

JANUARY 2025

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

January 3, 2025

The Board of County Commissioners of Mineral County, Montana, met in a regular session on Friday, January 3, 2025. Present were Commissioner Duane Simons, Commissioner Shawn Smalley and Commissioner Roman Zylawy.

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

Documents signed: Commissioner Simons signed Request of information on matters of legal consequence letter from Strom and Associates accounting and Audit company.

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

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

10:05 AM- 10:10 AM Approve Claims for January 3, 2025

Present: R.J. Kroupa- citizen, Ginny Tubbs-citizen, Jaime Talbot- Clerk of Court, Merry Mueller- Treasurer, Jason McLees- Road Foreman, Anna Marie White-citizen, Kelann McLees-Clerk and Recorder, Kaset Feasel-Deputy Clerk and Recorder, Claudia Boyer-Deputy Treasurer, Andy Short-County Planner, Kim Taron-Justice of the Peace.

Commissioner Zylawy moved, and Commissioner Smalley seconded to approve Claims for January 3, 2025 in the amount of \$33,787.62 dollars, check numbers 771029 through 771059 and Claim numbers 44756 through 44786. All in favor. Motion carried.

10:10 AM-10:35 AM Public Comment. - NO PUBLIC COMMENT RECEIVED

10:35 AM- 11:35 AM Adopt Resolutions for year 2025- Five Resolutions- Action Items

Present: R.J. Kroupa- citizen, Ginny Tubbs-citizen, Jaime Talbot- Clerk of Court, Merry Mueller-Treasurer, Jason McLees- Road Foreman, Anna Marie White-citizen, Kelann McLees-Clerk and Recorder, Kasey Feasel-Deputy Clerk and Recorder, Claudia Boyer-Deputy Treasurer, Andy Short-County Planner, Kim Taron-Justice of the Peace.

** Resolution#1-3-2024(a) Establishing Re-Organization of the Board of County Commissioners. Naming the Chair and Vice Chair.

Commissioner Simons moved, and Commissioner Smalley seconded to make Commissioner Zylawy the Board Chair. All in favor. Motion carried.

Commissioner Simons moved, and commissioner Zylawy seconded to make Commissioner Smalley the Vice-Chair. All in favor. Motion carried. Resolution#1-3-2024(a) passed with those positions filled as stated.

** Resolution#1-3-2024(b) to provide for public participation and establishing regular meeting dates and times for Board of Commissioners meeting days Calendar year 2025.

Commissioner Smalley suggested moving the meeting days to Thursdays, and changing to afternoon and evening meetings so that the public who worked in the day would be better able to attend. Simons and Zylawy said they were not opposed to moving meeting days to Thursday, but were against evening and night times for them. Commissioner Zylawy and Simons explained how that had been tried in the past, and very few people attended them. In fact, a night meeting was held in each town of Alberton, at the town council meeting room. And in St. Regis, at the community center. And a night meeting also in Superior in the Commissioners meeting room. The attendance was zero to maybe 3 on one occasion. The night meetings were also problematic for the other agencies we work with to attend night meetings. The Forest service, Montana FWP, DOT, DEQ and other stakeholders do their business during the daytime. It was too difficult for them as well as our county employees who had to bring down the claims and/or take the minutes. The County Land planner, secretaries and others would be getting paid overtime after hours for night meetings.

Commissioner Smalley moved that the board meet on Thursdays, and the times for meetings would begin in late afternoon/eveningThere was not a second to the motion. So, the motion died.

Commissioner Simons moved, and Commissioner Zylawy seconded to establish the regular business meetings days as Thursdays 9 AM to 5 PM. Commissioner Zylawy and Simons voted AYE. And Commissioner Smalley voted NAY. Resolution#1-3-2025(b) passed 2 to 1 with the above-mentioned times and day.

** Resolution # 1-3-2025 (C) to set the daily rate for payment of costs for use of County Detention center.

The Sheriff made a dollar amount recommendation for the daily cost of inmate incarceration. The Commissioners accepted the amount for the Resolution.

Commissioner Zylawy moved, and Commissioner Smalley seconded to approve Resolution#1-3-2025 (C). All in favor. Motion carried.

** Resolution#1-3-2025 (d) to establish travel, meals, and lodging rates for calendar year 2025.

Commissioner Zylawy moved, and Commissioner Smalley seconded to approve Resolution # 1-3-2025 (d). All in favor. Motion carried.

