

**BOARD OF MADISON COUNTY COMMISSIONERS**  
**August 11, 2020, Meeting Minutes**

On Tuesday, August 11, 2020, a meeting of the Board of Madison County Commissioners came to order at 9:38 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, Ellis Thompson, Paula McKenzie, Kathleen Mumme, Alex Hogle, Tammy Mahlstede, Bonnie O'Neill, Tony Forsythe, Kipp Proctor, Jani Flinn, Vicki Tilstra, and those 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 July 7, 2020, Commission meeting minutes as corrected. Jim Hart seconded the motion. All voted aye and the motion carried.

**COVID-19 Update:** Joe Brummell, DES, met with the Board to give an update on the current COVID-19 status. He informed the Board that Melissa Brummell, Public Health Director, was absent as she was attending a funeral out of town. Joe reviewed the COVID numbers, noting that the number of new cases is slowing down throughout the State. Madison County now has 84 confirmed positive cases and no current hospitalizations. 10 of these cases are active, 73 have recovered, and we are still at 1 fatality. The state of Montana is at 5,017 confirmed positive cases, 75 fatalities, 80 active hospitalizations, with 3,413 recovered. The United States has 5.08 million confirmed cases 163 thousand fatalities; and worldwide there have been 20 million confirmed cases with 735 thousand fatalities. Joe stated that since schools have started to open, 338,000 children have tested positive since July 30, 2020, and that college football in most places has been postponed for the spring season. Joe stated that the Montana National Guard would be onsite tomorrow to assist in testing. He also discussed Governor Bullock's directive permitting counties to expand voting by mail; the 80<sup>th</sup> annual Sturgis bike rally; activities of the Incident Command Team; weather forecasts, and fire activity. Dan Allhands asked about the possibility of getting a tele-nurse for schools that don't have an on-site nurse. Joe responded that there has been talk about getting funds for a nurse. Dan also asked about getting the Search and Rescue Units signed up on the IamResponding system. Joe replied that they have offered this service to the Search and Rescue Units in the past and they have declined. He stated he would be happy to add them if they would like him to.

**Mail Ballot Election:** Kathleen Mumme, Clerk and Recorder, and Paula McKenzie, Deputy Clerk and Recorder, met with the Board to discuss the voting by mail option offered by the Governor. Ellis Thompson, District 1 Commissioner Candidate, was present for this portion of the meeting. Kathleen stated that she was notified last week that the Governor has given the counties the option of conducting elections by mail. She added that if the Board doesn't want a mail ballot election, it will need to send a letter giving the reasons for not wanting it. Paula listed several reasons for holding the election by mail, including a better turn out, lack of election judges, and having to COVID proof all polling places, some of which are schools. She stated they are doing a big push to get information out and that they had very few complaints on the last election. Dan Allhands discussed an instance where someone had moved out of town and had still received a ballot. Kathleen explained that voters can only be removed if they send a written notice and will check on this situation. She stated that ballots will go out on October 9<sup>th</sup> and only active voters will get a ballot. In person voting will still be available in the Public Meeting Room as it was in the primary election. Following discussion, Ron Nye moved to allow the Clerk and Recorder to run a mail ballot election for the November 2020 Presidential General Election. Jim Hart seconded the motion. All voted aye and the motion carried.

Alex Hogle, Planning Director, met with the Board to discuss road name changes.

- **Road Name Resolution 26-2020 – Mackie Lane:** Alex reviewed Resolution 26-2020 stating that a petition has been brought forth to name an unnamed road providing access to three structures planned for individual addressing on a single tract of land located past Cameron almost to Reynolds Pass. Based on the recommendation of the Planning Director, Jim Hart moved to approve Resolution 26-2020, a resolution naming Mackie Lane. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Road Name Resolution 27-2020:** Alex reviewed Resolution 27-2020 stating that a petition has been brought forth to name an unnamed road providing access to multiple tracts near Cameron. Based on the recommendation of the Planning Director, Jim Hart moved to approve Resolution 27-2020, a resolution naming Cameron Flats Road. Ron Nye seconded the motion. All voted aye and the motion carried.

**Claims:** The Board approved claims.

**District 3 Purchase of Used Backhoe:** Jim Hart stated that he and Roy Hill, District 3 Road Foreman, went to Great Falls, Montana, to look at a used backhoe. The asking price for the backhoe is between \$48,000 and \$49,000 and some repairs are needed. He added that there is money in the budget for the purchase and that he is prepared to move forward with the purchase. Dan Allhands stated that the money for the road graders was used to purchase snow plows, which shorts the general fund. Jim agreed stating that he thinks he owes Road General \$87,000. There was much discussion about funds available for road graders, whether leased or purchased, and other equipment. Ron stated it was okay to purchase a road grader but stated District 3 will need to postpone buying new equipment until the road budgets get healed up. Following discussion, Ron Nye moved to approve the purchase of a used CAT backhoe for Road District 3 for an amount up to \$55,000. Jim Hart seconded the motion. All voted aye and the motion carried.

