

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

**Friday, May 1, 2020**

The Board of County Commissioners of Mineral County, Montana met in regular session on Friday, May 1, 2020. Present were Board Chair Roman Zylawy, Commissioner Duane Simons, Commissioner Laurie Johnston, and Administrative Assistant Dawn Terrill.

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

2020 Verde Wind Fall Bid Openings- Action Item

**Present:** Jason McLees- Road Foreman

There were two bids Verde Windfall Rd:

Hutchins Excavating	\$7540.00
Meadow Creek Contracting LLC	\$7985.00

Jason Mclees recommends accepting the low bid from Hutchins Excavating for the amount \$7540.00

**Commissioner Simons moved and Commissioner Johnston seconded to approve accepting the low bid submitted by Hutchins Excavating for the amount of \$7540.00. Motion carried unanimously**

**Administrative Business:**

**Commissioner Johnston moved and Commissioner Simons seconded to approve claims paid on May 1, 2020, for the amount of \$30367.36 with claim numbers 36744 through 36773 and warrant numbers 12241 through 12270. Motion carried unanimously**

**Commissioner Johnston moved and Commissioner Simons seconded to approve minutes of April 24, 2020. Motion carried unanimously**

**Documents signed:**

**ROAD PROJECT AGREEMENT BETWEEN MINERAL COUNTY, MONTANA AND THE USDA FOREST SERVICE, LOLO NATIONAL FOREST, signed by Commissioner Zylawy**

**Appointment of Fair board Candidates- Action Item**

**Commissioner Simons moved and Commissioner Zylawy seconded to appoint Al Acheson and Polly McNeil to the Fair Board per the recommendation of the Fair Board. Motion carried unanimously**

## **Employee Discussion-concerns and questions relating to reopening during Phase I**

**Present:** Kathleen Brown- District Court, Jaime Talbot- District Court Clerk, Kelann McLees- Clerk and Recorder, Kasey Feasel- Clerk and Recorder Deputy, Candis Hampton- Environmental Health and Planning Administrative Assistant, Mary Furlong- citizen, Lori Dove- DES Coordinator, Claudia Boyer- Treasurer Deputy, Kim Taron- Justice Court Clerk, Dale Magone- Justice of the Peace, and via teleconferencing- Ellen Donohue, County Attorney and Jenn Donovan – Health Department

Jenn-

- recommends continuing with locked doors and continue business by appointment only
- recommends revisiting the lockdown the first week in June

Employees voice support of Jenn's plan as business has not been disrupted and revenue is as it is normally

The Commissioners agree to follow Jenn's recommendation but recognize that there may be a need to revisit this before June 2020

**Commissioner Johnston moved and Commissioner Simons seconded approving Jenn Donovan's recommendation of continuing with County Buildings locked doors until June, unless the need arises to revisit before that, and reviewing paid administrative leave in two weeks. Motion carried unanimously**

Public Comment- There were no comments

Meeting adjourned at 1:30 PM

**The next regular meeting will be Friday, May 8, 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, May 8, 2020**

The Board of County Commissioners of Mineral County, Montana met in regular session on Friday, May 8, 2020. Present were Board Chair Roman Zylawy, Commissioner Duane Simons, Commissioner Laurie Johnston, and Administrative Assistant Dawn Terrill.

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

**Grizzly Information Discussion**

**Present:** Willy Peck

The commissioners request information regarding the current grizzly plan for Mineral County.

**Administrative Business:**

**Commissioner Zylawy moved and Commissioner Johnston seconded to approve payroll paid on May 8, 2020, for the amount of \$ 136,397.21 with check numbers 17850 through 17864 – check number 17858 void due to system error and check number 17862 void due to incorrect amount and electronic check numbers 69988 through 70042. Motion carried unanimously.**

**Commissioner Simons moved and Commissioner Johnston seconded to approve claims paid on May 8, 2020, for the amount of \$126.50 with claim number 36774 and warrant number 12271. Motion carried unanimously.**

**Commissioner Simons moved and Commissioner Johnston seconded to approve minutes of May 1, 2020. Motion carried unanimously.**

**Documents signed:**

**ROAD PROJECT, Verde Windfall, AGREEMENT BETWEEN MINERAL COUNTY, MONTANA AND THE USDA FOREST SERVICE, LOLO NATIONAL FOREST, signed by Commissioner Zylawy**

