

**GLACIER COUNTY COMMISSIONERS
REGULAR MEETING
Tuesday, May 3, 2011**

The Board of Glacier County Commissioners met at a regular meeting at 9:00 a.m. on Tuesday, May 3, 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: Bill Bandel, GC Road Supervisor; Charles Farmer, DES; Amie Allison, EMS; Michelle Harrell, Health Department; Roy Nollkamper, Airport; Tom Seifert, Sheriff Department; Kate Salois, Treasurer; Damon Bunting, Extension; Lyle Salois, Maintenance; Della Dubbe, Library; Carolyn Berkram, County Attorney; Diane Proefrock, Human Resource Officer; Dean Oscar, Compensation Board; Kim Czech, County Attorney's Legal Secretary; Ron Anderson, Sanitarian; Nikki Lako, Minutes

9:00 a.m. Department Head Meeting

**DEPARTMENT SUPERVISOR MEETING AGENDA
Tuesday, May 3, 2011
9:00 a.m. – 10:00 a.m.**

- I. Old business;
 - a. DES Update – Charles Farmer
 - b. Strength Training – Jodi Duncan
 - c. Preliminary Budget Worksheets – Glenda Hall (DUE: Friday 5/6/11)

- II. New business;
 - a. County Auction
 - b. Use of County Equipment

- III. Department Updates;

- IV. Comment;

Commissioner Michael DesRosier opened the Department Head Meeting with a friendly good morning and thanked those present for attending. He reminded the department heads that if they had an agenda item for this monthly meeting to contact Nikki Lako and she'll take care of it. The commission recognized a local terrorist in Glacier County recently held up the Amtrak outside of East Glacier Park has pleaded guilty and accepted a plea deal. The Commission also recognized the finding and killing of a worldwide terrorist Osama Bin Laden.

I. Old Business;

a. DES Update – Charles Farmer

Mr. Farmer sent around his roster for his DES portion of the department head meeting. He expressed his excitement in having the EOP (Emergency Operations Plan) completed and is slowly being distributed. This is not a standard operating procedure, it lines out those who are responsible in certain emergency situations.

The DES has training opportunities (ex: tactical operations training, national response training, safety training, etc) that will be available over the next couple of months. A couple of years ago all county employees signed an agreement to participate in NIMS training and to be compliant. The next LEPC meeting will be held in Browning.

There are some concerns of potential flooding risks, but if we continue to slowly warm up it may not be an issue. DES is thankful for the Sheriff Department is being diligent on keeping him updated on any incidents that have occurred that he may need to report.

The commission was interested in possibly putting the EOP on the website. Farmer would like to keep that off of the website at this time. A goal for Farmer and DES is to have all emergency plans for all companies/businesses within Glacier County. Farmer

presented the Commission with a cover letter for Glacier County's EOP and general guidelines.

b. Strength Training – Jodi Duncan

Commissioner DesRosier reminded the department heads of the strength training program directed by Jodi Duncan at the Voting Center at noon on weekdays. It is a good way to help keep individuals healthy. This program helps demonstrate wellness to our insurance company.

c. Preliminary Budget Worksheets – Clerk & Recorder Glenda Hall

Clerk & Recorder Hall reminded the department heads of the Friday, May 6, 2011 deadline to turn in the preliminary budget worksheets. The compensation board will meet later this morning to determine whether or not to recommend that elected officials will receive a COLA this year.

Diane Proefrock, Human Resource Officer would like to see the insurance committee have a meeting. MACo HCT informed the county recently that rates would increase 18.6% due to the health care reform and other contributing factors. The contract needs to be signed by May 15th, so the meeting should be in the next few days. The commission is looking at different possibilities regarding the increase in insurance.

II. New Business;

a. County Auction

The commission urged each department to clean out their closets and storage spaces. The tentative date for the county auction is June 11th. Start making a list of the items you would like to put into the auction. The sooner the lists are in, the better for the auctioneer. If you need help with moving items or work on that line the maintenance department is available to help. Publics Works officer Bill Bandel told the other department heads that if they have any items that would help draw attention to the auction, to make sure and notify him immediately!

b. Use of County Equipment

The commission has received complaints from the public. They reminded the department heads that the public is always watching, it is statute to not use county equipment for personal use and smoking is not allowed in any county vehicle/building!

