



PUBLIC MEETING

April 12, 2022
MINUTES

The Lewis and Clark County Commissioners Public Meeting was held on Tuesday, April 12, 2022, at 9:00 AM in Commission Chambers, Room 330.

Roll Call

Chair Jim McCormick called the meeting to order at 9 a.m.

Commissioner Tom Rolfe and Commissioner Andy Hunthausen were present. Others attending all or a portion of the meeting included Roger Baltz, Bradley Bragg, Casey Hayes, Kevin Horne, Dan Karlin, Ann McCauley, Karl Yakawich, and Nadine McCarty, Recording Secretary.

Pledge of Allegiance

Everyone recited the pledge.

Consent Action Items

There were no consent action items.

Bid Award. Body Scanner. (Bradley Bragg)

Bradley Bragg, Detention Center Captain, presented the the bid award for the purchase of a body scanner for the Detention Center. On March 29, 2022 a bid opening was held and two bids were received. After review of the bids, one bid was disqualified due to incompleteness. Staff recommends awarding the bid to the low bidder, KPrime Technologies, Inc. of Phoenix, Arizona for a base bid of \$99,500, substantially lower than anticipated. Additional costs to be considered is an extended warranty of \$9,159 annually that includes two unit inspections and all repairs that includes parts, labor, and any travel. Captain Bragg asked that 5-years of the extended warranty be purchased for a total cost of \$145,295.

Captain Bragg gave a brief overview of the scanner technology that would help identify contraband, reduce close contact searches and liability.

No public comment was received.

A motion to Approve was made by Commissioner Rolfe and seconded by Commissioner Hunthausen. The motion Passed on a 3-0 vote.

Bid Award. One Used Water Truck. (Kevin Horne)

Roger Baltz, Chief Administrative Officer, stated the request from Public Works is for no action be taken at this time as there are still issues under discussion. They request that the item be considered on April 21, 2022.

No public comment was received.

A motion was made by Commissioner Hunthausen to move the item to April 21, 2022 and seconded by Commissioner Rolfe. The motion Passed on a 3-0 vote.

Resolution 2022-22 to Accept the Determination that the Environmental Assessment is Appropriate for the Head Lane Bridge Replacement. (Dan Karlin)

Dan Karlin, County Engineer, presented the resolution and added they desire to submit a Montana Coal Endowment Program (MCEP) grant application to Montana Department of Commerce. A completed preliminary engineering report (PER) and an environmental assessment (EA) are requirements of the grant application. A contract with Great West Engineering was executed in August of 2021 to complete the PER, write the grant application and guide the County through the application process. The public hearing was advertised in the Independent Record on March 27 and April 3, to date no public comment had been received.

He discussed MCEP, formerly known as the Treasure State Endowment Program (TSEP). The funding is based on the interest from the coal severance tax fund and is a competitive grant program that amounts to about \$20 million for bridge, water and sewer projects with up to 20% allocated for bridge projects. The local match requirement is 50/50. He further discussed the Montana Environmental Policy Act (MEPA) that requires the environmental assessment for the MCEP grant application. A draft EA has been prepared that evaluates the potential environmental affects and consequences of the proposed project.

Karl Yakawich, Great West Engineering, stated the MCEP grant application submittal is being considered to to replace the Head Lane Bridge. They have worked with Public Works to inventory the bridges within Lewis and Clark County of which the County is responsible for approximately 95 bridges. Since 1998 close to 60 bridges have been replaced. Head Lane Bridge is currently posted at 5 tons due to the condition of the timber beams under the bridge, which restricts hay trucks, some emergency service vehicles and other heavier vehicles. The bridge is not to County bridge standards. Close to 400 vehicles daily travel the bridge. High use and poor condition brought it to the top of the list. A concrete structure has been determined as a preferred replacement bridge. The existing bridge span is 24 feet and the new bridge would be 52 feet with the width at 28 feet, providing two full lanes and shoulders. The total cost of the project is estimated at \$766,000, a MCEP grant of about \$383,000 would be sought.

They completed the environmental assessment, contacted local agencies such as Fish, Wildlife & Parks (FWP) and the Department of Environmental Quality (DEQ). They indicated stream permits would be required, DEQ mentioned asbestos inspection would be required prior to demolition, a County floodplain development permit would be required, FWP mentioned a construction window would likely be needed due to spawning trout., the bridge is not old enough to qualify for historic bridge register concerns, wetlands delineation would need to be conducted prior to bridge replacement. There will be another hearing on the project when a decision will be made whether or not to accept the environmental assessment and to determine that a full environmental impact statement is not needed. He reviewed the MCEP grant process timeline, noting if all is successful construction would likely occur in 2024.

