

JOURNAL NO. 33

ROOSEVELT COUNTY MONTANA

ROOSEVELT COUNTY COMMISSIONER'S PROCEDURES FOR DECEMBER 2025

December 2, 2025

Regular Public Meeting

Present: Commissioners Gordon Oelkers, Presiding Officer; Robert Toavs and Doug Marottek, Members; Lindsey McNabb, DES Coordinator; Clayton Vine, GIS Administrator; Bill VanderWeele, Northern Plains Independent Newspaper; John Bach, Interstate Engineering; Bill Juve.

Zoom: None

Commissioner Oelkers called the meeting to order at 11:00 A.M.

Public Comment: Bill with Northern Plains Independent Newspaper asked about updates on the hiring of Fair Manager and Administrative Assistant for the Commissioners and the Extension Agent. Commissioners stated that Administrative Assistant Lindsey McNabb will remain the assistant. The Fair Board is still considering candidates for the Fair manager position. The extension agent has a potential candidate pending background check. Bill also asked about the Code Red System, DES stated they are experiencing technical issues with their system, and no local resident suffered a cyberattack. DES is exploring alternative programs while awaiting confirmation of access to Code Red new system Crisis24.

Commissioner Update:

Doug didn't have an update just checking emails. Robert reported he was in and out of the office and checking emails, it was a slow week. Gordon reported he attended a MACO meeting in Billings and attended the health board meeting, he noted the Health Department has a new director who is doing well.

Minutes:

Minutes for the Regular Public Meeting of November 25, 2025

A motion was made by Commissioner Toavs to approve the minutes for the regular public meeting of November 25, 2025, seconded by Commissioner Marottek. Passed

Minutes for the Month of November 2025

A motion was made by Commissioner Toavs to approve the minutes for the Month of November 2025, seconded by Commissioner Marottek. Passed

Administrative Issues:

Action on Fire Warden Request to Purchase Radios

A motion was made by Commissioner Toavs to approve Fire Warden request to purchase two radios from 49 communications in the amount of \$8,4393.00, seconded by Commissioner Marottek. Passed

Discussion:

These radios will be for the Fire Warden and assistant Fire Warden, which will be funded from the county budget rather than the fire fund. The radios will allow communication with other agencies, especially in North Dakota during fires and will be loaded with appropriate frequencies.

Claims: None

Pay Raises: None

New Hire:

Daniel Mansfield, Library

A motion was made by Commissioner Toavs to approve new hire of Daniel Mansfield to the Library, seconded by Commissioner Marottek. Passed

Damien Nesbitt, Detention Center

A motion was made by Commissioner Toavs to approve new hire of Damien Nesbitt to the Detention Center, seconded by Commissioner Marottek. Passed

Marissa Follet, Dispatch

A motion was made by Commissioner Toavs to approve new hire of Marissa Follet to Dispatch, seconded by Commissioner Marottek. Passed

Additional Administrative Issues:**Annual Pay Raise for Detention Center Employee Kobe Clark**

A motion was made by Commissioner Toavs to approve annual pay raise for Detention Center employee Kobe Clark, seconded by Commissioner Marottek. Passed

Annual Pay Raise for Detention Center Employee Nathaniel Clark

A motion was made by Commissioner Toavs to approve annual pay raise for Detention Center employee Nathaniel Clark, seconded by Commissioner Marottek. Passed

Annual Pay Raise for Library Employee Melissa Buckles

A motion was made by Commissioner Toavs to approve annual pay raise for Library employee Melissa Buckles, seconded by Commissioner Marottek. Passed

Annual Pay Raise for Dispatch Employee Kylie Portra

A motion was made by Commissioner Toavs to approve annual pay raise for Dispatch employee Kylie Portra, seconded by Commissioner Marottek. Passed

Resignation of GIS Administrator Clayton Vine

A motion was made by Commissioner Toavs to acknowledge GIS administrator Clayton Vine resignation effective May 31, 2026, seconded by Commissioner Marottek. Passed

Discussion:

Commissioners thanked Clayton for his 31 years of service.

Resignation of TV District Board Member Clayton Vine

A motion was made by Commissioner Toavs to accept resignation from Clayton Vine as TV District Board Member effective January 1, 2026, seconded by Commissioner Marottek. Passed

New Business: None

Unfinished Business: None

Commissioner Toavs moved to adjourn.

