

BOARD OF MADISON COUNTY COMMISSIONERS
April 3, 2018, Meeting Minutes

On Tuesday, April 3, 2018, a meeting of the Board of Madison County Commissioners came to order at 9:05 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, was present to take minutes.

Those people in attendance at the meeting were Bonnie O'Neill, Saza Lee, Darcel Vaughn, Jayne Forsythe, Vicki Tilstra, Holly Haithcox, Jennifer Bailey, Tony Forsythe, Charity Fechter, Jani Flinn, Van Puckett, Chris Hunt, Carmin Hill, Dale Gross, Denny Lueck, Kris Inman, David Stout, Bob Stump, Tess Dube, Quincy Johnson, Claudia McFarlane, Belle Brzezinski, Bryan Wilson, Angela Davis, and Lisa Roberts.

Approval of Minutes: No minutes were available for approval.

Audit Follow-up Related to County Nursing Homes: Vicki Tilstra, Finance Officer, Bonnie O'Neill, Human Resources, Saza Lee, Tobacco Root Mountains Care Center Administrator, Darcel Vaughn, Madison Valley Manor Administrator, Jayne Forsythe, Madison Valley Manor Administrative Assistant, Holly Haithcox, Tobacco Root Mountains Care Center Administrator, and Jennifer Bailey, Finance Clerk, met with the Board to review recommendations from the auditors regarding nursing homes audit findings. Vicki stated that she is here to work together and offer encouragement. She stated that findings help us get better. She reviewed the Schedule of Findings and Questioned Costs noting that the first page of the report is the findings. She stated that the administrators need to be involved in the finances of the nursing homes and that reports need to run on a regular basis and submitted to the Commissioners. Vicki further stated that they have had two trainings in Point-Click-Care. It was noted that policies have been made in response to each finding. Vicki explained that a Federal audit is required when you are over \$750,000 in Federal grant funds and noted that the audit goes to the Federal Clearing House so that bond holders for Rural Improvement Districts have access to it. There was discussion about sharing the policies with both nursing homes. Saza and Darcel agreed that the policies could be used for both nursing homes. Vicki asked if the Board would like updates to be quarterly or monthly. Jim Hart responded that he would like them to be monthly for the first few months and then quarterly once things are working correctly. Darcel will schedule to meet with the Board again at the end of April. Holly will also schedule another meeting with the Board.

Claims: The Board approved claims.

Journal Vouchers: Jim Hart moved to approve Journal Vouchers for the 3/18 accounting period. Dan Allhands seconded the motion. All voted aye and the motion carried.

Tony Forsythe, Maintenance, stopped in at the meeting to discuss the boilers at the Madison Valley Manor with the Board. After discussion regarding the possible replacement of the boilers, Dan Allhands asked about the possibility of requesting an inspection of the boilers. Tony stated that the inspectors will be here this month to inspect the Courthouse boiler. He will discuss an inspection at the Manor at that time.

Excess Vacation Hours: The Board reviewed a request for the extension of vacation time for several TRMCC employees who have accrued more than the maximum number of hours allowed and will be unable to use the vacation overages before March 31, 2018. Based on the recommendation of Saza Lee, Administrator, Tobacco Root Mountains Care Center, Jim Hart moved to approve extending vacation overages until December 31, 2018, for Holly Haithcox, Sherri Stover, and Joanne Galiger. Dan Allhands seconded the motion. All voted aye and the motion carried.

Twin Bridges Power Usage for Water Leak: The Board reviewed a letter from the Town of Twin Bridges regarding charges for excess power used during the water leak at the Twin Bridges Fairgrounds. Following

discussion, Dan Allhands moved to approve payment of the overage of electrical bill to the Town of Twin Bridges in the amount of \$796. Jim Hart seconded the motion. All voted aye and the motion carried.

MACo HCT Dental and Vision Renewal Rates: Following review, Jim Hart moved to approve the Final Renewal Rates for Madison County, July 1, 2018, to June 30, 2019, for dental and vision insurance from the MACo Health Care Trust as presented. Dan Allhands seconded the motion. All voted aye and the motion carried.

