

**BOARD OF MADISON COUNTY COMMISSIONERS**  
**June 1, 2021, Meeting Minutes**

On Tuesday, June 1, 2021, a meeting of the Board of Madison County Commissioners came to order at 9:32 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 Joe Brummell, Allison Veland, Gail Nelson, Jani Flinn, Van Puckett, Dale Olson, Vicki Tilstra, Alex Hogle, Levi Simonsen, Ted Woirhaye, Del Bieroth, Bob Stump, Ryan Wolter, IT Support Specialist, was present to administer the Webex connection. Those present via Webex were Jani Flinn, Keeley Larson, Jeff LeVeque, Lynda Holt, Chad Tree, Craig Erickson, Becky Lawson, Britani Allhands, Tammy Estensen, Jeremiah Sperry, Tim Lahey, Kevin Smith, LaNette Jones, Janie Alt, and JM.

**Approval of Minutes:** Jim Hart moved to approve the April 20, 2021, Commission Meeting minutes with corrections. Ron Nye seconded the motion. All voted aye and the motion carried. Jim Hart moved to approve the February 24, 2021, Madison County/Jefferson County Joint Meeting minutes as presented. Ron Nye seconded the motion. All voted aye and the motion carried.

**COVID -19 Update:** Joe Brummell, DES, reviewed current COVID information, stating that they are still losing a couple a day. He explained that numbers have gone down because if someone was counted here that doesn't reside in our County, they get counted in their own county. So, right now we're sitting at 786 confirmed cases in our County, with 3 active cases, 775 recovered, 8 fatalities, and a total of 51 hospitalizations, but none that are current. The bed count is looking really good across the entire state. The State is at 111,829 confirmed positive cases but the active case count is well under 1000 which is good. There have been just over 1,600 statewide fatalities, with 747 active cases. He discussed national cases stating that it's just a matter of time before reaching that 600,000 mark for fatalities and noted that the Biden Administration is working with other countries to distribute vaccinations. Joe discussed Incident Command, noting that the structure hasn't changed. He reviewed the current vaccination chart, weather, the drought index, and fires.

Gail Nelson, Tobacco Root Mountains Care Center Administrator, and Allison Veland, Madison Valley Manor Administrator, met with the Board to discuss the following topics.

- **Nursing Homes COVID Update:** Gail presented COVID updates for Tobacco Root Mountains Care Center, stating that the current census is 23, adding that they lost a couple residents but have an admit coming on Wednesday and referrals that they're scouring through. No residents or staff are currently affected by COVID. They are continuing with PPE training and other training. The County prevalence rate has dropped down to 5.9% but they are still testing two times weekly. They have to go two weeks at that rate. Residents are tested as needed, visitation is allowed and going well. There was discussion about referrals and how long it would take to process applications. Allison presented the update for the Madison Valley Manor, stating that they are at 16 residents, they've had no residents or staff infected, the current vaccination rate for residents is up to 94%, they are continuing with COVID training and most of the staff has completed the CMS training, as Gail said County prevalence is at 5.9%, they are testing twice weekly for staff who chose not to get vaccinated, and staff who has been vaccinated do not have to participate in the weekly testing. She added that they had one new admission today and are screening others to make sure they're appropriate for the facility.
- **Authorization to Combine Dietary Supervisor Position with Maintenance and Laundry Supervisor Position at Madison Valley Manor:** Allison discussed adding the Dietary Supervisor Position to Maintenance Supervisor Position. She stated the goal is to combine dietary with maintenance and laundry which have been combined for several years. She presented a job

description. Following discussion and review of the job description, Jim Hart moved to approve the job description for the Dietary and Maintenance Supervisor position as presented, subject to oversight by the Human Resource Officer, with the requested wages. Ron Nye seconded the motion. All voted aye and the motion carried.

- **Resolution Regarding Contracts entered into by Care Center Administrators:** Gail presented the Board with a draft resolution regarding contracts entered into by the care center administrators, stating that she would like to clarify what authority they have so they're not bombarding the Board with small items. Jim Hart read the proposed resolution and after discussion, moved to approve Resolution 21-2021, a resolution regarding contracts entered into by the care center administrators. Ron Nye seconded the motion. All voted aye and the motion carried.

Craig Erickson, Great West Engineering, and Becky Lawson, SMA, met with the Board via Webex to discuss the following nursing home topics. Jani Flinn, Grant Administrator, and Allison Veland, Madison Valley Manor Administrator, were present for this portion of the meeting.

