

**GLACIER COUNTY COMMISSIONERS
REGULAR MEETING
Thursday, February 4, 2010**

The Board of Glacier County Commissioners met at a regular meeting at 8:00 a.m. on Thursday, February 4, 2010. Commissioners Michael DesRosier, Ron Rides At The Door and Tony Sitzmann were present. Commissioner Michael DesRosier called the meeting to order. Glenda Hall, Clerk & Recorder was present.

Present throughout the day: Bill Bandel, GC Road Supervisor; Sheriff Wayne Dusterhoff, LeAnne Kavanaugh, Press; Ray Salois, Glenn Roush, Russ Wahl, & Don Topp, Public; Carolyn Brown, Deputy County Attorney; Brent Olness, Olness & Associates; Ron Anderson, Sanitarian; Carol McDivitt & Michelle Harrell, Health Department; Nikki Lako, Minutes

8:00 a.m. Review/Sign: Payroll & Claims

Dated for February 4, 2010

CLAIMS APPROVED FOR PAYMENT

FUND	AMOUNT
General Fund	\$ 27,135.17
Road Fund	\$ 43,692.39
Bridge Fund	\$ -
Weed Control	\$ 14.00
County District Court	\$ 5,859.26
Library	\$ 749.19
Ambulance	\$ 4,422.99
City/County Planning	\$ 475.00
CB Senior Citizen Center	\$ 12,724.50
CB Senior Citizen Center-AGNG SERV--Transportation	\$ 16,383.00
Public Safety (Law)	\$ 21,947.70
Alcoholism	\$ 23.99
Museum	\$ 249.61
CB Rural Fire Department	\$ -
Sheriff's Drug Force	\$ 2,450.00
Glacier Park Lights	\$ -
Solid Waste (Garbage)	\$ -
Library Memorial	\$ -
Ambulance Trust	\$ 5,000.00
Road #2 (Gas)	\$ -
911 Emergency (Sheriff)	\$ 116.94
Enhanced 911 Emergency (Sheriff)	\$ -
TSEP (Treasure State Endowment Program)	\$ -
Accelerated Tax	\$ 1,200.00
Electrical Generation Impact	\$ 33,736.00
P.I.L.T.	\$ 9,970.25
COPS Grant	\$ -
Sheriff Law Enf Grant - Stonegarden	\$ 1,420.00
Disaster	\$ -
Community Transportation Enhancement	\$ -
Health Grants	\$ 40.10
Breast & Cervical Screening	\$ -
WIC	\$ -
Health-MCH	\$ 48.32
Tobacco Grant	\$ -
G.O. Bond Debt Service Fund	\$ -
Weed Capital Improvement	\$ -
Glacier County Ambulance Capital	\$ -
Jail Construction Fund	\$ -
Hospital	\$ -
West End Cemetery	\$ 43.24
Hospital Agency Fund	\$ -
Refund	\$ 101.37
TOTAL CLAIMS	\$ 187,803.02
PAYROLL	\$ 140,808.21
	\$ 328,611.23

9:00 a.m. Discussion: J&V Restaurant & Refrigeration Inc. Invoices for Glacier Care Center

Jim Laird, J&V Restaurant & Refrigeration Inc, sent a package to the commission including a letter, copies of the original bid, invoices and statements. The commission reviewed the information. After reviewing the information, the commissioners asked Nikki Lako, the commission's administrative assistant, to call Mr. Laird and request a statement that has a total amount due. Once the commission receives this information, they will submit a claim and have a payment processed. The commissioners apologized to Mr. Laird and J&V Restaurant & Refrigeration for their troubles.

10:00 a.m. Audit Exit Conference (10 am – 12 pm)

Brent Olness represented Olness & Associates for the Audit Exit Conference for Glacier County. Copies of the draft were available for the public at their request. Brent Olness and the commission requested that at the end of the audit exit conference that the public turn in their draft copy and to be shredded immediately. For the record, LeAnne Kavanaugh, Pioneer Press, stated that she would not be returning her copy.

Commissioner Michael DesRosier asked Brent Olness if he was ready to begin. Mr. Olness said yes, let's get started. B. Olness, who was available via telephone conference call, reminded all present that he will review the findings and he will allow time for questions at the end.

