

PROCEEDINGS OF THE BOARD OF THE COUNTY COMMISSIONERS

OF MINERAL COUNTY, MONTANA

Friday, December 4, 2020

The Board of County Commissioners of Mineral County, Montana, met in regular session on Friday, December 4, 2020. Present were Commissioner Roman Zylawy, Commissioner Laurie Johnston, Commissioner Duane Simons, and Administrative Assistant Dawn Terrill.

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

Sheriff Toth- Possible Action Item

Present: Mike Toth- Sheriff, Norm Naef- Maintenance Director (leaves the meeting at 9:20 AM), and via teleconference was Ellen Donohue- County Attorney

Mike-

- gives a new estimate for fixing/servicing the jail doors-\$8195.00
 - sliding doors need lubricated and dusted
 - two spare locks should be on hand for an instant fix- additional \$4000.00 (\$2000.00 each)
 - weld a tear in one of the doors by the lock
 - outside emergency door has a rusted lock and non- operational
- holding cell door has a programming system problem– quote is from Missoula for a two hour minimum @\$75.00/hour, travel charge of \$55.00/hour, mileage of .50 per mile
- Missoula County is interested in filling the jail with COVID only inmates
 - Missoula will pay very well for the COVID inmates to be housed here
 - Missoula County Jail Captain Jeremiah Peterson will come to Mineral County to inspect the jail for COVID specifications and will train the detention officers while here
 - will involve the Health Department in COVID inmate talks
 - understands that the detention and dispatch employees must agree to work with COVID inmates

Commissioner Zylawy supports the idea since it would be a direct help from Missoula County and another step to being open. Commissioner Simons voices concern for exposure and reminds everyone that the community would need to be on board and Commissioner Johnston agrees.

- asks if the two junk patrol car, Envoy and Durango, can be sent to the scrap yard

Commissioner Zylawy recommends calling a local business for a scrap price and then decide if advertising an auction would be better.

- Asks permission to advertise and hire for a Dispatch Supervisor/Lead at \$17.00/hr
 - Asks if the position could be a salary position based on \$17.00 per hour
 - The position duties will include scheduling, civil, working a shift, work with/train dispatchers

Commissioners agree to offer the position as salaried; the position is to be advertised as a Dispatch Supervisor with rate of pay stating Depending On Experience and will run in the Mineral Independent for one week

Commissioner Johnston moved and Commissioner Zylawy seconded to approve the advertisement and hiring of a lead dispatcher on a salary basis. Motion carried unanimously.

- states he will be putting out to the deputies for a sergeant

Commissioner Zylawy asks how this will be done- by a test? What is the benefit of being a sergeant /Response- resume there isn't any extra pay, but there is extra work

Ellen-

- make sure there is a policy for sergeant

Mike-

- states MACo is writing a policy manual for the Sheriff's Office
- asks about Cares Act money still being valid / Response- Commissioner Zylawy responds that yes, it is still valid if cost accrued prior to October 31,2020; after October 31,2020, is questionablw
- asks if Kelann put in for the sheriff's expenses yet /Response-Yes, Commissioner Johnston signed it and believes it went in on the 11Th
- asks who will pay the \$1410.00 invoice for the Mickey O'Brien Law Enforcement sign/ Response- Commissioner Simons states the commissioners will split the cost with the Sheriff's Office
- states the sheriff's office has bb gun money and the money from the sale of the drug dog; would like to use that to paint and refloor his office; he thought the bb gun money could go into a fund for him to use

Commissioners state the money goes into his anticipated revenue fund to offset his budget; The Commissioners tell the sheriff to check with the Clerk and Recorder to see his budget

- reminds the commissioners the county needs to move forward with the replacement of the 911 system; wants it ordered as soon as the COVID reimbursement comes in
- patrol cars should be ready in January; Commissioner Zylawy offers to be a driver

- presently there are seven dispatchers, two will be transferring to detention; would like to keep the number of dispatchers at seven

On call discussion and pay rate change

Present: via teleconference is Jenn Donovan, Health Department Director

Jenn:

- informs that each weekend and every holiday there is a designated staff member and a back up to be “on-call” for COVID related issues; currently everyone is compensated for hours worked (including OT) but not for being on-call.
- brings forward the idea of providing an on-call benefit in the form of pay if COVID activities must be completed.
- States two ideas are an hourly on call pay or adopting something similar to the sheriff/road dept where they are paid an automatic 3 hours of work if called in (or something along those lines.)

Commissioner Zylawy asks how employee call time is determined/Response-one person is assigned to a weekend, if they need help they call another employee for help

Commissioner Zylawy explains the three hours call out used by the Sheriff’s Office

Jenn prefers one three hours call out at time and a half

Commissioner Johnston instructs Jenn to put three hours in the overtime column, asterisk then note three hours call out for COVID tracing

- submits pay rate change for Amy Lommen

Commissioner Zylawy asks if this raise will be paid by the grant/Response- five hours budgeted from General Fund- not being used at this time and probably will not be needed; at the most, \$2.00 will come from General Fund, but incorporated in what is already allocated.