- **Madison Valley Manor Project/ Generator Procurement:** Becky stated that she has reached out to contractors and two that she has been working with are unable to complete the project this summer. She talked to TW Enterprises to see if they would do all the electrical work and oversee both the boiler and generator projects. She is hoping to get a commitment by the end of the week. She will meet with Allison and Chad later in the day. There was discussion about what will happen if the project doesn't get completed this summer. There was also discussion about the TRMCC kick off meeting. Becky said it went well. They got a walking tour from Ron Nye and covered many concerns and that they will move forward with a site visit shortly. Craig asked if the Preliminary Architectural Report would make a strong enough case to apply for a CDBG grant. Becky replied that it would and listed items that would be included such as ADA ramps, sidewalk repairs, and accessibility into the building. Becky stated that the road in front of the facility could not be included. Jim asked if it would help if it were designated as a County road. Ron replied that it is a County road. There was additional discussion about drainage issues, ADA accessibility, and ADA parking spots. Ron asked if the Madison Valley Manor project is delayed, would it hold up this project. Craig responded that it would but that another option would be for the Town of Sheridan to sponsor this project on behalf of TRMCC.
- **Tourism Grant:** Craig discussed the Tourism grant program stating that it is alive and well. The next cycle is August 1<sup>st</sup> to September 15<sup>th</sup> to submit and asked the Board to keep in mind the date of execution adding that you would have 18 months to complete the project so it should be shovel ready. He listed dates for webinars and that he is registered for one on July 8<sup>th</sup> at 1:00. Historically they have had \$750,000 available for projects with the largest award being about \$200,000. He added the projects are intended to enhance or develop tourist facilities to increase non-resident/out-of-state tourism. Craig stated they can make a strong case for that for the Fairgrounds or anyplace in Madison County. Ron asked about doing the project in phases because it's a pretty big project and what has to be completed in 18 months. Craig replied that what's in the scope of work is what needs to be completed even though there may be phases to follow.

Van Puckett, Sanitarian, met with the Board to discuss the following topics. Jani Flinn, Grant Administrator, was present for this portion of the meeting.

- **Authorization to Hire Sanitarian-in-Training:** Van stated that last Tuesday was the deadline for the SIT position. He had one qualified applicant. Three were received but two did not meet the Department of Labor and Industry requirements for being a Sanitarian. He would like to hire the one that met the requirements. With the encouragement and recommendation of the Sanitarian, Jim Hart moved to approve the authorization to hire Zack Kozicky as the part-time, permanent Sanitarian-in-Training for approximately 20 hours per week. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Sanitarian Preliminary Budget Hearing:** Van stated he would like to re-consolidate the Sanitarian and Solid Waste Departments. He added it is his licensure for the landfills and other intricacies. He discussed office help and budgeting, and presented copies of his proposed budget. He stated he would like to have Jani in the office 4 days a week and she would relinquish grant responsibilities. He would also like to move Kacey to an office manager position which is more commensurate with her abilities and duties and avoid hiring an additional person. Jani would continue at her current rate from down the hall, Kacey would move to an office manager rate, and Zack at SIT would put them about \$6,000 over their

budget. He explained that by adding Zack, they are projected to bring in more than their current budget shows due to the way DPHHS reports revenue, noting that in the last couple months they have brought in \$5,000 more than projected. He also discussed vacation rentals that once they are initially inspected would provide revenue each year. He reviewed minor increases in the rest of the budget totally about \$3,900, and stated that increases would be negated by additional revenue generated. Jani would continue doing the administrative work associated with Airports but not grants associated with the airports. Ron discussed the void this would create in the Grant Office and ARPA funding that will be coming to the County. Jim Hart questioned the wage that was requested. Van also discussed Denny's successor, noting that he would like to keep the same format with the Solid Waste Foreman and that it's a good position to have but with a little less responsibility in the licensure and less involved with the Solid Waste Board. He added that there are things in the hopper for Solid Waste and that a consultant is coming in next week to see how to increase the efficacy with Solid Waste. He further added that he will see how involved the next foreman wants to be in the office work, and if not, they can accommodate it. There was further discussion about the rates of pay and the tour of Solid Waste sites.

