

By Macque L. Bohleen

117

COMMISSIONERS' PROCEEDINGS

June 25, 2024

Commissioners Scott Miller, Scott Blain, and Bill Bullock, and Administrative Officer Angela Newell were present.

8:30 Pledge of Allegiance.

Commissioners reviewed claims for the month of June.

Commissioners discussed the request from Jennifer Jones to construct a bike trail for Amish to keep them off the highway.

8:41 Disaster and Emergency Services (DES) Coordinator Cyrina Allen met to discuss Meeteetse Rd flood recovery, the cost estimate for Elbow Creek repairs, and flood damage to the Granite project from this spring's runoff. Commissioners noted the sharp bend in the river where it is trying to flow into historic channels and the environmentally friendly erosion control measures required by permitting agencies that have now been washed away. Commissioners noted the regulatory ideologies that dictated the engineering and resulted in a project that was not resilient.

9:00 Public Health Director Erin Cross was in attendance. Bullock moved to approve the lease agreement with the Fromberg Senior Center for Mental Health space, Blain seconded; motion carried.

9:40 Sheriff Josh McQuillan met for a discussion on restructuring Dispatch. McQuillan discussed staff burnout and the desire to spread the load of the administrative and supervisory tasks as there is still the expectation that supervisors also dispatch. Discussion of chain of command, and the possible role of Sergeants in the supervisory role with Pro QA and TAC to serve as shift supervisors. McQuillan would like to keep Sergeants out of Dispatch. Blain noted the need to have a well-established chain of command. McQuillan noted the time requirements with the administration of the new ProQA system. Discussion of pay differential involved for supervisors. McQuillan would like each "supervisor" to supervise the items they are responsible for unless there is a need for a timelier response. Discussion of schedule overlap for communication. Discussion of the pay scale for various dispatch positions.

10:10 Clerk and Recorder Macque Bohleen met to discuss the Delegation of Duties Agreement. Bullock moved to approve Resolution 2024-19 to Establish a Carbon County Finance Department and accept the Delegation of Duties Agreement between the Clerk and Recorder and Administrative Officer; Blain seconded; discussion of development and approval of a Finance Administrator job description and transition plan should internal staff be selected for that role; motion carried. Motion carried.

COMMISSIONERS' PROCEEDINGS

June 25, 2024 (cont.)

Discussed Purchase Request for a new desk for Roascio, Bohleen discussed the shuffling of her staff to accommodate the new Clerk. Discussion of budgetary impacts of adding staff; the original plan was relatively budget neutral with the increase of a Clerk from Part-Time to Full-Time and returning the number of Deputies in the office to two.

10:30 Clerk of District Court Rochelle Loyning joined for her Preliminary Budget meeting. Discussion of Deputy training, the upcoming election, upcoming trials, AC issues, and electronic payment processing.

10:46 Recessed.

11:00 Therese Picasso-Edwards met regarding the rental agreement in the Personal Services Building. Picasso-Edwards would like to utilize the meeting space in the Public Health office 1-2 days per week for 2-4 hours for her nutrition services. Commissioners discussed an appropriate rental rate and working with Public Health staff to schedule the space.

Bullock moved to approve the rental agreement with Picasso for \$15 per day with 1x per month payment upfront contingent upon the receipt of liability insurance and proof of State licensure; Blain seconded; Bullock noted efficiencies to the public for allowing that service; motion carried.

Blain moved to approve the consent agenda; Bullock seconded; motion carried.

12:00 Recess for lunch.

1:00 Tom Kuntz, Torston Prah, Roger Steffan, Robin Harper, and Kim Haman met to discuss the new Ambulance Mill Levy and the existing Red Lodge Roberts Ambulance District fee. Commissioners and Kuntz discussed the process to ensure the Department of Revenue adds the levy to this year's tax bill and how to properly dismantle the existing Red Lodge Roberts Ambulance District with interlocal agreement timelines. Also discussed Commissioners' desire to have an administrative board oversee the milled revenue and to coordinate agreements with the three ambulance services in the County. Kuntz recommended a 6-person board with two board members from each ambulance service area. Kuntz presented a draft Resolution and a draft interlocal agreement that would be easy to alter for contracting with the non-profit ambulance services.

COMMISSIONERS' PROCEEDINGS

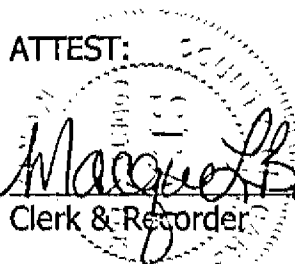
June 25, 2024 (cont.)

2:00 Deputy Clerk and Recorder/Election Administrator Crystal Roascio and Clerk and Recorder Macque Bohleen met to discuss the elections preliminary budget. Roascio discussed funding moved between line items, and increases for a printer and new monitors and a new desk for elections to be moved into the work room. Commissioners requested the cost of the desk be paid by the County Building Fund so that when the Clerk and Recorder's staff overlap ends, Roascio can go back to the main Clerk and Recorder area. Commissioners do not want to tie up that big of space by dedicating it to one function in perpetuity.

2:30 Justice of the Peace Kevin Nichols met for his Preliminary Budget meeting.

Adjourned.

