

February 2026

PROCEEDINGS OF THE BOARD OF THE COUNTY COMMISSIONERS
OF MINERAL COUNTY, MONTANA
February 5, 2026

The Board of County Commissioners of Mineral County, Montana, met in a regular session on Thursday February 5, 2026. Present were Commissioner Roman Zylawy, Commissioner Duane Simons, and Commissioner Shawn Smalley

9:00 AM- 9:45 AM Administrative Business- in individual offices of Commissioners

Documents Signed: Outlay report and request for reimbursement for Airport construction programs AIP# 3-30-0074-013-2025. Amount requested = \$191,544.15 dollars. Chair signed the Amended Budget report FY 2025-2026 for Alberton school District #2. Commissioners signed the appointment letter to state DES emergency services assigning the new chair of the LEPC (local emergency planning committee). Commissioners signed Resolution # 2-5-2026.

Administrative: Read letter from MACO Health care trust regarding upcoming year renewal. We will meet with them on February 12, 2026.

9:46 AM Call Meeting to order, Pledge of Allegiance.

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

9:46 AM- 10:00 AM Approve payroll for week of February 6, 2026 and minutes of January 15, 2026

Present: R.J. Kroupa-citizen, Kristin Kuiken-Senator Daines aide, Merry Mueller-Treasurer.

Commissioner Zylawy moved, and Commissioner Smalley seconded to approve payroll in the amount of \$198,700.65 dollars for check numbers 660473 thru 660478, and electronic payroll check numbers 59552 thru 59622, as well as Liability check numbers 660479 thru 660482 and electronic liability check numbers 59550 and 59551. Also, are Voided checks due to printer error, check numbers 660464 thru 660472. Additionally, to approve January Liability checks 660458 thru 660463 for a total of \$84,518.67 dollars. All in favor. Motion carried.

Commissioner Smalley moved, and Commissioner Simons seconded to approve the minutes of January 15, 2026. All in favor. Motion carried.

10:00 AM- 10:30 AM Alberton School Dist. #2 Trustees Financial report and FY 25-26 Budget amendment approval- Merry Mueller -ACTION ITEM

Present: R.J. Kroupa-citizen, Kristin Kuiken-Senator Daines aide, Merry Mueller-Treasurer.

Merry explained how the Alberton school was having trouble hiring and keeping on a school clerk who was able to follow the school mills and budget preparation. The turnover in clerks prompted a change in their budget report. Commissioners reviewed the budget report and amendments to the FY25-26 year.

Commissioner Smalley moved, and Commissioner Zylawy seconded to approve the Alberton School district # 2 school Trustees budget and financial report and the amended FY 25-26 school budget. All in favor. Motion carried.

10:30 AM- 11:00 AM Approve and adopt Mineral County Personnel Policy- ACTION ITEM

Present: R.J. Kroupa-citizen, Kristin Kuiken-Senator Daines aide, Kelann McLees- Clerk and Recorder, Kasey Feasel-Deputy Clerk and Recorder.

The changes to the MACO templated Personnel policy manual have been made. There have been multiple meetings and notice of the changes. Nobody has expressed any opposing opinions to the changes.

Commissioner Smalley moved, and Commissioner Simons seconded to approve and adopt the new Mineral County Personnel policy book and do so formally with Resolution # 2-5-2026. All in favor. Motion carried.

11:00 AM- 11:15 AM Dispatch Recorder contract approval- Amy Parks -ACTION ITEM.

Present: R.J. Kroupa-citizen, Ginny Tubbs-citizen, Kristin Kuiken- Senator Daines aide, Amy Parks-DES director.

Amy explained how the contract with Equiture for dispatch radio and phone recording systems is now expiring. Amy would like to have a new contract with Westek because they are not only cheaper, but easier for the operators to use and align with other systems. The Commissioners want to table the decision today and decide at next week's meeting.

11:30 AM- 12 Noon Public Comment

Present: Amy Parks- DES director.

Amy apologizes for her mistaken information in the recorder meeting. She confused Equiture's monthly fee for the annual fee of \$2,495.26 dollars.