**Schedule A Road Maintenance Agreement:** Dale Olson, Madison District Ranger, met with the Board to discuss the Schedule A Road Maintenance Agreement with the Forest Service. Tim Lahey, Butte District Ranger, Kevin Smith, Fire Management Officer, Butte District, and Jeremiah Sperry, Road Crew Lead, participated in this portion of the meeting via Webex. Dale distributed the Schedule A from last year and stated that the Madison District has no changes at this point. Jim talked about the Cliff and Wade Lake project, stating that it is eventually going to happen but probably not until next year. Dale stated that it might take a little longer to get the agreement completed this year due to changes in their process. There was discussion about the alternate route around Cataract, Hells Canyon Road, getting bridges transferred from the Forest Service to the County, South Boulder Road, and Holbert Gulch. Jeremiah stated that an owner has blocked the road off in Holbert Gulch as private property which is blocking off thousands of acres of public lands. They are in the process of reaching out to the land owner. Following discussion, Jim Hart moved to accept the Schedule A Cooperative Forest Road Agreement with this year's agreement the same as last year's. Ron Nye seconded the motion. All voted aye and the motion carried. Dale stated that if something is figured out for the Butte District, it could all be rolled into one agreement. He will get the final agreement back to the Board for final approval.

**Moore's Creek HMGP Reimbursement Requests and Close-Out Documents:** LaNette Jones, Great West Engineering, met with the Board via Webex to discuss reimbursement and close-out documents for the Moore's Creek Culver project. Jani Flinn, Grant Administrator, was present for this portion of the meeting. LaNette stated that a few weeks ago she submitted the first draw. This is the final draw that she has been trying to get sorted out with DES. It is now sorted out and the County will be receiving \$32,987.63 from DES in this request. It is already approved so once the County signs, it will go through. With this and the previous submission, the County will be getting a total of \$45,500 instead of owing them money. As part of the submission for this reimbursement, she also presented documents for the close-out of the grant which consists of the letter, an environmental close-out declaration for signature. Following discussion, Jim Hart moved to approve the Moore Creek HGMP reimbursement request and all of the close-out documents as presented. Ron Nye seconded the motion. All voted aye and the motion carried.

**Claims:** The Board approved claims.

Vicki Tilstra, Finance Officer, met with the Board to discuss the following topics.

- **Designation of ARPA Funding Contact Person:** Vicki discussed the designation of a contact person for ARPA funds. It was noted that the contact person would request the money after submitting personal information and that there would be a lot of reporting for funds. Ron suggested that the grant person would be the one to do the tracking and reporting. Jim stated we have up to six years to use the funds. Vicki added that the money needs to be COVID related and noted that the Sheriff's Department would like to use some of the funding for new radios. Ron discussed the different tiers outlined by the engineers, noting that the first one is 1.6 million. Vicki stated that it is designated but you do have to request it. Ron also noted that some of the requests have to be in by July 15<sup>th</sup>. There was further discussion about the time schedule for a contact person and applying for the funds and getting more information from Great West Engineering before making a determination. Jim will contact Jeremiah Theys for further information.

- **Resolution of Budget Amendment for Fiscal Year 2021 For RSID Bonds:** The Board reviewed a budget amendment resolution for bond funds. Vicki stated they do not get an amortization schedule so the funds went over because of the interest. Jim Hart read the proposed resolution. After discussion, Jim Hart moved to approve Resolution 22-2021, a resolution of budget amendment for Fiscal Year 2021 for RSID Bond Funds 3506, 3507, 3508 and 3509. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Bond Call Letter:** The Board reviewed a bond call letter. Vicki noted that the 06 series bonds should be paid off in two years, then Ousel Falls will be the only one left. Following discussion, Jim Hart moved to approve the bond call letter to US Bank Global Corporate Trust requesting a pay down on RSID 2009-01 Series 2021 in the amount of \$175,000, on RSID 06-01 Series 2006 in the amount of \$40,000, on RSID 06-02 Series 2006 in the amount of \$25,000, and on RSID 06-03 in the amount of \$20,000. Ron Nye seconded the motion. All voted aye and the motion carried.

Alex Hogle, Planning Director, met with the Board to discuss the following topics. Levi Simonsen, Planner 1, was present for this portion of the meeting.

