

BOARD OF MADISON COUNTY COMMISSIONERS
March 1, 2022, Meeting Minutes

On Tuesday, March 1, 2022, 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 Dan Allhands and John Heckler present. Commissioner Ron Nye was absent to attend the MACo Conference in Billings, Montana. Jane Bacon, Commissioners' Clerk, was present to take minutes.

Those people in attendance at the meeting were Emilie Saylor, Vicki Tilstra, Troy Hunter, Britani Allhands, Hannah Brook, Suzanne Nellen, and Dale Olson. Ryan Wolter, IT Support Specialist, administered the Webex connection. Those who attended via Webex or by phone included Gail Nelson, Craig Erickson, Becky Lawson, Jeremiah Theys, Lance Bowser, Kila Shepherd, Jennifer Martens, Laurie Buyan, T. Dowton, Courtnie Fisher, Ryam Voltaire, Allison Veland, Hanna Dietrich, Britani Allhands, Jackie Lev, Tammy Mahlstedde, Abbi Lee, Janie Alt, Mike Callahan, Jennifer Westfall, Carmin Hill, Valarie Marshall, and unidentified phone attendees.

Approval of Minutes: After review, John Heckler moved to approve the January 25, 2022, Board of Commissioners' meeting minutes as written. Dan Allhands seconded the motion. All voted aye and the motion carried.

Public Health Office: Emilie Saylor, Public Health Director, met with the Board to discuss the following topics.

- **COVID Update including Nursing Homes Status:**
- **PREVIOUS:** Emilie updated the Board regarding COVID status. Cases have been dropping dramatically. Emilie expects the decrease to continue and recommended updating the Board every other week, working down to monthly updates including Public Health activities. Monthly updates are also published in the Madisonian. She noted that influenza is currently a much bigger threat in the County than COVID. The County's confirmed positive COVID cases went from 1,783 to 1,797, there are 3 active cases, the fatality count remains at 20, with no active hospitalizations. Montana has had 266,579 confirmed positives, active cases are down to 1,536 Statewide, fatalities increased to 3,187, and there are 108 active hospitalizations. She reviewed the chart of daily new cases in the County noting only one or two cases have been reported in the last week, compared current and cumulative active cases with other Montana counties, reviewed the vaccine dashboard map showing fully-vaccinated people in Montana and the County, pointed out that the term "fully-vaccinated" does not include boosters, and reviewed vaccine uptake by age group. Madison Valley Manor currently has 25 residents and no staff or residents are isolated or hospitalized. COVID testing is done twice per week for staff not fully vaccinated, and as needed for anyone symptomatic. Visitation is allowed with screening and testing prior to entry. Tobacco Root Mountains Care Center has 25 residents and is currently in outbreak status with the first round of testing completed and all negative. No residents or staff members are quarantined, isolated or hospitalized. Transmission rate in the County is medium, and Emilie explained how transmission rates are determined by the CDC. Residents and staff are tested every 3-5 days due to outbreak status, and visitation is allowed following CDC recommendations on testing and screening. The staff vaccination rate is 86%, and 96% of residents are vaccinated.

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

- **Resolution 25-2022 Budget Amendment to Increase Allocations for Senior Centers:** Vicki read Resolution 25-2022 aloud and explained that the County allotment for its four senior centers is \$40,000 each made in two payments per year, and the Senior Citizens Advisory Board is requesting an additional \$10,000 each due to expenditure increases. John requested more information and suggested distributing the amount proportionally since each senior center is unique in what they do and the volumes they serve, and food costs were pointed out as the highest area of increase. The topic was continued to the next regular Commission meeting.
- **Resolution 26-2022 Budget Amendment for FY 2021-2022 – Set Up New Funds per GASB 84:** Vicki explained the budget amendment in Resolution 26-2022 as an-auditor-recommended

reclassification of certain funds, based on recent restructuring by the Governmental Accounting Standards Board. After review, John Heckler moved to approve Resolution 26-2022, a resolution of budget amendment for fiscal year 2021-2022 for new funds set up per GASB 84. Dan Allhands seconded the motion. All voted aye and the motion carried.

