

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

Friday, July 2, 2021

The Board of County Commissioners of Mineral County, Montana, met in a regular session on Friday, July 2, 2021. Present was Commissioner Laurie Johnston, Commissioner Roman Zylawy, Commissioner Duane Simons, and Administrative Assistant Dawn Terrill. Videotaping the meeting was Mary Furlong.

Commissioner Roman Zylawy called the meeting to order at 9:30 AM.

Policy Revisions/clarifications in verbiage for pp 8,15, *35,36,39,43,58,64,69,81,82,84,88,90,91,92

P 35 addresses Call Out Compensation and will take in- depth comments, questions, and concerns

Action Item

Present: Jason McLees- Road Department Foreman, via teleconference is Ellen Donohue- County Attorney. Entering late is Mike Toth- Sheriff.

Each page with wording clarification was reviewed and approved.

Call out was discussed and a \$75.00 stipend will replace the policy allowing a three- hour paid call out compensation.

Commissioner Simons moved and Commissioner Johnston seconded to adopt the clarifications and revisions to the Mineral County Employee Policy Manual. Motion carried unanimously.

Removal of lot 58 from West Mountain Estates- Action Item- Chris Lane

Present: Chris Lane-Lot 58 owner, Mike Toth- Sheriff, via teleconference is Ellen Donohue- County Attorney

Chris explained the background of Lot 58:

- it doesn't receive any of the benefits provided by the HOA of the subdivision
- it was voted by the HOA to be removed in 2017
 - there was no follow through with removing the lot

Chris has a buyer for the lot but only with the removal from the subdivision

Ellen would like this decision postponed for language clarification in the Resolution to remove the lot, and through texting ,Andy Short Environmental Health and Planning Director, agrees that postponement is wise.

Ellen and Andy will work together on this resolution and another meeting is set for Chris on July 16, 2021, at 11:00 AM

Public Comment

There were no public comments taken

Administrative Business

Commissioner Johnston moved and Commissioner Simons seconded to approve payroll paid on July 2, 2021, for the amount of \$151,022.74 with check numbers 18305 through 18323 and electronic check numbers 68087-68155. Motion carried unanimously.

Commissioner Johnston moved and Commissioner Simons seconded to approve minutes of June 25, 2021. Motion carried unanimously.

Documents signed:

There were no documents signed

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

Meeting adjourned at 1:30 PM

The next regular meeting will be Friday, July 9, 2021, 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, July 9, 2021

The Board of County Commissioners of Mineral County, Montana, met in a regular session on Friday, July 9, 2021. Present was Commissioner Laurie Johnston, Commissioner Roman Zylawy, Commissioner Duane Simons, and Administrative Assistant Dawn Terrill. Videotaping the meeting was Patti Curtin and Diane Magone.

Commissioner Roman Zylawy called the meeting to order at 8:00 AM.

Preliminary Budget Meetings:

The Board met with Jessica Connolly and the Department Heads to discuss the Preliminary Budgets for FY 2021/2022. Jessica stated the wage increase right now is with a .65 cent increase for each employee. Jessica reviewed cash, revenue, expenditures and payroll with the following:

Present: Jessica Connelly-Finance Consultant, Jason McLees- Road Foreman, Ellen Donohue- County Attorney, Jenn Donovan- Mineral County Health Department, Emily Park-MSU Extension, Dave Brink-Weed/Extension, Kelann McLees- Clerk and Recorder/Elections, Dale Magone- Justice of the Peace, Kim Taron Justice Clerk, Guna Chaberek- Library, Mike Toth- Sheriff, Wayne Cashman- Undersheriff, Norm Naef- Maintenance, Jaime Talbot- District Court, Mary Yarnall- Treasurer, Andy Short- Environmental Health and Planning. Each Department presented a proposal for their upcoming budgets; Jessica and each Department discussed their proposals and will continue with the final budget after review. Arriving late was Bobby Carroll- citizen and Glenn Koepke- citizen

Public Comment

Present: Denley Loge-Montana State Legislature

Denley requested the commissioners invite Montana Highway Department to ask for a traffic study in St Regis at the four- way stop, Highway 135 and Old Hwy 10, also known as Mullan Rd.

