



Doc #: 208490 Pages: 4 Book: Page:

STATE OF MONTANA MADISON COUNTY

Recorded 2/17/2023 4:50 PM KOL: COM-IRNL

Paula McKenzie, CLERK & RECORDER

Fee \$ 0.00

BY:

Paula McKenzie

To: FILED,,

BOARD OF MADISON COUNTY COMMISSIONERS January 24, 2023 Meeting Minutes

On Tuesday, January 24, 2023, a meeting of the Board of Madison County Commissioners came to order at 10:03 a.m. in the Second Floor Court Room of the Administrative Office Building in Virginia City, Montana, with Commissioners Dan Allhands, Chairman, Ron Nye and Bill Todd present. Shawna Lutgen, Commissioners' Clerk to the Board of Commissioners, was present to take minutes.

Those people in attendance at the meeting were Jennifer Westfall, Carmin Hill, Jordan Allhands, David Buchler, Connie Dedrick, Paula McKenzie, Vicki Tilstra, Brett Schriock, Joe Brummell, Emilie Saylor, Kaleena Miller, Hannah Brook, Justin Gatewood, and Craig Schroeder. Ryan Wolter, IT Support Specialist, administered the Webex connection. Those in attendance via Webex included Laurie Buyan, Lisa Roberts, Hanna Dietrich, Heidi, Pamela Ward, Tarah Redfield, Christine Keltner, Brooke Schandelmeier, Elliot Miller, Evan Moppert, Tammy Mahlstedt, Jani Flinn, ZK, IT Support, Tommy Luksha, Jerry Grebence, Janie Alt, Michelle Schriock, PH, Cody Marxer, Patricia Bradley, Kristy Harper, Kaye Counts, Gail Nelson, kcloud, Samantha Arbogast, Abby Thomas, Beth Famiglietti, Kate Rose, Laurie Schmidt, and Mike Callahan.

Approval of Minutes: Bill Todd moved to approve the January 17, 2023 minutes with corrections. Ron Nye seconded the motion. All voted aye and the motion carried.

Planning Office: Connie Dedrick met with the Board to discuss the following items.

- **County Plan Documents 23/24 Updates & Funding Sources:** Connie discussed various funding opportunities which included Community Development Block Grant, Montana Coal Endowment Program, Renewable Resource Grant, and Local Assistance & Tribal Consistency Funds. Connie stated the County needs to prepare for net growth through updating the plans. The cost to update a growth policy is approximately \$60,000.00. The approximate cost for subdivision regulations update is \$7,500.00. The cost for an updated capital improvement plan is approximately \$120,000.00. Funding allocation from the LATCF was approved by the Board on January 17, 2023 for the CIP. Connie stated that the biggest projects are updating the Growth Policy and the Subdivision Regulation Update. Kaye Counts, Madison County resident, via webex, stated that she was excited to here the Board was looking at updating the Growth Policy and the Subdivision Regulations. Kaye asked if Great West Engineering is the only entity that is used as a resource and if other county planning organizations or look at models that have been put together by other entities as an example. Bill Todd stated that the Board is permitted to engage Great West Engineering without doing an RFP, but the Board is going to do an RFP to have more transparency in the process.
- **County Procurement Policy:** Connie stated that the County Procurement Policy wraps in with the County Growth Policy re-write. Bill Todd stated that the Board is looking at sample policies. The RFP that is being proposed by the Planning Department follow a lot of the rules and recommendations laid out in the Procurement Policy. Once the language has been finalized the Board will present the policy at a future meeting. Ron Nye suggested that Connie have a discussion with Joe Brummell, DES Manager, and get his input and suggestions for the policy as well. Laurie Schmidt, Planning Board member, via webex, wanted to clarify that Great West Engineering did not do the sub-regs. The Planning Board and the Planning Office are the individuals that are working on those items.
- **Review and Approve 5-year CIP Plan RFP:** Connie presented a proposal for the CIP Plan RFP. Bill Todd asked what specific items are needed to be discussed before the Board approves the 5-year CIP Plan RFP. Connie listed items, such as project deliverables, expectations, and apps that could be used for proficiency. Following discussion, Bill Todd moved to approve the issuance of a request for proposal for the County 5-year CIP Plan with corrections. Ron Nye seconded the motion. All voted aye and the motion carried.
- **County Growth Policy Re-Write – LACTF Funds:** Connie requested the funding for the County Growth Policy Re-Write come from the LACTF funds in the amount of \$60,000.00. Following discussion, Bill

Todd moved to approve \$20,000.00 from each District for a total of \$60,000.00 from the LATCF funds for the County Growth Policy re-write. Ron Nye seconded the motion. All voted aye and the motion carried.

