

BOARD OF MADISON COUNTY COMMISSIONERS
June 5, 2018, Meeting Minutes

On Tuesday, June 5, 2018, a meeting of the Board of Madison County Commissioners came to order at 9:55 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. Jane Bacon, Commissioners' Clerk, was present to take minutes.

Those people in attendance at the meeting were Tony Forsythe, Charity Fechter, Thomas Rosenthal (Rosie), Kristen Gardner, Rich Chandler, Jani Flinn, Jeremiah Theys, Mark Savinski, Howard Chrest, Vicki Tilstra, Bob Bates, Melissa Brummel, Phil Taylen, and Bonnie O'Neill.

Approval of Minutes: Dan Allhands moved to approve the May 29, 2018, Board of Commissioners' meeting minutes with corrections. Jim Hart seconded the motion. All voted aye and the motion carried.

Public Discussion: Tony Forsythe, Maintenance Manager, came in to briefly discuss maintenance items with the Board. He mentioned that the \$9,000 increase to the 2018-2019 building maintenance budget is for the concrete wall behind the building. He then presented a written estimate for a propane tank/boiler setup, and wants to include this expense in the current year's budget. Tony will obtain additional estimates this week for the Board's review at the next regular Commission meeting. He also expressed interest in purchasing a lawn thatcher.

Charity Fechter, Floodplain Administrator, met with the Board to discuss the following items.

- **Floodplain Development Permit Request from 4 Rivers Concrete Products/F3S – Slaughterhouse Slough:** Charity presented the floodplain permit for the sand and gravel mine project near Slaughterhouse Slough. She explained the need for this replacement permit, pointing out the change in operators from 4 Rivers Concrete Products to F3S Partnership, and reviewed the basics of the project. She also mentioned the presence of buffalo in the area. Jim Hart moved to affirm the Floodplain Development Permit Request from 4 Rivers Concrete Products/F3S Partnership LLC at Jefferson River/Slaughterhouse Slough, based on the recommendation of the Floodplain Administrator. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Floodplain Development Permit Extension BH2016-01 Weststeyn:** Charity informed the Board of a draft letter she intends to send to the Weststeyns in Melrose, extending their floodplain development permit to August, 2019, due to contractor issues.

Buildings for Lease or Rent - Moonlight Glamping: Charity Fechter, Planning Director, presented details of a seasonal use permit from June 1 – October 1, 2018, for a glamorous tent camping area in the Lee's Pool area of Moonlight Basin. Discussion included tent locations, emergency and site access, water availability, sanitation and bear safety. After review, Jim Hart moved to accept the proposed findings of fact and approve BLR 2018-01, ten tents, a lodge tent and restroom tent in the Lee's Pool area of Tract A, COS 7/2474 in Section 12, Township 6 South, Range 2 East, subject to conditions, as recommended by the Planning Director. Dan Allhands seconded the motion. All voted aye and the motion carried.

Claims: The Board approved claims.

Sealed Bids Openings for Lawn Mower and 2013 Impala: Thomas Rosenthal (Rosie), Madison County resident, and Laurie Buyan, Commissioner's Assistant, were present for this portion of the meeting. The Board received bids from four entities for a lawn mower that was advertised for sale. Following review, Jim Hart moved to accept the highest bid for the Toro 355 Zero Turn commercial lawn mower, currently located at the Madison Valley/Ennis Cemetery. Dan Allhands seconded the motion. All voted aye and the motion carried.

No bids were submitted for the 2013 Chevy Impala.

Journal Vouchers: After review, Dan Allhands moved to approve Journal Vouchers for the 5/18 accounting period. Jim Hart seconded the motion. All voted aye and the motion carried.

Gallatin River Forever Campaign, Yellowstone Mountain Club and Madison County Partnership:

Kristen Gardner, Gallatin River Task Force, and Rich Chandler, Yellowstone Mountain Club, met with the Board to continue discussion of the Gallatin River Forever Campaign Project Proposal. Vicki Tilstra, Finance Manager, and Bonnie O'Neill, Chief Administrative Officer, were also present for this portion of the meeting. Vicki asked about the status of the annual request for payment for the comprehensive transportation plan and Jim stated that it will be coming. Kristen explained the history of planning in Big Sky to keep up with development, and tied it in with their recommendation to hire another person to raise funds, free up Kristen's time to concentrate on her areas of expertise, and coordinate the water needs of the community, stating that no one is presently overseeing the big picture of water in Big Sky, and expressing the need to be on top of this as an investment for the future. Rich noted that the Gallatin River Task Force is the headwaters watchdog making sure sensitive areas are maintained based on collected data that Kristen has the scientific mind for this data collection and analysis, and projects like fundraising should be taken off her plate. They readdressed the five year plan for their campaign, with contributing partners contributing \$50,000 each for five years. Members of the Board observed that while this is a worthwhile project, budget justification is the issue and County numbers are not finalized until August. Rich and Kristen hope to hire someone within 30-45 days to take advantage of summer months. Discussion ensued about a five year versus one year financial commitment, finding the best person for the job, whether fundraising would reduce financial obligation, the importance of continued monitoring, and the potential for future water issues. It was agreed that the next step is a written agreement specifying annual reviews with a maximum five year plan, and annual contributions contingent on annual revenue, which Kristen will complete and send to the Commissioner's office for review by the county attorney, and the topic will be revisited at the next regular commission meeting.