Administrative Business

Commissioner Johnston moved and Commissioner Simons seconded to approve claims paid on July 9, 2021, for the amount of \$93,795.10 with claim numbers 38594, 38601, and 38670 through 38725 and warrant numbers 14179 through 14234. Claim numbers 38594 and 38601 re- submitted and warrant numbers 14103 and 14110 void due to the wrong vendor. Motion carried unanimously.

Commissioner Johnston moved and Commissioner Simons seconded to approve minutes of July 2, 2021. Motion carried unanimously.

Documents signed:

Cost Information Acceptance Form, Audit Information Sheet, Audit Service Contracts For Mineral County for FYs ending June30 2021, June 30, 2022, and June 30, 2023, signed by Commissioner Zylawy

Department of Administration Standard Audit Contract July 2020 to June 30, 2023, signed by Commissioner Zylawy

Meeting adjourned at 5:30 PM

The next regular meeting will be Friday, July 16, 2021, 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, July 16, 2021

The Board of County Commissioners of Mineral County, Montana, met in a regular session on Friday, July 16, 2021. Present were Commissioner Laurie Johnston, Commissioner Roman Zylawy, Commissioner Duane Simons, and Administrative Assistant Dawn Terrill. Videotaping the meeting was Ellen Donohue and Diane Magone.

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

Sheriff Toth

Present: Ellen Donohue- County Attorney, Jaime Talbot- Clerk of District Court, Mary Yarnall- Treasurer, Wayne Cashman- Undersheriff, Mike Toth - Sheriff

Mike-

- requests consideration for remodeling the male bathroom/Response- talk to Norm and see what he can do on the remodel (to avoid high remodeling costs and plumbing)
- asks if there should be line items in his budget for things like radio repair, ammunition, and training/Response- those things go under supplies
- wants to buy the used SUV/ Response (Roman)- if you have the capital, go ahead; selling the gold and white car- there is a buyer for the white vehicle/Response (Ellen)- the sale of the vehicle should be made available to the public/ put the vehicle in the auction for the sake of transparency
- discuss radios and repairs; dispatch radio tower (1994) has surpassed its lifespan; radios are now analog and there's an improvement; there's some tower and microwave confusion; repeater in the west end is in a dilapidated Forest Service building, the FS won't be fixing the building so other solutions for the repeaters must be found
- sign city contracts for police services; documents signed
- request an increased rate of pay of \$1.00 plus the proposed .65 countywide increase for Dispatchers Tifani Amberson, Anna May, and Sergeant Kim Crostich/ Response: those employees can be told of this proposal but it will be August (and will be retroactive to July) before it can be finalized

Strom and Associates Accounting Contract

Commissioner Johnston moved and Commissioner Simons seconded to approve the Department of Administration Standard Audit Contract between Mineral County and Strom and Associates PC for Fiscal Year July 1, 2020, to June 30, 2023, in the amount of \$20,830.00 per year. Motion carried unanimously.

Board of Health

See the Commissioners' Assistant for minutes

Removal of lot 58 from West Mountain Estates

Present: Ellen Donohue- County Attorney, Andy Short- Environmental Health and Planning Director, Chris Lane

Andy and Ellen discussed the language proposed for removing the Lot; Andy clarifies that Lot 58 is not being removed from the subdivision but from the HOA (Home Owners Association)

Andy recommends a letter from the HOA to the Commissioners for signature and have it recorded in the Clerk and Recorder's Office.

Commissioner Zylawy moved and Commissioner Simons seconded to approve removal of Lot 58 of West Mountain Estates from the HOA based on the recommendation of the Environmental Health and Planning Director and County Attorney, contingent upon Chris Hamilton (Lane) getting the document in order to show that the April 2017 meeting was decisive and to concur with that. Motion carried unanimously.

Public Comment

Present- Lori Dove- DES Coordinator

Lori asked for the Obligating Document for Award to be signed; this is not a new document thus can be signed as administrative business

Town Hall

Fire Restriction Proclamation-Mary Jo Lommen-Fire Warden

Present: Mary Jo Lommen-Fire Warden

Fire Restriction Proclamation- Mineral County went directly to Stage Two Fire Restrictions based on high temperatures and low precipitation.