Craig Erickson, Great West Engineering, and Becky Lawson, SMA, met with the Board to discuss the Madison Valley Manor Renovation Project. Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Officer, were present for this portion of the meeting.

- **Boiler Quotes for Madison Valley Manor:** Craig and Becky discussed quotes for new boilers at the Madison Valley Manor, stating they have received two quotes, one for \$30,500 and one for \$32,783. The packages are essentially identical and both quotes include shipping but not installation. There was discussion that these bids are less than what was budgeted so there is hope that there will be funds left over. Becky also noted that the boilers will need to be stored until they are ready to be installed. Following discussion, Ron Nye moved to approve the purchase of a boiler package (2 boilers) from Northwest Pipe Fittings, Inc., for the amount of \$30,500 for the Madison Valley Manor renovation project. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Madison Valley Manor Project Update:** Becky updated the Board on the status of the Madison Valley Manor renovation project, stating that they are currently fine tuning the specs on the walk-in cooler/freezer. They are finalizing the design for the emergency generator replacement and are working through parts and pieces of kitchen design. The restroom and storage needs are being addressed. They hope to finish up by the end of next week and get it out for advertisement. Craig asked what would be a reasonable timeline for bids. Becky responded that it would be as soon as CDBG gives the go-ahead, which should definitely be by the end of the month. Craig also discussed the Environmental Release of Funds, noting that he expects this to be approved on August 27, 2020. Ron Nye asked about the Request for Release of Funds. Craig explained that it had been submitted back in March with Ron as the Environmental Certifying Official. Following discussion Jim Hart moved to continue to record Ron Nye as the Environmental Certifying Official for the release of funding and to sign for the Madison Valley Manor Block Grant. Ron Nye seconded the motion. All voted aye and the motion carried. There was also discussion about applying for a CDBG planning grant for the Tobacco Root Mountains Care Center. Craig requested to put the project back on the agenda in two weeks for another update.

Chairman Dan Allhands left the meeting at this point to attend a teleconference with Governor Steve Bullock.

**Sheridan Cemetery Board Resignation:** With appreciation for his many years of service, Jim Hart moved to approve the resignation of Kelly Elser from the Sheridan Cemetery District Board and to advertise the vacancy. Ron Nye seconded the motion. All voted aye and the motion carried.

**Promotion of 2020 Census Participation:** The Board reviewed a postcard from MACo and a letter from the Census Bureau regarding participation in the 2020 census. Following review and discussion, Jim Hart moved to approve a letter to Madison County residents requesting them to participate in the 2020 census, listing the impacts on funding for County projects. Ron Nye seconded the motion. All voted aye and the motion carried. Jim Hart moved to approve a County Census Mailer provided by MACo as presented. Ron Nye seconded the motion. All voted aye and the motion carried.

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, and Tony Forsythe, Maintenance, were present for this portion of the meeting. Van Puckett, Sanitarian, participated in this portion of the meeting via Webex.

- **Change Alternate Senior Shuttle Bus Driver Job Title:** Tammy reviewed a request to change the title of the Alternate Senior Shuttle Drive to Senior Shuttle Driver. She stated there are currently two part-time shuttle drivers who work together to schedule their hours, both working less than 30 hours per week. Making this change would make both titles the same. Based on the recommendation of the Human Resource Generalist, Jim Hart moved to approve the change in title from Alternate Senior Shuttle Drive to Senior Shuttle Driver. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Revised Development Coordinator Job Description:** There was discussion about a revised job description for a Development Coordinator position; however, Van stated that they are at a standstill and not quite ready to present to pursue the position. There was discussion about the Solid Waste budget and the possibility of re-configuring the Solid Waste and Sanitarian budgets, and the possibility of adding another Sanitarian. Jim Hart asked if the position would be a combination of Sanitarian and Development Coordinator. Van replied that his hope was to bridge a gap in a few different offices, adding that in his office the revenue would go up by licensing vacation rentals that once inspected would bring in an additional \$20,000 per year. He noted that he doesn't like adding government unless its needed. Jim asked if the proposal was to combine Sanitarian and Solid Waste. Van replied that they already do with Kacey and Jani. Bonnie wondered how much Joe has in grant funding that might help with this position, and also discussed possible funds from the Public Health budget. Bonnie requested putting the topic back on next week's agenda to increase the Sanitarian's budget. Van stated that he would feel comfortable earmarking funds for a new position and reminded the Board that the landfills are under the Sanitarian's license.
- **Authorization to Fill Temporary (120 Days) Activities Director Position:** Bonnie discussed the Activities Director Position, noting that it was listed as a 120 day position but that Steve McNeece, Nursing Homes Administrator, has requested that it be changed to a one year position. Ron Nye asked why there was a change. Bonnie replied that he didn't elaborate. Jim Hart suggested that they leave the position as it is. Ron agreed. No action was taken on this topic.
- **Authorization to Fill Permanent Non-Certified Nurses' Aides:** Bonnie stated that Steve McNeece, Nursing Homes Administrator, has requested that this topic be removed from today's agenda. There was discussion about the status of CNA's at the nursing homes. No action was taken on this topic.
- **Letter to Employees Regarding Personnel Policy and Procedures Handbook:** Tammy presented a draft letter to County employees from the Board of Commissioners regarding the revised Personnel Policy and Procedures Handbook. Following discussion and some minimal changes to the letter, Jim Hart moved to approve the letter from the Board of Commissioners to all Madison County employees as corrected. Ron Nye seconded the motion. All voted aye and the motion carried. Tammy will distribute the letter with the handbooks.

