

**BOARD OF MADISON COUNTY COMMISSIONERS**  
**August 3, 2021, Meeting Minutes**

On Tuesday, August 3, 2021, a meeting of the Board of Madison County Commissioners came to order at 9:30 a.m. in the Second Floor Court Room of the Administrative Office Building in Virginia City, Montana, with Commissioners Dan Allhands, Ron Nye, and Jim Hart present. Jane Bacon, Commissioners' Clerk, was present to take minutes.

Those people in attendance at the meeting were Joe Brummell, Phil Fortner, Brett Schriock, Jani Flinn, Emilie Saylor, Erin Montgomery, Jeremiah Theys, Vicki Tilstra, and Kila Shepherd. Ryan Wolter, IT Support Specialist, administered the Webex connection. Those who attended via Webex or by phone included Craig Erickson, Becky Lawson, Allison Veland, Gail Nelson, Michelle Schriock, JM, Laurie Buyan, Carmin Hill, and Jeremiah Theys.

**Approval of Minutes:** Ron Nye moved to approve the July 13, 2021, Board of Commissioners' meeting minutes as presented. Jim Hart seconded the motion. Dan Allhands and Ron Nye voted aye. Jim Hart abstained from voting as he was present for only a portion of that meeting. The motion carried on a majority vote.

**DES:** Joe Brummell, Director of Emergency Management, met with the Board to discuss the following topics.

- **Fire Update:** Joe updated the Board on local and statewide fire status. He said nothing physical has changed on the Goose fire, there are 90 people working on it doing a fantastic job, and the amount spent on it reached \$7 million yesterday. Overall it is 90% contained but the west side is difficult to attack due to the terrain. Joe discussed other fires in the area citing yesterday's briefing by the Governor about the 88 fires in Montana, and said crews are spread so thin that if more fires occur it will be difficult to find available firefighters. He showed infrared photos, discussed health effects from the smoke, and reviewed upcoming weather.

**Claims:** The Board approved claims.

**Sheriff – Update on Surveillance Cameras:** Phil Fortner, Sheriff, met with the Board to discuss the County's surveillance cameras. Brett Schriock, IT Director, was present for a portion of this topic. Ron noted that monitors for Administrative Building security camera are now located in the IT office and asked why, who made the decision to move monitoring from the Sheriff's Office, and asked about the purpose of the cameras. Phil said the purpose is for access to evidence if a crime occurs, not for crime prevention. He said cameras are still being recorded in the Sheriff's Office but doesn't know why their monitors were unplugged. Ryan listed the cameras in the Administrative Building and Courthouse, noted that locating the monitors in IT makes it easier to make sure everything is operating correctly with just occasional attention, and said the IT Department is working on an additional alert system requested by the Treasurer's office. He read a Webex message from Brett saying the Sheriff's Office lost the monitors when they went to their own separate system with DIS Technology. Phil pointed out that cameras within the Sheriff's Office need to be on a separate system for evidence purposes and can't be intertwined with the rest of the system, and while he wouldn't mind having wireless monitors in Dispatch they don't necessarily want to be involved with oversight of all County employees. Brett came in and clarified that after the monitors were disconnected from Dispatch, the Treasurer asked for IT to have the monitors on so if something happens maybe someone would notice and call 911, but neither department wants to monitor employee movement. Discussion ensued about outside cameras, real-time responses, look-backs, system security, DIS Technology's involvement, incident prevention options, assigning someone to the monitors, and legalities regarding audio and video.

**Great West Engineering/SMA Architects:** Craig Erickson, Great West Engineering, and Becky Lawson, SMA Architects, met with the Board via Webex to discuss the following topics. Jani Flinn, Grant Administrator, was present for this portion of the meeting. Allison Veland, MVM Administrator, and Gail Nelson, TRMCC Administrator, participated via Webex.

- **Madison Valley Manor (MVM) Project:**
  - **General Construction Contract between Madison County and TW Enterprises:** Becky explained the two changes made to the final contract document with TW Enterprises for boilers and generator replacement. The substantial completion date was changed to April 2, 2022, due

to sidewalk and site repair needed in the back of the building after digging up the area to install the generator, and even though the generator is still expected to be operational by the end of 2021, it is anticipated that cold weather will prohibit concrete work and sidewalk repair until spring. Becky noted that the back sidewalk is a service area to the mechanical electrical room, not a public egress. Also, in discussions with TW, CDBG, and the County Attorney, the total contract amount was increased to \$267,656 to account for insurance requirements and the additional trip in the spring for the concrete work. Craig assured the Board that the new amount is still comfortably within the budget. After discussion, Jim Hart moved to approve the final AIA document A101 for the work to be done at Madison Valley Manor by TW Enterprises, as recommended by SMA Architects. Ron Nye seconded the motion. All voted aye and the motion carried. There was additional discussion about scheduling a pre-construction meeting.

- **TRMCC Preliminary Architectural Report (not on Agenda):** The PAR for work at TRMCC was discussed, including options for having another entity sponsor a CDBG grant, application deadline, anticipated construction schedule, and other funding possibilities.
- **Tourism Grant and Economic Development Grant:** Craig discussed using the Tourism and Economic Development grant funding for a new arena at the Fairgrounds, if a case can be made that it would be a tourist draw for the Fairgrounds and the County. He reviewed anticipated funding amounts and said with applications due in September the County would know by the end of the year if the grant is awarded, and discussed funding related to reviving tourism based on the impact COVID has had in specific regions. Discussion ensued about the Fair Improvement Foundation and possible capital campaign, the need for a comprehensive economic development strategy, grant and building timelines, and marketing. Craig will prepare a task order for moving ahead with the tourism grant.