Commissioner Johnston moved and Commissioner Simons seconded to approve Resolution NO. 7-16-21 Mineral County Stage Two (2) Fire Restrictions implemented for Mineral County. Motion carried unanimously

Final requests discussion for Justice Court temporary employee to permanent, Clerk and Recorder request for additional employee, possible reorganization of Commissioners' Assistant and HR into Clerk and Recorder's Office, County Attorney request for additional help

Human Resources and Commissioners' Assistant will stay as is, the temporary part- time position in Justice Court will change to permanent part- time, the County Attorney's office is approved to have a full-time employee, though Ellen discussed putting a full-time employee in the CA's Office for part- time and part- time in the Clerk and Recorder's Office. This option will be discussed further at another time

Administrative Business

Commissioner Johnston moved and Commissioner Simons seconded to approve payroll and liabilities paid on July 16, 2021, for the amount of \$105,241.16 with check numbers 18324 through 18341 and electronic check numbers 68018-68037. Motion carried unanimously.

Commissioner Johnston moved and Commissioner Simons seconded to approve minutes of July 9, 2021. Motion carried unanimously.

Commissioner Johnston and Commissioner Zylawy attended a Forested Counties meeting on July 15, 2021. No county business was discussed.

Documents signed:

Department of Administration Standard Audit Contract between Mineral County and Strom and Associates PC for Fiscal Year July 1, 2020, to June 30, 2023, signed by Commissioner Zylawy.

Law Enforcement Services Interlocal Agreement between County of Mineral and the Town of Superior in the amount of \$78, 243.00 for the Fiscal Year 2021-2022, signed by Commissioner Zylawy.

Obligating Document for Award Federal Agreement # EMD-2021-EP-00003 between Mineral County DES and Montana Disaster and Emergency Services, signed by Commissioner Zylawy.

Meeting adjourned at 4:00 PM

The next regular meeting will be Friday, July 23, 2021, 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, July 23, 2021

The Board of County Commissioners of Mineral County, Montana, met in a regular session on Friday, July 23, 2021. Present were Commissioner Laurie Johnston, Commissioner Roman Zylawy, Commissioner Duane Simons, and Administrative Assistant Dawn Terrill. Videotaping the meeting was Ellen Donohue.

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

Forest Service Update- Carole Johnson

Present: Carole Johnson- Superior District Ranger

Carole:

- states they have been busy with fires for the last two weeks; Superior is in good shape
- priority is with the biggest fires
- McPine Timber sale, Soldier Butler project area, was awarded to Pyramid Lumber
- Eric Tomisic will be leaving his position and relocating
- West End ATV ride is this weekend

The next Forest Service update will be August 20, 2021, @ 9:00 AM

Sheriff Toth- Call- Out time; Sgt Funke would like to drop Sergeant Cert pay and get 93% of Sheriff's pay

Present: Ryan Funke- Sergeant, Mike Toth- Sheriff, Wayne Cashman- Undersheriff, Kelann McLees- Clerk and Recorder (called by commissioners to join the meeting to explain call- out pay)

Mike-

- The deputies have issues with the new call-out policy
- Now that there is a raise in sheriff's pay, Ryan can get higher pay at 93% of the sheriff's pay

Ryan:

- the sheriff's office is unique; deputies are not required to have a call-out
- states that with a 3- hour call -out, deputies are required to go out on calls for the three hours. \$75.00 per call- out plus hours worked is too expensive for the county and the only obligation is to take that one call, not to take additional calls

Discussion ensues among all present regarding 3 -hour call-out versus \$75.00 call-out.

Cert Pay:

Ryan-

- explains that it is now allowable to pay the sergeant up to 95% of the sheriff's pay, but is asking to be at 93% of the sheriff's pay and to eliminate his CERT pay

Commissioners Johnston, Simons, and Zylawy support the sheriff's recommendation to allow the sergeant's pay to be at 93% and canceling the CERT pay as long as the final budget can support this request.

Ryan will work on developing a new timecard for the sheriff's office

The sheriff's department will attend a future call out discussion

PHEP contract discussion- April Quinlan

Present: April Quinlan- Parents as Teachers Program Supervisor, Health Department

April-

- presents the extension of an existing grant, an amendment adding new money

Commissioner Johnston moved and Commissioner Simons seconded to approve Task Order Amendment Number Three Task Order for PHEP Task Order Number 20-07-6-11-035-0 Between Montana Department of Public Health and Human Services and Mineral County. Motion carried unanimously.

