

BOARD OF MADISON COUNTY COMMISSIONERS
March 31, 2020, Meeting Minutes

On Tuesday, March 31, 2020, a meeting of the Board of Madison County Commissioners came to order at 9:55 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana, with Commissioners Dan Allhands, Jim Hart, and Ron Nye present. Jane Bacon, Commissioners' Clerk, was present to take minutes. Ryan Wolter, Information Systems Computer Support Specialist, was present to administer the public connection to the meeting via Webex.

Those people in attendance at the meeting were Alex Hogle, John Roberts, Tommy Luksha, Kathleen Mumme, Bonnie O'Neill, Phil Fortner, Vicki Tilstra, Kathy Barnes, Craig Schroeder, Kindra Todd, Laurie Buyan, and those who participated by Webex.

Approval of Minutes: Following review, Jim Hart moved to approve the March 19, 2020, Board of Commissioners' Special Meeting minutes as presented. Ron Nye seconded the motion. All voted aye and the motion carried. Ron Nye moved to approve the March 2, 2020, Board of Commissioners' Special Meeting minutes with corrections. Jim Hart seconded the motion. Commissioner Jim Hart abstained from voting as he was not present for that meeting. The motion carried on a majority vote. Later in the meeting, Ron Nye moved to approve the March 3, 2020, Board of Commissioners' meeting minutes as presented. Jim Hart seconded the motion. Commissioner Jim Hart abstained from voting as he was not present for that meeting. The motion carried on a majority vote.

Claims: The Board approved claims.

Planning Office: Alex Hogle, Planning Director, met with the Board to discuss the following topic. John Roberts, County resident, and Tommy Luksha, GIS Coordinator, were present for this portion of the meeting.

- **Planning Office Update:** Alex gave an update on Planning Office ongoing projects and office focus. He discussed issues related to holding a virtual/Webex public hearing for Lee's Pool Subdivision, described technical challenges, emphasized public hearing regulations, and expressed concern about ensuring the public's ability to have adequate access to the hearing and associated documents. He updated the Board regarding other projects, including Lower Ulery's 4 Subdivision, an aggregated lot in Spanish Peaks, and Loneview III Subdivision. He said the office is running normally, and not seeing any slowdown in work despite the COVID-19 crisis.

Clerk and Recorder: Kathleen Mumme, Clerk & Recorder, met with the Board to discuss the following topics. John Roberts, County resident, was present for this portion of the meeting.

- **Mail Ballot Election:** Kathleen described how the office is functioning during the COVID-19 crisis, discussed informing the voters about ballots being mailed to every registered voter, discussed training judges and timing, and said unless the Board objects by Resolution the election will be carried out by mail, which she thinks will work well here. Ron Nye moved to approve the request from the Clerk & Recorder to conduct the 2020 primary election by mail ballot. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Deputy Designation:** Kathleen described the teamwork in the Clerk & Recorder's office, discussed contingency plans for virus-related illness, and asked for approval to designate Elizabeth Barnett as the third permanent deputy in the office, particularly in light of Kathleen's retirement plans at the end of the year. She discussed Elizabeth's skills, raising her wage to \$19.91 per hour, and said there are no budget issues. She also mentioned how the mail ballot will save money, and expects the postage will be reimbursed by the State. Jim Hart moved to approve the Clerk & Recorder's request to designate a third deputy in the Clerk & Recorder's office. Ron Nye seconded the motion. All voted aye and the motion carried.

Human Resources: Tammy Mahlstedt, Human Resource Generalist, met with the Board via Webex to discuss the following topics. Bonnie O'Neill, Chief Administrative Officer, John Roberts, County resident, and Alex Hogle, Planning Director, were present for all or portions of these topics.

