

March 6, 2018

The Lincoln County Board of Commissioners met for a special session on March 6, 2018, 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**.

10:00 AM **Finance Meeting**: Present were Sheriff Roby Bowe, Undersheriff Brian Griffeth, Kathi Hooper, Tina Oliphant, Brett McCully, and Wendy Drake.

- Roby showed **Jail Expansion Plans** for the detention facility that was completed in 2004 but never implemented. Roby said there is a lot of information regarding electrical, ventilation and structure. Darren suggested sending it to Mike Fraser to review and bring suggestions or recommendations to the county. Commissioner Peck commented that we must do this for staff conditions and liability reasons. Roby commented that a remodel or new jail will cost money. Roby wants to provide tours for community people/citizens to see conditions; once people see it visually, everyone agrees changes are necessary. Commissioner Cole asked about a regional facility option. Commissioner Peck said that may work for long term inmates and keep short term inmates locally. Commissioner Bennett said after Fraser looks at the 2004 plans, we will have some basic information and costs so we can better weigh options. We may need to set up a monthly meeting to keep the discussion moving forward until we actually implement a planned solution. Roby said the entire county will be involved in this conversation stating that we need a plan and cost first, then we can present it to the public with visuals.
- Kathi said Jake Mertes is now conducting all the **County Planner** duties and is only referring to Kristin minimally as a resource. Kathi is requesting to increase Jake's wage to a grade 17. Kathi clarified she is not asking for a budget increase. The increase is an additional \$775.00 for current fiscal year and can be absorbed in the budget. Commissioner Peck commented the county needs to rapidly get to job classifications. Commissioner Bennett said we previously discussed an increase when Jake was performing planner duties, but wants to ensure there will not be another increase request next fiscal year. Motion by Commissioner Peck to adjust County Planner rate to a Grade 17 effective immediately. Second by Commissioner Bennett, motion carried unanimously.
- Kathi informed the commission that an employee is leaving the animal control position. Kathi is asking consideration if animal control should fall under the sheriff's department, expressing the elements of danger when employees are called out to visit homes to investigate animal related complaints. For now, Kathi said she will go to one full time **Animal Control Officer** and encouraged the commission that we need to have further conversation about animal control.
- Darren submitted a report showing department budgets expended by percentage; we are 75% through the fiscal year. Darren commented that most departments are doing well staying within budgets. The commission went through the 105-page report and discussed any budget overages. **All budget reports are available to the public through the county finance department.** Wendy explained that Lincoln County can do budget amendments mid-year by resolution but stated that is not the preference of the county finance department. Wendy said Lincoln County does one end of year resolution that is for all revenues and expenditures that were not anticipated at the time of budget approval and adoption. Robin commented that on February 28, 2018 the commissioners made a motion to approve a \$7,000 budget increase to the Board of Health and that it would be paid out of PILT. Robin said Wendy is correct and reminded the commission that departments do need to get approval to spend for unanticipated costs, but budget overages are accounted for at year end; some budgets will be able to absorb at least partial costs/expenditures instead of moving money mid-year. Wendy said the \$7,000 request by Hooper may be absorbed in the general fund and should not be automatically transferred from PILT; the commissioners agreed and decided not to transfer funds from PILT.
- Darren said the Salary Review Committee is comprised of the following people: Robin Swimley (Libby), John Righter (Troy), and Jon Leonard (Eureka). Elected officials on the salary committee are: Commissioner Peck, Commissioner Bennett, Commissioner Cole, Tricia Brooks, Robin Benson, Roby Bowe and Marcia Boris. The purpose of the salary committee is to review elected official wages. Darren will collect data comparisons from other counties and set up a meeting with the newly formed committee.
- Tina said she is here to discuss the Loan Review Board. Commissioner Cole explained the Loan Review Board is to have a broader overall look at financials of businesses applying for loans at the Port Authority. Darren said we will need to wait for the full board to meet and it will need to be placed on the agenda for discussion.
- Darren said County Forester Ed Levert is retiring in May and we need to create a job description. Commissioner Peck said he would put together some duties for commissioner review.

11:30 AM **Meeting Adjourned**

LINCOLN COUNTY BOARD OF COMMISSIONERS

Mike Cole, Chairman

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