

September 26, 2018

The Lincoln County Board of Commissioners met for a regular session on September 26, 2018, in the Lincoln County Courthouse, Libby, Montana. Present were Commissioner Cole, Commissioner Peck, Commissioner Bennett, County Administrator Darren Coldwell, and Clerk and Recorder Robin Benson.

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

10:00 AM Robin Benson Clerk and Recorder Update: Present were Election Administrator Leigh Riggleman, Chris Nelson, Clyde Ross, Maranda Davis, and Brett McCully, Alan Gerstenecker and John Blodgett. Also present were Nikki Meyer and Josh Letcher, Eureka via VisionNet.

Robin introduced the Clerk and Recorder and Election Department Staff as follows:

Election Administrator Leigh Riggleman

Lead Recorder Clyde Ross

Assistant Election Administrator and Records Manager Chris Nelson

Plat Room Coordinator Maranda Davis

Assistant Examining Land Surveyor Brett McCully (Brett is not a county employee but provides skills and service for the plat and survey side of the Clerk and Recorder's Office).

Robin said the key to good records management is the ability to locate and retrieve documents and you can't do that if you don't know what you have. The clerk and recorder's office has been conducting inventory for the past 4 years. Leigh shared several early 1900 election documents, including a Lincoln County ballot from 1911 showing republican, democratic, progressive, socialist and independent party candidates, a ballot from the 1920's showing "For" or "Against" the Amendment to the Constitution relating to rights of suffrage and qualifications to hold office. Commissioner Peck suggested a framed collage of the early 1900 election documents for public viewing.

Robin discussed how beneficial the use of Laserfiche software has been to the county, commenting it is used a lot for commissioner research; being able to key-word search for records has been a tremendous benefit to the county and the public. The Finance Department and Environmental Health Departments are now using Laserfiche to scan and store records. Robin shared indexes of the clerk and recorder Laserfiche repository provided by Chris Nelson.

The county now has a *Register of Ordinances* as well as a process and policy for resolutions and ordinances prior to them being brought to the commission for approval. Robin said the research for that was achievable due to minutes implemented into Laserfiche. The Register of Ordinances will be maintained by the Clerk and Recorder and reviewed every 5 years by the commission.

Robin showed the commission how road petitions as early as 1893 to current are stored in new books as well as being scanned into Laserfiche software for easier retrieval searches.

Robin explained that hundreds of duplicate maps that are statutorily required to be stored off site were stored in piles on the floor in the annex basement and those maps are now in map drawers that are labeled.

The clerk and recorder's office is currently working with GeoControl to create a workflow to have plats and surveys electronically updated in the tract books instead of being hand drawn. Robin shared before and after tract map pages for a visual difference. Brett commented that it's a cleaner picture of the section, allows for better accuracy, shows road names, and is color coded for city, state and forest service lands. Robin said Lincoln County has townships 25 through 37 and each township has 36 sections; each section is 640 acres. Robin said she is not sure how long it will take to get each section map completed, but it's a reachable goal. Commissioner Bennett asked if the old tract pages were going to be kept and Robin said the history will be retained.

Robin said her goal is to have records management processes and policies in place and to be in maintenance mode moving forward for the next clerk and recorder.

The commissioners commented on the importance of maintaining the county's history and commended the clerk and recorder staff for all the work and improvements they have conducted. Commissioner Peck asked if there could be a county repository in Laserfiche instead of department separation. Robin said she would have to bring IT into the conversation.

10:30 AM Administrative Issues: Present were Alan Gerstenecker and John Blodgett. Also present were Nikki Meyer and Josh Letcher, Eureka via VisionNet.

- Robin presented the minutes for September 12, 2018 for Commissioner approval. **Motion** by Commissioner Bennett to approve September 12, 2018 minutes as presented. Second by Commissioner Peck, motion carried unanimously.
- The Commission signed a *Letter of Support* for a Heritage Museum Grant.
- Commissioner Peck commented the Libby Area Chamber of Commerce is painting their building and he will be contributing \$445.00 from the Libby Economic Development Fund towards that cost.
- Commissioner Bennett attended the MACo Conference in Missoula last week and gave a brief update on legislative issues.

10:45 AM Public Comment Time: Present were Alan Gerstenecker and John Blodgett. Also present were Nikki Meyer and Josh Letcher, Eureka via VisionNet.

