

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

**Friday, April 3, 2020**

The Board of County Commissioners of Mineral County, Montana met in regular session on Friday, April 3, 2020. Present were Board Chair Roman Zylawy, Commissioner Duane Simons, and Administrative Assistant Dawn Terrill. Commissioner Laurie Johnston was absent.

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

2020 Fish Creek and Cedar Creek Gravel Bid Openings- Action Item

**Present:** Jason McLees- Road Foreman, Nate Kegal, via teleconference-Forest Service

There were two bids for blading on Fish Creek:

Meadow Creek Contracting LLC	\$11550.20
Kelly Johnston	\$11262.50

Jason McLees recommends accepting the low bid, Nate Kegal agrees

**Commissioner Simons moved and Commissioner Zylawy seconded to approve accepting low bid of Kelly Johnston for Fish Creek Blading. Motion carried unanimously**

There were two bids for the Cedar Creek Gravel project:

Meadow Creek Contracting LLC	\$49,624.00
Haskins Excavating, LLC	\$49,986.00

Jason McLees recommends accepting the low bid, Nate Kegal agrees

**Commissioner Simons moved and Commissioner Zylawy seconded to approve accepting low bid of Meadow Creek Contracting LLC. Motion carried unanimously**

**Administrative Business:**

**Commissioner Zylawy moved and Commissioner Simons seconded to approve claims paid on April 3, 2020, in the amount of \$57161.40 with claim numbers 36662 through 36704 and warrant numbers 12158 through 12200. Motion carried unanimously**

**Commissioner Simons moved and Commissioner Zylawy seconded to approve minutes of March 27, 2020, with changes. Motion carried unanimously**

**Public Comment-** There were no comments

**Commissioner Zylawy moved and Commissioner Simons to pass Resolution 4-03-2020 A Resolution To Enact New and Revised Land Use Fees For Services Rendered by the Mineral County Environmental Health and Planning Department**

**Documents Signed:**

MACo Final Renewal Rates for Mineral County July 1,2020, to June 30, 2021 signed by Commissioner Zylawy

Task Order 21-07—4-31-129-0 To Mineral County Health Department Unified Government Master Contract that covers the period of July 1, 2019 through June 30, 2026 Immunization Program signed by Commissioner Zylawy

Meeting adjourned at 12:00 PM

**The next regular meeting will be Friday, April 10, 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, April 10, 2020**

The Board of County Commissioners of Mineral County, Montana met in regular session on Friday, April 10, 2020. Present were Board Chair Roman Zylawy, Commissioner Duane Simons, Commissioner Laurie Johnston, and Administrative Assistant Dawn Terrill.

**Administrative Business:**

**Commissioner Zylawy moved and Commissioner Johnston seconded to approve payroll paid on April 10, 2020, for the amount of \$ 142,049.17 with check numbers 17813 through 17838 – check numbers 17819-17826 void due to printer error-and electronic check numbers 70100-70154. Motion carried unanimously**

**Commissioner Zylawy moved and Commissioner Johnston seconded to approve minutes of April 3, 2020, with changes. Motion carried unanimously**

**Commissioner Johnston moved and Commissioner Zylawy seconded to waive the grant request policy and allow the Health Department to pursue funding opportunity for their Early Childhood Coalition for \$5000.00**

**Commissioner Zylawy moved and Commissioner Simons seconded to extend Administrative Leave of 20 hours per week until April 24, 2020. Motion carried unanimously**

**Documents signed:**

State of Montana Disaster and Emergency Services Designation of Applicant Agent and Applicant Assurance signed by Commissioner Zylawy

Resolution NO. 04-10-2020 A RESOLUTION TO ENACT FOOD ESTABLISHMENT REGULATIONS AND FEE SCHEDULE FOR SERVICES RENDERED BY THE MINERAL COUNTY ENVIRONMENTAL HEALTH AND PLANNING DEPARTMENT SIGNED BY Mineral County Board of Health Chairman Duane Simons

**Board of Health**

**Present: Present:** Andy Short- Environmental Health and Planning, attending via Video Conference were Jenn Donovan- Mineral County Health Department, Candis Hampton- Environmental Health and Planning Administrative Assistant, Laurel Chambers- County Health Officer, Peggy Temple- Board of Health and Ellen Donohue- County Attorney

**See Commissioners' Assistant for minutes**

**The Commissioners went into a closed session at 11:10 AM**

**The Commissioners reconvened in an open meeting at 11:40 AM**

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

**Wells Fargo – Building Discussion**

**Present:** Randy Riley

Randy-

- presents the idea of a potential donation of the Superior Wells Fargo Building to Mineral County
- explains the donation process of putting together a business plan that Wells Fargo would assist with
- tells that donated buildings are as is and the commissioners would be encouraged to do an on - site look around; he will contact the broker to arrange a tour
- will contact the commissioners' assistant to set time and date for a tour

Meeting adjourned at 2:30 PM

**The next regular meeting will be Friday, April 17, 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, April 17, 2020**

The Board of County Commissioners of Mineral County, Montana met in regular session on Friday, April 17, 2020. Present were Board Chair Roman Zylawy, Commissioner Duane Simons, Commissioner Laurie Johnston, and Administrative Assistant Dawn Terrill.

