

BOARD OF MADISON COUNTY COMMISSIONERS
January 10, 2023 Meeting Minutes

On Tuesday, January 10, 2023, a meeting of the Board of Madison County Commissioners came to order at 11:31 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 Scott Hazelton, Britani Allhands, Vicki Tilstra, Connie Dedrick, Hannah Brook, Del Bieroth, Jeff Gerth, Janet Doornbos, Mary Pat Graham, Paula McKenzie, Jennifer Westfall, Van Puckett, and Cody Kerkaert. Ryan Wolter, IT Support Specialist, administered the Webex connection. Those in attendance via Webex included Laurie Buyan, Jani Flinn, Jennifer Martens, Mike Callahan, Becky Lawson, Pam Birkeland, Craig Erickson, Jeremiah Theys, Tommy Luksha, Mathew Wilder, Heidi, Kendra Horn, Lance Bowser, Janie Alt, Emilie Saylor, Kristy Harper, Kate Rose, Mary Beth Walsh, Michelle Schriock, LeTesa Schrank, Beth Famiglietti and Kaye Counts.

Approval of Minutes: Bill Todd moved to approve the August 2, 2022 minutes as presented. Ron Nye seconded the motion. All voted aye and the motion carried. Bill Todd moved to approve the January 3, 2023 minutes with corrections. Ron Nye seconded the motion. All voted aye and the motion carried.

Housing Needs Assessment Funding: Scott Hazelton, Hyalite Engineers, and Cody Kerkaert, Hyalite Engineers, met with the Board to discuss the housing needs assessment funding and the growth policy. Mary Beth Walsh, participated in the meeting via Webex. Mary Beth requested the Scope Release 4 in the amount of \$30,373.00 be paid to Hyalite Engineers. Once this has been paid Hyalite Engineers will be able to move forward with the housing needs assessment proposal. Vicki Tilstra, Finance Officer, asked if an invoice could be submitted from Hyalite Engineers in the amount of \$30,373.00. Following discussion, the Board stated they would review the new draft proposal for the housing needs assessment and send comments to Scott Hazelton. The Scope Release 4 was approved in October and will be paid once an invoice is received.

Claims: The Board approved claims.

Ennis Planning Board County Representative: The Board reviewed the request from Jerry Rogge to serve as a representative of the County on the Ennis Planning Board. Bill Todd stated that Jerry Rogge appears to be very qualified. Bill Todd moved to recommend the appointment of Jerry Rogge to the Ennis Planning Board to be appointed by Ennis Mayor, Nicki Haas. Ron Nye seconded the motion. All voted aye and the motion carried.

Board Renewals and/or Non-Renewals: The Board reviewed responses to renewals for appointed County board positions. Bill Todd moved to accept renewal requests from Charlie Gilman for the Taylor Cemetery Board, Sharon Lasich for the Twin Bridges Cemetery Board, Elizabeth Frandsen for the Twin Bridges Mosquito District Board, Phil Brook for the Virginia City Cemetery Board, Judy Weitzel for the Madison County Mental Health Local Advisory Board, and Diane Todd for the Pioneer Cemetery Board. 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: Per email from Allison Veland, Madison Valley Manor Administrator, she is requesting approval for the hire of Donna Tieken as a CNA at the rate of \$20.07 per hour. Following discussion and reviewing the pay scale rate, Bill Todd moved to approve MVM new hire Donna Tieken as a CNA at a rate of \$20.07 per hour. Ron Nye seconded the motion. All voted aye and the motion carried. Bill Todd moved to accept the Religious Exemption Request for COVID-19 Vaccination for a Madison Valley Manor employee. Ron Nye seconded the motion. All voted aye and the motion carried.

Airports: Hannah Brook, Airport Board Secretary, met with the Board to discuss the following items. Lance Bowser, Robert Peccia and Associates, participated via Webex.

- **Ruby Valley Field – AIP 3-30-0080-019-2023 (Pavement Maintenance) Notice of Award:** Lance stated the FAA concurred with the recommendation from the Board of Commissioners to award Maxwell Asphalt Inc. in the amount of \$163,113.45 for the Ruby Valley Field pavement maintenance project. Bill Todd moved to approve the Ruby Valley Airport AIP 3-30-0080-019-2023 Notice of Award in the amount of \$163,113.45. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Ruby Valley Field Management Agreement/Increase:** Hannah requested, on behalf of the Madison County Airport Board recommendation, an increase of \$500.00 for management fees. Hannah stated the last increase was in 2019. Current monthly fee is \$1,500.00. Following discussion, Ron Nye moved to approve the Ruby Valley Aviation request for increase in fees from \$1,500.00 to \$2,000.00 effective immediately. Bill Todd seconded the motion. All voted aye and the motion carried.