- **Recommendation to Hire Building Maintenance Position:** Tammy read the hiring committee's recommendation to hire for the Building Maintenance position. Following review, Ron Nye moved to accept the hiring committee's recommendation to hire Anthony Cross to fill the full-time, permanent Building Maintenance position at \$20.93 per hour (90% of the top wage for the position), plus \$.50 per hour for having a Low-Pressure Boilers License, for a total of \$21.43 per hour. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Authorization to Fill Planner 1 Position:** Tammy discussed the open Planning Technician position in the Planning Department, which Alex hopes to fill with a Planner I. She discussed the budget, said the position would have an hourly wage range between \$18.61 and \$23.36, and could start as soon as possible. Alex discussed reasons for upgrading the position, including a steady public demand for Planning services and offering a higher level of service, focusing on floodplain strategies and upcoming county-wide floodplain adjustments with the DNRC and FEMA, updating the growth policy, several other projects and areas that would be better addressed by a Planner I, as well as Alex's ability to delegate more to a Planner I, freeing him up to focus on other details. Based on the recommendation of the Planning Director, Jim Hart moved to approve the Authorization to Fill for the full-time, permanent, Planner I position. Ron Nye seconded the motion. Dan noted that with revisions and updates needed with Planning regulations, subdivision regulations, and the Pre-Construction Safety Review process, it would be a wise decision to hire a Planner I. All voted aye and the motion carried.
- **Revised Planner 1 Job Description:** Alex explained revisions to the existing Planner I job description, saying it had been largely reflective of the person previously in the position, and was revised to reflect current office operations. Following review and based on the recommendation of the Planning Director, Jim Hart moved to approve the revised job description for the Planner I position. Ron Nye seconded the motion. Discussion included Planning Director and departmental responsibilities on the Subdivision Exemption Review Board, and "additional Planner I duties as assigned." All voted aye and the motion carried.
- **Recommendation to Close Permanent Nursing Homes Administrator Position:** Tammy reviewed the internal, five-day posting for the Nursing Homes Administrator-in-Training positions, said four applications were received, and made a recommendation to close advertising for a permanent position based on the internal response. Ron Nye moved to close the application process for the permanent Nursing Homes Administrator position. Jim Hart seconded the motion. All voted aye and the motion carried. Tammy anticipates interviews within the next two weeks, and an interview committee is being formed. John Roberts commented that he had a relative in the nursing home in Ennis so had spent some time there, said it was a good experience, and was here today to offer help in any way needed.

Sheriff's Department: Phil Fortner, Sheriff, met with the Board to discuss the following topics. Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Manager, were present for all or portions of these topics.

- **SW Montana Drug Task Force MOU – FY 2021:** Phil described the work and make-up of the Drug Task Force, and reviewed the SW Montana Memorandum of Understanding (MOU) for fiscal year 2021. Discussion included County contributions, grant funding, waivers, funding status and process, and the possibility of a canine unit. Ron Nye moved to approve the Southwest Montana Drug Task Force Inter-Agency Memorandum of Understanding for Grant Year FY 2021. Jim Hart seconded the motion. After a brief discussion, all voted aye and the motion carried.
- **Big Sky Law Enforcement Agreement:** Phil discussed the proposed Big Sky law enforcement agreement, laying out overall costs and Madison County's portion. Discussion included the potential for more officers in the future, and Dispatch not being included in the agreement. Law enforcement ramifications of the new virus were discussed, including not taking prisoners, misdemeanor transport limits, increases in mental health issues and child custody disputes, and financial and spousal conflicts. Phil said jail times are currently down, and reviewed overall jail cases. The high cost of building and having a jail in the County was discussed, which Phil acknowledged, but pointed out the eventual need to be self-sufficient and take care of our own, as well as the benefit of decreased travel, and court appearance and hearing logistics. He also discussed current virus-related transport concerns. After discussion, Jim Hart moved to approve

the Gallatin/Madison County Big Sky Resort Area District Law Enforcement Agreement for the period from July 1, 2020 to June 30, 2023. Ron Nye seconded the motion. All voted aye and the motion carried.

