

**BOARD OF MADISON COUNTY COMMISSIONERS**  
**August 25, 2020, Meeting Minutes**

On Tuesday, August 25, 2020, a meeting of the Board of Madison County Commissioners came to order at 9:35 a.m. in the Second Floor Court Room of the Administrative Office Building in Virginia City, Montana, with Commissioners Ron Nye and Jim Hart present. Commission Chair Dan Allhands was absent for personal reasons. Laurie Buyan, Executive Assistant to the Board of Commissioners, was present to take minutes.

Those people in attendance at the meeting were Vicki Tilstra, Alex Hogle, Jani Flinn, Tikker Jones, Kacey Smart, Bonnie O'Neill, and those who participated via Webex. Brett Schriock, IT Director, was present to administer the public connection to the meeting via Webex.

**Approval of Minutes:** Approval of minutes was continued to Thursday, August 27, 2020.

**COVID-19 Update:** Joe Brummell, DES, and Melissa Brummell, Public Health Director, met with the Board via Webex to give an update on the current COVID-19 status. Joe discussed the status of fires in the County, noting thunderstorms are predicted for this afternoon and temperatures will start going down. He stated that the drought monitors haven't changed much and that the poor air quality is due to fires here and fires in California. He reviewed the status of the Willow Creek Fire, the Old Baldy Fire, the Pole Creek Fire, and the Bradley Creek Fire. He noted that the Bradley Creek Fire was not due to lightning and that it was a miracle that homes are still standing. Melissa then reviewed the COVID status, noting that the community briefings are posted on Facebook. She stated that Madison County now has 91 confirmed positive cases, with one active case, and no current hospitalizations. The state of Montana is at 6,489 confirmed positive cases, 91 fatalities, 114 active hospitalizations, and 4,842 recovered. The United States has 5.74 million confirmed cases and 177 thousand fatalities; and worldwide there have been 23.7 million confirmed cases with 814 thousand fatalities. Melissa also reviewed the per capita statistics and the status of cases around the state. She stated that Madison County schools have a good plan for sports and will be presenting it to the Board of Health at their next meeting. She added that most schools in the County have started or will start soon. Dawn Hagedorn, who was participating by Webex, asked about the Public Health rule about no events over 50 people and how it would affect businesses or private events. Melissa listed events over 50 that are not allowed to take place. She stated that businesses are allowed to conduct business the same as before with regard to the Governor's mandate. Dawn asked for clarification as to whether an auction is classified as an event or a business. Melissa responded that she thinks an auction would be classified as a business but wants to seek clarification on the question. In the meantime, she suggested that they move forward with business guidelines. She will follow up on these questions and get back to Dawn. Dawn stated that she was just asking for clarification and that if they are unable to hold auctions in Madison County, they would just move them to Jefferson County where they don't have a problem with it.

**Claims:** The Board approved claims.

**Morrison-Maierle Agreement for RID Maintenance Program FY21 – Ousel Falls:** Following review, Jim Hart moved to approve the Madison County RID Maintenance Program Agreement between Morrison-Maierle and Madison County for assisting with management of the RID maintenance program for Ousel Falls Road, RID 2009-1, for the period of July 1, 2020, through June 30, 2021, for the amount of \$4,008 which is a 2% increase from the previous agreement. Ron Nye seconded the motion. All voted aye and the motion carried.

**Emergency Levy (Resolution 29-2020):** Vicki Tilstra, Finance Officer, met with the Board to discuss a proposed resolution to levy emergency mills because of the COVID pandemic. Vicki stated she hasn't used any of these funds from last year so there is a little over \$100,000 still in the account, so she wasn't sure if the Board wanted to levy emergency funds again. Ron Nye stated it's good to have these reserve funds

and listed items that they have been used for in the past. Jim Hart read the proposed resolution. Following discussion, Jim Hart moved to approve Resolution 29-2020, a resolution levying one (1) emergency mill due to a public health emergency. Ron Nye seconded the motion. All voted aye and the motion carried.

