

**BOARD OF MADISON COUNTY COMMISSIONERS**  
**July 3, 2018, Meeting Minutes**

On Tuesday, July 3, 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. Laurie Buyan, Commissioners' Assistant, was present to take minutes.

Those people in attendance at the meeting were Charity Fechter, Christina Calabrese, Mindy Cummings, Trever McSpadden, Bonnie O'Neill, Dave Magistrelli, Diana Magistrelli, Vicki Tilstra, Jani Flinn, Kathleen Mumme, Melissa Brummell, Phil Taylen, Tina Krause,

**Approval of Minutes:** Jim Hart moved to approve the May 21, 2018, preliminary budget hearing minutes as corrected. Dan Allhands seconded the motion. All voted aye and the motion carried. Dan Allhands moved to approve the May 21, 2018, preliminary budget hearing minutes as corrected. Jim Hart seconded the motion. All voted aye and the motion carried.

Charity Fechter, Planning Director, met with the Board to discuss the following topics. Mindy Cummings, Planning Intern, was present for this portion of the meeting.

- **Lower Ulery's 3 Preliminary Plat, Plan, and Variance:** Charity presented the Board with the preliminary plat of Lower Ulery's 3 Subdivision. Charity reviewed the staff report, noting that the proposal is to subdivide 12.33 acres into 3 condo lots for 32 residential condos and 1 commercial unit and 1 road tract and includes a request for a variance to allow a 40' road and utility right-of-way instead of 60' for Treeline Springs Road. She reviewed the findings for the variance and indicated that criteria is met for all four findings. Following discussion, Jim Hart moved to adopt the proposed findings of fact and approve the requested variance to allow 40' instead of the required 60' road and utility right-of-way for Treeline Springs Road subject to conditions; and to adopt the proposed findings of fact and approve the preliminary plat and condominium site plan for Lower Ulery's 3 Subdivision, located in the southeast quarter of Section 13, Township 6 South, Range 2 East, PMM, subject to 2 waivers, 10 standard conditions, 8 site specific conditions, and 2 suggestions to the subdivider. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Planning Board Report:** Charity presented the Board with a summary from the June 26, 2018, Planning Board meeting. She noted that the Planning Board, Commissioners, and Planning staff had an orientation tour of the Yellowstone Club, Moonlight, Town Center, and Spanish Peaks developments. A Planning Board meeting was conducted that same day in Big Sky which included a public hearing on the Moonlight Overall Development Plan Update; a recommendation on Lower Ulery's 3 Subdivision, site plan, and variance request; Big Sky updates including an update on TIGER grant funding, the design for Fire Station 2, and a recently completed housing study; and comments on recent board leadership training provided by the Commissioners. Dan Allhands asked if the fire station would be completed this fall or just the design. Mindy responded that it was only the design that would be completed by fall.

**Request to Support Habitat for Humanity to Build in Madison County:** Dave Magistrelli, Habitat for Humanity, presented the Board with a written request for a loan to help support Habit for Humanity to build in Madison County. Diana Magistrelli, Mindy Cummings, Planning Intern, Vicki Tilstra, Finance Officer, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting. Dave stated they are requesting \$60,000 that would be repaid as units are sold at approximately \$10,000 per unit. He stated that they are looking at a rental unit and will work with the town, county, nursing homes, school, and hospital. He added that Habitat for Humanity is forming its own land trust rather than using the Montana Land Trust that will support affordability down the road. Ron Nye asked about the cost of each home. Dave responded that the anticipated cost of each property would be around \$130,000 with payments between \$500 and \$550 per month. Vicki stated that she likes the program but is concerned about the

word "loan". She will talk to the auditor about the proposal. Mindy discussed how this type of program is handled in Gallatin County and offered to send a copy of what was done by the Resort District in Big Sky. Dave noted that they would like to get the land secured as soon as possible and that there are approximately 15 people in the Ennis area asking Habitat to address this. Mindy further commented on the project noting that the preliminary plat has to be finalized; there needs to be an MOU in place; there needs to be assurances that the town is okay with it; and it needs to be evaluated as an investment.

