

BOARD OF MADISON COUNTY COMMISSIONERS
August 20, 2019, Meeting Minutes

On Tuesday, August 20, 2019, a meeting of the Board of Madison County Commissioners came to order at 9:45 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana, with Commissioners Ron Nye, Chairman, Jim Hart, and Dan Allhands present. Laurie Buyan, Executive Assistant to the Madison County Board of Commissioners, was present to take minutes.

Those people in attendance at the meeting were Doris Fischer, Tammy Mahlstedt, Alex Hogle, Melissa Brummell, Bonnie O'Neill, Vicki Tilstra, Lynda Holt, Craig Schroder, Jani Flinn, Jim Jarvis, Tony Forsythe, Jon Olson, and Bob Bates.

Approval of Minutes: Jim Hart moved to approve the August 13, 2019, Board of Commissioners meeting minutes as presented. Dan Allhands seconded the motion. All voted aye and the motion carried.

Supportive Housing Needs Assessment: Doris Fischer, Mental Health Local Advisory Council (MHLAC), met with the Board to discuss supportive housing in Madison County for people in crisis situations. Tammy Mahlstedt, Human Resource Generalist, was present for this portion of the meeting. Doris stated that she is representing a sub-committee of the MHLAC on substance abuse disorders that has created a draft survey for supportive housing needs in Madison County. She added the group is looking for options for transitional housing for people in mental health crisis when going home might not be the best option and listed examples of those who might use this type of housing. Doris distributed a copy of a draft survey that has been created by the sub-committee to help determine the needs in Madison County. She stated they will start in September by setting up interviews with various groups or entities, such as hospitals, schools, law enforcement, AA groups, senior centers, and anywhere that people may have input, and asked if the Commissioners would be willing to be interviewed. They agreed to interviews and reviewed the questions on the survey, asking various questions as they went through it. Ron Nye suggested that the Children's Center in Twin Bridges could possibly be used for something like this and discussed infrastructure needs that would need to be completed. Doris stated that if special needs are identified, it is easier to get funding. Dan Allhands discussed the possibility of a drug/treatment court that monitors offenders which creates less of a chance of them doing it again. After much discussion, the Board thanked Doris for all of her hard work on this and commended the Mental Health Local Advisory Council for their commitment. Doris will contact the Board at a later date to set up interviews.

Planning Board Report: Alex Hogle, Planning Director, presented the Board with a summary of the July 29, 2019, Planning Board meeting. Doris Fischer, Mental Health Local Advisory Counsel, was present for this portion of the meeting. Alex stated that three main items were discussed at the meeting: Lower Ulery's 4 Subdivision and PUD Preliminary Plat, which was approved by the Board of Commissioners last week; Jack Creek Road and Big Sky cumulative impacts study discussion; and Spanish Peaks ODP Extension update. There was discussion regarding frustration from the Big Sky Fire Department about the need for a fire station within Spanish Peaks. There was also discussion about address requests in remote areas where easements are questionable; possibly changing the language in the resolution related to PCSRs; public roads versus private roads; and gates across public and/or county roads. Dan Allhands suggested that Alex talk to Tara DePuy, MACo Land Use Attorney, for questions related to road easements.

Public Health Update: Melissa Brummell, Public Health Nurse, presented the Board with an update of activities in the Public Health Office. Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Officer, were present for this portion of the meeting. Melissa discussed the Public Health booth at the fair and reviewed the activities report for June 26, 2019 to August 20, 2019. She stated that the office is revving up for shot clinics at the schools, noting that they typically stay open to the public in the evenings after school shot clinics. They are currently in the process of scheduling clinics and reviewing immunization records. They also completed daycare immunization reviews, with all participants up to date. Other topics

included in the update were the status of grants; organizations and groups; communicable diseases and Public Health responses; immunizations and vaccines; completed projects and upcoming projects; completed trainings and upcoming trainings; and office/staff updates. Melissa noted that Fallon Horrocks, Tobacco Prevention Specialist, passed her six month probationary period on August 20, 2019, and her resignation becomes effective on August 28, 2019. There was discussion regarding the vacant position and Melissa submitted an activity report for that position beginning on July 1, 2019. Melissa stated that Fallon has all of the grant deliverables current and that if a new specialist is not hired before the next deliverables are due, the Public Health Office will complete them.

