

**STILLWATER COUNTY
COMMISSIONER MINUTES**

Notice: These minutes reflect the proceedings of the Board of County Commissioners. The official minutes are on file with the Clerk and Recorder (MCA 7-4-2611(2)(b)).

**REGULAR MEETING
JANUARY 15, 2019**

- Present:** Commissioners Mark Crago, Chair; Dennis Shupak and Tyrel Hamilton, members; Heidi L. Stadel, Clerk & Recorder
- Others Present: Joe Morse, HR/Finance; Jerry Friend, Treasurer; Carol Arkell, DES/GIS; Penny Redli; Tammie Mullikin, Victim Witness; Angie Georgeson, Victim Witness; Mikaela Koski, Stillwater County News.
- Public Comments:** None heard.
- Minute** Commissioner Shupak **MOVED** to approve the minutes for December 18 & 31 2018. Commissioner Hamilton **SECONDED**. Motion passed unanimously.
- Claims:** Commissioner Hamilton **MOVED** to approve claims 101787 through 101888 in the amount of \$287,564.55. Commissioner Shupak **SECONDED**. Motion passed unanimously.
- File Items:** 1. Montana Department of Transportation – 2018 Stillwater County Bridge Inspection Report. These reports are available in the commissioner’s office for public viewing. Commissioner Shupak **MOVED** to place the file items to file. Commissioner Hamilton **SECONDED**. Motion passed unanimously.
- Regular Business:**
1. Job Descriptions – Job descriptions contracted for and updated for all departments were presented to be accepted. Joe Morse stated that these were done a few years ago but were never formally adopted. Some have been updated since that time and any of the other county departments are welcome to update theirs as well. Commissioner Hamilton **MOVED** to adopt and accept the job descriptions. Commissioner Shupak **SECONDED**. Motion passed unanimously.
 2. Stillwater County Victim Witness Program – Approval request for the Victim Witness Grant Application Package. Commissioner Shupak **MOVED** to approve the grant package as presented. Commissioner Hamilton **SECONDED**. Motion passed unanimously.
 3. Road & Bridge Department – Amend & reappropriate the snow plow INTERCAP loan payoff. Amend the motion previously adopted to use the funds from PILT to pay off the snow plow INTERCAP loan to now use the funds from the Road & Bridge Capital Improvements budget to pay off the loan. Commissioner Hamilton pointed out that it had been previously discussed to use the funds from the Road & Bridge Capital Improvements budget. This would allow for the PILT funds to be available for a disaster or emergency should something of that nature arise.

Commissioner Hamilton **MOVED** to amend the previous motion. Commissioner Shupak **SECONDED**. Motion passed unanimously.

4. Advisory Committee – Create an advisory committee for a Facilities Capital Improvement Plan consisting of the Board of County Commissioners, three citizens and the Facilities Supervisor. Commissioner Hamilton read the terms of reference for the Facilities Capital Improvements Plan Committee. The terms of reference are available in the Commissioner’s office. Commissioner Hamilton stated that this is a good idea. The county is in need of a facilities upgrade and remodel and this committee can provide the public with the means to share input and opinions on this project. Commissioner Hamilton **MOVED** to form the committee. Commissioner Shupak **SECONDED**. Motion passed unanimously.

5. Resolutions:

a. Adopt Resolution 2019-04 to amend the budget for Fiscal year 2018 for the Emergency Disaster Fund.

b. Adopt Resolution 2019-05 to amend the budget for Fiscal year 2018 for the Metal Mines Tax Reserve Fund.

c. Adopt Resolution 2019-06 to distribute excess money from Metal Mines Tax Reserves for Fiscal Year 2017-2018.

Joe Morse explained that the auditors advised that these monies be distributed per statute. These are excess reserve money that the county received after the initial distribution.

Commissioner Shupak **MOVED** to adopt the resolutions. Commissioner Hamilton **SECONDED**. Motion passed unanimously.

6. Biennium Weed Contract - Approve and sign the biennium weed contract with Fish, Wildlife & Parks for 2019-2020.

Commissioner Hamilton **MOVED** to approve the contract. Commissioner Shupak **SECONDED**. Motion passed unanimously.

Meeting Adjourned: Hearing no further business, Commissioner Crago adjourned the meeting at 9:18 AM.

APPROVED BY: /s/
Commissioner Crago, Commissioner Chairman
ATTEST: Heidi L. Stadel, Clerk and Recorder