

**BOARD OF MADISON COUNTY COMMISSIONERS**  
**August 28, 2018, Meeting Minutes**

On Tuesday, August 28, 2018, a meeting of the Board of Madison County Commissioners came to order at 10:10 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 Tammy Mahlstedde, Bonnie O'Neill, Vicki Tilstra, Jani Flinn, Rick Sandru, Regan Colyer, Cindy Purdue-Dolan, Alan Rohrback, Alecia Nicholson, Pete Novich, Bob Bates, Laurie Buyan, Jake Stewart, Roger Thompson, Justin Ekwall, Phil Fortner, Chris Hunt, Lisa Roberts, Charity Fechter, and Chris Christensen.

**Approval of Minutes:** Jim Hart moved to approve the August 7, 2018, Board of Commissioners' meeting minutes as presented. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Human Resources:**

- **Revised Planning Clerk Job Description:** Tammy Mahlstedde, Human Resource Generalist, met with the Board to present the revised Planning Clerk Job Description. Bonnie O'Neill, Chief Administrative Officer, was also present for this portion of the meeting. Tammy explained that changes were made to update previous job descriptions dating back several years as well as to fit into the MACo format, and have been approved by the Planning Director. After review, Jim Hart moved to approve the revised Planning Clerk Job Description. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Claims:** The Board approved claims.

**Journal Vouchers:** Dan Allhands moved to approve Journal Vouchers for the 6/18 accounting period. 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.

- **North Willow Creek Revenue Agreement:** Jani has a draft of the North Willow Creek revenue agreement and will continue discussions later today with the deputy county attorney and Randy Carpenter, Future West. This topic was continued to a future Commission meeting.
- **BaRSSA Funds:** Jani will submit claims in the coming week for BaRSSA funds. There was a brief discussion about how these funds are handled, and she mentioned that the state would appreciate photos of any road-related projects that use the funds.

**Resolution Declaring a Disaster in Madison County:** The Board reviewed a resolution declaring a disaster in Madison County, outlining the need for more funding to complete repairs on the damaged water main in Twin Bridges that supplies the fairgrounds, and levying one mill during FY19. Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Officer, were present for this portion of the meeting. After review, Jim Hart moved to approve Resolution 33-2018, a Resolution Declaring a Disaster in Madison County, with corrections. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Senator Daines Field Representative:** Cindy Purdue-Dolan, Field Representative for U.S. Senator Steve Daines, met with the Board to check on any concerns with grazing, forest issues, or any other county matters where Senator Daines can be of assistance. Rick Sandru, Ruby Valley Strategic Alliance, Bonnie O'Neill, Chief Administrative Officer, and Reagan Colyer, The Madisonian, were also present for this portion of the meeting.

- **Upper Ruby West Fork Allotment (U.S. Forest Service Issues):** There was no discussion on this topic.
- Cindy and Rick reported on the success of last week's Ruby Valley Strategic Alliance ranch tour, which hosted a diverse group of 35-40 people in an effort to further understand and continue the existing way of life in the Ruby Valley. The tour focused on private land conservation and local farm bill projects, as well as the interaction between federal grazing leases and preserving working ranchland that people enjoy using. Rick expressed appreciation for Dan's participation in the alliance, which has been meeting for three years, and the Board in turn expressed their support of his efforts.

**Trust and Agency Budgets:** Trust and Agency Budgets for each district were distributed to the respective Commissioners for review. Vicki Tilstra, Finance Officer, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting. Vicki noted that the Sheridan Cemetery District and Alder Fire District budgets are not yet ready for approval. The Board had questions about two other districts and determined that further information should be provided prior to their final approval. After discussion, Jim Hart moved to approve the Trust and Agency Budgets for FY 18-19, with the exception of Sheridan Cemetery District and Alder Fire District, and pending further information provided for the Harrison Fire District and the Ruby Valley Hospital District. Dan Allhands seconded the motion. All voted aye and the motion carried.

**Final Budget Hearing - Discussion:** The Board discussed concerns about several aspects of the final budget, including capital expenditures, district comparisons and requests, percent increases, revenue sources, and options for resolving differences. Vicki Tilstra, Finance Officer, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting.

