

PROCEEDINGS OF THE BOARD OF THE COUNTY COMMISSIONERS

OF MINERAL COUNTY, MONTANA

Friday, September 4, 2020

The Board of County Commissioners of Mineral County, Montana met in regular session on Friday, September 4, 2020. Present were Commissioner 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

Vehicle Purchase Discussion

Present: Mike Toth- Sheriff

Mike:

- Presents facts and options for six 'lease to buy' patrol vehicles; net amount to be financed \$316,613.04; the vehicles will belong to the county
- Documentation and legal fees: \$687.00
- First annual lease payment due July 01, 2021
 - 4 years payment amount: \$85,173.51/year; fixed interest 3.228 %
 - 5 years payment amount: 69,170.13/year; fixed interest 3.210 %
 - 6 years payment amount: 58,532.80/year; fixed interest 3.210%

Commissioner Simons moved and Commissioner Johnston seconds to authorize six fully prepared patrol cars for five years with the Lease to Own program. Motion carried unanimously

Uniform Allowance Change

Present: Mike Toth- Sheriff

Commissioner Johnston moved and Commissioner Simons seconded to approve Resolution 9-04-2020 A Resolution Authorizing Payment Of Annual Clothing Allowance for Newly Hired Sheriff Deputies And Detention Officers In One Payment At The Time Of Hire. Motion carried unanimously

A revision to the Policy Manual 5.6 will be made to reflect Resolution 9-04-2020

Board of Health

See Commissioners' Assistant for minutes

Safety Committee Donation

Present: Dawn Terrill- Safety Coordinator

Dawn-

- reads award letter from the Safety Committee donating \$1500.00 toward the purchase of Body Cams

Public Comment

Present: Jim Hollenback

Jim:

- suggests hiring a part - time planner to assist the workload during the real estate boom

Administrative Business:

Commissioner Johnston moved and Commissioner Simons seconded to approve liabilities for payroll paid for August 2020, for the amount of \$ 47,919.56 with check numbers 17956 through 17960, with number 17958 void due to the wrong amount issued. Motion carried unanimously

Commissioner Johnston moved and Commissioner Simons seconded to approve claims paid on September 4, 2020, for the amount of \$49839.14 with claim numbers 37207 through 37260 and warrant numbers 12704 through 12757. Motion carried unanimously

Documents signed:

Task Order 21-25-5-01-031-0 Mineral County Unified Government Master Contract that covers the period 7-1-2019- 6-30-2026 Maternal and Child Health Block Grant, signed by Commissioner Zylawy

Corrected St Regis School Budget for FY 2020-2021, signed by Commissioner Zylawy

Municipal Credit Application between First Capital Equipment Leasing Corporation and Mineral County, signed by Commissioner Zylawy

Reorganization letter to Lisa Ishler changing her hours and schedule, signed by Commissioners Johnston, Simons and Zylawy

The meeting adjourned at 12:05 PM

The next regular meeting will be Friday, September 11, 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, September 11, 2020

The Board of County Commissioners of Mineral County, Montana met in regular session on Friday, September 11, 2020. Present were Commissioner 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

Sanding Material Bid Opening

Present: Jason McLees- Road Foreman

One bid came in for Mineral County Sanding Material

MIH Construction LLC \$6.05 /yard /\$15,125.00

Jason recommends accepting the MIH bid

Commissioner Simons moved and Commissioner Johnston seconded to accept MIH Construction Bid of \$6.05 /yard for a total of \$15,125.00. Motion Carried unanimously

One bid came in for Sawmill Gull Pit screening gravel for road sanding material

Sawmill Gull Pit screening gravel for road sanding material bid:

Derek Gull \$5.50/cubic yard/\$11,000.00

Jason recommends accepting Derek Gull's bid

Commissioner Johnston moved and Commissioner Simons seconded to accept Derek Gull's Bid of \$5.50 /yard for a total of \$11,000.00. Motion Carried unanimously

Pioneer Council- Potential Bus Barn Discussion-

Present: Monte Turner- Mineral County Pioneer Council, Lorie Phelps- Mineral County Pioneer Council, Patti Curtin- Mineral County Pioneer Council, Lynn Hellegaard- Missoula Vice President Pioneer Council, Laurie Fillo- Mineral County Pioneer Council, David Mirisch- Mineral County Pioneer Council, Sherrill Christensen- Mineral County Pioneer Council, Roy Martin- Mineral County Pioneer Council, Susan Freeman- Mineral County Pioneer Council,

