

**August 31, 2022**

The Lincoln County Board of Commissioners met for a regular session on August 31, 2022 in the Lincoln County Courthouse, Libby, Montana. Present were Commissioner Teske, Commissioner Letcher, Commissioner Bennett, County Administrator Jim Hammons and Clerk & Recorder Robin Benson.

Meeting allows for teleconferencing and VisionNet availability.

Commissioner Bennett opened the meeting with the **Pledge of Allegiance and Prayer**.

**9:00 AM County School District Update:** Rescheduled Friday September 2<sup>nd</sup>.

**9:15 AM Employee Policy Update:** Present were HR Director Dallas Bowe, Sheriff Darren Short, Undersheriff Brent Faulkner, EMA Director Tom Lane, Veronica Bovee-Anderson, Rebecca Nelson, and Ray Stout.

Based on legislative changes and recommendations from MACo, Dallas presented changes to the Lincoln County Personnel Policy and Procedures Manual. Some of the changes that were presented are as follows:

- Added vaccination status to the list of protected categories throughout based on House Bill 702 from last legislative session.
- Modified the section on probationary period, the grievance process, and employee conduct based on changes made to the Wrongful Discharge from Employment Act last session.
- Modified the section on drug and alcohol testing to make it clear that any testing must comply with either state statute or federal law, depending on the type of testing.
- Added a children in the workplace policy in response to requests from several counties.
- Modified the sick leave fund policy to allow contributions of vacation leave.
- Cleaned up and clarified language in several sections, including Employee Discipline, Time Sheets and Preparation of Payroll, Rest Breaks, Worksite Breastfeeding, Use of Vehicles and Equipment, Return of County Equipment, Parental Leave, and Overtime and Compensatory Time.

**Motion** by Commissioner Teske to update the County Employee Policy as presented and required by the Montana Association of Counties. Second by Commissioner Letcher, motion carried unanimously.

**9:30 AM Addressing/GIS Update:** Present were OutlawGIS Ashley Bache, Undersheriff Brent Faulkner, County Planner Jesse Haag, EMA Director Tom Lane, Michelle Byrd, Noah Pyle, Veronica Bovee-Anderson, Ray Stout and Rebecca Nelson.

Robin explained that she requested this meeting to inform and to receive guidance from the commissioners regarding some areas within the county that may have addressing issues. Robin informed the commissioners that to improve public service, and as a tool, an addressing link is now on the county website under Addressing/GIS Department for realtors, title companies and the public to check and verify correct addresses are being used. Robin commented that part of today's conversation is to discuss having addresses assigned at some point during the preliminary plat process when roads and lots are created. This would help correct addresses being issued moving forward. Robin said Ashley has begun reviewing county addressing and has completed the Troy Rural area and is seeking guidance from the commissioners.

Ashley explained that back when 911 was done years ago, there have been addressing problems since. Geocoding is difficult to understand, there is no measuring and it is very consistent. Ashley explained that using google is not a good source to verify addresses. Ashley said that in the Troy Rural area, Bull Lake Road or Highway 56 needs to be corrected. Ashley said she is seeking guidance on how to proceed and the parameters from commissioners moving forward before mailings go out. Ashley talked about how E911 is what dispatch goes by and that emergency services is the main concern.

Sheriff Darren Short commented on the importance of addressing when law enforcement is responding to a call, as well as how addressing applies to potential pre-evacuation emergencies.

Commissioner Bennett expressed that we have to do this correctly, understanding that the public may get upset, but we need to fix what we can to the best of our ability.

Commissioner Letcher agreed, expressing that if we don't fix these addresses now, it just continues on. We need to set a standard and not go case by case.

Commissioner Teske commented the understanding is this is being brought forward for public safety reasons.

Discussion focused on options, parameters, and setting a standard to be consistent moving forward.

The parameter recommended by Ashley was 50ft. to be used as a standard. There was a brief conversation about road naming and addressing during the subdivision process before final approval; Resolution 2020-22 and the County Subdivision Regulations will need to be amended to reflect this.

Robin clarified that moving forward from today's meeting, Ashley will be reviewing county addresses per precinct using a 50' standard. A draft mailer will be sent to the commissioners for approval prior to mailing. Ashley will coordinate correct Addressing/GIS tools for public use with the County IT Department. County Planner Jesse Haag will work on amending subdivision regulations and coordinate that process with the Addressing/GIS Department.

**10:30 AM Administrative Issues/Old Business:** Present were Public Health Jennifer McCully, Winston Taylor representing Senator Daine's Office, Scott Shindledecker, Ray Stout and Rebecca Nelson.

