

BOARD OF MADISON COUNTY COMMISSIONERS
October 30, 2018, Meeting Minutes

On Tuesday, October 30, 2018, a meeting of the Board of Madison County Commissioners came to order at 11:00 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. Commissioner Dan Allhands was absent as he was attending a Ruby Valley Strategic Alliance Meeting in Sheridan, Montana. Laurie Buyan, Executive Assistant to the Madison County Board of Commissioners, was present to take minutes.

Those people in attendance at the meeting were Jani Flinn, Vicki Tilstra, Travis Horton, Jay Pape, Darrel Goodman, Cheryl Goodman, Mark Savinski, Howard Crest, Bill Fraser, Ellis Thompson, Bonnie O'Neill, and Dana Escott.

Approval of Minutes: No Minutes were available for approval.

Public Discussion and/or Comments on Items Not Listed on the Agenda but Within the Board's Jurisdiction: Jim Hart presented an agreement from Williams Plumbing for maintenance to the boiler at the Administrative Office Building. Following discussion, Jim Hart moved to approve the Boiler Maintenance Agreement from Williams Plumbing for hydronic heating and cooling system flush, clean, and refill, for the amount of \$8,800. Dan Allhands seconded the motion. All voted aye and the motion carried.

Update on North Willow Creek Reclamation Project: Jani Flinn, Grant Administrator, updated the Board on the status of the North Willow Creek project stating that it will not take place this fall. She noted that they are waiting on permits from Fish, Wildlife, and Parks and are concerned about seeding in the fall and roads, etc. Meetings will be scheduled in the Pony area in the spring and the project will begin after road and grizzly restrictions are removed. Jani added that they will need to work with the road department to improve the roads and that funding is included in the grant for the improvements.

Jani also notified the Board that the Fairgrounds waterline project has been extended from November 5, 2018, to a mobilization date of November 9, 2018, with work beginning on November 12, 2018.

Claims: The Board approved claims.

Airports: Jani Flinn, Airport Board Secretary, met with the Board to discuss the following topics for the Ennis Big Sky Airport. Vicki Tilstra, Finance Officer, was also present for this portion of the meeting.

- **Recommendation of Bid Award for SRE Building:** Following review, Jim Hart moved to approve the Recommendation of Award for Ennis Big Sky Airport Improvements, AIP 3-30-009-020-2018, to L.G. Britton Custom Homes, Inc. for the base bid and additive alternate #1 of the re-bid for construction of a 3-bay snow removal equipment building, for the amount of \$400,000, as prepared by Robert Peccia and Associates. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Task Order #26 – SRE Building Re-Bid Fees:** The Board reviewed Task Order #26 for expenses related to the re-bid of the Ennis Big Sky Airport snow removal equipment building. Following review, Jim Hart moved to approve Task Order #26, Agreement to Furnish Engineering Services from Robert Peccia and Associates to Madison County for Improvements to Ennis Big Sky Airport, bidding administration services (re-bid) for snow removal equipment/ aircraft rescue and fire-fighting equipment storage building, for the amount of \$4,990, as provided by Robert Peccia and Associates. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Recommendation to Award Additive #2 – SRE Building 4th Bay:** Jani stated that the Airport Board recommended adding a fourth bay to the snow removal equipment building for the amount of \$50,000. She added that this amount is not covered by the grant but potentially could get funded, or the funds could be taken from the airport fund in which there is currently \$657,599 cash before

taxes are received. Jim Hart stated that it would make sense to add it now. Ron Nye agreed. After discussion, Jim Hart moved to approve additive/alternate #2 to add a fourth bay to the snow removal equipment/ aircraft rescue and fire-fighting equipment storage building at the Ennis Big Sky Airport, for the amount of \$50,000, as recommended by the Airport Board. Dan Allhands seconded the motion. All voted aye and the motion carried.

Ron Nye asked about land acquisitions. Jani responded that they are in the process of submitting for supplemental funding to cover the land acquisitions.

Coy Brown Bridge Access: Travis Horton, Fish, Wildlife, and Parks (FWP), Jay Pape, Fish, Wildlife, and Parks (FWP), and Darrel Goodman, Cheryl Goodman, Mark Savinski, Howard Crest, Bill Fraser, and Ellis Thompson, County residents, met with the Board to discuss fishing access at the Coy Brown Bridge near Alder, Montana. The meeting was called in response to a letter from the County residents present requesting that the County conduct a land survey at the Coy Brown Bridge to determine where the actual 60 foot width lies on the County Road and if certain signage falls within the County right-of-way to request that the signage and snow fence be removed. Ron asked about the proper way to get the snow fence removed. Travis Horton stated that they usually work with wardens on access sites but added that because this is on a County road, we can all work together. There was discussion regarding whether the road is petitioned or prescriptive and the difference in width for each type of road. It was noted that if the road is prescriptive there would still be enough room on the County right-of-way for access to the river. Further discussion included the style of access that could be used; working with the landowners on creating the access, further researching the status of the road, budgeting for the project, and a man-made obstruction (fence) across the river. After much discussion, it was determined that the following steps would be taken:

1. Determine if the road is petitioned or prescriptive.
2. Someone (FWP) will contact the landowners.
3. Determine if a formal survey is necessary.
4. Build an actual access site.

