

BOARD OF MADISON COUNTY COMMISSIONERS
May 19, 2020, Meeting Minutes

On Tuesday, May 19, 2020, a meeting of the Board of Madison County Commissioners came to order at 9:30 a.m. in the Public Meeting 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 Joe Brummell, Shelly Burke, Diana Bunitsky, Bonnie O'Neill, Vicki Tilstra, Kathleen Mumme, Jani Flinn, Jack Albrecht, and several who participated via Webex. Ryan Wolter, IT Support Specialist, was present to administer the public connection to the meeting via Webex.

Approval of Minutes: Ron Nye moved to approve the March 20, 2020, special meeting minutes with corrections. Jim Hart seconded the motion. All voted aye and the motion carried. Ron Nye moved to approve the March 27, 2020, special meeting minutes with corrections. Jim Hart seconded the motion. All voted aye and the motion carried.

Joe Brummell, DES, met with the Board to discuss the following topics. Diana Bunitsky, Virginia City Resident, Shelly Burke, Treasurer, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting. Melissa Brummell, Public Health Director, participated in the meeting via Webex.

- **COVID-19 Update:** Joe reviewed the most current COVID-19 statistics for Madison County and the state. He noted that Madison County has stepped up the testing a bit and that the current totals for the County are still at 8 confirmed cases, 7 recovered, and 1 fatality. He added that there have been 169 negative tests in the County. Joe also reviewed the stats for state, nationwide, and worldwide cases, neighboring states, and discussed problems with airlines trying to remain compliant with new regulations. Melissa reviewed demographics of the Madison County cases such as age of those who are being tested in the County, the number of tests performed, and the potential of the number of cases going up as more people are tested. Joe discussed openings of campgrounds, cleaning and sanitizing restrooms, supplies that have arrived, Incident Command activities, upcoming meetings, a mid-pandemic after action review, and upcoming meetings. Joe talked about the long term effects of the disease; and Melissa clarified the effects on heart and lungs, long term ramifications and a very significant amount of after care. There was discussion about the Virginia City parade and whether it is going to happen. Melissa stated that it's not up to her as the Public Health Directive to make that decision and explained the process of determining if it will be held. Diana Bunitsky discussed new rules at the Courthouse requiring a sign-in sheet and asked who will be responsible for the social contact tracing and who's administrating the data base and protecting the personal information. Jim Hart stated the Justice of the Peace is the one who is keeping the list of who's in the building. Melissa added that the Public Health Office has not been involved in this tracking. There was more discussion on this topic.
- **Clarification/Protocol on Opening County Buildings:** Jim Hart stated that yesterday he and Ron Nye discussed the protocol of opening the County buildings to the public. He added that they don't know how much more it can be clarified, other than each of the offices will be open and each of the offices can make their own determination and function as they see appropriate.

Jani Flinn, Airport Board Secretary, met with the Board to discuss the following Airport related topics. Lance Bowser, Robert Peccia and Associates, participated in the meeting via telephone. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting.

- **AWOS Maintenance Agreements – Twin Bridges and Ennis:** Jani discussed AWOS maintenance agreements for both airports. She stated that the Airport Board opted for one year agreements rather than five year agreements. Based on the recommendation of the Airport Board, Jim Hart moved to approve the Aviation Support and Maintenance Services agreements for the Twin Bridges Airport and the Ennis/Big Sky Airport Automated Weather Observation Systems, between Madison County and DBT

Transportation Services for annual fee of \$5,500 for each airport. Ron Nye seconded the motion. All voted aye and the motion carried.

- **Conservation Easement – Longhorn Ranches and Madison County:** Lance discussed the proposed easement with Longhorn Ranches, stating that there are two pieces of land, one is owned by Madison County and has a conservation easement attached to it. The other is owned by Longhorn Ranches. Excavation and grading is needed on both pieces of property. Lance discussed the amount of excavation and grading that needed to be done and the cost involved. He also referred to a letter that was written by the Deputy County Attorney to the Montana Land Reliance. After much discussion, Jim Hart moved, based on the recommendation of Robert Peccia and Associates and the Deputy County Attorney, to send a letter to the Montana Land Reliance requesting a settlement to extinguish the Deed of Conservation Easement held by MLR on a 16.54 acre portion of land referred to as Longhorn Ranches at the Ennis/Big Sky Airport. Ron Nye seconded the motion. All voted aye and the motion carried. Following further discussion, Jim Hart moved to approve a proposed Avigational Easement which includes an officer of \$101,490 payable to Longhorn Ranches for 67,660 yards of pit run gravel to be stockpiled on state lands near the Ennis/Big Sky Airport. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Madison County Disadvantaged Business Enterprise Program (DBE):** Lance stated that this item could be removed from the agenda and that he will add it again when he is ready for the Board to take action on it.
- **NorthWestern Energy Agreement:** Lance stated that there is a power line across the west side of the Ennis Airport and that he is working with Northwestern Energy to get an agreement in place. The agreement will include an anticipated cost. He was hoping to have to agreement today but didn't. He will keep the Board updated on the progress with this agreement.

