

BOARD OF MADISON COUNTY COMMISSIONERS
July 24, 2018, Meeting Minutes

On Tuesday, July 24, 2018, a meeting of the Board of Madison County Commissioners came to order at 10:30 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana, with Commissioners Ron Nye, Chairman, and Jim Hart present. Jane Bacon, Commissioners' Clerk, was present to take minutes. Commissioner Dan Allhands was absent to attend a meeting on the Granite Creek Bridge.

Those people in attendance at the meeting were Craig Pester, Adam Hirstein, Bonnie O'Neill, Vicki Tilstra, Tommy Luksha, Charity Fechter, Bob Bates, Christina Koch, Chris Hunt, Van Puckett, Al Hendricks, Dustin Tetrault, Karen Miller, Shelly Burke, Laurie Buyan, Scott McClintic, Tony Forsythe, and Jani Flinn.

Approval of Minutes: Dan Allhands moved to approve the July 17, 2018, Board of Commissioners' meeting minutes with corrections. Jim Hart seconded the motion. Dan Allhands and Ron Nye voted aye, Jim Hart abstained from voting as he did not attend the meeting, and the motion carried on a majority vote.

Claims: The Board approved claims.

Tractor and Equipment – Update Used Motor Grader: Craig Pester and Adam Hirstein, Tractor and Equipment, met with the Board to give updated information on the used motor grader they received in trade earlier this year from Road District 3. Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Officer, were present for this portion of the meeting. Adam reported that they have continued to investigate repairing the damage, which they think can be done, but are not comfortable sending it to auction in its damaged state as discussed previously. They estimate repair costs to be at least \$90,000 instead of their earlier estimate, and think the County should pay this amount, even if the cost is higher, since they feel the damage must have been caused from County use between May 2017 when their appraiser inspected it, and early 2018 when they received the vehicle. Adam provided a copy of the inspection and expressed the company's interest in working with the County to resolve this. Bob Bates, Safety Coordinator, was asked to join the meeting, and after being filled in was asked to investigate when and how this type of damage might have occurred. The Board proposed adding the subject to the agenda for August 7, 2018, to have time to investigate the matter and discuss solutions, and Adam agreed to hold off ordering repair parts until that time. He estimated that it would bring less than \$100,000 at auction in its present state, compared to \$160,000-170,000 if there were no issues.

GIS: Tommy Luksha, GIS Coordinator, met with the Board to discuss the following topics. Vicki Tilstra, Finance Officer, Bonnie O'Neill, Chief Administrative Officer, and Charity Fechter, Planning Director, were present for this portion of the meeting.

- **GIS Update:** Tommy reviewed the benefits and services provided by GIS to the public and a variety of offices and county departments, including the 911 system, listed all the projects he is working on, reviewed priorities, and explained technical aspects of GIS database issues.
- **Jim Palmer (Jim Alan) Road:** Tommy corrected the agenda listing to Jim Alan Road. He has been in contact with the two residents on this road, Mr. Palmer and Mr. Smith, about fixing their 911 addresses. The routing needs to be changed from its present starting point of Hwy 87 to starting at Horn Creek Road, residence numbers will be adjusted accordingly and the platted route clarified. Jim informed him of the utility easement there.
- **Montana Land Information (MLIA) Grant – Statement of Work (SOW) Update:** Tommy is working with Justin to update the MLIA Grant SOW, explained how the project will solve property problems and questions, and discussed how the grant works. The timeline was adjusted to start on July 24, 2018, with a completion date of December 31, 2018. It is an agreed-upon high priority, multiple departments are involved, and he believes it can be accomplished within his current allocated hours per week. Following review, Jim Hart moved to approve the updated SOW agreement between Madison County and the

Montana State Library, MLIA_2019_04, as presented. Ron Nye seconded the motion. All voted aye and the motion carried.

Commissioner Dan Allhands joined the meeting at this point and was present for the remainder of the meeting.