**Claims:** The Board approved claims.

**Journal Vouchers:** Following review, Jim Hart moved to approve journal vouchers for the 6/18 accounting period. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Conference Call Regarding Events Facility at the Fairgrounds:** The Board conducted a conference call with Jeremiah Theys and Craig Erickson of Great West Engineering; Jason Davis and Becky Lawson of SMA Architects; and Dan Semmens and Courtney Ellis of Dorsey and Whitney to discuss a proposed events facility at the fairgrounds in Twin Bridges. Jani Flinn, Airport Board Secretary, Vicki Tilstra, Finance Officer, and Bonnie O'Neill, Chief Executive Officer, were present for this portion of the meeting. The Board reviewed two spreadsheets with cost estimates of the proposal. The first estimate was for a building for public events, weddings, activities, agricultural events, etc. at an estimated cost of \$3,347,014.33, with options available for an additional \$243,150. The second estimate was for an unheated, uninsulated building for agricultural events at an estimated cost of \$1,637,297.98 with options available for an additional \$191,400. Ron stated that he spent some time with Dan Sager and discussed the multi-purpose building in Deer Lodge. He asked about the air exchange system, noting that the building in Deer Lodge does not have one, and wondered if it could be added later. Becky indicated that it could. Ron also asked about the electrical and air conditioning. Becky noted that mechanical could be added later but didn't think the electrical could be reduced much, adding that the basic version would have no heat at all. There was further discussion regarding various costs. Ron stated that we would need to justify the cost to the public. Jason stated that he and Becky could work on the numbers. Dan questioned the estimate, stating that it would be difficult to justify \$750,000 to the public, then it came in at 3.3 million. There was further discussion regarding Davis-Bacon Wages, buying American made, and being technically eligible for Rural Development funding. Craig stated if it's not RD funded the American Iron and Steel rule does not apply. Ron discussed a contractor that built the shop in Twin Bridges, noting that he is also a master electrician and probably wouldn't charge a mobilization fee. Ron will ask this contractor to look at the project. Craig Erickson and Dan Semmens then discussed the possibility of a general obligation bond and proposed ballot language. There was also discussion about getting an intercap loan so a bond issue would not have to be run. Dan Semmens stated that the intercap rate is currently at 3.5%. Craig stated that the message came back loud and clear from the Fair Board that the project needs to go to the public for input. He also noted that the project would need to have a preliminary architectural review completed. Jason Davis stated that SMA will help in any way they can.

**Fair Board Recommendation for Events Facility:** Following discussion, Dan Allhands moved to approve the June 25, 2018, Fair Board recommendation to investigate the possibility of construction of a new indoor arena and to not proceed with the grant application this year (July 1, 2018). Jim Hart seconded the motion. All voted aye and the motion carried.

**Grants:** Jani Flinn, Grant Administrator, met with the Board to discuss the following topics. Bonnie O'Neill, Chief Executive Officer, was present for this portion of the meeting.

- **Fairgrounds Waterline Project:** Jeremiah Theys and Craig Erickson of Great West Engineering remained on the conference call for this portion of the meeting. Craig stated that they are waiting for documents from Rural Development for the Fairgrounds waterline project. Jeremiah stated that they do not yet have concurrence from Rural Development. Ron discussed the well at the fairgrounds noting that it is non-potable but bottled water could be used for drinking. There was discussion about postponing the project until after the fair. There was also discussion regarding whether the funding should go through the town or the County. Craig stated that he has talked to the County's auditor about the impact to the town for being the recipient of

Federal funds noting that if the amount exceeds \$750,000 it would initiate a Federal audit. After much discussion, this topic was continued to the next regular Commission meeting agenda.

- **Geim Bridge PER:** The Board reviewed documents related to the Geim Bridge and took the following action.
  - **TSEP Draw Request:** Dan Allhands moved to approve the Treasure State Endowment Program (TSEP) Request for Funds form for Infrastructure Planning Grants for the preliminary engineering report for Geim Bridge in the amount of \$15,000. Jim Hart seconded the motion. All voted aye and the motion carried.
  - **Final Invoice from Great West Engineering:** Jim Hart moved to approve the final invoice from Great West Engineering for professional services from May 20, 2018, through June 30, 2018, for the 2018 TSEP Bridge Evaluations and Geim Bridge PER Update, for the amount of \$4,495.29. Dan Allhands seconded the motion. All voted aye and the motion carried.
  - **TSEP Closeout Documents:** Jim Hart moved to approve the Treasure State Endowment Program (TSEP) Certification of Completion and Status of Funds Report for Infrastructure Planning Grants for the preliminary engineering report for Geim Bridge in the amount of \$15,000; to approve Exhibit 2-C, Signature Certification Form; and to approve Exhibit 2-D, Designation of Depository for Direct Deposit of TEP Funds; all for Department of Commerce Contract Number MT-TSEP0PL-19-116. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Airports: Pay Request #3 Ennis Airport:** The Board reviewed a pay request prepared by Great West Engineering for the Ennis Airport Improvement Project. Jani Flinn, Airport Board Secretary, and Bonnie O'Neill, Chief Executive Officer, were present for this portion of the meeting. Following discussion, Jim Hart moved to approve the invoice from Robert Peccia and Associates for professional services from March 11, 2018, to June 2, 2018, on project number 17002.000 Ennis Big Sky Airport EA in the amount of \$55,640. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Budget Requests for Fiscal Year 2018-2019:** The Board reviewed a list of requests that were made during the preliminary budget hearings. Vicki Tilstra, Finance Officer, Bonnie O'Neill, Chief Administrative Officer, and Kathleen Mumme, Clerk and Recorder, were present for this portion of the meeting. Following review, the following action was taken.