Audit Engagement Letter: Vicki Tilstra, Finance Manager, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting. The Board discussed the idea of advertising for RFP's for the county auditor, based on public comment received and having had the same company for 12 years. A call was made to Bob Denning at Denning, Downey & Associates. The Board expressed appreciation for their services, discussed the benefits of staying with a familiar company, and after discussion agreed to a one year contract for now and obtaining quotes from other auditing firms. The proposed three year contract will be changed to one year, signed and returned. Upcoming audits were then discussed. Departments and county entities handling cash are to undergo control audits and Bob will work with Bonnie to identify, schedule and follow up on a rotating basis.

Public Hearing on Preliminary Engineering Report and Submittal of a Treasure State Endowment Program Application for Replacement of the Giem Bridge over the Beaverhead River.

The Board conducted a public hearing regarding replacement of the Giem Bridge over the Beaverhead River. Jeremiah Theys, Great West Engineering, Jani Flinn, Grant Administrator, Mark Savinski and Howard Chrest, county residents, Vicki Tilstra, Finance Manager, and Bonnie O'Neill, Chief Administrative Officer, were present for the public hearing. The hearing came to order at 1:02 p.m. Jeremiah Theys introduced the Giem Bridge project, referred to Great West Engineering's Environmental Assessment as part of their preliminary engineering report, and reported that a public meeting was held in Twin Bridges to present their findings and take public comment. The existing structure was built in 1910, is in poor condition, and is a priority route for the county. After evaluating replacement structures, Great West recommends a 165 foot, 2-span, concrete replacement structure with mid pier offset on the main part of the channel, skewed to the channel to fix the road alignment for safety and hauling access, and allowing the contractor to utilize the existing bridge during construction. The project cost is estimated at \$1,180,000. With a TSEP grant anticipated, they are asking for \$590,000 from the county, less than half of the overall cost. The TSEP grant application is due on Friday, June 15, 2018. Jeremiah discussed the levels of priority that the Department of Commerce considers for the TSEP program, and anticipates that the Giem Bridge will be considered a high priority. Discussion ensued about other bridges in the county that need work, and alternate sources of funding. All permitting agencies have been consulted for this project, the

environmental assessment and checklist have been addressed. In response to questions, Jeremiah talked about the reasons for slightly moving and skewing the location of the bridge, communicating with property owners regarding easements, and reaching out to the Giem family regarding accessibility. After permits and easements have been worked out, final design is complete, and considering the timing of the legislative grant process, construction most likely will start in 2020 as the work is best suited for summer and will probably take 70-90 days to complete. Mark Savinski and Howard Chrest both expressed support for the project, and expressed favorable comments about the way the work was done on the Laurin Bridge. Jeremiah reiterated that ideally the old bridge will be kept open for access during the project and road closures will be minimized, in response to concern expressed about a local landowner. No person in attendance at the public hearing spoke against the proposed resolutions. The public hearing was closed at 1:28 p.m.

- **Resolution Accepting The Findings of the Environmental Assessment and Determining that an Environmental Impact Statement is Not Necessary for the Giem Bridge Replacement:** After review, Dan Allhands moved to approve Resolution #23-2018, A Resolution Accepting The Findings of the Environmental Assessment and Determining that an Environmental Impact Statement is Not Necessary for the Giem Bridge Replacement. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Resolution to Authorize Submission of TSEP Application for Giem Bridge:** Dan Allhands moved to approve Resolution #24-2018, a Resolution to Authorize Submission of TSEP Application. Jim Hart seconded the motion. All voted aye and the motion carried.

Mark Savinski stated his thanks to the Commissioners for their positive approach on public access, particularly on Saylor Lane and the Laurin Bridge. He expressed appreciation for the three new public access sites in place on the Ruby River, praised cooperative efforts, discussed potential new project areas and offered cooperation with future projects.

Grants: The Board discussed the following grant related topics. Jeremiah Theys, Great West Engineering, Jani Flinn, Grant Administrator, Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Manager attended this portion of the meeting.