** Resolution#1-3-2025(E) to set the Official Holidays for Calendar year 2025.

Commissioner Smalley moved, and Commissioner Simons seconded o approve Resolution # 1-3-2025 (E). All in favor. Motion carried.

11:40 AM – 11:55 AM Request to cancel Mobile Home bills per MCA code, destroyed by fire or demolished/removed. Deputy Treasurer Claudia Boyer-ACTION ITEM

Present: Claudia Boyer-Deputy County Treasurer.

Claudia explained how MCA code 15-24-212 provides for the cancellation of delinquent property taxes on a mobile home or house trailer if it has been destroyed or demolished. Claudia said that currently there are eight mobile homes that total \$3,198.00 dollars in taxes that are demolished or no longer in Mineral and should be taken off the tax rolls. This can be achieved by the Commissioners issuing an order to do so, and record the order with the county clerk and recorder as a public record.

Commissioner Smalley moved, and Commissioner Simons seconded to approve the recommendation from the deputy Treasurer and cancel delinquent taxes on eight mobile homes in the amount of \$3,198.00 dollars, and to issue the order to do so and have it recorded in the Clerk and recorder office. All in favor. Motion carried.

1:00 PM- 1:15 pm Thompson Meadows Subdivision Release from letter of Credit- Wally Congdon and Andy Short- Action Item.

Present: Wally Congdon-Deputy County Attorney, Andy Short- County Land Planner.

Wally and Andy explained how the County had obtained a letter of credit from First Security Bank in Missoula to ensure that the water, septic, wells and road improvements were completed as promised. The Developer for Thompson Meadows Subdivision had met the obligations to the County planner's satisfaction and could now be released from the letter of credit security.

Commissioner Smalley moved, and Commissioner Simons seconded to Release TR Dev Corp from the Letter of Credit for the Thompson Ranch Subdivision with First Security Bank of Missoula. All in favor. Motion carried.

The regular County Business Meeting adjourned at 1:11 PM.

Commissioners adjourned for the day at 4:00 p.m.
The next regular meeting will be Thursday, January 9, 2025, in the Commissioners Meeting Room
Minutes were taken by Roman Zylawy

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

Thursday, January 9, 2025

The Board of County Commissioners of Mineral County, Montana, met in regular session on Thursday, January 9, 2025. Present were Commissioner Shawn Smalley, Commissioner Duane Simons. Commissioner Roman Zylawy was absent.

Commissioner Shawn Smalley called the meeting to order at 10:05 AM.

10:05-10:15 Approval of Minutes for December 20th 2025.

Present: RJ Kroupa-citizen

Commissioner Simons moved and Commissioner Smalley seconded to approve Minutes for December 20, 2025. Motion carried unanimously

10:05-10:15 Payroll approval for January 10th,2025.

Present: RJ Kroupa-citizen

Commissioner Simons moved, and Commissioner Smalley seconded to approve Payroll for January 10th, 2025 in the amount of \$194,277.42 dollars, check numbers 660096 through 660103 and electronic check numbers 61575 through 61641, as well as Liability Checks# 660093 through#660095 and Electronic Liability checks # 61574 and # 61573. All in favor. Motion carried.

11:30-12:00 Public comment-

no public comment

Commissioner Simons moved and Commissioner Smalley seconded to approve to adjourn the meeting. Motion carried unanimously

The regular County Business Meeting adjourned at 1:11 PM.

Commissioners adjourned for the day at 4:00 p.m.

**The next regular meeting will be Thursday, January 16, 2025 in the Commissioners Meeting Room
Minutes were taken by Shawn Smalley**

PROCEEDINGS OF THE BOARD OF THE COUNTY COMMISSIONERS

OF MINERAL COUNTY, MONTANA

Thursday, January 16, 2025

The Board of County Commissioners of Mineral County, Montana, met in regular session on Thursday, January 16, 2025. Present were Commissioner Shawn Smalley, Commissioner Duane Simons. Commissioner Roman Zylawy was absent.

Commissioner Shawn Smalley called the meeting to order at 9:50 AM.

09:50 No minutes to approve.

09:50 Approval of claims

Present: RJ Kroupa-citizen

Commissioner Simons moved and Commissioner Smalley seconded to approve claims in the amount of 90,018.15. Check numbers 771060 through 771115, and claim numbers 44774 through 44841.

