

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

**September 6, 2024**

The Board of County Commissioners of Mineral County, Montana, met in a regular session on Friday, September 6, 2024. Present were Commissioner Duane Simons, Commissioner Dawn Terrill and Commissioner Roman Zylawy.

**9:00 AM- 10 AM Administrative Business- in individual offices of Commissioners**

**Documents signed:** Commissioners signed Sick Leave Grant donation forms from several employees towards another Mineral County employee. Resolution # 9-6-2024(A) and Resolution # 9-6-2024(B) and Resolution # 9-6-2024 (c). Commission Chair signed the Budget Certification form.

**10:05 AM Call Meeting to order, Pledge of Allegiance.**

Meeting was called to order  
Pledge of Allegiance led by Commissioner Terrill

**10:05 AM- 10:10 AM Approve minutes of 8-16, 2024 and to approve payroll of 9-6-24**

**Present:** Bob Kroupa- citizen, Linda Bailey Schiflett-citizen, Diane Magone-citizen, Ginny Tubbs-citizen, Amy Parks-DES director.

**Commissioner Zylawy moved, and Commissioner Simons seconded to approve payroll of 9-6-2024 in the amount of \$175,998.00 dollars, check numbers 660001 through 660006 and electronic check numbers 62216 through 62282 , as well as electronic liability checks # 62214 and 62215. All in favor. Motion carried.**

**10:10 AM- 10:35 AM Public Comment:**

**Present:** Bob Kroupa- citizen, Linda Bailey Schiflett-citizen, Diane Magone-citizen, Ginny Tubbs-citizen, Amy Parks-DES director.

Before comment was taken, Commissioner Terrill wanted to address housekeeping responses from last weeks public comment. She said that the letter Kelly Morrison read aloud last week had some things she needed to clarify. Respecting the chair of our fair board is badly needed. Mary Jo Berry has done so much in the community and her work should be celebrated and recognized. And to the statement that she decided herself to go out an hire whatever bands/entertainment that she wants; Terrill said that the fair board was running short on time to secure and lock in good bands, and that Mary Jo was asked and granted independent decision making authority for the sake of expediency. Terrill said she knows this because she was present at the fair board meeting when that happened. There were not any false moves made, nothing nefarious. Furthermore, the financial audits all show that these kinds of accusations are unfounded. Additionally, Commissioner Terrill wanted to correct a statement made in

past public comment regarding the \$12,500.00 dollar request for the Pool in the Park. A speaker in public comment suggested that taxpayer money should not go to a pool, but instead go to giving law enforcement a raise. Terrill pointed out that the pool request was not made of regular taxpayer collected money, but was from the one time granted federal ARPA money fund. It would not be able to sustain pay raises as it is one-time money.

Diane- commented as a fair board member and thanked Commissioner Terrill for her words in defending Mary Jo Berry. Diane said that Mary Jo drives disabled veterans to their doctor appointments, and serves on other community boards as well. Diane said that when planning a fair, one has to book and lock in the bands early so don't miss out on having good music.

Ginny- announced that the Mineral County Historical society will be hosting the Cedar Creek History tour celebrating the old mines and town of Louisville. 104 people are signed up currently and it is the largest group participation ever. Tour busses leave the historical museum on Saturday at 9 AM to take people up Cedar creek. Later, there is a potluck dinner before heading back into town.

Bob-Said that people wanting to change the fair board are doing things wrong. You don't go after people and attack them when you want to change things. He also said that they should learn and understand the history, culture and people better. He feels that St. Regis does a good job of working together though.

**10:30 AM- 10:45 AM Request to advertise and hire dispatcher, and possibly move from two Co-Supervisors to one sole dispatch supervisor who would receive the extra supervisor pay-Amy Parks**  
**DES Director- ACTION ITEM**

**Present:** Bob Kroupa- citizen, Linda Bailey Schiflett-citizen, Diane Magone-citizen, Ginny Tubbs-citizen, Amy Parks-DES director.

Amy said that one of the two supervisor dispatchers has resigned to move towards work in Missoula so now she has another vacancy. Amy also said that she would like to now make it where there is just one supervisor for dispatch instead of two. Currently she has two vacancies that she will need to fill. Amy also asked that it's possible she could split one full time position and make it two part time. Then she would have seven employees instead of six, and would not offer benefits to them as they would be under the work hours for insurance. So altogether Amy has three requests: advertise to hire, make one supervisor who gets the extra pay from the other supervisor position that she is eliminating and flexibility to hire two part time people from the one full time if she finds interest.

