



## **PUBLIC MEETING**

August 10, 2023

### **MINUTES**

The Lewis and Clark County Commissioners Public Meeting was held on Thursday, August 10, 2023, at 9:00 AM in Commission Chambers, Room 330.

#### **Roll Call**

Chair Tom Rolfe called the meeting to order at 9 a.m.

Commissioner Candace Payne was present. Commissioner Andy Hunthausen was out of the office. Others attending all or a portion of the meeting included Roger Baltz, Laurel Riek, Casey Hayes, Audra Zacherl, Dan Karlin, Beth Norberg, Jenn Norris, Bri Lake, Jillian Danesi, Bob Richards, Brian Robinson, Tom Cordingley, Brian Coplin, and Brandi Spangler, Recording Secretary.

#### **Pledge of Allegiance**

Everyone recited the pledge.

#### **Consent Action Items**

There were no consent action items.

#### **Agreement Between Lewis and Clark County and Sourcewell. (Casey Hayes)**

[2:06] Casey Hayes, Purchasing Officer, presented an agreement with Sourcewell for participation in their purchasing cooperative. Cooperative purchasing is when more than one public procurement unit conducts procurement. It reduces administrative burden and expedites the purchasing process. Cooperative purchasing requires local governments to enter into an agreement and the agreements must be with a political subdivision of another state. Sourcewell is a political subdivision of Minnesota. Staff recommends approval of the agreement.

No public comment was received.

A motion to Approve was made by Commissioner Payne and seconded by Commissioner Rolfe. The motion Passed on a 2-0 vote.

#### **Agreement Between Lewis and Clark County and Montana Supreme Court Office of the Court Administrator. (Kellie McBride)**

[12:21] Bri Lake, Criminal Justice Services Program Analyst, presented an agreement with the Montana Supreme Court Office of the Court Administrator for the continuance of the Pretrial Services

Program in the amount of \$101,000. She gave an overview of pretrial services. The agreement begins July 1, 2023 through June 30, 2024. Staff recommends approval of the agreement.

[15:10] Jenn Norris, Pretrial Officer, explained direct clients and services provided to them which includes testing required by a court order, cell phones, food, upkeep on vehicles, assist with housing applications, bus passes, etc.

[19:12] Beth McLaughlin, Supreme Court Administrator, encourages continued relationship with her office and is pleased with the partnership of a very high-quality pretrial program.

[19:58] Tom Cordingley, Chair of the Citizens Advisory Council (CAC), is in support of Pretrial Services and explained what the CAC does.

A motion to Approve was made by Commissioner Payne and seconded by Commissioner Rolfe. The motion Passed on a 2-0 vote.

**Grant Task Order 23-07-7-11-120-0 Amendment No. 3 Between Lewis and Clark County and the Montana Department of Public Health and Human Services. (Laurel Riek)**

[25:52] Laurel Riek, Disease Control and Prevention Division Administrator, presented an amendment to a task order with the Montana Department of Public Health and Human Services in the amount of \$80,000 to reimburse for the Congregate Living Coordinator scope of work. The task order is effective July 1, 2023 through June 30, 2024. Staff recommends approval of the amendment.

No public comment was received.

A motion to Approve was made by Commissioner Payne and seconded by Commissioner Rolfe. The motion Passed on a 2-0 vote.

**Bid Opening. Forestvale Entryway Project. (Audra Zacherl)**

[28:17] Audra Zacherl, Public Works Assistant Director, opened bids for the Forestvale Cemetery Entryway Project. One bid was received from Helena Sand and Gravel Inc. of Helena, Montana in the amount of \$107,000. Staff recommends taking the bid under advisement and make a recommendation on August 17, 2023.

Dan Karlin, County Engineer, stated the project will be completed no later than 45 days after award.

No public comment was received.

Commissioner Payne made a motion for staff to take the bids under advisement and make a recommendation on August 17, 2023. Commissioner Rolfe seconded the motion. The motion Passed on a 2-0 vote.

**Bid Award. Two-Way Radio System. (Audra Zacherl)**

[32:52] Audra Zacherl, Public Works Assistant Director, presented a bid award for the Two-Way Radio System in the amount of \$429,343.65. Staff recommends rejecting the bid due to coming in over budget.

[35:22] Casey Hayes, Purchasing Officer, explained how procurement has been done in the past and he explored every avenue for possible expansion of procurement. At this time the department is

requesting direct negotiation in local market from local suppliers. Cooperative purchasing will not be an option for this project.

Commissioner Payne made a motion to reject the bid and for staff to move forward with direct negotiation. Commissioner Rolfe seconded the motion. The motion Passed on a 2-0 vote.

No public comment was received.

**Resolution 2023-67. Authorization to Submit Montana Coal Endowment Program Infrastructure Planning Grant Application. (Dan Karlin)**

[39:00] Dan Karlin, County Engineer, presented a resolution to submit a grant application to the Montana Coal Endowment Program (MCEP) for infrastructure planning activities in the amount of \$32,000 with a 20% match up to \$8,000 for a total project cost of \$40,000. Staff recommends approval of the grant application.

Mr. Karlin explained the criteria that need to be met in order to apply for the funding. There is an extensive list of criteria including number of homes served, average trips per day, condition, etc.

No public comment was received.

A motion to Approve was made by Commissioner Payne and seconded by Commissioner Rolfe. The motion Passed on a 2-0 vote.

**Amendment No. 2 to the Consultant Scope of the Interlocal Agreement Between Lewis and Clark County and the City of East Helena. (Dan Karlin)**

[47:26] Dan Karlin, County Engineer, presented an amendment to the consultant scope of work to the Interlocal Agreement with the City of East Helena on the Valley Drive Reconstruction Project for additional work totaling \$46,169. Written approval from the County Commission is required for the amendment to be approved by the City of East Helena. Staff recommends approval of the agreement amendment and for the Commission to send a signed letter to the City of East Helena.

No public comment was received.

A motion to Approve was made by Commissioner Payne and seconded by Commissioner Rolfe. The motion Passed on a 2-0 vote.

**Task Order No. 20 to the Contract Between Lewis and Clark County and Great West Engineering. (Dan Karlin)**

[55:18] Dan Karlin, County Engineer, presented a task order with Great West Engineering for engineering services related to the replacement of Head Lane Bridge over Sevenmile Creek for a total not to exceed \$130,250 with project completion by December 15, 2025. Funding is partly from the Montana Coal Endowment Program (MCEP) and requires a 50% match on the total estimated project budget of \$759,860. Staff recommends approval of the task order.

No public comment was received.

A motion to Approve was made by Commissioner Payne and seconded by Commissioner Rolfe. The motion Passed on a 2-0 vote.

**Grant Application to the Montana Department of Public Health and Human Services. (Beth Norberg)**

[1:00:06] Beth Norberg, Environmental Health Supervisor, presented a grant application to the Montana Department of Public Health and Human Services for the Montana Childhood Lead Poisoning Prevention Local Partnership Project for a part-time Lead Education Outreach specialist in the amount of \$54,610.40. The grant period is September 1, 2023 through August 31, 2026. Staff recommends approval of the grant application.

No public comment was received.

A motion to Approve was made by Commissioner Payne and seconded by Commissioner Rolfe. The motion Passed on a 2-0 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 10:08 a.m.

Meeting minutes approved on 8/24/23

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