



PUBLIC MEETING

February 4, 2025
MINUTES

The Lewis and Clark County Commissioners Public Meeting was held on Tuesday, February 4, 2025, at 9:00 AM in Commission Chambers, Room 330.

Roll Call

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

Commissioner Andy Hunthausen was present. Commissioner Payne was out of the office. Others attending all or a portion of the meeting included Roger Baltz, Nicho Hash, Keagan Shae, Kevin Horne, Drenda Niemann, Kellie McBride, Jillian Danesi, Dustin Noel, James Thomas, Kyle Sturgill-Simon, Rachel Ward, Connor Fitzpatrick, Frank Cornwell, Greg McNally, Casey Hayes, Amy Reeves, Ann McCauley, Theresa Ortega, Mikayla Kapphan, Connie Griffith, Kim Smith, and Brandi Spangler, Recording Secretary.

Pledge of Allegiance

Everyone recited the pledge.

Consent Action Items

- a. Resolution 2025-10 Declaring County Property Surplus Property. (Jen Garber)
- b. Resolution 2025-11 Ordering a Refund of Taxes/Fees/Assessments Paid by Justin & Bridget D Evans in the Amount of \$304.68. (Amy Reeves)
- c. Vendor Invoice to Department of Environmental Quality. (Laurel Riek)

[1:40] Roger Baltz, Chief Administrative Officer, reported on consent action items 2a-c and recommended approval.

No public comment was received.

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

Resolution 2025-9 Intent to Transfer Property Between Certain Governmental Entities. (Kevin Horne)

[3:23] Kevin Horne, Public Works Operations Manager, presented a resolution of intent to transfer property between certain governmental entities. This resolution is to surplus and transfer two snowplows to Broadwater County for a total market value of \$50,000. Legal notice will be published in the Helena Independent Record. Written public comment will be accepted through

February 19, 2025 at 4pm. A public hearing will be held February 20, 2025 at 9:00 am. in Room 330 of the City-County Building. Staff recommends approval of the resolution of intent.

No public comment was received.

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

Professional Services Contract with Loveland Consulting. (Drenda Niemann)

[11:49] Drenda Niemann, Public Health Officer, presented a contract with Loveland Consulting to facilitate the Community Health Improvement Planning process in the amount of \$10,000 to be completed by June 30, 2025. Staff recommends approval of the contract.

No public comment was received.

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

Termination of Professional Services Contract Between Lewis and Clark County and Good Samaritan Ministries. (Kellie Goodwin McBride)

[18:16] Kellie McBride, Criminal Justice Services Director, presented a termination of a contract with Good Samaritan Ministries that was to expire in June 2027 for peer support drop-in center services in the amount of \$40,000 annually. Staff recommends approval of the termination of the contract.

No public comment was received.

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

Professional Services Contract Between Lewis and Clark County and Good Samaritan Ministries. (Kellie Goodwin McBride)

[21:49] Kellie McBride, Criminal Justice Services Director, presented a contract with Good Samaritan Ministries in the amount of \$100,000 annually for peer support drop-in center services. The period of agreement is February 1, 2025 through January 31, 2032. Staff recommends approval of the contract.

[24:32] Theresa Ortega, Good Samaritan Director, gave an overview of Our Place Drop In Center and services offered. She shared statistics on services rendered, people assisted through those services, and partners in our community.

No public comment was received.

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

Request for Modification of Conditional Approval of the Arrowsmith Subdivision. (Applicant: Kim Smith) (Planner: Rachel Ward)

[42:40] Rachel Ward, Planner II, presented a request to modify the conditional approval of Arrowsmith Subdivision as it relates to the public wastewater treatment system. The modification is to use a Level 2 wastewater treatment system and has since been approved by the Department of Environmental Quality (DEQ). Individual lot owners would be notified of the need to obtain a

septic tank permit to provide initial wastewater treatment before entering the sewer mains, treatment components and drain field. Notice was posted on site, sent to surrounding landowners, and published in the Helena Independent Record. Staff recommends the modification of the Findings of Fact with conditional approval and to replace language regarding a Sequencing Batch Reactor to allow for a Level 2 wastewater treatment system.

[54:44] Kim Smith, applicant, appreciates the time to get these changes approved. The subdivisions are small due to water needs and more opportunity for property ownership. The energy requirements for the Level 2 wastewater treatment system is considerably lower and will be maintained by the owner of the subdivision. They will all be installed before the properties are sold.

