

BOARD OF MADISON COUNTY COMMISSIONERS
March 24, 2020, Meeting Minutes

On Tuesday, March 24, 2020, a meeting of the Board of Madison County Commissioners came to order at 9:50 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana, with Commissioners Dan Allhands, Chairman, Ron Nye, and Jim Hart present. Laurie Buyan, Executive Assistant to the Board of Commissioners, was present to take minutes.

Those people in attendance at the meeting were Ryan Wolter, Brett Schriock, Shelly Burke, Vicki Tilstra, Kathleen Mumme, Lynda Holt, Jani Flinn, Joe Brummell, Alex Hogle, Bonnie O'Neill, Melissa Brummell, Jennifer Martins, and several who participated via Webex.

Approval of Minutes: Ron Nye moved to approve the February 25, 2020, Commission meeting minutes as presented. Jim Hart seconded the motion. All voted aye and the motion carried.

Claims: The Board approved claims.

Road Review Committee Appointments: Following review of applications and discussion, Ron Nye moved to appoint both David Marsh and David Welsh to the Road Review Committee both fulfilling unexpired three (3) year terms that that will expire on December 31, 2020. Jim Hart seconded the motion. All voted aye and the motion carried.

Fire District Board Appointments: Following discussion, Ron Nye moved to declare Del Bieroth elected by acclamation to the Sheridan Fire District Board for the remainder of a three (3) year term that will expire in May of 2021 and to declare Duke Gilman elected by acclamation to the Alder Fire District Board for a three (3) year term that will expire in May of 2023. Jim Hart seconded the motion. All voted aye and the motion carried.

Ruby Valley Conservation District Board Appointment: Following discussion, Ron Nye moved to declare George Trischman elected by acclamation to the Ruby Valley Conservation District Board for a four (4) year term that will expire in May of 2024. Jim Hart seconded the motion. All voted aye and the motion carried.

Beaverhead Cooperative Agreement for Sanitarian Services: This topic was continued to the next regular Commission meeting.

Conservation District Appointment to Planning Board: Following discussion and review of letters from conservation districts, Jim Hart moved to appoint David Laufenberg as the Conservation District Representative to the Planning Board. Ron Nye seconded the motion. All voted aye and the motion carried.

Open Proposals for Health Insurance: This item was postponed to give insurance providers more time to prepare quotes because of new information that was recently provided to them.

Shelly Burke, Treasurer, and Vicki Tilstra, Finance Officer, met with the Board to discuss the following topics.

- **Mobile Home Tax Exemption:** Shelly notified the Board that the State will now remove mobile homes valued at \$10,000 or less from the tax rolls. She stated that there are approximately 190 in Madison County.
- **Request for Extension of Excess Vacation:** Following discussion, Ron Nye moved to approve the requests for extensions of the deadline to use excess vacation time to December of 2020 for

both Dana Escott and Shane Escott. Jim Hart seconded the motion. All voted aye and the motion carried.

- **Resolution Addressing RSID Procedure Per Audit Request:** Vicki stated that the auditor has asked them to come up with a plan addressing the RSID procedure for assessment pay-downs. She stated that if the debt is close to being satisfied, they will stop billing. Jim Hart read a proposed resolution outlining the process for annually evaluating RSID assets. Shelly stated that this is how they currently do it but that it has never been in writing before. Following discussion, Jim Hart moved to approve Resolution 13-2020, a resolution to annually re-evaluate the assets of Madison County RSIDs. Ron Nye seconded the motion. All voted aye and the motion carried.

Items not Listed on the Agenda but Within the Board's Jurisdiction: Following review, Jim Hart moved to approve a letter to the Montana Board of Crime Control supporting funding of the Southwest Montana Drug Task Force. Ron Nye seconded the motion. All voted aye and the motion carried.

Items not Listed on the Agenda but Within the Board's Jurisdiction: Jim Hart discussed a request from a local business owner, to ask FWP to hold off on restrictions related to fishing in the Madison River until public meetings can be held regarding the proposal. Following discussion, Jim Hart moved to write a letter to Fish, Wildlife, and Parks asking them to postpone making a decision on restricting guide service on the Madison River until we get through the COVID-19 crisis. Ron Nye seconded the motion. All voted aye and the motion carried.

Jani Flinn, Grant Administrator, met with the Board to discuss the following grant related topics. Vicki Tilstra, Finance Officer, was present for this portion of the meeting.

- **Big Sky Trust Fund Documentation:** This topic was continued to the next regular Commission meeting.
- **Montana Department of Transportation MOU Addendum #2 – Varney Bridge:** Jani discussed a proposed addendum to the MDT agreement for the Varney Bridge replacement, stating that the addendum basically gives the County another year for reclamation, seeding, etc. It also discusses the transfer of the storm water general permit to the County after a final inspection by MDT. Following discussion and review, Jim Hart moved to approve Addendum #2, Memorandum of Understanding between Madison County and the Montana Department of Transportation for the planning and construction of the Varney Bridge. Ron Nye seconded the motion. All voted aye and the motion carried.

Jeremiah Theys, Great West Engineering, participated in the meeting via telephone to discuss the following topics. Vicki Tilstra, Finance Officer, and Jani Flinn, Grant Administrator, were present for this portion of the meeting.

