

**GLACIER COUNTY COMMISSIONERS  
REGULAR MEETING  
Thursday, May 26, 2011**

The Board of Glacier County Commissioners met at a regular meeting at 8:00 a.m. on Thursday, May 26, 2011. 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:** Gabe Grant, Public; Michelle Harrell, WIC; Lyle Salois, Maintenance Supervisor; Carol McDivitt, Health Department; Doug Phillips, MSU Extension Supervisor (via conference call); George Doore, Public; Nikki Lako, Minutes

\*The Board of Glacier County Commissioners amended the day's agenda as follows:  
9:00 a.m. for Discussion/Approval: Resolution 2011-20 Emergency Disaster Declaration

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

***Dated for May 26, 2011***

**CLAIMS APPROVED FOR PAYMENT**

<b>FUND</b>	<b>AMOUNT</b>
General Fund	\$ 12,876.08
Road Fund	\$ 43,043.87
Weed Control	\$ 10,131.54
County District Court	\$ 1,753.39
Library	\$ 7,861.09
Ambulance	\$ 13,085.17
City/County Planning	\$ 525.00
Public Safety (Law)	\$ 2,001.95
Museum	\$ 1,387.34
Glacier Park Lights	\$ 487.52
911 Emergency (Sheriff)	\$ 585.21
Glacier County Transit	\$ 178.72
TSEP (Treasure State Endowment Program)	\$ 220.00
P.I.L.T.	\$ 1,512.00
Sheriff Law Enf Grant - Stonegarden	\$ 19,932.00
Community Transportation Enhancement	\$ 946.16
Health Grants	\$ 125.87
WIC	\$ 78.88
Health-MCH	\$ 10.97
Jail /Records Building	\$ 7,232.24
West End Cemetery	\$ 383.05
TOTAL CLAIMS	\$ 124,358.05
PAYROLL	\$ 193,106.61
<b>GRAND TOTAL</b>	<b>\$ 317,464.66</b>

**9:00 a.m. Discussion/Approval: Resolution 2011-20 Emergency Disaster Declaration**

The County Commission has declared that Glacier County an Emergency Disaster Declaration on May 24, 2011. They discussed their concerns regarding flooding during their regularly scheduled meeting in Browning.

**GLACIER COUNTY RESOLUTION  
EMERGENCY DISASTER DECLARATION  
RESOLUTION NO. 2011-20**

**WHEREAS**, a weather related flooding event has occurred or is anticipated within the County of Glacier on or about May 24, 2011; now

**THEREFORE, BE IT RESOLVED**, by the Glacier County Board of Commissioners that an EMERGENCY is hereby declared pursuant to Section 10-3-402 and 403 MCA and all provisions of the County Emergency Operations Plan are in effect; and

**BE IT FURTHER RESOLVED**, that copies of this resolution be filed with the County Clerk and Recorder, County Assessor and the Montana Disaster and Emergency Services Division in Helena.

**ADOPTED** by the Glacier County Board of Commissioners this 24<sup>th</sup> day of May, 2011.

Commissioner Ron Rides At The Door motioned to approve Resolution 2011-20 Emergency Disaster Declaration for Glacier County as of May 24, 2011. With no further discussion necessary, Commissioner Tony Sitzmann seconds the motion, the motion carried.

**9:30 a.m. Approval of April 2011 Cash Report**

The Commissioners reviewed the Cash Report for April 2011 as presented by Kate Salois, Treasurer with a cash total of \$23,186,555.07 for all county funds.

<b>Revolving</b>	\$3,892.50
<b>A101</b>	\$1,667,541.88
<b>A2</b>	\$7,732.66
<b>Motor Vehicle</b>	\$102,014.93
<b>Taxes</b>	\$182,522.78
<b>Co Tax Sale</b>	\$0.00
<b>Warrant Correction</b>	\$0.00
<b>MSR</b>	\$0.00
<b>Warrants Paid</b>	(\$3,505,315.80)
<b>Treasurers</b>	
<b>Disbursements</b>	(\$149,107.60)
<b>County Payroll ACH</b>	(\$129,354.43)
<b>Warrant No GL County</b>	\$0.00
<b>Misc.</b>	\$0.00

Total Cash derived with the beginning balance of \$25,006,628.15 plus receipts and charges of \$1,963,704.75 less payments and credits of \$3,783,777.83 to equal the ending balance of \$23,186,555.07. Bank Balances were as follows:

<b>Native American Bank</b>	\$77,255.43
<b>NH Bond- Bank of GI Cty</b>	\$0.00
<b>Bank of Glacier County</b>	\$1,152.98
<b>Stockman bank</b>	\$3,577,878.03
<b>SMITHBARNEY</b>	\$0.00
<b>RBC</b>	\$7,828,918.63
<b>WACHOVIA</b>	\$6,700,000.00
<b>DAD</b>	\$5,000,000.00
<b>Cash in Safe</b>	\$1,350.00
<b>TOTAL</b>	\$23,186,555.07

Commissioner Ron Rides At The Door motioned to approve the April 2011 Cash Report as presented by Treasurer Kate Salois. Commissioner Tony Sitzmann second the motion, motion carried.