Motion carried unanimously.

10:15 Courthouse Feasibility update discussion-

Present: RJ Kroupa-citizen

IMEG Engineer Mark Bellons and Emily Park presented the update. Discussion on getting a preliminary architecture report (PAR). The Commissioners had previously agreed to pay for the PAR. The next step is to advertise a request for quote (RFQ), in order to start the PAR. This should be take about six weeks. The PAR will enable the county to apply for grants.

11:30-12:00 Public comment- no public comment

12:00 adjourn Commissioner Simons moved and Commissioner Smalley seconded to approve to adjourn the meeting. Motion carried unanimously

**The regular County Business Meeting adjourned at 12:11 PM.
Commissioners adjourned for the day at 4:00 p.m.**

The next regular meeting will be Thursday, January 23, 2025 in the Commissioners Meeting Room
Minutes were taken by Shawn Smalley

**PROCEEDINGS OF THE BOARD OF THE COUNTY COMMISSIONERS
OF MINERAL COUNTY, MONTANA
January 23, 2025**

The Board of County Commissioners of Mineral County, Montana, met in a regular session on Thursday, January 23, 2025. Present were Commissioner Duane Simons, Commissioner Shawn Smalley and Commissioner Roman Zylawy.

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

Documents signed: All Commissioners Resolution # 1-23-2025. All Commissioners signed two Sick Leave Donation forms from Tamera Clemts and Peggy McCarroll towards an Employee in the County Attorney's office needing the hours.

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

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

10:05 AM- 10:15 AM Approve Payroll for January 24, 2025 and Minutes of December 27, 2024

Present: R.J. Kroupa- citizen.

Commissioner Smalley moved, and Commissioner Simons seconded to approve the minutes of December 27, 2024. All in favor. Motion carried.

Commissioner Zylawy moved, and Commissioner Simons seconded to approve Payroll for January 24, 2025 in the amount of \$186,481.55 dollars, check numbers 660105 through 660110 and electronic check numbers 61504 through 61571, as well as Liability Checks # 660111 through # 660115 and Electronic Liability checks # 61502 and # 61503. All in favor. Motion carried.

10:15 AM- 10:30 AM Resolution # 1-23-2025 Requesting Prosecutorial assistance from Bureau Chief of State of Montana Prosecution Service-Mineral County Attorney Request- ACTION ITEM

Present: R.J. Kroupa- citizen.

The Mineral County Attorney wants to ask for prosecutorial assistance from the State regarding the multiple stabbings in St. Regis. There will be no fee for this from the State Prosecutor Bureau, except the

County will pay for jury, transcripts and other normal costs associated with trial. A County Resolution is needed to allow for the assistance.

Commissioner Simons moved, and Commissioner Smalley seconded to Approve Resolution#1-23-2025. All in favor. Motion carried.

10:30 AM- 11:00 AM Obligate Title III funds- ACTION ITEM

Present: R.J. Kroupa- citizen.

The Commissioners need to advertise and solicit comments from the public on how best to obligate and spend the Title III funds from the Secure rural school's self-determination act. It is required that the county advertise in the paper and allow 45 days to receive written or public comment. Fire mitigation and other forest and Firewise uses are allowed.

Commissioner Smalley moved, and Commissioner Simons seconded to advertise in the paper the notice for comment on how to allocate and spend the Title III money for 2025. And to include in the motion the desire to allocate a portion to the County Forester position and a portion towards fuel mitigation projects. All in favor. Motion carried.

11:00 AM- 11:30 AM Pioneer Council Driver Stipend Request-Lynn Hellegard and Monte Turner- ACTION ITEM

Present: R.J. Kroupa- citizen, Monte Turner-Pioneer Council member, Lynn Hellegard -Director for transportation of aging services and Pioneer Council, Roy Martin-Volunteer Pioneer council driver, Paula Schilperoort- Pioneer Council, Sue Freeman-Pioneer Council, Laurie Fillo-Pioneer Council.

The transportation program is a 501-C3 and gets a lot of funding from the Montana Department of Transportation. The MDOT used to pay a \$35.00-dollar stipend to the drivers of Pioneer Council vans and busses, but a new accountant for them has interpreted the rules differently than administrators of the past. Therefore, MDOT will no longer be paying the driver stipend and Lynn is asking if the County would be able to help pay it. The Pioneer council has funding to operate as normal until June 2025, then they would like to know whether county can assist them. There was no action taken and the Council will be mailing out fundraising letters to gauge monies that way also.

