

BOARD OF MADISON COUNTY COMMISSIONERS
May 26, 2020, Meeting Minutes

On Tuesday, May 26, 2020, a meeting of the Board of Madison County Commissioners came to order at 9:34 a.m. in the Second Floor Court 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, Bonnie O'Neill, Vicki Tilstra, Alex Hogle, Dustin Tetrault, Esther Lince, David Kack, Jake Stewart, Jani Flinn, Kacey Smart, 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 May 4, 2020, preliminary budget meeting minutes with one correction. Jim Hart seconded the motion. All voted aye and the motion carried.

Joe Brummell, DES, met with the Board to discuss the following topics. Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance 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, noting that there have been eight confirmed cases in the County with seven recovered and one deceased. 187 have tested negative. The state of Montana has had 479 confirmed cases with sixteen fatalities. Joe also reviewed national and worldwide statistics; and showed what the virus does to lungs of 14% of infected people. He reviewed per capita cases by County and guidance for good hygiene including frequent hand washing, avoiding touching your face, sneezing into a tissue or your elbow, disinfecting frequently used items, and wearing face coverings in public. He also noted that people with symptoms should stay home and contact their healthcare provider. Employers should implement appropriate policies such as social distancing, PPE, temperature checks and/or symptom screening, isolation and contact tracing, sanitation and disinfection of high traffic areas, and should not allow employees with symptoms to come to work. Joe noted that he and Melissa will be out for the next couple weeks so Rob Wallingford, Deputy DES, will assume the incident command duties. There was discussion about going to Phase II effective June 1, 2020, and Joe reviewed the changes from Phase I. There was further discussion about grant opportunities, out of state visitors no longer needing to quarantine, campgrounds opening up, upcoming meetings, and HHS funding that has been received for the nursing homes. Vicki stated that the County will need to attest to these funds and that she has set it up in a separate fund. The amount received is \$277,500 and \$90,000 about a month and a half ago. There was additional discussion about who will be tracking the funds. Vicki stated that they are tracking the funds. Laurie asked if employees are being encouraged to watch the COVID updates, noting that it's very important that all employees are aware of what's going on and what the guidelines are. The Board agreed that employees should see the COVID updates.
- **Purchase of Vehicle and Medical Refrigerator:** Melissa discussed the need to purchase a vehicle for the Public Health Department. She noted that there is \$38,000 in the Public Health budget designated for the purchase of a vehicle and that it needs to be enclosed to transport medical equipment. There was discussion about whether dealerships might have government discounts or discounts for medical purposes due to the Coronavirus. There was also discussion of whether to purchase new or used. Melissa said they are looking for the best deal and stated that Walker Van Wagoner, Public Health Nurse, has written a proposal that will go to various dealerships. When asked about the current vehicle, Melissa stated that she is comfortable transferring the current vehicle to the nursing homes. Following discussion, Ron Nye moved to give Melissa the authority to purchase a new vehicle for the Public Health Department up to the budgeted amount of \$38,000. Jim Hart seconded the motion. All voted aye and the motion carried.

Melissa also discussed the need to purchase a medical grade refrigerator. She stated that they are currently using a home grade refrigerator but it is not keeping the temperature as stable as it should and that the vaccines are being compromised. She stated a medical grade refrigerator would cost between \$3,000 and \$5,000 and they could possibly lose from \$50,000 to \$100,000 in vaccines. Following discussion, Ron Nye moved to authorize the Public Health Department to purchase a medical grade refrigerator to store vaccines in the range of \$3,000 to \$5,000. Jim Hart seconded the motion. All voted aye and the motion carried.

- **Montana Coronavirus Relief Public Health Grant Program:** Melissa discussed a grant for Coronavirus Relief. She stated the grant is a part of the Cares Act Funding and the amount of \$52,996 needs to be spent by December for items specific to Coronavirus response. She added this is a no match grant and the reporting is not cumbersome. Following discussion, Ron Nye moved to approve the Montana Coronavirus Relief Public Health Grant Program funding in the amount of \$52,996, to purchase PPD, Cleaning supplies and other supplies for COVID-ongoing response. Jim Hart seconded the motion all voted aye and the motion carried.

Alex Hogle, Planning Director, met with the Board to discuss the following topics. Dustin Tetrault, Big Sky Fire Department, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting.

