

**STILLWATER COUNTY  
COMMISSIONER MINUTES**

**REGULAR MEETING  
March 19, 2019**

- Present:** Commissioners Mark Crago, Chair; Dennis Shupak and Tyrel Hamilton, members; Heidi Stevens, Admin
- Others Present: Mikaela Koski, Stillwater County News, Mark Schreiner, Road, Carol Arkell, DES, Jerry Friend, Treasure, Josh Juarez, Environmental Health, Chip Kem, Sheriff, Kisha Miller, City of Columbus,
- Minutes:** Commissioner Hamilton **MOVED** to approve the minutes for March 12th, 2019. Commissioner Shupak **SECONDED**. Commissioner Crago stated that this was the first traveling Agenda Meeting and would like to thank Mark Schreiner, and Heidi Stevens for coming to the meeting. Motion passed unanimously.
- Claims:** Commissioner Hamilton **MOVED** to approve 102154-102248 in the amount of \$177,462.59. Commissioner Shupak **SECONDED**. Motion passed unanimously.
- Recognition:** None
- Announcements:** The Compensation board will have their Annual Organizational Meeting April 1<sup>st</sup> 2019 in the 1<sup>st</sup> Floor Meeting Room at the Courthouse.
- Consent Agenda:** Commissioner Hamilton **MOVED** to consent to the Consent agenda and file the File items. Commissioner Shupak **SECONDED**.
1. Deed of Gift to Museum of former Sheriff safe and miscellaneous keys.
  2. Road Department- Great West Task Order #4
- File Items:** 1. Sheriff Monthly Report - Motion passed unanimously.
- Regular Business:** 1. Board Appointment- Commissioner Hamilton **MOVED** to appoint Garrett Williams to the Compensation Board. Commissioner Shupak **SECONDED**. Motion passed unanimously.
2. Seamless Docs-Create a digital document section on County Website. Commissioner Hamilton **MOVED** to move forward with Josh Juarez creating a digital document section on the County Website. Commissioner Shupak **SECONDED**. Discussion- Commissioner Hamilton explained that they would create a portal in the Web allowing citizens and county employees to access the documents. Commissioner Hamilton feels like this will help the citizens who live out of town and have trouble making it in. They would be able to access Rural Address change applications, Encroachment permits, burn permits etc. Josh Juarez added that we would be able to have 25 different documents that we could download. We would not have to use all 25 if we felt we didn't have that many. He also explained how the program would notify the appropriate department in the county that a document was completed and then they would be ready. It would also be a great way for the county to store data. Commissioner Hamilton explained how the initial cost was estimated and that we would have 20 hours of training for three employees for \$3700.00. Josh added that we could have as many as we wanted to have trained on the program. Commissioner

Crago asked how much this initial contract was for? Josh explained that it would cost \$4750.00 annually for 5 years. He also stated that if we have a longer contract then the yearly cost is cheaper. If we went in with a 3-year contract it would be \$7125 annually. It was agreed that a 5-year contract was substantially cheaper. Josh also suggested that Heidi Stevens and April Limburg in Planning be trained. Carol Arkell in DES asked what departments would have to participate and who would it affect? Commissioner Crago said that we should talk to the departments and determine who would benefit from the procedure. Mark Schreiner said that he was for it as it is something that they have been talking about for a while. Commissioner Crago agreed that we need it but would like a little more time to identify how many documents the County would utilize. Josh said that he also agreed that we could have more discussion to make sure all are on board. Carol Arkell stated that as a department head this is the first that she had heard about it but that she would like to have time to learn more about it. Commissioner Hamilton also suggested that maybe they could talk to Carbon County as they have been successfully using it for a while now. Commissioner Hamilton **MOVED** to table the motion of having Josh move forward on creating a Seamless Docs Application on the County Website. Commissioner Shupak **SECONDED**. Discussion- Jerry Friend, Treasurer, stated that it sounded like a really great idea but would like to suggest that the Department of Revenue be involved and also the Appraiser so that things don't slip through the cracks. Josh also agreed that it would help if they were included. Motion passed unanimously.

3. BSTF Assistance Agreement between Stillwater County, Montana Silversmiths and Department of Commerce. Commissioner Hamilton **MOVED** to approve the Assistance Agreement between Stillwater County, Montana Silversmiths, and the Department of Commerce. Commissioner Shupak **SECONDED**. Motion passed unanimously.

#### 4. Road and Bridge

A. Replacement of Shane Ridge repeater. Mark Schreiner said that the repeater is older than 10 years and that there have been issues and it needs to be replaced. Commissioner Shupak **MOVED** to go forward with replacing the Shane Ridge Repeater. Commissioner Hamilton **SECONDED**. Motion passed unanimously.

B. Shop Ventilation Engineer Proposal-Mark Schreiner said that there is an issue with mold in the shop and this is a way to vent the shop and have a heat exchange. Commissioner Shupak **MOVED** to go forward with the shop ventilation proposal. Commissioner Hamilton **SECONDED**. Motion passed unanimously.

C. Request for Seasonal Road Closure of Big Coulee Rd. Mark Schreiner said they have closed the road in the past. The road is unsafe for travel to the general public and is hard to negotiate. Closing this road seasonally would alleviate this problem and not affect the area residents who are familiar with the area and the hazards of the road. Commissioner Hamilton asked if this proposal was, to close it for now, get public opinion on it, and revisit it again next year. Commissioner Hamilton also asked about google maps. Carol stated that her and Officer Kem were the ones who put requests in. She said they can put it on state map and we will have to put signs up. Commissioner Hamilton wanted clarification on the dates. Would it be November 1<sup>st</sup>- April 15<sup>th</sup> or will we do first sign of bad weather till spring? He also suggested that we try to make the time frame of which it is closed consistent from year to year. He also indicated that were two ways around on, one on Hines Rd and another Painted Rope Rd. Mark Schreiner stated that Road and Bridge Department will close

it for now, through the end of the season. Commissioner Crago asked for a Motion to approve the request for a Seasonal Road Closure of Big Coulee Rd. Commissioner Hamilton so **MOVED** and Commissioner Shupak **SECONDED**. Motion passed unanimously.

**Public Comments:** None heard.

**Meeting Adjourned:** Hearing no further business, Commissioner Crago adjourned the meeting at 9:40 AM.

APPROVED BY: \_\_\_\_\_  
Commissioner Crago, Commissioner Chairman

ATTEST: \_\_\_\_\_  
Heidi L. Stadel, Clerk and Recorder