- **Montana Land Information (MLIA) Grant – Surveyor Solicitation:** Tommy discussed the advertising process for hiring a surveyor under the MLIA grant to obtain BLM section corners in Pony, Alder, Harrison and Laurin. Advertising costs are covered under the grant, and a hiring committee will be formed for interviewing. Following discussion, Jim Hart moved to approve the solicitation of a qualified and registered surveyor to accomplish work under the MLIA_2019_04 Grant. Dan Allhands seconded the motion. All voted aye and the motion carried.

Thompson-Hickman Library – Library Playground Project: Christina Koch, Assistant Librarian, met with the Board to obtain final approval of plans for a library playground. Vicki Tilstra, Finance Officer, was present for this portion of the meeting. Christina pointed out that with the library's added space for children's materials and summer reading programs attracting kids throughout the county, the number of children now resident in VC, and the outdated equipment in the city park, a need was felt for an updated playground for the littler kids. The project is entirely funded by local grants and private donations, and enthusiastically supported by members of the community, Benedict Builders is donating excavation work, and she has more ideas for potential local donors who have shown support for local kids' projects. She presented detailed plans for the proposed playground to be located just east of the library's new addition, and requested the Board's approval to extend the space into a small portion of the old school property, owned by the County. The plan has been approved and permitted by the Virginia City Council, HPAC and the Library Board, and will be covered under the County's insurance policy. The VC Elks Club contributed a grant of \$2,000 for the project which stipulated that it be spent on equipment by July 31, 2018, so the schedule was ramped up to meet the deadline. Grant funds will be administered through the Friends of the Library, a 501C3 organization, not through the County. A lot line adjustment was discussed to make the area bigger and adjust the current jag in the lot line, and the Commissioners agreed to contact the county attorney to pursue this. Following review, Jim Hart moved to approve the planned area for the library playground project as presented and to pursue a lot line adjustment. Dan Allhands seconded the motion. All voted aye and the motion carried.

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

- **Monthly Safety Report:** Bob updated the Board on his recent activities. He has been going to TRMCC Safety meetings and plans to attend MVM Safety meetings, which he has found very helpful. There has been only one recent safety incident reported, prompting him to write an article about appropriate footwear in the Safety Newsletter as this may have been part of the cause. As a result of the recent safety inspection, appropriate documentation was produced to clear the serious finding by the inspector, and corrective actions are being taken to correct the more minor findings. Bob is still working on the Competent Person designation for the road shops, documentation and liability insurance were discussed, and each commissioner will discuss it with their respective road supervisors. Bob has been sending out weekly information on safety topics, which has been well-received.
- **Safety Fest Attendance:** Bob expressed appreciation for attending four recent safety-related training courses, and requested approval to attend an upcoming Safety Fest in Lewistown, Montana, the only expenses being travel and lodging, which the Board approved.
- **Evacuation Exercise:** Bob explained that OSHA requires counties to test their fire and evacuation plans annually, appropriate scheduling and logistics were briefly discussed, and he will discuss plans with department heads. He also mentioned that MACo has a Safety Plan Analysis scheduled for August 2, 2018.
- **JJ Keller On-line Subscription:** Bob requested and received approval for subscribing to JJ Keller On-line at an on-sale cost of \$1,990 for three years, and presented several reasons why this would be beneficial, including hundreds of training presentations included on their site, as well as the availability of up-to-date safety data sheets, which are challenging to keep updated as required.

IT: Chris Hunt, IT Director, 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.

- **Fair Grounds Quote for Video Cameras:** Chris presented a revised quote for video cameras at the fairgrounds, the original idea being added safety both during the fair and off-season, and alternatives were discussed so that options can be presented to the Fair Board. Chris will attend the September Fair Board meeting with a revised quote, and will invite a representative from Fox Alarm to attend as well to discuss these matters further.
- **Courthouse and TRMCC Avaya Phone System Software Upgrade:** Software upgrades are needed to the Avaya phone systems. Chris plans to do upgrade TRMCC first as some of the phones are wearing out, and then the Courthouse phones, and hopes to bring both to the same software version so phones can be interchanged as needed. Jim Hart moved to approve upgrade of Avaya phone system software at TRMCC and at the Courthouse as presented. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Replacement Computer Purchases:** Chris presented the lowest bids for replacing 14 computers including software, reviewed priorities and plans for future replacements, workable swaps and refurbishments, and explained the issues involved in securely retiring old computers. He estimated that the County currently uses 187 computers. Following review, Dan Allhands moved to approve IT's purchase of 19 replacement computers and software for a total of \$20,549.40. 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 Administrative Officer, and Vicki Tilstra, Finance Officer, were present for this portion of the meeting.