III. Department Updates;

The commissioners informed the department heads that Jerilee Wilkerson resigned from her Economic Development position as of April 29, 2011 according to her resignation letter. The vacant position has been advertised with interviews to be held sometime next week.

The road department union negotiations are just around the corner. The commissioners stated that the roads are improving; it just was a long, tough winter. John Weathered recently praised the road department for their hard work and great job with the roads during such a snowy winter.

Commissioner DesRosier reminded the department heads that the job descriptions are due soon. If you need help, be sure to contact Diane Proefrock.

The commission also recognized Della Dubbe for receiving her certification for the Montana Certification Program for all library directors. These requirements are important especially due to the library wouldn't be able to receive state funds without the library director having this special certification. The extra effort is most definitely recognized.

Sergeant Seifert spoke briefly of Cyril England retiring and filling that vacant position. The Sheriff Department is looking for reserve deputies, if anyone is interested. Hall told

Seifert that May 15th is the tentative date that the new office building for the Sheriff Department will be done. We'll have to plan and organize an open house!

Amie Allison, Glacier County EMS informed everyone that May 18th the EMS crew will be working at McDonalds and some of the proceeds will be donated. This is during National EMS Week! CPR guidelines have changed and the course only takes about three (3) hours. Allison would like to see all county employees take the CPR training.

The road department is looking to start the summer projects, weather pending of course. Commissioner DesRosier added that the overpass construction is to start this summer.

The District Court office would like to be the switch board for all calls within the courthouse. Transferring calls for the needed department is much better for everyone rather than answering questions for another department that may not be 100% accurate. The county may publish the new numbers and/or have a magnet produced for the public. Proefrock suggested that the new IT person could also be in charge of the phone system.

10:00 a.m. Discussion: Road Department Budget

Bill Bandel discussed his budget with Commissioner DesRosier and Clerk & Recorder Hall. The current budget took some unexpected hits with regard to unanticipated repairs, creating somewhat of a deficit. The proceeds brought in by the auction will cover some, but not all. C&R Hall, advised him to hold off until after the auction and May tax collections to see where he ends up. At that time we can decide the best course of action.

11:00 a.m. Compensation Board Meeting

The vacant compensation board position was advertised. Carolyn Berkram stated that Kim Butterworth is interested in the position; she is been too busy to send a letter of interest in. Clerk & Recorder Glenda Hall motioned to appoint Kim Butterworth for the vacant position of the Compensation Board. For further discussion, it was confirmed that Butterworth resides within the vacant district #1, so all qualifications are met with Butterworth filling the position. Carolyn Berkram seconds the motion, the motion carried with a unanimous vote. Hall is going to call Butterworth and see if she'll accept the appointment made.

The compensation board reviewed a set amount raise (ex: \$.25 per hour) versus a percentage raise. Both options have options need to be reviewed in further detail. Hall was asked by the board to gather more information for the next meeting in order to make an informed decision. Hall reiterated that the compensation board's sole purpose is to recommend whether or not to incorporate a COLA for the upcoming fiscal year to the commissioners. The next Compensation Board meeting will be May 16, 2011 at 11 a.m. Clerk & Recorder Glenda Hall motioned to adjourn the Compensation Board meeting, Carolyn Berkram County Attorney seconds the motion, the motion carried.

12:00 pm Lunch

1:30 p.m. Discussion/Approval: CDBG Proposal Funding

The Commissioners had previously discussed the CDBG proposal funding with Blackfeet Advanced Technologies. The commission as a whole was in agreement to support the effort outlined in previous discussions. There was only one other request, however the proposal didn't meet the requirements of the grant. Commissioner Tony Sitzmann motioned to approve the proposal from Blackfeet Advanced Technologies. With no further discussion, Commissioner Michael DesRosier seconds the motion. The motion carried with a unanimous vote.

