

BOARD OF MADISON COUNTY COMMISSIONERS
April 6, 2021, Meeting Minutes

On Tuesday, April 6, 2021, 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 Jim Hart and Ron Nye present. Commissioner Dan Allhands, Chairman, 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 Bonnie O'Neill, Alex Hogle, Jani Flinn, Van Puckett, Tikker Jones, Kacey Smart, and Vicki Tilstra. Ryan Wolter, IT Support Specialist, was present to administer the Webex connection. Those present via Webex were Jani Flinn, Jolene Palmer, Kathy Barnes, Keeley Larson, Lynda Holt, Margie Edsall, Michelle Schriock, Tammy Estensen, Abbi Lee, Craig Erickson, Becky Lawson, and others that were not identified.

Approval of Minutes: Jim Hart moved to approve the March 2, 2021, meeting minutes as presented. Ron Nye seconded the motion. All voted aye and the motion carried.

Nursing Homes COVID Update: Gail Nelson, Tobacco Root Mountains Care Center Administrator, update the Board on the COVID status at TRMCC, stating that the current census at the facility is 23, they have no residents in quarantine, none in quarantine, no staff out, County prevalence is 2.9%, they are testing staff twice weekly, and residents as needed. Ron asked if they are seeing any interest in admissions. Gail responded that they currently have two pending from the hospital and two pending from out of state, so hopefully will get three to four new residents. Allison Veland, Madison Valley Manor Administrator, updated the Board on the COVID status at MVM stating the current census is 15, they have no residents in quarantine, 13 that have recovered, 1 staff member is currently in quarantine and because of this, they are in outbreak status. Compassion visits are allowed but all other visitation has been suspended. Jim asked about the admission status at this facility. Allison responded that they did have an admission yesterday but they are now on hold due to the outbreak status.

Alex Hogle, Planning Director, met with the Board to discuss the following topics.

- **Road Name Resolution (17-2021) Welch Way:** Alex reviewed a proposed road name resolution, stating that road name is intended to correct ambiguous addressing. He reviewed a map showing duplicated addresses and discussed additional reasons for the proposed change. Based on the recommendation of the Planning Director, Jim Hart moved to approve Resolution 17-2021, a resolution naming Welch Lane. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Road Name Resolution (18-2021) Hollow Top Ranch Road:** Alex reviewed a proposed road name resolution, noting that a request has been made to name a road that provides access to multiple tracts of the same ownership and to provide an address for a planned riding arena. There was discussion regarding the spelling of the name "Hollow Top" versus "Hollowtop". Alex stated that the name "Hollow Top" came directly from the owners' request. Following discussion, Jim Hart moved to approve Resolution 18-2021 naming Hollow Top Ranch Road, as presented. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Freddy's Place Subdivision Preliminary Plat:** Alex presented a preliminary plat of Freddy's Place Subdivision stating that the proposal is for a first minor subdivision, approximately 5.5 miles south of Cardwell, Montana, that would consist of two single-family lots, one 20.03 acres in size and the other 83.16 acres in size. He noted that the primary access to the subdivision would be from Montana Highway 359 and both lots would be served by a new 60' wide access and utility easement ending at a 50' radius cul-de-sac. The lots would be served by individual wells and wastewater treatment systems. He discussed an agricultural exemption on the property and discussed how this would be lifted and noted that there are conditions that deal with water rights.

He added that the Planning Board recommended approval of the subdivision and made no changes to the staff recommendations. Based on the recommendation of the Planning Board, Jim Hart moved to adopt the proposed findings of fact for Freddy's Place Subdivision and to approve the preliminary plat of Freddy's Place Subdivision, located approximately 5.5 miles south of Cardwell, in Section 36, Township 1 North, Range 3 West, subject to the conditions of approval. Ron Nye 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 nursing home topics. Jani Flinn, Grant Administrator, and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting.

