

BOARD OF MADISON COUNTY COMMISSIONERS
July 21, 2020, Meeting Minutes

On Tuesday, July 21, 2020, a meeting of the Board of Madison County Commissioners came to order at 9:33 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 Joe Brummell, Bonnie O'Neill, Bob Bates, Tammy Mahlstede, Alex Hogle, Vicki Tilstra, Laurie Buyan, Jeremiah Theys, Doris Fischer, Cindy Adams, Kevin Germain, Maggie Good, and several who participated via phone/Webex. Ryan Wolter, IT Support Specialist, was present to administer the public link to the meeting via Webex.

Approval of Minutes: This topic was continued to Thursday, July 23, 2020.

Claims: The Board approved claims.

Public Health Office/DES: Joe Brummell, Director of Emergency Management, met with the Board to discuss the following topics. Melissa Brummell, Public Health Nurse, and Van Puckett, Sanitarian, participated via Webex. Bonnie O'Neill, Chief Administrative Officer, Bob Bates, Safety Coordinator, and Tammy Mahlstede, Human Resource Generalist, were present for all or portions of these topics.

- **COVID-19 Update:** Joe reviewed updated COVID-19 statistics. With 15 new cases in the past week, the County's confirmed case count is up to 45. The State has had 2,621 confirmed cases with 48 active hospitalizations, compared to a U.S. total of 3.9 million cases, and 14.7 million confirmed worldwide. He noted that different strains of the virus are beginning to appear. The State is still under Phase 2 guidelines from the Governor, and the County's conditions will extend until needed. Expanded contact tracing is being pursued, as well as continued PPE acquisition. As far as testing goes, the state health labs are overwhelmed and lag times make community testing impractical, so Beaverhead County has cancelled their scheduled community testing. Melissa noted that when Madison County's community testing was conducted a few weeks ago, they expected results in 7-10 days, but then found the labs were three weeks behind schedule and have only received minimal results so far. Due to the delays, current protocols are to prioritize testing for people with symptoms, and frontline workers. Joe reviewed upcoming weather and fire activity, and discussed the mask mandate. A question was asked online about the Commissioners not wearing face masks, and Jim noted Dan's earlier comments that as long as they were distancing from one another, it is likely similar to a performance activity where the performers are distanced from the audience and not required to wear masks. Van discussed conditions around the County – the Sanitarian's Intern went around to businesses over the weekend due to several complaints, and for the most part businesses in the County seemed to be compliant with the directives in place. He said the guidance is pretty clear that businesses must have signage about masks being required for anyone over the age of five with no exceptions, and acceptable face coverings include masks, shields, cloth face coverings, or even t-shirts. He noted that as long as the Commissioners are six feet apart from each other and from the audience, they may not wear masks while discussion is going on, but other than that masks should be worn while in the building, according to current guidance.
- **Public Assistance Reimbursement Form for COVID Related Activities:** Joe discussed public assistance reimbursement for activities related to COVID, and said so far over \$119,000 in expenses have been accumulated for reimbursement. Jim Hart moved to approve the Local Government Entity Certification Form requesting reimbursement for COVID-related costs incurred from March 1, 2020 through June 30, 2020. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Chronic Disease Contract – Tobacco Use Prevention Program:** Melissa said the Tobacco Specialist is doing well in the position, also assisting with Hypertension Control, and she has heard only good things from the counties receiving services. Melissa asked her to assist with COVID activities in March, and her help has been invaluable. Based on the recommendation of the Public Health Nurse and Administrator, Jim Hart moved to approve the annual Chronic Disease Prevention and Health Promotion Program

Subcontractor Agreement between Butte-Silver Bow County Health Department and Madison County Health Department, subject to an accurate signature page. Ron Nye seconded the motion. All voted aye and the motion carried.

Human Resources: Tammy Mahlstedt, Human Resource Generalist, met with the Board to discuss the following topics. Melissa Brummell, Public Health Nurse, participated via Webex. Bonnie O'Neill, Chief Administrative Officer, Alex Hogle, Planning Director, Vicki Tilstra, Finance Officer, and Laurie Buyan, Executive Assistant, were present for all or portions of these topics.

- **Authorization to Fill Short-term (COVID-19) Public Health Clerk (2 positions):** Tammy reviewed the two short-term Public Health Clerk positions to be filled, noting the extra help is needed because of the COVID situation. Following review, Ron Nye moved to approve the Authorization to Fill two short-term Public Health Clerk positions, due to the COVID-19 emergency. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Recommendation to Hire Alternate Senior Shuttle Driver:** Tammy read a memo outlining the hiring committee's recommendation to hire for the Alternate Senior Shuttle Driver position. Ron Nye moved to accept the recommendation of the interview committee to hire Michael Callahan for the part-time, permanent, Alternate Senior Shuttle Driver position. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Recommendation to Hire Planner 1:** Tammy read the memo reviewing the hiring committee's recommendation to hire for the Planner 1 position. Based on the hiring committee's recommendation, Jim Hart moved to approve hiring Shylea Wingard for the permanent, full-time, Planner 1 position. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Personnel Policy Printing Quotes:** Tammy reviewed alternatives and quotes for having the Personnel Policy Handbook printed. After discussion, Jim Hart moved to approve the bid from Beacon Business Center to print 300 two-sided copies of the 71-page Personnel Policy and Procedures Handbook with two staples on the left side, for \$1288. Ron Nye seconded the motion. All voted aye and the motion carried.