Commissioner Marottek seconded the motion.

Meeting adjourned at 11:12 A.M.

December 8, 2025**Special Public Meeting**

Present: Commissioners Gordon Oelkers, Presiding Officer; Robert Toavs and Doug Marottek, Members; Lindsey McNabb, DES Coordinator; Derek McNabb, Road Foreman; Bill Juve.

Zoom: None

Commissioner Oelkers called the meeting to order at 11:00 A.M.

Public Comment: None

Commissioner Update:

No update business as usual. There will be no meeting next week as Gordon will be at MACO meetings.

Minutes: None

Administrative Issues:

Road Department request to purchase a Trailer

A motion was made by Commissioner Toavs to approve Road Department request to purchase a 2015 Witzco RG50 Detachable neck Trailer from B.P. Construction in the amount of \$38,000.00, seconded by Commissioner Marottek. Passed

Claims: None

Pay Raises: None

New Hire:

Thomas BlackEagle Jr to Detention Center

A motion was made by Commissioner Toavs to approve Thomas BlackEagle Jr to the Detention Center, seconded by Commissioner Marottek. Passed

Additional Administrative Issues: None

New Business: None

Unfinished Business: None

Commissioner Toavs moved to adjourn.

Commissioner Marottek seconded the motion.

Meeting adjourned at 11:03 A.M.

December 23, 2025

Regular Public Meeting

Present: Commissioners Gordon Oelkers, Presiding Officer; Robert Toavs and Doug Marottek, members; Lindsey McNabb, DES Coordinator; Derek McNabb, Road Foreman; Casey Burke, County Planner; Janet Livingston, Library; Bill VanderWeele, Northern Plains Independent Newspaper; Bill Juve

Zoom: None

Commissioner Oelkers called the meeting to order at 11:00 A.M.

Public Comment: None

Commissioner Update: Doug had no update. Robert stated he would like to thank Derek and his crew for keeping the county roads open with the recent weather we have had. Robert reported he attended a 340B meeting with public health officials which is check and balances on the medicine they have. Gordon reported that he attended the newly elected officials MACO training in Helena. They went over leadership, transparency in government, how to conduct hearings and finance were the main topics of the training. Gordon also reported that he attended the president and executives for Commissioners meetings in Seattle. Executives from Alaska, Idaho, Montana, Oregon and Washington were in attendance. They talked about legislative issues from all the states that were present.

Minutes:

Minutes for the Regular Public Meeting of December 2, 2025

A motion was made by Commissioner Toavs to approve the minutes for the regular public meeting of December 2, 2025, seconded by Commissioner Marottek. Passed

Minutes for the Special Public Meeting of December 8, 2025

A motion was made by Commissioner Toavs to approve the minutes for the special public meeting of December 8, 2025, seconded by Commissioner Marottek. Passed

Administrative Issues:

Action On moving Road Department Employee Charles Pribbernow from Temporary to Full-time

A motion was made by Commissioner Toavs to approve moving Road Department employee Charles Pribbernow from temporary to full-time, seconded by Commissioner Marottek. Passed

Action on Road Department Request to Purchase Two Pickups

A motion was made by Commissioner Toavs to approve Road Department request to purchase two pickups from Dodge in the amount of \$95,000.00, seconded by Commissioner Marottek. Passed

Action on Reappointment of Ken Lansrud to the Wolf Point TV District Board

A motion was made by Commissioner Toavs to reappoint Ken Lansrud to the Wolf Point TV District Board, seconded by Commissioner Marottek. Passed

Action on Reappointment of Gregg Labatte to the Weed Board

A motion was made by Commissioner Toavs to reappoint Gregg Labatte to the Weed Board, seconded by Commissioner Marottek. Passed

Action on Reappointment of Gary Hanson to the Weed Board

A motion was made by Commissioner Toavs to reappoint Gary Hanson to the Weed Board, seconded by Commissioner Marottek. Passed

Action on Library Request for Proposed Change of Hours to the Culbertson Library

A motion was made by Commissioner Toavs to approve library request to change the hours to have four hours on the first Saturday of the month in Culbertson, seconded by Commissioner Marottek. Passed

Discussion:

Mary will adjust her hours to account for the one Saturday a month and will keep her hours at 21 hours.

