

**BOARD OF MADISON COUNTY COMMISSIONERS**  
**October 11, 2022, Meeting Minutes**

On Tuesday, October 11, 2022, a meeting of the Board of Madison County Commissioners came to order at 10:00 a.m. in the Second Floor Court Room of the Administrative Office Building in Virginia City, Montana, with Commissioners Ron Nye and John Heckler present. Dan Allhands was absent from the meeting. Shawna Lutgen, Commissioners' Clerk, was present to take minutes.

Those people in attendance at the meeting were Vicki Tilstra, Hannah Brook, Scott Payne, Kristy Harper, Nondi Harrington, Cody Marx, Susan Scott, Emma Lawler, Deborah Kozisck, Tony Forsythe, Dave Welsh, Tom Roberts, Chris Christensen, and Kristie Vessey. Ryan Wolter, IT Support Specialist, administered the Webex connection. Those in attendance via Webex included Heidi Woods, S. Johnson, Courtnie Fisher, Hanna Dietrich, Patricia Bradley, Christina Calabrese, Karl Yakawich, Becky Lawson, Janie Alt, Pam Vessey, Jani Flinn, Kate Rose, Jeremiah Theys, Michelle Schriock, Britani Allhands, Connie Dedrick, Craig Erickson, Jennifer Martens, Mike Callahan, and Samantha Arbogast.

Bill Todd, District 3 Commissioner Candidate, was present to observe the meeting.

**Grants:** Hannah Brook, Grant Writer, met with the Board to discuss the following topics. Jeremiah Theys, Great West Engineering, Becky Lawson, SMA, Karl Yakawich and Craig Erikson, Great West Engineering, participated by Webex:

- **Resolution 55-2022:** Hannah and Craig presented the Board with Resolution 55-2022. This is a resolution requesting authority for distribution of Madison County minimum allocation grants for water and sewer infrastructure projects for Ennis. Vicki Tilstra, Finance Officer, will check with our auditors to see if Madison County needs to put this on the federal schedule of expenses. Following discussion, John Heckler moved to adopt Resolution 55-2022, wherein Madison County requests the Department of Natural Resources and Conservation allow, through its developed application and distribution processes, Ennis \$225,000.00 of its share of the allocated minimum allocation funds for the new water supply well. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Resolution 56-2022:** The Board reviewed Resolution 56-2022. . Because the Virginia City water project does not have any minimum water allocations, this resolution was not approved.
- **Resolution 57-2022:** Hannah and Craig presented the Board with Resolution 57-2022. This is a resolution requesting authority for distribution of Madison County minimum allocation grants for water and sewer infrastructure projects for the Town of Twin Bridges. Vicki Tilstra, Finance Officer, will check with our auditors to see if Madison County needs to put this on the Federal Schedule of Expenses. Following discussion, John Heckler moved to adopt Resolution 57-2022, wherein Madison County requests the Department of Natural Resources and Conservation allow, through its developed application and distribution processes, Town of Twin Bridges \$125,000.00 of its share of the allocated minimum allocation funds for the construction of stormwater improvements. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Resolution 58-2022:** Hannah and Craig presented the Board with Resolution 57-2022. This is a resolution requesting authority for distribution of Madison County minimum allocation grants for water and sewer infrastructure projects for Twin Bridges. Vicki Tilstra, Finance Officer, will check with our auditors to see if Madison County needs to put this on the Federal Schedule of Expenses. Following discussion, John Heckler moved to adopt Resolution 58-2022, wherein Madison County requests the Department of Natural Resources and Conservation allow, through its developed application and distribution processes, Town of Twin Bridges \$400,000.00 of its share of the allocated minimum allocation funds for the relocation of the sewer system, which currently runs over the Beaverhead River to the Madison County Fairgrounds. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Tourism Grant Update:** Hannah, and Craig requested approval of using \$75,000.00 of the Tourism Grant. Craig proposed \$50,000.00 to be used for the fill project and \$25,000.00 to be used for Architectural and Engineering services. Madison County's match would be \$25,000.00. Montana

Department of Commerce will consider extending the grant for one year once Madison County shows activity towards the construction of the proposed events center. Following discussion John Heckler moved to approve the use of \$75,000.00 of the Tourism Infrastructure Grant to be used for Sight Development, Engineering and Architectural Services to proceed with the development of the project with the Madison County's responsibility to provide \$25,000.00 to match the local contribution for the \$75,000.00 authorized for use by the Montana Department of Commerce. Ron Nye seconded the motion. All voted aye and the motion carried.

