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STATE OF MONTANA MADISON COUNTY

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Paula McKenzie, CLERK & RECORDER

Fee: \$ 0.00

BY:

Paula McKenzie

To: FILED, ,

**BOARD OF MADISON COUNTY COMMISSIONERS
January 31, 2023, Meeting Minutes**

On Tuesday, January 31, 2023, a meeting of the Board of Madison County Commissioners came to order at 9:30 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 Kristy Harper, Connie Dedrick, Steve Garback, Patricia Garback, Britani Allhands, Vicki Tilstra, Bob Erdall, Scott Hazelton, and Jeremiah Theys. Ryan Wolter, IT Support Specialist, administered the Webex connection. Those in attendance via Webex included Hanna Dietrich, Brooke Schandelmeier, Jani Flinn, AMWelles, Cody Marxer, Jacki Haines, Carmin Hill, Dan Boone Martin, Kate Rose, Heidi, Mary Beth Walsh, kdoud, Craig Erickson, Samantha Arbogast, Tammy Mahlstedde, Darrell Schulte, Michelle Schriock, IT Support, Gail Nelson, Tommy Luksha, Laurie Buyan, Janie Alt, and Mike Callahan.

Approval of Minutes: There were no minutes presented to approve.

Planning Office: Kristy Harper, Planner I, met with the Board to discuss the following items:

- **Resolution 15-2023 – Naming Sophie Ln:** Kristy presented Resolution 15-2023 Resolution of Road Name Change in Madison County. In accordance with Madison County Ordinance 3-2000 and Madison County Resolution 37-2013, a petition has been brought forth to name an existing unnamed road providing access to three or more permanent structures located in Section 9, Township 2 South, Range 2 West, P.M.M. to Sophie Lane. The Planning Department recommends to approve Resolution 15-2023 accepting Sophie Lane, reviewed by Planning/GIS in coordination with the Communications Coordinator of Madison County Sheriff's department. Bill Todd moved to approve Resolution 15-2023 a Resolution of Road Name Change in Madison County naming an unnamed road to Sophie Lane as presented. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Resolution 16-2023 – Naming Simpson Trl:** Kristy presented Resolution 44-2022 Resolution of Road Name Change in Madison County. In accordance with Madison County Ordinance 3-2000 and Madison County Resolution 37-2013, a petition has been brought forth to name an existing unnamed road providing access to three or more permanent structures as shown in Book 4, Pages 38-39 located in Section 22, Township 1 North, Range 4 West, Lots 1 & 2, P.M.M. to Simpson Trail. The Planning Department recommends to approve Resolution 16-2023 accepting Simpson Trail, reviewed by Planning/GIS in coordination with the Communications Coordinator of Madison County Sheriff's department. Bill Todd moved to approve Resolution 16-2023 a Resolution of Road Name Change in Madison County naming an unnamed road to Simpson Trail as presented. Ron Nye seconded the motion. All voted aye and the motion carried.

Claims: The Board approved claims.

Board Renewals and/or Non-Renewals: There was no discussion on this item.

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

Sand and Gravel Sales Agreement: The Board reviewed the Sand and Gravel Agreement for the Cameron Pit. Bill Todd moved to approve the Sand and Gravel Sales Agreement between Madison County and John Gecho located in Cameron, Montana. Ron Nye seconded the motion. All voted aye and the motion carried.

Steve Garback – Taft Street and Alley in Block 2, Pony, Quit Claim Deeds: Steve Garback met with the Board to request signature and approval of the Quit Claim Deeds for Taft Street located between Hill Street and Mallory Street of the Original Townsite of Pony, Montana and the alley located within Block 2 of the Original Townsite of Pony, Montana. Following discussion, this item will be reviewed at the next Commissioners meeting

due to a legal description change on one of the Quit Claim Deeds presented and a clarification from the County Attorney on how to proceed with a name change.

Madison Valley Manor Update: Craig Erickson, Great West Engineering, participated via webex. Craig stated that SMA Architects and Great West are putting together a construction contract with Chief Croy for the concrete pad. Becky Lawson SMA Architects, is assisting with putting together a package to distribute to local electrical contractors. Once the package has been distributed the local electrical contractors will be able to provide quotes for the electrical work that is needed to support the walk-in refrigerator/freezer unit at MVM. March 20, 2023 is the anticipated delivery date for the unit. Projected completion date is Spring of 2023.

LATCF Funds:

- **Virginia City Fire Department:** Bob Erdall met with the Board to request LATCF funds in the amount of \$400,000.00 for the purchase of a ladder truck for the Virginia City Fire Department. Darrell Schulte participated via webex. Following discussion, Bill Todd moved to approve \$300,000.00 from District 1's LATCF funds to the Virginia City Fire Department for the purchase of a ladder truck. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Fairgrounds:** This item has been moved to the Update on the Fairground Grading Plan topic at 11:00.
- **Twin Bridges Rural Fire Department:** Ron Nye stated that the Twin Bridges Rural Fire Department is requesting \$140,000.00 of LATCF funds for insulating the TBRFD shop. Following discussion, this item has moved to the Grants topic at 11:00.

