

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

Friday, October 1, 2021

The Board of County Commissioners of Mineral County, Montana, met in a regular session on Friday, October 1, 2021. Present were Commissioner Roman Zylawy, Commissioner Laurie Johnston, Commissioner Duane Simons, and Administrative Assistant Dawn Terrill. Videotaping the meeting was Mary Furlong.

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

Sheriff Toth

Present: Mary Yarnall- Treasurer, Brittani Managhan- District Court Deputy, Jaime Talbot- Clerk of District Court, Melanie Batt-Legal Assistant- County Attorney's Office, Ellen Donohue- County Attorney, Pattie Curtin- Crime Victim Advocate

Request to fill a vacancy for three detention officers, one deputy, and one dispatcher

Mike-

- asked to fill the present vacancies in the Sheriff's Office
 - one deputy
 - one dispatcher
 - three detention officers
- commented that people leave the detention position because it's not the job they thought it was going to be

Commissioner Zylawy explained the process for filling vacancies and the need to follow the policy protocol and notice the openings on the agenda to the public.

Commissioner Johnston moved and Commissioner Simons seconded to approve filling the requested vacancies of one deputy, one dispatcher, and three detention officers. Motion carried unanimously.

- stated he'd like to offer a \$1000 signing bonus for new hires and a \$200 bonus for county employees that recommend an applicant that is hired however, he has decided to wait on that request since there are two applicants scheduled for interviews with a potential third/ Ellen voiced concerns that there might be regulations with using CARES money for bonuses- it might be that the word stipend has to be designated rather than bonus- she will look into this before it is an approved action

Federal & Jail Update-the Federal Inmate Contract is ready to be signed:

- it's been reviewed by the county attorney- her concerns have been clarified
- \$78.00 per day per inmate started today; requires only the sheriff's signature- see contracts in Commissioner Assistant's office
- New inmate clothing needs to be ordered, it will come out of the jail budget

Commissioner Simons moved and Commissioner Johnston seconded to approve the US Department of Justice United States Marshal's Service Prisoners Operations Division. Motion carried unanimously.

Dispatch Update-

- The 911 system will go live in November; training will be at the end of October

Patrol Update

- A new deputy – Eric Lindauer; Eric has gone back to Detention to help with the recent vacancy of the Detention Sergeant

Subcontract agreement for Licensed Establishment Inspections -Environmental Health and Planning- Andy Short

Present: Andy Short

Andy-

- brought forth a previous discussion to contract a sanitarian to perform licensed establishment inspections; he has the dollars in his budget for \$115.00 per inspection with a cap of \$8500.00 for the year
 - requests approval to sign a contract with Jennifer Jessen to perform the licensed inspections

Commissioner Johnston moved and Commissioner Simons seconded to approve the contract with Licensed Establishment Sanitation Inspection Services between Mineral County and Jessco, LLC, for \$115.00 per inspection with a cap of \$8500.00. Motion carried unanimously.

Administrative Business

Commissioner Johnston moved, and Commissioner Simons seconded to approve claims paid on October 1, 2021, for the amount of \$56,295.18 with claim numbers 39049 through 39090 with warrant numbers 14561 through 14604. Motion carried unanimously.

Commissioner Johnston moved, and Commissioner Simons seconded to approve minutes of September 24, 2021. Motion carried unanimously.

A letter was received from TrailWest Bank offering to assist in any way they can in light of the mill, IFG, closure; see Commissioners' Assistant to view the letter.

Documents signed:

Task Order 22-25-5-41-178-0 Between Montana Department of Public Health and Human Services and Mineral County Consulting Agreement for Licensed Establishment Sanitation Inspection Services between Mineral County and Jessco, LLC, for \$115.00 per inspection with a cap of \$8500.00, signed by all

Meeting adjourned at 12:30 PM

The next regular meeting will be Friday, October 8, 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, October 8, 2021

The Board of County Commissioners of Mineral County, Montana, met in a regular session on Friday, October 8, 2021. Present were Commissioner Roman Zylawy, Commissioner Laurie Johnston, Commissioner Duane Simons, and Administrative Assistant Dawn Terrill. Videotaping the meeting was Mary Furlong.

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

.65 differential Sheriff Toth-Undersheriff Wayne Cashman

Present: Melanie Batt- County Attorney's Office, Kelann McLees- Clerk and Recorder, and Jill Betts- Treasurer's Office

Wayne:

- stated the day shift in the Sheriff's Office did not get the .65 differential on their paychecks like the detention officers and deputies for swing and graveyard shifts; he is here to request all shifts receive the differential

Commissioner Zylawy explained the history of the union and the shift differential and the present .65 for graveyard and swing shifts. He further explained the day shift has never received differential, and there is no money to give differential where one did not previously exist.

