

BOARD OF MADISON COUNTY COMMISSIONERS
May 28, 2019, Meeting Minutes

On Tuesday, May 28, 2019, a meeting of the Board of Madison County Commissioners came to order at 9:30 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, Executive Assistant to the Madison County Board of Commissioners, was present to take minutes.

Those people in attendance at the meeting were Flo Bay, Vicki Tilstra, Leona Stredwick, Bonnie O'Neill, Dale Olson, Fallon Horrocks, Tammy Mahlstede, Brett Schriock, Britani Major, Craig Schroder, Julie Blockey, Jeff Swingley, Jani Flinn, Pete Novich, Shannon Shanholtzer, Jeremiah Theys, Debbie Rogers, Lyman Bennett, Walt Long, Phil Fortner, Lynn Lowder, Randy Lowder, and Marti Elford.

Approval of Minutes: Following review, Dan Allhands moved to approve the May 8, 2019, Preliminary Budget Hearing minutes with corrections. Jim Hart seconded the motion. All voted aye and the motion carried.

Blue Cross/Blue Shield Insurance Renewal: Flo Bay, Blue Cross/Blue Shield Insurance, and Vicki Tilstra, Finance Director, met with the Board to discuss the annual renewal for health insurance through Blue Cross/Blue Shield. Flo presented the Blue Insight Financial Report and reviewed it page by page, noting that there are 136 employees enrolled with a total of 177 on the plan. She stated that the average age for the plan has dropped from 46.1 to 45.5 and that the current loss ratio is at 75.8%. She also noted that Blue Cross/Blue Shield was looking at a 5.9% renewal for Madison County but she and Maynard looked back and found that the numbers were high because of one major claim. After pointing that out, BC/BS came back with a 0% increase. Flo then discussed alternate plans that they looked at for the County and Bonnie stated that after having conducted an employee survey, it was determined that most people are happy with the plans they have, so the benefits will be left as they are. There was also discussion regarding the Magellan Employee Assistance Program. Bonnie stated that she, Flo, and Vicki have talked about having BC/BS come to Madison County to give a presentation on the program, noting that the participation has not been too high. Flo stated that she would also like to focus on other benefits. Following discussion, Jim Hart moved to accept the Blue Cross/Blue Shield insurance renewal rates as presented. Dan Allhands seconded the motion. All voted aye and the motion carried.

Leona Stredwick, Planner I, met with the Board to discuss the following topics. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting.

- **Resolution Naming Double Haul Trail:** Leona reviewed the proposed resolution for Double Haul Trail stating that it is a result of a new building project and a re-routing of a collection of driveways to make one cohesive road. Following discussion and per recommendation of the Planner I, Jim Hart moved to approve Resolution 28-2019, a resolution naming an unnamed roadway Double Haul Trail. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Resolution Naming Channels Bench Trail:** Leona reviewed the proposed resolution for Channels Bench Trail, stating that they may have to name a road coming off this one in the future but there is no need to do that at the current time because there are no buildings on it. Following discussion, Jim Hart move to approve Resolution 24-2019, a resolution naming and unnamed road Channels Bench Trail. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Extension Request for Lost Lakes ODP:** Leona stated that last week they received a request to extend the Lost Lakes Overall Development Plan and that Alex Hogle, Planning Director, felt it would be reasonable to extend it one to two years. She noted this has been done before but typically the developer has been required to show advancement. In this case, there has been none. She discussed guidance in the subdivision regulations for this type of request and stated that this development is very dependent on Moonlight Basin Ranch and Jack Creek Road and that is a

concern. She also noted that the owner is not in a hurry to complete the project. Leona explained that an Overall Development Plan guides what you plan to do with a proposal and gives everyone a heads up on what's going to happen in that area. She added that previous developers have been held to a very high standard for ODPs and that it might be better for this proposal to wait until they are ready to proceed and start over at that time. She also noted that there are new restrictions on Moonlight related to criteria for Jack Creek Road that wouldn't apply to Lost Lakes if it were extended. Following discussion, Jim Hart moved to extend the Lost Lakes overall Development Plan to May 28, 2019, with the existing conditions. Dan Allhands seconded the motion. All voted aye and the motion carried.

