

BOARD OF MADISON COUNTY COMMISSIONERS
April 28, 2020, Meeting Minutes

On Tuesday, April 28, 2020, a meeting of the Board of Madison County Commissioners came to order at 9:35 a.m. in the Public Meeting 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, IT Support, was present to administer the public connection to the meeting via Webex.

Those people in attendance at the meeting were Pam Birkeland, Bonnie O'Neill, Brett Schriock, Vicki Tilstra, Shelly Burke, Kindra Todd, Kathy Barnes, Craig Schroeder, Jani Flinn, Chris Christensen, Alex Hogle, and Laurie Buyan.

Approval of Minutes: Ron Nye moved to approve the April 7, 2020, Board of Commissioners' meeting minutes with corrections. Dan Allhands seconded the motion. All voted aye and the motion carried.

Claims: The Board approved claims.

Mental Health LAC: Ke'lah Savage, Madison County Mental Health Local Advisory Council (LAC), met with the Board via phone/Webex to discuss the following Mental Health LAC topics. Pam Birkeland, Mental Health LAC, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting.

- **Mental Health Bylaws:** Ke'lah presented and reviewed updates to the Mental Health bylaws, noting that Pam Birkeland is filling the role of Treasurer. Following review, Jim Hart moved to approve the amended Mental Health Bylaws as presented by the Madison County Mental Health Local Advisory Council. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Mental Health Annual Report:** Ke'lah presented and reviewed a yearly report of Mental Health LAC activities from January, 2019 to January, 2020.

Courtroom Equipment: The Board discussed equipment for the new Courtroom in the Administrative Office Building. Brett Schriock, IT Director, Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Manager, were present for this portion of the meeting. Dan referenced an email from Judge Berger expressing concern about equipment compatibility with the State system. Jim noted that the State won't fund more than the one set of equipment already set up in the original Courthouse. Brett explained that the equipment installation is not finished, they have everything needed for current upcoming cases in the Justice Court, and he planned on furnishing the new courtroom with State-compatible equipment a little at a time. Discussion included ordering equipment to arrive in about a week, the cost and which County department should fund it, and the benefit of having a multi-functional space available in addition to having an accessible courtroom. Following discussion, Jim Hart moved to approve the equipment request for the newly-renovated courtroom on the upper level of the Administration Building, in the amount of \$3,024.73. Ron Nye seconded the motion. All voted aye and the motion carried.

Selection of Health Insurance Provider: The Board discussed selecting a health insurance provider for County employees. Members of the Health Benefits Committee (Kindra Todd, County Attorney's Office, Kathy Barnes, Sheriff's Office, and Craig Schroeder, Undersheriff), Vicki Tilstra, Finance Manager, Bonnie O'Neill, Chief Administrative Officer, and Pam Birkeland, Superintendent of Schools, were present for all or portions of this topic. Jim read the Plan A and Plan B proposals presented by the Health Benefits Committee for fiscal year 2020-2021 coverage, with both plans recommending extra contributions for employees with families. One plan recommended seeking assistance from The Partners Group before the end of 2020 to evaluate insurance packages for the 2021-2022 fiscal year. The Committee also reviewed the County's tax increases from 2015 to 2019, and presented a partial list of Montana counties' taxable values and employee insurance contributions. Kathy pointed out that of the 34 counties surveyed, Madison County is near the top of the list for tax dollars collected, but near the bottom for the amount contributed toward employee health insurance. Ron noted that both plans recommend staying with Blue Cross & Blue Shield (BCBS) as the insurance provider for the coming year, and the decision to be made is the amount to contribute toward family coverage. Discussion ensued about the unknown number of people that

would sign up for family coverage, options available in existing plans, and the appropriate County fund to be used if additional contributions are made. Kathy noted that MACo said the counties insured with them are providing, on average, \$850 toward each employee, and the Committee provided the list of county contributions to include some information on counties that are not insured with MACo. Following discussion, Jim Hart moved to accept the recommendation of the Health Benefits Committee to stay with BCBS for the 2020-2021 fiscal year, and to make further decisions during the next regular Commission meeting on May 12, 2020, based on Plan A or Plan B, or some combination thereof. Ron Nye seconded the motion. All voted aye and the motion carried. Kathy commented that other counties recognize the importance of retaining employees while keeping salaries in check, and know taking care of families is a huge part of the employees' total compensation package so they don't lose them to other businesses or other counties. Appreciation was expressed by several participants for the Committee's hard work. At this point, the Health Benefits Committee left the meeting. Jim asked if any kind of estimate had been obtained from the Partners Group for providing assistance with evaluating insurance packages. Discussion ensued about the County's agent/broker, seeking bids, not adding another expense layer on top of the existing agent's commission fee, the potential for downward adjustments in real estate, and the economic future. On Bonnie's request, Pam reviewed what school districts provide for employee health insurance, all covering some amount for employees. She relayed what she has heard about insurance in the general workforce, noted that insurance costs are going up for everyone, and a brief discussion ensued about County residents who don't have jobs or insurance.