Housing Needs Assessment Draft: Scott Hazelton, Hyalite Engineers, met with the Board to request the approval and adopt the Housing Needs Assessment Draft. Mary Beth Walsh, Housing Advisory Board member, participated via webex. Mary Beth stated that the Housing Advisory Board has reviewed and adopted the Housing Needs Assessment Draft. Bill Todd moved to adopt and approve the Housing and Infrastructure Existing Conditions Report for Madison County, Montana prepared by Hyalite Engineering. Ron Nye seconded the motion. All voted aye and the motion carried. Mary Beth inquired how Phase II was going to be funded. Scott presented a scope of work for Phase II. The Housing Advisory Board is requesting \$7,500.00 go towards the cost to complete Phase II. The Board reviewed the scope of work documentation for the completion of Phase II. Following discussion, Bill Todd moved to approve funding of Phase II of the housing needs assessment in the amount of \$7,500 from the Commissioners Contingency fund. Ron Nye seconded the motion. All voted aye and the motion carried.

Grants: Jeremiah Theys, Great West Engineering, met with the Board to discuss the following items:

- **Cliff and Wade Lake Contract Documents:** Jeremiah requested the signature for the Notice of Award Contract for the Cliff and Wade Lake project. A.M. Welles has signed the contract, provided bonds, and insurance on the project. A notice to proceed will need to be signed once the project begins. Bill Todd moved to approve and sign the Notice of Award Contract between Madison County and A.M. Welles for the Cliff and Wade Lake project. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Discuss the Fish Hatchery and N. Meadow Creek FLAP Applications:** Jeremiah stated that Fish, Wildlife & Parks has received a FLAP grant for Fish Hatchery Road in the amount of \$275,000.00 and would like to look at that grant application and see what scope of the project is before applying for the County. Jeremiah stated that the cost for preparing each application is will range from \$10,000.00 to \$15,000.00. Environmental work, an upfront road evaluation, pulling together the overall project, and hosting public meetings are some of the costs that goes along with preparing the applications. Jeremiah stated that once the he has the mileage of the project he will be able to clean up the scope and start the process.
- **Discuss Planning Service Transition:** Jeremiah suggested that since the Planning Department now has staff, Great West Engineering would like to start transitioning the projects back to the Planning Department. Due to the lack of staff in the Planning Department, Great West Engineering has helped facilitate the planning role since November of 2021. Jeremiah feels that Great West Engineering does not need to be the lead on all the Planning Department's projects and could transition into being just a support staff. The Board agreed and felt the County is in a good position to begin the transition. The Board thanked Great West Engineering for all the work they have done for the County.
- **Updated on the Fairgrounds Grading Plan:** Jeremiah updated with the Board where Great West Engineering is currently at with the project. The area has been surveyed. Once Jeremiah receives the

material layout SMA Architects will do the sight grading and Becky Lawson, SMA Architects will finalize the footprint and work with their structural engineer to make sure there is nothing additional needed for the foundation. Jeremiah handed out a printout with a couple of options for the placement of the building. The grade will need to be raised four to five feet to be able to be above the flood plain elevation. A substantial amount of material will be needed for the project. Ron Nye asked if it would take more material for the North location or the West location. Jeremiah stated that the North location would take more material. Once Jeremiah has completed both grading plans he will share them with the Fair Board, Commissioners and the architect and come to an agreement where the location of the building will be constructed. Jeremiah stated he was hoping within a month to be able to start the grading layouts.

- **Fairgrounds:** Jeremiah stated that quotes will need to be obtained for the construction of the events center building since the project will be over \$80,000.00. Jeremiah suggested having a standard set of bid packages and advertise. Ron Nye stated he would like to get the information out to the contractors by May 2023. Ron Nye would like to request \$600,000.00 of LATCF funds from District 2 for the events center building. Following discussion, this item will be further discussed at a later date.
- **Twin Bridges Rural Fire Department:** This item will be discussed at a later date.

Request to Hire County Deputy Attorney: This item has been moved to 3:00 due to conflicting schedules.

Human Resources: Jennifer Westfall, Human Resource Generalist, met with the Board to discuss the following items.

- **Application Platform Administrators:** Jennifer stated that currently there are seven administrators on the platform and with administrator access that allows them to view all applications coming into the County. This is a violation of the applicant's privacy and Jennifer requested to reduce that liability and risk. Following discussion, Bill Todd moved to reduce the number of Application Platform administrators for the County and remove the Commissioners from the notification list. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Pre-employment Screenings/Clearinghouse:** Jennifer stated that there is a current liability at where the pre-employment screenings/clearinghouse is housed and requested it be transferred to Human Resources. Following discussion, Bill Todd moved to rehouse the pre-employment screenings/clearinghouse to the Human Resource Department. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Emergency Closed Session:** This portion of the meeting is a closed session to discuss personnel issues. Minutes and recording were delivered to the County Attorney's Office.

Request to Hire County Deputy Attorney: David Buchler, County Attorney, met with the Board to request to hire Kaylan Minor for the County Deputy Attorney position at \$93,000.00 annual salary with a projected start date of February 21, 2023. Bill Todd moved to approve the hire of Kaylan Minor for the County Deputy Attorney position at \$93,000.00 per year with a projected start date of February 21, 2023. Ron Nye seconded the motion. All voted aye and the motion carried.

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, February 7, 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

Shawna Lutgen, Commissioners' Clerk

Attest: *Paula McKenzie*

Paula McKenzie, Clerk and Recorder, Madison County