09-1: Inventory not Recorded

Road Supervisor, Bill Bandel, needs to turn in inventory records to the Clerk & Recorder. Bandel replied that all the inventory records are available, the week that you (Olness & Associates) were here, I (BB) was attending a weed control conference and I spoke to Kurt Weiss with Olness & Associates. B. Olness stated that on June 30, 2010 the road department is required to do a physical county and dollar cost and turn it into Glenda Hall, Clerk & Recorder. Bandel asked how far down do you need the information to go. Olness replied that he is not concerned about nuts and bolts; we're looking for culverts, gravel, cattle guards, tires and other large ticket items.

09-2: Ambulance Accounts Receivable

Olness stated that James Laidlaw, EMS Chief, utilizes a third party for billing. Laidlaw needs to provide reports from the third party company to Hall, Clerk & Recorder. A good idea would be to set up a system to have Hall sign that she received the reports and that they are recorded. Glenda Hall stated that she is going to work with Laidlaw on the monthly reports; it is going to take time to get comfortable with the new adjustment. Olness reminded Hall that it is a simple fix.

09-3: Capital Assets

Brent Olness stated that Glacier County has hired an inventory clerk. The board will internally track the inventory thru Black Mountain Software. Olness thought it would be good if the county had an annual inventory done by a third party. This would help compare to detailed capital records. Olness stated that the big issue is to not be over or under insured!

09-4: Sheriff Grants, Grant Draw Requests and Payroll Allocation

Brent Olness reported that there are procedures in place now to help the Clerk & Recorder and the Sheriff's Department to better communicate and request for reimbursement from the Federal Government. Glenda Hall agreed that there was a lack of communication, different reports, but Wayne Dusterhoff has assigned a deputy to do the draw request. Dusterhoff stated that the assigned deputy will be reporting the COPS Grant and working with the Clerk & Recorder for the Stonegarden Grant. The Stonegarden Grant report is done; it just was not being transferred back and forth between the two offices. Olness's biggest concern was having a protocol on the procedure. Dusterhoff reminded Olness that Tom Siefert will be working hand in hand with Glenda Hall for the Stonegarden Grant.

09-5: Public Safety Fund

Brent Olness stated that the Public Safety Fund was not balanced. The fund was in the hole \$217,000.00. Olness added that the overall cash will decrease over time. The commission adopted a budget, but the commission needs a formal budget. Once the county gets a handle on the budget we will see what happens. Olness asked if there were any questions. Wayne Dusterhoff asked if the negative amount was due to the new jail, including operations and staffing. Brent Olness stated yes. Norm Kline, Olness & Associates, is working with Glenda to help finalize the new budget. Once the budget is final, then we will be able to address the Public Safety Fund. Commissioner Michael DesRosier stated that we discussed that a few times with the Sheriff's Office to use the PILT funds to help the revenue. Wayne Dusterhoff, Sheriff, added that he is working on a new source of revenue.

09-6: Improve Records Management

Brent Olness recommended that the county cleans up and organizes all records. Olness & Associates had a hard time finding records. Olness did credit Glenda Hall that things are getting better and it just takes time.

09-7: Cash and Investments

Brent Olness stated that it is going to take internal control to strengthen the Treasurer's Office.

09-8: Budget to Actual Results

The department heads need to see expenditure reports so if they see items that need to be corrected, they may do so. Commissioner Michael DesRosier requested that any and all grants need to be kept in the Clerk & Recorder's office and not all over in each department. The department heads may keep a copy. Brent Olness agreed completely.

09-9: Commissioner Minutes

Brent Olness would like to see more timely minutes. He mentioned that the commissioners have hired a secretary and the minutes have improved.

09-10: Clerk & Recorder Petty Cash not Reconciled or Maintained on an Imprest Basis

B. Olness stated that a monthly routine needs to be in place to reconcile and maintain the clerk & recorder's petty cash.

09-11: Detail List of Outstanding District Court Warrants does not Agree with the General Ledger Balance

Again, B. Olness stated that a monthly routine needs to be put in place to maintain the detailed list of outstanding district court warrants.

09-12: Develop an Accounting Procedures Manual in the Clerk & Recorders Office

Brent Olness stated that Glenda Hall has started to develop an accounting procedure manual for the clerk & recorder's office. He reminded Hall that this is not a quick fix, it takes time.

09-13: Tax Abatements/Corrections

Brent Olness asked Glenda Hall from her stand point this hasn't been started. Hall replied that it has started, JoAnn Printy, DOR, takes the corrections to Kate Salois, Treasurer, and then I sign off on them. B. Olness told Hall to take the correction forms and start putting them in the general ledger. Olness stated that between you and me we can get thru. This will be easy to take care of.