**Commissioner Zylawy, Commissioner Johnston and Commissioner Simons signed official minutes for April 2020**

**MACo PCT Renewal, MACo WCSG, signed by Commissioner Zylawy**

### **MACO PCT Renewal**

**Present:** via teleconference from PayneWest- Kaylee Rabson and John McGree, from MACo was Shannon Shanholtzer

- Review of claims paid and renewal of Property and Casual Trust, WCSG

**Commissioner Simons moved and Commissioner Johnston seconded to sign an agreement between the MACo Workers' Compensation Safety Group (WCSG) and Mineral County. Motion carried**

### **Board of Health Meeting**

See Commissioners' Assistant for minutes

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

Meeting adjourned at 1:30 PM

**The next regular meeting will be Friday, May 15, 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, May 15, 2020**

The Board of County Commissioners of Mineral County, Montana met in regular session on Friday, May 15, 2020. Present were Board Chair Roman Zylawy, Commissioner Duane Simons, Commissioner Laurie Johnston, and Administrative Assistant Dawn Terrill.

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

**Administrative Business:**

**Commissioner Johnston moved and Commissioner Simons seconded to approve claims paid on May 5, 2020, for the amount of \$34344.62 with claim numbers 36775 through 36821 and warrant numbers 12272 through 12318. Motion carried unanimously**

**Commissioner Johnston moved and Commissioner Simons seconded to approve minutes of May 8, 2020, with changes. Motion carried unanimously**

**Commissioner Johnston moved and Commissioner Simons seconded to approve changing the wording of the Employee Policy Manual 2.12 Job Evaluation from *should conduct* to *may conduct a Job Evaluation. If an evaluation is completed, each employee in your office must receive the same evaluation.***

Kim Taron- Clerk of Justice Court arrived for the Administrative Paid Leave discussion via teleconference

**Commissioner Simons moved and Commissioner Johnston seconded to discontinue paid administrative leave at the end of the work day on Friday, May 15, 2020. Department Directors will be in charge of deciding, until May 22, 2020, if employees can continue to work at home. Employees are asked to mark WH on their time sheet to designate the hours worked at home. Motion carried unanimously**

VeraDesk Discussion- Safety will contribute \$150.00 to any office placing an order for VeraDesk

**Documents signed:**

Heidi Anderson-Folnagy Conservation and Resource Development Division RE: mineral County Conservation Districts Funding Request for Flat Creek mine Reclamation Letter- signed by Commissioners Zylawy, Johnston and Simons

Task Order #20-31-74155-0 To the Master Agreement 07Mineral 2019-2026 Effective July 1, 2019 Between the State of Montana, Department of Public Health & Human Services And Mineral County, signed by Commissioner Zylawy

**Public Comment:**

Present: via teleconferencing Tyler Cheesman

Tyler-

- updates on the adjustments made to be in compliance with COVID-19 guidelines for the annual Trail Rail Run
  - Montana Residents only
  - Starting point at Look Out
  - Working closely with the Health Department to stay compliant

Meeting adjourned at 3:00 PM

**The next regular meeting will be Friday, May 22, 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, May 22, 2020**

The Board of County Commissioners of Mineral County, Montana met in regular session on Friday, May 22, 2020. Present were Board Chair Roman Zylawy, Commissioner Duane Simons, Commissioner Laurie Johnston, and Administrative Assistant Dawn Terrill.

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

**Administrative Business:**

**Commissioner Zylawy moved and Commissioner Johnston seconded to approve payroll paid on May 22, 2020, for the amount of \$ 80,770.33 with check numbers 17865 through 17873 and electronic check numbers 69933 through 69987. Motion carried unanimously.**

**Commissioner Johnston moved and Commissioner Simons seconded to approve minutes of May 15, 2020. Motion carried unanimously.**

**Documents signed:**

Mineral County DUI Task Force Plan for FY 20-21, signed by Commissioners Zylawy, Johnston and Simons

Fairboard Appointments- Commissioner Zylawy

Notary Public Errors and Omissions Insurance Coverage- Commissioner Zylawy

Letter to resident Mickie Tourtelotte- Commissioners Zylawy, Johnston and Simons

Montana Coronavirus Relief Public Health Grant Program- Commissioner Zylawy

Financial Information is Current and Up To Date Grant Acknowledgement for Montana Coronavirus Relief Public Health Grant Program - Commissioner Zylawy

Assignment, Transfer, Delegation and Subcontracting Approval- Commissioner Zylawy

Memorandum of Agreement between Sunburst Health, LLC and Mineral County Public Health Department- Commissioner Zylawy

