

BOARD OF MADISON COUNTY COMMISSIONERS
April 4, 2023, Meeting Minutes

On Tuesday, April 4, 2023, a meeting of the Board of Madison County Commissioners came to order at 9:32 a.m. in the Second Floor Court Room of the Administrative Office Building in Virginia City, Montana, with Commissioners 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 Dale Olson, Connie Dedrick, Kasey Smart, Vicki Tilstra, Britani Allhands, John Scully, Jim Kaatz, David Buchler, Darrell Schulte, Bill Bennet, Ryan Wolter, and Jennifer Westfall. Ryan Wolter, IT Support Specialist, administered the Webex connection. Those in attendance via Webex included Lance Bowser, Craig Erickson, L Windishmear, Jennifer Martens, IT Department, Beth Famiglietti, Kristy Doud, Abby Thomas, Cori Koenig, PH, Gail Nelson, Heidi, and Mike Callahan.

Approval of Minutes: No minutes were presented for approval.

County Cell Phone Return Policy: Ryan Wolter, IT Department, met with the Board to request the approval of the County Cell Phone Return Policy. Following discussion, Bill Todd moved to approve the County Cell Phone Return Policy. 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: John Scully, Madison County resident, met with the Board to discuss the road maintenance of the magnesium chloride and the field next to Jeffers Loop road. John presented a letter from himself stating the road maintenance on Jeffers Loop road was in violation of the previous agreement that was presented to the Commission on 10/26/2021. John also presented a letter from the County Attorney. The letter received from the County Attorney states that District 3 road crew will make reasonable efforts to direct any snow containing magnesium chloride away from the portion of Mr. Scully's property which includes trees and the road crew will be instructed not to blow snow to the North on that stretch of the road.

Virginia City Rural Fire Department LATCF Contract Signing: John Schulte, VCRFD member, and Bill Bennett, VCRF Department Board Member, met with the Board to request the acceptance of the VCRF Department/Madison County LATCF Contract. The contract is for the purchase of a fire ladder truck in the amount of \$355,000.00 from the LATCF funds. Bill Todd moved to accept the agreement for contribution for the Virginia City Rural Fire Department from the LATCF funds for the purchase of the fire truck. Ron Nye seconded the motion. All voted aye and the motion carried.

Travel/Time Pay for Forrester Meeting: Bill Todd stated that independent contractor's and Board members do not receive compensation to attend conferences. Bill Todd moved to reiterate the Commission stance that the County does not pay for Board Members or Independent Contractor's to attend meetings or conferences. Ron Nye seconded the motion. All voted aye and the motion carried.

Claims: The Board approved claims.

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

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

- **Credit Card & Travel Expense Policy & Procedure Acknowledgement Form:** Jennifer requested the approval of the Credit Card & Travel Expense Policy & Procedure Acknowledgement form. Bill Todd moved to approve the Credit Card & Travel Expense Policy & Procedure Acknowledgment form. Ron Nye seconded the motion. All voted aye and the motion carried.

- **Job Description Project:** Jennifer requested the approval to start the job description project. Jennifer stated that some of the job descriptions have not been reviewed since 2014. Department heads will need to review and update policies. Bill Todd stated that as work descriptions shift over time with changes in technology, policy and procedures this project is in need of being updated. Bill Todd moved to approve the Job Description Project as presented by Jennifer Westfall. Ron Nye seconded the motion. All voted aye and the motion carried.

Vacation Overage Extension Letters: Britani Allhands, Finance Assistant, met with the Board to request the approval for vacation overage extension request letters. Britani stated that the policy states that any vacation overage needs to be used within 90 calendar days of the following year. If the vacation days have not been used the employee can write a letter asking for an extension. Bill Todd moved to approve the Vacation Overage Extension request letters. Ron Nye seconded the motion. All voted aye and the motion carried.

Schedule A: Dale Olson, Forest Service District Ranger, met with the Board to request the Board to schedule a date to review and update the Cooperative Forest Road Agreement Schedule A for Madison County and the Beaverhead-Deer Lodge National Forest. Following discussion, Dale will reach out via email and coordinate a time that works for both the Board and the Forest Service Districts.

