

BOARD OF MADISON COUNTY COMMISSIONERS
March 13, 2018, Meeting Minutes

On Tuesday, March 13, 2018, a meeting of the Board of Madison County Commissioners came to order at 10:05 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana, with Commissioners Ron Nye, Chairman, Jim Hart, and Dan Allhands present. Laurie Buyan, Commissioners' Assistant, and Jane Bacon, Commissioners' Clerk, were present to take minutes.

Those people in attendance at the meeting were Kevin Germain, Christina Calabrese, Ethan Kunard, Caitlin Avey, Charity Fechter, Jani Flinn, Vicki Tilstra, Dustin Tetrault, Shawn Christensen, Shelly Burke, and Bonnie O'Neill.

Approval of Minutes: Jim Hart moved to approve minutes from the February 27, 2018, meeting with minor corrections. Dan Allhands seconded the motion. All voted aye and the motion carried. Dan Allhands moved to approve minutes from the March 6, 2018, meeting as presented. Jim Hart seconded the motion. Because he was absent for that meeting, Jim Hart abstained from voting. Dan Allhands and Ron Nye voted aye. The motion carried on a majority vote.

Charity Fechter, Planning Director, met with the Board to discuss the following topics.

- **Moonlight ODP:** Charity presented the Board with the staff report for the Moonlight Basin Overall Development Plan (ODP) Amended Application and reviewed specific areas of the report. Kevin Germain and Christina Calabrese, Lone Mountain Land Company, Ethan Kunard, Madison Conservation District, and Caitlin Avey, Madisonian Reporter, were present for this portion of the meeting. Charity called attention to several sections of the Planning Board Staff Report & Recommendation document, and pointed out areas of discussion on an area map. She reviewed the proposed findings of fact and the proposed conditions for approval, noting that the Planning Board was opposed to allowing 100 units in undesignated locations in the Moonlight Territory on the north part of Moonlight. Kevin Germain then gave a brief background of the Moonlight project and reviewed several topics including fire station coverage, proposed employee housing, and letters from community members. The effects of development on wildlife activity, on local services, and how public health and safety might be affected were also discussed. Charity stated that the study of development on wildlife activity is a constantly evolving science, and that latest findings reveal clustered development has less impact on wildlife than scattered development. Following much discussion, Kevin requested that this topic be tabled at this time and requested additional time to allow them to work with the Planning Office on a plan that is acceptable to everyone. Following further discussion, Jim Hart moved to table the Moonlight Basin Overall Development Plan (ODP) Amended Application until Moonlight has had the opportunity to revise their application and send it to the Planning Board for their consideration. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Planning Board Report:** Charity reviewed the summary from the February 26, 2018, Planning Board meeting. Topics of discussion included President's comments, Moonlight Basin ODP, approval of the annual report, creating a budget committee, and Planning Board member reports.

BaRSSA Gas Tax Distribution: Jani Flinn, Grant Administrator, met with the Board to discuss the BaRSSA Gas Tax Allocation and types of projects that would qualify for funding under the terms of its distribution. Vicki Tilstra, Finance Manager, was present for this portion of the meeting. Jani stated that requests for annual funding can be made each year from March 1 to November 1 or can be reserved for future use. The request must include the amount of funding sought, a copy of an adopted resolution as laid out by MDT, and a description of the project(s) to be undertaken. Discussion of potential road-related projects ensued. Advantages of using the funds within the coming months and keeping the process uncomplicated were agreed upon. The Board will develop project ideas for each district totaling \$14,073.66 or less, reflecting an even division by thirds of the 2018 funds. Vicki reminded the Board that budget

amendments will need to be made when this occurs, and the required matching funds were discussed. This topic will be added to the March 20, 2018 Commission meeting agenda for further discussion.

Airports: Jani Flinn, Airport Board Secretary, was present for this portion of the meeting. The following topics were discussed.