This Business Associate Agreement by and between Cedar Creek Integrated Health and Mineral County Public Health Department-- Commissioner Zylawy

### Discount on Kennetrek Boots for Deputies-

**Present-** Mike Boone- Sheriff, Steve Trollope- Undersheriff

Sheriff-

- relays the request from deputies to use the county credit card for a law enforcement discount when purchasing Kennetrek Boots

**Commissioner Johnston moved and Commissioner Simons seconded to approve the Sheriff's Office to purchase Kennetrek boots on the County Credit Card with the amount to be taken out of the purchasers' clothing allowance. Motion carried unanimously**

### St Regis Flood Plain Update

**Present:** Lance Jasper- Attorney, Ken Jasper- St Regis business owner, Lori Dove- DES Coordinator, Mike Curtin- resident entered at 9:50 AM

- will try, privately, in the interest of expediency, to get a grant writer to include all of Mineral County for a myriad of disasters and would like approval of commissioners to move forward in this manner

Commissioners Zylawy, Johnston, and Simons agree with the new plan for obtaining grant money for county disasters

### Task Force Plan Approval FY 20-21

**Present:** Ernie Ornelas

- gives yearly update for FY 2021 DUI Plan needing approval from the commissioners

**Commissioner Johnston moved and Commissioner Simons seconded to approve DUI Task Force Plan for FY 20-21. Motion carried unanimously**

### Board of Health Meeting

See Commissioners' Assistant for minutes

## **Re - Opening the Courthouse Discussion**

**Present:** Kim Taron- Justice Court Clerk, Kathleen Brown- District Court, Peggy Temple- resident, Ron Dove- resident, George Bailey- resident, Lori Dove- DES Coordinator, via teleconference: Ellen Donohue- County Attorney

Commissioner Zylawy reads aloud a memo from Sanders County on their reopening which will be June 1, 2020

Commissioners Johnston and Simons tell that community members are asking why the courthouse is not yet open

Kim-

- reminds that the courthouse is open, business is done by appointment

Commissioner Zylawy states that Department Directors can make the decisions regarding masks and plexiglass, following the governor's directives. The Commissioners agree that Justice Court can keep their door locked and let customers in by appointment, as can all departments, but expect communication to customers to be clear and supportive.

Masks will likely be available by the opening date. Plexiglass will be installed for opening

The Courthouse doors will be open on June 1, 2020.

**Commissioner Zylawy moved and Commissioner Simons seconded to approve opening the courthouse on June 1, 2020. Motion carried unanimously**

## **Public Comment**

Present: George Bailey

- informs that Montana Rail link Rail to Trail parking area/restroom grant is completed
- is on the agenda at a later time to discuss upcoming projects and community block grant approval

### **Junk Car Discussion**

**Present:** via teleconference Ellen Donohue-County Attorney and Deb Jackson-County Attorney. In attendance was Mike Boone- Sheriff and Steve Trollope- Undersheriff.

Commissioner Zylawy states the meeting is to determine the necessary steps to auction the county seized vehicles.

Deb-

- get court orders signed to allow the auction of vehicles; needs vin #s and all required information for the petitions
- informs that Sheriff Boone reported working on the information May 5, 2020
- has only three vehicles listed
- will take Boone through the steps to be completed in preparation for auctioning the vehicles; all old information must be verified and/or updated

Boone-

- states the information was sent upstairs last week
- Highway Patrol has many vehicles in the lot; will discuss with SGT Smalley

Ellen-

- clarifies the need for all parties to understand the work by the Sheriff's Department that needs to be completed for the County Attorney's Office to prepare for auctioning the vehicles
- requests getting through county vehicles first, then tackle other agencies' seizures
- sets the date for the next meeting- July 10, 2020, @ 10:00 AM, and every six weeks thereafter

### **Individuals who become aggressive/threatening/unruly**

**Present-** Mary Furlong- advocate, Mike Boone- Sheriff, Steve Trollope-Undersheriff, Candis Hampton- Environmental Health and Planning Administrative Assistant

Ellen-

- relays recent incident of an aggressive community member and asks that county employees are aware that they do not have to tolerate yelling, threatening behavior
- county employees may need to use specific safety measures
- reminds everyone that as county employees it is our job to be polite and willing to listen and help, but if behavior becomes abusive everyone has the right to ask the customer to leave- be polite but firm

### **Mineral County/Sanders County Resource Coalition Meeting via Webex**

Commissioners Zylawy, Johnston and Simons participated in this meeting

Meeting adjourned at 4:30 PM

**The next regular meeting will be Friday, May 29, 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, May 29, 2020**

The Board of County Commissioners of Mineral County, Montana met in regular session on Friday, May 29, 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.

