on March 13, 2018.

Speed Study for Alder: This topic was continued to the next regular Commission meeting.

Encroachment/Indemnity Agreement between Library and Vigilance Club: Based on review and recommendation of the Deputy County Attorney, Jim Hart moved to approve the Encroachment Agreement between the Thompson-Hickman/Madison County Library and the Vigilance Club of Virginia City, Montana, for encroachments on Vigilance Club property by the Thompson-Hickman Library. Dan Allhands seconded the motion. All voted aye and the motion carried.

Courthouse Elevator Project: The Board discussed the Courthouse elevator project and the proposed canopies for the Administrative Office Building and tried to contact Bill Hanson at ThinkOne Architects. Because Bill was unavailable, this topic was continued to the next regular Commission meeting.

Insurance Update: Maynard McQuiston, First West Insurance, and Flo Bay, Blue Cross/Blue Shield Insurance, met with the Board to give an update on the status of the County medical insurance plan. Vicki Tilstra, Finance Officer, and Bonnie O'Neill, Human Resources, were present for this portion of the meeting. Maynard stated that the County loss ratio is currently at 50% which he added "is awesome". He noted that a loss ratio of 80% is great. Flo reviewed reports beginning with enrollment which is down a little. She then

reviewed demographics, financial overview, overall loss ratio (noting that claims are down), blue card savings, and the lag report. There was discussion regarding the type of claims that have been incurred; the effects that the Affordable Care Act has had on smaller groups versus larger groups; the possibility of having MACo Healthcare Trust do a comparison of our group; the average annual increase in insurance premiums; conducting an interactive class with employees to make them aware of benefits, and conducting an on-site screening.

Airports: Jani Flinn, Airport Board Secretary, met with the Board to discuss the following airport topics:

- **Principal Consultant Agreement for Airports:** Following review and acknowledgement that it has been reviewed by the County Attorney, Jim Hart moved to approve the Agreement to Furnish Engineering Services from Robert Peccia and Associates to Madison County for improvement projects that will occur at either the Ennis Big Sky Airport and/or the Twin Bridges Airport. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Independent Fee Estimate:** This topic was continued to later in the meeting.
- **Montana Aeronautics Board Grant Awards:** The Board acknowledged receipt of notices from the Montana Department of Transportation that funding has been approved by the Aeronautics Board to Rehabilitate Taxiway for \$9,275, Rehabilitate Apron for \$16,713, and Rehabilitate Runway for \$5,000 at the Ennis Airport; and to Rehabilitate Taxiway for \$1,275, Extend/Widen/Strengthen Taxiway for \$16,500, Install Taxiway Lighting for \$3,500, Rehabilitate Apron for \$935, and Rehabilitate Runway for \$6,000 at the Twin Bridges Airport. These amounts are designated to cover the 5% local match for FAA funding. Grants will be provided once a signed certificate of sponsor's attorney and a signed copy of the FAA grant offer applicable to each project has been received by the Aeronautics Division.

Development Coordinator Position: The Board discussed the proposed Development Coordinator Position. Bonnie O'Neill, Human Resources, Van Puckett, Sanitarian, Tommy Luksha, GIS, Charity Fechter, Planning Director, and Lois Stephens, Virginia City resident, were present for this portion of the meeting. The Board reviewed written suggestions and comments on the position from Margie Edsall, Weed Coordinator, and Dustin Tetrault, Director of Emergency Management. There was discussion regarding funding for the position; if the person would need a vehicle and phone; where the person would be stationed and who would be supervising the position. Charity referenced the "New Code of the West" that promotes responsible development and noted that the position would be for educational purposes to provide information and educational outreach to developers, realtors, Lion's Club, Rotary Club, Kid's Resource Day, schools, etc., but would not be regulatory. There was further discussion on funding the position. Van discussed possible revenue from accommodation inspections but noted that there is not a policy in place for that yet. Charity stated that grant funding has always been in the plan but there needs to be a plan in place. Tommy suggested creating an on-line interface that people could refer to. Charity responded that it would be more effective face to face. There was also discussion about trying an independent contractor to help keep costs down. Charity reiterated that it needs to be made very clear that this is not a regulatory position. After much discussion, it was decided that the job description would go back on the agenda in two weeks for further discussion.