Commissioner Zylawy asks if they want this to be on budget cycle, asks what is prompting the rate change request at this time /Response- Amy is moving out of Zero to Five role and moving more into Public Health and Emergency Preparedness and Intervention Specialist, more funding is available for this; she’s working for certification in Infection Prevention

Jenn asks if there is a process for rate change requests, Commissioner Johnston explains the desire to award rate changes one time per year- budget time; Commissioner Johnston explains

their goal is to implement a rate change based on documentation showing an employee exceeding expectations.

Jenn explains that in this situation the budget won't be impacted much, if at all.

Commissioner Zylawy asks Jenn to make a notation that this midyear rate change is approved due to no impact on the county budget. It is an upward movement to a new grant funded position which provides the pay along with required certification and specialized responsibilities.

If you can give this rate change a different name, it can be approved.

Commissioner Johnston moved and Commissioner Simons seconded to approve a pay increase of \$2.00 per hour, from \$ 26.11 to \$28.11, contingent on the justification being added to the form stating this is a promotion based on a new certification and grant funding to be effective 12/7/2020. Motion carried unanimously.

Swearing in of Mineral County Tax Appeal Board- Action Item

Present: Jerry Jones- citizen, Phil Donally- citizen, Bobby Clyde- citizen

Commissioner Zylawy

- asks for explanation of expiring terms

Jerry-

Two terms, Jerry Jones and Bobby Clyde, will expire in December 2020; Phil Donally's term expired last year

Commissioner Zylawy

- asks if there were any tax appeals last year /Response- no
- asks about any appeals coming up/Response- an appeal coming up next week
- explains the process for board application appointments; recognizes others are probably not interested, but to be legal and unchallenged in an appeal case, the three board members need to follow the process asked of all boards
- suggests running the ad for all three terms; two can still cast a vote as board members until their expiration date
- a two week ad will be placed in the Mineral Independent and on Thursday, December 24, appointments will be made

Steve Temple- Request to approve Resolution NO. 12-04-2020- Action item

Postponed until December 11, 2020

HR request for destruction of records following retention schedule

Present-Dawn Terrill- HR

Dawn-

- requests following Government Retention schedule and destroying applications, from 2007-2018 of applicants not hired; retention schedule is three years

Permission granted to destroy applications, according to the retention schedule, of those not hired from three and more years past

MACo Town Hall

Present: Mary Yarnall -Treasurer

COVID discussion

Public Comment

No comments were taken

Exit Audit:

Present: Jessica Connolly- Finance, John Paul Poleman -Auditor Strom P.C, Kelann McLees- Clerk and Recorder

John Paul

- tells that amended contract for a federal audit was not done; will be done
- representation letter to review, a formal one requesting signatures will be sent
- non-attest agreement allowing Jessica is contracted to review financial statements
- no significant difficulties found during audit

- one finding was an oversight creating a late deposit (one month late) from the treasurer's office

Renaming the Law Enforcement Building

A presentation was given to honor and rename the Law Enforcement Building in the name of former Sheriff Mickey O'Brien

Public Hearing for Amended Plat for Clark Fork Home Sites- Andy

Present – via virtual meeting, Andy Short-Environmental Health and Planning Director, Candis Hampton- Environmental Health and Planning Administrative Assistant, Carol Young- citizen, Steve Young citizen, Jim Morten- HRC Cottages

Andy-

- HRC Cottages owns a subdivision approved by the commission in 2008
 - the property has changed hands several times- with no building activity
- HRC Cottages would like to make some changes to the plat and amend the conditions

Jim-

- presents aerial map for best viewing of requested changes
- asks to create a private pedestrian access easement from River Run Loop through lots 2-7 to allow for river access for the homeowners along an existing established trail
- requests amending the plat by eliminating lot #2 and amending lots #1 and #3
- will file a separate easement document that will illustrate where the easement is once the process is ready for a survey

To view the Proposed Findings of Fact on Applicable Review Criteria, see STAFF REPORT And FINDINGS OF FACT BY MINERAL COUNTY PLANNING STAFF PROPOSED "CLARK FORK HOME SITES SUBDIVISION' PLAT ADJUSTMENT AND CONDITION AMENDMENT

Commissioner Johnston moves and Commissioner Zylawy seconded to approve the proposed Clark Fork Homesite Subdivision Adjustment and Condition Amendment per Andy's recommendation. Motion carried unanimously