Justice of the Peace Position: The Board discussed the Justice of the Peace position that was advertised with a deadline of today. There are currently two applicants, and discussion included setting up an interview committee and completing the hiring process so the person hired can attend training scheduled for the end of April, 2022.

Claims: The Board approved claims.

Journal Vouchers: The Board discussed journal vouchers. Vicki Tilstra, Finance Officer, Britani Allhands, Finance Administrative Assistant, and Troy Hunter, Choice Aviation, were present for this portion of the meeting. Several questions were asked and discussed, and later in the meeting Britani explained journal voucher details regarding an electric bill, employee training costs, and Solid Waste.

Resolution 27-2022 Adopting Weed Management Plan and Rate Increases: The Board discussed Resolution 27-2022. Troy Hunter, Choice Aviation, was present for this portion of the meeting. John read the resolution out loud. After review, John Heckler moved to approve Resolution 27-2022, a resolution adopting the Madison county Integrated Weed Management Plan, as written. Dan Allhands seconded the motion. All voted aye and the motion carried.

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. Hannah Brook, Grant Writer/Administrator, and Troy Hunter, Choice Aviation, were present for this portion of the meeting.

- **Madison Valley Manor Kitchen Renovation Project:** Craig updated the Board on the Johnson Controls invoices for reconnecting the boilers to the Metasys system, which have been submitted to the CDBG grant for reimbursement to the County. Becky is still talking with contractors about the kitchen renovation project, and options were discussed about installing the walk-in.
- **Department of Commerce CDBG Grant Extension (Amendment):** Craig was told the CDBG grant extension request was approved by the Department of Commerce and documentation is in process. This will prevent CDBG grant funds from being used for TRMCC projects so Craig will gather information for the Board about alternative funding.

Journal Vouchers (continued): After review, Dan Allhands moved to approve Journal Vouchers for the accounting period of 2/22. John Heckler seconded the motion. All voted aye and the motion carried.

Resolution 28-2022 Establishing an Open Pit/Utility Noxious Weed Control Management Plan for Applications to Mine Gravel: This topic was continued to the next regular Commission meeting.

Great West Engineering: Jeremiah Theys, Great West Engineering, met with the Board via Webex to discuss the following topics. Hannah Brook, Grant Writer/Administrator, Troy Hunter, Choice Aviation, and Suzanne Nellen, Justice of the Peace, were present all or a portion of these topics.

- **Task Order #8 Carney Lane Bridge Replacement:** Jeremiah reviewed Task Order #8 for Carney Lane Bridge replacement, reminding the Board that the bridge was inspected last year and found to be in pretty poor condition overall, so Great West assisted the County in submitting an MCEP emergency grant for \$30,000. The Department of Commerce awarded a grant of \$15,000, with reimbursement of costs allowable from December, 2021. The County is in the process of finalizing the budget and reviewing contract documentation prior to routing document for signatures. The project will include Great West's design plan, assistance with soliciting bids for materials, and assistance with County-led construction. John requested seeing a list of deliverables and schedule of values on projects to facilitate tracking. Project details were discussed, including permitting, involvement of FWP and DEQ, compaction testing, and specifications in the design regarding materials. After discussion, John Heckler moved to approve Task Order No. 8 – Carney Lane Bridge Replacement, Madison County Engineering Services On-Call,

Great West Engineering Project No. 1-21175, dated February 23, 2022, in an amount not to exceed \$43,000. Dan Allhands seconded the motion. All voted aye and the motion carried.