**Administrative Business:**

**Commissioner Zylawy moved and Commissioner Simons seconded to approve claims paid on May 29, 2020, for the amount of \$83445.40 with claim numbers 36822 through 36872 and warrant numbers 12320 through 12370. Motion carried unanimously**

**Commissioner Zylawy reviewed JV's and the income statement**

**Steve Temple updates ideas for the airport grant funds**

**Commissioner Simons moved and Commissioner Zylawy seconded to approve minutes of May 22, 2020. Motion carried unanimously**

**Documents signed:**

St. Regis School Nurse Contract May 2020, signed by Commissioner Zylawy

Project Title Interim Remedial Action at Milwaukee Road - Haugan State Superfund Facility, signed by Commissioner Zylawy

Airport 9S4-NMG-3-30-0074-011-2020-Grant Agreement-docu- signed by Commissioner Zylawy

St Regis CDGB Planning grant request for funds, signed by Commissioner Simons

**Amended Plat of Tract B, Big Cir Acres Subdivision**- Public Hearing – Andy Short

**Present:** Candis Hampton- - Environmental Health and Planning Administrative Assistant, Sam Knowles- Big Cir landowner, Miles Hackman- Big Cir landowner, Jack Duffey- surveyor and via videoconference was Andy Short- Environmental Health and Planning, and Dan Lozar- engineer

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

Variance #1- with three recommended conditions -See EH&P- Motion carried.

Variance #2 – with one recommended condition -See EH&P -Motion carried.

Variance # 3- -See EH&P- Motion carried.

Variance #4- denied as recommended by EH&P- See EH&P- Motion carried.

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

Variance #5- rewrite made to variance- See EH&P- Motion carried.

The paved approach, the road, and the hammerhead turnaround will be cleaned up in design by Dan Lozar and will be inspected by Dan. Before to filing the plat he'll provide certification to EH&P and the commissioners.

**Commissioner Simons moved and Commissioner Zylawy seconded to approve amending Condition #17 to allow for a gate to keep the private property secure. Motion carried.**

**Commissioner Zylawy moved and Commissioner Simons seconded to approve the Amended Plat of Tract B, Big Cir Acres Subdivision with today's variances and conditions. Motion carried.**

**Request for a retroactive wage increase**

**Present:** April Quinlan- Parents as Teachers Program Supervisor, Patti Curtin- Crime Victim Advocate, Kelann McLees- Clerk and recorder

April-

- recaps that at the beginning of last FY year she received a capped amount for Healthy Montana Families Grant that covered all of the Parents as Teachers and her supervisory hours- I knew that to maintain the budget we couldn't take the raise at the time it was given; however, she later received another grant, The Early Childhood Coalition Grant, that would cover a portion of her salary.
- now, it is evident that the raises could have been given at the beginning of the last FY and asks that the raises be retro activated

Kelann-

- explains she is relaying a message from Jessica Conolly who states her concerns about giving a raise in the middle of the FY year
- an excess budget should not be used to increase wages

April-

- Jessica relayed to April that it sets a bad precedent
- countered to Jessica that if she gives the money back, it is never recovered
- explains that it is the .58 that was given to all county employees

Commissioner Zylawy states that this is not a mid-year pay raise- it's one that was authorized last July

**Commissioner Zylawy moved and Commissioner Simons seconded to approve April Quinlan's request to extend the .58 pay raise to Health Department employees who did not receive it when others did at the beginning of the FY July 1, Laura Acker, Jackie Allard and Janet Smith, retroactive to July 1, 2019 Fund # 2984-44010. Motion carried.**

### Public Comment

**Present:** Patti Curtin- CVA

Patti-

- inquires if she can get the retro raise for MCSO employment from July 1, 2019, to Jan 31, 2020
- asks when she can be put on the agenda for this inquiry
- reminds that all county employees got the .58 raise so she should also get the raise

Commissioner Zylawy informs that this is Public Comment and discussing her request is not appropriate without being on the agenda

Dawn

- directs Patti to call the Commissioners' Assistant to set a time and date to be put on the agenda

Meeting adjourned at 2:00 PM

**The next regular meeting will be Friday, June 5, 2020, in the Commissioners Meeting Room**

Minutes were taken by

Dawn Terrill

Mineral County Commissioners' Assistant



