

**BOARD OF MADISON COUNTY COMMISSIONERS  
PRELIMINARY BUDGET HEARINGS  
May 11, 2022, Minutes**

On Wednesday, May 11, 2022, the Board of Madison County Commissioners conducted Preliminary Budget Hearings beginning at 10:03 a.m. in the Second Floor Courtroom of the Madison County Administrative Office Building in Virginia City, Montana, with Commissioners Dan Allhands, Chairman, John Heckler, and Ron Nye present. Jane Bacon, Commissioner's Clerk, was present to take minutes.

Those people in attendance at the hearings were Vicki Tilstra, Janet Doornbos, Lynn Foreman, Mike Callahan, Paula McKenzie, and Marc Glines.

**Finance Office Preliminary Budget Hearing:** Vicki Tilstra, Finance Officer, met with the Board to discuss the preliminary budget for the Finance Office. There was no overall change to the Finance budget but the amounts in three lines were changed. Vicki discussed cost increases for office supplies and telephone.

**Road Review Committee Preliminary Budget Hearing:** Vicki Tilstra, Finance Officer, presented the Board with the preliminary budget of \$2,000 for the Road Review Committee, unchanged from last year. It is located within the Road general budget on line 373 - Meals, Lodging, & Travel.

**Housing Advisory Board Preliminary Budget Hearing:** Vicki Tilstra, Finance Officer, presented the Board with the preliminary budget for the Housing Advisory Board. Vicki noted that she worked with Mary Beth Walsh, the Housing Advisory Board Chair, on this budget and the only thing the Housing Board is asking for over and above last year's budget is to participate in a one-time, regionwide housing study for \$8,000. John attended the last Housing board meeting and said the study involves three counties, and he wasn't sure how much would be focused on Madison County or what the deliverables would be. There was discussion about the Housing Board's commonality with Economic Development, Jefferson County accomplishments, past housing studies, and asking the Housing Board to give the Board more information about what this housing study would entail.

**Senior Citizen's Advisory Board Preliminary Budget Hearing:** Vicki Tilstra, Finance Officer, and Janet Doornbos, Senior Citizen's Advisory Board, presented the Board with the preliminary budget for the Senior Citizen's Advisory Board. Lynn Foreman, Senior Citizen's Advisory Board, was present for this hearing. Janet said there were a few minor changes from last year, but overall nothing drastic. She increased the operating supplies line by \$4,000, and reduced the vehicles and equipment line by \$175,000 (from \$225,000 to \$50,000) noting that funds need to remain in this line due to the County's obligation for a grant from the Department of Transportation. She pointed out that each of the four senior centers were approved several months ago for increases reflected in their \$50,000 budgets (an increase of \$11,000 each), rising costs were discussed, and Janet reviewed the senior meal program at the VC Café in Virginia City noting their budget remained the same and they are doing a good job. Additional discussion included mill values, alternate funding sources, the need for a second vehicle to take people to appointments that don't coincide with the Senior Bus schedule, and other options for taking people to appointments. With the expectation that transportation expenses will increase, all agreed to increase the total budget from \$96,300 to \$100,000.

**Safety Department Preliminary Budget Hearing:** Mike Callahan, Safety Coordinator, presented and reviewed the preliminary budget for the Safety Department. The operating supplies line was decreased from \$8,000 to \$6,000, and contingency was reduced from \$5,000 to \$3,000. Increases included raising professional services from \$2,500 to \$4,000 based on actual expenses, and meals and travel went from \$500 to \$1,500 as Mike noted he is still trying to get OSHA-30 training. The overall preliminary budget for Safety was about \$1,500 less than last year. Additional discussion included the benefits of Mike's monthly visits to the road shops, and fuel spill kits housed with DES.

**Clerk & Recorder/Elections/Records Preservation Preliminary Budget Hearing:** Paula McKenzie, Clerk and Recorder, presented the Board with the preliminary budget for the Clerk and Recorder's office, Elections, and Records Preservation. Vicki Tilstra, Finance Officer, was present for a portion of this hearing. The overall budget was greatly reduced, and Paula discussed working with Vicki to learn more about assigning appropriate expense categories. She pointed out the addition of line 398 - contract services, with \$6,000 to cover yearly dues and contracts with Tyler Technologies and Arcasearch, but said most other areas were decreased. She also noted that funds will remain in line 949 for the purchase of a new plotter for printing plats since she has been told several times it needs to be upgraded to a newer one, but it probably will not be purchased this year. Paula described scanning work in process, the digitization of old books and maps resulting in enhanced documents more readable than the originals, scanning and printing plat maps for County property owners, and upcoming road document scanning that will allow searches by road name and save a lot of time. There was discussion about coordinating budgets with GIS for the conversion of election computer systems from *Montana Votes* to *ElectMT* and the possibility of adding staff due to address configuration changes and statewide implementation by January of 2023, GIS assistance with producing more precise precinct and district maps, and upcoming boundary changes to equalize the County's three districts based on the latest census data. Paula presented the Elections preliminary budget noting that several categories were higher than necessary due to laws that have changed and the required availability of Express voting machines, and after working on line item adjustments with Vicki there was a reduction of \$16,000. There was discussion about the number of elections held per year, and increased expenses this year for paper and envelopes due to paper shortages. Paula presented the Records Preservation preliminary budget which decreased from \$154,500 to \$103,966, pointing out that the main thing in this budget is the extra work that Arcasearch will be doing this year, and that half of the cost has already been paid with the remainder due at the end of the year.

**Justice of the Peace Preliminary Budget Hearing:** Marc Glines, Justice of the Peace, met with the Board to discuss the Justice of the Peace preliminary budget. Vicki Tilstra, Finance Officer, was present for this hearing. Marc pointed out line 214 – office supplies, which went substantially over budget in the last year due to their use of toner and paper, but stated that since he is new in the position and this area seemed extremely high he consulted with Vicki and did not increase it, noting they currently have adequate supply. There was discussion about rising costs, personnel budgets and hiring, adding a position for a total of two full-time and one part-time employees, adequate funds in line 381 for schooling and tuition and for related travel costs, and the need to keep funds in certain categories to be prepared for jury trail expenses or specialty help.

With no further business, the hearings concluded at 1:45 p.m.

---

Dan W. Allhands, Chairman  
Board of Madison County Commissioners

Date Approved: May 17, 2022

Minutes prepared by:

---

Jane Bacon, Commissioner's Clerk

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