Update on District Projects: Dale Olson, Forest Service District Ranger, updated the Board on a chain of lakes which include Hidden Lake, Elk Lake, Cliff Lake, and Wade Lake. These lakes have been posted as "No Wake Zones". Currently, the "No Wake Zone" posted lakes are reevaluated and renewed every two years. The Fish Wildlife and Parks is currently working on a long-term agreement. Dale Olson requested a letter of support from the Board of Commissioners to help support the "No Wake Zones" postings. Dale also discussed the Ramshorn Creek Road project. The Forest Service is currently in the process of requesting funds to replace a culvert with a bridge. The location where the project will take place is on the Ramshorn Creek county road and not on the Forest Service road. Following discussion, Dale Olson will get confirmation that the Forest Service will maintain the bridge and have an agreement put together. More discussion on this item will come in the near future. Dale provided an update that the Greenhorn project will be completed at the end of this month. Northwest Gravelly/Barton project will start sometime this summer. The Forest Service is planning on harvesting about 1,100 acres of green timber in that area. The Forest Service is planning on burning around 11,000 acres in that area. Dale Olson stated that he has currently been litigated regarding the sheep allotments in the district. The Forest Service is in the process of responding and will provide any updates as they come along. This is the second time the Forest Service has been litigated on this topic. If an injunction is granted, some grazing permittees will be affected. The next topic discussed was the Powder Gulch Gravel Pit. The Forest Service is planning on expanding the pit this summer.

Planning Department: Connie Dedrick Planner III, met with the Board to discuss the following items.

- **Property Clearance Packet & Fees:** Connie discussed the proposed Property Clearance Packet. The Property Clearance Application would serve as a "one stop shop" application where the Planning Department would be the facilitator making sure that the applications get to the proper departments. Connie stated that the fees would be implemented through regulations. Bill Todd stated that the first step should be to check with all the departments and make sure they are comfortable with the fees. Kasey Smart stated the sanitation fees are based off of the waste water regulations. Following discussion, the Board will review the proposed Property Clearance Packet and Fees and provide comment at a later date.
- **Addressing:** Connie requested to move addressing into GIS. Michelle Schriock, Planning Clerk, is needed full time in the Planning Department. Tommy Luksha, GIS, stated that when the transition takes place, his request is that GIS manage their own application and answer all questions that come in regarding addressing. Following discussion, this item will be put back on the agenda on 4/11/2023.

Madison Valley Manor Update: Craig Erickson, Great West Engineering, updated the Board with the status for the Madison Valley Manor project. Craig stated that the electrical bids expired March 31, 2023 and there had not been any submittals. Craig will contact the Department of Commerce and inquire if an electrical contractor can be directly ciliated. The refrigeration/freezer unit cannot be installed without electrical upgrades. As soon as more information is obtained Craig will provide an update.

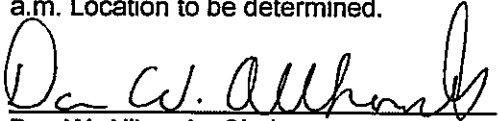
Surplus Property Program – Authorized Representatives: No discussion on this topic. This item will be put back on the agenda 4/11/2023.

Airports Public Water Supply Wells – Notice to Proceed: Lance Bowser, Robert Peccia & Associates, requested the approval for the Notice to Proceed for the Airports Public Water Supply Wells. The contract was executed on March 21, 2023. Bill Todd moved to execute the Airports Public Water Supply Wells Notice to Proceed. Ron Nye seconded the motion. All voted aye and the motion carried.

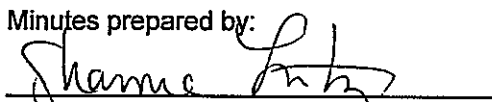
Calendars: The Board did not review calendars.

With no further discussion, the meeting was adjourned at 11:41 a.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, April 11, 2023, beginning at 9:30 a.m. Location to be determined.


Dan W. Allhands, Chairman
Board of Madison County Commissioners

Date Approved: May 16, 2023

Minutes prepared by:

Shawna Lutgen, Commissioners' Clerk

Attest: _____
Paula McKenzie, Clerk and Recorder, Madison County