

**June 28, 2016**

The Lincoln County Board of Commissioners met for a special work session on June 28, 2016, in the Lincoln County Courthouse, Libby, Montana. Present were Commissioner Cole, Commissioner Peck, Commissioner Larson, and Clerk & Recorder Robin Benson. Also present were Payroll/H.R. Coordinator Dallas Wamsley and Accounting Deputy Wendy Drake.

**2:00 PM FY 16/17 Budget Work Session:**

Clerk and Recorder Robin Benson presented expenditure reports to the Commission from the departments/budgets that were requesting increases. Discussion was as follows:

**County Attorney:** Commissioner Peck said that to approve employee grade increases would require a reclassification or new job description. The current budget does support a deputy county attorney increase. Budget will remain the same as FY 15/16. Commissioner Peck will visit with County Attorney Bernard Cassidy.

**Building #1:** Budget will remain the same as FY 15/16; for larger expenditure costs for building maintenance, the commissioners request a report from the Maintenance Supervisor for approval and to determine how the expenditure will be paid.

**Network Administration:** Budget request remains under review

**Financial Services:** Wendy will review claims. The budget will remain the same as FY 15/16 for now. Budget remains under review.

**Building #3:** Budget will remain the same as FY 15/16; for larger expenditure costs for building maintenance, the commissioners request a report from the Department Supervisor for approval and to determine how the expenditure will be paid.

**Noxious Weed:** Commissioner Cole stated he supports weed treatment on county roads. The commissioners did approve a 90-day temp., but would like to discuss with road supervisors if some of the treatment costs on county roads can be absorbed in the road budgets.

**Lincoln County Fair:** Commissioner Cole recommends approval of the increase to stabilize the fair budget. Commissioner Peck also approves the increase. The commission agreed that increased revenue discussions need to take place.

**Libby and Eureka Airport:** The Libby Airport will remain the same as FY 15/16 until they meet with Bill Caldwell for further discussion. Dallas mentioned that the county needs to create an employee with minimum hours for the Eureka airport. Budget remains under review.

**Juvenile Detention:** Commissioner Peck expressed concern that Lincoln County should receive compensation from other counties or the state if we are housing kids outside of Lincoln County. Wendy mentioned there is a stipend per child, so the revenue side should increase to reflect the increased number of kids at the facility. The Commissioners requested a meeting with Department Supervisor Pam Norman. Dallas will coordinate a meeting.

**Library:** Library Director has requested to meet with the Commission. The budget will remain the same as FY 15/16 until further discussions take place.

**Planning Department:** Budget will remain the same as FY 15/16 until further discussion take place. Budget remains under review.

**Public Safety:** The commissioners will meet with the Sheriff and Undersheriff for further conversations. Budget remains under review.

Robin explained the Insurance Fund and the accounting/budgeting process to pay county insurance premiums per department. The current process pools money that has to be transferred back proportionately to the departments per auditor instruction. After visiting with Payroll Coordinator Dallas Wamsley, Accounting Director Wendy Drake and the county auditor, Robin requested approval to restructure the budgeting process by eliminating the Insurance Fund and having each department responsible for its insurance costs. Wendy and Dallas agreed the new structure would be cleaner, more efficient and an improvement to the budgeting/accounting process. **Motion** by Commissioner Peck to authorize switching the insurance budgeting process to identify insurance rates in each levied fund as an expenditure. Second by Commissioner Larson; motion carried unanimously. The permissive levy revenue will be proportioned to the levied funds only. Grant based funds that have employees are required to absorb the insurance cost by the grant funds received. Department Supervisors are responsible to ensure employees insurance costs are afforded by the grant itself.

The group briefly discussed creating a policy for departments to follow regarding oversight with employee and department supervisor time cards, comp time, and overtime. Also briefly discussed was a policy for Independent Contractors. Wendy commented that department supervisors need to be informed that prior to any work being conducted on county property, documentation for worker's comp or an exemption from the state is required. The Commissioners agreed that a department supervisor meeting needs to be set up so this can be further discussed.

5:00 PM **Meeting Adjourned**

## **LINCOLN COUNTY BOARD OF COMMISSIONERS**

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Mike Cole, Chairman

**ATTEST:** \_\_\_\_\_  
Robin A. Benson, Clerk of the Board