Virginia City Parking Lot Proposal: Those people on the attached list met with the Board to discuss the parking lot in the center of Virginia City. Scott McClintic stated that the parking lot is currently owned by a person from New Jersey who originally purchased it with the intention of building a hotel. Because of building restrictions in the town of Virginia City, he has decided against building a hotel and has listed the property for sale. The Town has been leasing the property for several years with local businesses contributing to the cost. He stated this parking lot is a very integral part of town and businesses don't want to lose it. Discussion included the possibility of a joint effort to purchase the parking lot, conducting an appraisal of the property, creating a special tax district for the purchase of the property, applying for grants to assist in the cost, and involving Rob Gilmore of the Northern Rocky Mountain Economic Development District to assist in the purchase process.

Dustin Tetrault, Director of Emergency Management, and Don Copple and Tim Eagan, DNRC, met with the Board to discuss the following topics:

- **Fire Cooperative Program with DNRC:** Don Copple discussed the cooperative agreements that the Department of Natural Resources and Conservation has with counties throughout the state. He presented and reviewed a summary of the State/County Cooperative Fire Program, noting that they have worked with Madison County since 1985. The summary included fire program structure, obligations of the State and County, preparation of the County Cooperative Management Plans for counties in the program, operation of the County Fire Program and annual operating plan, assistance to the County during critical situations, and program funding. Don also distributed and reviewed an informational flyer on the 2017 Wildfire Season.
- **Cooperative Fire Control Agreement:** Following review, Dan Allhands moved to approve the Cooperative Fire Control Agreement between the State of Montana and Madison County, effective February 27, 2018. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Cooperative Equipment Agreement:** Following review, Dan Allhands moved to approve the Cooperative Equipment Agreement between the Department of Natural Resources and Conservation, Forestry Division, and Madison County effective February 27, 2018. Jim Hart seconded the motion. All voted aye and the motion carried. There was further discussion about DRNC equipment located at various fire departments throughout Madison County. Don stated that co-op trucks can be used by City fire departments. He further stated that the DNRC currently has three helicopters available.
- **EMPG Grant Assurance Form:** Dustin discussed the grant assistance he receives for salary, benefits, and travel. He noted that the EMPG Grant does not assist with construction. Following discussion, Jim Hart moved to approve the Emergency Management Planning Grant, Assurances – Non-Construction Programs standard form, dated February 22, 2018. Dan Allhands seconded the motion. All voted aye and the motion carried.

Spanish Peaks Lot 70 and 72 Aggregation: Leona Stredwick, Planner 1, and Mindy Cummings, Lone Mountain Land Company, met with the Board to discuss an amended plat aggregating two lots in Spanish Peaks Resort Subdivision. Leona stated that this plat was coming to the Board for two reasons; one, because easements at lot lines would be going away; and two, Spanish Peaks has had five or more boundary adjustments. Leona stated that the easements have not been used and the Exemption Review Board didn't see an issue with it. Based on the recommendation of the Exemption Review Board, Jim Hart moved not to refer the Amended Plat of Lots 70 and 72, Spanish Peaks Resort Subdivision back to the Planning Board because of the five or more rule. Dan Allhands seconded the motion. All voted aye and the motion carried. Per recommendation of the Exemption Review Board, Jim Hart moved to approve the Amended Plat of Lots 70 and 72, Spanish Peaks Resort Subdivision as presented. Dan Allhands seconded the motion. All voted aye and the motion carried.

Airports: Jani Flinn, Airport Board Secretary, met with the Board to discuss the following airport topics.

- **Independent Fee Estimate:** Following discussion, Jim Hart moved to approve the selection of Morrison and Maierle to conduct an Independent Fee Estimate for the Twin Bridges Airport project, AIP 013-2018, for an amount of approximately \$2,500. Dan Allhands seconded the motion. All voted aye and the motion carried.

Jani also discussed the Fairgrounds Master Plan, noting that there were still some corrections to be made.