- Jennifer McCully presented the annual Public Health Emergency Preparedness (PHEP) Grant. It has been an annual grant for many years and funds all things public health emergency preparedness. **Motion** by Commissioner Teske to accept the proposed Public Health Emergency Preparedness Grant as presented. Second by Commissioner Letcher, motion carried unanimously.
- Robin submitted the minutes for August 24, 2022 regular meeting for approval. **Motion** by Commissioner Letcher to approve minutes as submitted. Second by Commissioner Teske, motion carried unanimously.
- Commissioner Teske asked about a timeline to hold the Special Election for the Marijuana Tax. Robin said she is guessing after the November General Election would be a better time, not before, but asked Commissioner Teske to verify a timeline and process with Election Administrator Paula Buff.
- Winston Taylor, representing Senator Daine's Office asked the commissioners for any concerns or comments regarding Falls Creek Conservation Easement, Vital Grounds, and USFS. Commissioners explained this had been discussed USFS and Vital Grounds previously.

**10:45 AM Public Comment Time:** Present were Road Supervisor Jerry Regh, Winston Taylor representing Senator Daines Office, Scott Shindledecker, Rebecca Nelson and Ray Stout.  
There were no public comments.

**11:00 AM Tony Petrusha Quarterly Report:** Present were Road Supervisor Jerry Regh, Scott Shindledecker, Rebecca Nelson and Ray Stout.  
*Tony submitted the following report for commissioner review:*

Recreation Manager of Projects  
Second Quarter Summary  
Cabinet Country Consulting LLC  
August 10, 2022

Pool – met in December and voted to stay the course and continue to evaluate pool options. Confident in the template prepared and that it will have value for a project in the future. No action this quarter.

LORA – The LORA directors meet each month, one of their current tasks is reviewing the internal draft version of the Flower Creek Recreation Development Plan. After the internal review, it will be provided to Libby City Council and County Commissioners for further review. General release is scheduled for early September.

LORA is also working on an outdoor recreation assessment with public input. This is in the development stage. LORA has been focused on trails; outdoor recreation is much more than trails.

I am working with the Directors of the Libby Recreation District to create a job description for a term longer than my current contract.

The status of my contract: there is funding provided by the Recreation District, the County and the City, the agreement was for \$10,000 from each party for three years. Two years of payments were made (\$60,000) and the current account balance is approximately \$31,000. The current contract runs through January 2023.

Flower Creek Road is upgraded, paving to be completed this summer with funding from a RAC grant and county roads, however oil prices will limit the length of road to be paved.

**11:30 AM Final Budget Public Hearing:** Present were Finance Officer Wendy Drake, Library Director Alyssa Ramirez-Peck, Rebecca Nelson, Ray Stout and Scott Shindledecker.

Wendy submitted the Fiscal Year 2022-2023 Levy Requirement Schedule and Non-Levied Funds spreadsheets for commissioner review. Wendy noted that non-levied funds are grant or cash based. Wendy commented the Levy Requirement Schedule is balanced and looks good for FY 2022/2023.

Alyssa commented that it would be beneficial to have a time set aside for department heads to visit with the Personnel Department to verify wages are correct.

The commissioners commended Wendy for all the work she does preparing the county budget.

Wendy noted that next week is the public hearing for final budget approval.

There were no public comments.

**12:00 PM Break**

**1:30 PM Public Hearing Indian Springs Ranch Phase 4 Subdivision Review:** Present were County Planner Jesse Haag, Planning Consultant Kristin Smith, and Brett McCully.

Indian Springs Ranch Phase 4 Subdivision is located in Eureka, US Hwy 93, Indian Springs Road. The Planning Board recommends granting preliminary approval to Indians Springs Subdivision Phase 4 subject to 7 conditions and based on the findings in the staff report.

Commissioner Letcher commented naming Leonard Lane as Leonard Lane South to help not confuse addressing. County Addressor Michelle Byrd was asked for her opinion from the addressing standpoint. Michelle said the county is

trying to get away from similar named roads and recommended leaving the developed road Black Tail. Condition number 2 will be amended that a Black Tail sign will be installed. A condition will be added to have addresses assigned before final plat. **Motion** by Commissioner Letcher to approve subject to Condition Number 2 amended stating a sign will be installed for Black Tail Road, and a Condition will be added to have addresses assigned before final plat. Second by Commissioner Teske, motion carried unanimously. There were no public comments.

**2:00 PM Phasing Plan/Condition Amendment Route 56 RV Park:** Present were County Planner Jesse Haag, Planning Consultant Kristin Smith, and Brett McCully.

Kristin explained developer has requested to amend the preliminary plat approval for Route 56 RV Park to reflect a change in plans. The store and tent sites may be pursued at a later date and therefore a phased approach and condition amendment is required. Planning staff recommends approval as follows:

1. Approve a phasing plan to allow for Phase I for 20 RV sites to be filed by July 14, 2024; and Phase II for tent sites and a store to be filed by July 14, 2026.
2. Amend Condition #18 to read: "Dedicated tent sites must be shown on the final plan for Phase II".

**Motion** by Commissioner Letcher to approve Route 56 RV Park to reflect a change in plans by the developer as stated in Number 1 and 2 above, as recommended by Planning Staff. Second by Commissioner Teske, motion carried unanimously.

2:15 PM Adjourned

**LINCOLN COUNTY BOARD OF COMMISSIONERS**

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Jerry Bennett, Chairman

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