BLM Cooperating Status Letters and MOUs: Dan Allhands stated the Montana Natural Resource Coalition has requested Madison County to cooperate with the west-wide re-do of the sage grouse and RMP decisions. Each county is eligible to apply for cooperating agency status. Following discussion, Bill Todd moved to approve sending a letter stating coordinating agency status rather than cooperating agency status for the RMP decisions and the sage grouse re-do. Ron Nye seconded the motion. All voted aye and the motion carried.

Letter of Support for Basin Creek Watershed: Dan Allhands stated that the Butte Ranger District is requesting comments on the Basin Creek - Butte Watershed project. The Basin Creek Municipal Watershed is the primary source of drinking water for the Butte area. The treatment plant ensures that EPA standards are met and has the secondary benefits of saving energy and reducing withdrawals from the Big Hole River. Bill Todd moved to approve the letter in support of the Basin Creek watershed project. Ron Nye seconded the motion. All voted aye and the motion carried.

Grants: Hannah Brook, Grant Writer, met with the Board to discuss the following items. Craig Erickson, Great West Engineering, and Jeremiah Theys, Great West Engineering, participated via Webex.

- **FLAP Grant Potential Projects (South Boulder Road, Fish Hatchery Road, North Meadow Creek, Bear Creek):** Hannah discussed the Federal Lands Access Program Grant available and stated that there is not a match for the grants. The award process is going to be very competitive. Craig Erickson stated that there is a lot of money available this year to be awarded to capital and preservation projects. Jeremiah Theys stated that individual applications for each project would be best process in the application submittal instead of putting all projects on one application. Dan Allhands asked if agencies can apply for the FLAP grants. Craig Erickson said eligible agencies are the state, county, township, tribal, municipal or local governments. Federal agencies are not eligible to apply. Craig stated that March 31, 2023 is the deadline for the applications to be submitted. Dan stated that South Boulder Road, Fish Hatchery Road, North Meadow Creek, and Bear Creek are the Counties priorities. Craig stated that the maximum amount that can be requested for one project is \$10,000,000.00. Further discussion will ensue in the next meeting.
- **Madison Valley Manor Update:** Craig stated that an electrical contractor still needs to be procured to do the upgrades at MVM. The upgrades are needed to support the walk-in refrigerator/freezer. Craig has reached out to Rick's Refrigeration to see if the unit is still scheduled to arrive the first of March. Craig is waiting to hear back from Rick's Refrigeration for an update and confirmation. This topic will be discussed further at the next meeting.
- **Extension Request for Contract MT-CDBG-PL-19-13A – TRMCC:** Craig stated there was no need for an extension. Craig discussed the following items pertaining to the status of the Contract MT-CDBG-PL-19-13A.
 - **Procurement of Professional Services:** Craig stated the pay request was submitted last August and the Department of Commerce missed it. The close out documentation was included with the submittal. The Department of Commerce requested an updated Insurance Certificate. The updated Insurance Certificate has been submitted to the Department of Commerce.
 - **Designation of Depository for Direct Deposit:** Craig stated that once the updated Signature Certification form has been submitted the Department of Commerce will release the funds to Madison County within the next couple of weeks.