Pioneer Council-Bus Barn Action Item

Present- Patti Curtin- Pioneer Council Volunteer, Sherril Christensen- Pioneer Council Member, Lyn Hellegard Pioneer Council Director, Lori Fillo- Pioneer Council Member, Susan Freeman- Pioneer Council Member, Roy Barton Pioneer Council Member and via teleconference was Andy Short

A certificate of Survey is presented

Andy summarizes his understanding of the land requested for building a bus barn; Lynn explains reasoning for the choice of options taken

Andy

- asks at what point in the process there will be a site plan
 - explains a site plan and the purpose- how much room on the site will be used, what the access will be

Lynn

- explains intent to build a facility that is 73 feet by 30 and a minimum of a 10-foot max of an 18-foot asphalt skirting around the building; will try to get a site map for Andy
- run vertical to the interstate rather than parallel to take up less space
- for DOT, an IFB is needed and categorical exclusion is necessary before moving to break ground
 - hoping to break ground in the spring
 - Cares Act money is being used

Andy

- recommends condition the final approval on review of the site plan

Commissioner Zylawy moved and Commissioner Johnston seconded to approve the Pioneer Council's request to move forward with the building of a Bus Barn on Mineral County's land on Parcel B upon the condition of site plan approval

MCEDC Update

Present- Emily Park- MSU Extension Agent- Economic Development, Kathleen Brown- citizen,

Emily minutes:

Summary of Housing Meeting with Commissioners

Friday 12/4/2020

The purpose of the meeting was to present the final Housing Assessment document to the commissioners and follow up with any questions or concerns that they may have had. Since the final meeting with the housing task force on September 15th, I have had meetings with landowners, school faculty and builders regarding the opportunities throughout Mineral County to develop affordable housing. In order to get these developments off the ground there were some requests:

❖ Possible Tax breaks

- The commissioners indicated that they have offered tax breaks in the past and would be interested in working with landowners to offer such incentives.

❖ Lease agreements

- They would entertain the possibility of signing a lease agreement with landowners to guarantee that x amount of units would be occupied for the length of the lease and they felt that the school district or hospital may be able to make that commitment or share the commitment with the county.

❖ Land donations

- The commissioners have some land but not sure what would be available for housing.

❖ Property Management

- Depending on needs MCEDC could possibly provide this service to landowners in until the desired number of units are developed.

Overall, it was a good meeting, the next steps are:

1. Contact landowners to discuss the units they would like to develop and facilitate a meeting with the commissioners to develop said tax breaks and lease options (rental or purchase).
2. Contact school board and hospital to explore their interest and willingness to sign a lease agreement.
3. Invite builders into the conversation to see what incentives they would like to see regarding permitting and infrastructure support.

I have set up a standing bi-weekly meeting with the commissioners to discuss housing projects as well as the other economic activities I am working on. If you have any questions, suggestions or would just like

to participate in any of the meetings just let me know ahead of time with the topic you would like to discuss and I will make sure there is ample time available.

St Regis Park

Present- Steve Young – St Regis Park Director, Carol Young- citizen

Steve-

- discusses letter from Sewer District stating that the St Regis Park is in violation by having a portable bathroom and asks if it is a fact
- determines the best solution is to attend the St Regis Sewer Board Meeting and learn the reason the portable bathroom is believed to be out of sewer district compliance

Administrative Business:

Commissioner Johnston moved and Commissioner Zylawy seconded to approve payroll paid on December 4, 2020, for the amount of \$ 95,626.06 with check numbers 18043 through 18055 and electronic check numbers 69084 through 69144. Motion carried unanimously.

Commissioner Johnston moved and Commissioner Zylawy seconded to approve claims paid on November 27, 2020, for the amount of \$91,085.96 with claim numbers 37617 through 37697 and warrant numbers 13115 through 13195. Motion carried unanimously.

Commissioner Zylawy moved and Commissioner Johnston seconded to approve minutes of November 20, 2020. Motion carried unanimously

Commissioner Johnston moved and Commissioner Zylawy seconded to approve administrative pay to employees with an Official Order of Quarantine issued by the Health Officer. Ten working days will be paid for the first quarantine and if a second quarantine is necessary, 2/3 administrative pay with 1/3 regular sick leave for ten working days. If a third quarantine is necessary the employee will have to use their sick leave and vacation balance.

Documents signed:

Support Letter for EDA Revolving Loan Fund, signed by Commissioners Laurie Johnston and signature stamped for Simons and Zylawy by Commissioners' Assistant Dawn Terrill

Notice of Intent -Hazard Mitigation assistance grant, signed by Commissioner Zylawy.

Commissioner Simons excused himself from the meeting at 12:30 PM

The meeting adjourned at 4:30 PM

The next regular meeting will be Friday, December 11, 2020, in the Commissioners Meeting Room

Minutes were taken by

Dawn Terrill

Mineral County Commissioners' Assistant