Lynn-

- explains the Cares money available for transit. 100% of the three stall bus barn will be paid if land is available to the Pioneer Council
- suggests building offices in the building as well, with the goal of the Pioneer Council becoming a professional organization
- ¼ acre land is needed
- Federal Transit Administration would own the building; so, all federal regulations would apply to the building
- the county could lease the land to the Pioneer Council if they prefer leasing to donating

The County has property, 4.62 acres, near the Church of Latter-Day Saints
The commissioners suggest the Pioneer Council look at the property
The Commissioners commit to the idea of donating ¼ acre to the Pioneer Council

Tasers Purchase- Action Item

Present: Wayne Cashman- Undersheriff

The taser purchase contract previously approved needs signatures. The contract is with AXON and is for a discounted total of \$20,828.48 The money will be used from the equitable sharing account

The summary of payments is

Year 1	\$4,165.68
Year 2	\$4165.68
Year 3	\$4165.68
Year 4	\$4165.68
Year 5	\$4165.68
Grand Total	\$20,828.48

Commissioner Simons moved and Commissioner Johnston seconded to approve signing the AXON contract for the purchase of Tasers. Motion carried unanimously.

Evidence Room Hire

Present: Wayne Cashman-Undersheriff

Wayne-

- asks for approval to hire a part-time short term employee with a law enforcement background at \$15.00 hour, no benefits, to clean and organize the evidence room

Commissioner Johnston moved and Commissioner Simons seconded authorizing the sheriff's Office to hire a part-time short term (less than 30 hours per week) person to clean and organize the evidence room. Motion carried unanimously

Public Comment:

Present: Susan Charles- citizen, Bruce Charles- Citizen, Frank Magee- West End Fire District Chairman of the Board, Patti Curtin- Pioneer Council, Carole Johnson- Forest Service

Frank-

- asks the commissioners to put Bruce Charles on the West End Rural Fire District board

Bruce-

- presents that he is giving a board application to the commissioners for the position of West End Rural Fire District

The Commissioners state that they are waiting for a determination from the County Attorney about the board opening- there's been a conversation that the seat may not be open. More discussion can proceed once the County Attorney gives her legal opinion

Patti-

- brings forth clarification after talking to the Environmental Health and Planning Administrative Assistant regarding the potential land donation for the bus barn

Carole Johnson-

- presents a brief update from the Forest Service activities
 - there are three very important projects for Mineral County
 - #1. Little Joe Rd North Fork is slated for surfacing, drainage, and culvert replacement
 - #2. Route of the Olympian is slated for bridge repair, gravel and sign installation
 - #3. Fish Creek is slated for resurfacing and drainage

Hours and schedule change - Lisa Ishler

Present: Lisa Ishler- Janitor, Norm Naef- Maintenance Director

Lisa-

- asks for her new schedule to be returned to her morning schedule and returning to lock the building at 5:00 PM

The Commissioners ask the new Maintenance Director to make that decision

Norm-

- states that as long as the work is completed, to his specifications, the morning and end of day lock up schedule will work, but states that the morning hours and end of day lock up will be on a trial basis

Administrative Business

Commissioner Johnston moved and Commissioner Simons seconded to approve payroll paid for August 2020, for the amount of \$ 98,595.90 with check numbers 17961 through 17973, and electronic check numbers 69451-69512. Motion carried unanimously

Commissioner Johnston moved and Commissioner Simons seconded to approve minutes of September 4, 2020. Motion carried unanimously

Commissioner Johnston moved and Commissioner Simons seconded to approve payment of \$600.00 for membership dues to the American Forest Resource Council. Motion carried unanimously

Document Signed: WIC Program Satellite Agreement between Sanders County Health Department and Mineral County Health Department, signed by Commissioner Zylawy

AXON's Sales Terms and Conditions, signed by Commissioner Zylawy

Government Obligation Contract for \$316,613.04, signed by Commissioner Zylawy

The meeting adjourned at 5:00 PM

The next regular meeting will be Friday, September 18, 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, September 18, 2020

The Board of County Commissioners of Mineral County, Montana met in regular session on Friday, September 18, 2020. Present were Commissioner 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

Environmental Health and Planning

Present: Andy Short-County Planner and Sanitarian, Candis Hampton-Planner/Sanitarian Administrative Assistant