- **Elected Official Stipends:** Jim Hart moved to leave the Treasurer, Clerk of Courts, and Justice of the Peace stipend at \$1,000 per year. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Airport Budget:** Jim Hart moved to approve the requested adjustments to the Airport budget. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Facilities:** Dan Allhands moved to approve the requested adjustments to the Maintenance and the Custodial budgets. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Clerk and Recorder Request for an additional Deputy:** Kathleen discussed the need for a third deputy in her office, stating reasons that she feels the office would run better with this addition. Dan Allhands moved to approve the request from the Clerk and Recorder for an additional deputy. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Superintendent of Schools:** Jim Hart moved to approve the request from the Superintendent of Schools to increase her salary from \$795.60 to \$800 per pay period. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Solid Waste Budget:** Dan Allhands moved to approve the requested increases in the Solid Waste budget. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Planning Budget:** Jim Hart moved to approve the requested increase of \$20,000 for Professional Services in the Planning budget but to deny the request for \$16,500 for a Development Coordinator. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Housing Board Budget Request:** Vicki stated that a budget of \$2,000 for the housing board has been added to the General Fund.
- **Sanitarian Budget:** Jim Hart moved to approve the requested increases in the Sanitarian's budget. Dan Allhands seconded the motion. All voted aye and the motion carried.

- **Senior Citizen's Advisory Board:** It was noted that the Seniors are looking for a new bus. There was also discussion regarding the bus driver wages and possibility re-adjusting the routes. Bonnie suggested that these topics get moved to the Senior Citizen's Advisory Board agenda.
- **Senior Companion Budget Request:** It was suggested that the Public Health Department might be able to fund a request from the Rocky Mountain Development Council for senior companion services in Sheridan. The Board will contact Melissa Brummell, Public Health Nurse, regarding this proposal.

Additional Budget Requests were discussed later in the meeting.

Melissa Brummell, Public Health Nurse, met with the Board to discuss the following topics. Phillip Taylen, Tobacco Prevention Specialist, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting.

- **Chronic Disease Prevention and Health Promotion Program Agreement:** Melissa discussed the Chronic Disease Prevention and Health Promotion Agreement, stating that this is the grant the Phil works under. She explained that it pays his wages, travel, and meals. Madison County provides the place for him to work and a vehicle. This agreement funds the program for one year. She added that Phil does the tobacco prevention portion of the program but there is also a Chronic Disease portion to the grant. After discussion, Jim Hart moved to approve the Chronic Disease Prevention and Health Promotion Program Sub-Contractor Agreement – Madison County Health Department, effective July 1, 2018, through June 30, 2019, to continue to implement the Montana Tobacco Use Prevention Program services to the residents of Madison and Beaverhead Counties. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Recommendation to Change Public Health Nurse Job Title to Public Health Director:** Melissa presented a letter from the Board of Health supporting the reorganization of the Public Health Department; re-structuring the open clerk position into a Full-Time Licensed Practical Nurse or a Registered Nurse; and transitioning the current Public Health Nurse to a Public Health Director currently at 80% FTE. There was discussion regarding the rates of pay, previous job titles, and supervisory duties. Melissa stated that her goal is to provide good quality service to the community and grow where we can. She further stated that she wants to evaluate the programs that are being implemented to make sure they are doing what is helping. Following much discussion, Jim Hart moved to change the title of the current Public Health Nurse to Public Health Nurse/Director and to leave the position on the current wage scale. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Recommendation to Change Current Public Health Nurse from Full-Time to Part-Time Position (80% FTE):** Following discussion, Jim Hart moved to approve the Public Health Nurse/Director to work 32 hours per week. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Job Description Updates:** Melissa discussed changes and corrections to job descriptions in the Public Health Office. Following discussion, Dan Allhands moved to approve the updated job descriptions for the Tobacco Prevention Specialist, the Public Health Clerk, the Public Health Registered Nurse, Public Health Licensed Practical Nurse, and the New Job Description for Public Health Director. Jim Hart seconded the motion. All voted aye and the motion carried.