Commissioner Johnston stated that those working the swing and graveyard shift should get the differential and not otherwise.

Wayne stated his understanding of the financial side of operation - especially with the closing of the mill and thanked the commissioners for hearing his request.

Wayne asked if the spruce trees could be trimmed to allow for better microwave reception (law enforcement) from the school to the south of the jail./Response- if necessary for law enforcement and safety, yes- but not entire trees

Public Comment

No comments were taken

Administrative Business

Commissioner Johnston moved, and Commissioner Simons seconded to approve payroll paid on October 8, 2021, for the amount of \$102,707.50 with check numbers 18422 through 18434 with electronic check numbers 67599 through 67663. Motion carried unanimously.

Commissioner Johnston moved, and Commissioner Simons seconded to approve minutes of October 1, 2021, with change. Motion carried unanimously.

Documents signed:

There were no documents signed

Meeting adjourned at 12:30 PM

The next regular meeting will be Friday, October 15, 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, October 15, 2021

The Board of County Commissioners of Mineral County, Montana, met in a regular session on Friday, October 15, 2021. Present were Commissioner Roman Zylawy, Commissioner Laurie Johnston, and Administrative Assistant Dawn Terrill. Commissioner Duane Simons was absent. Videotaping the meeting was Mary Furlong.

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

Sheriff Toth-(Via HR) Request to fill detention vacancy

HR:

- the detention vacancy is a position left by the most recent new hire
- reminded that there will now (again) be two detention vacancies approved for filling

Commissioner Johnston moved and Commissioner Zylawy seconded to approve filling the detention position left vacant by the most recent new hire. Motion carried unanimously.

Public Comment

No comments were received.

Administrative Business

Commissioner Johnston moved and Commissioner Zylawy seconded to approve claims paid on October 15, 2021, for the amount of \$294,501.97, plus \$2,280.00, totaling \$296,781.97 with claim numbers 39091 through 39134 and warrant numbers 14605 through 14648. Motion carried unanimously.

Commissioner Zylawy moved and Commissioner Simons seconded to approve payroll liabilities for the amount of \$78,970.39 with check numbers 18435 through 18439. Motion carried unanimously.

Commissioner Johnston moved and Commissioner Zylawy seconded to approve minutes of October 8, 2021. Motion carried unanimously.

Commissioner Johnston reviewed Journal Vouchers for August FY 21-22

Meeting adjourned at 10:30 AM; Commissioner Johnston excused herself at 10:30 A.M. and Commissioner Zylawy left at 2:30 PM

The next regular meeting will be Friday, October 22, 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, October 22, 2021

The Board of County Commissioners of Mineral County, Montana, met in a regular session on Friday, October 22, 2021. Present were Commissioner Roman Zylawy, Commissioner Duane Simons, and Administrative Assistant Dawn Terrill. Commissioner Laurie Johnston was absent. Videotaping the meeting was Patti Curtin.

Commissioner Roman Zylawy called the meeting to order at 10:00 AM.

Undersheriff Cashman-Request to advertise and fill two dispatcher positions one detention vacancy

HR:

- the detention vacancy is due to a resignation; there are already three detention positions approved for filling- this makes four positions to be filled
- two dispatch positions are likely to be open very soon, permission is requested for advertising for hire now to be ready for the expected openings

Commissioner Simons moved, and Commissioner Zylawy seconded to approve advertising and filling the requested positions of one detention officer (to fill the newest vacancy through resignation) and two anticipated dispatch positions. Motion carried unanimously.

Approval of FY 2021 budget amendments and fund transfers

Commissioner Zylawy moved, and Commissioner Simons seconded to approve and adopt Resolution 10-22-21 A, Mineral County Budget Amendments. Motion carried unanimously.

Commissioner Zylawy moved, and Commissioner Simons seconded to approve Mineral County Transfers FY 2021. Motion carried unanimously.

Public Comment

Present: Glenn Koepke- citizen

Glenn-

- stated the St Regis Park Committee is short - handed
- the annual Scare Crow Row activity is scheduled
- Harvest Fest will be inside Stangs and will provide a chicken dinner; attendees will bring sides

Administrative Business

Commissioner Zylawy moved, and Commissioner Simons seconded to approve payroll paid on October 22, 2021, for the amount of \$119,210.03 with check numbers 18440 through 18462; numbers 18448 through 18452 were canceled because of plain paper, and 18458, 18459 were canceled because of incorrect amounts. Checks were reissued with numbers 18453 through 18457. Electronic check numbers were 67530 through 67596. Motion carried unanimously.

Commissioner Zylawy moved, and Commissioner Simons seconded to approve minutes of October 22, 2021. Motion carried unanimously.

