

PROCEEDINGS OF THE BOARD OF THE COUNTY COMMISSIONERS

OF MINERAL COUNTY, MONTANA

Friday, October 2, 2020

The Board of County Commissioners of Mineral County, Montana met in regular session on Friday, October 2, 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.

Administrative Business

Commissioner Johnston moved and Commissioner Simons seconded to approve claims paid on October 2, 2020, for the amount of \$144,638.14 with claim numbers 37369 through 37436 and warrant numbers 12866 through 12932. Motion carried unanimously.

Commissioner Johnston moved and Commissioner Simons seconded to approve minutes of September 25, 2020. Motion carried unanimously

Documents signed:

Notification of Non-Participation Northwest Economic Development District-signed by Commissioners Johnston and Simons and stamp signed by Commissioner Zylawy (Dawn Terrill)

Public Comment

Present: Frank McGee-West End Fire District Board, Chair

No comments were received

Department Head Meeting

Present: Kelann McLees- Clerk and Recorder, Dale Magone- Justice of the Peace, Mary Yarnall- Treasurer, Jenn Donovan- Health Department Director, Jaime Talbot- District Court Clerk, Kathleen Brown-District Court, Andy Short- Environmental Health and Planning Director, via teleconference was Ellen Donohue- County Attorney, and Commissioner Roman Zylawy.

Kelann-

- reports elections work is keeping the office busy; three polling precincts will be placed in the commissioners' meeting room
- 67 new voters in September
- 53% of the county is signed up for absentee voting
- 188 land transfers since July

Kathleen-

- had a jury trial complying with COVID-19 restraints and it went very well; the health department was instrumental in helping
- will be placing an ad for a clerk who will work into a deputy clerk

Mary-

- gearing up for tax payments
- starting to go through boxes of documents that can be shred according to the retention schedule
- arrangements for a shred truck to shred boxes along with documents are in the works

Commissioner Simons asks if the vault at the former Wells Fargo Bank could be used, Mary and Kelann respond yes. Commissioner Simons tells that Jim Morton has offered to lease the vault to the county for \$1.00 per year

Jenn-

- planning for flu shot clinic- trying to plan for a drive - through clinic
- working to get teenagers caught up on immunizations
- WIC home visiting running smoothly
- Presently three active COVID-19 cases and reminds that with four active cases the mask mandate from the governor will be in place
- will send the link for COVID-19 update information

Dale-

- trying to use alternative
- had a meeting with Sheriff Toth, Undersheriff Cashman, Kathleen, and Jaime to discuss expectations with the new sheriff/undersheriff
- citations seem to be up a little

Andy-

- shows documentation of work completed by himself and Candis and their current project list; explains what his office is responsible for
- 53 new addresses have been added; typically, at this time it would be 20

Ellen-

- tells that the part - time position of deputy clerk has been increased to full time

District Court Discussion

Present: Kelann McLees- Clerk and Recorder, Mary Yarnall-Treasurer, Jaime Talbot- District Court Clerk, Kathleen Brown-District Court, Andy Short- Environmental Health and Planning Director, Jess Schaak- Crime Victim Advocate, Melanie Batt- County Attorney Administrative Assistant, and via teleconference was Ellen Donohue- County Attorney and Commissioner Roman Zylawy.

Kathleen-

- recaps her previous discussions regarding hiring a deputy clerk
- emailed smaller counties to ask what wages they start deputy clerks- from \$13.65 to \$14.26, highest; most are around \$15 or \$16 as a starting wage
- doesn't think 60% is unreasonable; several department heads met and all think
- explains the deputy takes on the responsibilities of the District Court

Commissioner Johnston-

- How do you give that responsibility to someone untrained? What is there responsibility?

Commissioner Zylawy

- asks if they start as a deputy, Kathleen says no
- suggests a person starts as a clerk and works up to being a deputy clerk

HR-

- Did you see what the requirements are coming into that position? Response/No

Commissioner Simons doesn't want to pay a higher wage to a new employee, Commissioner Johnston and Zylawy agree

Discussion ensues about higher wage equals more qualified applicants and the question is asked if there has to be a deputy clerk-Response/Statute says there should be one chief deputy for the office size of t

Ellen-

- asks if advertising for a deputy clerk, not a clerk of court Response/yes
- wants consistency and a logical reason for giving wage increases as we do

Jess

- asks why law enforcement dispatchers get to start at \$15.00 per hour

Commissioner Zylawy points out that dispatchers and detention officers work longer hours, weekends, and holidays