- **Local Assistance and Tribal Consistency Fund (LATCF) Discussion:** Hannah discussed the Guidance for the Local Assistance and Tribal Consistency Fund also known as the LATCF. The American Rescue Plan appropriated \$2 billion to the Treasury Department across Fiscal Year 2022 and 2023 to provide payments to eligible revenue sharing counties and eligible Tribal governments on any governmental purpose except for a lobbying activity. The deadline to apply is November 30, 2022 and Madison County will be allocated \$1,689,491.23 over two years making it a total of \$3,378,982.46.
- **Cliff and Wade Project Bid Award:** Karl discussed the options of the Cliff and Wade Project. Option one is to rebid the project in order to meet the Western Federal Lands time restraints which is 60 days. Option two is to have the bidder write a letter agreeing to a Delayed Notice of Award on the project. Karl spoke with A.M. Welles verbally and they didn't see a problem with sending the Delayed Notice of Award.

**Shadow Ridge Subdivision Preliminary Plat:** Cody Marxer, Planner I, met with the Board to discuss Shadow Ridge Subdivision Preliminary Plat. The subdivision is designed as a residential subdivision consisting of fifty-five residential lots and four open space lots with a total acreage of 76.4 acres for the residential pieces and 71.54 acres for the open space. Total acreage is 165 acres. A waiver has been requested for the Park Land Dedication Requirement and the Planning Board recommends approval. Scott Payne, Kirk Engineering and Natural Resources Inc., discussed the Planning Boards conditions and stated that 4V Group LLC, the existing landowner, agrees with all the conditions except for the requirement to pave the roads in the subdivision. Following discussion Ron Nye agreed to not pave the subdivision roads. John Heckler was opposed to leaving the dirt roads unpaved. This topic was postponed to October 18, 2022.

**Section 24 Subdivision Preliminary Plat:** Kristy Harper, Planner I, met with the Board to discuss Section 24 Subdivision Preliminary Plat. Christina Calabrese participated in the meeting by Webex. The subdivision is designed as a PUD 14-parcel subdivision in Moonlight Basin consisting of one condominium lot with eight residential units, three open space lots, two utility tracts, and five road tracts. Total acreage of 8.24 acres for the Condo/Residential Lot, 44.60 acres for the open space, 50.69 acres for the Utility Tracts, 35.77 for two future development Lots, and 22.30 for six Road Tracts. Total acreage is 161.51 acres. Following discussion, John Heckler moved to accept the Planning Boards recommendations to approve the PUD modification requests for both the hammerhead and 40' right of way for Maverick Trail and adopt the proposed Findings of Fact, Conclusions and Conditions of Approval as presented in the staff report, and grant preliminary approval for Section 24 Subdivision Planned Unit Development. Ron Nye seconded the motion. All voted aye and the motion carried.

**Specific Concerns with Proposed Big Sky Development:** Susan Scott, Big Sky Owners Association Executive Director, Emma Lawler, Programs Projects Manager, and Deborah Kozisck, Board Member of Lone Moose Meadows met with the Board to request an Independent Traffic Impact Study for the Flatiron Development and to express their concerns about the development. The preliminary plat application provided a traffic study that lacked information. Susan asked the Board to review this project very carefully. Ron Nye noted that the Board is aware of the Flatiron Development and its challenges and thanked the group for coming and presenting the concerns of the proposed Flatiron Development.

**Mason House Repairs:** Tony Forsythe, Maintenance, presented an estimate received from Volt Electric for the Mason house located at 111 Wallace Street, Virginia City, MT. The estimate included new 200 amp electric service on the outside, new panel (200 amp), LED disc lights, wire mold for all surface mounting, and a new vented bath fan for a total estimate of \$35,000.00. Tony is still waiting on an estimate from another company that he should be receiving within the week. Once he has received the additional estimate he will bring both back to the Board for review.