**Human Resources:** Bonnie O'Neill, Chief Administrative Officer, met with the Board to discuss the following topics.

- **Twin Bridges Road and Bridge Technician Recommendation to Hire:** Based on the recommendation of the hiring committee, Dan Allhands moved to hire Tristan Peterson for the temporary full-time Road and Bridge Technician position with the Twin Bridges/Harrison Road Crew. Jim Hart seconded the motion. All voted aye and the motion carried.

Tina Krause, Custodial Supervisor, met with the Board to discuss the following topics. Vicki Tilstra, Finance Officer, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting.

- **Window Cleaning Estimate:** Tina presented the Board with an estimate for window cleaning. After review and discussion, Jim Hart moved to approve the estimate from Kinney Cleaning Service to clean windows and screens in all of the County buildings in Virginia City for the amount of

\$3,500. Dan Allhands seconded the motion. All voted aye and the motion carried. Tina stated that Gary will also clean one of the blinds in the Courthouse to get an idea of how long it will take to clean them all and submit a bid for that too.

- **Window Repair at Courthouse:** Tina discussed a window that needs to be repaired in the Courthouse. Bonnie will discuss the window repair with Tony to see what needs to be done.
- **Carpet at Public Health Office, Department of Revenue, and Administrative Office Building:** Tina presented a bid from Smithson's to clean carpets in the Library, the Department of Revenue, and the Public Health Office. The Board agreed that Tina should move forward with the carpet cleaning project. Certain areas where the carpet is loose was also discussed.
- **Lighting at Administrative Office Building:** Tina asked the Board about lighting for the outside of the Administrative Office Building. Jim Hart responded that lighting is included in the project for the canopies at this building and that we are in the process of getting the financial information from the architects on the project.

**Budget Requests for Fiscal Year 2018-2019 Continued:**

- **GIS Budget:** The Board agreed to leave the GIS Manager at 30 hours per week and that his wages will increase when hours are completed for the next level of the step increase. It was also noted that requested interns will be addressed at a later time.
- **IT Budget:** The Board took no action on the request for a 10% increase in IT wages or on the request for additional hours. The remainder of the items requested for the IT budget will be further researched before action is taken.

Commissioner Dan Allhands left the meeting at this point to go to a meeting regarding the Granite Creek Bridge and was absent for the remainder of the meeting.

- **Safety Budget:** Jim Hart moved to approve the request to increase hours for the Safety Coordinator from 20 to 24 hours per week. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Skyline Bus:** Jim Hart moved to approve funding of \$80,000 for the Skyline Bus. Ron Nye seconded the motion. All voted aye and the motion carried.

**\*Note:** Budgets not included in this discussion will be added to the final budget document, which will be considered for approval in its entirety following a final budget hearing in August, 2018.

**PILT Underfunding Lawsuit:** Following discussion and review, Jim Hart moved to approve the Class Action Opt-In Notice Form, to join the United States Court of Federal Claims, Kane County, Utah v. United States, Case Nos. 17-739C and 17-1991C (Consolidated), regarding Federal PILT payments. Ron Nye seconded the motion. All voted aye and the motion carried.

**Edsall Road Easement Agreement:** This topic was continued to the next regular Commission meeting.

**Law Enforcement MOU's with Virginia City, Twin Bridges, and Sheridan:** Following discussion, Jim Hart moved to approve Memorandums of Agreement between the Madison County Sheriff's Office and the Town of Sheridan, the Town of Twin Bridges, and the Town of Virginia City. Ron Nye seconded the motion. All voted aye and the motion carried.

**Public Land Surveying System Cadastral National Spatial Data Infrastructure Enhancement Statement of Work:** Following discussion, Jim Hart moved to accept the Montana Land Information FY 2019 Grant and Statement of Work, dated July 1, 2018, for the amount of \$26,000 from MLIA, with a local match of cash and in-kind totaling \$9,416.08 for a total project amount of \$35,416.08. Ron Nye seconded the motion. All voted aye and the motion carried.

**Administrative Building Canopies:** This topic was continued to the next regular Commission meeting.

**Courthouse Elevator Project:** This topic was continued to the next regular Commission meeting.

**Calendars:** The Board reviewed calendars.

With no further business, the meeting was adjourned at 4:24 p.m.

**Next meeting:** The next regular Commission meeting will be held on Tuesday, July 10, 2018, beginning at 9:30 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana.

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Ronald E. Nye, Chairman  
Board of Madison County Commissioners

Date Approved: July 17, 2018

Minutes prepared by:

\_\_\_\_\_  
Laurie Buyan, Administrative Assistant

Attest: \_\_\_\_\_  
Kathleen Mumme, Clerk and Recorder, Madison County