- **Preliminary Plat of Big Springs Village Phase 2 Subdivision (YMC):** Alex presented the preliminary plat for the Big Springs Village Phase 2 in Yellowstone Mountain Club. He reviewed the staff report for the proposal stating that it is a five-lot 50-unit residential condominium development on 15.43 acres comprised of four multi-family lots and one 1.84 acre open space lot which would be accessed primarily via Chalet Road and American Spirit Road and served by extensions of existing public water and wastewater systems. He pointed out the location of the development on a map and discussed its proximity to other developments in the area and discussed sections of roads that will be redone. He noted that the proposal went to the Planning Board and they have no outstanding issues. Based on the recommendation of the Planning Director and the Planning Board, Jim Hart moved to adopt the Findings of Fact and approve the Big Springs Village Phase 2 Preliminary Plat, located in the southeast quarter of Section 12, Township 7 South, Range 2 East, and the west half of Section 7, Township 7 South, Range 3 East P.M.M., Madison County, Montana, subject to conditions of approval intended to mitigate potential impacts associated with the applicable review criteria. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Preliminary Plat of Pioneer Point 2 Subdivision (YMC):** Levi presented the preliminary plat for the Pioneer Point Subdivision Phase 2 in Yellowstone Mountain Club. He reviewed the staff report for the proposal stating that it is a residential condominium development comprised of one 4.41-acre condominium lot containing 2 duplex buildings and a total of four condominium units. The lot will be accessed from Dall Drive via Cabin Road, which also provides access to Pioneer Point Subdivision and proposed to be served by existing public water and wastewater systems. He discussed a 100 foot stream set-back and an existing ski run through the property that will be modified to provide a suitable construction site for the condominium buildings. Based on the Planning Board recommendation and the presentation by staff, Jim Hart moved to adopt the Findings of Fact and approve the Pioneer Point Subdivision Phase 2 Preliminary Plat, located in the southwest quarter of Section 12, Township 7 South, Range 2 East, P.M.M., Madison County, Montana, subject to conditions of approval. Ron Nye seconded the motion. All voted aye and the motion carried.

**Airports – Ruby Valley Field FAA Grant Agreement:** Jani Flinn, Airport Board Secretary, presented the Board with the grant agreement for the Snow Removal Building and Equipment at the Twin Bridges Airport. Following review, Jim Hart moved to approve the Federal Aviation Administration Grant Offer for Airport Improvement Plan (AIP) No. 3-30-0080-016-2021 at Ruby Valley Field in Twin Bridges, Montana, to rehabilitate hangar, acquire carrier vehicle/plow snow removal equipment, construct snow removal equipment building, construct sand and chemical storage building, construct general aviation terminal building, for a maximum obligation amount of \$998,089. Ron Nye seconded the motion. All voted aye and the motion carried. The remainder of the Airport topics were continued to the next regular Commission meeting.

**Library Board Reappointment:** Based on the recommendation of the Library Board, Jim Hart moved to reappoint Marilyn Ross to the Thompson-Hickman County Library Board for another five year term that will expire on June 30, 2026. Ron Nye seconded the motion. All voted aye and the motion carried.

**Designation of Earmarked Alcohol Tax Money:** The Board discussed the designation of earmarked alcohol tax money but because they wanted more information on the designation, the topic was continued to the next regular Commission meeting.

**Transfer of Lawn Mower from Twin Bridges Airport to Ruby Valley Search and Rescue:** Following discussion, Jim Hart moved to approve the transfer of a lawnmower from Ruby Valley Field to Ruby Valley Search and Rescue. Ron Nye seconded the motion. All voted aye and the motion carried.

**Consolidation of City and Rural Fire Departments - Sheridan:** Ted Woirhaye, Del Bieroth, and Bob Stump, Sheridan Fire District, met with the Board to discuss consolidation of the city and rural fire departments in Sheridan. Joe Brummell, DES, was present for this portion of the meeting. Ted introduced himself stating he is a past fire chief and now is the Chairman of the Sheridan Fire Association 501-C3, and that they are trying to get funding to build a new fire hall in Sheridan. It was noted that the land has already been purchased. There was discussion about how to combine funding for the building, fund-raising so there is no cost to the public, turning town mills over to the new district and reducing town mills, how the consolidation was accomplished in Ennis, the number of calls for the town department versus rural, the town paying all the utility bills, budgeting for one department rather than two, and mutual aid that is provided to other departments. Both commissioners present offered to help in any way they could. Laurie suggested contacting Ted Liss from the Madison Valley Fire District to see what they did when they consolidated the Ennis Fire Department with the Madison Valley Rural Fire Department. They will check on the number of mills each department gets and check on the number of calls each department gets.

**Selection of On-Call Engineer Firm:** Having interviewed two engineering firms for on-call engineering services, Jim Hart moved to select Great West Engineering for on-call engineering and grant administration services for Madison County for the next five years. Ron Nye seconded the motion. All voted aye and the motion carried. Jim Hart contacted Jeremiah Theys to let him know they were selected and to discuss the ARPA process. Jeremiah discussed the initial request and funding buckets and how they are appropriated. He will send an informational flyer that outlines each of the funding buckets.

**Calendars:** The Board reviewed calendars.

With no further business, the meeting was adjourned at 3:40 p.m.

**Next meeting:** The next regular Commission meeting will be held on Tuesday, June 8, 2021, 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: July 13, 2021

Minutes prepared by:

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Laurie Buyan, Executive Assistant

Attest: \_\_\_\_\_  
Paula McKenzie, Clerk and Recorder, Madison County