09-14: Federal Mineral Royalty Revenues

Brent Olness stated to the commission that as a board you need to get the federal mineral royalty revenues back from the airport authority. It is up to the commission.

09-15: Justice of the Peace

Olness said this will happen every year. The Supreme Court system doesn't pertain to all situations. Need to fix the \$12,000.00. The new software will be coming out soon. Will wait to see how things work out.

09-16: Financial Reporting

Brent Olness stated that this audit finding will never go away.

09-17: Segregation of Duties

Olness again stated that this audit finding will never go away with the size of Glacier County.

09-18: Tax Deed Agency Fund

Brent Olness asked if Kate Salois was here to review this audit finding. No, Kate Salois was not available. Kate Salois, Treasurer, is working on the tax deed agency fund.

09-19: Cash Verification by County Clerk

Olness stated that Montana statutes require the Clerk & Recorder at the end of each month to retain a copy. Brent Olness asked if the procedure had been started. Hall replied that it had been done once and we had questions. We've been working with Ernie Olness to help clear up our questions.

09-20: Elected Officials Salaries

Olness started by stating that this is a byproduct of last year's product. Glenda Hall asked if this is just a timing thing. Brent Olness stated essentially yes, you need to put together a resolution with preliminary figures. Commissioner DesRosier asked if this is something we can change. B. Olness replied yes, absolutely.

09-21: Required Supplementary Information

Olness & Associates recommend that the Clerk & Recorder's office pull the required list from MACo's website for instructions on what is required to do the supplementary information – MDA.

09-22: Budgets

Brent Olness asked if there were any specific questions regarding the budgets. Glenda Hall asked about SIDS (Special Improvement Districts). Are you required to hold annual public hearings and if so what do those hearings consist of. B. Olness replied that each SID fund requires annual assessments to let the public know the fees. Commissioner Tony Sitzmann stated that the board votes, not the general public. Brent Olness stated that the resolutions are getting approved, but they are not getting posted to the accounting records. You need to make it routine to get the resolutions into the accounting records. B. Olness, are there any further questions? Commissioner Michael DesRosier told Brent Olness that he would be receiving our written response to the audit findings. Commissioner Ron Rides At The Door thanked Brent Olness and Olness & Associates very much for all of their work for Glacier County. Brent Olness added that if there are questions in the future he and his associates are more than glad to help out and welcomed the commission and told all present to have a nice day.

LeAnne Kavanaugh, Press, told the commission that in 2009 Larry Epstein stated to her that the draft documents are public record. Commissioner Michael DesRosier stated that it was requested by Olness & Associates that it stays confidential until the findings are no longer a draft document. Kavanaugh again stated that the public may keep their copy of the draft document. Commissioner Ron Rides At The Door explained to Kavanaugh that it was Olness & Associates request as the county's consultant firm to keep them confidential as long as it was in draft form. He spoke to Curtiss Weiss, Olness & Associates on your (LeAnne Kavanaugh) behalf. You are forcing the issue when you already obtained a copy of the draft document weeks ago. LeAnne Kavanaugh again stated that the draft document is a public record and it should be available to the public. Commissioner Michael DesRosier stated he would be contacting government services for their guidance on this situation. Kavanaugh stated that the Supreme Court made a ruling on draft documents being public record. Commissioner Ron Rides At The Door said you are making a mountain out of a mole hill. You treat us like we are hiding information, and that isn't the case at all.

Commissioner Michael DesRosier opened the table for public comment. Glenn Roush stated that communication between other offices isn't hard. Things have been questionable for many years. I would like to see corrective action. For example, look at what happened in the Treasurer's office. The state and the federal law require getting the reports done. It is your job as commissioners that they are getting done. You don't do business like this for the county. Glenn Roush stated there were concerns from the community to him on how many people are being fired by the clerk and recorder's office and how many are Native American. One more thing, regarding law enforcement; I would like to see a printed inventory of the vehicle usage. If it doesn't get cleaned up, the tax payers are going to be in trouble. I would like to see a report of