Action on Planning Department Request for Consideration of the Pacovsky Minor Subdivision

A motion was made by Commissioner Toavs having reviewed and considered the application materials and all the information presented to approve Pacovsky Minor Subdivision, seconded by Commissioner Marottek. Passed

Discussion:

Casey explained that there are conditions of approval which are as follows; The final plat shall be submitted in compliance with Section II-B of the Roosevelt County Subdivision Regulations as applicable. Provide proof that all the real property taxes and special assessments assessed and levied on the property are paid for the current tax year; including any past delinquencies. The final plat shall comply with the Uniform Standards for Final Subdivision Plats and shall be reviewed by Roosevelt County's Examining Land Surveyor and Subdivision administrator prior to final approval.

Claims:

Claims for December 5, 2025 in the amount of \$199,017.98

A motion was made by Commissioner Toavs to approve the claims for December 5, 2025 in the amount of \$199,017.98, seconded by Commissioner Marottek. Passed

Claims for December 18, 2025 in the amount of \$136,427.88

A motion was made by Commissioner Toavs to approve the claims for December 18, 2025 in the amount of \$136,427.88, seconded by Commissioner Marottek. Passed

Pay Raises: None

New Hire:

Jace Johnson, Sheriff's Office

A motion was made by Commissioner Toavs to approve new hire Jace Johnson to the Sheriff's Office, seconded by Commissioner Marottek. Passed

Additional Administrative Issues:

Action on Bainville Fire Request to Purchase a Pickup Topper

A motion was made by Commissioner Toavs to approve Bainville Fire request to purchase a pickup topper from Iconic Elements Inc in the amount of \$18,208.00, seconded by Commissioner Marottek. Passed

Discussion:

Commissioners explained that Bainville Fire has their own fire district, their own funds. The company needs approval from the Commissioners and payment will be upon completion of this item.

Action on Maintenance Request to Purchase a Skid Steer Sander

A motion was made by Commissioner Toavs to approve Maintenance request to purchase a skid steer sander from Bobcat in the amount of \$5,400.00, seconded by Commissioner Marottek. Passed

Action on Reappointment of Brian Miller to the Wolf Point TV District Board

A motion was made by Commissioner Toavs to reappoint Brian Miller to the Wolf Point TV District Board, seconded by Commissioner Marottek. Passed

New Business: None

Unfinished Business: None

Commissioner Toavs moved to adjourn.

Commissioner Marottek seconded the motion.

Meeting adjourned at 11:22 A.M.

December 30, 2025

Regular Public Meeting

Present: Commissioners Gordon Oelkers, Presiding Officer; Robert Toavs and Doug Marottek, Members; Lindsey McNabb, DES Coordinator; Erika Fyfe, Clerk of Court; Bill VanderWeele, Northern Plains Independent Newspaper; Bill Juve.

Zoom: Tom Bliecher, County Attorney

Commissioner Oelkers called the meeting to order at 11:00 A.M.

Public Comment: Bill VanderWeele asked the Commissioners about email change for the County. Commissioners stated that IT Department will be changing the email domain for all departments to mt.gov in January 2026.

Commissioner Update: Doug had nothing to report. Robert reported that the distribution of the marijuana tax revenue the county received for August through October was \$69,580.34 and of that amount the county keeps fifty percent of the revenue and the remaining fifty percent is distributed to towns within Roosevelt County per capita. Robert reported that the Maintenance department fixed a corroded vent pipe that was causing the gas smell in the Courthouse. Robert is also working with Tracy on getting a time clock system. Gordon reported he has been working with Sam on the new lift station in Brockton, he has been getting alarms regarding temperature issues.

Minutes:

Minutes for the Regular Public Meeting on December 23, 2025

A motion was made by Commissioner Toavs to approve the minutes for the regular public meeting on December 23, 2025, seconded by Commissioner Marottek. Passed

Administrative Issues:

Action on Contract between Powder River County Superintendent and Roosevelt County

A motion was made by Commissioner Toavs to approve the contract between Powder River County superintendent and Roosevelt County, seconded by Commissioner Marottek. Passed

Discussion:

Erika reported that she received a petition from Froid schools requesting a territory transfer from Bainville and Culbertson schools, which will affect two students in Culbertson. The hearing is scheduled for January 16th at 10:00 A.M. with Molly Lloyd with Powder River County superintendent presiding.