CAD Proposal Acceptance: Lynda Holt, Communications Officer, and Craig Schroder, Undersheriff, met with the Board to notify them of acceptance of a proposal for the new CAD system for the Sheriff's Office and Dispatch Office. Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Officer, were present for this portion of the meeting. Lynda stated that they received grant funds in the amount of \$275,000 that will go towards the new Computer Assisted Dispatch system. She added that they have reviewed proposals and have chosen Zuercher Technologies as the provider because it's the only one that offered everything they needed. She stated that she has received a contract but it's not ready to be signed. The County Attorney is in the process of reviewing it and she and the Sheriff will also need to review it. The total price for the entire program will be \$334,000, of which \$275,000 will be paid with grant funds that have already been received. The balance of the price will come out of the 911 budget as will the annual maintenance fees. There was discussion regarding where the 911 fees originate and further discussion about the maintenance on the system. Lynda stated that techs from Zuercher can log in remotely and take care of anything that might go wrong in the system.

Extension on Closing Date of Tract 4B: Jani Flinn, Airport Board Secretary, met with the Board to discuss an extension of the closing date on Tract 4B at the Ennis Airport. Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Officer, were present for this portion of the meeting. Jani informed the Board that she was notified last week that the closing date for Tract 4B of Shining Mountains Airpark at the Ennis/Big Sky Airport would need to be extended because of delays in the Environmental Assessment. She added that all parties have agreed to and have signed documentation for the extension. The new closing date will be October 31, 2019.

Nursing Home Bus Grant Award: Jani Flinn, Grant Administrator, met with the Board to discuss the award for a bus for the Madison Valley Manor. Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Officer, were present for this portion of the meeting. Jani stated that she notified the Board at last week's meeting that the County was awarded a grant for a new bus for the Madison Valley Manor and would now like a formal motion to accept the grant offer. Jim Hart asked when they could expect to receive the bus. Jani replied that it could take up to a year for delivery of the bus. Following discussion, Dan Allhands moved to approve the FY 2020 Capital Assistance Review grant funding to provide a 12 passenger, regular floor bus with six wheelchair stations, from the Montana Department of Transportation, for use by the Madison Valley Manor. Jim Hart seconded the motion. All voted aye and the motion carried. Jani also discussed the Federal Land Access Program funds for the Cliff and Wade Lakes Road project, stating that she has been reviewing a Memorandum of Understanding for the project and suggested that the County Attorney also review it once she and Jim have made suggestions or corrections. There was also discussion regarding the match portion of the grant and if in-kind labor could be used as part of the County match. Jim and Jani will each review the MOU line by line before final approval.

Claims: The Board approved claims.

Road Budgets: The Board reviewed budgets for the County Road Districts. Jani Flinn, Grant Administrator, Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Officer, were present for this portion of the meeting. Vicki discussed a project that the road crews will complete for the Forest Service. She asked about wages. It was noted that the County will pay wages but will be reimbursed by the Forest Service and that there will be overtime involved but that the project should only take a couple days. Vicki will add a payroll line in general road for this project. Ron Nye asked about budgeting for a grader for Harrison, stating that it's Harrison's turn to purchase a new one. He also discussed purchasing property next to the Harrison Shop because they will no longer be able to store sand on state property that

they previously used. Jim Hart stated that it would be good to have everything in one place. Vicki stated that road fund reserves are currently at 16%. Jim added that the District 1 budget should be increased. Dan stated that it should be okay for this year. Ron asked about the \$305,000 for equipment and if part of this was intended to pay for the snowplow trucks. Jim stated they will have approximately \$60,000 coming in from items that have been sold and will work with Vicki on the final budget. Bonnie asked if there would be any change in staffing that the Board would like to pursue for the coming year, such as a Countywide Road Supervisor. She noted that this would be a big change for the County. Jim stated that he didn't think so, at this time. Dan stated that he wouldn't mind checking into it, having someone set up projects and oversee them, and try to get improvements done. He added that we're one of the few counties that still do it the way we do. Bonnie stated that you wouldn't necessarily need to do it, but if funding was added to the budget it would be there if you decided to. Dan stated that research on the proposal needs to be completed and suggested leaving it as it is for another year. Ron agreed and discussed how Beaverhead County combines all the work and equipment as one crew. He added that he thinks it's something to look at. Dan added that it would be nice to see what the advantages are. He also suggested putting used graders out to bid to other counties rather than trading them in and possibly going out for bids on graders every three years rather than seven so the used graders have a better resale value. After much discussion, Bonnie again asked about adding funds for a road supervisor position. Jim stated not at this time. Ron stated they need to do research first. After further discussion, they agreed to add \$100,000 to the budget for the position.

