

**STILLWATER COUNTY
COMMISSIONERS 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 31, 2017**

- Present:** Commissioners Dennis Shupak, Chair; Maureen Davey and Mark Crago, Members; and Lori Dobitz, Administrative Assistant.
- Others Present: Joe Morse, Finance and Human Resources; Jerry Friend, Treasurer; Mikaela Koski and Marlo Pronovost, Stillwater County News.
- Open Meeting:** Commissioner Shupak opened the meeting at 9:00 am with the pledge to the flag.
- Minute Approval:** Commissioner Crago **MOVED** to approve the minutes of January 24, 2017. Commissioner Davey **SECONDED**. Motion passed unanimously.
- Claims:** Commissioner Davey **MOVED** to approve the Claims No's. 96901 through 96986 in the amount of \$213,388.61. Commissioner Crago **SECONDED**. Motion passed unanimously.
- Regular Business:**
1. Human Resources - Richard Larsen & Associates Proposal for Job Descriptions and Wage Assessments. Mr. Larsen met with the Commission in a working session on January 18, 2017.
- Commissioner Davey said last year she visited with one of the Commissioners from Rosebud County, who used the service, and they forwarded information in having Stillwater County job descriptions and wage assessments evaluated from Richard Larsen & Associates. Joe Morse, Finance and Human Services, said two proposals are in front of the Commission for consideration, one for job description reviews and one for wage assessments. Morse said he would recommended doing both as he thinks it is a good tool. The job descriptions haven't been evaluated in about 20-years, he said, so he thinks it is time to get an update and look at those. Commissioner Davey questioned the 20-year statement and Morse stated the job descriptions are looked at and updated when hiring a each new employee, but this is a little bit different format, that is what he meant by the 20-years. He said the county's job descriptions are very workable at the present time so it would be unique to see someone from the outside with an updated view of things concerning the ADA those kind of things. He said we have to pick six (6) counties to conduct the wage assessment.
- Commissioner Crago **MOVED** to approve the proposals submitted by Richard Larsen to evaluate the job descriptions and conduct a wage assessment as

recommended by Joe Morse, Finance and Human Resource Specialist.
Commissioner Davey **SECONDED**.
Motion passed unanimously.

Consent Agenda 1. Finance - Black Box System Change Order to include Library with new telephone system.

File Items: 1. Columbus Airport-Woltermann Memorial - Engineer's notification that MDT Aeronautics Commission application for funds/loan was granted.

Commissioner Davey **MOVED** to approve the consent agenda and place the file item to file. Commissioner Crago **SECONDED**. Commissioner Crago stated Commissioner Shupak accompanied Hardin Graham, Airport Manager, to Helena and both testified on our behalf for funding of a grant and loan for the airport. The airport was successful in receiving the funding and they should be thanked and commended for that, Crago said. Motion passed unanimously

Public Comments: None heard.

Meeting Adjourned: Hearing no further business, Commissioner Shupak adjourned the meeting at 9:07 AM

Claims and
Warrants:

Claims were examined and warrants ordered drawn in the amount of \$ 453,429.93 and payroll in the amount of \$ 398,090.93 for a total of \$ 851,520.86 for the month ending January 31, 2017.

APPROVED BY /s/ Dennis Shupak, Commissioner Chairman

ATTEST: Heidi L. Stadel, Clerk and Recorder