Later in the meeting Dan noted, just for clarification, that on the insurance contributions by county, Madison County might be third on the page used for this reference, but was actually about 7th or 8th because yesterday he looked in the actual book.

Finance Office: Vicki Tilstra, Finance Manager, met with the Board to discuss the following topic. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting.

- **Emergency Levy Use for Additional Costs due to COVID-19:** After a short discussion, Vicki was encouraged to work with the Deputy County Attorney to move forward with a resolution regarding an emergency levy for additional costs due to COVID-19. This topic was continued to the next regular Commission meeting.

Storage Unit Rental Extension: Bonnie asked the Board to consider extending the date for renters to vacate the County storage units, given current COVID-19 restrictions. Following discussion, Ron Nye moved to extend rental agreements for the use of Placer Loop storage units to September 1, 2020, due to the COVID-19 pandemic. Jim Hart seconded the motion. All voted aye and the motion carried.

County and Tribal Matching Grant–COVID-19: The Board discussed the County and Tribal Matching Grant–COVID-19 Application. A call was placed to Melissa Brummell, Public Health Nurse, who explained that this is a new grant with up to \$40,000 in no-match funding to support the Mental Health response to COVID-19, described what the funds will be used for after consulting with the Mental Health Board, and discussed grant logistics. Based on the recommendation of the Public Health Director, Jim Hart moved to approve the County and Tribal Matching Grant–COVID-19 Application, with corrections. Ron Nye seconded the motion. All voted aye and the motion carried.

Selection of Health Insurance Provider (continued): Kathy Barnes, Sheriff's Office, commented via Webex that the Insurance Committee would have stayed longer in the meeting if they had known there would be further discussion on selecting a health insurance provider, especially after all the time and effort they have put into researching the topic.

Airports: Jani Flinn, Airport Board Secretary, met with the Board to discuss the following topics. A call was made to Lance Bowser, Robert Peccia & Associates, to include him in the discussion. Bonnie O'Neill, Chief Administrative Officer, was present for a portion of these topics.

- **Amendment to AIP 21 & 22 (Not on Agenda):** Lance relayed good news about the FAA grant, saying the funds will be issued within eight days. Since the contractor is ready to start milling before funding is received, the FAA suggested amending AIP 21 & 22 to avoid difficulties with the contractor, with the same end result, and Lance reviewed revised work details and timing. The Board agreed that this needs to be done, and the topic will be added to the next regular Commission meeting agenda. With the

recommendation from Robert Peccia & Associates, and Lance Bowser in particular, Jim Hart moved to approve amending AIP 3-30-0090-021-2020 for the Ennis Big Sky Airport Improvement Project to include the work item of runway pavement removal. Ron Nye seconded the motion. All voted aye and the motion carried.

- **Longhorn Ranch Avigational Easement:** Lance updated the Board regarding the Longhorn Ranch Avigational Easement, said there is no action needed today, and reviewed easements and property acquisitions.
- **Disadvantage Business Enterprise (DBE) Program:** This topic was continued to the next regular Commission meeting.
- **Ennis Big Sky Airport DBE goal (2020):** This topic was continued to the next regular Commission meeting.
- **Airport Board recommendation to drill 12" Well:** Jani noted that the Airport Board, in their April meeting, made a recommendation to the Board of Commissioners to drill a 12-inch well at the Ennis Big Sky Airport. Discussion ensued about costs, lack of available funds, timing of expected reimbursements, engineering, drilling a fire suppression well, fire department proximity, scheduling and preparation, and the need for additional information.

Human Resources: Tammy Mahlstedt, Human Resource Generalist, met with the Board via Webex to discuss the following topics.

- **Recommendation to Hire Fairgrounds Crew Assistant:** Tammy read the Recommendation to Hire for the Fairgrounds Crew Assistant position. Discussion included position end dates, whether the fair will take place this year, and which positions are necessary if the fair is cancelled. Following discussion, Ron Nye moved to accept the recommendation to hire Teri Larsen for the part-time, short-term, 90-day Fairgrounds Crew Assistant position. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Recommendation to Hire Fairgrounds Groundskeepers:** Tammy read the Recommendation to Hire for the Fairgrounds Groundskeeper positions. Based on the recommendation of the hiring committee, Ron Nye moved to accept the recommendation to hire Kenna Millhouse, Kyie Salerno, and Aaron Grabil for part-time, short-term, 90-day Fairgrounds Groundskeeper positions at the wages listed. Jim Hart seconded the motion. All voted aye and the motion carried.