Designation of Earmarked Alcohol Tax Money: Following review, Dan Allhands moved to approve the Service Provider Designation Form for the earmarked alcohol tax money, designated 100% of County allocated funds to Southwest Chemical Dependency Program. Jim Hart seconded the motion. All voted aye and the motion carried.

Letter to State BLM Office Regarding Weed Contracts: There was no discussion on this topic.

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

- **Planning Board Report:** Charity reviewed a summary from the March 26, 2018, Planning Board meeting. Topics of discussion included comments from President Fountain who gave a brief background on conservation easements and how they're used; Moonlight Basin ODP; public hearings for Pioneer Point Subdivision preliminary plat and Lone View III Subdivision Preliminary Plat and Variance; Vista Minor Subdivision pre-application; board functioning/ex parte communications; improvements at the Ennis Big Sky Airport; Planning Board member reports; and the April 30, 2018, meeting. Charity stated that the April 30, 2018, meeting is planned as a joint meeting with the Board of Commissioners and requested that they attend. She further stated that Brent Brock, Wildlife Specialist, is scheduled to present a wildlife analysis.
- **Pioneer Point Subdivision Preliminary Plat and Plan, YMC Master Plan Update:** Charity reviewed the staff report for the proposed Pioneer Point Subdivision showing a map of the area and noting that Justin Houser, Houser Engineering, has been keeping the master plan map current. Charity stated that the proposal is a preliminary plat and plan for an 8.12 acre residential subdivision consisting of 1 open space lot of 1.89 acres and 1 condominium lot of 6.23 acres for four duplex buildings (8 condominiums). A new road serving the condominiums would connect to Cabin Road on the north. Charity reviewed the proposed findings stating that most are acceptable as proposed. Outside storage, parking, and human/bear conflicts were discussed. Charity noted that an electrified pad is being used to keep bears out of the solid waste site and no human/bear conflicts have occurred. Following discussion, Dan Allhands moved to adopt the proposed Findings of Fact for the Pioneer Point Subdivision Preliminary Plat and Site Plan; approve the updated Yellowstone Mountain Club Master Plan Map; and approve the Pioneer Point Subdivision Preliminary Plat and condominium site plan, in the west half of Section 12, Township 7 South, Range 2 East, subject to eight standard conditions and four site specific conditions, as recommended by the Planning Board. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Lone View III Subdivision Preliminary Plat, Variance and YMC Master Plan Update:** Charity presented and reviewed the staff report for the proposed Lone View III Subdivision, noting that this project has been through multiple iterations and the proposal is to reconfigure the lots again. She noted that this is not a Yellowstone Mountain Club project and the property is owned by 188 Foxtail Pine, LLC. She stated the proposal is to reconfigure 165.24 acres (lots 448 and 452-456, Open Space 3 and Open Space 6 of Phase 3A subdivision, and Lots 480-488, Open Space 2B1, Open Space 4A, and Open Space 9A of Lone View II Subdivision and Opens Space 5A of the Amended Plat of Open Spaces 2, 5, 7, & 15 of YMC Subdivision Phase 3A) and reduce the number of residential lots from 14 to 10 lots and reduce the number of Open Space Lots from 7 to 6 while maintaining the same acreage of residential lot area (37.68) and the same acreage of Open Space (127.56). A variance is requested to allow Foxtail Pine Road cul-de-sac at a length of 1,350 feet, which is greater than the maximum 1,000 feet allowed. The YMC Master Plan would also be

updated. There was discussion about adequate water for fire suppression and barns and/or outbuildings. Charity noted that this project is next to the tank that provides water to all of Big Sky. She also noted that barns and outbuildings are controlled by Yellowstone Mountain Club covenants. Following review of the staff report, Jim Hart moved to approve the variance to allow a cul-de-sac to be constructed to a maximum of 1,350 feet. Dan Allhands seconded the motion. All voted aye and the motion carried. Jim Hart moved to approve the Yellowstone Club Master Plan. Dan Allhands seconded the motion. All voted aye and the motion carried. Jim Hart moved to adopt the proposed Findings of Fact and approve the preliminary plat of Lone View III Subdivision, in the south half of Section 36, Township 6 South, Range 2 East, with eight standard conditions and six site specific conditions, as recommended by the Planning Board. Dan Allhands seconded the motion. All voted aye and the motion carried.

