

**PROCEEDINGS OF THE BOARD OF THE COUNTY COMMISSIONERS  
OF MINERAL COUNTY, MONTANA**

**Friday, March 13, 2020**

The Board of County Commissioners of Mineral County, Montana met in regular session on Friday, March 13, 2020. Present were Board Chair Roman Zylawy, Commissioner Laurie Johnston, and Administrative Assistant Dawn Terrill. Commissioner Duane Simons was absent.

Commissioner Roman Zylawy called the meeting to order at 9:00 AM.

**Vision Net :**

**Present:** Dale Magone- Justice of the Peace, Kim Taron- Justice Court Clerk, Patti Curtin-Crime Victim Advocate

The Justice Court asks for consideration of purchase and installation of Vision Net

The commissioners request updated quotes be secured for another meeting to be scheduled

**Adopt Procurement Policy-Action Item**

**Present:** Lori Dove- DES Coordinator

**Commissioner Johnston moved and Commissioner Zylawy seconded to approve the Procurement Policy with changes made from micro - purchases \$3500.00 or less to \$5000.00 or less. Motion carried unanimously**

**Gallatin County Contract- Action Item**

**Present:** Ellen Donohue-County Attorney, Mike Boone-Sheriff, Steve Trollope-Undersheriff

**Commissioner Zylawy moved and Commissioner Johnston seconded to approve and sign the Interlocal Agreement for Adult Detention Services Gallatin County and Mineral County as reviewed by Mineral County Attorney. Signed by Commissioner Zylawy and Johnston**

**Brockway's Orchard Homes II Public Hearing-**

**Present:** Tim Smith-Land Surveyor, Alan Brockway-Contractor, Candis Hampton-Environmental Health, and Planning Administrative Assistant, Andy Short-Environmental Health and Planning

**Commissioner Zylawy moved and Commissioner Johnson seconded to approve:**

**Variance #1 with recommended conditions (a driveway must not be more than 500 ft)**

**Variance #2 no lot may be divided by a public road, alley, or right of way or access easement**

**Variance # 3 a driveway must not provide access to more than one lot**

**Variance # 4 driveways must not have direct access to a primary highway**

**Variance #4 approved with recommended conditions**

**Motion carried unanimously**

**Commissioner Johnston moved and Commissioner Zylawy seconded to approve the preliminary plat application for the Brockway Orchard Homes II Minor Subdivision with an addition to the Recommended Conditions of Preliminary Plat Approval. The addition being Mineral County Airport Board will approve any conditions associated with this project that affects the Airport Influence Area. Motion carried unanimously**

**Workman's Comp Presentation- Peter Bishop- Cancelled**

**Public Comment-** Jenn Donovan- Health Department

Jenn-

- discusses possibly needing to hire additional staff if COVID-19 activities are too high for the current staffing.

**Revolving Loan Fund Board**- Emily Park- Mineral County Office of Economic Development

**Present**- Jackie Callison- the owner of Jackie's Flowers, Jim DeBree-resident, Ellen Donohue- County Attorney, Claudia Boyer-Deputy Treasurer

Emily updates present loan status of:

- Jared and Sarah Forsythe -Trout Eddy Holding LLC - current balance \$3241.12, the payoff on schedule for November 2020  
Adventures with Western Water and Wood- paid in full July of 2019
- Don Warnken- MIH Construction- current balance \$91,155.42, the payoff on schedule for November of 2023
- Mary Ippisch- Western Montana Specialty Foods- current balance \$5457.70, the payoff ahead of schedule for August 2020
- Kevin Donally- Verde Creek Trucking-current balance \$43,859.60, the payoff on schedule for December 2022
- Jerry Stroot- Superior Meats- current balance \$196,596.90, the payoff on schedule for February 2026
- Kaila and Mike Frawley- Clark Fork Espresso- sold to Jacqueline Callison at a purchase price of \$45,000.00, with repayment to the county of \$37,182.08
- Jacqueline Callison- Clark Fork Espresso- requests a loan of \$55,000.00 for purchase and operations costs for seven years

**Administrative Business:**

Commissioner Johnston moved and Commissioner Zylawy seconded to approve claims paid on March 13, 2020, in the amount of \$55,000.00 with claim numbers 36587 through 36590 and warrant numbers 12082 through 12086. Warrant number 12084 paid on 3/13/2020 unpaid taxes void. Motion carried unanimously

Commissioner Zylawy moved and Commissioner Johnston seconded to approve payroll paid on March 13, 2020, for the amount of \$ 124,552.05 with check numbers 17791 through 17803 and electronic check numbers 70212-70266. Motion carried unanimously

Commissioner Zylawy moved and Commissioner Johnston seconded to approve minutes of March 6, 2020, with changes. Motion carried unanimously

**Documents signed:**

Health Insurance Waiver to waive the 30- day waiting period due to special circumstances; signed by Commissioner Zylawy and Commissioner Johnston

Authorization for Montana State Fund to provide information and process requests for changes concerning Mineral County Policy to John McGree of Payne West Insurance; signed by Commissioner Zylawy