Kathleen

- requests increase in wage to 60% at two months

Commissioner Zylawy asks why 60% is critical in two months, explains the purpose of the six month probation period- a proven track record is established

Commissioner Johnston recommends start at \$12.00 per hour and revisit this at 6 months for a wage increase of 60%

Commissioner Zylawy thinks \$12.00 starting, and can make 60% at six months, Commissioner Simons agrees

Commissioner Simons moves and Commissioner Johnston seconds to start the Deputy Clerk at \$12.00 /per hour and revisit at six months for a wage increase of 60% of the District Court's wage. Motion carried unanimously

Board of Health

See Commissioners' Assistant for minutes

Commissioner Simons excused himself from the meeting at 1:30 PM and Commissioner Johnston adjourned at 4:35 PM

The next regular meeting will be Friday, October 9, 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, October 9, 2020

The Board of County Commissioners of Mineral County, Montana met in regular session on Friday, October 9, 2020. Present were Commissioner Laurie Johnston, Commissioner Duane Simons, Commissioner Roman Zylawy and Administrative Assistant Dawn Terrill.

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

Jason Rittal- Cares Act Discussion

Present: Kelann McLees- Clerk and Recorder, Andy Short- Environmental Health and Planning Director, Candis Hampton- Environmental Health and Planning Administrative Assistant, Dale Magone- Justice of the Peace, Emily Park- MSU Extension Office, Norm Naef- Maintenance Director, via ZOOM Jason Rittal- MACo

Jason –

- tells that Mineral County is one of the counties who has not taken advantage of CARES money available, dating back to March 1 (for hard-cost items such as PPE and tangible items) and payroll costs dating back to March 12.
- the guidelines continue to develop
- the Health Department staff (as well as law enforcement personnel) are presumptively 100% eligible for reimbursement of personnel costs. That includes benefits such as healthcare, PERS, Medicare, but does not include holiday pay, sick leave, personal time off.
- submittal for reimbursement is made on a quarterly basis and the next submittal is the end of October.
- reminds us to submit all departments together representing Mineral County (as opposed to each department submitting its own claim). Mineral County did submit one claim and it was for MCSO personnel costs; Kelann provide Sheriff Toth with the payroll information needed to complete the request and spreadsheet.

Ellen recommends the Friday meetings include participation in MACo's Town Hall Meetings/response is agreement to do so

Pre-Disaster Mitigation Plan

Present: Lori Dove -DES Coordinator, Emily Park- MSU Extension Agent

Lori determines the pre- disaster mitigation plan is not ready for the commissioners' signatures

Letter of Intent-

Present: Billie Lee- Lake County, Emily Park- MSU Extension, Jerry Jones- Sewer Board member

Billie asks for two resolutions to be approved:

Commissioner Johnston moved and Commissioner Simons seconded to approve Resolution 10-09-2020A A Resolution to approve application to FEMA on behalf of the St Regis Resort District. Motion carried unanimously.

Commissioner Johnston moved and Commissioner Simons 10-09-2020B A Resolution to approve an application to FEMA on behalf of the St Regis Sewer Board. Motion carried unanimously.

Public Comment:

Present: Jesse Johnson- citizen, Ron Dove- citizen, Patti Curtin- citizen

No public comment was received

Sheriff – Discussion

Present: Mike Toth -Sheriff

Mike requests weekly meetings to keep communication open and transparent/ Response is agreement

Administrative Business

Commissioner Johnston moved and Commissioner Simons seconded to approve payroll paid on October 9, 2020, for the amount of \$135,366.87 with check numbers 17986 through 18003 and electronic check numbers 69333 through 169389. Motion carried unanimously.

Commissioner Johnston moved and Commissioner Zylawy seconded to approve minutes of October 2, 2020. Motion carried unanimously.

Documents signed:

There were no documents signed

Commissioner Simons excused himself from the meeting at 12:00 PM

The meeting adjourned at 3:00 PM

The next regular meeting will be Friday, October 16, 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, October 16, 2020

The Board of County Commissioners of Mineral County, Montana met in regular session on Friday, October 16, 2020. Present were Commissioner Laurie Johnston, Commissioner Roman Zylawy and Administrative Assistant Dawn Terrill. Commissioner Duane Simons was absent.