**Administrative Business:**

**Commissioner Zylawy moved and Commissioner Simons seconded to approve claims paid on April 17, 2020, for the amount \$76317.52 with claim numbers 36705 through 36743 and warrant numbers 12201 through 12239. Motion carried unanimously**

**Commissioner Johnston moved and Commissioner Simons seconded to approve minutes of April 10, 2020. Motion carried unanimously**

**Documents signed:**

Letter requesting adding Mineral County to the MULTI-COUNTY RESPONSE TO NEZ PERCE-CLEARWATER NATIONAL FOREST DRAFT EIS AND REVISED FOREST PLAN, SIGNED BY Commissioners Zylawy, Johnston and Simons

MULTI-COUNTY RESPONSE TO NEZ PERCE-CLEARWATER NATIONAL FOREST DRAFT EIS AND REVISED FOREST PLAN, SIGNED BY Commissioners Zylawy, Johnston and Simons

**Joel Skinner Personnel Matter (closed)**

**Present:** Joel Skinner -Maintenance

Commissioner Zylawy called the meeting to order at 10:00 AM.

Commissioner Zylawy asks Joel if he'd like the meeting to remain closed or if he'd like an open meeting; Joel Skinner requests an open meeting

The meeting was reopened at 10:02

Commissioner Zylawy addressed a personnel issue with discipline

Discussion ensued

The meeting went into closed session at 10:14 AM

**The Commissioners reconvened in an open meeting at 11:02 AM**

**Request for Employee Raise**

**Present:** Mary Yarnall – Treasurer - via teleconference

Mary:

- employee Jill Betts has successfully completed her six-month probation period
- requests moving Jill's hourly wage from \$10.00/ per hour to \$11.50 per hour (\$1.50 per hour increase)

Commissioners state \$1.50 is above a typical increase and will approve a \$1.00 per hour increase

**Commissioner Johnston moved and Commissioner Simons seconded to approve a rate increase of \$1.00 per hour for Jill Betts effective Friday April 17, 2020. Motion carried**

**Public Comment-** There were no comments

Meeting adjourned at 3:30 PM

**The next regular meeting will be Friday, April 24, 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, April 24, 2020**

The Board of County Commissioners of Mineral County, Montana met in regular session on Friday, April 24, 2020. Present were Board Chair Roman Zylawy, Commissioner Duane Simons, Commissioner Laurie Johnston, and Administrative Assistant Dawn Terrill.

**Administrative Business:**

**Commissioner Johnston moved and Commissioner Simons seconded to approve payroll paid on April 24, 2020, for the amount of \$ 90,624.83 with check numbers 17839 through 17849 and electronic check numbers 70044-70099. Motion carried unanimously.**

**Commissioner Johnston moved and Commissioner Simons seconded to approve claims paid on April 24, 2020, for the amount \$2104.00 with claim number 36726 and warrant number 12240. Motion carried unanimously**

**Commissioner Johnston moved and Commissioner Simons seconded to approve minutes of April 17, 2020. Motion carried unanimously**

**Commissioner Zylawy moved and Commissioner Johnston seconded to allow the Health Department to pursue funding opportunity for Behavioral Health Crisis Response. Motion carried unanimously**  
Commissioner Johnston reviewed the income statement and JV's

**Documents signed:**

Conditional Preliminary Plat Approval for Brockway's Orchard Homes II Minor Subdivision- signed by Commissioners Zylawy, Simons and Johnston

Behavioral Health Crisis Response: The Addictive and Mental Disorders Division- signed by Commissioner Simons

Worker's Compensation Risk Management Retention Group Contract-signed by Commissioners Zylawy and Johnston

Janitor Job Description-signed by Commissioners Zylawy, Simons and Johnston

Dispatcher Supervisor Job Description-signed by Commissioners Zylawy, Simons and Johnston

Letter to Carole Johnson: Recommendations for Oregon Tree Planters- signed by Commissioners Zylawy, Simons and Johnston

Support for EDA District Designation of Western Rural Development Region and Funding Under the Planning Partnership Grant Program signed by Commissioners Zylawy and Johnston

## **Board of Health**

**Present: Present:** Attending via Video Conference were Andy Short- Environmental Health and Planning, Jenn Donovan- Mineral County Health Department, Laurel Chambers- County Health Officer, Peggy Temple- Board of Health and Ellen Donohue- County Attorney ; in person Commissioner Zylawy, Commissioner Johnston, Commissioner Simons, and Commissioners' Assistant Dawn Terrill

**See Commissioners' Assistant for minutes**

## **Public Comment**

Forest Service Superior District Ranger Carole Johnson called the commissioners to give an update on Forest Service activities.

**Present:** Claudia Boyer- Treasure's Office Deputy, Kelann McLees- Clerk and Recorder, Kasey Feasel- Deputy Clerk and Recorder, Candis Hampton- Environmental Health and Planning Administrative Assistant

Claudia-

- tells the governor's directive allows for local government to be stricter
- advocates for the county doors to remain locked for the time being
- reviews and discusses the directives in depth

The commissioners extend administrative leave with pay for an additional week. On Friday, May 1, 2020, extending or ending county lockdown and administrative leave with pay will be revisited.

Meeting adjourned at 2:30 PM

**The next regular meeting will be Friday, May 1, 2020, in the Commissioners Meeting Room**

Minutes were taken by

Dawn Terrill

Mineral County Commissioners' Assistant