traffic violations, to help educate the tax payers of Glacier County. Commissioner DesRosier replied that if you would like to see that information, it is available at your request. Wayne Dusterhoff, Sheriff, stated that I take this personal. We just reported to the commission that you are requesting. If you want to see it, request it. My deputies have ten (10) times more tickets written than the Highway Patrol from the east to the west end of Glacier County. The equipment that the county owns for the sheriff's department is generally purchased with grant money, not tax payer dollars. My deputies work ten (10) hours days, they deserve the equipment and vehicles to continue doing a good job. Our county has a new jail; we need to keep the money here for Glacier County. Both commissioners DesRosier and Sitzmann stated that putting that information regarding traffic violations, etc is up to the paper. Dusterhoff added that it is more productive to give warnings in certain situations. I'm not going to micromanage my officers; I trust their judgment(s). I will attempt to give my reports from the sheriff's department to LeAnne Kavanaugh, Press, when I present them to the commissioners. Commissioner DesRosier thanked Mr. Roush for his input.

Commissioner Ron Rides At The Door suggested that as a community we could schedule time with LeAnne Kavanaugh, Press, to review county news. LeAnne Kavanaugh agreed more communication both ways. Commissioner Rides At The Door told Kavanaugh that if she heard something, news, etc to call and get the story from us. Get both sides of the story, good or bad! LeAnne Kavanaugh stated that she wasn't opposed to good news. She added I just don't have the space for Justice Court News right now. We don't have enough ads to add another page to the paper. Kavanaugh complimented the commission on hiring Nikki Lako, she was a good hire.

Russ Wahl stated that he was a Glacier County tax payer. He was very encouraged by the work from the county and he expressed his appreciation of the hard work.

Commission Chairman Michael DesRosier expressed his appreciation for coming in and showing their concern for the county.

11:30 a.m. Non Agenda Item:

Ron Anderson, Sanitarian, stopped in to notify the commission that anytime you replace a generator that it is considered new construction. If you are changing a generator out you are required to have a back up. Commissioner Tony Sitzmann asked Anderson, in your opinion, if we know that the generator can't service the entire building in theory we don't have to do anything about it. Anderson replied, no, action needs to be taken.

12:00 pm Lunch

2:00 p.m. Discussion/Approval: Contract for Deliverables for Bio-Terrorism – R. Anderson

Ron Anderson provided the commission with a rough draft for the deliverables. This rough draft is the additional work for the sanitarian and he asked for reimbursement for the extra work provided. There are approximately one hundred and ten (110) licensed establishments in Glacier County including trailer courts, camp grounds, etc. Michelle Harrell stated that we don't get \$1,000.00 per deliverable. Carol McDivitt added that her thought was that R. Anderson would like to be paid for each deliverable. Ron Anderson is licensed thru consumer safety. Anderson said that he knows what needs to be done and he is able to put a value on the service he provides for the county. McDivitt stated that Toole & Hill County's Sanitarians include the work that is in discussion is included in the regular duties that are expected from sanitarians. McDivitt asked Anderson if each county is paying for his training or is it cost sharing. Anderson replied, "Yes".

Ron Anderson stated that what brought this issue up was that he needed to be reimbursed for his time working on additional work. Commissioner Rides At The Door added that the deliverables need to get done and out of fairness Anderson has to do the deliverables. Commissioner Rides At The Door motioned to approve the request from Sanitarian Ron Anderson's contract for Deliverables for Bio-Terrorism. Commissioner Tony Sitzmann second the motion, all in favor, motion carried.

Carol McDivitt asked that Ron Anderson to start attending the LEPC meetings. McDivitt would like to see more teamwork between the two of them.

3:00 p.m. Discussion/Approval: Solid Waste Rate Increase

The Solid Waste Board Committee needs to hold a Public Hearing regarding the rate increase. Once the public hearing is one the committee will take the public’s opinions to make an informed decision on whether to increase or leave the rates alone. The Solid Waste Board will get on the commissioner’s agenda to inform the commission of their final decision.

3:30 p.m. Approval – Law Enforcement Contract with BIA

County Attorney, Larry Epstein, stressed his concern about holding prisoners without a contract. Epstein stated that he would be meeting with Under Sheriff, Jeff Fauque next week to rewrite the contract. Sheriff Dusterhoff added that the current agreement is a “gentlemen’s agreement” and he felt comfortable with housing the prisoners until the official contract was completed.

There being no further business for the day, the meeting adjourned at 3:45 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

Michael J. DesRosier, Chairman

ATTEST:

Glenda Hall, Clerk and Recorder