- **Manager Proposal:** Jani distributed a draft Airport Manager Proposal from Ruby Valley Aviation for the Twin Bridges Airport. Jani reported that the proposal has been approved by the Airport Board. Ron Nye asked if there is a similar agreement with Choice Aviation in Ennis and if the County Attorney has reviewed the proposal. Following a brief discussion, it was determined that this topic should be added to a regular Commission meeting agenda at a date to be determined. Jani will send the proposal to the County Attorney for review.
- **Snowplow Transportation to Great Falls:** The Board discussed modifications that need to be made to the newly-purchased snowplow, and the logistics of driving it from the Ennis airport to Great Falls where the work will be done. Gas for the truck is currently being obtained using gas cans until a gas tank can be installed at the airport for fueling the snowplow. After discussion, Jim Hart agreed that gas needed for this trip can be purchased using his credit card.

Grants: Jani Flinn, Grant Administrator, met with the Board to discuss the following grant related topics. Vicki Tilstra, Finance Manager, Bonnie O'Neill, Human Resources, and Charity Fechter, Planning Director, were present for this portion of the meeting.

- **Grant Request Policy:** Topics discussed included using the Grant Administrator for grant research, Board of Commissioner oversight of existing County grants, and the importance of keeping track of grant renewals when continued employment is approved for grant-funded positions. Jani stated that she has looked but is unable to locate a copy of an existing grant policy in the Grant Administration files. Charity stated that she has a copy of a grant policy that was created in 2011 and that she will bring a copy of it to the Commissioner's office.
- **Fairgrounds Masterplan:** The Board discussed approval of the Fairgrounds Masterplan. Laurie stated that she received a draft resolution for adoption of the plan from Craig Erickson of Great West Engineering. Since the resolution needs to be approved by the Fair Board prior to their recommendation for approval by the Board, this topic should be added to a regular Commission meeting agenda at a future date. Ron noted that a joint meeting of the Board and the Fair Board is tentatively scheduled for the first part of April. Laurie will forward the draft resolution to Jani.

Claims: The Board approved claims.

Fair Board Resignation: Following review, Dan Allhands moved to accept Nick Novich's resignation from the Fair Board effective immediately, and to thank him for all his years of dedicated service. Jim Hart seconded the motion. All voted aye and the motion carried.

Housing Board Membership: Following discussion, Dan Allhands moved to amend the Housing Board resolution to increase the membership from five members to seven members, and to amend the Housing Board bylaws to reduce the number of board members from nine to seven. Jim Hart seconded the motion. All voted aye and the motion carried.

Housing Board Appointment(s): Following discussion about filling the Housing Board with a cross-section of County residents, it was determined that additional applications should be obtained prior to the appointment of new board members.

Madison Valley Cemetery Board Appointment: There were no applications received for the Madison Valley Cemetery Board.

Alder Generator Repair: Dustin Tetrault, Director of Emergency Management, met with the Board to request approval to pay half of the recent repair cost for the generator located in the Alder Fire Department/Community Center. This generator was one of several obtained from a Department of Homeland Security grant in 2012/2013. At the time of purchase, no responsibility was assigned for maintenance costs, and subsequent generator repairs have been required. Dustin recommended that the

Board consider future maintenance costs for generators vital to County operations and that other generator locations should be responsible for their own repairs. Discussion ensued regarding insurance coverage, budgets, annual maintenance, and emergency operation center locations in Ennis and Alder. Following discussion, Dan Allhands moved to approve the Department of Emergency Management paying for half of the current repairs on the generator in Alder. Jim Hart seconded the motion. All voted aye and the motion carried. Dustin stated there is a contingency fund in the DES budget and he will check on using that for these repairs.

Madison Valley Search and Rescue – Training Calendars: Dustin Tetrault, Director of Emergency Management, and Shawn Christensen, Madison Valley Search and Rescue, presented the Board with Madison Valley's 2018 Training Calendar. Additional topics of discussion included communication with other Search and Rescue units, the addition of new secretary Stacey Strong, and that Madison Valley has taken on full responsibility for its generator maintenance. Jim Hart moved to approve the Madison Valley Search and Rescue Training Calendar for 2018. Dan Allhands seconded the motion. All voted aye and the motion carried.

