

**BOARD OF MADISON COUNTY COMMISSIONERS
PRELIMINARY BUDGET HEARINGS
May 6, 2020, Minutes**

On Wednesday, May 6, 2020, the Board of Madison County Commissioners conducted Preliminary Budget Hearings beginning at 11:00 a.m. in the Public Meeting Room of the Madison County Administrative Office Building in Virginia City, Montana, with Commissioners Dan Allhands, Chairman, Jim Hart, and Ron Nye present. Jane Bacon, Commissioner's Clerk, was present to take minutes.

Those people in attendance at the hearings were Jani Flinn, Brett Schriock, Vicki Tilstra, Tommy Luksha, Alex Hogle, Bonnie O'Neill, and Dave Baldwin.

Grants Preliminary Budget Hearing: Jani Flinn, Grant Administrator, presented the Board with the preliminary budget for Grants. Jani is making no changes to the budget, and said she left funds in Small Items of Equipment to purchase a file cabinet, rather than reduce this area. Further discussion included grants for other departments, and a grant training opportunity through MACo.

IT Preliminary Budget Hearing: Brett Schriock, IT Director, presented the Board with the preliminary budget for the IT Department. Vicki Tilstra, Finance Officer, was present for this hearing. Brett noted that he has been surprised by things like renewals and other items coming out of the IT budget that he didn't know about. He tried to stay with last year's budget, but is requesting increases to the Small Items of Equipment and Gas/Diesel Fuel lines, for an overall increase of \$600. Vicki discussed Black Mountain software, which comes out of the IT budget, emphasized how much we need that software since it is so much better than what we had in the past. Adding a part-time position was discussed, and Brett explained that he is ideally looking for someone who specializes in servers since the County runs 23 servers at this point, said that adding the position would cut down on overtime, and having three positions will make it easier to rotate shifts. Brett reviewed major events that caused overtime in the past year such as losing the phone system, moving the Sheriff's Office, and installation of fiber optic lines. He also discussed current phone issues at Madison Valley Manor and in Virginia City, said he is gathering information and working with Three Rivers, but doesn't anticipate any major changes in the coming year.

GIS Preliminary Budget Hearing: Tommy Luksha, GIS Coordinator, presented the Board with the preliminary budget for the GIS Department. Alex Hogle, Planning Director, Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Manager, were present for this hearing. The budget showed minor increases in certain line items, for an overall increase of \$595. Tommy then reviewed the work and accomplishments of the temporary, 20 hour per week GIS employee who has been in place for six months, and requested that the position be changed to a permanent, 30 hour per week position. The temporary position is currently grant-funded and scheduled to end in October, 2020, and Tommy suggested that the new position, if approved, might start in July so the additional 10 hours of work per week can start sooner. Alex supported the idea of the permanent position, explained several aspects of GIS work, the digitizing process for roads, discussed how data is used in several areas such as emergency services, sanitation services, easements and rights of way, and emphasized the importance of GIS to the County overall. The Board also expressed support for the new position.

Road Review Committee Preliminary Budget Hearing: The Board discussed the preliminary budget for the Road Review Committee. Vicki Tilstra, Finance Manager, Bonnie O'Neill, Chief Administrative Officer, and Alex Hogle, Planning Director, were present for this hearing. Vicki pointed out a reduction in travel expenses, for an overall decrease of \$500.

Facilities (Custodial) Preliminary Budget Hearing: Dave Baldwin, Custodial Supervisor, presented the Board with the budget for Custodial Services. Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Manager, were present for this hearing. Dave said he cut back on almost all line items, for an overall decrease of \$5,500. Supplies are well stocked, he is hoping the cost of materials will not increase substantially due to the

COVID-19 crisis, and thinks the budget is in pretty good shape unless some piece of equipment fails. He may use Other Professional Services this year.

Facilities (Maintenance) Preliminary Budget Hearing: The Board discussed the preliminary budget for the Maintenance Department. Vicki Tilstra, Finance Manager, and Bonnie O’Neill, Chief Administrative Officer, were present for this hearing. Bonnie noted that Tony Forsythe, former Maintenance Manager, has agreed to help out on a part-time basis, which will come out of the Salary/Wages Extra-help line. Bonnie and Vicki reviewed line item changes, explaining some changes in more depth, such as having the amounts for Sewer and Water, Lines 343 and 342, combined in the line for Water, and moving certain items into the General Fund to be under the control of the Board of Commissioners, noting that a newly-hired maintenance manager will have other things to do than worry about projects such as building canopies and courthouse drainage. Overall, the Maintenance budget was decreased by \$22,300.

With no further business, the hearings concluded at 2:20 p.m.

Dan W. Allhands, Chairman
Board of Madison County Commissioners

Date Approved: June 2, 2019

Minutes prepared by:

Jane Bacon, Commissioner’s Clerk

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