

**GLACIER COUNTY COMMISSIONERS  
REGULAR MEETING  
Tuesday, October 5, 2010**

The Board of Glacier County Commissioners met at a regular meeting at 9:00 a.m. on Tuesday, October 5, 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; Jerilee Wilkerson, Economic Development Director; Lyle Salois, Maintenance Supervisor; Darryl Omsberg, Superintendent of Schools; Damon Bunting, Extension Office; Larry Epstein, County Attorney; Diane Proefrock, Human Resources/Elections; Kate Salois, Treasurer; Diane Anderson, Clerk of Court; Carol McDivitt, Health Department; Della Dubbe, Library Supervisor; Alan & Stephanie McAlpine, Public; Nikki Lako, Minutes

**9:00 a.m. Department Head Meeting**

**DEPARTMENT SUPERVISOR MEETING AGENDA  
Tuesday, October 5, 2010  
9:00 a.m. – 10:00 a.m.**

- I. Old business;
  - a. Time Clocks
  - b. Personnel Policy Signatures
  - c. DES Update – Charles Farmer
  
- II. New business;
  - a. Travel
  - b. Legal responses to inquiries
  - c. County Website
  
- III. Department Updates;
  
- IV. Comment;

Commissioner DesRosier started the Department Head Meeting by thanking everyone for coming in this morning.

**I. Old Business;**

**a. Time Clocks –**

Commissioner Ron Rides At The Door thanked the department heads for all of the feedback on time clocks. The commission is going to take that feedback and weight the pros and cons. There were no further comments or discussion.

**b. Personnel Policy Signatures –**

Commissioner Rides At The Door explained why the signatures from each employee are required. He continued by explaining if there are changes to the Policy & Procedure Manual, it would be written up as an excerpt, given to each department head to be responsible for making sure their employees read and understand the changes being made. The manual is going to be reviewed quarterly.

Diane Proefrock stated that the sick leave and bereavement leave sections need to be reviewed and reworded.

Bill Bandel, Road Supervisor explained that his department won't sign until the first paragraph in question is changed.

**c. DES Update – Charles Farmer, DES Coordinator**

No update was available at this time. Charles Farmer was out of town on business.

## **II. New Business;**

### **a. Travel -**

Glenda Hall, Clerk & Recorder explained if a county employee is traveling out of town the county has a list of hotels that are set up as direct bill. If you have a hotel that doesn't have direct bill set up, contact the Clerk & Recorder's office in order to have that set up. The list of direct bill hotels is in the Clerk & Recorder's office.

### **b. Legal Responses to Inquiries –**

County Attorney Larry Epstein stated that the most important action to take is to write or stamp the date and time the document was received and who received the document. He added that red ink is preferred. Commissioner Sitzmann added that some letters are better left unresponded to. If you have a letter of this nature, please contact the county's county attorney.

### **c. County Website –**

Nikki Lako, Commission's Administrative Assistant told the department heads that Morrison & Maierle will be providing a training opportunity for all department heads on October 20, 2010 from 9-10:00 a.m. and October 21, 2010 from 2-3:00 p.m. She asked for each department head to sign up for one of the two webinar training opportunities.

## **III. Department Updates;**

Diane Proefrock, Elections asked the department heads to not allow their employees to "stream" online before and during elections. When there is streaming taking place, it slows down Montana Votes. Commissioner Rides At The Door told Proefrock to check with Morrison & Maierle regarding filters.

Bill Bandel, Road Supervisor updated the commissioners that two of three parking lots for NRMC were complete.

### **10:00 a.m. Approval: Repeater Updates – Road Department**

The commission had previously discussed the repeater updates with Bill Bandel, Road Supervisor. Commissioner Ron Rides At The Door motioned to approve the cost of the repeater updates for the north tower repeater. Commissioner Tony Sitzmann second the motion, all in favor, motion carried.

### **12:00 pm Lunch**

### **2:00 p.m. Discussion: City/County Summit Meeting**

For the fourth month in a row, no city representatives were available for the regularly scheduled monthly City/County Summit Meeting.

### **2:30 p.m. Non-Agenda Item – Road Issues**

Alan & Stephanie McAlpine spoke briefly with the commissioners regarding a road north of Cut Bank. There are two "huge" pot holes that are going to cause a major accident if they aren't repaired. Commissioner DesRosier replied that he would contact Bill Bandel, Road Supervisor and advise him of the road issue. Commissioner DesRosier thanked the McAlpine's for coming in and letting the commission know of the road hazard.

### **3:00 p.m. Approval of Minutes**

Commissioner Ron Rides At The Door motioned to approve minutes from 9/7/10. The motion was second by Commissioner Tony Sitzmann, all in favor, the motion carried.

### **3:30 p.m. Discussion: Rebecca Maki Taxes – Linda Fielder**

Linda Fielder wasn't present, however; she called in to let the commission know that due to her health she wouldn't be able to make it to her scheduled agenda item. Fielder has previously spoken with Commissioner Rides At The Door and Treasurer Kate Salois. Fielder will fax the information for the commission and treasurer to review.

**3:45 p.m. Non-Agenda Item: Human Resources, Diane Proefrock**

Diane Proefrock, Human Resources and the commission drafted a memo requesting that all county employees do not "stream" online on county computers before and during elections. The running of the streaming programs slow down the process for Montana Votes election program.

**3:55 p.m. Non-Agenda Item: Diane Anderson, Clerk of Court**

Diane Anderson, Clerk of Court advised the commissioners that her department will be shredding county warrants number 54305 thru 54699. These particular warrants don't have the correct routing number for Juror & Witness warrants. Anderson has already received new warrants to correct this matter.

**4:00 p.m. Non-Agenda Item: Tax Deeds**

Kate Salois, Treasurer presented a copy of a memo to First American Title Company regarding tax deeds. The memo requests ownership for the following parcels, for the purpose of identifying interested parties for tax deeds. Also requested copies of any documents referenced so the county has pertinent mailing addresses and lien information for the file. The parcels are 390, 786, 1159, 1671, 1730, 20060, 20263, 20333, 20405, & 20433.

There being no further business for the day, the meeting adjourned at 4:10 p.m. with a motion by Commissioner Ron Rides At The Door and a second by Commissioner Tony Sitzmann. The motion passed by Board vote.

**BOARD OF GLACIER COUNTY COMMISSIONERS**

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Michael J. DesRosier, Chairman

ATTEST:

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Glenda Hall, Clerk and Recorder