- **Growth Policy & CIP Countywide Survey:** Connie stated that a county-wide survey will need to be sent out for the Growth Policy and CIP. She would like to put both items together and send out one survey instead of sending out separate surveys. The Growth Policy questionnaire will need to be developed and the Planning Department and Planning Board would like to get the process started. Following discussion, Bill Todd move to approve authorizing proceeding with the Growth Policy and CIP survey. Ron Nye seconded the motion. All voted aye and the motion carried.

Claims: The Board approved claims.

Resolution 12-2023 – Calling for an Election for a Mill Levy Increase for the Sheridan Fire District: Paula McKenzie, Clerk and Recorder, met with the Board to request approval of Resolution 12-2023 a resolution calling for a special election to raise the mill levy limitation for the Sheridan Rural Fire District. Bill Todd move to approve Resolution 12-2023 as presented. Ron Nye seconded the motion. All voted aye and the motion carried.

IT Department Assets: Brett Schriock, IT Director, met with the Board to discuss checks and balances on IT Department assets. Bill Todd stated the Board would like to see an expansion of the barcode system the IT Department currently has in place on IT assets. Bill stated quarterly inventories should be done to be able to do internal checks on the assets or external audits and making sure the inventory matches up with what is on file with the Finance Department for assets under the control of the IT Department. Brett agreed with Bill. Following discussion, Bill Todd moved to require the use of a barcode tracking system for assets under the IT Department control. Bill amended the motion to include having a tamper proof system developed for the assets with a minimum limit of \$250.00. Ron Nye seconded the motion. All voted aye and the motion carried.

Medical Director Pay: Emilie Saylor, Public Health Director, met with the Board to request approval to begin compensating the Medical Director \$500.00 per month and the Health Officer \$500.00 per month for contracted services. Both positions will be fulfilled by a single individual. Following discussion, Bill Todd moved to authorize paying the Medical Director/Health Officer up to \$12,000.00 annually contingent on contractor status. Ron Nye seconded the motion. All voted aye and the motion carried.

Board Renewals and/or Non-Renewals: Bill Todd moved to accept Les Gilman's non-renewal to the Housing Advisory Board and Tamara McMillan Wood's renewal to the Planning Board. Ron Nye seconded the motion. All voted aye and the motion carried.

Big Sky Transportation District Board Resignation: Bill Todd moved to accept Matt Duffy's resignation from the Big Sky Transportation District Board and advertise for his replacement. Ron Nye seconded the motion. All voted aye and the motion carried.

Planning Board Member Removal: Bill Todd moved to remove Margaret Good from the Planning Board due to her not being a Montana and a Madison County resident per MCA 7-1-201 Montana Code Annotated 2021 and advertise for her replacement. Ron Nye seconded the motion. All voted aye and the motion carried.

Nursing Homes New Hires and/or Transfers: There was no discussion on this topic.

Gravel Pit Renewals – Harrison Pit and McKee Permit: Bill Todd moved to approve the Harrison Gravel Pit Permit G-1086-86 renewal and the McKee Gravel Pit Permit G-1085-86 renewal. Ron Nye seconded the motion. All voted aye and the motion carried.

Madison-Jefferson Extension Update: Kaleena Miller, MSU Extension Agent, met with the Board to provide an update on the Madison-Jefferson County agriculture and natural resources program. Kaleena stated that they are in the middle of the Rancher Roundtable. The Rancher Roundtable topics for 2023 are transferring your farm or ranch to the next generation, technology on the ranch, invasive grasses, and weed control in hay. There will be a Seed Swap horticulture workshop at the Ennis Library on January 28, 2023. The annual crop school will be held in February at Headwaters Livestock Auction in Three Forks. Kaleena discussed professional development which included Western Grazing and Ag Conference, MSUE Conflict Training, Soil Health Conference, and 2025

National Association of County Agricultural Agents Conference. The Western Grazing and Ag Conference was held January 18-19, 2023. Kaleena stated she learned about GPS collars for cattle and virtual fencing. An update on the 4-H program was provided, which included new projects, modification to the shooting sports, editing the 2023 Fair Book, review of policies and procedures, office status, and 4-H agent vacancy.

Resolution 14-2023 – Intent to List Common Mullein as a County listed Noxious Weed: Bill Todd moved to approve Resolution 14-2023 – A Resolution of Intent to list Common Mullein as a county listed noxious weed in Madison County. Ron Nye seconded the motion. All voted aye and the motion carried.