Claims: The Board approved claims.

Housing Board Conference Attendance: Following discussion, Dan Allhands moved to approve the request from a member of the Housing Advisory Board to allow two members to attend the Statewide Housing Partnership Conference on June 17-19, 2019, in Billings, Montana. Jim Hart seconded the motion. All voted aye and the motion carried.

Public Discussion: Based on a memorandum submitted by Tommy Luksha, GIS, Dan Allhands moved to approve the purchase of a large format laminator, in the amount of \$10,273.53, to be shared by several departments with those departments sharing in the cost. Jim Hart seconded the motion. All voted aye and the motion carried.

Office Space in Administrative Office Building: The Board discussed several contractors who are willing to look at the extra room in the Administrative Office Building to help determine the best way to proceed with creating office space and/or court facilities/meeting room in that area.

Dale Olson, Madison District Ranger – Beaverhead-Deer Lodge National Forest, met with the Board to discuss the following topics. Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Officer, were present for this portion of the meeting.

- **Schedule A Road Agreement:** Dale distributed last years Schedule A Road Agreement for review, noting that there is a limit to what they can do. He stated that JS Turner would be here in June and then back again in August. He added that they are down to two grader operators. They will get as much done as time allows. Jim Hart stated that the Cliff and Wade Lake Road needs work and that the County normally does it in the fall but could switch if necessary. Dale agreed to change the agreement to show the County grading Cliff and Wade Lake Road in the spring and the Forest Service grading it in the fall. There was discussion about Potosi Road. Dale said that JS would be working on it next month. Following discussion, Jim Hart moved to approve the Schedule A Cooperative Road Agreement between Madison County and the US Forest Service, Madison Ranger District, with the discussed change to the Cliff and Wade Lake Road. Dan Allhands seconded the motion. All voted aye and the motion carried. Dale will make the changes to the agreement and get it back to the Board for signature.
- **Rental Agreement for Forest Service Office Space:** Dale and the Board reviewed the rental agreement for office space at the Search and Rescue building in Sheridan. Dale noted that this agreement may not be renewed after the Sheridan employee retires. Following discussion, Dan Allhands moved to approve the rental agreement between the USDA Forest Service and Madison County for office space in the Sheridan Work Center for the base period of July 1, 2019, to June 30, 2020, for approximately 300 square feet for 12 months at \$408.96 per month for a total of \$4,907.52 per year. Jim Hart seconded the motion. All voted aye and the motion carried.

Dale also discussed the schedule for the Interagency Coordinating Group meetings, noting that he has reserved the Vigilante Cabin for October 10 and 11, 2019, and Jim Hart contacted Corny Hudson, BLM, to confirm that the Axolotl Lakes Cabin was scheduled for the summer Bar-be-Que on July 11, 2019. Jim Hart discussed a man who is trying to get access to his property through Elk Hills. Dale added that the man asked him about building a road across Forest Service land to get to the property. Jim stated that he is working with the county attorney on the question and will also discuss it with the Planning Office. He will let Dale know what he finds out.

Tobacco Prevention Specialist Update: Fallon Horrocks, Tobacco Prevention Specialist, presented and reviewed an activity report from January 10, 2019, to May 24, 2019. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting. Fallon's activities included meeting with apartment owner's and rental managers and offering them signage and the TPS card; attended various tobacco prevention trainings and functions; delivered signage to two businesses in Madison County; met with schools in both Madison and Beaverhead Counties and reached out to them to offer materials and support for smoke free policies; provided Quit Line brochures to hospitals, clinics, and medical centers; provided monthly activity reports to Board of Commissioners in both counties; and attended meetings of various other groups and organizations to offer smoke free support. Fallon also discussed "vaping", stating that she has been asked about it a lot. Dan suggested that Alder Daze might be a good time and place to distribute her information.