- **Grant Research Request:** Charity discussed a request she sent to the grant administrator in early March asking that she research grant opportunities for the proposed Development Coordinator Position and for an affordable housing study/analysis, noting that the last one was completed in 2005 and needs to be updated. Charity stated that she hasn't received a response on the research request and would like the information so she can include possible matching funds in the Planning budget. At this point, the Board requested that Jani Flinn, Grant Administrator, attend the remaining portion of this meeting. Discussion included housing projects that are being initiated through Northern Rocky Mountain Development District, Headwaters RC&D, and Habitat for Humanity. Jani asked the Board if they would like her to do the research or let these other entities handle it, noting that she has recently been tied up with the audit. Charity reiterated that she is looking for funding to update the housing needs analysis, not to create housing projects. She also noted that she is wanting to know what's available, possibly from non-profits, to assist in funding for a Development Coordinator. She noted that she is not asking for a decision on funding just looking at what may be out there. She further noted that these are two entirely separate issues and needs research done for both. Following much discussion, the Board agreed that Jani Flinn should search for funding for both items.

Development Coordinator Position: Bonnie O'Neill, Human Resources, and Charity Fechter, Planning Director, met with the Board to discuss the proposed Development Coordinator Position. Van Puckett, Sanitarian, and Jani Flinn, Grant Administrator, were also present for this portion of the meeting. Ron Nye opened this portion of the meeting by stating that this topic had been discussed before and that it was decided that it would be looked again at budget time. Charity gave the Board a brief background of how the proposed position became a discussion, stating that it started as an agreement during the Streamside Protection discussions and that the Board agreed to partially fund the position, adding that is why grants come into play. The initial concept was that the position would be used for informational purposes to promote streamside protection, then Weed was added, PCSRs were added, and other agencies were added later and asked to contribute funding to the position. Charity stated it has been brought back to the Board every year and has been committed to every year. Ron Nye discussed set-backs and flood plain issues, asking Charity if we already have these positions. Charity stated the Development Coordinator is not the same thing. Jim Hart added the position was part of a compromise during the Streamside Protection discussions. Charity agreed stating that this is a non-regulatory position that would offer educational opportunities, so that people would know what to preserve so they can continue to enjoy what they came here to enjoy. She stated it goes beyond floodplain regulations. She added "how can they do the right thing if they don't know what the right thing is?" Jim Hart asked who should supervise the position. Ron Nye again suggested that it should be discussed at budget time. Van Puckett stated that he could see no quantifiable return from the proposed position. Charity responded that the position would protect the resources that pay in Madison County such as hunting, fishing, other recreational opportunities, etc. "If you destroy that, you lose the life-blood of Madison County" she added the taxpayers are the ones who would benefit from allowing development without destroying the natural resources. Jim Hart stated that part of the agreement was that the position would be on a trial basis for two years. Charity agreed and stated that the entry level of pay that was brought forward was at either a Planner I or Planner II level. Dan stated that he wouldn't have heartburn with it if you went back to the original plan, noting that if all the additional duties were added to it, it would need to be a full-time position. He suggested trimming the job description back down to where it was. Charity stated the job description is on the agenda this afternoon for further discussion.

Fiber Circuit from Courthouse to Placer Loop: Chris Hunt, IT Director, met with the Board to discuss a fiber loop between the Courthouse and Placer Loop. He stated that there would be a one-time charge of \$900 to set it up and a reoccurring monthly charge of \$225 per month, noting that when completed this will replace the current \$490 monthly charge. Following discussion, Jim Hart moved to authorize the IT Manager to proceed with the fiber circuit from the Courthouse to Placer Loop. Dan Allhands seconded the motion. All voted aye and the motion carried.

Close-Up Fireworks Trailer Location: Carmin Hill, Deputy Clerk of Court, met with the Board to discuss the possibility of using Sheridan Search and Rescue property to set up a trailer to sell fireworks as a fundraiser for Sheridan Close-Up. She stated that she has checked all the regulations and modifications will be made to the trailer so it will be up to code. She further stated that the sales must take place in a 10 day time frame and that the trailer would always be manned by an adult. She has talked to a Search and Rescue representative who thought it would be fine to have the trailer there but told her that the property was owned by the County, therefore she would need authorization from the Board of Commissioners. After discussion, Dan Allhands moved allow the Sheridan Close-Up to set up a fireworks stand on Search and Rescue property, provided they have a hose and fire extinguisher available per regulations. Jim Hart seconded the motion. All voted aye and the motion carried.