No public comment was received.

Commissioner Hunthausen made a motion to accept the consideration of the request and moves that the decision be scheduled for February 18, 2025. The motion was seconded by Commissioner Rolfe. The motion Passed on a 2-0 vote.

Request for Modification of Conditional Approval of the Blacksmith Subdivision. (Applicant: Kim Smith) (Planner: Rachel Ward)

[59:21] Rachel Ward, Planner II, presented a request to modify the conditional approval of Blacksmith Subdivision as it relates to the public wastewater treatment system. The modification is to use a Level 2 wastewater treatment system and has since been approved by the Department of Environmental Quality (DEQ). Individual lot owners would be notified of the need to obtain a septic tank permit to provide initial wastewater treatment before entering the sewer mains, treatment components and drain field. Notice was posted on site, sent to surrounding landowners, and published in the Helena Independent Record. Staff recommends the modification of the Findings of Fact with conditional approval and to replace language regarding a Sequencing Batch Reactor to allow for a Level 2 wastewater treatment system.

Commissioner Hunthausen made a motion to move the record from the Arrowsmith Subdivision to the Blacksmith Subdivision. The motion was seconded by Commissioner Rolfe. The motion Passed on a 2-0 vote.

No public comment was received.

Commissioner Hunthausen made a motion to accept the consideration of the request and moves that the decision be scheduled for February 18, 2025. The motion was seconded by Commissioner Rolfe. The motion Passed on a 2-0 vote.

Request for Modification of Conditional Approval of the Coppersmith Subdivision. (Applicant: Kim Smith) (Planner: Rachel Ward)

[1:04:50] Rachel Ward, Planner II, presented a request to modify the conditional approval of Coppersmith Subdivision as it relates to the public wastewater treatment system. The modification is to use a Level 2 wastewater treatment system and has since been approved by the Department of Environmental Quality (DEQ). Individual lot owners would be notified of the need to obtain a septic tank permit to provide initial wastewater treatment before entering the sewer mains, treatment components and drain field. Notice was posted on site, sent to surrounding landowners, and published in the Helena Independent Record. Staff recommends the modification of the Findings of Fact with conditional approval and to replace language regarding a Sequencing Batch Reactor to allow for a Level 2 wastewater treatment system.

Commissioner Hunthausen made a motion to move the record from the Blacksmith Subdivision to the Coppersmith Subdivision. The motion was seconded by Commissioner Rolfe. The motion Passed on a 2-0 vote.

No public comment was received.

Commissioner Hunthausen made a motion to accept the consideration of the request and moves that the decision be scheduled for February 18, 2025. The motion was seconded by Commissioner Rolfe. The motion Passed on a 2-0 vote.

Request for Modification of Conditional Approval of the Wordsmith Subdivision. (Applicant: Kim Smith) (Planner: Rachel Ward)

[1:07:22] Rachel Ward, Planner II, presented a request to modify the conditional approval of Wordsmith Subdivision as it relates to the public wastewater treatment system. The modification is to use a Level 2 wastewater treatment system and has since been approved by the Department of Environmental Quality (DEQ). Individual lot owners would be notified of the need to obtain a septic tank permit to provide initial wastewater treatment before entering the sewer mains, treatment components and drain field. Notice was posted on site, sent to surrounding landowners, and published in the Helena Independent Record. Staff recommends the modification of the Findings of Fact with conditional approval and to replace language regarding a Sequencing Batch Reactor to allow for a Level 2 wastewater treatment system.

PUBLIC COMMENT:

[1:08:16] Janet Armstrong asked if the subdivision is individual homes, or apartments, or duplexes? She is concerned about how it will affect her property taxes.

[1:10:00] Kim Smith explained the property tax are based on improvements to the property. There are 12 lots that are duplexes and nothing more than 2 units. There are commercial lots along Canyon Ferry Drive, and the rest are single family lots.

Commissioner Hunthausen made a motion to move record from the Coppersmith Subdivision to the Wordsmith Subdivision. The motion was seconded by Commissioner Rolfe. The motion Passed on a 2-0 vote.

Commissioner Hunthausen made a motion to accept the consideration of the request and moves that the decision be scheduled for February 18, 2025. The motion was seconded by Commissioner Rolfe. The motion Passed on a 2-0 vote.