Official February 2020, minutes signed by Commissioner Zylawy and Johnston

**Health, Vision and Dental Renewal Discussion- Possible Action Item**

Commissioner Johnston moved and Commissioner Zylawy seconded to accept the renewal rates of MACo Healthcare Trust for July 1, 2020, - June 30, 2021. Motion carried unanimously

**The Board went into closed session at 2:45**

**Board reconvened the Open Meeting at 3:30 PM**

**The Meeting adjourned at 3:30 PM**

**The next regular meeting will be Friday, March 20, 2020, in the Commissioners Meeting Room**

Minutes were taken by

Dawn Terrill

Mineral County Commissioners' Assistant

**PROCEEDINGS OF THE BOARD OF THE COUNTY COMMISSIONERS  
OF MINERAL COUNTY, MONTANA**

**Friday, March 20, 2020**

The Board of County Commissioners of Mineral County, Montana met in regular session on Friday, March 20, 2020. Present were Board Chair Roman Zylawy, Commissioner Laurie Johnston, Commissioner Duane Simons, and Administrative Assistant Dawn Terrill.

Commissioner Simons excused himself from the meeting and attended via teleconference

Commissioner Roman Zylawy called the meeting to order at 11:30 AM.

**Vision Net: postponed**

**Hazard Mitigation: postponed**

**Public Comment: there was no public comment**

**Department Directors Meeting:**

**Present:** Lori Dove- DES Coordinator, Andy Short-Environmental Health & Planning, Kelann McLees- Clerk and Recorder, Kathleen Brown-District Court, Joel Skinner-Maintenance, Claudia Boyer- Deputy Treasurer, Jenn Donovan-Health Department Director, Kasey Feasel-Deputy Clerk and Recorder, Mike Boone- Sheriff, Dale Magone- Justice of the Peace. Mary Yarnall- Treasurer, Ellen Donohue-County Attorney, and Commissioner Simons attended via teleconference, Joe Hendrick- resident

The Commissioners called this impromptu meeting to discuss concerns for personal and public safety during the time of uncertainty of a new virus, coronavirus, and to be updated on associated health risks

Discussions include measures the offices are presently implementing to keep the germ from spreading and what actions are being taken to accommodate those who must stay home due to school and/or daycare closures in addition to families with elderly and those with compromised immune systems

Dale-

- telephonic and video hearings when possible
- his employees do not have small children so are not faced with child care issues

Andy-

- he and Candis have worked out a good solution; Candis is working from home and comes to the office at night to gather necessary materials
- signs on both office doors tell residents to call them for assistance
- tells that restaurants and bars have been ordered to close at 8:00 PM with an undetermined reopening date

Kathleen-

- employee Jaime and she are alternating days coming into- the office- Jaime has young kids to care for during school closure
- promotes keeping the office door closed and encouraging people to email and phone as much as possible
- limiting people in court, and only those with no symptoms

Ellen-

- Jess and Melanie are working at home
- asks what happens when sick and vacation time is exhausted
- talks about preparedness and being socially conscious

Mary-

- has self- quarantined and is staying home- she is immune- compromised as is her spouse
- everything can be handled by phone
- expired drivers' licenses have been extended by 90 days
- Claudia, deputy treasurer, will keep the office open- for appointments only- customers are discouraged from coming into the office

Kelann-

- will be in her office to answer calls and emails should the courthouse close
- will rope off doorway entrance to discourage customers from coming into the office

Jenn-

- coronavirus is rapidly evolving
- the health department has a locked front door with a sign to call
- the front desk is staffed to answer phone calls
- other employees working from home
- recommends discouraging face to face meetings

- send questions to the health department- they are happy to respond
- states that if we all stay home it will slow the virus

Commissioner Simons-

- suggests using a method of payment other than cash
- agrees the courthouse should close to walk -in traffic and do business by appointment

The consensus is to do everything possible to reduce courthouse traffic, and conduct business by appointment, email and phone

Commissioner Johnston will advertise on Facebook that customers must call for an appointment

Kelann will make signs for entrances

Jenn will lend sandwich boards to be outside the entrances with signs giving phone numbers to each office and a message that business is by appointment only

**Administrative Business:**

**Commissioner Johnston moved and Commissioner Zylawy seconded to approve claims paid on March 20, 2020, in the amount of \$38819.47.00 with claim numbers 36591 through 36660 and warrant numbers 12087 through 12156. Motion carried unanimously**

**Resolution County Declaration Resolution, Resolution NO. 03-17-2020 Whereas, there is a pandemic outbreak of Coronavirus (COVID-19); and March 12, 2020, President Trump declared an ongoing emergency because of COVID-19. On March 13, 2020, Governor Bullock declared a state of emergency in Montana related to COVID-19. Signed by Commissioners Johnston, Simons and Zylawy**

**The Meeting adjourned at 4:30 PM**

**The next regular meeting will be Friday, March 27, 2020, in the Commissioners Meeting Room**

Minutes were taken by

Dawn Terrill

Mineral County Commissioners' Assistant