Nursing Homes: Steve McNeece, Nursing Homes Administrator, met with the Board via Webex to discuss the following topic. Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Manager, were present for this portion of the meeting.

- **Assignment of Bonnie O'Neill to NH effective April 6, 2020- Dec 31, 2020:** Steve listed several reasons for requesting that Bonnie be assigned to the nursing homes for the remainder of the calendar year, including her popular presence with the staff, his need for help with managing HR/employee matters especially during the COVID-19 crisis, and her leadership perspective. Bonnie responded with appreciation, but pointed out her other roles and duties with the County in addition to nursing home responsibilities, as well as concerns regarding the potential misperceptions of a reassignment. Steve reviewed his responsibilities to fix gaps at the nursing homes, with his request based on critical need. Board discussion included Bonnie's familiarity with the nursing homes and ability to fill the role requested, her continued presence there even if not solely designated, encouragement for continuing in her current role, and the need to prioritize tracking time and funding. Bonnie discussed working together on a plan to utilize her time appropriately, noting financial work needed with FEMA. Steve asked for clarification about backfilling positions left open by internally hiring Administrators-in-Training, reminded the Board about hiring a full-time HR person for the nursing homes by July per his contract, and pointed out the need to move forward with a plan as an alternative to reassigning Bonnie. Following discussion, Jim Hart moved not to support the request from the Nursing Homes Administrator to reassign Bonnie O'Neill to each of the two nursing homes. Ron Nye seconded the motion. Discussion included Bonnie's work in the County, filling the nursing home HR position, and how that makes sense based on the number of employees. All voted aye and the motion carried.

DES: Because Joe Brummell, Director of Emergency Management, was not able to attend the meeting, the following topics were continued to the Special Commission Meeting scheduled for Friday, April 3, 2020. Bonnie O'Neill, Chief Administrative Officer, who was present for this portion of the meeting, briefly reviewed the topics with the Board.

- **Public Assistance Program Participation**
- **Request for Public Assistance**
- **Designation of Applicant Agent**

Grants: Jani Flinn, Grant Administrator, met with the Board via Webex to discuss the following topics.

- **Big Sky Trust Fund Grant Documents – Canty Boots:** Jani reviewed grant documents for Canty Boots. After review, Ron Nye moved to approve the Montana Department of Commerce Signature Certification Form authorizing Madison County Commissioners to sign requests for payment of Montana Big Sky Economic Development Trust Funds for the Madison County BSTF grant on behalf of Canty Boots. 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 on Tuesday, April 7, 2020.

Intergovernmental Transfers Questionnaire: The Board discussed the Intergovernmental Transfer Questionnaire. Vicki Tilstra, Finance Manager, was present for this portion of the meeting. Vicki explained the Intergovernmental Transfer process, gave an example of a circumstance where a budget amendment might be needed, and said to expect finalized figures for this first part and a direct deposit of funding within a couple of weeks. After review, Jim Hart moved to approve submitting the Intergovernmental Transfers Questionnaire for state fiscal year 2020. Ron Nye seconded the motion. All voted aye and the motion carried.

Airports: Jani Flinn, Airport Board Secretary, met with the Board via Webex to discuss the following topics. Lance Bowser, Robert Peccia & Associates, participated in this portion of the meeting by phone.

Ennis/Big Sky Airport:

- **Tract 4A Amended Plat and Closing Documents:** Jani reported that the closing documents for Tract 4A Amended Plat have been received, executed and recorded.

