

March 22, 2017

The Lincoln County Board of Commissioners met for a regular session on March 22, 2017, in the Lincoln County Courthouse, Libby, Montana. Present were Commissioner Cole, Commissioner Bennett, Commissioner Peck, County Administrator Darren Coldwell and Clerk and Recorder Robin Benson.

Commissioner Cole opened the meeting with the **Pledge of Allegiance**.

9:30 AM Standard Operating Procedure (SOP) County Hiring Process: Present were H.R. Director Vic White, H.R. Coordinator Dallas Bowe, Alan Gerstenecker and Nikki Meyer, Eureka via VisionNet.

Vic said the Hiring Process for new employees is in line with the Personnel Manual and allows for consistency with department procedures for hiring. Commissioner Peck said the new procedure needs to be vetted through the department supervisors and elected officials for any input. Commissioner Cole said the goal is to improve communication and build teamwork within the county.

Vic commented the H.R. Department is looking at putting together a training program for supervisors and elected officials.

10:00 AM Treasurer's Monthly Report / Nancy Higgins: Present were Alan Gerstenecker and Nikki Meyer, Eureka via VisionNet.

Nancy submitted the Monthly Cash Reconciliation Report and Lincoln County Investment Reports for commissioner review. Nancy expressed that cash reserves should be reviewed and set to reflect current budgets during the FY 17/18 budget process. Nancy asked if reserves should be reflected on the cash reports. Robin said the commission has mentioned their preference is to visually see the cash reserves on the cash reports.

The 2017 Lincoln County Spelling Bee was held on March 2, 2017. There were 22 participants from 5th through 8th grade representing their schools in Lincoln County. First place winner was Maellen Nelson, a 7th grader from Libby Middle School, second place went to Benjamin Cooke, a 6th grader from Fortine Elementary, and third place went to Olivia Gilliam-Smith, an 8th grader from Libby Middle School. Nancy Trotter Higgins, Lincoln County Superintendent of Schools served as Master of Ceremonies and presented the awards.

10:30 AM Administrative Issues: Present were Alan Gerstenecker and Nikki Meyer, Eureka via VisionNet.

- Wendy said there is one open vacancy on the Tax Appeal Board. Wendy commented she currently serves as the secretary and since the board meetings are scheduled during July and August, she would like to resign from that position. Robin will run a legal ad for the open vacancy. Darren volunteered to assume the secretary position.
- Robin submitted two thank you letters to the commission for their support and interest in the Montana Department of Commerce funding programs.
- The commission read the minutes for March 14 and March 15, 2017. **Motion** by Commissioner Bennett to approve the minutes as submitted. Second by Commissioner Peck, motion carried unanimously.
- Commissioner Peck submitted the Lincoln County Recognition Day for National Service Proclamation to the commissioners. The proclamation recognizes the positive impact of national service in our county and to thank those who serve; and to find ways to give back to their communities. **Motion** by Commissioner Peck to approve the Proclamation for the Lincoln County Recognition Day for National Service. Second by Commissioner Bennett, motion carried unanimously. The Lincoln County Board of Commissioners does proclaim April 4, 2017 as Lincoln County National Service Recognition Day.
- Darren submitted an Application for Federal Assistance SF-424 with wording adjustments for Commissioner Cole to sign. There is no change in the budget for the Eureka Airport Construction Project.

10:45 AM Bull Lake Annexation / Election Administrator Leigh Riggleman: Present were Bethany Rolfson, Jeff Koskela, and Alan Gerstenecker.

Leigh informed the commission that the Bull Lake Rural Fire Board submitted 2 letters of petition from property owners whose properties are adjacent to the Bull Lake Rural Fire District for inclusion into the fire district. There is just 1 property being annexed that is co-owned by the property owners who have signed the 2 petitions for annexation. Leigh said that 7-33-2125 MCA requires the 40%/40% rule for annexation; in this case it is 100% for both and so the criterion has been met.

Leigh said she is looking for commissioner approval so she can move forward with the public hearing process. **Motion** by Commissioner Peck to approve the annexation authorizing Leigh Riggleman to move forward with the public hearing process. Second by Commissioner Bennett, motion carried unanimously.

11:00 PM NW Montana Drug Task Force Memorandum of Understanding (MOU): Present were Bethany Rolfson, Alan Gerstenecker, Jeff Koskela and Nikki Meyer, Eureka via VisionNet.