Recommendation to Hire IT Support Specialist: Bonnie O'Neill, Chief Administrative Officer, and Tammy Mahlstedt, Human Resource Specialist, met with the Board to discuss the recommendation to hire an IT Support Specialist. Brett Schrock, IT Manager, was present for this portion of the meeting. Tammy read a recommendation from the hiring committee for the proposed position. Based on the recommendation of the hiring committee, Dan Allhands moved to hire Ryan Wolter as the full-time IT Support Specialist starting at \$23.14 per hour or 80% of the IT Director's wage. Jim Hart seconded the motion. All voted aye and the motion carried.

New Products in the Group Benefit Market: Julie Blockey, Southwestern Montana Financial Center, and Jeff Swingley, Montana Health Coop, met with the Board to discuss group health benefits for Madison County. Vicki Tilstra, Finance Officer, Britani Major, Finance Clerk, Craig Schroder, Undersheriff, Bonnie O'Neill, Chief Administrative Officer, and Tammy Mahlstedt, Human Resource Specialist, were present for this portion of the meeting. Julie and Jeff each gave a brief background of their qualifications and experience, discussing other Montana counties they currently serve or have served in the past. Julie noted that she also provides services to school districts. Jim Hart stated that the Board will probably put the County insurance out for bids next year as it is too late to switch this year. There was discussion about rates and the ability of carriers to adjust premiums to fit the group; what would be provided with a bid; and what the County would need to provide to them to create the bid. After much discussion, Julie stated that her mission would be to make insurance more affordable for families on the County plan.

Airports: Jani Flinn, Airport Board Secretary, met with the Board to discuss the following topics. Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Officer, were present for this portion of the meeting.

- **Contract for Purchase of Lot 4B:** Jani discussed a buy-sell agreement for property at the Ennis-Big Sky Airport. She noted that the Airport Board has recommended approval of the agreement and that it would be scheduled to close at the end of August. Following discussion, Jim Hart moved to approve the Buy-Sell Agreement between Gordon D. Matson and Tanya L. Matson, sellers, and Madison County, buyer, for the purchase of a 1.21 acre portion of lot 4B of Shining Mountains Airpark, in Section 31, Township 6 South, Range 1 East, for the amount of \$119,723.66, with the closing date scheduled for August 30, 2019. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Twin Bridges Airport Improvement Project 3-30-0080-013-2018 Montana Aeronautics Grant Certification of Sponsor's Attorney:** Jani discussed the Certification of Sponsor's Attorney for the Twin Bridges Airport Improvement project, stating that the Montana Department of Transportation had awarded two grants, one for Twin Bridges and one for Ennis in conjunction with an FAA grant. She further noted that this funding will apply to the County's match for the federal grants. She added that the Board does not need to sign the paperwork but merely needs to authorize the County Attorney to sign. Following discussion, Dan Allhands moved to accept the Certificate of Sponsor's Attorney, Airport Development Aid Application and Acceptance, and authorize the County Attorney to sign the certification. Jim Hart seconded the motion. All voted aye and the motion carried.

MACo PCT/WCT Renewal Meeting: Shannon Shanholtzer, MACo PCT/WCT Administrator, and Pete Novich, Novich Insurance, met with the Board to discuss the 2019-2020 insurance renewal for Madison

County. Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Officer, were present for this portion of the meeting. Shannon presented and reviewed a packet of insurance information, noting that the first two pages were the agenda for this meeting. Shannon discussed a comparison between last year's rates and this year's rates, noting that the underwriting process has been remodeled resulting in a change in renewal rates. Madison County's rates are projected to be 0.70% less than last year's rate. Shannon reviewed the property and casualty loss ratio; liability losses; changes in bylaws that were voted on by the trustees; risk management; agent agreements and responsibility of agents. There was also discussion about an appraisal that will be conducted in the near future. Shannon then discussed the Workers' Compensation Trust stating that there will be a big change in the structure and that the MOD factor will be uncapped. She commended Madison County in reducing claims and stressed the importance of reporting all incidents in a timely manner. She reviewed changes in the workers comp bylaws and the agent agreements. Bonnie discussed the County's return to work program.

