

BOARD OF MADISON COUNTY COMMISSIONERS
May 8, 2018, Meeting Minutes

On Tuesday, May 8, 2018, a meeting of the Board of Madison County Commissioners came to order at 10:02 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana, with Commissioners Ron Nye, Chairman, and Dan Allhands present. Commissioner Jim Hart was absent to attend Montana Association of Counties district meetings. Jane Bacon, Commissioners' Clerk, was present to take minutes.

Those people in attendance at the meeting were Charity Fechter, Bonnie O'Neill, Tommy Luksha, Jani Flinn, and Melissa Brummell.

Approval of Minutes: No minutes were available for approval.

Charity Fechter, Planning Director, met with the Board to discuss the following topics. Bonnie O'Neill, Human Resources, and Tommy Luksha, GIS Coordinator, were present for this portion of the meeting.

- **Planning Intern:** Charity discussed Planning intern candidate, Mindy Cummings, and stated that she has worked with Mindy for many years. She reviewed Mindy's background and planning-related history, described how her experience will be beneficial to the county, and emphasized how Mindy's research and projects relate to Madison County's housing situation. This internship is in conjunction with Mindy's online studies with the University of Florida, where she is studying for the Certified Planning Exam. If approved, she can start right away and continue through August, the end of summer term. Details regarding compensation, mileage reimbursement, liability insurance and worker's compensation were discussed and Bonnie will work with Charity to develop a contract. Mindy will be working concurrently with HRDC and Charity expects she will spend most of her time in Big Sky or at her Bozeman office. Her focus with Madison County will be on housing, she is excited to work with the new Housing Board, doesn't require much supervision given her experience, and Charity anticipates she will spend no more than one day a week in Madison County. After discussion, Dan Allhands moved to approve Charity's recommendation to place Mindy Cummings in the Planning Department internship position, starting May 7, 2018 and continuing through August, receiving as compensation a stipend and mileage reimbursement, and requiring proof of insurance with Madison County as additional insured. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Planning Board Meeting Report:** Charity presented and reviewed a summary of the April 30, 2018, Planning Board meeting. Topics of discussion included the public hearing on the North 40 Subdivision, the Spanish Peaks Overall Development Plan Pre-application, Moonlight ODP extension, budget approval, cancellation of the May meeting, and the Virginia City to Alder bike trail. She emphasized that several things related to housing are happening in the County, including increased interest in subdividing properties in Ennis, Sheridan and Twin Bridges. She reminded the Board that the Planning Board now serves Ennis, as it has been doing for Sheridan and Twin Bridges. Charity also briefly discussed the newly-formed Housing Board, where she is serving as the Chair for a one-year term.

Claims: The Board approved claims.

Big Sky Meadow Trails, Recreation and Parks Special District Joint County Board Appointment:

Following review, Dan Allhands moved to accept the Gallatin County Commissioners' recommendation to re-appoint Ciara Wolfe as the Madison County/Gallatin County joint representative to the Big Sky Meadow Trails, Recreation, and Parks Special District Board for a three year term that will expire on April 1, 2021. Ron Nye seconded the motion. All voted aye and the motion carried.

TRMCC Generator Repair: Following review and discussion, Dan Allhands moved to approve the repair on the TRMCC emergency generator remote annunciator for an amount not to exceed \$2,000. Ron Nye seconded the motion. All voted aye and the motion carried.

Madison County Water Extension - 124 Permit Application: After review, Dan Allhands moved to approve the SPA 124 Permit submitted by Great West Engineering to replace by directional drilling the existing 2" water main that crosses the Beaverhead River in Twin Bridges, for the use of the Madison County fairgrounds, with a construction completion date of July 16, 2018. Ron Nye 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.

- **Recommendation to Hire Court Compliance Officer:** Bonnie presented a recommendation from the hiring committee to fill the court compliance officer position. Based on the recommendation of the hiring committee, Dan Allhands moved to approve the hire of Kathleen Joki for the permanent part-time Court Compliance Officer position at \$16.04 per hour, working 24 hours per week. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Recommendation to Hire Short-term (90 days) Fair Groundskeeper:** Bonnie discussed her recommendation to fill the short-term fair groundskeeper position, noting that the position was not advertised due to the short resignation notice of the previous groundskeeper, and that if approved she will take the recommendation to the Fair Board's meeting on May 17. Following discussion, Dan Allhands moved, on the recommendation from Human Resources and pending Fair Board approval, to approve hiring Savanna Stewart for the short-term Fair Groundskeeper position at \$8.68 per hour, for a period not to exceed 90 working days between May 21 and September 30, 2018. Ron Nye 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. Jani presented documents from Lance Bowser, Robert Peccia and Associates, explaining that the financial reports need to be filed with the FAA to close grants and release funds.