- **Contract for Tobacco Root Mountains Care Center Project:** Becky discussed the contract for the Tobacco Root Mountains Care Center, stating that it was sent to the Board for review but also to CDBG for their approval and one line was added. She noted it is basically the same contract that was reviewed by the Board and the County Attorney with the additional line indicating that they will comply with the CDBG supplemental conditions. She will send the final document for signature. Craig stated that with the inclusion under Article 7, the contract meets the requirements of CDBG and he is good with it. Based on review of the Deputy County Attorney and one change on the short form of agreement, Jim Hart moved to approve the AIA Document between Madison County and SMA Architects, including Exhibit 3-E CDBG Supplemental Conditions, to provide a Preliminary Architectural Report for the Tobacco Root Mountains Care Center, for the amount of \$33,500. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Items Not Listed on the Agenda but Within the Board's Jurisdiction – Madison Valley Manor Update:** Craig briefly updated the Board on the status of the Madison Valley Manor project, stating that they came up with an interesting question. No bids were received from the last advertisement and if the project were split into three packages, would the separation be considered a first bid and require an additional advertisement if no bids are received? He noted this could require another three weeks and would push the project out to mid-May or mid-June. They have forwarded the question to the Department of Commerce and will defer the question to the County Attorney. Becky stated she is trying to be super cautious and making sure this is the second advertisement and not another first. Ron asked if the project is split into smaller packages, will it still require Davis Bacon wages with the additional reporting. Craig responded that it would and that CDBG rules would still apply to all three contracts. He will help the contractors with the additional paperwork. Becky will forward the string of emails to the County Attorney to ask for an interpretation of the law regarding the second bid, noting that they will need to do an addendum to the project either way.

Sanitarian Administrative Assistant Wages: Van Puckett, Sanitarian, met with the Board to discuss the wages of his administrative assistant. Van stated that she was bumped \$1.00 per hour because of the additional workload she had to assume while he was gone. He said the workload has not decreased and has in fact increased, adding that they are setting records in the office for what they do and that Kacey's performance, despite internal and external challenges, has been exemplary and continues to be. He asked that \$1.00 an hour increase remain where it is. Ron discussed the Sanitarian's budget asking if funds generated goes back to the department. Van replied that all funds go back into the general fund and gave examples of funds generated by the department. Ron stated that due to Kacey assuming the extra duties, they have eliminated many extra costs. He added that it is his opinion that the wage should stay where it is. Following discussion, Jim Hart moved to keep Kacey Smart's wage at the Administrative Assistant level plus \$1.00 per hour until budget time. Ron Nye seconded the motion. All voted aye and the motion carried.

Discussion Regarding Scheduling of Solid Waste Site Hours: Tikker Jones, Solid Waste Board Chairman, met with the Board to discuss fencing and manning all Solid Waste sites. Kacey Smart, Solid Waste Assistant, was present for this portion of the meeting. He stated that they are having a meeting this week and are at the cusp of seeking the changes they've been talking about for how to approach the use of the container sites. He said they set up a three year schedule from 2018 to now to where all of the sites were basically up to code, and up to safety standards that were needed, and also bring a lot of them up structurally. He stated they put fences around almost all of them and are now ready to put man power at all of the sites. He asked for the Board's input on the pace that this should be done. He discussed options of setting time frames for manning sites and whether to do it gradually or all at once. He discussed major

changes at the Cardwell site and the days and times its open there. He stated that he feels having this site open three days a week has been adequate and that it has reduced the amount of outside waste that is coming in. Ron Nye asked if they have calculated the cost of manning all the sites, noting that the Board received a letter when the rates were increased and that you will get more if you raise it again. He stated that the new hours at the Cardwell site has caused a lot of extra congestion at the site and discussed the possibility of getting an easement on the west end so that vehicles could go through without having to turn around. He also noted that Jefferson County has offered to pay Madison County to use that site and the Waterloo site. There was further discussion about proposed days and times. Tikker noted that the two main sites, Ennis and Twin Bridges would need to be open five days a week and the rest would need to be based on usage and population. Tikker stated that Beaverhead and Madison are the only counties that are open 24/7, all the rest are restricted. Kacey stated that it's hard to compare to other counties and listed several reasons why. She also discussed complaints that have been received about the Cardwell site. There was further discussion about the pros and cons of restricting hours. After much discussion, it was determined that Tikker would take the questions to the Solid Waste Board for a recommendation.