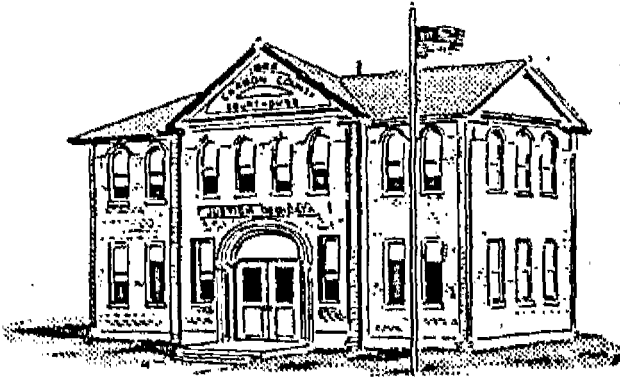
ATTEST:



Macque Bohleen
Clerk & Recorder

[Signature]
Commission Presiding Officer

Respectfully submitted: Angela Newell, Administrative Officer



BOARD of COMMISSIONERS

COUNTY OF CARBON • STATE OF MONTANA

Post Office Box 887
Red Lodge, MT 59068

Phone: (406) 446-1595
Fax: (406) 446-2640

RESOLUTION 2024-19

CREATE CARBON COUNTY FINANCE DEPARTMENT AND ACCEPT DELEGATION OF DUTIES AGREEMENT

WHEREAS, the Carbon County Board of Commissioners desires to create a Finance Department for Carbon County, and

WHEREAS, the duties related to finance reside under the Clerk and Recorder under Montana Code Annotated, and

WHEREAS, the Carbon County Clerk and Recorder has agreed to delegate those duties to the Administrative Officer via a delegation of duties agreement (Attachment A), and

WHEREAS, it is the intent of the Carbon County Commissioners to create a Finance Administrator position to assist the Administrative Officer with the delegated duties.

NOW THEREFORE BE IT ALSO RESOLVED, the Board of Commissioners accept the Delegation of Duties Agreement and hereby create a Carbon County Finance Department.

Dated this 25th day of June, 2024.

Carbon County Commissioners

Scott C. Miller
Commissioner Dist. #1

Scott Blain
Commissioner Dist. #2

Bill E. Bullock
Commissioner Dist. #3

ATTEST:

Macque L. Bohleen, Clerk and Recorder

DELEGATION AGREEMENT FOR FINANCIAL DUTIES BETWEEN
CLERK AND RECORDER AND ADMINISTRATIVE OFFICER

THIS AGREEMENT is made and entered into this 25 day of June, 2024, by and between the Carbon County Clerk and Recorder, hereinafter referred to as "Clerk and Recorder" and the Carbon County Finance Officer, hereinafter referred to a "Administrative Officer".

WHEREAS, the Clerk and Recorder is charged with preparing and submitting the county's preliminary annual operating budget and payroll;

The Administrative Officer has experience and expertise regarding the preparation and administration of the county's operating budget and payroll;

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1: DELEGATION OF AUTHORITY

The Clerk and Recorder delegates financial duties pursuant to the following sections in the MCA to the Administrative Officer:

- a. 2/7/521, Summary of Significant Audit Findings Publication;
- b. 7/5/2123, Publication of board proceedings and annual financial statement.
- c. 7-6-2202, (2) The county clerk shall keep accounts current with the treasurer. When any person deposits with the county treasurer any money paid into the treasury, the county clerk must be furnished by the treasurer with a duplicate of the receipt issued to the person. The duplicate receipt must be filed in the office of the county clerk, and the county clerk shall charge the treasurer with the amount of the deposit. 3) The county clerk shall make the annual statement prescribed by the department of administration.
- d. 7-6-601 through 7-6-622. Local Government Accounting.
 - Compile and present Annual Financial Report
 - Petty Cash Expenditures
- e. 7-6-4004 through 4038. Local Government Budget Act.
 - Preliminary Budget
 - Component budgets
 - Operating Budget for each fund
 - Report Mill Levy to DOR and Treasurer
- f. 7-12-2118. Role of county clerk. It shall be the duty of the county clerk to prepare all necessary schedules and resolutions levying the taxes and assessments in such special improvement district.
- g. 15-10-305. Clerk and recorder to report mill levy — department to compute and enter taxes.

In accepting this delegation of authority, the Administrative Officer covenants to carry out all of the delegated duties in compliance with law and by the deadlines imposed by law or by the Board of Commissioners, as applicable.

The Administrative Officer, in case of undue hardship within the office, will cross-train a clerk in the Clerk & Recorder's Office in appropriate financial duties in Budget and Payroll.

2: **TERM OF AGREEMENT: TERMINATION**

The term of this Agreement shall be in effect for the fiscal year commencing July 1, 2024 and ending June 30, 2025. This agreement shall be for 5 years and shall automatically renew for successive five year terms thereafter.

The Clerk & Recorder and Administrative Officer shall be able to terminate this Agreement with at least one years' written notice and submission of a transition plan.


IN WITNESS HEREOF,

CLERK AND RECORDER


Macque L. Bohleen


June 25, 2024
Date

ADMINISTRATIVE OFFICER


Angela Newell

June 25, 2024
Date

COMMISSION PRESIDING OFFICER


Scott C. Miller

25 June 2024
Date