2:00 p.m. Discussion/Approval: County Attorney Office Space

Berkram presented the commission with an estimate from Rowell Spray Systems (\$22,396.25) to replace the roof of the current building which is being rented from Larry Epstein. The commission asked for Berkram & Czech's feelings on office space and their specific needs. The county attorney is not against moving. If she continues to rent from Epstein a lease agreement needs to be in place that the building is a county building for county employees. Berkram wants

to be prepared when working on her budget and looking at different line items. Discussed was the option of moving into the health department offices at the annex building. If the county attorney's office was there it would open the office space on Main Street for a profitable business. Commissioner Tony Sitzmann motioned to approve moving the county attorney's office to the current health department offices. The health department will move to the health department to the other annex building into the DES, Superintendent & Economic Development's offices. The DES, Superintendent & Economic Development's offices will move into the courthouse upon the completion of the new Sheriff Office building. Further discussion included that the Food Bank will stay in the current building with no changes for that program. Commissioner Ron Rides At The Door second the motion, the motion carried with a unanimous vote. The tentative move date will be July 1, 2011 for the attorney's office which will be the beginning of the next fiscal year. Berkram asked if the maintenance department can help them move. The commission said yes and if you have anyone interested in helping that would be fine too. The commission will draft a letter to Larry Epstein and the county departments directly affected with the office space shuffle.

2:30 p.m. The commission chambers were closed in order to address a personnel issue.

2:30 p.m. Discussion/Approval: Tax Deeds – Treasurer Kate Salois

(3:00 p.m.) The commission requested that Carolyn Berkram clarify some legal questions before taking the tax deeds on particular properties. If the county was to take the property in question, the county may be reliable to pay the tax liens. Berkram will find out the details and report back to the Commissioners and Salois. Treasurer Kate Salois listed the four (4) properties up for tax deed: Lloyd Torgerson, Inc; Kenneth & Delonia Salois; Elizabeth Wells; Terry Wellman/War Bonnet;

The commission discussed further a property up for tax deed on the reservation. They feel that the Tribe at some point needs to follow the rules. Commissioner DesRosier stated that part of the county's role is to educate the Tribe. Commissioner Tony Sitzmann motioned to serve the tax deed to Terry Wellman for the War Bonnet Lodge. Commissioner Michael DesRosier seconds the motion. The motion carried without any further discussion.

3:00 p.m. Approval of March 2011 Cash Report

(3:30 p.m.) The Commissioners reviewed the Cash Report for March 2011 as presented by Kate Salois, Treasurer with a cash total of \$25,006,628.15 for all county funds.

Revolving	\$5,644.50
A101	\$2,332,507.69
A2	\$0.00
Motor Vehicle	\$108,954.24
Taxes	\$126,215.82
Co Tax Sale	\$0.00
Warrant Correction	\$0.00
MSR	\$0.00
Warrants Paid	(\$3,986,852.55)
Treasurers	
Disbursements	(\$109,627.04)
County Payroll ACH	(\$192,075.04)
Warrant No GL County	\$0.00
Misc.	\$0.00

Total Cash derived with the beginning balance of \$26,721,860.53 plus receipts and charges of \$2,573,322.25 less payments and credits of \$4,288,554.63 to equal the ending balance of \$25,006,628.15. Bank Balances were as follows:

Native American Bank	\$77,948.33
NH Bond- Bank of GI	
Cty	\$0.00
Bank of Glacier	
County	\$1,046.81
Stockman bank	\$9,061,372.51
SMITHBARNEY	\$0.00

RBC	\$7,164,910.50
WACHOVIA	\$3,700,000.00
DAD	\$5,000,000.00
Cash in Safe	\$1,350.00
TOTAL	\$25,006,628.15

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

3:15 p.m. Approval of Minutes

(3:40 p.m.) Commissioner Tony Sitzmann motioned to approve the following minutes: 4/26/11 & 4/28/11. Commissioner Ron Rides At The Door seconds the motion, the motion carried.

There being no further business for the day, the meeting adjourned at 4:20 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