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

Discussion- Possible Action Item

Present: Mike Toth- Sheriff

Mike-

- requests hiring three detention officers and one dispatcher

Commissioner Johnston moved and Commissioner Zylawy seconded to approve the sheriff hiring three detention officers and one dispatcher. Motion carried unanimously.

West End Fire District Board of Trustees Appointment

Present: Frank McGee- West End Fire District Board Chairman, John Carpenter- West End Fire District Board Trustee

Frank-

- brings recommendations from the Board of Trustees to appoint Shawn Cielke, Brooke Lincoln and Scotty Norman to the West End Fire District Board of Trustees

Commissioner Zylawy moved and Commissioner Simons seconded to appoint Shawn Cielke to the West End Fire District Board of Trustees. Motion carried unanimously.

Commissioner Zylawy moved and Commissioner Simons seconded to appoint Brooke Lincoln to the West End Fire District Board of Trustees. Motion carried unanimously.

Commissioner Zylawy moved and Commissioner Simons seconded to appoint Scotty Norman to the West End Fire District Board of Trustees. Motion carried unanimously.

Department Head Cares Act Update

Present: Norm Naef- Maintenance Director, Kelann McLees- Clerk and Recorder, Jessica Connolly- Finance, Andy Short- Environmental Health and Planning Director and via teleconference Ellen Donohue

Kelann-

- will take the lead on submitting claims for Cares Act reimbursement
- will contact department heads with deadlines and updates
- department heads must contact MACo for preapproval
- department heads need to document everything COVID related

Questions about filing can be directed to Kelann but questions about reimbursable items and pre-approval need to be directed to Jason Rittal with MACo

MACo Town Hall

Present: Candis Hampton- Environmental Health and Planning Administrative Assistant

MACo Town Hall was attended online through WebEx

Discussion from state wide counties regarding potentially approved COVID purchases

Pioneer Council 5th Ave Road Vacancy Discussion

Present: Roy Martin- MCPC driver/member, Susan Freeman- MCPC member, Patti Curtin-MCPC member, Lori Phelps- MCPC member, David Mirish- MCPC member, Lynn Hellegard- MCPC member, Elizabeth McCawley- MCPC member, Sherrill Christensen- MCPC member, Patti Liston- MCPC member

Discussion regarding the piece of county land and easement rights for the Pioneer Council bus barn were further discussed. Andy will draw up a petition for the Pioneer Council to give the commissioners

Public Comment

No public comments were taken

Administrative Business

Commissioner Johnston moved and Commissioner Zylawy seconded to approve claims paid on October 16, 2020, for the amount of \$59,609.01 with claim numbers 37437 through 37492 and warrant numbers 12934 through 12989. Motion carried unanimously.

Commissioner Johnston moved and Commissioner Zylawy seconded to approve payroll liabilities paid on October 16, 2020, for the amount of \$1809.39 with check number 18004. Motion carried unanimously.

Commissioner Johnston moved and Commissioner Zylawy seconded to approve minutes of October 16, 2020. Motion carried unanimously

Documents signed:

Montana Department of Commerce Home Program Income Quarterly Reporting Form for 3rd quarter 2020, signed by Commissioner Zylawy

FY2021 Extension Services Agreement between Montana State University Extension and Mineral County, signed by Commissioner Johnston and Zylawy, stamp signed by Commissioner Simons (Dawn Terrill)

Loan Agreement and Payment Schedule between Superior TV District and Mineral County, signed by Commissioner Johnston and Zylawy, stamp signed by Commissioner Simons (Dawn Terrill)

~~Resolution 10-16-2020 A Resolution to formally adopt the FY 2020 Operating Budget for Mineral County Montana~~

The meeting adjourned at 3:30 PM

The next regular meeting will be Friday, October 23, 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, October 23, 2020

The Board of County Commissioners of Mineral County, Montana, met in regular session on Friday, October 23, 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.

Forest Service Update

Present: Carole Johnson- Superior District Ranger

Carole updates the following:

- Recreation:
 - recreation sites are closed for the winter
 - it was a record year for visitors, 10,000 more visitors than previously recorded
 - disperse sites and drivable lakes were packed continuously
 - now getting ready for snowmobile season
- Planning
 - It's the objection period for Cruzanne until Nov 12, no objections have been received
 - Redd Bull – response to comments; final report being written, hoping for a draft decision before Thanksgiving
 - Salty Borax- Saltese to Look Out Pass; a little challenging with the terrain, but a lot of recreation with this area
 - Route of the Hiawatha set a new record- 70,000 plus in visitors
- Timber
 - presently marking in Cruzanne
 - Redd Bull-lay out going on for units