- **AIP 3-30-0090-021-2020 Grant Documents:** Lance discussed grants, match amounts, funding percentages, and work involved for Airport Improvement Project (AIP) 3-30-0090-021-2020. Following discussion, Jim Hart moved to accept the FAA Grant Offer for AIP 3-30-0090-021-2020, at Ennis/Big Sky Airport. Ron Nye seconded the motion. All voted aye and the motion carried.
- **AIP 3-30-0090-022-2020 Grant Documents:** Lance said he doesn't have the grant documents for AIP 3-30-0090-022-2020 yet, but anticipates their arrival within the week.
- **SK Construction – Contract and Notice to Proceed:** Lance explained that SK Construction is lined up for work at the airport and would like to start construction next week. He discussed grant status and options for proceeding with the contract and allowing work to be started. This topic was continued to the Special Commission Meeting scheduled for Friday, April 3, 2020.
- **Longhorn Ranches, LP – Avigational Easement:** Lance discussed working with Longhorn Ranches, an avigational easement, discussions with the Montana Land Alliance about allowable grading under an existing conservation easement, and the options for proceeding forward.
- **Corps of Engineers 404 Nationwide Permit:** This topic was continued to the next regular Commission meeting on April 7, 2020.

Weed Department: Margie Edsall, Weed Coordinator, met with the Board via Webex to discuss the following topic. Bonnie O'Neill, Chief Administrative Officer, was present for a portion of this topic.

- **Weed Office Plans:** Margie discussed current Weed staff activities and projects considering the effects of the COVID-19 crisis on work plans, and explained the rotation of department staff to have someone in the office while other staff is allowed to work remotely from home or use COVID leave. The Board discussed logistics and appropriate use of the department's County truck. Margie discussed setting up the next Weed Board meeting remotely, and reviewed the interview process for the summer crew, requesting that interviews for returning personnel be waived under social distancing circumstances to make it easier on the Weed Board members and interviewers. Discussion ensued about following policy, and the pros and cons of changing the positions to Seasonal next year. Margie reviewed hiring challenges, saying she will likely be short-handed this year, and discussed rescheduling the co-op days when more is known.

Analysis of the Current Health Insurance Program-The Partners Group/Mike Boneville: Because Mike Boneville, The Partners Group, was not present for this portion of the meeting, it was continued to a future Commission meeting when he will be able to attend. The Board discussed the following topic with those present. Bonnie O'Neill, Chief Administrative Officer, Kindra Todd, County Attorney's Office, Craig Schroeder, Undersheriff, Kathy Barnes, Sheriff's Office, Laurie Buyan, Executive Assistant to the Board of Commissioners, and Vicki Tilstra, Finance Manager, were present for all or a portion of this topic. Members of the Insurance Committee expressed interest in getting assistance from Mr. Boneville, given his familiarity and the committee's lack of familiarity with insurance plans, and will inquire about his future availability and what he would charge for his services.

Furniture for Jury Room: There was no discussion on this topic.

Dishwasher(s): The Board discussed the installation of one or more dishwashers in the Administrative Building. Bonnie O'Neill, Chief Administrative Officer, and Laurie Buyan, Executive Assistant to the Board of Commissioners, were present for this portion of the meeting. Dan questioned the need for a dishwasher, and discussion ensued about types of dishwashers, dish sanitizing, and how to coordinate use. When purchase and installation estimates are obtained, the topic will be discussed further.

COVID-19 Emergency Staffing: The Board discussed COVID-19 emergency staffing. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting. She reported that the nursing homes are receiving temporary staffing applications and have hired three so far. She said both facilities are using travelers, although less than previously, compared the staffing levels and local candidate pools at each facility, and reviewed Steve's regular calls and meetings to keep in touch with staff. Jim reviewed communication with elected officials for their suggestions and thoughts on staffing, the Board discussed what other counties are doing, employee requests for clarity and guidance, establishing consistency, and allowing flexibility for department heads with guidance, not rules. Bonnie will compile draft guidelines for review at the next Special Commission Meeting on Friday, April 3, 2020.

Beaverhead Cooperative Agreement for Sanitarian Services: This topic was continued to the next regular Commission meeting on April 7, 2020.

Calendars: The Board reviewed calendars.

With no further business, the meeting was adjourned at 2:34 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, April 7, 2020, beginning at 9:30 a.m. in the Public Meeting 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:

Jane Bacon, Commissioners' Clerk

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