

**Town of Ennis
Study Commission
December 19, 2024 2pm
Madison Valley Public Library**

Roll call: Brittney Hirsch (serving as interim chair) and Lisa Roberts (serving as interim secretary) present

Others present: Kelly Elser, Eric Olson (Director of Public Works), Bayley Gibson (Library Staff)

Public Comment on Non-Agenda Items: None

Public Comment on Agenda Items: None

Action Items:

1. **Creation of Meeting Decorum Policy-** meeting decorum guidelines were determined to be part of the bylaws. Motion to table by Hirsch, seconded by Roberts. Motion passed

2. **Creation of Bylaws for the Town of Ennis**

MSU Local Government Center Resource Library provided a Bylaws template with the caveat that the document should receive legal review. The study commissioners, with input from the public present, engaged in filling out the template to fit the Town of Ennis Study Commission with minor changes to Section 3.03 Order of Business.

Roberts made the motion to approve the Bylaws subject to the legal review by Town of Ennis Attorney, Ed Guza.

Hirsch seconded the motion.

Motion passed

3. **Budget for Town of Ennis Study Commission** . The fiscal year 24/25 budget passed by the Ennis Town Commission included an allocation of \$11,000. The commissioners, along with input from the public present, used the template provided by MSU Local Government Center and determined a budget for the Study Commission as follows:

Election	\$2,000
Training	\$2,550
Travel	\$200
Refreshments	\$500
Printing/Postage	\$1300
Materials/Supplies	\$150
Advertising	\$800
Staff	\$1,000
Facilitation	\$2,000
Total:	\$11,000

4. **Future Scheduled Meeting:** The study commissioners came to the consensus that they would like to complete the study and have recommendations (if determined necessary) on the November 2025 ballot. This timeline would require materials to be to the County

Elections office 85 days prior to the election with the Local Government Center recommending 120 days, which means the end of June. The study commissioners came to an agreement of meeting twice per month to achieve this goal. Discussion was had on how to engage most effectively. It was determined that one meeting per month will be held midday and the other meeting will be held in the evening. At subsequent meetings the timeline will be fine tuned to meet the state statutes governing the study commission. The study commissioners are proposing the following tentative schedule:

January 2nd at 2pm
January 13th at 6pm

February 10th at 3pm
February 20th at 6pm

March 6th at 2pm
March 20th at 6pm

April 3rd at 2pm
April 17th at 6pm

May 1st at 2pm
May 15 at 6pm

June 5th at 2pm
June 19th at 6pm

5. **Commission Correspondence:** Study Commissioner Roberts asked what information will be needed from the Town of Ennis to complete this study. Kelly Elser indicated a copy of the last several years of audits and a current copy of the Town of Ennis code would be helpful. Hirsch and Roberts agreed. There was discussion of needing a list/timelines of the current and former commissioners and mayors. The study commission will request the history of the town commission and history of serving mayors. There was also discussion of developing a survey of both the public, current/former employees as part of an information gather campaign.
6. **Next scheduled meeting is January 2nd at 2pm** at the Madison Valley Public Library Community Room
7. **Meeting adjourned 3:45pm** Hirsch made motion to adjourn, Roberts seconded. Motion passed

Kelly Elser 1/3/25
Study commission chair

Prepared by Lisa Roberts (Roberts)

Template Study Commission Budget

Total Funds Levied or Appropriated \$ 11,000

Election	2000
Training Tuition/Registration Fees	2550
Travel	200
Space rental	0
Refreshments	500
Printing	650
Postage	650
Materials & Supplies	150
Advertising	800
Staff	1000
Consultants/Facilitation/Education	2500
Other:	
Total Expenses	11,000

Approved by Study Commission on: 12/19/2024

Study Commission Chair (Print & Sign) Kelly Elan

Study Commission Clerk/Secretary (Print & Sign) Lisa Roberts

Submitted to governing body on: 1/3/2025