Commissioner Johnston moved and Commissioner Simons seconded to approve 2021 Connecting SUD Prevention Efforts to Early Childhood Coalition Project, MOU. Motion carried unanimously.

Public Comment

Present- Gordon Hendrick-TV District Board Member

Gordon-

- asked for updated information on the CARES ACT money for the TV District, based on the requirement to have a county broadcasting system /Response- MACo does not believe the federal funds are for a tv district (Commissioner Zylawy)
- updated the commissioners on the car lot auction; is waiting to get a list of vehicles from Jason Mclees to move forward and schedule the auction/ Commissioner Johnston will call Jason to get the list he'd like in the auction

Administrative Business:

Commissioner Johnston moved, and Commissioner Simons seconded to approve claims paid on July 23, 2021, for the amount of \$318,384.75 with claim numbers 38675 through 38829 and warrant numbers 14235 through 14339. Claim number 38801 and warrant number 14311 are voids due to the double payment. Motion carried unanimously.

Commissioner Johnston moved, and Commissioner Simons seconded to approve minutes of July 16, 2021. Motion carried unanimously.

Documents signed:

Task Order Amendment Number Three Task Order for PHEP Task Order Number 20-07-6-11-035-0 Between Montana Department of Public Health and Human Services and Mineral County, signed by Commissioner Zylawy.

2021 Connecting SUD Prevention Efforts to Early Childhood Coalition Project, MOU, signed by Commissioner Zylawy.

Commissioner Simons excused himself from the meeting at 2:30 P.M.

Meeting adjourned at 3:30 P.M.

The next regular meeting will be Friday, July 30, 2021, 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, July 30, 2021

The Board of County Commissioners of Mineral County, Montana, met in a regular session on Friday, July 30, 2021. Present were Commissioner Laurie Johnston, Commissioner Roman Zylawy, Commissioner Duane Simons, and Administrative Assistant Dawn Terrill. Videotaping the meeting was Mary Furlong.

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

Heather Berman presenting YCC (Youth Conservation Corps) PowerPoint on accomplishments for the summer

Present: Dakotah Martinez-YCC participant, Allen Ryan- YCC participant, Alysha Ryan- YCC participant, Cole Todd YCC participant, Heather Berman-YCC Director, Abby Kirchner- visitor

Each participant explained their particular jobs while working as a YCC participant and included a slide show for the tasks accomplished.

Special Board of Health Meeting: COVID Update

See Commissioners' Assistant for minutes

Call-Out Policy Change

Present: Jason McLees

Jason-

- explains his understanding of the call-out stipend versus the three hours call out pay and advocates for the \$75.00 stipend

Commissioner Johnston suggests keeping the original policy change for call-out being a \$75.00 stipend and adding the words plus hours worked. See pp. 35 and 82 of the Policy Manual.

Commissioner Johnston moved, and Commissioner Simons seconded to keep the Call-Out Policy as revised and include the words plus hours worked. Motion carried unanimously.

Public Comment

Present: David Mirisch-citizen, Kim Mitchell- citizen, Randy Mitchell-citizen

Randy-

- read a letter explaining his passionate behavior in past meetings last summer regarding vetting the sheriff appointment
- expressed his support and commendations to the commissioners for the sheriff they appointed

David-

- inquired about the progress of the pioneer council and the bus barn/Response- everything is on track
- asked for the support of the commissioners' presence at this year's fair parade

Administrative Business

Commissioner Johnston moved and Commissioner Simons seconded to approve payroll paid on July 30, 2021, for the amount of \$103,316.95 with check numbers 18342 through 18354 and electronic check numbers 67947-68015. Motion carried unanimously.

Documents signed:

Home Program Income 2021 Quarterly Reporting Form- Contract #M2000-SG300145, signed by Commissioner Zylawy.

Meeting adjourned at 1:00 PM

The next regular meeting will be Friday, August 6, 2021, in the Commissioners Meeting Room.

Minutes were taken by

Dawn Terrill

Mineral County Commissioners' Assistant