**Cowboy Heaven Phase 3-A, Lot HC-H Amended Plat:** Alex Hogle, Planning Director, met with the Board to discuss an amended plat in Cowboy Heaven Subdivision. Alex started by discussing County road standards. He stated he has talked with Jeremiah Theys of Great West Engineering who is willing to help develop new standards. He would like to discuss the process and get it adopted. Alex will schedule this topic on a future agenda. He then reviewed the staff report for the amended plat of Lot HC-H of Cowboy Heaven Phase 3-A. He noted that the amended plat will reconfigure and expand the previously approved circular building envelope from 16,000 square feet to 20,590 square feet in order to orient the planned residence with a linear design where the terrain of the property has suitable slopes for construction. Following discussion and based on the recommendation of the Planning Director, Jim Hart moved to approve the amended plat of Lot HC-H, Cowboy Heaven Phase 3-1, Moonlight Basin Ranch. Ron Nye seconded the motion. All voted aye and the motion carried.

**Bid Openings for TRMCC Roof Replacement:** This topic was continued to the regular Commission meeting on September 9, 2020.

**BaRSSA Gas Tax Distribution (Resolution 28-2020):** Jani Flinn, Grant Administrator, presented the Board with a proposed resolution for distribution of BaRSSA funds. Vicki Tilstra, Finance Officer, was present for this portion of the meeting. Jani stated that the resolution is good to go but the appendix needs input from the Board. There was discussion about what the funding would be used for in each road district. Jani left the meeting to make the corrections to the appendix and after review of the corrected document, Jim Hart moved to approve Resolution 28-2020, a resolution requesting distribution of local government road construction and maintenance match program funds. Ron Nye seconded the motion. All voted aye and the motion carried.

**Madison Valley Manor Project Update:** Craig Erickson, Great West Engineering, met with the Board via Webex to discuss the Madison Valley Manor Renovation Project. He apologized for Becky Lawson, SMA, who was not feeling well and unable to join the meeting. Vicki Tilstra, Finance Officer, was present for this portion of the meeting. Craig stated that North West Pipe is about to order the boilers and that they need a location for storage. He added that they will be in crates that are about 5'X5' and about 5 feet high. The storage facility would need to be accessible with a forklift and they should be stored indoors. He added that they'll need to know as soon as possible where they will be stored. He stated they should have an invoice by this week and would like to submit a request for reimbursement by September 1, 2020. The boilers should arrive in late September or early October which would coincide with the selection of a contractor. Craig stated that final plans will go out this week, once Commerce has approved; and then they will be ready to go out for bids. SMA will facilitate the bid process. Craig asked if the notice needs to be approved by the Board. Laurie responded that typically it does not, but that if he would send a copy to us, we would post it on the website and local bulletin boards. There was discussion about heat in the facility while the boilers are being installed and Jim reminded everyone that the boilers will be installed one at a time so that there would be no time without a working boiler. Craig also stated that the contractors will work in containment areas so they can come and go without being in proximity of staff or residents. This will be discussed with the contractor to make sure a very sensitive population is protected. Jim Hart stated that he will arrange for a rented storage facility in Ennis for the boilers. Craig said the comment period for the Environmental Release of Funds will be expiring so that can go on next week's agenda so that funds can be accessed. In closing Craig stated he believes this project could be wrapped up by the end of the year.

**Public Hearing on Increasing Assessments in Ousel Falls RID:** Vice Chairman, Ron Nye opened a public hearing regarding assessment fees in Ousel Falls RID at 1:10 p.m. No members of the public were present for the hearing and no letters in opposition to the proposed increase to assessments were received by the Board. Jim Hart stated that he received one inquiry about the proposal but when he returned the call it was determined that the person questioning the increase was not affected by it. Hearing no comments from the public, the public hearing was closed at 1:20 p.m. and it was noted that Resolution 25-2020, a resolution of the Board of Commissioners of Madison County, Montana, levying increased maintenance

assessments upon benefitted property in Rural Special Improvement and Maintenance District 2009-01, will stand as approved.

