

BOARD OF MADISON COUNTY COMMISSIONERS
June 2, 2020, Meeting Minutes

On Tuesday, June 2, 2020, a meeting of the Board of Madison County Commissioners came to order at 9:30 a.m. in the Second Floor Courtroom 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.

Those people in attendance at the meeting were Bonnie O'Neill, Rob Wallingford, Vicki Tilstra, Britani Allhands, Kacey Smart, Jani Flinn, Tammy Mahlstede, Dave Reintsma, Laurie Buyan, and several who participated via Webex. Ryan Wolter, IT Support Specialist, was present to administer the public link to the meeting via Webex.

Approval of Minutes: Following review, Jim Hart moved to approve the April 28, 2020, Board of Commissioners' meeting minutes with corrections. Ron Nye seconded the motion. All voted aye and the motion carried. Ron Nye moved to approve the May 16, 2020, Board of Commissioners' meeting minutes with corrections. Jim Hart seconded the motion. All voted aye and the motion carried. Ron Nye moved to approve the May 19, 2020, Board of Commissioners' meeting minutes as presented. Jim Hart seconded the motion. All voted aye and the motion carried.

Claims: The Board approved claims.

Public Health Office/DES: Rob Wallingford, Deputy Director of Emergency Services, met with the Board to present the COVID-19 update. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting. Van Puckett, Sanitarian, participated by phone/Webex.

- **COVID-19 Update:** Rob presented and briefly discussed the COVID-19 update, and said he expects to see an increase in cases in the County within 14-21 days due to the increase in people traveling. Bonnie said she's received calls asking about larger private events and events scheduled at the fairgrounds, and Rob said these matters will be addressed further at the next Public Health Board meeting on June 11, 2020. In the meantime, he recommended adhering to the Governor's directives. Van said he's talked with the Fair Manager about social distancing directives and fairground events, and that Public Health has been consistent with the Governor's directives. He said people need to police themselves, talked about how phased openings work, recommended keeping plans simple to increase compliance, and reiterated staying with the Governor's guidance unless directed otherwise by Public Health. Further discussion included possible resumption of the senior bus service.

Finance Office: Vicki Tilstra, Finance Officer, met with the Board to discuss the following topics. Britani Allhands, Finance Clerk, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting.

- **Attesting HHS Stimulus Funding-Nursing Homes:** Vicki said three HHS Stimulus payments have been received so far, two in April in one in May, and while the last payment spelled out exactly how the funds should be broken out, the first two were less clear so she will not disburse those funds until the guidelines are clarified. Based on discussion and presentation by the Finance Office, Jim Hart moved to attest the receipt of HHS Stimulus funding related to COVID-19 for the nursing homes: \$7,069 received on April 17, 2020; \$97,797.55 received on April 24, 2020; and \$277,500.00 received on May 22, 2020. Ron Nye seconded the motion. All voted aye and the motion carried. Additional discussion included the CARES Act and what percentage is expected to be distributed to cities and counties from the State, as well as whether the funds are meant for expenses only, or also for lost revenue and infrastructure.
- **Payroll Protection Plan:** Vicki said she is seeking clarification about whether counties can apply for this loan, and additional direction to determine if it would be worthwhile. The loan is part of the CARES Act, and is primarily for nursing homes, hospitals, first responders, and law enforcement. Additional information will be obtained from the Sheriff and Nursing Home Administrator before proceeding.
- **RID Bond Call Request:** Vicki said the annual bond call is a bit higher this year, and has been reviewed by the Treasurer. Following review, Jim Hart moved to approve sending a letter to U.S. Bank, as Paying Agent, directing them to issue a Redemption notice to Bondholders, no later than December 1, 2020, for

Bond Series per resolutions listed in the letter, as there will be a balance in the Sinking Fund from prepayments of special assessments. Ron Nye seconded the motion. All voted aye and the motion carried.

Journal Vouchers: Jim Hart moved to approve Journal Vouchers for the 5/20 accounting period. Ron Nye seconded the motion. All voted aye and the motion carried.

Rain Gutter Proposal for Courthouse: The Board discussed the installation of rain gutters on the Courthouse. A message was left with Highland Rain Gutters in Butte for further clarification of their proposal. Further discussion included adding a snow fence on the roof, equipment needed, half-round gutters and fasteners, and other details. This topic was continued pending further clarification.

Sanitarian's Office: Kacey Smart, Sanitarian's Assistant, met with the Board to discuss the following topics. Van Puckett, Sanitarian, and Joe Lazarus, Sanitarian-in-Training, participated in this portion of the meeting via phone/Webex.

