

**GLACIER COUNTY COMMISSIONERS  
REGULAR MEETING  
Tuesday, April 7, 2009**

The Board of Glacier County Commissioners met at a regular meeting at 8:00 a.m. on Tuesday, April 7, 2009. Commissioners Michael DesRosier, Ron Rides At The Door and Tony Sitzmann were present. Commissioner Michael DesRosier called the meeting to order. Clerk and Recorder, Glenda Hall was present.

Present throughout the day: Ron Andersen, GC Sanitarian; Larry Epstein, GC Attorney; Charles Farmer, GC DES; Dennis Seglem, GC Museum; Merle Cowell, GC Maintenance/Facilities; Peggy Hartwell, GCSO Dispatch Supervisor; James Laidlaw, GC Ambulance; Carol McDivitt, GC Health; Carol Guith, Parkview Senior Center; Cynthia Culver, Swank Enterprises; Chuck Olson, James Talcott; Mandi Kennerly, Minutes

8:00 a.m. Review Minutes

Ron Anderson, GC Sanitarian stopped by to visit with the commissioners and give them an update on what's going on.

8:30 a.m. Larry Epstein, GC Attorney stopped to ask the commissioners if they will table the 10:00 a.m. agenda item for the Approval of the Surveyor. NaturEner was going to call him with the name of their surveyor and they haven't done that yet. It was decided that they will table this item until Thursday, April 16, 2009 @ 8:30 a.m.

9:00 a.m. Monthly Department Meeting

- ❖ Commissioner Michael DesRosier starts the meeting. He would like the department heads to watch the overtime that their employees are working. We are going to limit some overtime as there may be some safety issues and we don't want to overextend our employees. It may be limited to 20 hours a week or 30 hours in a two week period. James Laidlaw, GC Ambulance states that right now he has 2 people out on injuries and it has caused us to be really short handed. I have talked to a couple about their hours and we have tried to accommodate our situation. Commissioner Michael DesRosier states that we do understand that there will be emergencies and situations that we can't foresee. James asks the commissioners if they can put out a statement regarding the overtime issue. He feels that it just has an added kick if it is from them personally.
- ❖ Commissioner Michael DesRosier talks about the chain of command. He reminds them that their employees need to talk to them first before going to the next step.
- ❖ Commissioner Michael DesRosier informs everyone that they had a situation where a department called a utility company and shut off service. Thankfully this is a rural area and the utility company called us to confirm that we wanted this to happen. Worse case scenario is that if this utility was shut off and the building had water and the water froze, we would have a big issue at hand (broken pipes). From now on the turning on and off of utilities will be directed to the Clerk & Records Office. No one is authorized to turn on/off utilities due to this situation.