**Solid Waste Budget / Resolution to Increase Solid Waste Fees:** Tikker Jones, Solid Waste Board Chair, and Kacey Smart, Solid Waste Assistant, met with the Board to discuss the Solid Waste Board budget. Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Officer, were present for this portion of the meeting. Tikker stated that they ran into a shortfall on the budget last year; and that as a result they have had to reduce the Vehicle and Equipment line, which is their lifeline. He stated that they are looking at an increase in individual fees because of increasing costs and manning sites. There was also discussion about upgrading sites and meeting safety needs. It was noted that the last increase in Solid Waste fees was 11 years ago, in 2009, and that inflation has increased by 19% since then. Tikker stated that the inflation rate would bring the fees up to \$140 and that there would be an additional increase to man the sites. He said that they came up with a \$40 increase bringing it up to \$158 which is a 30% increase. Kacey stated that Jefferson County charges \$129 and Madison County has twice as many sites and twice as much coverage. There was discussion about adding an inflation factor into the rates. Jim Hart read the proposed resolution. After much discussion, Jim Hart moved to approve Resolution 30-2020, a resolution to increase the Solid Waste fees from \$118 to \$158 per unit to offset the increase in tipping fees, fuel costs, and employee costs. Ron Nye seconded the motion. All voted aye and the motion carried. There was further discussion about adjusting the budget for the increase.

Van Puckett, Sanitarian, met with the Board via Webex to discuss the following topics. Kacey Smart, Sanitarian's Assistant, Bonnie O'Neill, Chief Administrative Officer, and Vicki Tilstra, Finance Officer, were present for this portion of the meeting.

- **Sanitarian's Budget:** There was discussion about the Sanitarian's budget. Ron asked if the discussion was about salary. Van stated that the salary would remain the same for him, and that the salary for the Sanitarian-in-Training would be at the current rate but drawn out over a year. There was discussion about the Sanitarian-in-Training position and the need to advertise and interview. Van stated that we're still within the 90 days and what he wants is to earmark funds in the budget but that he is waiting for an email for DPHHS that will outline justification for an additional person, whether it's someone in the office, someone part-time, or someone full-time possibly with coverage for other offices as well. Bonnie stated that what Van is asking for is an additional Sanitarian but if that is not possible, additional help in the office would be requested. Kacey stated that they are not sure what kind of coverage they'll need when COVID is over. There was discussion about additional help just to meet the standards, COVID requirements, increased construction, and other services. Van added that when he gets back, he will have a better feel for what is needed. Bonnie stated that what Van is asking for is additional funds in the budget for additional help. There was discussion about the existing position and budgeting for that. Ron asked Kacey if she was comfortable with the current numbers. She responded that she would be more comfortable with a little more in contract services, at least until Van gets back. At this point, Van stated that he received the email from DPHHS which stated that current staffing recommendations for food service staffing is 1 FTE for 280 to 320 inspections with no other Sanitarian duties. Kacey stated that Madison County has approximately 300 food inspections per year. There was further discussion about contract services. Following much discussion, it was agreed that Vicki will put \$10,000 back into contract services to bring it back up to \$20,000 and leave the rest of the budget as it is.
- **Director of Environmental Health Job Description:** There was discussion about the Director of Environmental Health Job Description, specifically the phrase "other duties as assigned". Van stated that he reviewed the job descriptions and both look fine to him. Following discussion, Jim Hart moved to approve the job description for the Director of Environmental Health position. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Revised Sanitarian's Job Description:** Following discussion, Jim Hart moved to approve the revised Sanitarian job description. Ron Nye seconded the motion. All voted aye and the motion carried.

**Calendars:** The Board reviewed calendars.

At 2:34 p.m. the remainder of the meeting was continued to Thursday, August 27, 2020, at 2:00 p.m.

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**Thursday, August 27, 2020:** The meeting reconvened on Thursday, August 27, 2020, at 2:00 p.m. in the Commissioners' Office of the Administrative Office Building in Virginia City, Montana, with Commissioners Ron Nye and Jim Hart present. Commission Chair Dan Allhands was absent for personal reasons. Laurie Buyan, Executive Assistant to the Board of Commissioners, was present to take minutes.

**Approval of Minutes:** Jim Hart moved to approve the July 28, 2020, Commission meeting minutes with corrections. Ron Nye seconded the motion. All voted aye and the motion carried. Jim Hart moved to approve the August 4, 2020, Commission meeting minutes as presented. Ron Nye seconded the motion. All voted aye and the motion carried.

With no further business, the meeting was adjourned at 2:10 p.m.

**Next meeting:** The next regular Commission meeting will be held on Tuesday, September 1, 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 22, 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