Christmas tree permits will now be administered online, through rec.gov There will be a \$2.00 processing fee, and the permit is to be printed; for those not using computers, they're working on an alternative method, such as going into the office and have the admin complete the process Next meeting is set for Friday, November 20, 2020, at 10:00 AM

Sheriff Mike Toth- Discussion

Present: Mike Toth- Sheriff, Patti Curtin- Crime Victim Advocate

Sheriff-

- updates on daily and upcoming tasks
- two detention officers have been hired and there are three interviews scheduled for Oct 28; continues searching for training for the new hires
- is working on building a bid advertisement for prisoner meals; HR will research advertisement for bids from the past
- has two volunteers for the sheriff's department- one for cleaning the evidence room and one for helping dispatchers
- one of the patrol cars is having issues with antifreeze in the oil; the warranty is being researched
- will continue to update the commissioners weekly

Polycom/Zoom System

Present: Dale Magone- Justice of the Peace, Patti Curtin- Crime Victim Advocate

Dale-

- requests permission to order new Polycom/Zoom System due to COVID-19 preventing/slowing down court hearings

Commissioner Simons moved and Commissioner Zylawy seconded to approve the request to purchase the audio-visual system for Justice Court for the amount of \$21,997.06 plus labor costs of installation and prep work. Motion carried unanimously

Commissioner Simons moved and Commissioner Zylawy seconded to reverse the motion of approving the request to purchase the audio-visual system for Justice Court for the amount of \$21,997.06 plus labor costs of installation and prep work. Motion carried unanimously

Commissioners learn that pre - approval for the system has not been obtained and state the first step is for Justice Court to contact MACo for pre-approval and then determine payment for the system (\$22,000) while waiting for COVID-19 reimbursement

Public Comment

There were no comments received

Administrative Business

Commissioner Simons moved and Commissioner Zylawy seconded to approve payroll paid on October 23, 2020, for the amount of \$90,409.37 with check numbers 18005 through 18013 and electronic check numbers 69331-69272. Motion carried unanimously.

Commissioner Simons moved and Commissioner Zylawy seconded to approve a claim for the amount of \$20755.00 with claim number 37494 and warrant number 12991 for Revolving Loan Fund for Mary Ippish and her food business. Motion carried unanimously. Warrant number 12962 is void. Motion carried unanimously

Commissioner Simons moved and Commissioner Zylawy seconded to approve minutes of October 16, 2020. Motion carried unanimously

Documents signed:

There were no documents presented for signature

Commissioner Simons excused himself from the meeting at 12:00 PM

The meeting adjourned at 2:30 PM

The next regular meeting will be Friday, October 30, 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, October 30, 2020

The Board of County Commissioners of Mineral County, Montana, met in regular session on Friday, October 30, 2020. Present were Commissioner Roman Zylawy, Commissioner Laurie Johnston (arriving at 9:35 AM), Commissioner Duane Simons, and Administrative Assistant Dawn Terrill.

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

Sheriff Toth and 911 Discussion- Possible Action Item

Present: Mike Toth- Sheriff, Lisa Kelly-Account Manager (Lumen), Bill Daniels-Supervisor (Vison Net-911), Monte Turner- Mineral Independent, Kathleen Brown- Clerk of Court

Mike-

- tells the current 911 system, installed in 2008, has long surpassed its five-year life span
- states that the current system has had two near fails
- reminds commissioners of COVID-19/CARES Act reimbursement monies and grants that could be obtained to help with the cost; a grant writer might be necessary
- introduces Lisa, from Lumen, who will explain the cost and urgency for updated equipment and installation and maintenance
- stresses the consequences of a system failure

Lisa-

- explains the 911 system and how it works for Mineral County- it has many functions and is much more than just a phone system; instant name and location of the caller, it is a tracking/logging system, it offers a keypad in place of a mouse for efficiency and expediency to name just a few functions
- works with Vision Net for the installation and maintenance
- cost is \$194,000 with a seven- year lifespan, equipment, installation, dispatch training, and first year of maintenance.
 - the maintenance fee after the first year is \$13,000 annually

Bill-

- tells that once the contract is signed, it takes 10-12 weeks for equipment delivery; equipment is specially made to meet the needs of Mineral County
- the computers will need to be updated to Windows 10
- payment for the contract is due after installation

The commissioners discuss funding possibilities and will discuss the cost with Jessica Connolly, the accountant.