Virginia City Schoolhouse – Consent to Enter Property and User Questionnaire: Following review, Ron Nye moved to approve the Consent for Access to Property, with corrections, for an authorized representative of Headwaters RC&D to enter and access the Virginia City Schoolhouse. Jim Hart seconded the motion. Discussion included details on the User Questionnaire. All voted aye and the motion carried.

Planning Office: Alex Hogle, Planning Director, met with the Board to discuss the following topics. Chris Christensen, County Attorney, was present for this portion of the meeting.

- **Road Name Resolution – Axolotl Ranch Road:** Jim read the Resolution of Road Name Change for Axolotl Ranch Road. Following review, Jim Hart moved to approve Resolution 14-2020, Resolution of Road Name Change in Madison County, changing a road name to Axolotl Ranch Road. Ron Nye seconded the motion. All voted aye and the motion carried.
- **188 Foxtail Pine LLC – Partial Release of Letter of Credit:** Following review, Ron Nye moved to approve signing the partial release of the Letter of Credit No. 814031582-L001 from Morgan Stanley Bank for the account of 188 Foxtail Pine LLC. Jim Hart seconded the motion. All voted aye and the motion carried.
- **YMC Phase 3, Lot 311 - Material Change Determination:** Alex presented the staff report for Lot 311 Yellowstone Mountain Club (YMC) Phase 3, and reviewed the Material Change Determination regarding a construction setback. Alex reviewed the history of the property: previous owners built the home with a 100-foot construction setback from the river sometime after final plat approval of YMC Phase 3 in 2004, and a building envelope was established. The current owners wish to remodel the home with an addition, and in the process a closer stream was identified that was not recognized in the original review, causing questions about whether the addition can proceed. Alex explained the details and regulations involved, and answered questions. After review of Lot 311, Yellowstone Mountain Club Phase 3 Material Change Determination, and based on lengthy discussion and reading material from both the Planning Director and the Developer, Jim Hart moved to determine there is no material change in this particular scenario in allowing this project to go forward, according to Section V-8, #2B, of the Madison County Subdivision

Regulations. Based on the conclusion of no material change, it is recommended that the request for a 50-foot construction setback be accepted and adopted for Lot 311, Yellowstone Mountain Club Phase 3. Ron Nye seconded the motion. Discussion via Webex included clarification by Justin Houser, Houser Engineering, that the motion would allow going through the normal amended plat process, not go back through the Planning Board, and include the language just discussed in the amended plat. All voted aye and the motion carried.

Closed Meeting to Discuss Litigation: This portion of the meeting was closed to the public.

Designation of Contact Person for MACo PCT Insurance Appraisals: The Board discussed the designation of a contact person for the upcoming MACo Property & Casualty Trust (PCT) insurance appraisals. Pete Novich, Novich Insurance Agency, participated in this discussion via Webex. Laurie Buyan, Executive Assistant to the Board of Commissioners, was present for this portion of the meeting. Pete explained the appraisal process, discussed items that need to be added to the list, and recommended Bob Bates, Safety Coordinator, as the contact person. Bob was contacted via Webex to participate in the discussion, said he was willing, but asked about public contact during the process. Following discussion, Jim Hart moved to designate Bob Bates, Safety Coordinator, as the contact person for MACo PCT Insurance Appraisals. Ron Nye seconded the motion. All voted aye and the motion carried.

Set Date for Compensation Board Meeting and Select Elected Official Members: Laurie Buyan, Executive Assistant to the Board of Commissioners, met with the Board to set the date for the Compensation Board meeting and select the Elected Official members. Names were discussed, Laurie will contact them to see who is available on which dates, and she reviewed the board's public representatives.

Weed Board Appointment(s): The Board reviewed three applications for the Weed Board and selected two to fill the two vacant positions. Ron Nye moved to appoint Mark Boyd as the "At Large" member of the Weed Board to fulfill an unexpired three year term that will expire on December 31, 2021, and to appoint Kent Tilstra as the Sheridan member of the Weed Board for a three year term that will expire on December 31, 2022. Jim Hart seconded the motion. All voted aye and the motion carried.

Laurin Cemetery Board Appointment: Following review, Ron Nye moved to appoint Steve J. Burke as a trustee on the Laurin Cemetery District Board for a three year term that will expire on December 31, 2022. Jim Hart seconded the motion. All voted aye and the motion carried.

Ruby Valley Hospital Board Appointment: After review, Ron Nye moved to reappoint Tony Simonsen by acclamation as a trustee on the Ruby Valley Hospital District Board for another three year term that will expire in May of 2023. Jim Hart seconded the motion. All voted aye and the motion carried.

Calendars: The Board reviewed calendars.

With no further business, the meeting was adjourned at 3:15 p.m.

Next meeting: Because there will not be a regular meeting on May 5, 2019, the next regular Commission meeting will be held on Tuesday, May 12, 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: June 2, 2020

Minutes prepared by:

Jane Bacon, Commissioners' Clerk

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