- **Planning Board Member Appointment:** Alex discussed an application for the vacant Planning Board position, noting that the candidate lives in the appropriate area and looks well qualified. Following discussion, Ron Nye moved to appoint Steve Janzen as the Twin Bridges area representative to the Planning Board for the remainder of a two year term that will expire on December 31, 2021. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Planning Board Standard Operating Procedures – Draft Revisions:** Alex discussed the operating procedures for the Planning Board noting that there have been questions about a voting quorum and conflicts of interest. He referred to statute related to Planning Board functions and questioned if virtual attendance constitutes being present. Ron suggested that he ask the County Attorney to help with that question. Alex also discussed a portion that has been added regarding conflicts of interest. He will also get advice from the County Attorney's office for that.
- **Spanish Peaks Overall Development Plan Extension Request:** Alex discussed a request from Spanish Peaks Resort for an extension to their Overall Development Plan. He noted that an extension from last year will expire on August 6, 2020, but due to questions regarding fire protection, they are seeking another extension. He stated that Spanish Peaks is working with the fire department to come up with a solution. Dustin Tetrault, Big Sky Deputy Fire Chief, discussed the issue on behalf of the Big Sky Fire Department noting that the response times are not bad but the big driver is insurance premiums. He stated that if there were a fire station within 5 miles, there would be about a 66% savings in insurance premiums. He added they are still safe and the fire department is still responding, and that Spanish Peaks has come up with some good ideas and they are still considering the options. After much discussion, based on the recommendation of the Planning Department, Jim Hart moved to extend the deadline for the Spanish Peaks Overall Development Plan for one year to August 6, 2021 subject to the existing conditions. Ron Nye seconded the motion. All voted aye and the motion carried.

Esther Lince, DUI Task Force, met with the Board to discuss the following topics. Vicki Tilstra, Finance Officer, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting.

- **DUI Task Force Preliminary Budget:** Esther distributed and reviewed the preliminary budget for the DUI Task Force. She discussed areas where the budget has been increased such as operating supplies, services, publications, professional services, training, travel, education, and contingency. She stated that they will help law enforcement in any way they can and discussed a junior membership program that they are promoting that will encourage kids to come to meetings, listen, and share information with other kids. Vicki stated that cash in this fund is currently at \$16,161. There was discussion about where these funds come from. Esther stated that DUI Task Forces are funded by drivers' license reinstatement fees. Ron Nye stated that he is pleased to see things are happening.
- **Annual DUI Task Force Plan:** Esther presented and reviewed an updated DUI Task Force plan, noting that the only information she was unable to obtain is MIP numbers. She added that since

the COVID-19 started, parties have gone up. Following discussion, Jim Hart moved to approve the Madison County DUI Task Force Plan for Fiscal Year 2021, July 1, 2020, through June 30, 2020, and submit it to the State Highway Traffic Safety Bureau, Montana Department of Transportation, as presented. Ron Nye seconded the motion. All voted aye and the motion carried.

- **Junior Membership Program:** Following discussion, Jim Hart moved to approve the Junior Member Recruitment/Application process for the DUI Task Force. Ron Nye seconded the motion. All voted aye and the motion carried.

Request for Funding for Skyline Bus: David Kack, Skyline Bus, met with the Board via Webex to discuss funding for Skyline. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting. David reviewed the statistics for the bus system stating that ridership through February of 2019 looked good. He added that Big Sky closed down in the middle of March which impacted their operations like so many others. He noted the summer schedule will start June 15th and the winter schedule will start in November depending on the resorts. After much discussion, he stated that his request for funding of Skyline is \$80,000, the same as the last four years. There was further discussion about other funding sources, such as the Big Sky Resort Area and Gallatin County. Dan Allhands asked about carry over funds. David responded that there will be carry over funds and that they could get by with less this year, possibly \$65,000. Jim Hart stated that they will consider this request with the rest of the budget.

Claims: The Board approved claims.

Solid Waste Board Resignation: Following review, Ron Nye moved to accept the resignation of Edward Armstrong from the Solid Waste Board, to send a letter thanking him for his services, and to advertise the vacancy. Jim Hart seconded the motion. All voted aye and the motion carried.

Alder Speed Limit Recommendation: The Board reviewed a recommendation from the Department of Transportation related to speed limits on Montana Highway 287 as it travels through the town of Alder. There was discussion about the location of the radar speed sign as you enter Alder from the south/east. Following discussion, Jim Hart moved to send a letter to the Montana Department of Transportation in confirmation of their speed limit recommendation in Alder, Montana. Ron Nye seconded the motion. All voted aye and the motion carried.

Tammy Mahlstede, 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.