Next Meeting

Gordon reported that on January 6, 2026, there will be a special public meeting at 10:30 A.M. to nominate a presiding officer for the year. There will also be a regular public meeting at 11:00 A.M. to adopt the annual new year resolutions.

Claims: None

Pay Raises: None

New Hire: None

Additional Administrative Issues: None

New Business: None

Unfinished Business: None

Commissioner Toavs moved to adjourn.

Commissioner Marottek seconded the motion.

Meeting adjourned at 11:11 A.M.

CLAIMS: The Board has now completed the auditing of all claims presented for payment and ordered the following:

1000 GENERAL	
101000 CASH/CASH EQUIVALENTS	97,433.13
2110 ROAD FUND (8 VOTED MILLS)	
101000 CASH/CASH EQUIVALENTS	172,854.95
2140 NOXIOUS WEED	
101000 CASH/CASH EQUIVALENTS	1,167.78
2160 COUNTY FAIR FUND	
101000 CASH/CASH EQUIVALENTS	2,159.04
2220 LIBRARY	
101000 CASH/CASH EQUIVALENTS	3,691.09
2280 SENIOR CITIZENS	
101000 CASH/CASH EQUIVALENTS	8,438.60
2290 EXTENSION SERVICE	
101000 CASH/CASH EQUIVALENTS	4,921.80
2300 PUBLIC SAFETY (7 VOTED MILLS)	
101000 CASH/CASH EQUIVALENTS	105,978.65
2360 ROOSEVELT CO MUSEUM	
101000 CASH/CASH EQUIVALENTS	714.42
2460 MCCABE SPECIAL	
101000 CASH/CASH EQUIVALENTS	74.60
2795 COMMUNITY OF BROCKTON	
101000 CASH/CASH EQUIVALENTS	348.37
2800 ALCOHOL & DRUG ABUSE	
101000 CASH/CASH EQUIVALENTS	8,856.00
2850 911 EMERGENCY	
101000 CASH/CASH EQUIVALENTS	41,599.19
2979 CFDC-BIOTERRORISM GRANT	
101000 CASH/CASH EQUIVALENTS	1,208.58
5210 WATER OPERAT-BROCKTON	
101000 CASH/CASH EQUIVALENTS	197.78
5310 SEWER OPERAT-BROCKTON	
101000 CASH/CASH EQUIVALENTS	13,252.82
5410 SOLID WASTE OPER-BROCKTON	
101000 CASH/CASH EQUIVALENTS	3,608.77
7200 RURAL FIRE DISTRICT 64	
101000 CASH/CASH EQUIVALENTS	520.00
7380 WOLF POINT TV	
101000 CASH/CASH EQUIVALENTS	322.77
7385 POPLAR TV	
101000 CASH/CASH EQUIVALENTS	104.43
Total:	467,452.77

TOTAL PAYROLL WITH WORKERS COMP & UNEMPLOYMENT: \$835,042.54

TOTAL CLAIMS AND PAYROLL FOR NOVEMBER 2025: \$1,302,495.31

ABATEMENTS APPROVED:

FEES RECEIVED: The following fees for the month of November were received from various offices:

Clerk and Recorder	\$14,577.50
JP Wolf Point	\$
JP Culbertson	\$
Clerk of District Court	\$6,242.87
Sheriff	\$975.00

INVESTMENT INTEREST: County Treasurer Betty Romo reported the County had received investment interest for the month of November from the following:

Opportunity Bank Savings Interest	\$
Opportunity Bank Checking Interest	\$69.52

Opportunity Bank STIP Interest	\$120,750.64
Opportunity Bank Money Market	\$2,570.40
Independence Bank Savings Interest	\$239.62
Opportunity Bank CD Interest	\$
Buchanan Capitol (Charles Schwab) Interest	\$
MBS Inc Bond Interest	\$30,029.92