Authorization for Treasurer/DOR to remove Mobile Home from Tax Rolls: The Board reviewed information from Shelly Burke, Treasurer, regarding an uninhabited mobile home. Following review, Dan Allhands moved to request the Treasurer to delete the personal property taxes for Tax ID #920090038 and any future billings, and to authorize the Department of Revenue to remove this Tax ID Number from the tax rolls. Jim Hart seconded the motion. All voted aye and the motion carried.

Dale Gross, Weed Program Assistant, met with the Board to discuss the following topics.

- **Recommendation for Herbicide Bids:** Dale read a recommendation from Margie Edsall, Weed Coordinator, for herbicide bids and selection of weed crews. Following discussion, Dan Allhands moved that the herbicide bid for the 2018 weed season be awarded to CPS, as recommended by the Weed Board. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Recommendation for Weed Crews:** Following review, Dan Allhands moved to hire Ed Burke, Chuck Selby, Cassandra Williams, Chase Grover, RaeAnn Bendon, James Klyap, and Alisha Lingle, with Nikole Stockett as alternate and Kate Reese as second alternate, as field crew personnel for the 2018 weed season, as recommended by the Weed Board. Jim Hart seconded the motion. All voted aye and the motion carried. Dan Allhands moved to hire Steffanie Edson for the Weed compliance/mapping tech position, as recommended by the Weed Board. Jim Hart seconded the motion. All voted aye and the motion carried.

Courthouse Elevator Project: The Board requested that this topic be left on the agenda until an update is received from Bill Hanson, ThinkOne Architects.

Purchase of New Solid Waste Boxes: Denny Lueck, Solid Waste Foreman, met with the Board to discuss the purchase of new solid waste boxes. Denny stated that the Solid Waste Board, Safety, and MACo would like the Solid Waste Department to build 42" walls at each of the sites. He noted that other options have been talked about and noted that it would be less expensive and easier to build up the pads that the solid waste boxes sit on by 42" using the side of the box as the barrier. He stated that he had discussed this with the former Safety Coordinator and she told him it was acceptable as long as a box was in place at all times. In order to this, he would need to purchase more boxes to keep all the spaces full. He further stated that there are several boxes out on construction sites. Following discussion, Dan Allhands moved to approve the bid from Enterprise Sales Inc. for four additional boxes at \$9,863 each and two lids at \$3,126 each for a total of up to \$50,000. Jim Hart seconded the motion. All voted aye and the motion carried.

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

- **Ennis Big Sky Airport – Fire Suppression Equipment FAA Support Request:** Jani reported that the fire suppression letter is not yet complete and that Lance Bowser, Robert Peccia and

Associates, is working with Dustin Tetrault, Director of Emergency Management, to complete the letter for the Board's approval. This topic was continued to the next regular Commission meeting.

- **Ennis Airport Pay Request #5 Final:** After review, Jim Hart moved to approve Ennis Big Sky Airport Improvements Pay Request #5 – Final, AIP 3-30-0090-018-2017, in the amount of \$15,314.50 for professional services from January 28, 2018, through March 30, 2018, and for final payment of snow removal equipment as prepared by Robert Peccia and Associates. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Ennis Airport Pay Request #1 SRE:** After review, Jim Hart moved to approve Ennis Big Sky Airport Improvements Pay Request #1 for AIP 3-30-0090-020-2018, in the amount of \$15,280 for professional services through March 10, 2018, as prepared by Robert Peccia and Associates. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Airport Manager Agreement, Twin Bridges Airport:** Jani presented the Board with a proposed Airport Manager Agreement for the Twin Bridges Airport. Jani stated that the Twin Bridges Airport has not had a manager since November and that the Airport Board encouraged Beau Bradley, Ruby Valley Aviation, to submit a proposal to manage the airport. Jani stated that she received the proposal and sent it to Justin Ekwall, Deputy County Attorney, who rewrote it to be consistent with the manager agreement for the Ennis Big Sky Airport. There was discussion regarding the start and end dates of the agreement. Following discussion, Jim Hart moved to approve the Airport Manager Agreement between the Madison County Airport Board and Ruby Valley Aviation, as a fixed base operator operating the Twin Bridges Airport for the amount of \$800 per month beginning December 1, 2017 and continuing through June 30, 2019. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Hangar purchase – Twin Bridges Airport:** Jani presented the Board with a proposed lease buyout agreement, noting that the agreement was prepared by Justin Ekwall, Deputy County Attorney. Jani stated that the agreement has been approved by the Airport Board. Following review, Dan Allhands moved to approve the Lease Buyout Agreement between the Madison County Airport Board and Tobacco Root Aircraft – Layne Carlson, for the amount of \$7,500. Jim Hart 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.