VOCA (Victims of Crime Act) Grant Application: Hannah Brook, Grant Writer, met with the Board to request approval to submit the VOCA Grant application. Hannah stated the VOCA grant is for funding for the Victims Advocate position for Madison County. The deadline to submit the application is January 27, 2023. Following discussion, Bill Todd moved to approve the submittal of the Victims of Crime Act application. Ron Nye, seconded the motion. All voted aye and the motion carried. Hannah presented a letter of resignation for the Grants Administration position effective February 3, 2023. Bill Todd moved to approve and accept Hannah Brooks letter of resignation effective February 3, 2023 and advertise for the Grants Administration position. Ron Nye seconded the motion. All voted aye and the motion carried.

Ryan Seth Riney, Through the Fence Agreement, Ennis Airport (EKS): Hannah Brook, Airport Secretary, requested approval of the Ryan Seth Riney through the fence agreement. Hannah stated the Airport Board approved the agreement for airport access for Ryan Seth Riney on January 9, 2023. Bill Todd moved to approve the agreement for airport access for Ryan Seth Riney at the Ennis Airport with the effective date of February 9, 2023. Ron Nye seconded the motion. All voted aye and the motion carried.

Growth Policy and Source Water Protection Plan for the Town of VC: Justin Gatewood, Mayor of Virginia City, met with the Board to discuss the Growth Policy for the Town of Virginia City and the Source Water Protection Plan #2 for the Virginia City public water system. Justin stated an updated Growth Policy for the town of Virginia City has been completed. Four categories that are top priorities are historic preservation, town water supply, infrastructure, and housing. The town of Virginia City approved the Growth Policy and the Source Water Protection Plan in the January Council Meeting. Justin stated that the town would like to see the Source Water Protection Plan adopted into the Madison County Growth Policy. Following discussion, there will be more discussion on this topic at a future date.

Sheriff's Department: Craig Schroeder, Undersheriff, met with the Board to discuss the following items:

- **Request to Hire Part-Time Office Assistant:** Craig requested the approval to hire a part-time office assistant for the Sheriff's Department. Following discussion, this item will be discussed at a future date after review of the current Sheriff's Department's budget and the contingency fund.
- **Request to Move Current Office Assistant to Office Manager:** There was no discussion on this item.

Request for an Internal Transfer to Justice Court Administrator at Current Rate of 95% of Administrator Pay Scale: Jordan Allhands, Justice of the Peace, met with the Board requesting approval to transfer a current employee of Madison County to the Justice Court Administrator position at 95% of the pay scale. Following discussion, Bill moved to approve the request for the internal transfer to the Justice Court Administrator position at 95% of the pay scale. Ron Nye seconded the motion. All voted aye and the motion carried.

County Attorney: David Buchler, County Attorney, met with the Board to discuss the following items.

- **Resolution 13-2023 Appointing a Special Deputy County Attorney:** David requested the approval of Resolution 13-2023 a resolution appointing a special county attorney. David stated that due to conflict, he is requesting the approval to appoint Jed Fitch as special county attorney for the case of State v. Case No. DV-29-2023-4. Bill Todd moved to approve Resolution 13-2023, a resolution appointing a special county attorney. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Request to Hire Victim Advocate Position:** David requested the approval to transfer a current employee of Madison County to the Victim Advocate position. Following discussion, Bill moved to approve the request for the internal transfer to the Victim Advocate position. Ron Nye seconded the motion. All voted aye and the motion carried.

Public Discussion and/or Comments on Items Not Listed on the Agenda but Within the Board's

Jurisdiction: Bill Todd moved to extend the Madison Meadows Golf Course Lease to March 1, 2023 and rescind last week's motion of April 17, 2023. Ron Nye seconded the motion. All voted aye and the motion carried. Another topic discussed was the Madison Valley Manor roof damage. Bill Todd moved to advertise for bids for the roof repair at MVM. Ron Nye seconded the motion. All voted aye and the motion carried. Mike Jones, Trails project member, met with the Board and presented a lease agreement for the undeveloped golf course land. Following discussion, the Board stated they needed more time before they would commit further into the trails project. The Board stated they are in favor of the project and believe it would benefit the community. Lisa Roberts, Ennis resident, participated via webex. Lisa highly encouraged the Trails Project members to reach out to the community. Community outreach is the best procedure and hearing the community's opinions is the best chance for success.

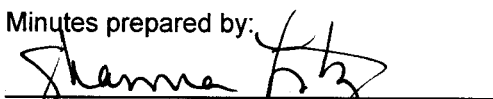
Calendars: The Board did not review calendars.

With no further discussion, the meeting was adjourned at 3:05 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, January 31, 2023, beginning at 9:30 a.m. in the Second Floor Court Room of the Administrative Office Building in Virginia City, Montana.


Dan W. Allhands, Chairman
Board of Madison County Commissioners

Date Approved: February 7, 2023

Minutes prepared by:

Shawna Lutgen, Commissioners' Clerk



Attest: 
Paula McKenzie, Clerk and Recorder, Madison County