Tammy Mahlstedte, Human Resource Generalist, met with the Board via Webex to discuss the following topics. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting.

- **Revised Weed Program Coordinator Job Description:** Tammy reviewed a proposed job description for the Weed Coordinator and discussed changes from the 2015 version. Based on the recommendation of the Human Resource Generalist, Ron Nye moved to approve the updated Weed Program Coordinator Job Description. Jim Hart seconded the motion. All voted aye and the motion carried. There was discussion about the coordinator's jurisdiction over private property and it was noted that this would be only if someone were non-compliant with weed regulations.
- **Authorization to Fill Weed Coordinator Position:** Tammy reviewed an Authorization to Fill the Weed Coordinator Position. She stated that this is one position for 40 hours a week starting as soon as possible at \$18.61 to \$23.26 per hour. Following discussion, Ron Nye moved to approve the Authorization to Fill for the full-time permanent Weed Coordinator position, as recommended by the Human Resource Generalist. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Authorization to Fill Temporary Custodial Position:** Tammy reviewed an Authorization to Fill for a temporary custodial position. She stated this is for one position to start as soon as possible for an hourly wage of \$14.88 to \$18.60 per hour. Following discussion, Ron Nye moved to approve the Authorization to Fill for a temporary custodial position, as recommended by the Human Resource Generalist. Jim Hart seconded the motion. All voted aye and the motion carried. There was discussion about how many hours this position was needed and that the public is using restrooms at both the Courthouse and the Administrative Office Building.
- **Recommendation to Fill Full-Time Maintenance Position:** Tammy read a recommendation to hire a full-time permanent building maintenance position which included a history of the vacancy. Based on the recommendation of the hiring committee, Ron Nye moved to approve hiring Tony Forsythe for the full-time permanent building maintenance position at \$23.26 per hour. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Board Member Training:** Tammy discussed board leadership training that was scheduled for May 27, 2020. She stated that she reached out to Dan Clark, the trainer from Local Government Services, who has not gotten back to her yet, to see if he is still interested in conducting the class at this time. She suggested rescheduling in the new fiscal year, adding that hosting it by webinar may be difficult. It was noted that the fee for the training is \$500 plus mileage. Following discussion, Jim Hart moved to request

the Human Resource Department to reschedule the leadership training with Dan Clark at a later date. Ron Nye seconded the motion. All voted aye and the motion carried.

Proposal for Museum Coverage: Jack Albrecht, Library Director, met with the Board to discuss a proposal to staff the museum for the summer months. He stated that a proposal has been recommended by the Library Board and reviewed the proposed contract which includes a specific set of duties and expectations for a flat monthly fee of \$2,000 for operating the museum from Thursday through Sunday from 10:00 a.m. to 3:00 p.m. This schedule may be increased depending on the availability of volunteers. There was discussion about the need for an archivist and possibly bringing some items back from the state archives. Following discussion, Ron Nye moved to approve hiring Jim Jarvis as an independent contractor for 20 hours per week at \$25.00 per hour to manage the museum, based on the Deputy County Attorney reviewing the contract. Jim Hart seconded the motion. All voted aye and the motion carried. Dan Allhands stated that Madison County should be named on the insurance certificate of the contractor. There was also discussion regarding grant funding for the basement of the museum.

Claims: The Board approved claims.

Bridge Construction Information Request: The Board reviewed a request from the Montana Department of Transportation for a list of bridge construction or repair activities in Madison County. Jani Flinn, Grant Administrator, was present for this portion of the meeting and stated that she has reviewed the form with Jim Hart and Ron Nye and will forward it to Jeremiah Theys, Bridge Engineer with Great West Engineering, for his help with the bridge numbers, etc.

Harrison Rural Fire District Board Appointment: The Board reviewed an application for the Harrison Fire District Board. Following review, Ron Nye moved to appoint Jeff Lawson as a trustee on the Harrison Fire 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.

Madison Valley Rural Fire District Board Appointment: Following review of documentation, Jim Hart moved to declare Ted Liss appointed by acclamation to the Madison Valley Rural Fire District Board for another three year term that will expire in May of 2023. Ron Nye seconded the motion. All voted aye and the motion carried.

Blue Cross/Blue Shield Renewal Option Sheets: Following review, Jim Hart moved to approve the options sheets for three plans being offered from Blue Cross/Blue Shield for Madison County employees and to approve the Blue Cross/Blue Shield benefit program application, effective July 1, 2020. Ron Nye seconded the motion. All voted aye and the motion carried.

Calendars: The Board reviewed calendars.

With no further business, the meeting was adjourned at 11:47 a.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, May 26, 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: June 2, 2020

Minutes prepared by:

Laurie Buyan, Executive Assistant to the
Board of Commissioners

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