**Commissioner Terrill moved, and Commissioner Simons seconded to approve the advertising to hire in dispatch. All in favor. Motion carried.**

**Commissioner Terrill moved, and Commissioner Simons seconded to make one Supervisor of dispatch instead of two. And the \$1.00 dollar an hour supervisor pays from that eliminated supervisor, to be awarded to the other supervisor. All in favor. Motion carried.**

**Commissioner Zylawy moved, and Commissioner Simons seconded to allow DES Director the flexibility to make two part-time positions from the one full time slot. The part time positions would not have paid benefits. All in favor. Motion carried.**

**10:45 AM- 11:15 AM Revisit Fair Board bill for fallen tree limb removal/trimming due to storm damage-Mineral County Fair board members- POSSIBLE ACTION ITEM**

**Present:** Bob Kroupa- citizen, Linda Bailey Schiflett-citizen, Diane Magone-Fair board member, Ginny Tubbs-Fair Board member.

Ginny said that as requested last week, she organized, posted and noticed a special public meeting of the fair board. She said that all five board members attended and one citizen observer. Ginny said the topic was revisited for a formal decision and action on the issue of the wind storm damaging the trees and causing safety concerns or the upcoming fair. The fair board was aware that they didn't have the funds to pay for any tree limb removal or trimming, but also knew that the upcoming Mineral County Fair would need to be a safe place for hundreds of people in another month. They had discussed getting the work done anyway, and then hoping to bring the topic to the Commissioners for re-imburement. The past decision on July 2 did not have a formal motion followed by a vote, so this special meeting was arranged to have the tree trimming issue noticed, posted and voted upon. Fair board member Ginny Tubbs and Diane Magone said that the five-member board voted 4-1 on the matter, and therefore they were asking that the Commissioners decide upon the question of reimbursing them for the \$1,260.00 dollar bill. There was discussion about how a sense of urgency was present due to the Mineral County fair was just a month away. And also; how if the trees were not treated, that any accidents or injuries would be liability of Mineral County.

**Commissioner Terrill moved, and Commissioner Simons seconded to approve paying for the Fairgrounds tree trimming bill in the amount of \$1,260.00 dollars and have it come from the General fund. All in favor. Motion carried.**

Commissioner Simons expressed appreciation and thanks to Leroy Godin for his help taking care of the tree problems.

**1:50 PM- 2:00 PM Mineral County Salary Resolution # 9-6-2024(A) ; and Justice of the Peace Salary Resolution #9-6-2024(B)- ACTION ITEMS**

**Present:** Bob Kroupa- citizen, Linda Bailey Schiflett-citizen, Diane Magone-Fair board member, Ginny Tubbs-Fair Board member, Jessica Connally-Finance Officer.

Commissioners reviewed the Salary resolution and the rates of pay for each employee. They also reviewed the separate salary resolution for the Justice of the peace. Some discussion was had about why the judge was on a separate resolution from the other county employees.

**Commissioner Zylawy moved, and Commissioner Simons seconded to approve Salary Resolution #9-6-2024(A) and Justice of the Peace Salary Resolution #9-6-2024(B). All in favor. Motion carried.**

**2:00 PM – 2:15 PM Final adoption of Mineral County Budget FY 2024-2025 Resolution # 9-6-2024(c)**  
**ACTION ITEM**

**Present:** Bob Kroupa- citizen, Linda Bailey Schiflett-citizen, Diane Magone-Fair board member, Ginny Tubbs-Fair Board member, Jessica Connally-Finance Officer.

Jessica presented the thick, multiple page budget document for Mineral County fiscal year 2024-2025.

