



## **PUBLIC MEETING**

November 29, 2022

### **MINUTES**

The Lewis and Clark County Commissioners Public Meeting was held on Tuesday, November 29, 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, Nancy Everson, Nicho Hash, Jessica Makus, Laurel Riek, Keni Grose, Misty Edwards, Kari DesRosier, Emily McGlenn, Jenny Chambers, Dan Karlin, Kellie McBride, Marni Bentley, Ann McCauley, Casey Hayes, Jillian Danesi, Sierra Anderson, Brianne Lake, Bernie Miles, Greg McNally, Angie Hubbard, Phil Gonzalez, Katrina Chaney, Amy Reeves, Sarah Woods, Carrie Lutkehus, Heather Baker-Parma, Betsy Kirkeby, and Nadine McCarty, Recording Secretary.

#### **Pledge of Allegiance**

Everyone recited the pledge.

#### **Proclamation Declaring November 29, 2022 as Nancy Everson Day in Lewis and Clark County.**

Commissioner McCormick read the proclamation declaring November 29, 2022 as "Nancy Everson Day" in Lewis and Clark County.

Commissioner McCormick stated there are no words to thank Nancy enough for what she has done for Lewis and Clark County and for him.

Commissioner Hunthausen expressed his respect for Nancy noting what a great teacher, colleague and friend that she has been over the years.

Commissioner Rolfe recognized Nancy and her expertise, noting what a difference she will make for county governments statewide.

Nicho Hash, Deputy County Attorney, spoke on behalf of Leo Gallagher how Nancy has been an integral part of their office. He thanked Nancy and noted she will be missed.

Nancy Everson thanked everyone.

#### **Consent Action Items**

- a. Amendment to Lease #1001-A Between Lewis and Clark County and Helena Montana Associates, LLC. (Nicho Hash)

Roger Baltz, Chief Administrative Officer, reported on consent action item 2a and recommended approval.

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.

**Resolution 2022-107 Intention to Create the Hahn Road Rural Improvement District, No. 2023-1. (Jessica Makus).**

Jessica Makus, Special Districts Program Coordinator, presented the resolution of intention to create the Hahn Road Rural Improvement District (RID). Staff received a petition to create District for the purpose of improving and maintaining Hahn Road, located south of Mill Road and connects McHugh Lane and N. Montana Avenue. The petition was signed by 49% of property owners within the proposed District satisfying the County's policy to consider RID petitions signed by at least 20% of property owners. There are 51 properties included in the proposed RID boundary.

Improvements includes the addition of gravel material along the extent of Hahn Road where needed, paving and chip sealing of the road apron at the intersection with N Montana Avenue and the mailbox pullout, grading, watering, and compacting the existing roadway, and the application of magnesium chloride for stability and dust control. Financing is estimated to total \$26,287, and each benefiting property proposed to be levied a 15-year debt service assessment of \$48 annually. Maintenance includes snow plowing and sanding, annual grading, gravel maintenance, asphalt apron and mailbox pullout sweeping, and chip sealing as needed, and application of magnesium chloride. Annual maintenance is estimated to total \$5,100 and each benefiting property is proposed to be levied a maintenance assessment of \$100 per year. Pursuant to Section 7-12-2151 (1)(d), MCA, if the RID is created, each property owner would be assessed an equal amount for the improvements and maintenance.

The resolution of intention will be advertised in the Helena Independent Record the next two Sundays, a notice will be mailed to all benefiting property owners with public comments accepted until 4:00 pm on January 9, 2023. If approved, the public hearing for the resolution to create the RID has been scheduled for January 12, 2023. Staff recommends approval of the resolution.

Ms. Makus explained the process in creating and assessing a District.

No public comment was received.

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

**Task Order Amendment No. 1 to Task Order 23-07-7-11-120-0 Between Lewis and Clark Public Health and the Montana Department of Public Health and Human Services. (Laurel Riek)**

Laurel Riek, Disease Control and Prevention Division Administrator, presented the amendment to the task order with the Montana Department of Public Health and Human Services in the amount of \$59,898 to fund the Congregate Living Coordinator position and adds that position to the task order. The task order is effective October 1, 2022 through December 31, 202. The original task order was approved in August 2022. Staff recommends approval of the amendment to the task order with the Montana Department of Public Health and Human Services.

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.

**Task Order Amendment No.1 to Task Order 23-07-4-31-123-0 Between Lewis and Clark Public Health and the Montana Department of Public Health and Human Services. (Laurel Riek)**

Laurel Riek, Disease Control and Prevention Division Administrator, presented the amendment to the task order with the Montana Department of Public Health and Human Services in the amount of \$32,416 to be spent through June 30, 2024. The original task order is from November 1, 2022 through June 30, 2023 and will be renewed at that time. The purpose of the task order is to support activities for Monkeypox vaccine outreach education and planning. At this time there have been no cases in Lewis and Clark County. They have administered 44 vaccinations against Monkeypox. Staff recommends approval of the task order amendment.

No public comment was received.

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

**Approval of CARES Money. (Nancy Everson)**

Nancy Everson, Chief Financial Officer, presented the request for Coronavirus Aid, Relief, and Economic Security (CARES) Act funds. The County uses financial software from Central Square for accounting and financial needs. The software has been used since 2003 but it has become apparent that more modern version of the software is necessary to continue to operate effectively. Upgrading the software will eliminate current limitation on fund numbers and will modernize workflow by giving a platform that easily talks to other software. The modern platform will eliminate several processes that are used now due to the outdated software. The Central Square quote is \$650,000 to upgrade to their newest software. The request is to obligate \$750,000 of CARES funds to upgrade the County Finance Enterprise Software. Staff recommends approval of the request.

Ms. Everson stated the future Chief Financial Officer will understand the new software and added that \$650,000 is much less than what would be needed had a request for the proposal process occurred.

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 9:49 am.

Meeting minutes approved on January 24, 2023

LEWIS AND CLARK COUNTY  
BOARD OF COMMISSIONERS

  
Tom Rolfe, Chair



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Andy Hunthausen, Vice Chair



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Candace Payne, Member

ATTEST:



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Amy Reeves, Clerk of the Board