Bonnie O'Neill, Human Resources, and Vicki Tilstra, Finance Officer, met with the Board to discuss the following topics.

- **Recommendation to Hire Human Resource Specialist:** Bonnie stated that she didn't have any involvement in the interviews for the Human Resource Specialist position, other than setting up the times for the interviews. She added she has no input and nothing prepared. Jim Hart stated the recommendation by the committee was to offer the position to Jenny Kemp but that he has concerns in the difference in the scoring and the level of experience. He added that it needs to be discussed further between the three of them and suggested waiting until Dan Allhands is available for the discussion. Ron Nye stated that the two nursing homes almost need their own HR person. Vicki discussed the training involved in the position. Following discussion, this topic was continued to Thursday, April 8, 2021, at 11:00 p.m. It was later determined that the topic would go back on the agenda for the next regular Commission meeting.
- **Recommendation to Hire Director of Public Health:** Bonnie again stated that she had no participation in the interviews for the Public Health Director and has nothing prepared, noting that there were four candidates for the position and that two of those were interviewed. She added that there were two letters from Board of Health members, with their thoughts on the interviews. Bonnie read item number C under part A from the Board of Health bylaws which states that the Board of Health can recommend the employment and the salary for qualified staff. Following discussion, this topic was continued to Thursday, April 8, 2021, at 11:00 p.m. but it was also later determined that the topic would go back on the agenda for the next regular Commission meeting.

Claims: The Board approved claims.

Safety Coordinator's Report – March 2021: The Board received and reviewed the monthly Safety Coordinator report for March of 2021.

Bridge Construction Information Request from MDT: The Board discussed a request from the Montana Department of Transportation for an update on County bridge projects. Jeremiah Theys, Great West Engineering, participated in this portion of the meeting via telephone. He discussed TSEP funding, stating that by looking at the amount of funding that the State received, all projects that were recommended should receive funding. He noted that we have a capital improvements plan and the bridge construction form is an update to that. Following discussion, Jim Hart moved to approve the Madison County Bridge Construction Information request from the Montana Department of Transportation for planned construction as presented. Ron Nye seconded the motion. All voted aye and the motion carried.

On-Call Engineer Agreement: The Board discussed the on-call engineering agreement that has recently expired. Jeremiah Theys, Great West Engineering, participated in this portion of the meeting via telephone. He suggested that it would be best to put out a Request for Proposals for the on-call engineer. Following discussion, Jim Hart moved to advertise a Request for Proposals for Engineering and/or Grant Administration Services for Madison County. Ron Nye seconded the motion. All voted aye and the motion carried.

Jeremiah also discussed ARPA funds that will be coming available for County infrastructure needs. He noted that the funds are not for roads or bridges but could possibly be used for any other infrastructure. Jim Hart suggested a Law and Justice Center. Jeremiah stated it was something that could definitely be considered. He asked that the Board keep a running list and get items to him adding that it looks like it will be a one to one match commitment and that application will be due on July 1, 2021. Ron Nye listed items such as a sewer line to the Fairgrounds and a water system, fire hydrants, water and sewer to the Children's center, and stated that he has heard that the amount could be \$4 million for counties, and added that Twin Bridges will be receiving \$100,000. Laurie asked about the water and sewer districts, stating that Harrison is in desperate need of expansion of their system and Alder is close. Jeremiah stated that he will create a master list and will definitely put both districts on the list.

Calendars: The Board reviewed calendars.

With no further business, the meeting was adjourned at 12:21 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, April 13, 2021, beginning at 9:30 a.m. in the Second Floor Court Room of the Administrative Office Building in Virginia City, Montana.

Dan W. Allhands, Chairman
Board of Madison County Commissioners

Date Approved: April 20, 2021

Minutes prepared by:

Laurie Buyan, Executive Assistant to the
Board of Commissioners

Attest: _____
Paula McKenzie, Clerk and Recorder, Madison County