11:30 AM- 12 NOON Public Comment. - NO PUBLIC COMMENT WAS GIVEN.

1:00 PM- 1:15 PM Appoint Library Board member- ACTION ITEM

Present: Guna Chabarek- County Librarian

Heather Pecora was just appointed in Novemebr or December for a vacant term. But that term was set to expire anyway on 12-31-2024, therefore the position would need to be appointed again. There was some question as to whether the vacancy was advertised in the paper, and Guna assured the board that it was. Commissioner Zylawy retrieved the past newspapers to check for the ad. The advertisement seeking interested applicants for Library board appeared in the January 1,2025 edition, as well as in the January 15 newspaper. The notice in the paper generated just one lone applicant, Heather Pecora.

Commissioner Zylawy moved, and Commissioner Smalley seconded to re-appoint Heather Pecora to a new term on the Mineral County Library Board. All in favor. Motion carried.

1:15 PM- 1:45 PM Request for Qualifications Approval for Preliminary Architect Report- Emily Park- ACTION ITEM

Present: Ginny Tubbs- Fair Board member, Sydney Cataldo-Fair Board member, Emily Park- Mineral County Economic development.

Emily Park explained the process for the County improvements and how the first step is to get a PAR that would also include the Fairgrounds. It takes approximately 6-9 months for a PAR to be completed so getting a firm selected soon is important. The County would advertise and solicit interested architect firms, and then hear their proposals and evaluate each one. No Action was taken at this time until Emily gets more information.

2:00 PM- 3:30 PM Mineral County Board of Health Meeting- POSSIBLE ACTION ITEMS –

****The Secretary for Board of Health is taking minutes for this meeting. See the Board of Health for minutes.*****

The regular County Business Meeting adjourned at 3:30 PM.

Commissioners adjourned for the day at 4:00 p.m.

The next regular meeting will be Thursday, January 30, 2025, in the Commissioners Meeting Room

Minutes were taken by Roman Zylawy

A SPECIAL MEETING OF THE COUNTY COMMISSIONERS OF MINERAL COUNTY, MONTANA

January 24, 2025

An unintended Quorum of Mineral County Commissioners attended a Mineral County Airport Board meeting. At the Superior Fire Hall on January 24, 2025 at 4:00 PM. Present were Commissioner Duane Simons, and Commissioner Roman Zylawy. Commissioner Smalley was not present.

Also Present: Gary Bullock-Airport Board Member, Don Felstet-Airport Board Member, Ron White-Airport Board Member, Jim Silverman-Airport Board Member, Duane Simons-Commissioner, Claudia Boyer-Deputy County Treasurer, Roman Zylawy-Commissioner, Bill Woodford-citizen, Kevin Campbell-citizen.

Airport Board Member Gordon Hendrick tendered his resignation after many years of service. He said he had too many other things he was involved with, and wanted to step aside for someone new. Gary Bullock accepted his resignation as the Board is without a Chair or manager since Steve Temple's passing. Gary talked about some of the hangar leases and the land leases that were getting behind on payments, and how tracking who was paid up etc... was not really known. It was suggested that forgiving the land leases only (not the hangars), might be the easiest option at this time. Ron White motioned to recommend to Commissioners that the land leases be forgiven and then to start anew. Don Felstet seconded the motion. All In favor. Motion carried. The Board discussed how they also needed a new airport manager who could be the primary contact on the FAA grants, the fire activity contracts with Forest service, and the person who ordered the Fuel for the tanks when needed. It was suggested that the fifth board member be replaced, and then select from a full board of members the one best suited to become the airport manager.

**The Commissioners left the meeting at 5:20 PM.
Minutes were taken by Roman Zylawy**

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

January 30, 2025

The Board of County Commissioners of Mineral County, Montana, met in a regular session on Thursday, January 30, 2025. Present were Commissioner Duane Simons, Commissioner Shawn Smalley and Commissioner Roman Zylawy.

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

Documents signed: Chairman Zylawy signed the Vendor Invoice to DNRC-CARDD PO Grant agreement # RITP-22-8904, the Milwaukee Road Haugan MT. Project for \$339,641.74 dollars.