- ❖ Commissioner Ron Rides At The Door talks about the keys to a successful organization. He also touches on the breakdown of communication. We want a successful operation and it takes everyone to make this happen. Let's work as a TEAM.
- ❖ Commissioner Michael DesRosier states that a lot of times you talk to people that we don't talk to. Such as the public and if they have concerns please come to us and we can address these issues. We do rely on our entire team here at Glacier County for the successful operation of the county.
- ❖ James Laidlaw, GC Ambulance talks about the overtime issue again. He just thinks that it would have a little more bite if they did write the memo to every department.
- ❖ Commissioner Ron Rides At The Door reminds everyone that on Thursday, April 16<sup>th</sup> we are adopting the new Policy & Procedure Manual. Carol McDivitt, GC Health wants to know if they got the stuff she gave to Larry. Commissioner Ron Rides At The Door states "Yes."
- ❖ Commissioner Michael DesRosier asks that if anyone has a grant that they have been awarded we would like a copy for our files.
- ❖ Glenda Hall, Clerk & Recorder informs all the department heads that she will be starting the process for the next fiscal year budgets. She will be doing one fund at a time and she will talk with everyone here shortly. The budgets won't reflect a COLA raise like last years did. This is because MACo hasn't made a recommendation yet, therefore the compensation board hasn't met yet and we don't know if there will be a COLA.
- ❖ Commissioner Michael DesRosier would like everyone to know that some have concerns of money left over in their budgets. If you have money left over then we would like for you to start a capital improvement fund. This will allow you to bank money for future expenses in your department.
- ❖ James Laidlaw, GC Ambulance states that with the economic downturn the ambulance department just isn't seeing the revenues that we use to in the past.
- ❖ Commissioner Michael DesRosier talks about the "Shovel Ready" projects that Glacier County was able to put on the list for stimulus funding. The Jail is our #1 item on the list. James Laidlaw, GC Ambulance asks about getting the plans for a new ambulance garage on the list. Commissioner Ron Rides At The Door agrees that the new ambulance garage should have been on the list, but because Sweetgrass didn't notify us in time it wasn't included. The project for the preliminary study was awarded in November, but Glacier County didn't get notification until last month. It's a frustration situation. We do recommend that if you have any projects that are "shovel ready" bring them in. Commissioner Michael DesRosier states that the downfall to putting projects on the list is that they wanted the actual number figures and architectural drawings within a 24 hour period.
- ❖ Commissioner Michael DesRosier gave an update that the jail is getting very close to being finished. Peggy Hartwell, GC Dispatch states that they have moved some of the equipment from the 911 station into the jail and they will continue moving the rest until it's officially opened.
- ❖ Merle Cowell, GC Maintenance/Facilities states that they have surpassed most of the big hurdles, but the last big project was the jail floor and that is finished. We still have a few minor things to take care of, but it is a work in progress. Peggy Hartwell, GC Dispatch states that the commissioners will need to let them know about one of the main phone lines that ring into the Sheriff's Dispatch Office. When the jail opens we will no longer

be able to answer this phone, so we will need to find out where it will ring into. We do have one station operational, but theoretically we will be up and running in one week.

- ❖ Carol McDivitt, GC Health feels that we should have an Open House for the public. The commissioners state that they are planning on arranging to have one around the 24<sup>th</sup> or 25<sup>th</sup> of April or 1<sup>st</sup> & 2<sup>nd</sup> of May.
- ❖ Commissioner Michael DesRosier would like everyone to get a figure together on their essential office supplies. We would like to start ordering in bulk to save money on office supplies; something like a central warehouse. Merle Cowell, Maintenance/Facilities explains that he gets a really good rate by ordering bulk for the courthouse, annex, and now the Sheriff's office.
- ❖ Bill Bandel, GC Road informs everyone the ½ of the county roads department will be going to training on Monday. I do need to notify James Laidlaw, GC Ambulance that we are going to be opening the gravel pit near Meriwether. There is talk about the county needing to take over the responsibility on the St. Mary Bridge. Bill also notifies the commissioners that he will be out of the office on April 17<sup>th</sup> thru April 25<sup>th</sup> for a week's vacation. The two lead men will be in charge and he will have his cell phone.
- ❖ Commissioner Tony Sitzmann updates everyone on NaturEner and where they are with the Glacier wind project. Phase 2 of the Glacier Project will be getting their equipment in this week and they should be up and running by October. The Rimrock Project will be a three year project and is going to be twice the size of the Glacier 1 & 2 project. Although, for this project they are relying on the MATL line for this project. It is an exciting time for Toole & Glacier counties. James Laidlaw, GC Ambulance wonders if they talked about their emergency issues. On the last project we were notified along with Toole County and we worked together. Commissioner Michael DesRosier states that Charles Farmer, DES will need to be in the loop on the emergency issues, as far as Disaster & Safety Issues are concerned.
- ❖ Charles Farmer, DES talks about the LEPC (Local Emergency Planning Committee). They have had their elections and they are now working on the bi-laws. On April 21, 2009 they have an exercise planned, although some of the big players are trying to back out. We are getting it worked out and it should go as planned. Charles states that Pat Greany of Northern Montana Insurance Services wants to have a Safety Meeting on the same day of the exercise, so I will contact him to see if we can schedule it for another day.
- ❖ Peggy Hartwell, GC Dispatch is wondering where we are with the classification table. Glenda Hall, Clerk & Recorder states that they have received the figures back from the company they were trying to work with and their figures were a little higher than we had anticipated. We will need to call them and try to negotiate a better figure that will fit our budget. Commissioner Michael DesRosier states that we may need to just spend the money. Commissioner Ron Rides At The Door states that they are going to push and get it wrapped up. The companies quote was quite excessive. As far as a timeline goes it will take 6-8 months to get this study done once we do get them committed. Peggy states that they have been re-writing their job descriptions. Commissioner Ron Rides At The Door states in his personal opinion that they will need to do something for the dispatchers with the new jail opening.