- **Fairgrounds Waterline Project:** Van Puckett, Sanitarian, was present for this portion of the meeting. A call was made to Richard Knatterud, Montana Community Technical Assistance Program, to discuss TSEP's rejection of a grant to fund the fairgrounds waterline project. He pointed out that TSEP has said no to this application twice. They had communicated with Great West Engineering, he considered it unlikely that the decision would be changed, and suggested writing a letter to Jennifer Olson, Division Administrator at the Community Development Division, to pursue the matter further. After the phone call, Van updated the Board on the current state of the waterline and pointed out remaining issues. Finances for the waterline project were discussed, and it was put forward that if the existing bid remains the same, the current level of funding is inadequate to complete the project.
- **Notice of Award for the Fairgrounds Water Main Project:** With Jeremiah Theys unavailable, a call was made to Craig Erickson, Great West Engineering, to discuss next steps in the water main project. He thought the grant reconsideration letter should come from the town of Twin Bridges since they were the original applicant, and agreed that the Notice of Award can't proceed unless the city and/or county find another \$30,000. Craig invited Carrie Gardner, who is assisting Jeremiah with this project, to join the phone call - financial option ideas were discussed, including cutting costs where possible. Before terminating the call, they asked for some time to work on alternatives before continuing the conversation. Jani provided a copy of the bid comparisons from Great West for review and suggested getting a copy of the grant application.
- **Resolution Committing Matching Funds for Water Main Project:** There was no discussion on this topic.
- **N. Willow Creek Reclamation Project – DNRC Grant Contract Approval:** Jani reported that the grant contract should be arriving within a week, so this topic was continued to the next regular Commission meeting. The second grant applied for in the Rochester area was declined, and it is surmised that the first grant project needs to be completed to prove the second project viable.

Finance Office Vicki Tilstra, presented the following topics for approval by the Board. Bonnie O'Neill, Chief Administrative Officer, Tommy Luksha, GIS Coordinator, and Charity Fechter, Planning Director, were present for this portion of the meeting.

- **Fiscal Year 2017/2018 GASB 75 Valuation:** After review, Dan Allhands moved to approve the FY 2017/2018 GASB 75 Valuation for \$11,000. Jim Hart seconded the motion. All voted aye and the motion carried.

- **Resolution of Budget Amendment – TRMCC Fund 5111:** Jim Hart moved to approve Resolution 27-2018, Resolution of Budget Amendment for FY2018 for TRMCC Fund 5111. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Resolution of Budget Amendment – Fair Premium Account Fund 2161:** After discussion, Jim Hart moved to approve Resolution 28-2018, Resolution of Budget Amendment for FY 2018 for Fund 2161 – Fair Premium Account. Dan Allhands 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.

