



PUBLIC MEETING

April 29, 2021
MINUTES

The Lewis and Clark County Commissioners Public Meeting was held on Thursday, April 29, 2021, at 9:00 AM in Commission Chambers, Room 330.

Roll Call

Chair Andy Hunthausen called the meeting to order at 9 a.m.

Commissioner Jim McCormick and Commissioner Tom Rolfe were present. Others attending all or a portion of the meeting included Roger Baltz, Marni Bentley, Jeni Garcin, Peter Italiano, Charles Lane, Audra Zacherl, and Nadine McCarty, Recording Secretary.

Pledge of Allegiance

Everyone recited the pledge.

Consent Action Items

- a. Vendor Claims Report for Week Ending April 30, 2021. (Marni Bentley)

Roger Baltz reported on consent action item 2 a and recommended approval.

No public comment was received.

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

Bid Award. Collins Drive, Ferry Drive, and Snowdrift Road Resurfacing. (Audra Zacherl)

Audra Zacherl, Public Works Assistant Director, presented the bid award for the Collins Drive, Ferry Drive and Snowdrift Road Surface Preservation, Federal Lands Access Program project. On April 22, 2021, a bid opening for the project was held and three bids were received. The work required of the project is to furnish, import and place six inches of compacted crushed aggregate surfacing on Collins Drive from the Helena Valley Canal to the intersection of Snowdrift Road, Snowdrift Road from the intersection of Collins Drive to the intersection of Ferry Drive, and Ferry Drive from the Helena Valley Canal to the intersection of Snowdrift Road. The project also includes adding dust palliative to the new surfacing and supplying/installing new drainage culverts. Notice to proceed will be issued on July 1, 2021 with work to be substantially complete within 45 days.

Funding is through the Federal Highway Administration, Federal Lands Access Program with a total project budget of \$698,502. The County is responsible for a match amount of 13.42% or \$93,740.

After a review of all the bids, staff recommends awarding the base bid of \$308,473.88 and all three of the additive alternates at \$52,152 to the low bidder, Bullock Contracting, LLC of Boulder, Montana for a total contract amount of \$360,625.88.

No public comment was received.

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

Contract Between Lewis and Clark County and Edge Marketing, LLC. (Jeni Garcin)

Jeni Garcin, Communications Coordinator, presented the contract with Edge Marketing, LLC in an amount not to exceed \$9,500 that includes the development of a new logo, brand standards guide and collateral templates. This is to create a consistent, unified look of County products, services and presentations. Currently Lewis and Clark County uses the County seal and the templates for business cards, email signatures, memos and other collateral are inconsistent or nonexistent. A benefit of having brand standards is clarity for the public. Several Montana municipalities have executed brand standards including Bozeman, Helena and recently Missoula County as well as Lewis and Clark County Public Health. The brand standards guide will spell out the rules of using the logo in detail. The templates will include business cards, brochures, letters, envelopes and social media. They will most likely create a cost savings by reducing the amount of labor used to create unique products from scratch and reducing setup costs. The contract begins upon approval through July 30, 2021. Staff recommends approval of the contract with Edge Marketing, LLC.

Ms. Garcin noted if approved there will be an initial meeting with the contractor. A committee has been formed with various staff members. General concept discussions have occurred amongst the committee with the idea to keep the logo simple and clean. She added rebranding the County website to match the brand standards will occur, but the details of how the individual departments fit into it is to still be worked out. The request for proposals noted that there is a desire to work in several other entities if possible, specifically the fairgrounds, elections, and public health. It will all be part of the discussion with the contractor.

No public comment was received.

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

Board Appointment. (Roger Baltz)

Roger Baltz, Chief Administrative Officer, presented the board appointment for the Lewis and Clark County DUI Task Force. Staff recommends the appointment of John Hall to the Lewis and Clark County DUI Task Force as the County Attorney's Office representative to complete a term that expires December 31, 2021.

No public comment was received.

A motion to Approve was made by Commissioner Rolfe and seconded by Commissioner McCormick. 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 9:18 am.

LEWIS AND CLARK COUNTY
BOARD OF COMMISSIONERS



Andy Hunthausen, Chair

Jim McCormick, Vice Chair



Tom Rolfe, Member

ATTEST:



Amy Reeves, Clerk of the Board