- **Sanitarian Update:** Van said the COVID crisis is keeping the Sanitarian's office busier than was anticipated, and the staff is doing a great job in his absence. They are receiving a lot of questions about Phase 2, hearing a lot of misunderstanding and miscommunication, and Van recommended directing these calls to Joe or himself. He reviewed his discussions with the Fair Manager, including compliance and enforcement, campground recommendations, cancelling the rodeo, and waiting to decide on other fair events until necessary, probably in mid-June. Kacey has received several calls from people who are strongly against holding the Ennis 4th of July parade, which falls more under the Public Health domain, and calls from bars about how to best handle social distancing. Van discussed business compliance in the Ennis area, trusting people to do the right thing, and following the Governor's guidance. Asked about trouble spots in the County, Van said he is responding to urgent situations and trying to educate the public.
- **First Reading of an Ordinance Repealing Ordinance 2-2006 and Increasing the Fee for Construction and Demolition Project Permits:** Kacey noted that this topic was discussed by the Solid Waste Board. Jim read Ordinance 1-2020, repealing Ordinance 2-2006, regarding construction and demolition projects, and details of the ordinance were discussed, including fee schedules, changes made to the ordinance, clarification of conditions, construction waste, and enforcement. Dan noted that a public hearing on this ordinance will be held on Tuesday June 24, 2020, in the Administrative Office Building, and copies will be publically available at various locations around the County and on the website. Following review, Jim Hart moved to approve the first reading of Ordinance 1-2020. Ron Nye seconded the motion. All voted aye and the motion carried.

Airports: Jani Flinn, Airport Board Secretary, met with the Board to discuss the following topic. A call was made to Lance Bowser, Robert Peccia and Associates, to participate in the meeting.

- **RPA Task Order for PER for 12" Well:** This topic was continued to the next regular Commission meeting.
- **Final Inspection of SRE Building (not on Agenda):** Lance reported on yesterday's building walk-through and inspection of the SRE building. Since no Airport Board members participated, Lance asked the Board's approval to produce a reasonable list of items for the contractor to complete and fix, without being too nit-picky. He said the building looks good overall, Ron agreed, and Jim said he thinks Lance's list and observations are accurate.
- **Project Update (not on Agenda):** Lance said the airport project is moving forward and going well after eight weeks, the earthwork is about half completed, and the schedule is on track with critical path items in spite of a few minor hang-ups. He discussed utility installations and easement/fence lines, gravel and neighboring property, reclaiming and weed control, water flow changes and water rights, and extra topsoil.

Human Resources: Tammy Mahlstedt, Human Resource Generalist, and Bonnie O'Neill, Chief Administrative Officer, met with the Board to discuss the following topics. Vicki Tilstra, Finance Officer, was present for this portion of the meeting.

- **Recommendation to Hire Part-time 90-day, Short-term, COVID-19 Temporary Worker Custodial Position:** Tammy said she has two internal and two external applicants for the part-time, temporary custodial position and is hoping to conduct interviews later this week.

- **Recommendation to Hire Weed Field Crew:** Tammy read a memo with the hiring committee's recommendation to hire for the Weed Field Crew position and noted Margie's approval. Following review, Ron Nye moved to accept the hiring committee's recommendation to hire Josephine McMahon for the full-time, short-term, Weed Field Crew position, beginning on or about June 15, 2020, at \$14.71 per hour. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Job Notice for Madison Valley Rural Fire District:** Tammy was asked if the County would post a job notice on its website for a Madison Valley Rural Fire District position. If so, applications would go directly to them, not HR. Following discussion, Jim Hart moved to approve posting an advertisement for the Madison Valley Rural Fire District bookkeeper position on the Madison County web page. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Whitehall Transportation Shuttle Service Proposal:** Bonnie called Paula Hippert, Whitehall Public Transportation (WPT), to have her participate in this portion of the meeting. She discussed WPT as a 501C3 under Liberty Place, whose board gave their approval for WPT to add the Cardwell/Pony/Harrison route to their service, but said no to taking on all of Madison County's senior routes. In the future, if WPT were to separate from Liberty Place, she would be interested in taking over more Madison County routes. Jefferson County is also inquiring about service. Bonnie pointed out that the question to be answered today is whether the Board wants to move forward with WPT taking on the Cardwell/Pony/Harrison route, pending discussions with the seniors. Additional discussion included vehicle acquisitions and availability, vans versus busses and cargo needs, setting up conversations with senior riders and Senior Citizen's Advisory Board members, budgets, comparative fuel costs of vans and busses, whether to include fuel costs in the contract or use Madison County gas cards, and other details that need to be worked out. Next steps are for Paula to meet with seniors at the Pony Senior Center, and scheduling a meeting next week with the Commissioners and others involved to discuss the topic further.

Great West Engineering: Craig Erickson talked with the Board by phone about the following topic. Dave Reintsma, TRMCC Maintenance, Bonnie O'Neill, Chief Administrative Officer, Vicki Tilstra, Finance Officer, and Jani Flinn, Grant Administrator, were present for this portion of the meeting.