**Airports:** Jani Flinn, Airport Board Secretary, met with the Board to discuss the following topic.

- **NW Energy Contract for Electrical work, Taxilane D, Ennis Airport:** This topic was continued until after the next Airport Board meeting scheduled for August 16, 2021.

**Public Health Office:** Emilie Saylor, Public Health Director, and Erin Montgomery, Tobacco Prevention Specialist, met with the Board to discuss the following topic.

- **Tobacco Use Prevention Program Agreement:** Emilie gave a basic overview of the Tobacco Use Prevention Program agreement including funding and required activities, which Erin reports on quarterly. She reviewed Erin's community and school activities, noted that Erin will be doing a big push in the schools to educate parents and teachers about vaping products being targeted to youth, and also hopes to do vaping prevention programs with kids from fourth grade through high school. Erin splits her time between Madison and Beaverhead Counties, but is an employee of Madison County. The second part of the agreement is called Health Coaches for Hypertension Control for which Erin conducts blood pressure classes. Emilie discussed having a booth at County Fairs and other events in the area. After discussion, Ron Nye moved to approve the Chronic Disease Prevention and Health Promotion Program Sub-contractor Agreement with Madison County Health Department as presented. Jim Hart seconded the motion. All voted aye and the motion carried. Emilie reviewed rising COVID cases and local vaccinations.

**Closed Meeting Regarding Litigation:** Chris Christensen, County Attorney, met with the Board in a closed session to discuss litigation. An audio recording of this session was sealed and delivered to the County Attorney's office.

**Great West Engineering:** Jeremiah Theys, Great West Engineering, met with the Board to discuss the following topics. Jani Flinn, Grant Administrator, was present for this portion of the meeting. Vicki Tilstra, Finance Officer, and Kila Shepherd, HR Officer, were present for a portion of these topics.

- **Off System Bridges:** Jeremiah discussed the process of nominating a bridge to get on the Montana Department of Transportation (MDT) list of bridges to replace with their funds, which will likely take 10 years or more, and suggested the Hutchins Bridge as the best candidate. Other bridges and funding options were discussed. After discussion, Ron Nye moved to approve moving forward with the application to Montana Department of Transportation to include Hutchins Bridge in the off-system bridge program. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Contract and the Notice to Proceed for the Jack Creek Road Project:** Jeremiah said bonds and insurance were received back from the contractor, A.M. Welles, for the Jack Creek Road project and they

are ready to get started once the contract is signed. Following discussion, Jim Hart moved to approve signing the contract with A.M. Welles to do work on a three-mile stretch of Jack Creek Road. Ron Nye seconded the motion. All voted aye and the motion carried. There was further discussion about an upcoming pre-construction meeting where the construction schedule will be determined, and once the schedule is finalized a public meeting can be set up. In the meantime, trees are being flagged to be removed for safety reasons.

- **ARPA Funds Designations:** Jeremiah distributed an updated ARPA project list and explained how he split project requests into Bucket A, Year 1 and Year 2, which will come from the County's direct allocation of funds; and Bucket B projects will be accessed through application to the DNRC. There was discussion about funds for grant administration, choosing and prioritizing projects, developing Memorandums of Understanding (MOU's) with reporting requirements for those receiving funds administered by the County, determining eligibility, budgets and expense tracking, asset ownership and recording, and timing for approval of projects. After discussion, Ron Nye moved to approve the development of a Preliminary Engineering Report for the Harrison Wastewater and Sewer District in the amount of \$75,000, and wastewater improvements for Alder in the amount of \$100,000, from the Bucket A, Year 1 allocation of ARPA funds. Jim Hart seconded the motion. All voted aye and the motion carried.

**Human Resources:** Kila Shepherd, HR Officer, met with the Board to discuss the following topics. Vicki Tilstra, Finance Officer, was present for the first two of these topics.

- **Policy – Resignation (new):** Kila suggested changes to the Voluntary Resignation section of the Personnel Policy Handbook. She explained that the changes are meant to prevent employees extending their resignation date to maintain their benefits after they have left. Following review, Jim Hart moved to approve the Madison County Personnel Policy & Procedure Handbook revision to the Voluntary Resignation section as presented. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Compensation rate of the combined position at MVM (Maintenance, Housekeeping, Laundry, Dietary):** Kila said the offer letter for the recently-combined position at Madison Valley Manor did not include the 3% cost of living increase, and Allison is asking that the compensation include this for a rate of \$27.63 per hour. Discussion included potential overload for one person, the individual's time with the County and experience in several positions, the savings on wages and benefits by combining part-time positions into one position, and the intent to keep the position combined in the future. Following discussion, Jim Hart moved to approve the compensation rate for the combined Maintenance, Housekeeping, Laundry and Dietary Manager position at Madison Valley Manor at \$27.63 per hour, as presented by the HR Officer, effective August 1, 2021. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Closed Session:** Kila met with the Board in a closed session. An audio recording of this session was sealed and delivered to the County Attorney's office.

**Journal Vouchers:** No Journal Vouchers were available for approval.

**Calendars:** The Board reviewed calendars.

With no further business, the meeting was adjourned at 2:50 p.m.

**Next meeting:** The next regular Commission meeting will be held on Tuesday, August 10, 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: August 17, 2021

Minutes prepared by:

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Jane Bacon, Commissioners' Clerk

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