1:00 PM- 2:00 PM Department head meeting

Present: Andy Short- Land planning and Sanitarian, Merry Mueller-Treasurer, Jaime Talbot-District Court clerk, Kim Taron-Justice of the peace, Dave Brink- MSU and Weed director, Kelann McLees-Clerk and Recorder, Amy Parks-DES director, Micah Allard- Deputy Sheriff.

Amy updated health department news on behalf of Jenn Donovan. Kelann talked about the new filing period dates for public office. Dave updated weed department and upcoming conferences. Kim said she has many more jury trials now and less bench trials. Micah talked about the recent couple stranded in snow bank and upcoming valor awards for GVW officers and deputies who responded. The new patrol cars are still not here. But possibly next week. They are closer to having the auction for vehicles in county impound lot. Jaime said her office is busy with lots of trials as well as parenting plans and divorces. Merry said there is a new opt out fee on registrations for brain injury research. There are approximately 60-90 households in Mineral County that homeschool their kids. Commissioners updated the group about plans for improvements on courthouse, the recent Zinke meeting, and the new policy manual.

The regular County Business Meeting adjourned at 4:00 PM.

Commissioners adjourned for the day at 5:00 p.m.
The next regular meeting will be Thursday, February 12, 2026 in the Commissioners Meeting Room
Minutes were taken by Roman Zylawy

**PROCEEDINGS OF THE BOARD OF THE COUNTY COMMISSIONERS
OF MINERAL COUNTY, MONTANA
February 12, 2026**

The Board of County Commissioners of Mineral County, Montana, met in a regular session on Thursday February 12, 2026. Present were Commissioner Roman Zylawy, Commissioner Duane Simons, and Commissioner Shawn Smalley

9:00 AM- 9:45 AM Administrative Business- in individual offices of Commissioners

Documents Signed: Outlay report and request for reimbursement for Airport construction programs AIP# 3-30-0074-013-2025. Reimbursement request #3, Amount requested = \$111,959.08 dollars. Chair signed the vendor Invoice # DNRC-CARDD PO for Pioneer Technical services on the Haugan Milwaukee project # RITP-22-8904 for \$15,129.47 dollars.

Administrative: None

9:46 AM Call Meeting to order, Pledge of Allegiance

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

9:46 AM- 10:00 AM Approve payroll for week of February 6, 2026 and minutes of January 22, 2026

Present: R.J. Kroupa-citizen.

Commissioner Zylawy moved, and Commissioner Simons seconded to approve claims in the amount of \$109,840.32 dollars for check numbers 773186 thru 773247, and claim numbers 46910 thru 46971. All in favor. Motion carried.

Commissioner Smalley moved, and Commissioner Simons seconded to approve the minutes of January 22, 2026. All in favor. Motion carried.

From last week there was a payroll check that was not approved and signed. The Overtime that the Sheriff put in for with the Stone Garden grant.

Commissioner Zylawy moved, and Commissioner Smalley seconded to approve the payroll check # 660483 in the amount of \$304.91 dollars, as well as the associated electronic check # 59548 and 59549 for Medicare and Sheriff Retirement system. All in favor. Motion carried.

10:0 AM- 11:15 AM MACO health trust renewal discussion -POSSIBLE ACTION ITEM

Present: R.J. Kroupa-citizen, Cheri Copeland-MACO Health, Joanne Romasko-MACO health, Kelann McLees-Clerk and Recorder, Kasey Feasel-Deputy Clerk and Recorder.

Cheri Copeland said that the national trend for health insurance is that premiums are going up by 10 percent. But Mineral County had a good year and that our health Insurance premiums will actually be going down by 5 Percent. There will be no change to the costs for dental and vision. Joanne said that on April 6 there will be health screening blood draws for employees interested in having that done.

Commissioner Zylawy moved, and Commissioner Simons seconded to renew our health insurance with the MACO health Care Trust of Helena Montana. All in favor. Motion carried.

11:15 AM- 11:30 AM Dispatch Recorder Contract- TO BE POSTPONED UNTIL NEXT WEEK

11:30 AM -12 Noon Public Comment – No comment provided.