- **Reorganization – GIS and Planning Departments:** Vicki Tilstra, Finance Manager, Charity Fechter, Planning Director, Tommy Luksha, GIS Coordinator, Bob Bates, Safety Coordinator, Al Hendricks, Road Review Committee, and Dustin Tetrault, Director of Emergency Services, were present for this portion of the meeting. Tommy presented several reasons why the County benefits by the GIS Department remaining an independent entity rather than being under the Planning Department, including the perception of accessibility to many departments and the public, versus his concern that GIS might be seen as exclusive or only a Planning-related service. He pointed out that he already has a close working relationship with Planning and benefits from their input, and discussed concerns about GIS having less of an authoritative voice over time should this move takes place. The Board noted that GIS is an integral part of the County’s current and future work, but the Commissioners don’t have as thorough a detailed understanding of its workings as does the Planning Director, so streamlined guidance and knowledge-based oversight would be gained by this reorganization, enhancing rather than hindering services to other departments, as well as reducing the potential for GIS pressure and conflicting priorities. It was suggested that the reorganization take place, and if detrimental effects become apparent over time the GIS Department should present the results to the Board. Department hours were discussed, as well as an agreed-upon future move from the Courthouse building to the Annex. Following discussion and review, Jim Hart moved, based on the recommendation of the Chief Administrative Officer, to reorganize the GIS Department and reassign it under the Planning Department. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Job Notice for Madison Valley Rural Fire District:** Al Hendricks, Madison Valley Rural Fire District, Dustin Tetrault, Director of Emergency Services, Vicki Tilstra, Finance Manager, and Bob Bates, Safety Coordinator, were present for this portion of the meeting. Al requested that the advertisement for the bookkeeper/clerk position at Madison Valley RFD be posted to the County’s job board. He has discussed this with Bonnie, who noted that the County posting might open the field to more applicants than the Madisonian ad, which has been posted for three weeks. The Board agreed to the posting and Bonnie will get it on the job board.
- **County Vehicle Decals:** Bob Bates, Safety Coordinator, Dustin Tetrault, Director of Emergency Services, and Vicki Tilstra, Finance Manager, were present for this portion of the meeting. Bob has been inventorying County vehicles for decals and presented his findings, recommendations and estimated costs in a memo. Discussion included easing into the project by prioritizing needs, design options, reflective components for road crews, and the effect of vehicles being retired. After review, Dan Allhands moved to give the authority for starting the County vehicle decal program to Bob Bates, Safety Coordinator. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Communications Officers 2018-2019 Salary Increase Review:** Vicki Tilstra, Finance Manager, was present for this portion of the meeting. Bonnie discussed the salary increase for Communications Officers that was previously approved on June 19, 2018. After discussions with Sheriff Roger Thompson, she recommended amending the increase to include the 3% County-wide increase as well, noting the challenge of a fairly high turnover rate for these positions. Following review, Jim Hart moved to amend the salary resolution dated June 19, 2018, increasing Communications Officers’ wages, to include the 3% County-wide increase. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Fair Board Recommendation – Aubrey Broksle Memorial Plaque on Memorial Wall-Madison County Fairgrounds:** Bonnie discussed apple trees that were removed from the fairgrounds and a proposal to offer a memorial wall plaque to the family who donated the trees. Following review, Dan Allhands moved to approve sending a letter from the Board of Commissioners to the affected family members, apologizing for the removal of apple trees from the Aubrey Broksle Memorial Park, and offering

to construct a donor plaque of the family's choosing to be placed on the memorial wall at the Fairgrounds. Jim Hart seconded the motion. All voted aye and the motion carried.

- **Recommendation to Hire Ennis Road and Bridge Tech. Full-time 12 Month Temporary:** Following discussion of Ennis area road crew needs and hiring efforts, Jim Hart moved to advertise for the position of a full time Road & Bridge Technician for Ennis, and to change the position from temporary to permanent. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Recommendation to Hire Court Compliance Clerk Part-time Permanent:** An offer made to a qualified applicant was declined, so the position remains open.
- **Revised New Employee Classification Selection Form:** Bonnie presented a revised and expanded Employee Classification Selection Form, which is included in the New Hire packets. Following review, Dan Allhands moved to approve the revised Employee Classification Selection Form. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Discussion Item:** When employees need to be out of the County during business hours, the Board and the Chief Administrative Officer should be informed.

Elected Official Stipend: Karen Miller, Clerk of Court, Shelly Burke, Treasurer, and Laurie Buyan, Commissioner's Assistant, were present for this portion of the meeting. Karen encouraged the Commissioners to approve the yearly stipend for her position citing salary comparisons and rankings from other counties, and she listed various duties including water billing, noting that this is not done by every comparable position in the state. Shelly's additional work acquired due to a reduction in services provided by the state was reviewed. Following their departure and a brief discussion, Jim Hart moved to increase the elected official stipend for the Treasurer and the Clerk of District Court to \$2,000, as allowed by statute. Dan Allhands seconded the motion. All voted aye and the motion carried.