- **Amended Task Order for TRMCC Sidewalks:** Jeremiah discussed an amendment to the task order for the TRMCC sidewalks. He stated the project will take care of the drainage issue on Madison Street and include sidewalks, regarding the street, paving, and a series of drop inlets. Jeremiah stated that Great West would assist with the bid package and work through the design. Dan Allhands expressed concerns about the cost of the project and suggested doing only the sidewalks for now, stating that he worries that taxable values may go down because of COVID-19. Jeremiah discussed doing the project in phases and prioritizing the sidewalk. There was discussion about having to pay two mobilization charges if the project is done in two phases; that a paving company will be in Sheridan this summer; saving money by having the County road crew complete some of the work; and getting this amendment approved so that it can go to CMS to show them that the County has a plan. Following discussion, Ron Nye moved to approve Amendment #1 to Great West Engineering Task Order#19, for pickup survey, mapping, and project design for the Tobacco Root Mountains Care Center for the installation of a stormwater collection system, curb and gutter, paving and pavement striping in front of the TRMCC property in Sheridan Montana. Jim Hart seconded the motion. All voted aye and the motion carried.
- **TSEP Grant for Jack Creek Bridge #4:** This topic was continued to the next regular Commission meeting.
- **Task Order 28 – TSEP Bridge Grant Application:** Jeremiah discussed the task order for the TSEP Bridge application. He noted that under the contract with the County, they are doing a PER

for three bridges adding that the County decided to move forward with Jack Creek #4. He discussed the TSEP process noting the Department of Commerce has pushed back the deadline to June 12, 2020, and moved the public meeting requirements to August 3, 2020, stating that this allows a little more flexibility. Following discussion, Jim Hart moved to approve Great West Task Order #28 for the 2020 TESP Bridge grant application for an amount not to exceed \$8,000. Ron Nye seconded the motion. All voted aye and the motion carried.

County Procurement Policy: Joe Brummell, DES, met with the Board to discuss the creation of a procurement policy for Madison County. He stated that this has been a long time coming, adding that it determines how the County goes out for grants and a policy for getting them. He explained that Madison County basically adopted the State policy but that FEMA does not want it done that way, noting that if we have a local emergency, FEMA might not reimburse the County without a procurement policy in place. Jim Hart asked if the current policy is still in place. Joe responded that it is and will be until July 1, 2020. Joe provided a couple of draft policies from other counties, stating that he likes the Gallatin County format the best and that they have put some work into it with boots on the ground. Jim Hart will take the draft policies to the County Attorney's office and ask them to review them. He asked that the topic be put back on the agenda in the first part of June.

Alex Hogle, Planning Director, met with the Board to discuss the following topics.

- **Road Name Resolution-Axolotl Ranch Road:** Alex noted that he has been working with Tommy Luksha, GIS, on this road naming project and that they have a few items to clean up with the applicant. The topic was tabled and will be rescheduled at a later date.
- **Amended Plat of Lot 1, Ramshorn Subdivision #2:** Alex stated that the owner of Ramshorn Subdivision #2 is in California and has been unable to sign mylars because of the Coronavirus. This topic was tabled and will be rescheduled when the mylars are received.
- **Designation of Floodplain Manager:** Alex discussed the Floodplain Administrator position stating that they have received two new floodplain applications. He added that since the former Floodplain Administrator has resigned, it would be appropriate for the County to appoint a new Floodplain Administrator. He stated that he has recently received the Floodplain certification. Following discussion, Jim Hart moved to appoint Alex Hogle, Planning Director, as the official Floodplain Administrator for Madison County. Ron Nye seconded the motion. All voted aye and the motion carried.

Alex also discussed the functioning of the Planning Board, noting that they had a public hearing scheduled which has been cancelled. He discussed options of how the Board could conduct a public hearing adding that it would be important that the public could view and comment on items in the public hearing.

Update on Courthouse Safety Concerns: Bob Bates, Safety Coordinator, met with the Board to discuss the safety concerns at the courthouse. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting. Bob reviewed a timeline of events stemming from a voicemail he received on February 12, 2020, from the Department of Labor and Industry regarding a safety concern they received about the courthouse. He discussed sampling and testing that has been completed, air filtration systems that have been installed, sealing off affected areas, and further site surveys that are being completed. He also noted that Dan McCauley, Great West Engineering, will help to engineer a methodology to prevent water intrusion and provide drainage. Immediate action will include adding gutters and re-sloping the landscape to direct moisture away from the building.

Items not Listed on the Agenda but Within the Board's Jurisdiction: Melissa Brummel, Public Health Nurse, and Jennifer Martins, Public Health Clerk, met with the Board to give an update on the status of the COVID-19 preparedness. Melissa stated that the Board of Health supports the recommendations from the Governor, noting that an update will be coming out this afternoon. She stated that the Senior Citizens' Bus is currently not running and recommended to continue with that. She discussed recommendations for child care facilities, stating that guidance suggests having 10 kids or less and prioritizing essential service members first. She also discussed a letter that was sent to the Governor asking for open communications with the Town of Virginia City throughout the Coronavirus crisis.

Items not Listed on the Agenda but Within the Board's Jurisdiction: Kathleen Mumme, Clerk and Recorder, asked the Commissioners if they are on board with a mail ballot for the Primary Election, adding that MACo is requesting recommendations from County Commissioners. All three Commissioners agreed to a mail ballot. Melissa added that she believes it's in the best interest of everyone to do a mail ballot. Kathleen will contact MACo and write a letter to the Secretary of State.

COVID-19 Emergency Staffing for County Nursing Homes: There was no action on this topic.

COVID-19 Emergency Staffing for County: There was no action on this topic.

Calendars: The Board reviewed calendars.

With no further business, the meeting was adjourned at 3:00 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, March 31, 2020, beginning at 9:30 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana.

Dan W. Allhands, Chairman
Board of Madison County Commissioners

Date Approved: April 21, 2020

Minutes prepared by:

Attest: _____
Kathleen Mumme, Clerk and Recorder, Madison County

Laurie Buyan, Executive Assistant to the
Board of Commissioners