- **Ennis Big Sky Airport**
 - **Federal Financial Report AIP-018:** Following review, Dan Allhands moved to approve Ennis Big Sky Airport Snow Plow Grant, Federal Financial Report (SF 425), AIP #3-30-0090-018-2017. Ron Nye seconded the motion. All voted aye and the motion carried.
 - **Outlay Report & RFR AIP-018:** After review, Dan Allhands moved to approve Ennis Big Sky Airport Snow Plow Grant, Outlay Report and RFR (SF 271), AIP #3-30-0090-018-2017. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Pay Request #1 – Twin Bridges Airport:** Jani stated that the Twin Bridges Airport final design is now complete and out for bid, that the airport board is meeting tomorrow for review, and the document presented for approval is the engineering design invoice. Following discussion, Dan Allhands moved to approve Twin Bridges Airport Improvements Pay Request #1, AIP 3-30-0080-013-2018, invoice for professional services in the amount of \$83,451. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Non-Primary Entitlement Transfer Agreement Ennis Big Sky Airport to Twin Bridges Airport:** Jani explained that every year each airport is assigned entitlement funds that must be used or forfeited. Since Ennis airport needed more funding in past years than they received, it was able to use Twin Bridges airport funds through a reciprocal agreement, and now needs to pay Twin Bridges back. Because Ennis doesn't have enough funds this year to pay all they owe, a document was drawn up by Robert Peccia and Associates to update the transfer agreement with the FAA, showing that Ennis will pay back the remaining funds in 2019. Dan Allhands moved to approve the Request for FAA Approval of Agreement for Transfer of Entitlements from Ennis Big Sky Airport to Twin Bridges Airport in 2019 for the amount of \$49,610, pending approval by Chris Christensen, Madison County attorney. Ron Nye seconded the motion. All voted aye and the motion carried.

Public Health: Melissa Brummell, Public Health Nurse, met with the Board to discuss the following topics. Bonnie O'Neill, Human Resources, was present for this portion of the meeting.

- **Public Health Emergency Preparedness Master Contract Renewal:** Melissa discussed the Public Health Emergency Preparedness grant contract, which is up for annual renewal. She

explained its purpose and what it does and does not cover, the requirements that changed from last year, and outlined and gave examples of the deliverables required. Discussion ensued regarding Public Health's relationship with nursing homes and hospitals in the county, the possibility of mock drills and which departments might be involved, emergency preparedness plans, and the future formation of healthcare coalitions and collaborations. Dan Allhands asked about the accounting of last year's grant contract funds, which Melissa will provide when completed, and about notification of upcoming Local Emergency Planning Committee (LEPC) agenda items, which Bonnie will research and provide. Following discussion, Dan Allhands moved to accept the renewal of Public Health Emergency Preparedness Master Contract, Task Order 19-07-6-11-031-0, for fiscal year 2018-2019, between the Montana Department of Public Health and Human Services and Madison County. Ron Nye seconded the motion. All voted aye and the motion carried.

- **Public Health Department Update:** Melissa reviewed the Public Health Department update covering the months since February. Items discussed included several ongoing projects and activities and which employees are involved in each; an overview of grants; organizations and groups the department is working with; completed and upcoming projects and training. Melissa pointed out that Madison County was ranked number one in Montana in an annual comparative health report by the University of Wisconsin Population Health Institute. She will return on a monthly basis to give updates, and would appreciate input regarding specific areas of interest.

Courthouse Elevator Project: There was no discussion on this topic.

Grants: Jani Flinn, Grant Administrator, met with the Board to discuss the following topic:

- **Laurin Bridge Final Draw Request and Completion Report – TSEP:** Jani presented the Treasure State Endowment Program request for reimbursement, and the Completion Report submitted by Great West Engineering, for the Laurin Bridge replacement project, stating that the project went well. After review, Dan Allhands moved to approve the TSEP Grant Final Draw Request for \$55,616.16, as well as the Completion Report, for the Laurin Bridge Replacement Project, MT-TSEP-CG-19-987. Ron Nye seconded the motion. All voted aye and the motion carried.

Calendars: The Board reviewed calendars.

With no further business, the meeting was adjourned at 3:00 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, May 15, 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: May 30, 2018

Minutes prepared by:

Jane Bacon, Commissioner's Clerk

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