1:00 PM -2:00 PM Mineral County and IMEG – Slate Architecture Meeting on TEAMS about courthouse improvements.

Present: Hannah Shields- Reporter for Hagadone News Network, ON ZOOM: Katie Clark-IMEG, Mark Bellons-IMEG, Scott Cromwell- Slate.

The next step is a RFQ (request for qualifications) and an opinion of probable costs and any various alterations as well as supporting grants. We will need to outline exactly what we want in the RFQ and step # 2, look at grant options and cost options as to whether this might be a phase process.

2:00 PM- 2:30 PM Discussion to advertise for Part time County Grant writer position. - ACTION ITEM

Present: Hannah Shields- Reporter for Hagadone News Network, Kelann McLees- Clerk and Recorder, Kasey Feasel-Deputy Clerk and Recorder.

Commissioner Smalley said that he would like to pursue getting a Part time grant writer for Mineral County. The current situation has shown that a change is needed to more aggressively seek out and secure different grant funding sources for our myriad list of needs.

If the county started out with a part time grant writer, then after the first year it could fund itself through administrative fees and no longer require county money to fund it. It was suggested that it be only 20 hours a week paid position, and that the job be reviewed and reconsidered after a period of one year.

Commissioner Smalley moved, and Commissioner Simons seconded to advertise for a part time, 20 hours a week, grant writer to be funded for one year out of the LATCF funding. The rate of pay would be decided depending on experience. All in favor. Motion carried.

The regular County Business Meeting adjourned at 3:00 PM.

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

The next regular meeting will be Thursday, February 19, 2026 in the Commissioners Meeting Room

Minutes were taken by Roman Zylawy

**PROCEEDINGS OF THE BOARD OF THE COUNTY COMMISSIONERS
OF MINERAL COUNTY, MONTANA
February 19, 2026**

The Board of County Commissioners of Mineral County, Montana, met in a regular session on Thursday February 19, 2026. Present were Commissioner Duane Simons, and Commissioner Shawn Smalley Commissioner Roman Zylawy was absent.

9:00 AM- 9:45 AM Administrative Business- in individual offices of Commissioners

Documents Signed: Outlay report and request for reimbursement for Airport construction programs AIP# 3-30-0074-013-2025. Reimbursement request #3, Amount requested = \$111,959.08 dollars. Chair signed the vendor Invoice # DNRC-CARDD PO for Pioneer Technical services on the Haugan Milwaukee project # RITP-22-8904 for \$15,129.47 dollars.

Administrative: None

9:45 AM Call Meeting to order, Pledge of Allegiance

Meeting was called to order

Pledge of Allegiance led by Commissioner Smalley

9:45 AM- 10:00 AM Approve Payroll for week February 20, 2026

Present: Amy Parks-citizen

Commissioner Smalley moved, and Commissioner Simons seconded to approve Payroll for the week of February 20, 2026 in the amount of \$186, 691.74 dollars for check numbers 660484 thru 660490 and electronic payroll check numbers 59546 thru 59478 and liabilities Check numbers 660591 thru 660494 and Liability electronic check number 594777 thru 59476 one check was voided check number 660487. All in favor. Motion carried.

10:00 AM- 10:15 AM Dispatch recorder contract Approval. -ACTION ITEM

Present- Amy Parks, Dispatch supervisor, Guna Chaberek-Librarian

Amy provided packets for two companies that could provide the services required for dispatch to record all phone calls coming into the 911 center. The current equipment was not able to be fixed and the current contract was coming due. WesTek provided a quote of 6,641.57 per year for three years and approximately 2000 per year after that. The time after three years was not part of the contract. The other company was Equature, they had installed the current equipment. The first payment for them would be 10,932.13 and 7,932.13 every year after that for a total of five years. A. Parks said she would recommend going with WesTek.

Discussion was had that the previous five years had been paid for out of one-time money and that we did not have this as a part of the current budget. Commissioners Smalley and Simons agreed that this was required equipment and that they had very little choice in approving the request.

Commissioner Smalley moved, and Commissioner Simons seconded to award Westek the contract for 6,641.57 for three years. All in favor. Motion carried.