Jeremiah Theys, Great West Engineering, met with the Board to discuss the following topics. Jani Flinn, Grant Administrator, Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Officer, were present for this portion of the meeting.

- **Harrison Gravel Pit Permit:** Jeremiah discussed the Harrison Gravel Pit stating that Jonathan Weaver has talked to the DEQ and was told that the County will have to go through the open application process and that new regulations go into effect on July 1, 2019. The application fee for this process is \$1,500. He added that the County is grandfathered in on the other gravel pits. Jeremiah stated that Jonathan has a meeting set up for next week to get the application submitted and will have to do a swift permit. He added that this would require an amendment to the existing permit because they have already exceeded the 5-acre size. Jeremiah will send a task order that will need to be placed on the next agenda for approval.
- **TRMCC Sidewalk Improvements:** Jeremiah discussed the Tobacco Root Mountains Care Center sidewalks and presented an opinion of probable cost at \$191,130. He stated that the proposal is to redo the sidewalks in front of the facility and at the same time look at parking, sidewalk improvements, and drainage at the site of the old hospital. He stated that they would need to work with the hospital and tie both projects together to make it more cost effective for both projects. Financing was discussed and it was determined that they would wait on the hospital foundation to see what they want to do. Vicki will get the cost estimate to Tony Simonsen, contractor.
- **Amendment 2 to Task Order #15 – Fairgrounds Water Main Extension:** Jeremiah presented and reviewed a proposed amendment to Task Order 15, stating that the fairgrounds waterline has to have as-builts for the DNRC which will require a survey and right-of-way application. Following discussion, Dan Allhands moved to approve Amendment #2 to Task Order #15, Fairgrounds Water Main Extension project, for the amount of \$3,900, making a total project cost of \$55,900. Jim Hart seconded the motion. All voted aye and the motion carried. Jeremiah and the Board also discussed the project to put rip-rap on the riverbank at the edge of the fairgrounds.
- **Task Order #21 – County Road Prioritization and CIP:** Jeremiah presented and reviewed a proposed task order to update the 2010 CIP and create a Madison County Road Prioritization Plan that included a scope of services to create a fair and unbiased system upon which to perform county road maintenance using the manpower, equipment, and funds available, with the overall intent to develop a defensible procedure with which to prioritize future maintenance efforts on County roadways. The total for this project was an amount not to exceed \$48,500. Dan Allhands stated that he doesn't think that this is something that the County needs at this point. Jeremiah responded that there are some extras that might not be needed but that updating what was done in 2010 and getting GIS into maps would give them a snapshot of the existing roadways. Ron asked if it would help with funding. Jeremiah responded that there are no funds available for roads. Various items on roads were discussed including bridges, traffic counts, and priorities. After much discussion, it was determined that the Board would wait on Task Order #21 for the time being.
- **Jack Creek Road Discussion:** Jeremiah and the Board discussed the improvements that need to be completed on Jack Creek road. Jeremiah stated that he could make recommendations on what needs to be done and the Board could decide which ones to prioritize or the Board could pick an amount and he could start working on it. The slide area on the Moonlight portion of the road was discussed, as was a possible amount of funding for initial work on the county portion of the road.

Thompson-Hickman Museum Personnel: Debbie Rogers, Lyman Bennett, and Walt Long, Vigilance Club members, met with the Board to discuss personnel at the Thompson-Hickman Museum. Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Officer, were present for this portion of the meeting. Walt discussed the money that was taken in over the long weekend, stating that there were about 140 visitors at the museum. There was discussion about who is currently volunteering at the museum and who is responsible to keep it open. Jim Hart stated that information that has been gathered shows that it is the Vigilance Club's responsibility to keep it open. Debbie Rogers asked how it can be done without money, adding that you're flogging a dead horse. Jim stated that they need to find the bylaws and any non-profit information. There was discussion about the creation of the Vigilance Club and things that were done in the early years, including running the museum and creating the kids fishing pond. Debbie stated that it was established to help the town but has been losing members for many years. Further discussion included the moisture problem in the basement; a cash donation rather than hiring an employee; whether or not the Vigilance Club could hire employees; rental income on property owned by the Vigilance Club; and the current membership of the club. Bonnie asked that the club provide copies of their bylaws, a letter for the non-profit status, and five years of 990 reports. Jim Hart stated that the Vigilance Club is not the only entity asking for money and that if they're not careful they might also be hiring employees at the golf course. After much discussion, it was determined that the topic would go back on the next regular Commission meeting agenda.