**Commissioner Zylawy moved, and Commissioner Simons seconded to approve Resolution # 9-6-2024 (C ) Final Adoption of the Mineral County Budget for FY 2024-2025. All in favor. Motion carried.**

**\*\* Commission Chair Terrill signed the Budget Certification document. \*\***

**Meetings adjourned at 2:32 PM for the Commissioners**

**The regular County Business Meeting adjourned at 2:32 PM. Commissioners adjourned for the day at 4:00 p.m. The next regular meeting will be Friday, September 13, 2024, in the Commissioners Meeting Room**

**Minutes were taken by Roman Zylawy**

**PROCEEDINGS OF THE BOARD OF THE COUNTY COMMISSIONERS**  
**OF MINERAL COUNTY, MONTANA**  
**September 13, 2024**

The Board of County Commissioners of Mineral County, Montana, met in a regular session on Friday, September 13, 2024. Present were Commissioner Duane Simons, Commissioner Dawn Terrill and Commissioner Roman Zylawy.

**9:00 AM- 10 AM Administrative Business- in individual offices of Commissioners**

**Documents signed:** Commissioner Simons signed Childhood Lead Prevention Grant with the Health Department.

**10:05 AM Call Meeting to order, Pledge of Allegiance.**

Meeting was called to order  
Pledge of Allegiance led by Commissioner Terrill

**10:05 AM- 10:10 AM Approve minutes of 8-16, 2024 and to approve Claims of 9-13-24**

**Present:** Bob Kroupa- citizen, Shawn Smalley-citizen.

**\*\* The minutes were not ready to be approved. They will be on a future meeting date. \*\***

Commissioner Zylawy moved, and Commissioner Simons seconded to approve Claims of 9-13-2024 in the amount of \$792,062.49 dollars, check numbers 770336 through 770414 and Claim numbers 44067 through 44145. But to Hold approval of check # 770375 and claim # 044106 in the amount of \$10,112.56 dollars to await court direction on it. All in favor. Motion carried.

**10:10 AM- 10:35 AM Public Comment:** No Comment given.

**10:40 AM- 11:15 AM Resolution # 9-13-2024 to adopt Mineral County Policy Manual with changes.**

- 1- **Pg. 15 Selection process part 1, Remove "at least one Commissioner (if available) will be present during interview 2 pg. 16 Selection process after part 4 citing the panel to consist of one commissioner, county lawyer, and sheriff or undersheriff being present on each other's department interviews. REMOVE. 3 pg. 19 Probationary period. County may extend probationary period by three months. REMOVE. - ACTION ITEMS**

**Present:** Bob Kroupa- citizen, Shawn Smalley-citizen, Debra Jackson-County Attorney, Wally Congdon-Deputy Co. Atty.

Deb spoke and asked to know when did commissioners discuss making changes with her office of the County Attorney. Commissioner Terrill said that she had a conversation with Wally about the changes. But Wally said that he didn't remember any discussions at all. Deb said that these policies were in the manual as conditions of the Writ of Mandamus as well as the settlement agreement and should not be changed or removed. Deb was very angry that she was not consulted with on this topic before seeing it on the agenda. She said that Commissioners should not pass any new policy or changes without running it by her first. Commissioner Terrill said she believed she was including the attorney's office in communicating it with Wally.

Commissioner Zylawy moved, and Commissioner Simons seconded to Table policy changes until further clarification after the October 2, 2024 hearing in Judge Vanetta's court. All in favor. Motion carried.

**Meetings adjourned at 11:32 AM for the Commissioners**

**The regular County Business Meeting adjourned at 11:32 AM. Commissioners adjourned for the day at 4:00 p.m. The next regular meeting will be Friday, September 20, 2024, in the Commissioners Meeting Room**

**Minutes were taken by Roman Zylawy**

**PROCEEDINGS OF THE BOARD OF THE COUNTY COMMISSIONERS  
OF MINERAL COUNTY, MONTANA  
September 20, 2024**

The Board of County Commissioners of Mineral County, Montana, met in a regular session on Friday, September 20, 2024. Present were Commissioner Duane Simons, Commissioner Dawn Terrill and Commissioner Roman Zylawy.