Board Appointment - Wolf Creek/Craig Fire Service Area. (Connor Fitzpatrick)

[1:14:00] Connor Fitzpatrick, Elections Supervisor, presented a board appointment application from Jason Crocker to the Wolf Creek/Craig Fire Service Area and recommended the Commissioners consider the applicant to hold office until the next regular election.

No public comment was received.

Commissioner Hunthausen made a motion to appoint Jason Crocker to the vacant position until the next regular election in May 2025. The motion was seconded by Commissioner Rolfe. The motion Passed on a 2-0 vote.

Revised Capital Asset Policy 2.1.5. (Frank Cornwell)

[1:18:19] Frank Cornwell, Chief Financial Officer, presented an update to the Capital Asset Policy to align with the new General Accounting Standards Board (GASB) statements on reports and to increase capital asset thresholds. Staff recommends the approval of the updates.

No public comment was received.

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

Department Head Updates.

- [1:25:55] Kari DesRosier, Human Resources Director, gave an update including recruitment, payroll, healthcare claims, wellness, upcoming HR talks training, and calendar year 2024 recruitments and retention statistics.
- [1:35:32] Roger Baltz, Chief Administration Officer, pointed out there is quite a few vacancies at the Detention Center.
- [1:36:38] Frank Cornwell, Chief Financial Officer, gave an update including budgets and legislation.
- [1:42:06] Roger Baltz, Chief Administration Officer, mentioned an ERP update that the Finance Department is working on.
- [1:43:23] Kellie McBride, Criminal Justice Services Director, gave an update including budget, Americorps Vista positions, data initiative, pretrial program data, Criminal Justice Coordinating Council, Citizens Advisory Committee, Behavioral Health success, and Keaton Welch graduating the Law Enforcement Academy on Friday.
- [1:53:30] Greg McNally, Community Development and Planning Director, gave an update including the Board of Adjustment, zoning adjustments, long range planning efforts including growth policy update and subdivision regulations update, seeking grant funding for Northstar Park, fee schedule update, subdivision activity updates, historic preservation, MS4 stormwater management process.
- [2:03:10] Kyle Sturgill-Simon, Disaster and Emergency Services Director, gave an update including fire and rescue assistance out of the County, current grant for radio repeaters, multi-hazard mitigation plan reapproval, upcoming emergency management events, and public participation.
- [2:12:54] Ann McCauley, Grant and Purchasing Director, gave an update including contract reviews, contract and solicitation updates, Amazon Business and Staples Advantage, American Rescue Plan Act obligation report update, Carrie Lutkehus will be resigning at the end of the month, thank you Carrie, closeout on CBDG Economic Development Grant, meeting notice for public hearing for current needs and grants.
- [2:17:35] James Thomas, IT&S Director, gave an update including new staff, internal projects, new network upgrade, wireless upgrade phase II, and cyber security training.
- [[2:23:30] Roger Baltz, Chief Administrative Officer, mentioned a reappointment discussion for the IT&S Board at the City-County Joint Work Session this afternoon.
- [2:24:10] Drenda Niemann, Public Health Officer, gave an update including vaccination statistics, home visitor grant award, Women Infant and Children (WIC) participation numbers, licensed establishment statistics, grant renewals for Public Health programs, Water Quality Protection District update, and 2024 Health Assessment.
- [2:31:46] Jenny Chambers, Public Works Director, gave an update including winter snow removal commitments in the community and county buildings, upcoming solicitations and procurements, and construction projects under way.
- [2:36:22] Roger Baltz, Chief Administrative Officer, gave a Fairgrounds update on the ongoing paving project. He gave a CAO update including budget items and record archive working group ideas for storage needs.

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

Adjourn

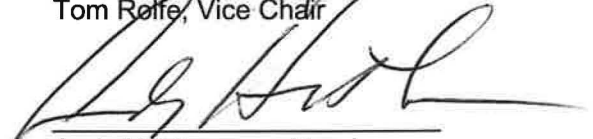
There being no further business, the meeting adjourned at 11:47 am.

Meeting minutes approved on 2-27-25

LEWIS AND CLARK COUNTY
BOARD OF COMMISSIONERS


Candace Payne, Chair


Tom Rolfe, Vice Chair


Andy Hunthausen, Member

ATTEST:


Amy Reeves, Clerk of the Board