Administrative decision by Commissioners to have the Petition (that was filed on August 30, 2024 on closing the Cyr-Iron Mountain Road), to be served on Woodland Range LLC. Commissioners decided to hold off on appointing an airport manager until after the vacant airport board member slot was filled and appointed. E-mail was sent to acting manager Gary Bullock advising of this. Commissioners decide to start Pledge and approval of minutes on meeting days at 9:50 AM so that regular business meetings can start at 10:00 AM.

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

Meeting was called to order

Pledge of Allegiance led by Commissioner Zylawy

10:05 AM- 10:15 AM Approve Claims for January 31, 2025 and Minutes of January 3, 10, and 17 2025

Present: R.J. Kroupa- citizen.

Commissioner Zylawy moved, and Commissioner Simons seconded to approve Claims for January 31, 2025 in the amount of \$86,688.95 dollars, check numbers 771117 through 771158 and Claim numbers 44842 through 44883. All in favor. Motion carried.

Commissioner Smalley moved, and Commissioner Simons seconded to approve the minutes of January 3, 9, and 16. All in favor. Motion carried.

10:30 AM- 11:00 AM Treasurer Update- Merry Mueller- DISCUSSION

Present: R.J. Kroupa- citizen, Merry Mueller-Mineral County Treasurer.

Merry presented her Bank reconciliation statement for November 2024 reflecting the infusion of payments from November property tax payments. She said that this year, there were no tax protests from the corporations or centrally assessed entities. Merry also said she is interested in investing some monies with the STIP program, (Short term Investment Pool) with Montana Board of Investments. They currently are yielding 4 to 5 % return.

11:00 AM – 11:30 AM Old Lozeau Crossover bridge repairs with MDOT engineering grant-Ryan Dahlke MDOT and Jason McLees County Road Foreman.

Present: R.J. Kroupa- citizen, Ginny Tubbs-citizen, Glen Koepke-citizen, Jason McLees-Road Foreman, ON ZOOM= Cory Claussen-DCI engineering, Leanne Moyer-MDOT, Ryan Dahlke-MDOT, Travis Bradshaw-DCI engineering, Jeremy Miles-HDR engineering.

Ryan explained how SB 536 was passed by the legislature to facilitate monies getting out to the 56 counties to help repair county bridges. The funds were allocated to the MDOT and they in turn, push it out to the counties. Since it is State money and is a state initiative action, the MEPA act must be strictly

abided by. The initial grant awarded to Mineral County to repair the Lozeau crossover road was \$83,500.00 dollars, but it didn't include the engineering cost of \$23,000.00 dollars. So, Ryan is adjusting that with an addendum, and now our awarded money will be \$106,500.00 dollars. But now another increase in labor and costs have driven up the total price tag to \$346,000 dollars, and after applying our \$106,500-dollar grant, leaves us short by \$239,500 dollars. Therefore, Mr. Dahlke will take the project back to the SB 536 Strike team panel to reconsider increasing the overall appropriation.

11:30 AM – 12 NOON Public Comment.- ** No Public Comment was provided **

1:00 PM- 2:00 PM St. Regis Resort Board- Flood plain questions and Concerns-DISCUSSION

Present: Jessica Connolly- St. Regis Resort Board, Judy Stang-citizen, George Bailey-St. Regis Resort Board, Ken Jasper-citizen, Glen Koepke-citizen, Ginny Tubbs-citizen, Candis Hampton-land planning assistant, Andy Short-land planner.

Andy gave a power point presentation explaining the new Lidar mapping of the flood plain that the state DNRC utilized for the new FEMA maps statewide. The new system is much more accurate and it has removed some locations from the flood plain, but also added new locations into the flood plain. Andy's job as land planner also makes him the flood plain administrator for the area and responsible to issues flood plain permits. But the mapping and subsequent flood insurance requirements were all a product of the new FEMA maps. Everyone seemed to appreciate the presentation and gained a better understanding of what transpired with the new federal maps.

The regular County Business Meeting adjourned at 2:01 PM.

Commissioners adjourned for the day at 5:00 p.m.

The next regular meeting will be Thursday, February 6, 2025, in the Commissioners Meeting Room

Minutes were taken by Roman Zylawy

MINERAL COUNTY COMMISSIONERS

ATTEST: _____

Kelann McLees, Clerk & Recorder

Roman Zylawy, Chairman of the Board

Duane Simons, Member

Shawn Smalley, Member