- **TRMCC Preliminary Architectural Report (PAR):** After discussions with Bonnie and Vicki about issues at TRMCC, Craig recommends applying for a CDBG planning grant, which would help to fund the development of a Preliminary Architectural Report (PAR). Then, later in the fall, with the PAR as the basis, apply for a CDBG construction grant for next year, as there is not sufficient time to prepare everything by the next grant deadline in September and this is a way to get the project started. He said a licensed architect could do a complete analysis of the facility, interior and exterior, and that ADA compliance work and architect involvement would increase the likelihood of CDBG approval. The sidewalks could be included, and the Board could also prioritize additional projects identified by the architect. Craig said a PAR is a good investment of money, Dan commented that the sidewalk project has gotten very expensive, and Craig discussed public contract legalities and Montana prevailing wage rate requirements. Jani asked about a project task order for TRMCC site improvements from a year ago, and asked if the sidewalk project is being abandoned until next year. Vicki explained that the task order had been amended but not signed due to funding and further discussion, so the discussion with Craig was initiated to get additional funding for the project. Bonnie further discussed the sidewalk project costs and the added necessity for sufficient drainage. Craig said Great West would not charge a fee for preparation of the planning grant, but they do not have a licensed architect on staff to do the PAR. Discussion included other items that might be included in the grant application, the CDBG scheduling cycle, TRMCC's budget, and that having a plan in place for the sidewalks might satisfy survey requirements. Dave said he plans to patch the sidewalks, but this is not a long-term solution.

Western Federal Lands: A call was made to Curtis Jorgenson, Western Federal Lands/Federal Highway Administration, to discuss the following topic. Jani Flinn, Grant Administrator, was present for this portion of the meeting. Pete Fields and Cheryl Snyder, Western Federal Lands, also participated by phone.

- **Conference Call Re: Federal Land Access Program (FLAP) funding for Cliff/Wade Lakes Road Project:** Curtis said he has been working with Jim on the public interest letter and the Memorandum of Agreement to move forward with the Cliff/Wade Lakes Road project, with the idea that Madison County would be providing crushed aggregate for three years from the County pit site and have it hauled to the Cliff/Wade stockpile area, alleviating the need for a hauling contract. He said all environmental work has been cleared, but a new policy exists regarding the public interest finding. Pete explained that whatever

contract the County considers, would now need to be competitively bid, which in this case would be the crushing and hauling. Jani asked about the original grant request of \$1 million, and described several of the elements that were included in the original project. Pete explained their estimate of all those elements is more like \$1.7 million, and an assumption was made that the County would not be able to match that larger amount. The County's match limit can determine which elements of the work will be included in the project. It was determined that Western Federal Lands will produce a summary level document laying out the pieces of the work, so that Curtis and the County's engineers can figure out how to make the competitive bid requirement and the matching parts work. Additional discussion included ideas about which elements could be approved as part of the match, breaking up the project into phases, and the short construction window in the project area.

Ousel Falls RID – Amendment to Agreement for Services: A call was made to Vicki Tilstra, Finance Manager, who said the amount in the Amendment to Agreement for Services for Ousel Falls would come out of the RID maintenance fund. A call was made to Laurie Buyan, Executive Assistant, who explained the amendment amounts and percentages, and outlined the work as described by the engineer at Morrison-Maierle. Following discussion, Jim Hart moved to approve the Amendment to Agreement for Services between Madison County, Gallatin County, and MG Contractors, LLC, adding the amount of \$3,738 for sand and salt removal on Ousel Falls Road, with payment to be shared by Gallatin County (54%) and Madison County (46%). Ron Nye seconded the motion. All voted aye and the motion carried.

Rain Gutter Proposal for Courthouse (continued): A call was made to Chris Costello, Highland Mountain Rain Gutters, to ask if his bid included snow stops for the roof. He said it did not, explaining that snow stops are not generic but specifically engineered for each roof, and he doesn't know anything about this particular roof. If the roof can be identified, he indicated he would consider installing the correct snow stops, but not in the winter, and his summer schedule is filling up. After the call ended, discussion included whether snow stops can be installed after gutters are installed, what is known about Courthouse roof history, items included in other bids, and having one bidder do gutters and another do snow stops. A call was made to Jim Jarvis, Virginia City Historic Preservation Officer. The Board explained its challenges with the bids for gutters – the only bid for the half-round style, which was approved for its more historic appearance, did not include installing a snow fence. Additional installation details were discussed, and Jim Jarvis said he was very impressed with Chris' work on historic projects in Butte. After discussion, Ron Nye moved to accept the bid from Highland Mountain Rain Gutters for installation of half-round rain gutters and downspout on the Courthouse, in the amount of \$5,845. 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 3:28 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, June 9, 2020, beginning at 9:30 a.m. in the Second Floor Courtroom 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:

Jane Bacon, Commissioners' Clerk

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