- **Task Order #9 2022 Bridge Inspections and Bridge Evaluation Update:** Jeremiah provided background information on County bridge inspections and described the inspection and reporting work included in Task Order #9, helping the County to develop an overall bridge priority plan which can then be used as the basis for pursuing funding such as MCEP grants. After discussion, John Heckler moved to approve Task Order No. 9 – 2022 Bridge Inspections and Bridge Evaluation Update, Madison County Engineering Services On-Call, Great West Engineering Project No. 1-21175, dated February 23, 2022, as a lump sum contract to be paid in two phases – Phase 1 for \$9,000 and Phase 2 for \$4,900 – for a total sum of \$13,900. Dan Allhands seconded the motion. All voted aye and the motion carried.

Airports: Lance Bowser, Robert Peccia & Associates, met with the Board via Webex to discuss the following topics. Hannah Brook, Grant Writer/Administrator, Troy Hunter, Choice Aviation, and Suzanne Nellen, Justice of the Peace, were present all or a portion of this topic.

- **Ennis Big Sky Airport – Land Acquisition:** Lance described a 10.2-acre tract of land that the Ennis Big Sky Airport has been trying to purchase for several years. The landowner has had no interest in selling, but recently agreed to sell to the County for a specific price. The Airport Board agreed that this parcel is critical enough to the long-term growth of the Airport to immediately go ahead with the purchase, then retroactively go through the processes of appraisal and FAA reimbursement with a small risk that the FAA will only reimburse the County for 90% of the purchase price. Jeremiah discussed handing potential funding gaps, and reviewed a diagram showing other less critical tracts also being pursued for purchase noting the Airport's overall plan and current value. Following discussion, John Heckler moved to approve Ennis Big Sky Airport's land acquisition of Parcel 22-B and to proceed with the offered purchase price of \$35,000 plus closing costs. Dan Allhands seconded the motion. All voted aye and the motion carried. Lance will send the offer letter to the Board for signatures as soon as it is prepared.

Justice Court: Suzanne Nellen, Justice of the Peace, met with the Board to discuss the Justice Court office, and briefly explained why the following two topics were withdrawn. Regarding the Justice of the Peace position, she stated she could accommodate more time in the position if the Board would be interested in continuing to advertise since more than two applicants would be preferable, the open position is not widely known or understood, and the deadline for getting on the ballot is still almost two weeks away. She presented lists of Montana criminal violations and civil cases filed in 2021, showing an overall increase in matters handled by the courts. The Board agreed to continue advertising the Justice of the Peace position until March 15, 2022, and to appoint an applicant by April 1, 2022.

- **Justice Court Clerk Back Pay:** There was no discussion on this topic.
- **Justice Court Clerk Pay Raise:** There was no discussion on this topic.

Administrative Building Façade Improvements: The Board discussed façade improvements to the Administrative Building, and briefly reviewed activities to date.

US Forest Service: Dale Olson, Madison District Ranger, met with the Board to discuss the following topic.

- **Goose Fire Road Work:** The Commissioners have been discussing the Goose Fire road work project with various subcontractors to determine interest, and discussion ensued about project details and Forest Service deadlines, noting that a commitment needs to be made a couple of months prior to subcontractors being able to visit the area due to snow conditions. Dale will wait a week or so to hear from the Board before pursuing his own contractor to do the work.

Madison County Housing Advisory Board Bylaws Amendment: The Board discussed amending Madison County's Housing Advisory Board bylaws. There was discussion about the Housing Board's request to change the quorum rules, how to encourage board meeting attendance, and embedding an economic development board with the Housing Board. After discussion, the topic was continued to allow time for County Attorney review.

At this point, the meeting was relocated to the Public Meeting Room in the Administrative Building.

Closed Meeting Pursuant to MCA 2-3-203: An audio recording of this session was sealed and delivered to the County Attorney's office.

Calendars: There was no discussion on this topic.

With no further business, the meeting was adjourned at 3:10 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, March 8, 2022, 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 5, 2022

Minutes prepared by:

Jane Bacon, Commissioners' Clerk

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