Dan Allhands returned to the meeting at this point and was present for the remainder of the meeting.

**Policy to Sell Surplus Property:** Tony Forsythe, Maintenance, met with the Board to discuss the procedure to sell surplus County property. Bonnie O'Neill, Chief Administrative Officer, was present for this portion of the meeting. Tony stated that he would like the ability to sell property valued at \$2,500 or less, adding that he would like to avoid the auction process. Bonnie and Tony will work on a resolution for the sale of surplus property.

**Motor Grader Leases:** Kipp Proctor, RDO Equipment, met with the Board to discuss the purchase or lease of new motor graders. Vicki Tilstra, Finance Officer, was present for this portion of the meeting. Kipp reviewed the cost for District 3 to extend the lease on the current motor grader for another year, and then purchasing it at the end of that year. Jim stated that it would make sense to purchase it if the funds were available. Dan Allhands stated that it would run into trouble next year when it is District 1's turn to purchase a new grader, adding that he prefers to buy rather than lease. Ron stated that he would like to lease a new one and asked if it could be written into the specs that if the new one doesn't arrive by the end of the current lease period, it could be kept until the new one arrives. Kipp said a new one from John Deere would run into November and the lease is up on November 17<sup>th</sup>. Following discussion, Ron Nye moved to advertise for a new motor grader for District 2 with bid openings on September 8, 2020, at 1:00 p.m. Kipp will email the numbers for the extension of the lease on the District 3 motor grader.

Jani Flinn, Airport Board Secretary, met with the Board to discuss the following topics.

**Ennis Big Sky Airport**

- **Matson Gravel Pit:** The Board attempted to contact Lance Bowser, Robert Peccia and Associates, but was unsuccessful. Jani stated that Matson agreed to let the County fill in the pit on his property so that it doesn't affect the fencing at the airport. Justin Ekwall, Deputy County Attorney, wrote an agreement and they are waiting for Matson to sign before moving forward. Following discussion, Jim Hart moved to approve the Construction Permit / Land Use License between Tanya and Gordon Matson and Madison County, to provide for the Ennis Big Sky Airport to complete fencing improvements along the property line boundary, which will include ground disturbance and embankments of the existing pit immediately adjacent to the Ennis Big Sky Airport eastern boundary. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Northwestern Energy Agreement:** Jani discussed a new agreement with Northwestern Energy. She stated they have come down on the price and have agreed not to go around the runway but that they want to retrench under the runway. The cost has come down to \$80,000. Jani stated there is \$40,000 in the budget and the remainder would have to come from the County. There was also discussion about excess gravel at the airport.

**Road Budgets:** The Board reviewed road budgets. Vicki Tilstra, Finance Officer, and Jani Flinn, Grant Administrator, were present for this portion of the meeting. Topics of discussion included grader leases; funding for Jack Creek Road, Fish Hatchery Road, and the match for Cliff and Wade Lake Road. Vicki discussed the application for an Intercap loan for these projects, stating she is planning to submit the application for 1.5 million and that she believes the Montana Board of Investments meets in October. Jim stated that he wouldn't be opposed to looking for additional funds for the Cliff and Wade Lake Project. Dan discussed the need for Road 3 to pay back \$166,000 to the general fund for the purchase of a blade and stated that the backhoe that was approved earlier will also need to come out of the Road 3 budget. Jim noted that he would like to pay the general fund back a little at a time if possible so he would have a little cushion. BaRSSA funds were also discussed.

**Modification of Agreement with Forest Service – Schedule A Cooperative Forest Road Agreement:**

Following review and discussion, Jim Hart moved to approve the Modification of Grant or Agreement including the Schedule A Road Maintenance Agreement between Madison County and the Beaverhead-Deerlodge National Forest, effective for the 2020-2021 field season. Ron Nye seconded the motion. All voted aye and the motion carried.

**Accept 2020 Certified Taxable Values and Set Date for Final Budget Hearing:** Following discussion, Ron Nye moved to approve the 2020 Certified Taxable Values and set the final budget hearing date as September 1, 2020, at 3:00 p.m. 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 2:43 p.m.

**Next meeting:** The next regular Commission meeting will be held on Tuesday, August 18, 2020, beginning at 9:30 a.m. in the Second Floor Court Room of the Administrative Office Building in Virginia City, Montana.

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Dan W. Allhands, Chairman  
Board of Madison County Commissioners

Date Approved: September 8, 2020

Minutes prepared by:

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Laurie Buyan, Executive Assistant to the  
Board of Commissioners

Attest: \_\_\_\_\_  
Kathleen Mumme, Clerk and Recorder, Madison County