Finance Office: Vicki Tilstra, Finance Officer, and Bonnie O'Neill, Chief Administrative Officer, met with the Board to discuss the following topics. Laurie Buyan, Executive Assistant, and Tammy Mahlstedt, Human Resource Generalist, were present for all or portions of these topics.

- **Resolution 19-2020 Setting Salaries:** The Board reviewed a resolution setting salaries. Several questions were asked, corrections were discussed, and because additional information is needed in some areas this topic was continued to Thursday, July 23, 2020.
- **Resolution 22-2020 COVID-19 Pandemic Pay:** Bonnie read a memo suggesting that County employees receive an additional \$2.50 per hour hazard pay for a 90-day period during the COVID-19 pandemic, excluding certain elected and salaried positions as well as nursing home positions that are already receiving hazard pay, with reimbursement applied for through the CARES Act. Discussion included eligible/ineligible expenses and exclusions under the CARES Act, alternatives, how to fund extra pay, and essential positions. This topic was continued to Thursday, July 23, 2020.
- **Resolution 23-2020 Establishing Guidelines for Time Sheets/Log Sheets:** Vicki explained the necessity for receiving timesheets by noon on the day before payroll is processed. Ron Nye moved to approve Resolution 23-2020, a resolution establishing guidelines for timesheets and log sheets. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Airport Cash Adjustments:** Vicki reviewed cash adjustments that need to be made to airport accounts for expenses and payments spanning the end of one fiscal year and the beginning of another. Following review, Jim Hart moved to adjust the airport deficit to cover ongoing work at the Ennis Big Sky Airport for expenses incurred in June, 2020 (Fiscal Year 2019/2020), but not reimbursed until July, 2020 (Fiscal Year 2020/2021). Ron Nye seconded the motion. All voted aye and the motion carried.

Mental Health Local Advisory Council: Cindy Adams and Doris Fischer, Mental Health LAC, met with the Board to discuss the following topic. Ke'lah Savage, Mental Health LAC, participated via Webex. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting.

- **Supportive Housing Survey:** Cindy and Doris discussed the supportive housing survey conducted in late fall of 2019, which was initially targeted to specific groups and then distributed to the general public and civic groups, and was followed up with outreach to obtain hard data. 227 people from all areas of the County responded to the survey, response highlights were presented and discussed, and the majority

agreed that Madison County needs more supportive housing options. From the results and comments, the Mental Health LAC came up with recommended actions regarding transportation services and pursuing supportive housing options. Discussion included expanding the senior bus service, strengthening relationships with regional service providers such as the Community Health Center in Dillon, maintaining transportation safety during the pandemic, volunteers, assisting law enforcement with transportation, creative community solutions for safe houses, and funding sources. Based on the recommendation of the Supportive Housing Needs Assessment of July, 2020, Jim Hart moved to have the Mental Health Local Advisory Council explore options for expanding transportation services, and explore other ways to address supportive housing needs. Ron Nye seconded the motion. All voted aye and the motion carried.

RELIEF for Main Street Act: Following review, Ron Nye moved to fully support Senator Daines' RELIEF for Main Street Act (S. 3742). Jim Hart seconded the motion. All voted aye and the motion carried.

Craig Erickson, Great West Engineering, and Becky Lawson, SMA Architects, met with the Board via Webex to discuss the following topics. Vicki Tilstra, Finance Officer, Bonnie O'Neill, Chief Administrative Officer, Kevin Germain, Lone Mountain Land, and Jeremiah Theys, Great West Engineering, were present for all or a portion of these topics.

- **Consultant Services Agreement with SMA Architects (MVM Project):** The Consultant Services Agreement with SMA Architects for the Madison Valley Manor improvements project was reviewed. Discussion about the project included electrical issues with installing a larger cooler and freezer, additional storage space, having the addition mirror existing building design, installation timing, options for purchasing equipment, fundraising, pouring a freezer pad, using grant money for purchases or buying outright, and whether time is being saved by soliciting for quotes. After review, Ron Nye moved to approve the agreement between Madison County and SMA Architects on the Madison Valley Manor Infrastructure Upgrades project, subject to review by the County Attorney. Jim Hart seconded the motion. All voted aye and the motion carried.
- **CDBG Planning Grant for Tobacco Root Mountains Care Center:** Craig discussed applying for a CDBG planning grant for TRMCC by the application deadline of October 15, 2020. This would provide funding for a preliminary architectural report (PAR), which would be basis for any other grant(s). If the Board wants to pursue the planning grant, Craig will draft the application and schedule the topic on the agenda by early October, and he went on to describe the process and timing leading to probable construction in 2022. Bonnie noted that the sidewalks at TRMCC have been repaired temporarily, and further discussion included additional projects and purchases that are needed.