Andy-

- asks if the commissioners have any questions for his department
- tells that his office is overwhelmed with work and needs an additional administrative assistant to help with the workload; would like a full-time employee but will take whatever is available in the budget
- states he is considering contracting the food service inspection duties
- mentions that his office is generating their own income with licensing and inspection fees in place

Commissioner Zylawy-

- supports contracting the food service inspection duties
- brings forth ideas for obtaining additional help for his office
- requests further discussion on September 25, 2020

Public Comment

Present: Bruce Charles- citizen, Frank Magee- West End Volunteer Board Chairman

Frank-

- tells of a board member's resignation
- asks if the commissioners could give Bruce Charles a temporary appointment to the board/Response- no, the commissioners cannot give a temporary appointment and will wait for guidance from the County Attorney
- asks that an ad be placed while the County Attorney researches the board rules/Response- an ad will be placed for two weeks in time for September 22, 2020 publication

Administrative Business

Commissioner Simons moved and Commissioner Zylawy seconded to approve claims paid on September 18, 2020, for the amount of \$74,150.06 with claim numbers 37261 through 37368 and warrant numbers 12758 through 12865. Motion carried unanimously.

Commissioner Johnston moved (electronically) and Commissioner Zylawy seconded to approve minutes of September 11, 2020. Motion carried unanimously

Documents signed:

School Nurse Revised Contract between Mineral County Health Department and Alberton School District, signed by Commissioner Zylawy

State of Montana Surplus Property Program Resolution, signed on September 16, 2020, by Commissioner Zylawy

Commissioner Simons excused himself from the meeting at 1:10 PM and Commissioner Zylawy adjourned at 3:15 PM

The next regular meeting will be Friday, September 25, 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, September 25, 2020

The Board of County Commissioners of Mineral County, Montana met in regular session on Friday, September 25, 2020. Present were Commissioner Laurie Johnston, Commissioner Duane Simons, and Administrative Assistant Dawn Terrill. Commissioner Roman Zylawy was absent

Commissioner Laurie Johnston called the meeting to order at 9:00 AM.

Forest Service Update

Present: Carole Johnson- Superior Fire District Ranger, Ann Hadlow- 9 Mile Acting District Ranger, Denley Loge- Mt. State Representative, Ted Antonioli Geologist, Ray Godin- citizen, Kyle Managhan- citizen

Ann-

- sitting in for Eric today and can take questions back to Eric
- Soldier /Butler Sale: Butler was Pyramid, Soldier was Sun Mountain
- SawMill Petty EA went out for comment September 4, 2020

Denley-

- Asks about Fish Creek Hill; has been working with the Highway Department and DNRC for highway right of way in the median and the shoulders for clean up; do you think the forest service would work with them to clear out some of those trees? Response- Ann will pass the question on

Carole-

- Updates on Planning, Fire and Timber Sales
- Planning:
 - Cruz Anne will publish in the Missoulian Monday and will be out for a 45 day objection period
 - Redd Bull is on schedule and moving along
 - Superior North pre NEPA work is being done; there will be a public field trip for Superior North on October 13- transportation will not be provided
 - timber stands are in poor health; significant large patches of Doug fir root rot and dwarf mistletoe- will need regeneration harvest

Fire-

- a quiet year, but not so for the west
 - two people are in Northern Utah on a fire assignment
 - one was just called to go to southern California
 - one fire engine is in northern California
 - ten-person crew, six from Superior and four from Plains, a module available for dispatch
 - local crews will be on a five-day schedule

There are no restrictions for open burning starting October 1st

Denley-

- suggests the commissioners check with Fire Marshal to extend burning restrictions

Timber-

- Cruz Anne isn't complete with NEPA
- Redd Bull- the layout of units is starting; first sales are scheduled for 2022, 22 million board feet, thus must start
- Cedar South – tethered logging and forwarders are being explored for slopes greater than 35%
- vandalism includes some log decks being compromised

Recreation-

- the campgrounds are all being closed now
- public input is being taken for the use and management of electric bikes on National Forests
- the Paradise run will be October 18

Ted-

- working to get permits for mining

Ray-

- asks the commissioners and forest service to help with getting non-merchantable logs out of Flat Rock Response- Carole will check into the problem

The next Forest Service update will be at 9:00 AM on October 23, 2020, in the Commissioners' Meeting Room