Ranch Rodeo Belt Buckles for 2018: Following discussion, Dan Allhands moved to approve the Madison County Commissioners' sponsorship of three belt buckles as prizes for the Ranch Rodeo for the total amount of \$750 or less. Jim Hart seconded the motion. All voted aye and the motion carried.

Nursing Homes Mill Levy Resolution: Following review, Jim Hart moved to adopt Resolution 8-2018, a resolution calling for an election to request a continuing mill levy for the Madison County nursing homes, as revised on March 13, 2018. Dan Allhands seconded the motion. All voted aye and the motion carried.

Gas Tax Maps/Mileage Certification Forms: The Board reviewed gas tax maps for each district and made no changes. Following review, Jim Hart moved to approve the Fiscal Year 2019 gas tax maps as presented. Dan Allhands seconded the motion. All voted aye and the motion carried.

Fish Hatchery Truck/Vehicle Use Agreement: The Board discussed payment for repairs done to a truck that was purchased with the intent of using it for carcass removal. The Ruby Valley Conservation District initiated the repairs but because of unforeseen circumstances will no longer need the vehicle. Following discussion, Jim Hart moved to pay for half of the repairs pending Ruby Valley Conservation District's agreement to pay the other half. Dan Allhands seconded the motion. All voted aye and the motion carried. Dan Allhands noted that there is a guy on Wisconsin Creek who might be willing to remove the animals in question. He also discussed a location out of Mill Gulch that might be a more appropriate location for a carcass composting facility.

A conference call was initiated with Bill Hanson, ThinkOne Architects, who also had a structural engineer present for the discussion. Vicki Tilstra, Finance Manager, and Shelly Burke, Treasurer, were present for this portion of the meeting.

- **Courthouse Elevator Project:** Bill stated that he had sent drawings of the latest version of the project to the Board for review. Discussion included the following topics: cost and practicality of elevator alternatives; historic building concerns; placement options for restrooms, holding area, and interior walls; Bill's knowledge of ADA compliance issues resulting from other elevator installations; construction details and impact on existing structure; pros and cons of stairway chair lift and unanimous decision not to proceed with this idea; boilers and air cooling; and additional input from the Sheriff and Judges. Bill agreed to contact Tony Forsythe regarding boilers and heating, and estimated that the project might be ready for bids in about one month if the present course is maintained. All agreed that video conferencing would facilitate future discussions, Bill will set this up, and discussion will continue at the regular Commission meeting on March 27, 2018.
- **Administrative Office Building Canopies:** Bill is struggling to reconcile weight-bearing concerns with canopy design drawing ideas received from a Virginia City residents. He is considering a presentation to the Board to explain issues and to present alternatives.

Request for Refund from Great Divide Education Services Cooperative: Following review, Jim Hart moved to approve sending a letter to Great Divide Education Services Cooperative requesting a refund of overpayment of \$6,734.83. Dan Allhands seconded the motion. All voted aye and the motion carried.

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

- **IT Help Desk/Assistance Protocol:** Bonnie presented a proposed email to County employees from the IT Department formalizing procedures for assistance requests. This topic will be discussed further at a regular Commission meeting when Chris Hunt, IT Director, is able to attend.
- **Authorization to Fill Part-Time Fair Secretary Position:** Bonnie stated that because the current Fair Secretary is leaving, the Fair Manager is requesting an external posting to fill the position. Following discussion, Dan Allhands moved to approve the Authorization to Fill for the Fair Secretary Position at the Madison County Fair. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Social Services Director Job Description:** This topic was continued to the next regular Commission meeting on March 20, 2018.

Amendment to Service Agreement – Boulder Administrative Services – Flex Plan: Following review, Jim Hart moved to approve the Amendment to the Administrative Service Agreement between Boulder Administrative Services and Madison County, effective July 1, 2018. 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 4:50 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, March 20, 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 27, 2018

Minutes prepared by:

Jane Bacon, Commissioner's Clerk, and

Laurie Buyan, Administrative Assistant

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