Airport Layout Plan – Ennis: Jani Flinn, Airport Board Secretary, met with the Board to discuss the redesigned Ennis Airport layout plan and explained why the revisions were needed due to the affect on an adjacent property owner. After review, Jim Hart moved to accept the revised Ennis Airport layout plan as presented by Robert Peccia and Associates. Dan Allhands seconded the motion. All voted aye and the motion carried.

Letter of Agreement with SMA for Fairgrounds Arena Project: Jani Flinn, Grant Administrator, was present for this portion of the meeting. Jani contacted Deer Lodge to ask about the arena they installed. Discussion ensued about the cost of the SMA Architects' proposal for services on the Fairgrounds Arena Building Study, comparisons to projects with other companies, and whether SMA services are needed if no current grant exists for funding the project.

At 5:10 p.m., the remainder of the meeting was continued to Wednesday, July 25, 2018, at 10:00 a.m.

Wednesday, July 25, 2018: The meeting reconvened at 10:12 a.m. in the Commissioner's 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.

Letter of Agreement with SMA for Fairgrounds Arena Project (continued): Funding ideas and building options for a new fairgrounds arena were discussed, and it was determined that no action with SMA can take place until decisions are made with the Fair Board to proceed with an arena project.

Administrative Building Canopies: A phone call was made to ThinkOne Architects to discuss progress on the administrative building canopies. When Bill Hanson was not available, the Board spoke briefly with Maryanne St. Sauver about lighting, power, and costs. Maryanne did not have a cost estimate, but suggested that Bill may have developed one and will be available later in the day. Further discussion was delayed until Bill could be reached.

Public Discussion: Scott McClintic, Virginia City Resident, stopped in to inform the Board that the City received a grant toward the cooperative purchase of the previously-discussed VC parking lot, but because the grant amount was less than anticipated, additional sources of funding will be needed. Potential partners

and fundraising ideas were briefly discussed, as well as the possibility of the seller reducing the price. Scott pointed out that the City and the Chamber of Commerce have made funding commitments, and that by law the Heritage Commission cannot contribute. The subject will be discussed further at a future Commissioner's meeting.

Fairgrounds Waterline Project (continued): Van Puckett, Sanitarian, met with the Board to discuss the importance of the waterline situation at the fairgrounds. Tony Forsythe, Maintenance Manager, joined a portion of the meeting. Dan Allhands was absent for this portion of the meeting to attend a meeting at the Granite Creek Bridge. There was discussion regarding grant procedures, the TSEP reconsideration request, and possibilities for reducing project costs. Van visited the fairgrounds last night and reported on the progress of the current plan to provide temporary water from August 1 to August 15 for this year's fair, deviations to the plan that would raise costs, including an additional hydrant that reportedly had been requested for the horses but not discussed at the Fair Board meeting. The Board emphasized not spending any more than necessary. Turning back to the Waterline Project, a call was made to Craig Erickson, Great West Engineering, to ask about contractor bids. Craig and his associates contacted the bid contractors to ask about cost reductions, expects to hear back by Thursday, and will research the rules for construction management. The Board noted that the County has \$275,000 available from all funding sources, and to keep that in mind.

Bob Bates, Safety Coordinator, was called in to update the Board on his progress investigating the damage to the traded motor grader, and the possibility of re-submitting an insurance claim was discussed.

Commissioner Dan Allhands joined the meeting at this point and was present for the remainder of the meeting.

The Board contacted Bill Hanson, ThinkOne Architects, by telephone to discuss the following topics.

- **Administrative Building Canopies:** Bill is submitting detailed renderings of the plans for administrative building canopies to Jim Jarvis, Virginia City Historic Preservation Officer, for review. Power sources and lighting options were discussed. He will also research solar lighting and motion sensing options for lighting the parking lot in back of the building.
- **Courthouse Elevator Project:** Bill reported finding the report on asbestos testing in the plaster, and there are no concerns. The estimate for the courthouse elevator project will be revised due to design changes. He discussed air conditioning and ventilation for the second floor and courtroom, and described how air will be distributed to other areas and filter down to the lower floor.

Calendars: The Board reviewed calendars.

With no further business, the meeting was adjourned at 3:45 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, July 31, 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: August 14, 2018

Minutes prepared by:

Jane Bacon, Commissioners' Clerk

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