Darren presented the annual Northwest Montana Drug Task Force Local Drug Task Force Agreement for FY 2017/2018. Darren said there were no changes to the agreement. **Motion** by Commissioner Bennett to accept the Memorandum of Understanding from the Northwest Montana Drug Task Force as submitted. Second by Commissioner Peck, motion carried unanimously.

11:15 AM Public Comment Time: There were no public comments.

1:30 PM Planning Department / Lisa Oedewaldt: Present were Byron Sanderson, Kirk Kraft, Alan Gerstenecker and Nikki Meyer, Eureka via VisionNet.

- Winefordner Family Transfer: Property legal description is W2NW4SE4 A request has been received from John Winefordner to file a certificate of survey with Lincoln County utilizing a provision in state law 76-3-207(1)(b) that exempts the survey from subdivision review by conveying Parcel B to his mother, Josephine Winefordner. Planning staff has reviewed the request and there is no evasion of subdivision law. **Motion** by Commissioner Peck

to approve the Winefordner Family Transfer subject to planning staff recommendation and conditions. Second by Commissioner Bennett, motion carried unanimously.

- Variance Request – Utilities (Phone Only) Burnt Creek Hideaways. The Planning Staff sees no issues with the alternative phone option and recommends approval of the variance long with a change to the subdivision regulations to remove specifically named companies as the single option for utilities. **Motion** by Commissioner Bennett to approve the variance request subject to Planning Staff recommendation and conditions. Second by Commissioner Peck, motion carried unanimously.
- Preliminary Plat Approval 3rd Extension Request for MBMI Subdivision: Planning Staff recommendation is to grant a final Motion by Commissioner Peck to approve the final extension

Lisa said the Emergency Management Performance Grant (EMPG) is due Friday. Lisa said the EMPG budget will be increased for FY 17/18, but that is due to moving some of the qualifying expenditures from Civil Defense, Communications and Fire-Coop into the EMPG Grant Program; reducing those levied funds. Requesting approval from the commission to approve the EMPG grant submittal. Motion by Commissioner Bennett approve the EMPG grant application. Second by Commissioner Peck, motion carried unanimously.

1:45 PM LIV Golf Carts / Tina Oliphant:

Tina summarized the CDBG Grant funds that came through the county in 2012 for Liv Golf Carts. The company did not remain in business and did not pay back the grant award of \$365,000. The state is asking questions to Tina as far as efforts to collect on this loan. Tina said the state is now requesting a response from the county which she (Tina) finds odd because KRDC is the sub recipient in the grant application.

Commissioner Peck asked what if the county has liability. Tina said in the grant contract there is a paragraph that she feels is a grey area regarding performance requirements. Tina is requesting a conference call with the state for clarification. Darren said he will draft a letter to the state followed up with a phone call.

2:15 PM Lincoln County Junior Fair: Present were Cathy Jenks and Debbie Tangen.

Cathy said this year marks 60 years of the Lincoln County Junior Fair held at Asa Wood School. Cathy said there will be a celebration of the 60 year mark which will increase expenses for new banners, award ribbons and other event expenditures. Cathy said last year there were 903 exhibits by local kids. The schools help with promoting and help with printing cost. The county has supplied a computer and has supplied the paper. The county also provides a trailer for hauling. Currently the budget for the Lincoln County Junior Fair is \$2,629.00 annually. Cathy is requesting an increase to a \$5,000 total budget for this year's fair held in June. Commissioner Peck asked if the Junior Fair had any sponsors or other sources of revenue. Cathy expressed difficulty asking for money. The Commissioners expressed that it is not asking for money, but an opportunity for the community to invest into the kids. Robin explained to Cathy that from a budgeting perspective, many budgets are not 100% county funded; there are other sources of non-tax revenues to help support for expenditures. **Motion** by Commissioner Peck to increase the LC Junior fair budget from \$2,629 up to \$5,000 for current year. Second by Commissioner Bennett, motion carried unanimously. The budget will not be adjusted until year end.

2:45 PM Trails Plan / Match Reimbursement / Tina Oliphant:

Tina explained that Lincoln County did commit \$7,500 to the BSTF Grant submitted for the planning of the Master Trail Concept Plan for Greater Libby; a non-motorized trail project. Tina said the overall project came in lower and Cabinet Peaks Medical Center also committed funds resulting in the county portion committed reduced to only \$680.00. The commissioners thanked Tina for her efforts on this recreational project.

Meeting adjourned at 3:00 PM

LINCOLN COUNTY BOARD OF COMMISSIONERS

Mike Cole, Chairman

ATTEST: _____
Robin A. Benson, Clerk of the Board