Resolution and Budget Amendments FY 2020 and Mineral County Transfers- Action Item

Commissioner Johnston moved and Commissioner Simons seconded to approve Resolution 10-30-2020, A Resolution for Budget Amendments for FY 2020. Motion carried unanimously

Commissioner Johnston moved and Commissioner Simons seconded to approve FY 2020 Transfers for \$504,814.58. Motion carried unanimously

Bringing Vehicle Registrations to mineral County- GoToMeeting-Bryce Myrvang and Ellen Donohue

Present: via GoToMeeting were Bruce Myrvang and Jon Spear- All Day \$49 Montana Registered Agent, LLC, and via teleconference Ellen Donohue- County Attorney, Mary Yarnall- Treasurer and Claudia Boyer- Deputy Clerk, Treasurer's Office

Jon-

Overview:

Because of no sales tax, no emissions or vehicle inspection requirements, lifetime registration for toys (all-terrain vehicles, four-wheelers, side by side's, etc.), and vehicles over eleven years old, Montana is attractive to auto and toy owners across the nation. The process is for purchasers to buy the vehicles through the LLC. This company specializes in setting up the LLC. The history and experience of the company are discussed.

Bryce and Jon are exploring locating their LLC to a county with an option's tax, like Mineral County, and creating a financial reward for the county

Bryce and John would like to buy a building in Mineral County and staff it- thus the LLC is a resident of Mineral County; many adjustments and accommodations can be made to work with Mineral County

A person, a runner, would be in the MVD most of the day, (probably four) others would staff the office

If Mineral County is open to the idea, Jon and Bryce would work closely and agreeably with the Treasurer's Office to bring financial gain and success to the county and the project

Mary –

- tells research from previous customers of the LLC proves the workload is overwhelming
- credit card payments take more time
- hard to find skilled people to work in the treasurer's office; wonders if the state would even give another computer; agrees to check with the state
- when I say this is too much, how do we stop it?
- states her office across from the MVD could be used
- will ask the state for another scanner, computer, and terminal

Claudia-

- explains that online renewals go through the treasurer's office- online does not eliminate any work
- explains the difficulty in attracting skilled employees
- voices concern about how much money will come in before they decide they can hire someone

Bryce-

- will bring well -trained employees, they would need help processing from Mary's office, they would work with the treasurer's office to come up with a system to make this work
- approximately \$15,000 per month to the county
- approximately 600 unique vehicle registrations

Ellen-

- asks if it is possible to process only vehicles that Mineral County would gain from get the option tax Response/this could be discussed
- mutually beneficial to work together
- potentially Mineral County would need to hire another employee for the treasurer's office; Claudia thinks two employees
- would like a pre-emptive plan in place

Commissioner Zylawy asks if these LLC transactions can be denied/ Response- no/ Commissioner Zylawy supports a way to work together since this could happen without the support of this LLC

Jon will look into and report back with a revenue estimate volume plus average vehicle value

Commissioner Zylawy recommends revisiting this discussion as more information comes in

MACo Town Hall – ZOOM

Present: via teleconference was Ellen Donohue- County Attorney

MACo Town Hall was attended online through WebEx

Discussion from statewide counties regarding potentially approved COVID purchases

Ellen-

- tells that her office has been pre-approved for a laptop through Cares Act funding; the paperwork has been completed and given to the Clerk and Recorder

Public Comment

There were no comments received

Administrative Business

Commissioner Johnston moved and Commissioner Zylawy seconded to approve payroll liability paid on October 30, 2020, for the amount of \$25, 167.93 with check number 18014. Motion carried unanimously

Commissioner Johnston moved and Commissioner Zylawy seconded to approve claims paid on October 30, 2020, for the amount of \$115,890.60 with claim numbers 37495 through 37554 and warrant numbers 12992 through 13051. Claim number 37297 paid in September 2020 for the amount of \$238.12 was canceled Motion carried unanimously.

Commissioner Johnston moved and Commissioner Simons seconded to approve minutes of October 23, 2020. Motion carried unanimously

Documents Signed:

There were no documents presented for signature

Commissioner Simons excused himself from the meeting at 12:00 PM

The meeting adjourned at 1:15 PM to allow time for the Elections Administrator access to the room

The next regular meeting will be Friday, November 6, 2020, in the Commissioners' Meeting Room

Minutes were taken by

Dawn Terrill

Mineral County Commissioners' Assistant