Documents signed:

Cares Act Airport Grant Close-Out Report, signed by Commissioner Zylawy

Grant Funding Agreement to receive a grant from Headwaters Health Foundation of Western Montana, signed by Commissioner Zylawy

Task Order Amendment Number One Task Order Immunization Services Task Order Number 22-07-4-31-129-0, signed by Commissioner Zylawy

Home Program Income 2021 Quarterly Reporting Form, signed by Commissioner Zylawy

Meeting adjourned at 12:00 PM

The next regular meeting will be Friday, October 29, 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, October 29, 2021

The Board of County Commissioners of Mineral County, Montana, met in a regular session on Friday, October 29, 2021. Present were Commissioner Laurie Johnston, Commissioner Roman Zylawy, Commissioner Duane Simons, and Administrative Assistant Dawn Terrill. Videotaping the meeting was Laurie Johnston/Pattie Curtin.

Commissioner Roman Zylawy called the meeting to order at 9:00 AM with Caroline Upton, Lolo National Forest Regional Supervisor, Carole Johnson, Superior District Ranger, Denley Loge, HD 14 Rep., Ron Catlett, Senator Daines Rep., and Ellen Donahue, Co. Atty.

Caroline and Carole wanted to discuss and hear the Commissioners views on the recent closing of IFG.

Everyone adjourned at approximately 9:45 to go to Lookout for the State Line field trip.

Public Comment

There were no comments received

Undersheriff Cashman- Request for dispatcher and jailer wage increase for new hires and adjusted wage for present employees - Action Item

Present: Melanie Batt- County Attorney's Office, Patti Curtin- CVA, via teleconference were Ellen Donohue- County Attorney and Mike Toth- Sheriff

Wayne-

- explained the justification for a wage increase being the type of work and times of work for Detention Officers and Dispatchers
- gave handouts to show the revenue generated by the jail (state and federal inmates)
- stated a higher wage will bring in more applicants and help with retention

Ellen-

- recommended the commissioners do not break with policy (08/27/2021) that states wage increases are only considered at budget time
- agreed that having employees is critical but stands with her recommendation to follow the policy

Commissioner Simons stated that he doesn't like to break policy but feels the county is at a critical point and motioned to increase the wage for detention and dispatch positions to a starting wage of \$17.00 per hour.

Commissioner Zylawy stated his apprehension about such a big wage jump (from \$15.00 to \$17.00).

Commissioner Zylawy motioned to offer a wage increase from \$15.00 to \$16.30, and for employees already in place, an additional \$1.30 per hour. Commissioner Simons seconded (stating his reluctance to do so). Commissioner Johnston abstained. Motion carried.

Dispatcher position- discussion

Present: Wayne Cashman

Wayne:

- stated he will return next week to ask for moving a detention spot over to dispatch for approximately one month; that extra dispatcher position will be enough time to hire and train a new dispatcher should one be needed.

Alcohol Tax Distribution Request for County Plans-Acton Item- Choices for Change-Charlee Thompson

Present: Charlee Thompson

Charlee:

- explained and presented a four plan that is required for the alcohol tax distribution; the commissioners are told the plan needs to be approved

Commissioner Simons moved, and Commissioner Zylawy seconded to approve the 4 year County Alcohol Tax Distribution Plan. Motion carried unanimously.

Request for road name change for Shangrila Ln to Whitewater Heights -Action Item- Environmental Health and Planning/ Jesse Johnson

Present: Candis Hampton- Environmental Health and Planning Assistant, Jesse Johnson- landowner

Commissioner Johnston moved, and Commissioner Zylawy seconded to approve the request for the road name change for Shangrila Lane to Whitewater Heights. Motion carried unanimously.

Administrative Business

Commissioner Johnston moved, and Commissioner Zylawy seconded to approve claims paid on October 29, 2021, for the amount of \$47,822.17 with claim numbers 39135 through 39185 and warrant numbers 14649 through 14699. Motion carried unanimously.

Commissioner Johnston moved and Commissioner seconded to approve minutes of October 22, 2021. Motion carried unanimously.

Commissioners Johnston, Simons and Zylawy attended a field trip to examine the Idaho boundary dispute; no business was conducted.

Documents signed:

Task Order Amendment Number Four Task order for PHEP (Public Health Emergency Preparedness) Task Order Number 20-70-6-11- -035-0 to amend the above- referenced contract between the Montana Department of Public Health and Human Services

Meeting adjourned at 3:30 PM

The next regular meeting will be Friday, November 5, 2021, in the Commissioners Meeting Room.

Minutes were taken by

Dawn Terrill

Mineral County Commissioners' Assistant

