

Lincoln County Study Commission
Minutes of May 14, 2015

The Lincoln County Study Commission met for a regularly scheduled meeting on Thursday, May 14, 2015 at 5:00 pm. The meeting was held in the County Commissioners office in Libby. Members Rita Windom, ex-officio Bill Bischoff, Secretary Shellie DeLeo and community member Alvin Benitz attended in Libby. Members Bobbie Stoken and Tracy McIntyre attended via satellite in Eureka. Guests who attended were Lincoln County Treasurer Nancy Higgins and Clerk and Recorder Robin Benson.

Meeting was called to order at 5:05 by Vice-Chair Tracy McIntyre.

Tracy M. asked for any Agenda items to be discussed during this meeting. The following items were mentioned:

- Talk with Lincoln County Treasurer Nancy Higgins
- Talk with Clerk and Recorder Robin Benson regarding budget
- Organizational structure (communication, timeline, how to approach public)
- Minutes

The draft minutes of the meeting of April 7, 2015 were reviewed. Bobbie S. stated that the minutes were well written but should be kept short, no more than 1.5 pages. She added that all meetings are recorded and the minutes just need to be highlights of the discussion and should be in the past tense.

Bobbie S. made a motion to approve the minutes of April 7, 2015 as they are written/recorded. Rita W. seconds the motion; all in favor, motion passed.

Meeting was turned over to Lincoln County Treasurer, Nancy Higgins. She handed out copies of reports showing what was billed in 2014 for a scope of taxes and fees that are being brought in by Lincoln County and added the following;

- The Treasurer's Office collects all taxes and assessments, fees and motor vehicle transactions for Lincoln County
- Treasurer is responsible for investing any extra agency funds
- Interest is sent back to the county on a monthly basis and most of it is added to the Road Department budget

Lincoln County Treasurer, Nancy Higgins, reported that the county road fund is invested separately. She stated that funds can be invested in agency funds such as Federal Home Loan, Fannie Mae, Freddie Mac, and Farm Credit. She reports that she can only invest up to five years in the future on CD's and they have to be limited to the \$250,000 insurance. Agency funds has the most investments. The rest of the money is invested in Money Market Accounts. There is immediate access to this money if needed. A small amount is invested in STIP for Glen Lake Irrigation and Troy Rural Fire. Average rate of interest on agencies is 1.2% and will earn \$170,000 in interest on our investment with Raymond James.

Treasurer Nancy Higgins added that she can get any information that is needed if additional questions arise.

Clerk and Recorder Robin Benson reported that the budget is divided into six categories: Professional Services, Travel, Advertising/Printing, Supplies/Miscellaneous, Wages and Employer Contributions. She reported that she will run some reports to see where the Commission is right now. Warrants can come to Clerk and Recorder Robin Benson in any way but needs to have an approved signature.

Discussion regarding organizational process for commission. Tracy M. suggests that the Friday before the meeting, Agenda items should be sent to ex-officio Bill Bischoff or Secretary Shellie DeLeo. By Monday an Agenda should be out to members and the public. Tracy M. reported that Chair Steve Curtiss is not feeling well and she asked the commission if he should step down or someone step in. She stated that she is willing to step in if needed.

Rita W. stated that she feels like the commission is spinning their wheels. She stated she would like to see a firm timeline as people are losing interest and thinking that the commission is not doing anything.

June 2, Tracy M. will meet with Rae to develop the survey. The wording will be the hardest part but publishing the survey will be easy. The results and discussion can be shared via email.

There was a discussion on purchasing a monthly subscription for \$26 to Survey Monkey. Rita W. made a motion that the commission purchases their own subscription to Survey Money. Bobbie S. seconds motion. All in favor, motion passed.

Discussion regarding the look of the surveys and how they will be mailed out. Rita W. stated that she envisioned a folded paper with names/addresses on one side and the public can fold it the opposite way to mail it back, postage paid. Bobbie S. will research the cost of bulk mailing.

Tracy M. stated that making a timeline works best if you go from the due date and work backwards to meet timeframes. Discussion around the interviewing of department heads and that more than one can be done at a meeting if it is scheduled ahead of time. Tracy M. asked if we want to make a decision today regarding using the first hour of each meeting to interview. Bill B. said that he will have two department heads available for the next meeting.

Survey timeframe was discussed and determined that if surveys are ready to go out by June 8th, data can be collected on June 19th. On the June 25th meeting, the commission can analyze the results and start setting up public meetings for July.

Tangible Tasks

- Bill B. will send out charts and graphs on interest income
- Clerk and Recorder Robin Benson will send out new budget
- Follow-up with Josh L. on the list of clubs and organizations
- Bobbie S. will check into the cost of bulk mailing for surveys
- Tracy M. will have surveys ready for discussion/approval next meeting
- Bobbie S. will report discussion with Steve C.
- Reschedule August 27th meeting as it conflicts with the fair (was a different date discussed?)

Tracy M. asked for any last items. None noted.

Bobbie S. made a motion to adjourn meeting. Rita W. seconded motion. All in favor, motion passed.

Meeting adjourned 6:02 pm, May 14, 2015.