- **Development Coordinator Job Description:** Bonnie presented the Board with the draft job description for the proposed Development Coordinator. Vicki Tilstra, Finance Officer, Van Puckett, Sanitarian, and Jani Flinn, Grant Administrator, were also present for this portion of the meeting. Bonnie stated that she brought Vicki along for some background on the position. Vicki stated that she started budgeting for the position in 2013-2014, under line 111 plus employer costs. She added that there were to be grant funds but didn't know what that would be. It was budgeted until 2017-2018 and then it stopped. Bonnie stated that Margie indicated that she didn't want to be a part of it and neither did Tommy. Jim stated the big deal is always money. Dan suggested, if you're going to do this, start small and take it back to what it was initially meant to be. He noted that he still has doubt in his mind if it's needed. Dan also stated that a contract might still be a good idea and discussed the possibility of a retired person who might still want a little work. Van stated that he has an idea of how it could work with accommodations inspections. He stated he has talked to the State about getting an environmental tech that could do the same thing. He noted he would have to wait on the Board of Sanitarians but that it would keep the hope alive, other than that, he didn't think there was much hope for it. Kris Inman, Wildlife Services, who was present for the next appointment, stated that from looking at job description and what she has heard, she thinks it would be fantastic. Ron asked how to proceed. Jim responded that the Board should request Bonnie to trim down the job description and ask Jani to find something to fall within educational outreach.
- **Authorization to Fill Full-Time Permanent Dietary Aide – MVM:** Following discussion, Jim Hart moved to approve the Authorization to Fill form to advertise for a full-time permanent dietary aide at Madison Valley Manor. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Authorization to Fill Part-Time Justice Court Compliance Officer:** Dan Allhands moved to approve the Authorization to Fill form to advertise for a part-time justice court compliance officer. Jim Hart seconded the motion. All voted aye and the motion carried.

Recognition of AmeriCorps Workers in Madison County: David Stout, Ruby Watershed Coordinator, Kris Inman, Wildlife Services, Bob Stump, Sheridan Mayor, Belle Brzezinski, friend of an AmeriCorps worker, Lisa Roberts, Ennis Resident, Bryan Wilson, Head of AmeriCorps Big Sky Watershed, and Angela Davis, Montana Conservation Corp, were all present to recognize AmeriCorps workers in Madison County. Those present who were recognized were Tess Dube, Madison River Foundation, Claudia Macfarlane, Ruby Valley Conservation District and Watershed Council, and Quincy Johnson, Wildlife Conservation Society. Bryan Wilson gave a background of AmeriCorps workers nationwide and in the State of Montana. He stated this unit is focused on water sheds, wildlife, conservation, and communities. He discussed how the program works and noted that if anyone has ideas, these folks can help. David Stout discussed his service with AmeriCorps, noting that this has been very valuable to water sheds throughout the state adding that he couldn't think of a watershed that hasn't been touched by this program and that without these young people serving a lot of great projects would never have gotten off the ground. Each of the workers then introduced themselves and gave a background of where they came from, their education, and what areas they have helped while serving in Montana. Kris Inman stated this is the fourth year of serving as a host site, noting that we all serve and that it is a nice thing to honor their service. She discussed how this generation was shaped to serve and thanked them for their service. The Board also thanked the workers and commended the work they have done for Madison County.

Calendars: The Board reviewed calendars.

With no further business, the meeting was adjourned at 3:30 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, April 10, 2018, beginning at 10:00 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: April 17, 2018

Minutes prepared by:

Laurie Buyan, Administrative Assistant

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