**9:00 AM- 10 AM Administrative Business- in individual offices of Commissioners**

**Documents signed: NONE**

**10:05 AM Call Meeting to order, Pledge of Allegiance.**

Meeting was called to order

Pledge of Allegiance led by Commissioner Terrill

**10:05 AM- 10:10 AM Approve minutes of 8-16, 8-23, and 8-30 2024 and to approve payroll of 9-20-24**

**Present:** Bob Kroupa- citizen, Shawn Smalley-citizen, Shirley Iwata-citizen.

**Commissioner Zylawy moved, and Commissioner Simons seconded to approve the minutes for August 16, 23, and 30 of 2024. All in favor. Motion carried.**

**Commissioner Zylawy moved, and Commissioner Simons seconded to approve payroll of 9-20-2024 in the amount of \$236,456.04 dollars, check numbers 660013 through 660018 and electronic check numbers 62213 through 62143, as well as liability checks numbers 660019 through 660021 and electronic liability checks # 62141 and 62142. All in favor. Motion carried.**

**10:10 AM- 10:35 AM Public Comment:** None given.

**10:30 AM- 11:15 AM ARPA Committee recommendations- Emily Park -POSSIBLE ACTION ITEMS**

- 1- St. Regis Park irrigation pump replacement 2-PEAK foundation for additional needs. 3 Superior Recycle center funding. 4 Trestle creek golf course -amount to be determined later.**

**Present:** Bob Kroupa- citizen, Shawn Smalley-citizen, Shirley Iwata-citizen, Bessie Spangler-citizen, Kelly Dillon-Superior town council, Wanda James-citizen, Glen Koepke-citizen, Denley Loge-House dist. 14 Representative, Jim Bebree-citizen, Sharon Patterson-ARPA committee, Emily Park-ARPA funds manager, Jamie Odell-PEAK foundation.

Emily spoke about the St. Regis Park needing a water pump and that Judy Stang did complete the application process. The ARPA committee decided to approve the request in the amount of \$8,588.00 dollars to reimburse the Park board for the emergency pump they needed for the summer events there.

**Commissioner Zylawy moved, and Commissioner Simons seconded to approve the ARPA fund request in the amount of \$8,588.00 dollars for a water pump for the St Regis Park. All in favor. Motion carried.**

Next Emily talked about how the PEAK foundation had some additional needs for the Alberton Park and the ARPA committee decided to grant them additional funding to complete their projects.

**Commissioner Simons moved, and Commissioner Zylawy seconded to approve ARPA funding in the amount of \$33,500.00 dollars for the PEAK foundation. All in favor. Motion carried.**

Emily explained how the Emily Ornelas city of superior recycling program needed some funding in order to keep up with hauling increases from Republic services. Town Councilman Kelly Dillon spoke to how busy the center is, and that it even accepts glass to be recycled. He said many residents come to the recycling center that live outside the city limits too. Five regular volunteers work at the center and the city has donated \$17,000.00 dollars towards the center. The public also provides donations when they drop off items for recycling. Kelly estimated that the center needed approximately \$14,000.00 dollars from Mineral County to keep operations going. The ARPA committee recommended the funding be approved.

**Commissioner Simons moved, and Commissioner Terrill seconded to approve ARPA funding in the amount of \$14,000.00 dollars for the Superior city Recycling center. All in favor. Motion carried.**

The Trestle creek golf course topic was not put forward by Emily or the ARPA committee on this day.

**11:20 AM-11:45 AM Presentation and request for funding for the Community Food bank of Mineral County- Ruth Burke of HRC- ACTION ITEM**

**Present:** Bob Kroupa- citizen, Shawn Smalley-citizen, Shanna Williams-Community Food bank of Mineral County, Ruth Burke-Human Resource Council.

Ruth Burke spoke about how the Food bank is trying to construct a new building to operate from, and they are working with the City of Superior on getting a CDBG grant. The PAR (preliminary architecture report) came in with three alternatives. 1- rebuild the old building. 1- Remodel the entire building. 3- Construct an all-new building. Given the old building's age and asbestos situation, the preferred alternative is to construct a new building. If they build, it would be on 38 Mullan road west. With 51.8% of the population low to moderate income, Mineral County needs a food bank. The grant is due on October 22, 2024 and the food bank at this time is asking for a letter of support for their application.

**Commissioner Simons moved, and Commissioner Terrill seconded to approve signing a letter of support from Mineral County on behalf of the 'Community Food Bank of Mineral County'. All in favor. Motion carried.**

**The regular County Business Meeting adjourned at 11:44 AM. Commissioners adjourned for the day at 4:00 p.m. The next regular meeting will be Friday, September 27, 2024, in the Commissioners Meeting Room  
Minutes were taken by Roman Zylawy**

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

**September 27, 2024**

The Board of County Commissioners of Mineral County, Montana, met in a regular session on Friday, September 27, 2024. Present were Commissioner Duane Simons, Commissioner Dawn Terrill and Commissioner Roman Zylawy.

