

**BOARD OF MADISON COUNTY COMMISSIONERS
PRELIMINARY BUDGET HEARINGS
May 9, 2022, Minutes**

On Monday, May 9, 2022, the Board of Madison County Commissioners conducted Preliminary Budget Hearings beginning at 10:00 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 John Heckler present. Laurie Buyan, Executive Assistant to the Board of Commissioners, was present to take minutes.

Those people in attendance at the hearings were Vicki Tilstra, Shelly Burke, Tommy Luksha, Lois Stephens, Joe Brummell, Tony Forsythe, Dave Baldwin, and Brett Schriock.

Superintendent of Schools Preliminary Budget Hearing: Vicki Tilstra, Finance Officer, reviewed the preliminary budget for the Superintendent of Schools. She stated that three line items were increased. Pam is traveling a lot and office supplies were increased to \$500; publications/subscriptions was increased to \$3,600 because she's not sure of the scholarship; travel was increased to \$3,000. John asked about fuel costs and stated that somewhere down the line we need to have a generic conversation about creating a formula for increasing fuel costs. Total increase requested is \$7,100.

Treasurer's Preliminary Budget Hearing: Shelly Burke, Treasurer, reviewed the preliminary budget for the Treasurer's Office. Vicki Tilstra, Finance Officer, was present for this hearing. Shelly stated her budget is pretty cut and dried and doesn't change much from one year to the next. She reduced extra help because she didn't need any last year and increased operating supplies anticipating an increase due to inflation. John asked how she determined the increase. Shelly responded that it's a guesstimate, she does it every year, and if there's not a drastic increase in costs it shouldn't be a problem.

GIS Preliminary Budget Hearing: Tommy Luksha, GIS Director, presented the Board with the preliminary budget for the GIS Department. Lois Stephens, GIS Clerk, and Vicki Tilstra, Finance Officer, were present for this hearing. John asked about the broken down laminator and stated that he can only see an increase in the workload for GIS questioning how he plans to deal with it. Tommy stated the last time he brought that up it was overwhelming so he just scratched the surface of it this time. He added that in the coming years GIS will be a foundation for 911; GIS will be the foundation for the election system, as far as all the data connection behind it. He displayed a pie chart, noting that these two items are currently a small part but as GIS expands and incorporates the 911 system and geo-enabled elections, it will have a significant growth factor. John asked about the next five years. Tommy responded that it is a very steep slope and at this point he feels we are far behind where we're expected to be. He stated that demands are getting worse and worse and he has set up a proposal based on where he thinks we should be. He added that at least fifteen counties in the state are currently working towards geo-enabled elections. His suggestions included:

1. Move Lois to GIS Tech/Analyst at \$26.08 per hour. She is performing work as defined by that position.
2. Hire a GIS Clerk to handle mapping requests, phone calls, and data dissemination at \$23.42 hourly.
3. Hire a GIS Programmer/Analyst to improve efficiencies and automate processes at \$39.14 hourly.
4. Hire a GIS Analyst to handle only 911 database matters with regards to GIS at \$23.85 hourly.
5. Hire a GIS Records Technician to work with the Clerk and Recorder's Office to pursue and maintain a comprehensive database regarding districts, land records, corner recordations, and easements.
6. Move Tommy to GIS Manager at \$45.95 per hour.

Further discussion included where the proposed new positions would be located; how GIS would tie into elections; the importance of keeping addressing up to speed; other entities that rely on GIS data; cash flow versus cost; grant funding opportunities; NG 911 requirements; and contracting out some of the duties. After much discussion, Dan asked Tommy to pick one position that he feels is the most necessary and also a second position. Tommy stated that a GIS Analyst or Clerk would probably be the most effective at this point. The overall projected increase in the budget for the requested changes would be \$358,480.40.

DES/Homeland Security Preliminary Budget Hearing: Joe Brummell reviewed the preliminary budget for DES/Homeland Security, noting that he has not heard anything on the EMPG grant yet but thinks it will be around \$49,000. Vicki Tilstra, Finance Officer, was present for this hearing. Joe discussed salary lines explaining what each is used for and that he is requesting no changes to them. He discussed the 212 line item, noting that this is what he uses to stock the five trailers that they have and that he is reducing this one by \$1,750, because they are fully stocked and using that amount to add \$1,000 to the professional services line item and \$750 to the schooling and tuition line item. He added a new line item for burn permits payments which included \$8,000 and added \$5,000 to the line item for \$5,000 for vehicles and equipment and rolled over the current amount of \$30,000 for a total of \$35,000 in that line item. John asked about fuel costs, noting that it will up by about 50% or more and that anything related to inflation should be increased. Ron asked Joe if he was planning to replace his vehicle this year. Joe replied that he was not, adding that there are a lot of good years left in his truck, he is just rolling over what he has and adding \$5,000. There was also discussion about fires and other things that might affect his budget. The overall request for this budget is an increase of \$13,000.

Facilities/Maintenance Preliminary Budget Hearing: Tony Forsythe, Maintenance, reviewed the preliminary budget for the Maintenance Department, stating that he decreased inventory items from \$5,000 down to \$3,500, increased fuel by \$700 due to increased costs, decreased the telephone line, and increased the professional services line by \$7,000 in case he gets hit with Buffalo Restorations again. Vicki Tilstra, Finance Officer, was present for this hearing. The overall request for this budget is an increase of \$4,000.

Facilities/Custodial Preliminary Budget Hearing: Dave Baldwin, Custodial Supervisor, reviewed the preliminary budget for the Custodial Department. Vicki Tilstra, Finance Officer, was present for this hearing. Dave reduced inventory items over 50 by \$1,000, increased janitorial supplies by \$2,500 and fuel by \$100, due to the increased cost of fuel, and decreased the telephone line by \$1,000. The overall request for this budget is an increase of \$600.

IT Preliminary Budget Hearing: Brett Schriock, reviewed the preliminary budget for the IT Department, noting that the big increase for his department is for Black Mountain Software and that increases by about \$5,000 each year. He also noted that email is being paid for by the general fund and suggested that it should come from the IT budget instead. There was discussion about fuel costs. Brett stated they don't use much fuel and it is currently at 26%. Dan asked about the request for an addition of 80 hours in overtime. Brett responded that this is up to 40 hours for each tech due to the increase in Webex meetings. John added that he thinks this will become the trend. With an addition of \$9,885 to the professional services line, for the county email and increase in Black Mountain costs, and decreases in both inventory items (-\$8,600) and computer software and hardware (-\$10,500), this budget request is almost \$10,000 less than the previous year's request.

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

Dan W. Allhands, Chairman
Board of Madison County Commissioners

Date Approved: June 7, 2022

Minutes prepared by:

Laurie Buyan, Executive Assistant

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