10:15 AM- 10:30 AM Library board member appointment- Action Item. -ACTION ITEM

Present- Guna Chaberek- Library

G. Chaberek wanted to appoint a library board member. Commissioner Smalley asked how long the position had been advertised and she said two weeks. Commissioner Smalley said that it had just been brought to his attention that the boards member positions had to be advertised for 30 days.

Commissioner Smalley moved, and Commissioner Simons seconded to table the matter.

11:00 CSBP Workplan review and Approval- Kate Jerrim Ybarra-HRC Executive Director- Action Item

Present:None

Kate Ybarra from the Human Resource Council (HRC) presented the annual Community Services Block Grant (CSBG) work plan to the commissioners for review and signature, explaining that as a Community Action Agency serving Mineral, Ravalli, and Missoula counties, they are required to complete a Results Oriented Management Accountability (ROMA) process and conduct biennial needs assessments. She outlined key services provided in Mineral County, including affordable housing properties in Superior and St. Regis, emergency housing assistance through the Emergency Solutions Grant (ESG), rent and deposit support for those who are homeless or at risk, LIHEAP energy assistance, weatherization, housing voucher support, and a summer nutrition program. The most pressing regional needs identified were affordable housing, living-wage jobs, childcare access, homelessness support, and healthcare access. Commissioners acknowledged the importance of these programs, particularly housing, food assistance, and job support, and expressed appreciation for HRC's work while encouraging continued collaboration to address community gaps.

Commissioner Simons moved, and Commissioner Smalley seconded to approve the CSBG work plan and review. All in favor. Motion carried.

11:30 Public Comment

Present: Amy Parks, Kelly Dillon

Amy Parks presented information on the MGIA grant and asked for permission to apply for the grant. This grant has to do with GIS mapping and records for the entire county. The Commissioners agreed to apply for the grant.

Kelly Dillon- on behalf of the Town of Superior, objecting to a request from BNSF Railway for the town to pay \$64,000 to repair what he described as the company's own infrastructure, arguing that a large, multimillion-dollar corporation should not shift those costs onto a small community. He emphasized safety concerns related to poor road and rail conditions, particularly during winter and in the event of a wildfire, noting the need for reliable access for residents, emergency vehicles, and fire trucks.

1:30-2:00 Chute Gulch Minor Condition Amendment -Andy Short- Action Item

Present- Andy Short, Candis Hampton, Ron Warren-Rocky Mountain Surveyors

Andy Short presented a request to amend conditions for the Chute Gulch minor subdivision involving property owned by the applicant, who originally subdivided the land to help fund road construction. The amendment would allow the subdivision road to terminate at Lot 3 instead of extending to serve Lot 5, with the applicant proposing to bond for the unbuilt road segment and then aggregate Lot 5 back into an adjacent larger parcel so it would no longer require separate legal and physical access. Staff explained that the bond would serve as the county's guarantee—if the lot aggregation were not completed, the county could call the bond and construct the road itself. After confirming that the bonding and aggregation process would protect the county's interests, the commissioners expressed no concerns and approved a motion to amend the subdivision condition accordingly, subject to the stated requirements and all other prior conditions remaining in effect.

The amended approval included the following conditions:

1. **Road Termination at Lot 3** – The subdivision road is permitted to terminate at Lot 3 rather than being fully constructed to serve Lot 5.
2. **Improvement Guarantee (Bonding Requirement)** – The applicant must submit an improvements agreement and provide a bond (improvement guarantee) for the portion of road that was originally required but will not be built at this time. The bond ensures the county can complete the road if required conditions are not met.
3. **Aggregation of Lot 5** – Lot 5 must be legally aggregated (combined) with the adjacent larger parcel so that it no longer exists as a separate lot requiring independent legal and physical access.
4. **Compliance Prior to Final Plat Approval** – The amended conditions must be satisfied before final plat approval is granted.
5. **All Other Prior Conditions Remain in Effect** – Any previously approved preliminary plat conditions not specifically amended remain fully enforceable.
6. **Enforcement Provision** – Failure to comply with the amended conditions may result in withholding final plat approval or pursuing enforcement actions as authorized by law.

