

**BOARD OF MADISON COUNTY COMMISSIONERS
PRELIMINARY BUDGET HEARINGS
May 9, 2019, Minutes**

On Thursday, May 9, 2019, the Board of Madison County Commissioners conducted Preliminary Budget Hearings beginning at 9:30 a.m. in the Commissioners' Conference Room of the Madison County 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 hearings were Bonnie O'Neill, Vicki Tilstra, Dana Escott, Margie Edsall, Tammy Mahlstedde, Dave Baldwin, Doris Fischer, Pam Birkland, and Melissa Brummel.

Fair Preliminary Budget Hearing: Dana Escott, Fairgrounds Manager, met with the Board to review the preliminary budget for the Fairgrounds. Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Officer, were present for this hearing. Dana distributed her budget paperwork with changes to both revenue and expenditures. She reviewed each spreadsheet noting that there would be minimal changes to the overall budget. She also distributed a list of possible expenses and/or purchases and discussed possible grants for the hog barn, maintenance issues and the possibility of purchasing a foldable dance floor that could be folded up and put away when it isn't being used. Dana also discussed problems with the waterline. Vicki distributed a list of increases in Fair Judge fees, noting that there appears to be plenty in the budget to cover these added expenses. Dana added that this requested change still needs to be approved by the Fair Board. Bonnie presented a memo requesting an increase in Dana's work hours. Dana discussed what the additional hours would be used for such as adding pictures to the website, promoting the facility, exploring opportunities for increased use of the facility including craft fairs, relay for life, food classes, a fall dinner and other events. Bonnie stated that the request is for 5 additional hours per week (or 20 additional hours per month) from October through March and discussed the additional cost. Vicki stated that the reserves are at 30% and that they are capped at 1/3. Dan Allhands stated that he feels there should be a larger fee for out of County users because Madison County residents are already paying for the facility through their taxes.

Finance Office Preliminary Budget Hearing: Vicki Tilstra, Finance Officer, met with the Board to review the Finance Office budget. Bonnie O'Neill, Chief Administrative Officer, was present for hearing. Vicki presented a memo requesting that the Finance Clerk be moved from a Clerk Position to an Administrative Assistant position. She stated she has been wanting to do this for some time and feels she has now found the right person. The current clerk will complete 1040 hours by the end of June and is currently at \$17.50 per hour or 90% of clerk wage. This move would put her at 85% of administrative assistant or \$18.36 per hour. Bonnie presented a memo requesting that the Chief Finance Officer position be reclassified as "exempt" with an annual salary of \$70,000 or \$33.65 per hour. Bonnie stated that she oversees a 39 million dollar budget and discussed what this position pays in other areas. Jim Hart asked if we could look at the rate of pay for this position in other similar sized counties. Bonnie will get a salary survey for this position.

Senior Citizens' Advisory Board Preliminary Budget Hearing: Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Officer, met with the Board to review the Senior Citizens' Advisory Board Budget. Vicki stated that there is not much that can be changed on this budget because they get the mills which are divided up between the senior centers. There was discussion about the interfund loan for the new bus and that it will be paid back in two years. There was also discussion that the Sheridan Seniors have hired Nondi Harrington to help secure funding for upgrades to their new facility. Vicki noted that if it's going to be Federal, it should be run through the County. Ron stated that he didn't think there would be Federal funding but would check. Bonnie stated that they are in the process of scheduling interviews for an alternate bus driver.

Commissioner Dan Allhands left the meeting at this point to attend a meeting in Sheridan regarding sidewalks at the old hospital and was absent for the remainder of the meeting.

Weed Control Preliminary Budget Hearing: Margie Edsall, Weed Coordinator, met with the board to review the Weed Control Budget. Tammy Mahlstedt, Human Resource Generalist, was present for this hearing. Margie discussed where she will end up at the end of June, cash on hand, and carry over in the budget. She stated cash is at about 33% but will go down over the summer months. She is using 3.5 mills to create the budget but will reduce it to 3.25 if she can. Margie discussed changes to the budget, noting that she reduced 222 – Herbicide because they stockpiled Milestone at a reduced rate. She increased 398 by \$20,000 for WHIP funding from the Conservation District, noting that the revenue budget shows it coming in. She lowered contingency a little because she won't use all that's in this year's budget and noted that Dale needs a new truck but that it will be taken from the regular budget and Special County Reservation funds. Margie also discussed BLM funds and said she had to recreate the BLM budget with \$8,000 to start with and will have a total of \$32,000 to expend by October, so she added \$20,000 to contract services. Other than that, the budget is close to what it has been. She discussed help, stating she has been having trouble getting full crews. If cash comes in, Margie will visit with Vicki about dropping mills down to 3.25.

Human Resources Preliminary Budget Hearing: Tammy Mahlstedt, Human Resource Generalist, met with the Board to review the Human Resource budget. Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Officer, were present for this hearing. Tammy reviewed changes with no change to the overall budget. She noted that there is \$1,500 in line item 381 – Schooling-Tuition that was not used in the current fiscal year but they would like to leave it there because there is a course available for \$1,500 that she plans to attend. Bonnie recommended moving the Human Resource Generalist to the administrative assistant pay scale but leaving the title the same. She provided a list of Tammy's accomplishments and recommended that she moved to 95 % of the Administrative Assistant scale (\$20.52) on July 1, 2019. Bonnie noted that her plan is to someday turn the entire program over to Tammy.

Facilities (Custodial) Preliminary Budget Hearing: Dave Baldwin, Custodial Supervisor, met with the Board to review the Custodial budget. Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Officer, were present for this hearing. The overall budget was reduced. There was discussion about carpet cleaning and window washing. A line item was added for cell phone service. There were no other additions.

Mental Health LAC Preliminary Budget Hearing: Doris Fischer, Pam Birkeland, and Melissa Brummel, Mental Health Local Advisory Council, met with the Board to review the preliminary budget for the Mental Health LAC. Vicki Tilstra, Finance Officer, was present for this portion of the meeting. Doris distributed and reviewed the proposed budget stating that funding from foundations and grants have been spent, and that the pilot project has been completed. Without the contract payments and contract services lines, there would be a \$500 increase on the remaining line items. There was discussion regarding future plans for support of a local crisis response team. A proposed schedule for County sponsored Mental Health meetings was distributed and reviewed. There may be additional funding requests after these meetings have concluded.

With no further business, the hearings concluded at 4:10 p.m.

Ronald E. Nye, Chairman
Board of Madison County Commissioners

Date Approved: June 18, 2019

Minutes prepared by:

Laurie Buyan, Executive Assistant

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