- ❖ Bill Bandel, GC Road asks if they have heard from Jerry Buckley yet on the Glacier County Auction. Did he give a date of when the auction will be held? The commissioners state that he was thinking about the middle of May or the first of June.
- ❖ Commissioner Michael DesRosier asks Dennis Seglem about the GC Historical Museum. Dennis states that they have been working on hiring a part-time person. Other than that everything is going good.
- ❖ Commissioner Michael DesRosier states that even though the Policy & Procedure Manual doesn't state that the commissioners need to be on the hiring committee; they still would like to be involved somehow and Glenda Hall, Clerk & Recorder should be notified of any department thinking about hiring, for budget reasons.
- ❖ Bill Bandel, GC Road informs the commissioners that he will start hiring on May 1, 2009 for the Weed Department. He has had a record amount of returning employees from last year, which is good. I am also thinking of hiring another road person and if we do that will be advertised in the paper.
- ❖ Merle Cowell, Maintenance/Facilities informs everyone that they will be digging a pit relatively soon with Bill Bandel for disposal of outdated material.

10:00 a.m. Approval of Surveyor of Road Intersection for NaturEner

This agenda item is tabled until Thursday, April 16, 2009 by recommendation from Larry Epstein, GC Attorney.

10:30 a.m. Glenda Hall, Clerk & Recorder notifies the commissioners that she will be out-of-state on April 22, 23 & 24, 2009.

12:00 Lunch

1:00 p.m. Bid Opening of Airport Hangar Project

They commissioners have received two (2) bids for the Airport Hangar Project from James Talcott Construction, Great Falls and Swank Enterprises, Valier. Chuck Olson, James Talcott Construction and Cynthia Culver, Swank Enterprises are present for the bid opening.

1<sup>st</sup> Bid of James Talcott Construction, Great Falls

- ✓ They do have the 10% bid bond of the total bid amount.

Cumulative Totals:

1. Base Bid	\$50,140.00
2. Base Bid + Phase AA1	\$150,360.00
3. Total Base Bid + AA1 + AA2	\$184,560.00
4. Total Base Bid + AA1 + AA2 + AA3	\$238,860.00

2<sup>nd</sup> Bid of Swank Enterprises, Valier

✓ They do have the 10% bid bond for the total bid amount.

Cumulative Totals:

1. Base Bid	\$21,400.00
2. Base Bid + Phase AA1	\$51,000.00
3. Total Base Bid + AA1 + AA2	\$61,400.00
4. Total Base Bid + AA1 + AA2 + AA3	\$76,900.00

The commissioners will forward the bids to Great West Engineering who will go over the bids for the project. They will look to see if all the requirements and bids are correct before we make a decision on the project. Commissioner Ron Rides At The Door states that it may take up to two weeks before they have a decision.

2:30 p.m. Tour (2) Roads ó Problems/Issues 2-4 p.m.

The three commissioners and Bill Bandel, GC Roads left the commissioner quarters to tour two county roads with problems/issues.

The commissioners return from their road tour at 4:00 p.m.

4:00 p.m. Approval of Minutes

Commissioner Tony Sitzmann motions to approve 3/9, 3/19 & 3/24 with noted changes to the draft. Commissioner Ron Rides At The Door seconds the motion. Motion carried.

There being no further business for the day, the meeting adjourned at 5:05 p.m. with a motion by Commissioner Tony Sitzmann and a second by Commissioner Ron Rides At The Door. The motion passed by Board vote.

BOARD OF GLACIER COUNTY COMMISSIONERS

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Michael J. DesRosier, Chairman

ATTEST:

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Glacier County Clerk and Recorder