Commissioner Smalley Moved and Commissioner Simons seconded a motion to approve the condition amendment for the Chute Gulch minor subdivision to allow the subdivision road to terminate at Lot 3, subject to the amended conditions of approval, including the requirement for an improvement guarantee and the aggregation of Lot 5 with the adjacent parcel as set forth in the staff report addendum and findings of fact. Approval of this condition amendment modifies the previously approved preliminary plat only as expressly stated herein. All conditions of approval not specifically amended remain in full force and effect. Compliance with the amended conditions is required prior to final plat approval. Failure to comply may constitute grounds for withholding final plat approval or pursuing enforcement actions authorized by law. All in favor, motion approved.

2:30-2:45 Old School House Rock Car Show Use of Courthouse premises-

Present- Dan Clemts, Gordon Hendrick

Commissioners Approved use of the courthouse grounds for this event. No motion was needed or presented for this.

The regular County Business Meeting adjourned at 2:45 PM.

The next regular meeting will be Thursday, February, 26, 2026 in the Commissioners Meeting Room
Minutes were taken by Shawn Smalley

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

February 26, 2026

The Board of County Commissioners of Mineral County, Montana, met in a regular session on Thursday February 26, 2026. Present were Commissioner Roman Zylawy, Commissioner Duane Simons, and Commissioner Shawn Smalley

9:00 AM- 9:45 AM Administrative Business- in individual offices of Commissioners

Documents Signed: Commissioner Simons signed a letter of support for St. Regis Resort Board regarding the flood plain concerns.

Administrative: Commissioners made aware of a vacancy on the salary compensation board. Reviewed financials that were printed off by Treasurer Merry Mueller. Commissioner Smalley discussed the Heritage grant for older county owned buildings.

9:46 AM Call Meeting to order, Pledge of Allegiance

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

9:46 AM- 10:00 AM Approve claims for week of February 27, 2026 and minutes of February 5, 2026.

Present: Steve Reid- citizen, Jason McLees-Road Foreman.

Commissioner Zylawy moved, and Commissioner Smalley seconded to approve claims in the amount of \$196,279.88 dollars for check numbers 773258 thru 773301, and claim numbers 46972 thru 47015. All in favor. Motion carried.

Commissioner Smalley moved, and Commissioner Simons seconded to approve the minutes of February 5, 2026. All in favor. Motion carried.

10:00 AM- 10:30 AM Downed Tree and branch temporary disposal site, needed due to recent county wide wind storms- POSSIBLE ACTION ITEM

Present: Steve Reid- citizen, Jason McLees-Road Foreman.

Commissioner Zylawy wanted to re-open the subject of once again having a woody debris pile sight for county residents to have as an option for cleaning up after the December wind storms. The Road foreman said that years ago there was a complaint from the FAA saying that the pile could reduce visibility for aircraft using the Mineral County airport. Because the primary sight had always been on the western edge of the land near the airport, the practice was discontinued. It was decided to do some

research with FAA and the airport board about finding some sort of solution so as to allow reopening the disposal sight for county residents. Then another meeting will be held to decide on action.

10:30 AM- 10:45 AM TV district Board member appointment- ACTION ITEM

Present: Steve Reid- citizen, Jason McLees-Road Foreman, Dan Clemts- Superior TV district board member.

The positions on the Superior TV board were expired, and Dan Clemts said that Kelann Mclees in the Clerk and Recorders office had posted the vacancies for several weeks on the county website.

Commissioner Simons moved, and Commissioner Smalley seconded to re-appoint Kelly Dillon, Gordon Hendrick and Dan Clemts to the Superior TV district Board. All in favor. Motion carried.

11:30 AM- 12 Noon Public Comment

Present: Steve Reid- citizen.

Steve said he has been in touch with the international mass timber conference and they are holding a round table in March. Steve thinks Commissioners or Willy Peck should go and try to get grants to open a mill here. He then called on his phone a man named Dave Atkins to explain the grants and conference details.

The regular County Business Meeting adjourned at 12:00 PM.

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

**The next regular meeting will be Thursday, March 5, 2026 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