Jack Creek Road: Kevin Germain, Lone Mountain Land, met with the Board to discuss Jack Creek Road. Jeremiah Theys, Great West Engineering, Maggie Good, Madison County Resident, Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Officer, were present for all or a portion of this topic. Jeremiah presented and reviewed a series of maps of Jack Creek Road from the mouth of the canyon at Bench Road up to the Moonlight gate, showing Great West's preliminary plans for road improvements. His review included options such as opening sight distance on blind corners, creating a 15-foot buffer from the creek, shifting alignment, maintaining right-of-way, improving drainage, widening certain areas, flattening out curves, filling wet spots and capturing runoff, challenges and adhering to County road standards wherever possible. He pointed out challenges and considerations including road speed, fiber optic cables, limited space and rock walls. He estimated a cost of \$800,000 to address everything he laid out. Discussion ensued about alternatives and how to proceed, splitting the work into phases, road construction delays and shutdowns, high costs due to contractors being busy, the best seasons to complete the work, options for limiting costs, daily traffic amounts, and who uses the road. Jeremiah estimated the work would take about 120 days over a span of 4-5 months, said it would be a challenge to keep one lane open due to all the equipment and trucks moving dirt around, and there could be delays up to 30 minutes during construction. He explained that the plan makes the route much safer overall, especially with the blind corner improvements, even though there are sections where not much can be done and the speed will still be limited. He noted that the plan will not impede future work, and he discussed plans for bridges and culverts. Discussion continued about process details, contacting landowners, public funds and property taxes, Big Sky growth and development, increased population numbers, safety and egress concerns, and the importance to everyone of protecting the health of the creek. Attendees and online participants expressed support for the improvements. Next steps were discussed, including setting up meetings for public

comment, distributing accurate information and stopping rumors, scheduling, waiting for final budgets and taxable value figures, and the possibility of phased construction starting in spring of 2021.

Public Discussion on Items Not Listed on the Agenda but Within the Board’s Jurisdiction: Bob Bates, Safety Coordinator, came in to talk to the Board about the following topics. Bonnie O’Neill, Chief Administrative Officer, was present for this portion of the meeting.

- **Museum Moisture Testing:** Bob received the report from the moisture testing done at the Thompson-Hickman Museum, and said its time to start thinking about solutions. The museum is not being manned this summer due to COVID concerns. The furthestmost back room (the coal room) was not tested due to the presence of water on the floor, and discussion ensued about options for dealing with it such as sealing the walls, filling the whole thing in, finding a way to let water drain through or underneath, and bringing in experts. If the room next to it can be dried out and made more usable, the museum staff is considering using it for an additional display area, and treatment options were discussed including dehumidifiers and air purifiers.
- **Request for CPR Training:** The Harrison Fire District asked if Bob would be willing to provide CPR training for their volunteer fire fighters. Discussion included using County materials and personnel, precedent, possible competition with contractors who might get paid for this service, liability, COVID class size limitations, and the County’s agency with districts of this type. The Board agreed it would be a nice service to provide, Bob is happy to do so, and will check with the County Attorney’s office regarding liability.

Storm Water Permit Transfer from Battle Ridge Builders, LLC to Madison County for Varney Bridge: After some discussion and a phone call to Battle Ridge Builders for clarification, Ron Nye moved to approve the Storm Water Permit Transfer from Battle Ridge Builders, LLC to Madison County for Varney Bridge. Jim Hart seconded the motion. All voted aye and the motion carried.

Airports: A call was made to Lance Bowser, Robert Peccia & Associates, to discuss airport projects.

- **Ennis Big Sky Airport – NorthWestern Energy Agreement:** Lance is waiting to hear back from NorthWestern Energy regarding the agreement at the Ennis Big Sky Airport, but said things are going well and they will start placing gravel this week.

At the Ennis Airport, Lance said the Longhorn avigational easement was completed last week so things are shaping up, and he will be onsite at the airport tomorrow. He also talked with the FAA about moving a fence line a few feet because the adjoining property owner did not want to move the existing fence. Lance said in the worst case a farm fence can be put up to mark the correct fence line. With the Twin Bridges Airport, Lance is helping to get the airport’s three-letter designation changed with the FAA, said it’s not much work and will take about six months, he reviewed several suggestions, and will get it on a future Agenda.

Calendars: The Board reviewed calendars.

With no further business, the meeting was adjourned at 3:30 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, July 28, 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: August 18, 2020

Minutes prepared by:

Jane Bacon, Commissioners’ Clerk

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