Ron Nye stated that if a letter to the landowners is needed, the County will write the letter. Bill Fraser stated that if funding is needed, the local Trout Unlimited chapter has funds for this type of project. The FWP representatives indicated that FWP would fund the project, except for the survey because they don't survey property that does not belong to them. The group also discussed other access sites and leases for some of the sites. Mark Savinski stated that it's very important to establish new sites in case something happens to the existing leases. He also thanked the Board and FWP for helping with this very important issue, noting that it's great to see everyone working together, adding that this is democracy at it's best.

BLM Reciprocal Road Maintenance Agreement for Clute's Landing and Axolotl Road: Keith Johnson, BLM, met with the Board to review a reciprocal agreement for road maintenance. Keith stated once the agreement is approved, the BLM will take over maintenance of County Road #42, Axolotl Lakes Road, from Mark Perrault's residence to Grassy Lake, and Madison County will take over maintenance of the Clute's Landing Road from Highway 287 to the end of the boat ramp and the parking area in the BLM Clute's Landing Recreation Site. Following discussion and review of the agreement, Jim Hart moved to approve the Memorandum of Agreement between the US Department of the Interior, Bureau of Land Management, Dillon Field Office, and Madison County concerning reciprocal road maintenance for County Road #42 and Clute's Landing Road. Dan Allhands seconded the motion. All voted aye and the motion carried.

Administrative Office Building Canopies: The Board discussed canopies for the Administrative Office Building. Bill Hanson, ThinkOne Architects, participated in this portion of the meeting via telephone. Bill noted that he has been communicating with Jim Jarvis, Town of Virginia City, regarding the proposed canopies. There was discussion regarding putting an awning over the main entrance and waiting to do the other two doors later; availability of funding for this project; and adding this project as an additive/alternate to the Courthouse project. After discussion, the Board agreed that they would add this to the Courthouse project and see what is left for funding.

Courthouse Elevator Project: The Board discussed Courthouse renovation project. Bill Hanson, ThinkOne Architects, participated in this portion of the meeting via telephone. Bill notified the Board that Loren Cantrell, Langlas and Associates, is working on costs for the project.

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

- **Authorization to Fill Full-Time Permanent Road and Bridge Technician Position:** The Board reviewed an authorization to fill a road crew position in the Harrison/Pony area. Following review and discussion, Jim Hart moved to approve the Authorization to Fill the full-time, permanent Road and Bridge Technician position for Road District 2 to work primarily in the Harrison/Pony area. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Proposal for Additional Work Hours – Fairgrounds Manager:** Dana Escott, Fairgrounds Manager, met with the Board to request additional work hours. Bonnie commended Dana on providing everything that was requested at the budget meeting and for completing a work study. Dana reviewed a memo that was provided to the Board outlining her goals and accomplishments, justifying the request for more hours. There was discussion regarding the number of additional hours being requested and the increase to the budget. Further discussion included changing Dana's workers compensation class code to administrative which would help offset the budget increase. Dan stated that some groundskeeper hours should still be claimed in case she does need to be working on the grounds. Following discussion, Dan Allhands moved to approve Dana's hourly increase from 1,240 hours per year to 1,560 hours per year as outlined in the memo dated October 25, 2018, and to change her workers' compensation class code to administrative. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Revised Fair Manager Job Description:** The Board reviewed a revised job description for the Fairgrounds Manager position. Dana Escott, Fairgrounds Manager, was present for this portion of the meeting. Dana pointed out the items that were changed in the job description, which included changing "shall" to "may" in the portion about doing minutes; adding – "must maintain a positive working relationship with the public"; and changing the "reports to" portion to: "Chief Administrative Officer/Madison County Board of Commissioners." Following review, Jim Hart moved to approve the updated Fairgrounds Manager job description as presented by Human Resources. Dan Allhands seconded the motion. All voted aye and the motion carried.
- **Recommendation to Hire Sanitarian in Training – 90 Day Position:** Bonnie reviewed a memo regarding the hiring of a Sanitarian-in-Training. There was discussion regarding the use of a County car, start date, and starting in the office for a few days before beginning inspections in Big Sky. Based on the recommendation of the hiring committee, Jim Hart moved to approve hiring Jessica Pye for the 90 day, short-term, full-time, Sanitarian-in-Training position, at \$21.08 per hour or 80% of the Sanitarian's wage. Dan Allhands seconded the motion. All voted aye and the motion carried.

Calendars: The Board reviewed calendars.

With no further business, the meeting was adjourned at 4:05 p.m.

Next meeting: Because the Board will not be meeting on November 6, 2018, because County offices are closed due to Election Day, the next regular Commission meeting will be held on Tuesday, November 13, 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: November 13, 2018

Minutes prepared by:

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

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