Jim Jarvis, Historic Preservation Officer for the Town of Virginia City, and Jon Osborn, Virginia City Councilman, met with the Board to discuss the following topics. Tony Forsythe, Maintenance, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting.

- **Removing and Replacing of Annex (AKA Administrative Office Building) Eastside Railing:** Jim Jarvis stated that he has talked to the mayor about reaching out to the County about two projects having permitting half way in place but not completed. He would like to get the permitting completed for both projects, the first being the railing on the east side of the Administrative Office Building. Jim Hart apologized stating that he encouraged Tony to construct the railing without thinking about the permitting process. He added that he saw an elderly couple slip and told Tony a railing was needed. It was also noted that a newspaper article said it was put in after the County had been told not to do it and that was not true. Ron Nye stated it was done for safety reasons, not to be defiant. He added that he has seen people using it, that it was definitely needed, and that he was completely unaware that a permit was needed. Jim Jarvis responded that it happens all the time and this one came up because it was in such a noticeable location. He added that Tony did a great job but that it just doesn't look attractive. There was much discussion about the look of the railing and an alternative suggestion by Jim Jarvis to put a single metal handrail in the center of the steps. Bob Bates, Safety Coordinator, joined the meeting at this point and stating splinters are a concern, and that the railing needs to be 36" to 39" and able to hold 200 pounds of lateral force to keep people from falling into the street. He added that the option of a center rail would not keep people from falling into the street. After further discussion, Jim Jarvis stated that the town has requested that the railing be taken down and asked if the Board's answer is that they're not going to take it down. Ron stated that they were not going to make a decision today and that the topic will be added to the next regular Commission meeting agenda.
- **Finalizing Design of the Annex (AKA Administrative Office Building) Front Entryway Porches:** Jim Jarvis and the Board reviewed a picture of the proposed canopies for the Administrative Office Building. Jim Jarvis stated that his understanding is that there would be canopies that cantilever out and would be designed with the least amount of weight. There was discussion about the framing over the doors of the Public Meeting Room. Rather than a peaked top on the frame, the Board preferred a flat frame. Jim Jarvis will adjust the pictures to show a flat top and take the proposal to HPAC and then to the town for final approval. There was also discussion about the landscaping on the old courthouse to mitigate water damage. Jim Jarvis stated that no permit was needed for landscaping. Dan Allhands left the meeting at this point, but before leaving told Jim and Jon that there was a knapweed issue in Virginia City, that there are statutes on that too, and they need to get on it. Jon Osborn stated that there is an old French drain behind the courthouse that might need to be cleaned, which could be a simple solution to the moisture issue. There was discussion about gutters and downspouts. Jim Jarvis stated that these will need to be

permitted and suggested half-round gutters. Ron Nye discussed cooperation between the city and town, listing projects that need to be worked on together, such as the fence at the Library wall and the playground, writing a letter to the governor about truck traffic in Virginia City, putting a cross-walk between the Courthouse and the Administrative Office Building, and water that runs down Boundary Street. Jon stated that the town has recently spent about \$25,000 on gravel. Jim Jarvis noted that they also have problems on several other streets. It was added that the railing issue is a small thing in the entire scheme of things.

Bob Bates, Safety Coordinator, met with the Board to discuss the following topics.