**9:00 AM- 10 AM Administrative Business- in individual offices of Commissioners**

**Documents signed:** Property and Casualty agent appointment and agreement with Payne West and Krui Siewing and MACO Trust.

**10:05 AM Call Meeting to order, Pledge of Allegiance.**

Meeting was called to order

Pledge of Allegiance led by Commissioner Terrill

**10:05 AM- 10:10 AM Approve Claims for 9-27-2024**

**Present:** Bob Kroupa- citizen, Shawn Smalley-citizen, Andy Short- County Planner, Kristin Kuiken-Staff assistant for Senator Daines.

**Commissioner Zylawy moved, and Commissioner Simons seconded to approve Claims of 9-27-2024 in the amount of \$59,600.47 dollars, check numbers 770417 through 770475 and Claim numbers 44114 through 44203. All in favor. Motion carried.**

**10:10 AM- 10:35 AM Public Comment:**

**Present:** Bob Kroupa- citizen, Shawn Smalley-citizen, Andy Short- County Planner, Kristin Kuiken-Staff assistant for Senator Daines.

Kristin used the opportunity to introduce herself from the US senator's office, and to offer her contact info should we need anything.

**10:30 AM- 10:45 AM Treasurer's update- Merry Mueller-DISCUSSION**

**Present:** Bob Kroupa- citizen, Shawn Smalley-citizen, Andy Short- County Planner, Kristin Kuiken-Staff assistant for Senator Daines, Merry Mueller-Treasurer, Dave Levenson-Developer, Monte Peterson-citizen, Candis Hampton-land Planner assistant, Wally Congdon-Deputy County Attorney, Bill Vancanagan-Attorney for developer.

Merry commented on her investments and more specifically the status of the CD's that were coming due to maturity. The Trail West Sweep account had 4.8 million dollars, which is a little low because the real estate taxes won't be coming in until November. Some of the low interest CDs are not able to be cashed out early without still sustaining a big loss for early withdrawal. So, she is opting to keep them where they are at.

**10:45 AM – 11:15 AM Possible approval of the Condition amendment for Lower Meadows Subdivision-POSSIBLE ACTION ITEM**

**Present:** Bob Kroupa- citizen, Shawn Smalley-citizen, Andy Short- County Planner, Kristin Kuiken-Staff assistant for Senator Daines, Merry Mueller-Treasurer, Dave Levenson-Developer, Monte Peterson-citizen, Candis Hampton-land Planner assistant, Wally Congdon-Deputy County Attorney, Bill Vancanagan-Attorney for developer.

Andy opened the meeting by explaining the situation with the originally approved subdivision in 2022 and the conditions for it regarding the water rights and source. Originally the water source was to be the Clark fork river and pumped under I-90 to the development for irrigation and watering. The Developer bonded for the improvements and it comes due in Spring of 2025. There are individual wells for home drinking water, and the developer just wants to change the source of water for irrigating lawns from the river, to the large spring that is on his property above the subdivision. Approximately 1/3 of the spring will have the water rights assigned to the HOA which translates to about a 25 gallons per minute water source. No members of the public expressed opposition to the change, neither in person or via mail or e-mail.

**Commissioner Zylawy moved, and Commissioner Terrill seconded to approve the Lower Meadows subdivision changes with conditional amendments. All in favor. Motion carried.**

**11:20 AM- 11:30 AM Request to advertise and fill position in Detention center- ACTION ITEM**

**Present:** Bob Kroupa- citizen, Shawn Smalley-citizen, Ryan Funke- Sheriff, Kristin Kuiken-Staff assistant for Senator Daines.

Sheriff Funke said that a detention officer decided to apply for the opening in dispatch, so now there is a vacancy in detention. He would like permission to advertise and fill the vacancy.

**Commissioner Zylawy moved, and Commissioner Simons seconded to approve the request to advertise, hire and fill the vacant position in detention. All in favor. Motion carried.**

**The regular County Business Meeting adjourned at 11:25 AM. Commissioners adjourned for the day at 4:00 p.m. The next regular meeting will be Friday, October 4, 2024, in the Commissioners Meeting Room**

**Minutes were taken by Roman Zylawy**