

BROADWATER COUNTY COMMISSIONERS
DEBI RANDOLPH | DARREL FOLKVORD
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197978 Fee: \$ 0.00
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Angie Paulsen, Clk & Rcdr 

RESOLUTION 2024 - 4

**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, establish 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 on 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 on legal holidays. The Sheriff's Office serves the needs of the county on a 24-hour/day, 7-day/week basis.

Treasurer/Superintendent of Schools: The Treasurer/Superintendent of Schools 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 on 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 on legal holidays, but will close for Titles at 4:30 p.m. 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 1:00 p.m. every day.

Clerk & Recorder/Elections/Surveyor: The Clerk and Recorder/Elections 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 on legal holidays. The Clerk and Recorder may, in the interest of the safekeeping of records under their control, close their offices during the period from noon to 1:00 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 with Commission approval. Departments may close their offices during the period from noon to 1:00 p.m. every day with Commission approval.

County Holidays:

Monday, January 1	New Year's Day
Monday, January 15	Martin Luther King Jr. Day
Monday, February 19	President's Day
Monday, May 27	Memorial Day
Thursday, July 4	Independence Day
Monday, September 2	Labor Day
Monday, October 14	Columbus Day
Tuesday, November 5	General Election Day
Monday, November 11	Veterans' Day
Thursday, November 28	Thanksgiving Day
Wednesday, December 25	Christmas Day

BROADWATER COUNTY COMMISSIONERS

Dated this 3rd day of JANUARY, 2024



DARREL FOLKVORD, CHAIR

ATTEST:



DEBI RANDOLPH, MEMBER



ANGIE PAULSEN, CLERK AND RECORDER



LINDSEY RICHTMYER, MEMBER