Letter of Support

Present: Jim Morton- Executive Director, Human Resource Council

Jim-

- asks the commissioners for a letter confirming their approval of the District XI Human Resource Council's CARES Act, Community Services Block Grant, Community Action Plan for Fiscal Years 2020 – 2022
- The Commissioners sign a letter confirming their approval of the District XI Human Resource Council's CARES Act, Community Services Block Grant, Community Action Plan for Fiscal Years 2020 – 2022

EH&P Office Help Discussion- Possible Action Item

Present: Andy Short -Environmental Health and Planning Director, Candis Hampton Environmental Health and Planning Administrative Assistant, Kathleen Brown- District Court, Jaime Talbot- District Court Clerk, Mary Yarnall- Treasurer and via teleconference was Ellen Donohue-County Attorney

Andy-

- asks to continue additional administrative help discussions throughout the year to be better prepared at budget time for the request of a full-time assistant. Response- yes
- states perhaps he wasn't well versed in the budget - making process

Commissioner Johnston-

- tells that she advocated for additional help in the Environmental Health and Planning Office with the idea being turned down by the accountant

Candis-

- discusses the workload and the need for assistance at this time- voices concerns about waiting for a year (until budget time)

The discussions will be ongoing

Destruction of Records Request –Action Item

Present: Mary Yarnall

Mary-

- is cleaning the vault and would like permission to destroy documents according to the retention schedule
- will check with the hospital for incinerator possibilities and will check shredding options if burning is unavailable
-

Commissioner Simons moved and Commissioner Johnston seconded to destroy records according to state statute

District Court Vacancy Request and Wage Discussion- Action Item

Present: Kathleen Brown- District Court, Jaime Talbot- District Court Clerk

Kathleen-

- requests advertising for the position of Deputy Clerk

Discussion ensued regarding wage and job description. Questions were raised regarding a new -hire being a clerk and working to become a Deputy Clerk which would change the job description, the advertising ad, and the wage

Further discussion will take place during the Department Head meeting on Friday, October 2, 2020.

Public Comment

Present: Bruce Charles, Susan Charles, Frank Magee

Susan-

- is submitting a Fireboard Trustee Application

Reorganization Discussion- Possible Action Item

Present: Mike Toth- Sheriff, Wayne Cashman- Undersheriff

Mike-

- discusses ideas about moving interested dispatchers to detention and replacing the dispatchers
- the dispatcher position is currently advertised, along with the detention position

Administrative Business

Commissioner Johnston moved and Commissioner Simons seconded to approve payroll paid for September 25, 2020, for the amount of \$ 93,448.43 with check numbers 17974 through 17985, and electronic check numbers 69391-69449. Motion carried unanimously

Commissioner Johnston moved and Commissioner Simons seconded to approve minutes of September 18, 2020. Motion carried unanimously

The JVs and income statement were reviewed by Commissioner Johnston

Documents Signed:

Local Government Entity (LGE) Certification Form for Reimbursement provided to local governments by the Governor's Coronavirus Relief Fund (the Fund) contained in the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and assistance through the Federal Emergency Management (FEMA) Public Assistance (PA) grant program signed by Commissioner Johnston

Commissioner Simons moved and Commissioner Johnston seconded to sign a letter of support for District XI Human Resource Council Cares Act, Community Services Block Grant, Community Action Plan for Fiscal Years 2020-2022, signed by Commissioner Simons and Commissioner Johnston

Modification of Grant or Agreement # 19RO-11011600-036, Change in Performance Period Extended to September 30, 2021, signed by Commissioner Simons and Commissioner Johnston and Commissioner Zylawy via stamped signature, stamped by Commissioners' Assistant, Dawn Terrill

State of Montana Invoice- Grant Agreement #RITP-20-1067, signed by Commissioner Zylawy via stamped signature, stamped by Commissioners' Assistant, Dawn Terrill

Grant Funding Agreement between Mineral County Health Department and the Headwaters Health Foundation of Western Montana, Project Mineral County Zero to Five Collaborative, signed by Commissioner Zylawy via stamped signature, stamped by Commissioners' Assistant, Dawn Terrill

Government Obligation Contract with First Capital Equipment Leasing Corporation, electronically signed by Commissioner Zylawy on September 7, 2020

Commissioner Simons excused himself from the meeting at 1:30 PM and Commissioner Johnston adjourned at 3:00 PM

The next regular meeting will be Friday, October 2, 2020, in the Commissioners Meeting Room

**Minutes were taken by
Dawn Terrill
Mineral County Commissioners' Assistant**