- **Authorization to Fill Senior Bus Driver Position:** Tammy reviewed an Authorization to Fill the Senior Bus Driver Position. She stated that this is a part-time permanent position and that there are no changes to the job description. There was discussion about a possible agreement with the Whitehall Transit District and how to comply with social distancing requirements once the bus is operating. Following discussion, Ron Nye moved to approve the Authorization to Fill for part-time permanent Senior Citizens' Shuttle Bus Driver position, for up to 30 hours per week, as recommended by the Human Resource Department. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Authorization to Fill Part-Time Maintenance Position:** Tammy reviewed an Authorization to Fill for a part-time permanent maintenance position. She stated that Tony has moved to full-time so we now have a part-time position vacancy. Following discussion, Jim Hart moved to approve the Authorization to Fill for part-time permanent, non-exempt maintenance position, at the beginning hourly rate of \$18.61 per hour. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Authorization to Fill Registered Nurse Position at Madison Valley Manor:** Tammy reviewed an Authorization to Fill for a part-time permanent RN position at the Madison Valley Manor. She noted that the nursing home has requested them to advertise the position and that Steve McNeece, Nursing Homes Administrator, has signed the request. Following discussion, Jim Hart moved to approve the Authorization to Fill for a part-time permanent Registered Nurse. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Recommendation to Hire Short Term (COVID-19) Custodial Worker:** Tammy stated that they are still collecting applications for a short term custodial position but haven't received many applications. They

are checking with short term workers at the nursing homes to see if one might be interested in working both places. They will put the topic back on next week's agenda.

- **Recommendation to Hire District 2 Road and Bridge Technician:** Tammy read a recommendation to hire a new road crew position for the Twin Bridges Road Department. Based on the recommendation of the hiring committee, Jim Hart moved to approve hiring Chris Broksle for the full-time permanent Road and Bridge Technician position for the District 1, Twin Bridges Road Department, at the hourly rate of \$20.81, beginning on or about June 8, 2020. Ron Nye seconded the motion. All voted aye and the motion carried.

Ruby Valley Conservation District – Request for Financial Assistance: The Board discussed a request from the Ruby Valley Conservation District to help cover the Big Sky Watershed person and administrative costs related to the WHIP Program in the Upper Ruby. It was noted that funding assists with weed control but does not cover the administrative costs. Vicki Tilstra suggested that the question of funding for this should go to the voters. Following review of documentation, Jim Hart moved to approve \$13,500 from the Commissioners' Contingency Fund, and to send a letter to the Conservation District suggesting that they put the question on the ballot to get voter approval of the funding. Jim Hart will work on a letter.

Rain Gutter Proposal for Courthouse: The Board reviewed proposals for rain gutters on the old courthouse and discussed which contractors have the ability to make the half round or u-shaped gutters. After much discussion, this topic was continued to the next regular Commission meeting.

Madison Valley Search and Rescue Preliminary Budget: Jake Stewart, Madison Valley Search and Rescue, presented the Board with the preliminary budget for the Madison Valley Search and Rescue. Vicki Tilstra, Finance Officer, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting. Jake discussed the need to expand, stating that they are looking at some land north of the fire hall. He noted that they are not going to change much in the budget and that it would have been closer to actual if they had been more active. There was discussion about the membership and the need for more specialized members. Jake said they are hoping to get some back county skiers to join. He also stated that they have switched the training calendar to follow the fiscal year like the Ruby unit did.

TRMCC Side Walk Bid Proposal Request: Bonnie O'Neill, Chief Administrative Officer, met with the Board to discuss new sidewalks for the Tobacco Root Mountains Care Center. Vicki Tilstra, Finance Officer, was present for this portion of the meeting. Bonnie referred to Great West Task Order 19 that was approved in 2018, for engineering services to provide a site survey, mapping and project design for the proposed sidewalk improvements at the Tobacco Root Mountains Care Center in Sheridan. She stated that Jeremiah Theys, Great West Engineering, has suggested putting curbs and gutters in before doing the sidewalk. There was discussion about water run-off from the hospital. She noted that Jeremiah would like to look at the plat for the hospital to see how their stormwater drainage is designed. Ron Nye asked about the cost for sidewalks only. Bonnie responded that it would be approximately \$110,000 for two parking spots and the sidewalks, noting that the entire project would be around \$271,000. She added that Steve McNeece, Nursing Homes Administrator, thinks it should be put out for bids but that we should do it ourselves. There was discussion about a possible Community Development Block Grant. The Board will discuss the project with Jeremiah at their next opportunity.