**Trust and Agency Budgets, continued:** Alan Rohrback, CEO, and Alecia Nicholson, Controller, Madison Valley Medical Center, met with the Board to ask questions about mill levies and budgets. Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Officer, were present for this portion of the meeting. Alan noted a consistent decline over the past few years in the amount generated by mill levies, and wants to better understand the process to plan around future variables in funding. Vicki answered questions about the process and the Board recommended options for learning more.

**Final Budget Hearing:** The Board conducted a public hearing regarding the Fiscal Year 2018-2019 County Budget. Chairman Ron Nye opened the public hearing at 1:20 p.m. Vicki Tilstra, Finance Officer, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting. No members of the public were present. It was noted that Alan Rohrback and Alecia Nicholson, Madison Valley Medical Center, were present prior to this portion of the meeting and chose not to comment. After hearing no comments on the budget, the public hearing was closed at 1:23 p.m.

- **Resolution Adopting Final Budget and Mill Levy Requirements:** Following review and discussion, Dan Allhands moved to adopt Resolution 32-2018, a resolution adopting Fiscal Year 2018-2019 budget and mill levy requirements. Jim Hart seconded the motion. All voted aye and the motion carried.

**Proposed Land Acquisitions:** An offer was made for a for the property known as Lots 15-19, Block 157, of the Virginia City Original Townsite with a counter-offer from the owner. This topic was continued to Thursday, August 30, 2018, at 10:00 a.m. for a property tour with both realtors and further discussion.

**Public Discussion:** There was a brief discussion of the Grader Claim. Pete Novich, Novich Insurance Agency, Bob Bates, Safety Coordinator, Vicki Tilstra, Finance Officer, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting. The initial insurance claim for damage to the grader was denied, but the claim has been reopened for consideration and a copy of the title/certificate of origin has been requested. The grader currently belongs to Tractor & Equipment, an affiliate of Caterpillar. Pete confirmed that prior to the sale/trade it had been on the County's insured list.

**Madison Valley Search and Rescue Insurance Claim:** Jake Stewart, Madison Valley Search and Rescue, met with the Board to discuss the Madison Valley Search and Rescue Insurance Claim. Roger

Thompson, Sheriff, Justin Ekwall, Deputy County Attorney, Phil Fortner, Undersheriff, Pete Novich, Novich Insurance Agency, Vicki Tilstra, Finance Officer, Tammy Mahlstede, Human Resource Generalist, Chris Hunt, IT Director, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting. Jake answered questions about the building's water damage and subsequent repair/remodel. After some discussion, Jim Hart moved to accept the settlement offered by MACo for \$4,633.96. Dan Allhands seconded the motion. All voted aye and the motion carried. Discussion then proceeded to the current status of Madison Valley Search and Rescue, taxes and state compliance, mill levy funding, volunteer and building insurance coverages, building ownership history, and 501C3 status. A copy of financial records was requested by the Finance Department, and Jake requested an audit before the outgoing Search and Rescue Treasurer turns everything over to a new treasurer. Pete verified that he had gathered information and sent the claim to MACo in June, 2017. A call was made to Art Behar, Search and Rescue Treasurer, who reported that he is working on 501C3 matters and that Federal taxes are completed. He reported on state tax status, revenue and income, and said that they recently started renting the apartment again. He has been the treasurer for three years, thinks this is too long, and is ready to hand it off to another person. He has been unable to deliver materials to the State office in Bozeman so Jake agreed to meet with him and deliver the paperwork. Pete discussed developing a policy for renters, with Madison County as additional insured.

