

RESOLUTION 2019-

**A RESOLUTION ESTABLISHING HOURS OF OPERATION
FOR BROADWATER COUNTY OFFICES**

WHEREAS, Section 7-4-102, MCA requires the Board of County Commissioners, with the cooperation of each separately elected county official, to establish office hours for all offices in the county; and

WHEREAS, Section 1-1-216, MCA provides for legal holidays observed by the State of Montana and Broadwater County.

NOW, THEREFORE, BE IT RESOLVED, that the Broadwater County Commissioners (Commissioners), in cooperation with county elected officials, establishes regular office hours for county offices to be open to the general public from 8:00 a.m. to 5:00 p.m., Monday through Friday and shall be closed legal holidays.

Health Department: The Health Department (including Immunizations and Licensed Establishment programs) shall be open to the general public from 8:00 a.m. to 5:00 p.m. Monday through Friday, and shall be closed legal holidays.

Sheriff's Office: The Sheriff's Office shall be open to the general public from 8:00 a.m. to 5:00 p.m., Monday through Friday and shall be closed legal holidays. The Sheriff's Office serves the needs of the county on a 24-hour/day, 7-day/week basis.

Treasurer/Clerk and Recorder/Elections/Superintendent of Schools: The Treasurer/Clerk and Recorder/Elections/Superintendent of School's office shall be open to the general public from 8:00 a.m. to 5:00 p.m., Monday through Friday and shall be closed legal holidays. The Motor Vehicle Department shall be open to the general public from 8:00 a.m. to 5:00 p.m., Monday through Friday and shall be closed legal holidays, but will close for Titles at 4:30pm. The County Treasurer may, in the interest of the safekeeping of funds, securities, and records under their control, close their offices during the period from noon to 1 p.m. every day.

All Other County Departments: County departments, and those under the direct supervision of the Board of County Commissioners, shall be open to the general public from 8:00 a.m. to 5:00 p.m., Monday through Friday and shall be closed on all legal holidays. Hours and days may be modified by the department head and/or Commissioners. Departments may close their offices during the period from noon to 1 p.m. every day.

DATED this 14 day of January, 2019.

BROADWATER COUNTY COMMISSIONERS

Mike Delger

Darrel Folkvord

Laura Obert

ATTEST:

Doug Ellis, Clerk & Recorder/Treasurer