- **Fairgrounds Waterline Project:** Jeremiah brought up the Rural Development ECA Grant, for which Madison County is not eligible, but the town of Twin Bridges is eligible, and the town is submitting their application, with high hopes of contributing to the funding for the fairgrounds waterline project. He has discussed costs, various grant sources and other funding with the contractor, believes the project is nearly funded, and they are anxious to get started so the project can be completed prior to the running of the fair. Jeremiah said the TSEP grant would be run through the county, and discussion ensued about funding logistics.
- **MOU with Town of Twin Bridges for Fairgrounds Waterline:** The draft memorandum of understanding between the county and the town of Twin Bridges still needs some work, the deputy county attorney is reviewing it, and Jeremiah will work with all involved to get it in final form and back on the agenda for approval.
- **Great West Task Order #16 – Fairgrounds Arena Tourism Infrastructure Grant:** After discussion, Dan Allhands moved to approve Task Order No. 16 – Fairgrounds Arena Tourism Infrastructure Grant, with compensation to Great West Engineering not to exceed \$4,000. Jim Hart seconded the motion. All voted aye and the motion carried. A brief discussion of fund management ensued.

Bob Bates, Safety Coordinator, met with the Board to discuss the following items.

- **Safety Preliminary Budget:** Bob handed out the preliminary Safety budget and pointed out areas of increase and decrease for an overall reduction of about \$2,500 from last year. He proposed increasing his hours from 20 per week to 24, working three full days per week. The effect of this increase on the overall budget was briefly discussed, the Board expressed support for the increase, and will notify Bob if approved.
- **Monthly Safety Report:** Bob presented and reviewed the monthly report for May 2018. He is acquiring a better feel for the Safety position responsibilities, and pointed out how his recent attendance at the SafetyFest was very helpful. He also proposed being designated as a competent person for the MSHA Part 46 training program. He discussed several current projects he is

involved with, including nursing home issues and safety investigation procedures, emergency action plans, conducting various training programs, and inventory of marked/unmarked county vehicles.

Melissa Brummel, Public Health Nurse, discussed the following topics with the Board. Phil Taylen, Tobacco Prevention Specialist, Vicki Tilstra, Finance Manager, and Bonnie O'Neill, Chief Administrative Officer, were also present for this portion of the meeting.

- **Public Health Preliminary Budget:** Melissa reviewed the mission, services and goals of the Public Health department, presented an outline of the increases and decreases to the proposed budget for the coming year, discussed how funds are used, but pointed out that there are no major changes from last year. The budget was sent to the Public Health Board for review two weeks ago and Melissa has received no questions, suggestions or changes. She explained aspects of current projects and grants, adding that part of the funding is for contingencies and intended to cover an initial response in an emergency situation, and reviewed how public health departments are undergoing changes and being redefined by issues such as increased focus on mental health, drug abuse, and incorporating transportation programs, all in an effort to provide more services to the public. Regarding the Tobacco Grant, Melissa discussed how the past year has allowed analysis of the overall picture to reorganize spending and funding in ways that make sense. Between all the grants, there is about \$6,000 in increased revenue this year. She proposed the idea of hiring an LPN as an alternative to replacing the vacant clerk position, explained the benefits involved, and is working on proposed job descriptions. She will schedule a time on an upcoming agenda to review a detailed assessment of clerical vs. clinical hours required for public health tasks and programs. Melissa continues to work on strategic planning with Bonnie and the Public Health Board.
- **Maternal Child Health Grant Renewal:** Melissa explained the workings of the Maternal Child Health Grant, discussed projects the grant enables including school dental and hearing screenings and a new Living Life Well class, and requested the Board's approval for accepting this year's grant funding. Following discussion, Jim Hart moved to accept funding from the renewal of Task Order 19-07-5-01-028-0, Maternal and Child Health Block Grant Program, as requested by the Public Health nurse. Dan Allhands seconded the motion. All voted aye and the motion carried.

Bonnie O'Neill, Chief Administrative Officer, met with the Board to discuss the following Human Resource items.

- **Recommendation to fill the Weed Compliance Tech position and the Weed Field Crew position:** There were no applicants that met the requirements for the Weed Compliance Tech position or the Weed Field Crew position.

Bonnie informed the Board that Bob Bates, Safety Coordinator, had requested an increase to his credit card limit, due to planned expenses and timing of bill payments. After a call to Bob, he attended this portion of the meeting. A call was made to Vicki Tilstra, Finance Manager, and it was determined that he can use Vicki's card for expenses over \$1,000, using a personal card and getting reimbursed is also acceptable, or businesses can be encouraged to bill the county.

Revised MOU between Sheriff's Department and Town of Ennis: Because further clarification from the county sheriff is needed prior to Board approval of the MOU between the Sheriff's Department and the Town of Ennis, the topic was continued to the next regular commission meeting.

Twin Bridges Airport – Grant Application Amendment Request Letter: After review, Dan Allhands moved to approve a June 31, 2018 Letter Requesting a Grant Application Amendment to the Twin Bridges Airport Improvement Project, modified to reflect \$1,440,388.89 in actual total projects costs. Jim Hart seconded the motion. All voted aye and the motion carried.

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

Calendars: The Board reviewed calendars.

With no further business, the meeting was adjourned at 4:30 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, June 12, 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: June 26, 2018

Minutes prepared by:

Jane Bacon, Commissioners' Clerk

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