- **Signature Certification Form:** Craig requested the approval of the new Signature Certification Form along with the signatures of the Board. Ron Nye moved to approve the Signature Certification form for the MT-CDBG-PL-19-13A contract with the Department of Commerce. Bill Todd seconded the motion. All voted aye and the motion carried.
- **LATCF Funds:** Hannah handed out quotes that were discussed at the Airport Board meeting. Lance Bowers, Robert Peccia and Associates, stated there is not any FAA funding for the water projects. Lance stated for development of hangers and other attachments there is no funding. The Airport Board is short \$200,000.00. The Airport Board is hoping that some of the LATCF funds can be allocated to the water systems project. Dan Allhands stated that he feels that critical projects that benefit the majority of the county residents need to be funded first and after those projects are funded he would be willing to look at the airport water project request. Ron Nye agreed with Dan Allhands. Jeff Gerth, Sheridan Rural Fire Department member, met with the Board to request LATCF funds for the construction of the Sheridan Rural Fire Department building. Currently, the existing site for the fire hall is too small, equipment and vehicles have to sit outside. Jeff stated they are shovel ready. Sheridan Rural Fire Department is requesting \$300,000.00. Following discussion, Bill Todd moved to approve to fund the Sheridan Rural Fire Department's request of \$300,000.00 with LATCF funds. Ron Nye seconded the motion. All voted aye and the motion carried. Mary Pat Graham, Sheridan/Alder Park District Board member discussed with the Board to be considered for LATCF funds for a pool liner for the Ruby Valley Pool. They currently are in the process of getting bids. Scott Hazelton, Hyalite Engineers, met with the Board to discuss the remaining balance of \$68,663.00 for the completion of the transportation, infrastructure and housing assessment. Bill Todd voiced a concern about the project going over \$80,000.00. Following discussion, this item will be discussed further after the Board reviews the proposed scope and evaluates the housing needs assessment.

Sheridan/Alder Park District Fee Increase: Janet Doornbos and Mary Pat Graham, Sheridan/Alder Park District Board members, met with the Board to request a household fee increase of \$10.00 be presented to the district voters at the next scheduled election in May 2023. The current amount charged from the Household Fee is \$25.00. The increase would raise the amount to \$35.00. Following discussion, Bill Todd moved to begin the process to create a resolution for the fee increase of \$10.00 for the Sheridan/Alder Park District fee. Ron Nye seconded the motion. All voted aye and the motion carried.

Document Storage: Paula McKenzie, Clerk and Recorder, met with the Board to provide an update on the document storage. Paula stated she has met with Mike Penrose with Kelly Connect and inquired if his company would be able to move the storage unit from Ennis to Virginia City. Mike will stop on Thursday in Ennis to look at the units.

Gravel Pit Stormwater Discharge Permit Renewals: The Board reviewed the gravel pit stormwater discharge permit renewals. Bill Todd moved to approve the Annual Report Form – Multi-Sector General Permit for Storm Water Discharges Associated with Industrial Activity MTR000741 Permit Guinnane Pit, MT Authorization Number MTR000674 Permit Harrison Pit, MT Authorization Number MTR000644 Permit DSL McKee Pit, and MT Authorization Number MTR000740 Permit Oxbow Pit. Ron Nye seconded the motion. All voted aye and the motion carried.

Finalize Plat of Freddy's Place Subdivision: Connie Dedrick, Planner II, met with the Board to request signature of Freddy's Place subdivision final plat. The final plat was approved on January 11, 2022 but the mylars and deeds were not available for the project to be able to sign. The Planning Department received the signed mylars and original documents on December 27, 2022. The staff has reviewed the mylars and found the mylars to be consistent with the final plat as approved. Recommendation is the Board of County Commissioners sign the mylars as presented. Bill Todd stated that no motion was needed. The Board signed the mylars as presented.

Discussion Regarding Process for Requesting Alternate Work Hours on a Departmental Basis: Jennifer Westfall, Human Resource Generalist, and Connie Dedrick, Planner II, met with the Board to discuss the process for requesting alternate work hours. Jennifer asked the Board how they would like the request for alternate hours to come before them. Connie asked if individuals should come before the Board with work hour requests or should the department head assess the need for alternate work hours and address the Board. Following discussion, the Board stated that the process for requested alternate work hours should be limited to the

department heads and have them come before the Board at a Commissioners meeting. Dan Allhands and Ron Nye agreed. Van Puckett, Sanitarian, asked if employees that have existing alternate hours need to come before the Board for approval. Bill Todd stated that he would prefer that the process be formalized, documenting the employees' work hours arrangements.

Petition for Road Closure: Dan Allhands stated that Paula McKenzie, Clerk and Recorder, could not certify the petition for road closure. The signatures do not meet the criteria. There are two property owners who have not signed the petition. Following review, Bill Todd moved to deny the petition for road closure for the streets in Pony, Montana until all signatures and proper documentation has been received. 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 3:02 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, January 17, 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: January 17, 2023

Minutes prepared by:

Shawna Lutgen, Commissioners' Clerk

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