Commissioner McCormick noted the Head Lane Bridge is over Seven Mile Creek.

Mr. Karlin noted the posted load limit restriction is as as low as possible prior to bridge replacement.

Discussion occurred on the compatibility of the proposed bridge with any possible future traffic and road updates. Also discussed the proposed bridge span and the extra clearance to provide for more flood capacity.

Mr. Karlin requested that the agenda item be held until April 26, 2022.

No public comment was received.

A motion was made by Commissioner Hunthausen to table the item to April 26, 2022 and seconded by Commissioner Rolfe. The motion Passed on a 3-0 vote.

Revision of Lewis and Clark County Purchasing Policy. (Casey Hayes)

Casey Hayes, Purchasing Officer, presented the revised Lewis and Clark County purchasing policy. The Commission adopted the policy on August 19, 2021. Since that time a purchasing officer was hired and a complete review of the County's purchasing process was conducted.

After working with the finance officer and other key personnel, the Grants and Purchasing Department identified aspects of the purchasing policy that required revision. The revisions underwent legal review and the department directors were given the opportunity for review and input of the proposed changes. Proposed changes were made to the following sections: administrative, replace finance officer with purchasing officer where the flow of operations necessitated that the purchasing process be segmented away from the Finance Department; definitions, defined terms that needed clarification and that were added to the policy; unauthorized purchases, created workflow for times when food/beverage purchases are authorized; transactions exempt from competitive procurement, removed those deemed unnecessary, made certain exemptions more precise and added allowance for the typical conduct of departments; exceptions, clarified emergency purchases to reflect statutory requirements and added exigency purchases; purchasing thresholds, changed thresholds for small purchases those being quotes, limited solicitation, sole/single source procurement from \$20,000 to \$25,000, clarified where thresholds should be characterized as equal to or greater than; and protest procedure, included a method to create a remedy for grievances. Staff recommends adoption of the revised purchasing policy.

Mr. Hayes explained they want to conform to Montana's Procurement Act Title 18, Chapter 4 as well as all other chapters of that title to include contracts. They also want to ensure they are inline with any grant requirements from the federal government. All county employees that spends the public dollars are bound by the policy. He discussed the purchasing, advanced procurement and contracts trainings that will occur.

No public comment was received.

A motion to Approve was made by Commissioner Rolfe and seconded by Commissioner Hunthausen. The motion Passed on a 3-0 vote.

Memorandum of Understanding Between Lewis and Clark County, the City of Helena, and the City of East Helena. (Roger Baltz)

Roger Baltz, Chief Administrative Officer, presented the memorandum of understanding with the City of Helena and the City of East Helena for the formation of a Records Management and Storage Working Group. The purpose of the group is to consider options for response to each entity's needs. This could result in a request for proposal in pursuit of an updated records management digitization policy. The Secretary of State requires permanent records be archived and that local governments follow a regular records retention schedule. The three entities have identified a need for additional storage for permanent

records as well as defined records retention programs for historical, current working, and digital records. The MOU is a commitment of participation by each entity in the working group. There is no funding commitment at this time. There could be a funding need in the future and the County has established a budget for the work. The MOU has already been approved by Helena and East Helena. The working group has been meeting for several months. Staff recommends approval of the memorandum of understanding with the City of Helena and the City of East Helena.

Mr. Baltz read the County's commitment listed in the MOU. He discussed the records management study conducted in 2007 for the County records, the locations of records and the need for updating.

No public comment was received.

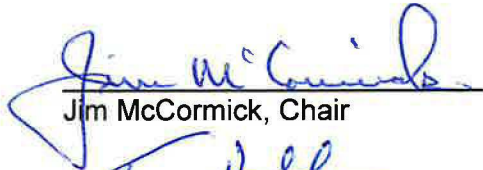
A motion to Approve was made by Commissioner Rolfe and seconded by Commissioner Hunthausen. The motion Passed on a 3-0 vote.

Public comment on any public matter within the jurisdiction of the Commission that is not on the agenda above.

Adjourn

There being no further business, the meeting adjourned at 9:48 am.

LEWIS AND CLARK COUNTY
BOARD OF COMMISSIONERS


Jim McCormick, Chair


Tom Rolfe, Vice Chair


Andy Hunthausen, Member

ATTEST:


Amy Reeves, Clerk of the Board