DUI Task Force Preliminary Budget Hearing and Update: Lynn Lowder, Randy Lowder, and Mardi Elford, DUI Task Force, met with the Board to present the preliminary budget and give an update on the task force. Bonnie O'Neill, Chief Administrative Officer, Phil Fortner, Sheriff, and Vicki Tilstra, Finance Officer, were present for this portion of the meeting. Lynn presented and reviewed the 2019-2020 DUI Task Force Plan. Jim Hart asked the difference between the new plan and the old plan. Lynn responded that the only difference was the number of DUIs. There was discussion about items that the task force has purchased and will be purchasing for the Sheriff's Department. Vicki asked that Phil be added to the program directors and start running all claims through him for approval. Lynn stated that other counties don't do that and, in fact, typically don't like Sheriffs on the task force, adding that's why the Sheriff's representative was taken off. After much discussion it was determined that Lynn would add Phil to the list and run the claims through him. There was discussion about how meetings are advertised, how many people typically attend meetings, and what types of activities are performed by the task force. Lynn agreed to start emailing agendas to the Commissioners' Office and listed several events that have been sponsored by the task force. There was further discussion about a request for funding for the Ruby Valley Taxi – Safe Rides Home. Lynn stated that it's against the law to overserve but agreed to contact Ruby Valley Taxi with the date for the next meeting. Liability issues came up regarding who is liable if there is a death resulting from a ride home and the County has participated in the funding? Lynn noted that the bars usually support this type of thing because they make the revenue from it. After much discussion, Dan Allhands moved to approve the Madison County 2019-2020 DUI Task Force Plan, including having the Sheriff oversee the claims. Jim Hart seconded the motion. All voted aye and the motion carried.

Courthouse Elevator Project: There was no discussion on the Courthouse Elevator Project.

At 5:45 p.m., the remainder of the meeting was continued to Wednesday, May 29, 2019, at 10:00 a.m.

Wednesday, May 29, 2019: The meeting was reconvened at 10:00 a.m. on Wednesday, May 29, 2019, 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, Executive Assistant to the Madison County Board of Commissioners, was present to take minutes.

Those people in attendance at this meeting were Corey Lewellen and Jason Brey.

Approval of Minutes: Following review, Jim Hart moved to approve the May 3, 2019, Preliminary Budget Hearing minutes as presented. Dan Allhands seconded the motion. All voted aye and the motion carried. Dan Allhands moved to approve the May 14, 2019, Board of Commissioners' meeting minutes as presented. Jim Hart seconded the motion. Ron Nye and Dan Allhands voted aye. Jim Hart abstained from voting as he was absent for that meeting. The motion carried on a majority vote.

Custer-Gallatin Forest Plan: Corey Lewellen, Bozeman District Ranger, and Jason Brey, Hebgen Lake District Ranger, Custer Gallatin National Forest, presented and reviewed alternatives for the Custer-Gallatin Forest Plan and a summary of a draft environmental statement for the revised forest plan. Corey stated that the forest plan is a guiding document on how the Forest Service will manage the forest for the next 20 years, adding that they are required by law to come up with recommendations for the management of wilderness, guidelines on roadless areas, wildlife, and recreational use. Corey and Jason discussed the differences in each alternative and noted that the deadline for comments is June 6, 2019, and the final decision on the plan will be made in the fall of 2020.

Calendars: The Board reviewed calendars.

With no further business, the meeting was adjourned at 12:30 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, June 4, 2019, 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: June 11, 2019

Minutes prepared by:

Laurie Buyan, Executive Assistant to the
Madison County Board of Commissioners

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