There were no public comments.

11:00 AM FVCC Refuse, Road, Street Lighting, Fee Waiver: Present were George Jamison, Alan Gerstenecker and John Blodgett. Also present were Nikki Meyer and Josh Letcher, Eureka via VisionNet.

Commissioner Bennett read a letter from the county attorney regarding the county's ability to waive fees. Commissioner Bennett said the refuse, lighting and street fees can be waived after 5 years. Kathi Hooper has agreed to refuse fees

being waived. Darren stated the \$11,662 remaining fees will be split 50/50 with FVCC and a new lease agreement contract is being developed. FVCC will assume the tax bill and all fees moving forward. **Motion** by Commissioner Peck to approve splitting remaining fees of \$11,662 with FVCC and move forward with a new lease agreement contract. Second by Commissioner Bennett, motion carried unanimously.

11:15 AM Public Hearing/Obsidian Road and Swede Mountain Annexation to Lincoln County Rural Fire District (LCRFD): Present were Election Administrator Leigh Riggelman, George Jamison, Byron Sanderson, Alan Gerstenecker and John Blodgett. Also present were Nikki Meyer and Josh Letcher, Eureka via VisionNet.

Leigh submitted a summary stating that on August 14, 2018 Steve Lauer submitted letters of request from 15 homeowners who would like their properties to be included into the LCRFD. Fourteen of the requests are homeowners on Obsidian Road and one homeowner is on Swede Mountain Road. All properties are adjacent to the LCRFD and have been checked through the Assessors to confirm tax assessments and acreage. The requests for annexation that were submitted, the 40%/40% requirement of 7-33-2125 MCA has been met. Leigh submitted Resolution 2018-19 for Annexation for commission approval. George Jamison lives on Obsidian Road and expressed his support of the annexation. George thanked Steve Lauer for his efforts. Leigh commended Steve Lauer for his organized packet of information submitted to the election department. **Motion** by Commissioner Bennett to approve Resolution 2018-19 to Annex Property into the Lincoln County Rural Fire District. Second by Commission Peck, motion carried unanimously.

11:30 AM DEQ Air Quality Grant: Present were Kathi Hooper, Jake Mertes, Alan Gerstenecker, and John Blodgett. Also present were Josh Letcher and Nikki Meyer, Eureka via VisionNet.

Kathi said the DEQ Air Quality Grant is an annual federal grant of \$33,486 for current fiscal year and is used to pay a good portion of a full-time employee within the environmental health department and maintenance of air quality equipment. **Motion** by Commissioner Peck to approve the DEQ Air Quality Grant for FY 2018/2019 as presented. Second by Commissioner Bennett, motion carried unanimously.

11:45 PM Resolution 2018-20 FY 17/18 End of Year Budget Amendment: Present were Finance Director Wendy Drake, Alan Gerstenecker and John Blodgett. Also present were Nikki Meyer and Josh Letcher, Eureka via VisionNet.

Wendy explained the resolution is done annually and authorizes expenditures and revenues that were not known at the time the budget was approved. The budget resolution increases budget authority for unanticipated expenses. **Motion** by Commissioner Peck to approve Resolution 2018-20 Budget Amendment for FY 17/18 as submitted. Second by Commissioner Bennett, motion carried unanimously.

All Resolutions can be viewed at: <http://lincolncountymt.us/> or can be obtained in its entirety from the Clerk and Recorder's Office.

1:30 PM Cam Carstarphen Montana Bureau of Mines and Geology: Present were Alan Gerstenecker and John Blodgett. Also present were Josh Letcher, Eureka via VisionNet.

Cam shared groundwater mapping from the Groundwater Information Center that is available for public access. Cam showed an online map created through the Montana Bureau of Mines and Geology showing all the wells in Lincoln and Sanders Counties and discussed water quality studies, water level variations, and trends; there is no data to substantiate that water levels are lowering, although groundwater systems are very complex. Cam said important data collection comes from studies or monitoring of groundwater to determine how wells are recharged by the timing of snow melt. Cam stated that our region water quality is very good. Understanding water resources are key to water management and knowing community water sustainability.

2:15 PM Meeting Adjourned

LINCOLN COUNTY BOARD OF COMMISSIONERS

Mike Cole, Chairman

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