**10:00 a.m. Approval: Resolution 2011-18 Financial Policy & Procedure Manual**

Clerk & Recorder Glenda Hall reviewed the Financial Policy & Procedure Manual with the Commission. Hall explained that this document is a living documents and ever changing. The manual consists of grant management, inventory management, budget (including public hearings), etc. Hall continued that this document needs to be very detailed and specific regarding the financial policy and procedures for Glacier County. Commissioner DesRosier commended Hall on keeping the commission informed for the day to day operations and the formal procedure will be good to implement for all of the financial procedures for all county departments.

**GLACIER COUNTY RESOLUTION**  
**ADOPTION OF FINANCIAL POLICIES AND PROCEDURES**  
**Resolution No. 2011-18**

**WHEREAS**, the Board of Glacier County Commissioners has reviewed and considered all areas covered by the financial policies and procedures manual; and

**WHEREAS**, the Board has determined that said policies and procedures cover the basics of segregation of duties as performed by the various employees and functions within the Clerk & Records office; and

**WHEREAS**, the Board is satisfied that there is sufficient safeguards and controls to protect Glacier County from fraudulent activity; now

**THEREFORE, BE IT RESOLVED**, that the Board does hereby adopt the proposed Financial Policies and Procedures manual for the Glacier County Clerk & Records office and place same in affect, effective the 26<sup>th</sup> day of May, 2011.

**ADOPTED:** this 26<sup>th</sup> day of May, 2011.

Commissioner Ron Rides At The Door motioned to approve the Glacier County Financial Policy & Procedure Manual which is a living document and will be ever changing to meet the financial needs of Glacier County. Commissioner Tony Sitzmann seconds the motion, the motion carried with a unanimous vote.

**10:30 a.m. Discussion/Approval: Equipment Purchase – Sheriff Department**

This agenda item has been approved during the Commission Meeting held on March 1, 2011.

\*Maintenance Supervisor Lyle Salois informed the commissioners that he'll be on vacation from May 31 – June 3, 2011.

**10:35 a.m. Non-Agenda Item: Gabe Grant, Taxes**

Gabe Grant came in to talk to the Commissioners regarding a possible property next to his property that may be up for tax deed. The property is abandon and he tried talking to the owners. Grant is concerned that if that property were to ever burn down, his property would go with it. He is reluctant to purchase the property thru a tax deed. The commissioners explained the tax deed process and the different ways to purchase the property. Mr. Grant thanked them for the information.

**10:55 a.m. Non-Agenda: George Doore, Taxes**

George Doore came in to ask the Commissioners if he could get an extension of a month or two to get his back taxes paid. The commissioners explained the tax deed process and the state statutes that won't allow them to make any exceptions of this nature. Mr. Doore thanked the Commissioners for their time and information.

**11:00 a.m. Discussion: Office Space – Carol McDivitt**

Carol McDivitt, Health Department spoke with the commissioners about the decision to move offices around. The commissioners explained to McDivitt that the move has to be complete by July 1, 2011. Commissioner DesRosier explained that her current office space will become the county attorney's office. The Food Bank will stay where it's located at this time. The commission reviewed the options at the other annex building for the health department and the WIC office. Michelle Harrell, WIC Coordinator expressed her concern about sharing the same building with the Center For Mental Health and Probation & Parole. She ensures her clients that her office will be a safe and welcoming place for them and their families. Commissioner DesRosier told Harrell & McDivitt that they have spoken with both programs and they ensure that their clients will not interfere with the daily operations of the health department and the WIC office. They intend on being alert at all times and in control of the situation. They are currently sharing a parking lot even being in a separate building.

McDivitt asked if the move is going to be permanent or short term. The commission replied that it all depends on the possibility of a new EMS building. The county is currently looking into grants to get the facility and up & coming project. The long term goal for the county's health department will be to be included in the new EMS facility behind the hospital/clinic. The commission understands that moving is not easy or fun. Our situation has changed and it has forced our hands and they have worked for over a year coming up with a plan to make the move a simple transition for all involved. McDivitt asked if the health department and WIC could be a priority to find a separate building. The commissioners plan to keep that in mind if they find any property that may work for their needs, however; it is all contingent on the new EMS facility.

The commissioners discussed the CDBG for EMS improvements which total approximately \$1M for the project. For now the county could construct a shell like the ARRA shell for the Glacier County Sheriff's Department with the intent to apply for grant funds to complete the building; \$100k will come from EMS capital improvement fund.

**11:45 a.m. Closed: Conference Call – Personnel Issue**

The Commissioners chambers were closed in order to address a personnel issue.

There being no further business for the day, the meeting adjourned at 12:30 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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Glenda Hall, Clerk and Recorder