**Maintenance of Building/Plan of Action for the Ruby Valley Search and Rescue:** Dave Welsh and Tom Roberts, Ruby Valley Search and Rescue, met with the Board to give an update about the trainings RVSR has been doing, which consisted of Jet Boat Training, Hot Dock Training, and an upcoming Simulation in Motion Training that will be done in December. They also, discussed the maintenance of the RVSR Building and Plan of Action. RVSR is currently getting bids for the repairs to the RVSR Building which include a new roof, painting, facia, and AC Unit. Long range plans include obtaining additional storage. The next budget proposal will be done with the concept of applying the mill levy with rental revenue with the years going forward.

**Claims:** The Board approved claims.

**Approval of Minutes:** John Heckler moved to approve the September 13, 2022, minutes as presented, the October 4, 2022, minutes with corrections, and the July 12, 2022 minutes with corrections. Ron Nye seconded the motion. All voted aye and the motion carried.

**Nursing Homes New Hires and/or Transfers:**

- **LPN:** Allison Veland, Madison Valley Manor Administrator, requested via email to hire Linda West for the part time LPN position at \$30.02 per hour. John Heckler moved to approve the request to hire Linda West for the part time LPN position at the hourly rate of \$30.02 with the assumption that the hire date is immediately. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Dietary Aide/Cook:** Allison Veland, Madison Valley Manor Administrator, requested via email to hire Wilma Giffith for the part time Dietary Aide/Cook position at \$17.16 per hour. Following review of the pay scale, John Heckler moved to hire Wilma Giffith for the part time Dietary Aide/Cook position at the hourly rate of \$17.16 per hour with the assumption that the hire date is immediately. Ron Nye seconded the motion. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Residential Aide:** Gale Nelson, Tobacco Root Mountains Care Center Administrator requested via email to hire Sharon Lombonaung for the Residential Aide position at \$15.84 per hour, start date October 12, 2022. John Heckler moved to hire Sharon Lombonaung for the Residential Aide position at the hourly rate of \$15.84 with a start date of October 12, 2022. Ron Nye seconded the motion. All voted aye and the motion carried.

**TRMCC Request for Religious Exemption:** Gail Nelson, Tobacco Root Mountains Care Center Administrator requested via email the Board's approval for the COVID 19 Vaccine Religious Exemption for a currently employed Residential Aid. Following review John Heckler moved to accept the request for Religious Exemption for a Tobacco Root Mountains Care Center Residential Aid dated September 20, 2022. Ron Nye seconded the motion. All voted aye and the motion carried.

**Step Scale for Part-Time Employee for the County Attorney Position:** Chris Christensen, Madison County Attorney, met with the Board to discuss the pay scale for the permanent part-time Legal Assistant position. He requested, to increase the pay on a calendar basis (at 6 months and 12 months) instead of hours individual worked, given that the individual performs well on the job. After discussion, John Heckler moved to approve for this specific request by the County Attorney's Office, that after a six calendar-month period, on the hiring manager's recommendation, the pay scale may be raised 5%. After another six-calendar-month period and upon the hiring manager's request, a second 5% raise in pay will be considered. Ron Nye seconded the motion. All voted aye and the motion carried.

**District 3 Road Crew Hire:** The Board reviewed hire request for the District 3 Road Department, Road & Bridge Technician position. John Heckler moved to hire Travis Nichols for the Road & Bridge Technician position in the District 3 Road Department at the rate of \$24.15 per hour with a start date October 17, 2022. Ron seconded the motion. All voted aye and the motion carried.

**Calendars:** The Board reviewed calendars.

With no further discussion, the meeting was adjourned at 3:34 p.m.

**Next meeting:** The next regular Commission meeting will be held on Tuesday, October 18, 2022, 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: October 18, 2022

Minutes prepared by:

---

Shawna Lutgen, Commissioners' Clerk

Attest: \_\_\_\_\_  
Paula McKenzie, Clerk and Recorder, Madison County