

**RESOLUTION 2023 - 1**

**A RESOLUTION TO ESTABLISH REGULAR MEETING DATES OF THE LEWIS AND CLARK COUNTY COMMISSION AND TO DESCRIBE PROCEDURES FOR PUBLIC PARTICIPATION**

**WHEREAS**, the Lewis and Clark County Commission (Commission) wishes to establish its regular public meeting dates in accordance with Section 7-5-2122, MCA; and

**WHEREAS**, Section 2-3-103 (1) MCA, requires the Commission to develop procedures for permitting and encouraging public participation in decisions of the Commission that are of significant interest to the public and to allow public comment on public matters within the jurisdiction of the Commission; and

**WHEREAS**, the Commission wishes to formally adopt its existing procedures in written form; and

**WHEREAS**, the Commission has revoked Resolution 2022-1 and has implemented the following procedure:

**IT IS HEREBY RESOLVED:**

1. The public meeting schedule of the Commission is as follows:

| <b>Meeting / Place</b>                                                                    | <b>Day</b>             | <b>Time</b> |
|-------------------------------------------------------------------------------------------|------------------------|-------------|
| Public Meeting<br>Commission Chambers, Room 330, 316 N. Park Avenue, Helena               | Every Tuesday          | 9:00 a.m.   |
| Public Meeting<br>Commission Chambers, Room 330, 316 N. Park Avenue, Helena               | Every Thursday         | 9:00 a.m.   |
| Calendar Meeting<br>County Conference Room 309, 316 N. Park Avenue, Helena                | Every Monday           | 9:00 a.m.   |
| Administrative Staff Meeting<br>Commission Chambers, Room 309, 316 N. Park Avenue, Helena | 4th Thursday           | 10:30 a.m.  |
| Lincoln Public Meeting<br>Lincoln Library Conference Room, Highway 200, Lincoln           | 1st Friday             | 10:30 a.m.  |
| Augusta Public Meeting<br>Senior/Youth Center, 132/134 Main Street, Augusta               | 2 <sup>nd</sup> Friday | 11:00 a.m.  |

2. In the event these meetings are canceled, the Commission will make every effort to inform the public.



3. Prior to making a final decision on a matter of significant interest to the public, the Commission will afford reasonable opportunity for public participation.

4. To assure adequate notice and assist public participation before a final decision is made or final action is taken on any matter that is of significant interest to the public, the Commission will post an agenda specifically identifying such matters (1) on the main hallway bulletin board on the third floor of the City-County Building, 316 North Park Avenue, and (2) on the Lewis and Clark County website:  
<http://www.lccountymt.gov>

5. The agenda for each meeting of the Commission will include an item identified as: "Public Comment on any public matter within the jurisdiction of the Commission that is not on the agenda."

6. The agenda for the weekly Tuesday Public Meeting will be posted no later than 5:00 p.m. on the Thursday before the meeting.

7. The agenda for the weekly Thursday Public Meeting will be posted no later than 5:00 p.m. on the Monday before the meeting.

8. The agenda for the Administrative Staff Meeting will be posted no later than 5:00 p.m. on the Monday before the meeting.

9. The agenda for the Lincoln Public Meeting will be posted no later than 5:00 p.m. on the Tuesday before the meeting. In addition to the locations provided in paragraph 4, the agenda for the Lincoln Public Meeting will be posted in the Lincoln Post Office.

10. The agenda for the Augusta Public Meeting will be posted no later than 5:00 p.m. on the Tuesday before the meeting. In addition to the locations provided in paragraph 4, the agenda for the Augusta Public Meeting will be posted in the Augusta Community Library.

11. When the Commission continues an agenda item to a date and time specific, the Commission may amend the agenda for the subsequent public meeting scheduled for that specific date and time without regard to the timelines contained in paragraphs 6-10 above.

12. The Commission will provide additional notice for those matters that, by statute, require specific types of notice.

13. Prior to taking final action on matters of significant interest to the public, the chairman or presiding officer of the Commission will provide reasonable time for any person to submit data or comments in writing and orally as time allows regarding final action that may be taken by the Commission.



14. The Commission may limit oral comment, and persons wishing to submit data and/or comments are encouraged to do so in writing prior to the meeting in order to fully express their ideas.

15. All meetings of the County Commission are open to the public unless closed as provided by statute. Notice will not be given of routine matters or impromptu discussions with county employees, vendors, or other citizens.

16. The office of the Commission is open for business from 8:00 a.m. until 5:00 p.m. on every business day.

17. Resolution 2022-1 is hereby revoked.

DATED this 3rd day of January, 2023.

LEWIS AND CLARK COUNTY  
BOARD OF COMMISSIONERS

  
\_\_\_\_\_  
Tom Rolfe, Chair

ATTEST:

  
\_\_\_\_\_  
Amy Reeves, Clerk of the Board