Dawn Conklin, Northern Rocky Mountain Economic Development District, met with the Board to discuss economic development issues. Rob Gilmore, Northern Rocky Mountain Economic Development District, participated in the meeting via telephone. Dave Magistrelli, Habitat for Humanity, was also present for this portion of the meeting. Dawn passed out a folder outlining talking points for the following topics.

- **Children's Center:** Rob Gilmore stated that he has spoken to Dan McCauley of Great West Engineering regarding this project. Dan is hiring additional staff to help with the support work for the project. Rob has asked Dan to look for innovative ways to accomplish the work and keep the costs down. Rob has also spoken with Leslie Adams, property owner, to keep her apprised of the progress and schedule. Ron Nye discussed the fairgrounds waterline, noting there is a good

chance of bringing the fairgrounds project and the Children's Center project together, creating a joint venture. He noted that the Town of Twin Bridges has applied for a \$30,000 grant for emergency funding for the waterline repairs. He also stated that this would be a nice spot for a planned housing development and urged Rob to look at it from that perspective.

- **Housing Authority:** Dave Magistrelli stated that his board has authorized him to use \$90,000 to purchase 1.2 acres for housing development in the Ennis area. He discussed the planned purchase price for lots in the development, with the average monthly payment expected to be approximately \$550 to \$600 per month. He stated they will be seeking funding for infrastructure needs. Rob Gilmore then discussed the Madison County Housing Authority. Jim Hart questioned the difference between a housing authority and a housing board, noting that this entity had been set up as a board, not an authority. It was agreed to refer to the group as a board from now on. Rob stated that this is a great opportunity for Madison County and they are looking at holding the first meeting in April. Rob further discussed talking points in the hand-out related to Yellowstone National Park, the Greater Yellowstone Cooperating Committee, Information Technology and Innovation Foundation, and the Cowboy Hall of Fame. Ron Nye asked the status of the proposed Cowboy Hall of Fame. Rob responded that he had reached out to them with little or no response. He stated that they are now looking for proposals that are fully funded and are expecting a self-sustaining Hall of Fame. The parking lot in Virginia City was discussed. Rob stated he will sit down with Jani Flinn, Grant Administrator, to discuss grant options for the proposal.
- **Housing Board Appointments:** Following discussion and review, Jim Hart moved to appoint Mary Oliver, Charity Fechter, Cindy Gockel, and Kristina Caldwell to the Housing Advisory Board. Dan Allhands seconded the motion. All voted aye and the motion carried.

Higher Placement: Chris Christensen, County Attorney, met with the Board to discuss higher placement of staff in his office. Bonnie O'Neill, Human Resources, was present for this portion of the meeting. Discussion included experience ratings, budgeting, and step increases for new hires. No action was taken.

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

- **Authorization to Fill Request for Social Services Director – Madison Valley Manor:** Bonnie stated that because the current Social Services Director is leaving, Madison Valley Manor is requesting an in-house posting to fill the position. Following discussion, Jim Hart moved to approve the Authorization to Fill for the Social Services Position at the Madison Valley Manor. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Grant Administrator/Airport Board Secretary Salary Placement Review:** Bonnie presented and reviewed a memorandum regarding the placement of the Grant Writer/Airport Board Secretary and outlining the accomplishments of these positions over the past seven months. Jani Flinn, Grant Administrator/Airport Board Secretary, was present for this portion of the meeting. Following discussion and based on information provided by the Human Resource Director, Jim Hart moved to approve moving the Grant Administrator/Airport Board Secretary to 90% of the 2017-2018 department head rate, effective retroactively to December 2, 2017. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Revised Grant Administrator Job Description:** Bonnie presented the Board with a revised version of the Grant Administrator Job Description and reviewed changes that have been made. Following discussion, Jim Hart moved to approve the revised Grant Administrator Job Description as presented by the Human Resource Director. Dan Allhands seconded the motion. All voted aye and the motion carried.

Calendars: The Board reviewed calendars.

With no further business, the meeting was adjourned at 5:15 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, March 6, 2018, beginning at 9:30 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana.

Ronald E. Nye, Chairman
Board of Madison County Commissioners

Date Approved: March 13, 2018

Minutes prepared by:

Laurie Buyan, Administrative Assistant

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