- **Monthly Safety Report:** Bob presented and reviewed the monthly safety report for July of 2019. The report included meetings he has attended; incident investigations that have been completed; working to become an American Heart Association certified CPR/AED/First Aid instructor; review of the bear proofing project at the Nevada City Solid Waste transfer site; attended review of Emergency Operations Plan, Annex B, Continuity of Government; researched golf cart use requirements and laws; discussed Sheriff's Office air quality issues; completed 2019 internal safety self-inspections; distributed weekly safety topics to department heads; conducted monthly AED inspections; conducted the safety portion of the monthly employee orientations; reviewed purchases; and spent remaining time conducting research and completing administrative tasks. Ron Nye asked about looking at getting water away from the sidewalk at TRMCC and stated that bear proofing will probably be needed at the Palisades Solid Waste site.
- **Safety Fest Trip Report:** Bob distributed a trip report for his attendance at the Safety Fest that was held in Butte, Montana. He stated that he planned to attend 3 days but was only able to make it to one day. He attended classes for MSCA record keeping and reporting that was instructed by the Department of Labor and Industry; a machine guarding class that was instructed by the Montana Contractors' Association, noting that he has had this class before but this was a good refresher; a Public Sector Update with a focus on more compliance with the Safety Culture Act instructed by the Department of Labor and Industry; and Workplace Violence instructed by St. Patrick's Hospital.
- **MACo Safety Program Evaluation:** Bob presented and reviewed a copy of the MACo evaluation form and a handout describing the purpose of MACo risk management, the purpose of a safety program, and OSHA law stating that employers have a responsibility to provide a safe workplace. He discussed fire drills, noting that he will do another one with the next earthquake drill. He also discussed Personal Protective Equipment, stating that it is his goal to create a list of PPE for each department based on what you do and what you need. Other goals have been to create a blood-borne pathogen program and to perform lock-out/tag-out training with an annual review. Further discussion included the Safety Committee. Bob stated he is happy with the newsletter; is glad that the committee is working on an incentive program; has created emergency road kits with emergency flares; and will sponsor a Safety picnic in September. Bob also plans to review Solid Waste guidelines as time allows.
- **DLI Inspection – Ennis Road Shop:** Bob presented and reviewed a letter from the Department of Labor and Industry regarding the compliance inspection at the Ennis Road Shop on August 8, 2019. He stated that there no serious findings and that all findings they did receive have been corrected so there's no need to report back to the state.

Bob also discussed a Safety Coordinator training that will be held in on October 9th and 10th in Billings, Montana. He stated that he would like to attend, would stay Tuesday and Wednesday night and drive home on Thursday. He added that Bonnie has approved it and that he also offered Tammy the opportunity to go.

Letter of Appreciation to Sales Committee: Following discussion, Dan Allhands moved to approve a letter to the Livestock Sales Sub-Committee thanking them for their hard work at the fair that resulted in Madison County having one of the best livestock sales in the State of Montana. Jim Hart seconded the motion. All voted aye and the motion carried.

ADA Courtroom/Commissioners' Conference Room/Courthouse Renovations: The Board discussed the proposed construction of an ADA-compliant courtroom in the extra room at the Administrative Office Building and reviewed a proposal to complete the project. Discussion included making one of the existing bathrooms a unisex bathroom for use when court is in session, creating a platform for the judge, and having

the courtroom available for Commission meetings when not in use by the Courts. Ron also discussed things that need to be done in the old courthouse after the Sheriff moves out. Following discussion, Dan Allhands moved to approve the proposal from Ron Morrison, Rapid Electric, to complete the proposed Courtroom, Jury Room, and unisex bathroom at the Administrative Office Building for an amount not to exceed \$79,000; and to complete an ADA compliant bathroom at the old Courthouse for an amount not to exceed \$79,000. Jim Hart seconded the motion. All voted aye and the motion carried.

Public Discussion and/or Comments on Items Not Listed on the Agenda but Within the Board's

Jurisdiction: Jani Flinn, Grant Administrator, met with the Board to discuss a grant opportunity that has been made available for counties and schools because of a decline in revenue from timber sales and/or a decline in Secure Rural Schools funding. She stated she has been in contact with Scott Payne who is going to pursue a funding request for the Sheridan School and suggested that the County also pursue one. Each county is allowed to request 2 projects, one for schools and one for local government, with a maximum of \$750,000 per project. Applications must be submitted by September 30, 2019. Jani suggested requesting funding for the Courthouse drainage issue. She will put together some data and will further research the guidelines for the funding.

Calendars: The Board reviewed calendars.

With no further business, the meeting was adjourned at 3:50 p.m.

Next meeting: Because the Board will not be holding a meeting on August 27, 2019, the next regular Commission meeting will be held on Tuesday, September 3, 2019, beginning at 9:30 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana.

Ronald E. Nye, Chairman
Board of Madison County Commissioners

Date Approved: September 3, 2019
Minutes prepared by:

Laurie Buyan, Executive Assistant to the
Madison County Board of Commissioners

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