**Social Media Policy:** Roger Thompson, Sheriff, met with the Board to discuss the county's social media policy. Justin Ekwall, Deputy County Attorney, Phil Fortner, Undersheriff, Pete Novich, Novich Insurance Agency, Tammy Mahlstede, Human Resource Generalist, Chris Hunt, IT Director, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting. Roger reported the existence of a Facebook page owned by the county, said that many departments have a Facebook page although some are not being used, and discussion included deleting unused accounts, possibly combining accounts, and linking with websites. Roger presented a packet of information from a company called Archive Social that works with government entities to archive all social media records, even if a posted record was subsequently removed, thereby complying with state and public disclosure laws. Other services offered by the company were discussed as well as cost and logistics, ADA compliance, Twitter and other media accounts, and Roger recommended watching Archive Social's 45-minute online presentation. It was agreed that each department wishing to maintain social media accounts should write a justification for further evaluation. This topic was rescheduled for discussion at the regular Commission meeting on September 25, 2018.

**Missouri-Madison Riverfund Application Sponsorship:** Lisa Roberts, Ennis Town Commissioner, and Charity Fechter, Planning Director, met with the Board to discuss the Missouri-Madison Riverfund application for moving the Varney Bridge closer to Ennis for use as a walking bridge. Lisa reviewed the details of the \$2.7 million project and current funding sources, leaving \$325,000 still to be raised. An open house is being held to gauge public opinion before continuing the application process, pursuing grants and other funding sources. Charity has agreed to be the project's sponsor and County representative, if approved. After review, Jim Hart moved to approve the request for Charity Fechter to sponsor the Missouri-Madison Riverfund Application for the Varney Bridge Relocation Project. Dan Allhands seconded the motion. All voted aye and the motion carried. Lisa asked about the availability of advice from a county grant writer, citing how experienced grant writers had been invaluable on past projects, and was referred to Jani Flinn, Grant Administrator, for assistance.

**Resolution Requesting Prosecutorial Assistance:** Chris Christensen, County Attorney, met with the Board to request authorization for bringing in the Attorney General's office to assist with a prosecution of an individual, as required by statute in the case of a conflict. Phil Fortner, Undersheriff, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting. Following review, Dan Allhands moved to approve Resolution 34-2018 requesting prosecutorial assistance in the case of MC 18-03-02. Jim Hart seconded the motion. All voted aye and the motion carried.

**Courthouse Elevator Project:** A call was made to Bill Hanson, ThinkOne Architects, to ask about cost estimates for the Courthouse elevator project. After recently learning about the minimum ceiling height requirement in a basement room, they needed to make a 5-inch adjustment. Current drawings show the removal of a bathroom for storage, as discussed. Bill will submit his portion of the estimate to the Board by

the end of the week, not including the contractor's portion unless he receives contractor's feedback regarding mechanical and electrical costs.

**Administrative Office Building Canopies:** Continuing the phone conversation with Bill Hanson, ThinkOne Architects, discussion about the Administrative Office Building canopies included lighting options, drainage, main entry emphasis, use of lighter vs. heavier materials, possible door painting, and the possibility of delaying installation of smaller canopies if funds are needed elsewhere. Bill will have construction estimates available by the end of the week.

**Calendars:** The Board reviewed calendars.

At 4:30 p.m., the remainder of the meeting was continued to August 30, 2018, at 10:00 a.m.

**Thursday, August 30, 2018:** The meeting reconvened at 10:00 a.m. in the parking lot of the Administrative Office Building in Virginia City, Montana, with Commissioners Ron Nye, Chairman, Jim Hart, and Dan Allhands present. Jane Bacon, Commissioners' Clerk, took notes for this portion of the meeting.

**Proposed Land Acquisitions, continued:** Annie Jorgensen, Berkshire Hathaway Realtors, conducted a tour of the property known as Lots 15-19, Block 157, of the Virginia City Original Townsite which is within walking distance of the Administrative Office building. Melinda Merrill, Berkshire Hathaway Realtors, and Vicki Tilstra, Finance Manager, were present for this portion of the meeting. After the tour, the commissioners reconvened with Melinda and Vicki in the Commissioner's Conference Room. Following discussion, terms for a new offer were agreed upon.

With no further business, this portion of the meeting was adjourned at 10:55 a.m.

**Next meeting:** The next regular Commission meeting will be held on Tuesday, September 4, 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: September 11, 2018

Minutes prepared by:

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Jane Bacon, Commissioners' Clerk

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