Senior Companion, Action Inc., and Mental Health LAC Preliminary Budgets: Pam Birkeland, Superintendent of Schools, met with the Board to discuss budgets for Senior Companions, Action Inc. and the Mental Health Local Advisory Council. Vicki Tilstra, Finance Officer, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting. Pam stated that there are no changes to any of these budgets and discussed mental health contracts, noting that funds for all three come out of the Public Health fund.

TRMCC Roof Replacement Proposal Request: Bonnie O'Neill, Chief Administrative Officer, met with the Board to discuss the replacement of the roof at the Tobacco Root Mountains Care Center. Bonnie distributed information from the insurance company needed for the bid proposal and design. She will also get more information from Dave Reintsma, TRMCC Maintenance before advertising for bids.

MACo PDT Insurance Renewal Acknowledgement Form: Following review, Jim Hart moved to approve the Montana Association of Counties, Property and Casualty Trust, 2020-2021 Renewal for Buildings, Vehicles, Heavy Equipment, and Other Equipment. Ron Nye seconded the motion. All voted aye and the motion carried.

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.

- **Well Reimbursement Requested from SK Construction:** Jani discussed an offer from SK Construction to assist in the cost of a well at the Ennis/Big Sky Airport if they would be allowed to use it during construction of the new runway. Lance stated that he originally anticipated a 12" well that would cost around \$100,000 with SK's share being about \$50,000; but has since determined that a 6" well would be sufficient at an approximate cost of \$30,000. Lance stated that the Airport Board would like SK to pay the entire cost of the smaller well. He discussed several items that SK has assisted Madison County with and suggested splitting the cost of the well with them. Following much discussion, Jim Hart moved to share the cost of the well at the Ennis/Big Sky Airport with SK Construction, with SK paying 50% and Madison County paying 50% of the \$30,964 cost. Ron Nye seconded the motion. All voted aye and the motion carried.
- **CARES Grants – Twin Bridges and Ennis:** Lance discussed CARES Act grant offers for both the Twin Bridges Airport and the Ennis/Big Sky Airport. He noted that these funds are not for construction and will sit there until used, adding that as funds are spent, requests for funds are submitted and reimbursed. He added that grants may remain open for up to four years. Following discussion, Ron Nye moved to accept CARES Act Grant Offer #3-30-0080-015-2020 for the Twin Bridges Airport in the amount of \$20,000, and to accept CARES Act Grant Offer #3-30-0090-023-2020 for the Ennis/Big Sky Airport in the amount of \$30,000. Jim Hart seconded the motion. All voted aye and the motion carried.
- **RPA Task Order for PER for 12" Well:** Lance requested that this item be continued to the next regular Commission meeting agenda.
- **Madison County Disadvantaged Business Enterprise Program (DBE):** Lance stated that DBE is a program that helps encourage disadvantaged business use. He stated that the program ensures nondiscrimination if the award and administration of DOT assisted contracts and creates a level playing field on which DBE's can compete fairly. Following discussion, Jim Hart moved to approve the Disadvantaged Business Enterprise Program for Madison County Airports Improvements, as presented by Robert Peccia and Associates. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Land Agreement for Montana Land Reliance/Longhorn Ranches:** Lance discussed an agreement to extinguish the Deed of Conservation Easement held by the Montana Land Reliance on a 16.54-acre portion of property referred to as Longhorn Ranches. He noted that this topic was approved at last week's meeting and that Justin Ekwall, Deputy County Attorney, will send a letter and that a check for \$110,000 for the easement buyout will need to accompany the letter.

Fair Cancellation: The Board reviewed a recommendation by the Fair Board to cancel the 2020 Fair. Kacey Smart, 4-H Livestock Sales Committee, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting. Dana Escott, Fair Manager, participated in this portion of the meeting via telephone. Discussion included the fact that campgrounds are open and the 50 person limit is only applicable if social distancing cannot be accomplished; that the ranch rodeo could be done for two nights without a lot of expense; the possibility of doing virtual livestock sales; and cancelling portions of fair but not the livestock shows or sales. After much discussion, it was determined that the Board of Commissioners will hold off on making a formal decision on the Fair Board's recommendation until after the Livestock Committee and the 4-H Council have held their meetings.

Calendars: The Board reviewed calendars.

With no further business, the meeting was adjourned at 3:12 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, June 2, 2020, beginning at 9:30 a.m. in the Second Floor Court Room of the Administrative Office Building in Virginia City, Montana.

Dan W. Allhands, Chairman
Board of Madison County Commissioners

Date Approved: June 30, 2020

Minutes prepared by:

Laurie Buyan, Executive Assistant to the
Board of Commissioners

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