DEPOSITS: The following listed checks were deposited with the County Treasurer

\$2.00- Burn Permit Fee to General Fund.
\$42,642.32- Oil Royalties from Kraken Oil to General Fund.
\$7,316.60- Oil Royalties from Phoenix Energy to General Fund.
\$2.00- Burn Permit Fee to General Fund.
\$4.00- Burn Permit Fee to General Fund.
\$4.00- Burn Permit Fee to General Fund.
\$4.00- Burn Permit Fee to General Fund.
\$8,219.82- Oil Royalties from Oasis Petroleum to General Fund.
\$2,272.58- Reimbursement from City of Wolf Point for JP secretary to General Fund.
\$2.00- Burn Permit Fee to General Fund.
\$2.00- Burn Permit Fee to General Fund.
\$34,164.86- Oil Royalties from Continental Resources to General Fund.
\$22,380.23- FY 26 Monthly Fuel Tax from State of Montana to Gasoline Tax Fund.
\$95,184.31 FY 26 2nd Quarter Entitlement Share to General Fund.
\$65,719.75- FY 26 2nd Quarter Entitlement Share to Road Fund.
\$13,003.80- FY 26 2nd Quarter Entitlement Share to Bridge Fund.
\$3,821.04- FY 26 2nd Quarter Entitlement Share to Noxious Weed Fund.
\$4,229.73- FY 26 2nd Quarter Entitlement Share to County Fair Fund.
\$1,665.44- FY 26 2nd Quarter Entitlement Share to Airport Fund.
\$5,856.02- FY 26 2nd Quarter Entitlement Share to Comprehensive Insurance Fund
\$1,233.27- FY 26 2nd Quarter Entitlement Share to Mosquito Control Fund
\$11,674.97- FY 26 2nd Quarter Entitlement Share to Library Fund.
\$3,454.91- FY 26 2nd Quarter Entitlement Share to Senior Citizen Fund.
\$4,278.95- FY 26 2nd Quarter Entitlement Share to Extension Service Fund.
\$56,813.80- FY 26 2nd Quarter Entitlement Share to Public Safety Fund.
\$967.13- FY 26 2nd Quarter Entitlement Share to County Museum Fund.
\$14,723.73- FY 26 2nd Quarter Entitlement Share to Permissive Medical Fund.
\$4,383.12- FY 26 2nd Quarter Entitlement Share to Community of Brockton Fund.
\$5,192.31- FY 26 2nd Quarter Entitlement Share to Jail G.O. Debt Fund.
\$1,595.41- FY 26 2nd Quarter Entitlement Share to Rural Fire District 64 Fund.
\$385.55- FY 26 2nd Quarter Entitlement Share to Soil Conservation Fund.
\$632.27- FY 26 2nd Quarter Entitlement Share to Hospital 1 & 9 Ambulance Fund.
\$3,649.74- FY 26 2nd Quarter Entitlement Share to Hospital 1 & 9 Fund.
\$7,194.79- FY 26 2nd Quarter Entitlement Share to Hospital 17, 64 & 65 Fund.
\$545.70- FY 26 2nd Quarter Entitlement Share to Culbertson District EMS Fund.
\$4,138.92- FY 26 2nd Quarter Entitlement Share to Hospital 3 & 45 Fund.
\$475.75- FY 26 2nd Quarter Entitlement Share to Hospital 3 & 45 Ambulance Fund.
\$1,008.72- Oil Royalties from Devon Energy to General Fund.
\$2.00- Burn Permit Fee to General Fund.
\$2.00- Burn Permit Fee to General Fund.
\$300.00- Approach Permit Fee from Kraken Operating to Road Fund.
\$818.19- Oil Royalties from White Rock Oil and Gas to General Fund.
\$149.89- Oil Royalties from Prima Exploration to General Fund.
\$2.00- Burn Permit Fee to General Fund.
\$200.00- Tower Rent to General Fund.
\$400.00- Tower Rent to General Fund.
\$2.00- Burn Permit Fee to General Fund.
\$1,591.02- Reimbursement from City of Wolf Point for JP secretary to General Fund.

\$28,722.54- Oil Royalties from Continental Resources to General Fund.
\$632.19- Oil Royalties from Rocky Mountain Crude to General Fund.
\$1,452.39- Oil Royalties from Citation to General Fund.
\$1,805.42- Oil Royalties from Darrah to General Fund.
\$4.00- Burn Permit Fee to General Fund.
\$37,669.89- Oil Royalties from Kraken to General Fund.

Presiding Officer
BOARD OF COUNTY COMMISSIONERS
THE BOARD ROOSEVELT COUNTY, MONTANA

ATTEST: _____
COUNTY CLERK AND CLERK OF
OF COUNTY COMMISSIONERS

