



## **PUBLIC MEETING**

June 26, 2025  
MINUTES

The Lewis and Clark Board of County Commissioners Public Meeting was held on Thursday, June 26, 2025 at 9:00 AM in Commission Chambers, Rm 330.

### **Roll Call**

Chair Candace Payne, Commissioner Andy Hunthausen and Commissioner Tom Rolfe were present. Others attending all or a portion of the meeting included Roger Baltz, Nicho Hash, Keegan Shea, Marni Bentley, Kari DesRosier, Kevin Horne, Connie Griffith, Brian Coplin, and Nadine McCarty, Recording Secretary.

### **Pledge of Allegiance**

Everyone recited the pledge.

### **Consent Action Items**

- a. Vendor Claims Report for Week Ending June 27, 2025. (Marni Bentley)

[0:02:05] 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.

### **Action Items**

#### **Bid Award. Mag Chloride Supply. (Kevin Horne)**

[0:03:29] Kevin Horne, Public Works Operations Manager, presented the bid award for the 2025 summer season magnesium chloride supply for dust control and road stabilization for an anticipated need of up to 700 tons of brine solution. Staff recommends awarding the contract to the lone bidder Dustbusters Enterprises, LLC of Evanston, Wyoming for the unit price of \$175.75 per delivered ton not to exceed \$110,000 as budgeted for in the FY26 Road Infrastructure budget using road mill levy funds. Mr. Horne read the award letter.

Mr. Horne explained the bid documents are typically kept the same as the budget items, they review and work out quantities to ensure they stay within the budget, quantities are listed as plus or minus in the bid

documents. He explained the delivery of the solution, the application in gallons, and the unit pricing not to exceed.

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.

**Contract Between Lewis and Clark County and Rod Tabbert Construction, Inc. (Jessica Makus)**

[0:10:54] Jessica Makus, Special Districts Program Coordinator, presented the contract with Rod Tabbert Construction, Inc. to provide concrete, mastic sealing, and asphalt repair services within various rural improvement districts as needed beginning June 2025 through June 2028. Staff recommends approval of the contract.

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.

**Contract Between Lewis and Clark County and Cap Paving, Inc. (Jessica Makus)**

[0:13:00] Jessica Makus, Special Districts Program Coordinator, presented the contract with Cap Paving, Inc. to provide concrete, mastic sealing, and asphalt repair services within various rural improvement districts as needed beginning June 2025 through June 2028. Staff recommends approval of the contract.

Ms. Makus explained the process for each contractor and their specialties.

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.

**Contract Between Lewis and Clark County and Z and Z Seal Coating, Inc. (Jessica Makus)**

[0:17:18] Jessica Makus, Special Districts Program Coordinator, presented the contract with Z and Z Seal Coating, Inc. to provide concrete, mastic sealing, and asphalt repair services within various rural improvement districts as needed beginning June 2025 through June 2028. Staff recommends approval of the contract.

Ms. Makus explained the reason for including all three services together in each contract. She further explained mastic sealing, a new procedure to the County.

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 2025-49 Intention to Create the Canal Circle Rural Improvement District No. 2025-2. (Jessica Makus)**

[0:22:23] Jessica Makus, Special Districts Program Coordinator, presented the resolution of intention to create the Canal Circle Rural Improvement District. Staff received a petition signed by 58 percent of the property owners within the proposed district for the purpose of improving and maintaining Canal Circle. Ms. Makus reviewed the

general character of the improvements and the maintenance to preserve said improvements. There are 12 properties in the proposed district. The improvements project is part of the Lewis and Clark County Road Prioritization effort and has been budgeted for by the Public Works Department for FY26. The estimated annual maintenance is \$2,520 with each benefiting property to have a proposed assessment of \$210 annually. Staff recommends approval of the resolution.

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.

**Resolution 2025-50 Intention to Create the North Hills Rural Improvement District No. 2025-3. (Jessica Makus)**

[0:28:21] Jessica Makus, Special Districts Program Coordinator, presented the resolution of intention to create the North Hills Road Rural Improvement District. Staff received a petition signed by 53 percent of the property owners within the proposed district for the purpose of improving and maintaining No Creek Court, Sleeping Giant View Drive, Pond Court, and a portion of Snowdrift Road. There are 41 properties in the proposed district. Ms. Makus reviewed the general character of the improvements and the maintenance to preserve said improvements. The estimated financing of the improvement is \$87,429 with a proposed 15-year debt service assessment of \$220 annually per benefiting property. The estimated annual maintenance is \$13,694 with an annual assessment of \$334. The total proposed annual assessment for each benefiting property is \$554 for the first 15 years, then dropping to the maintenance assessment once the loan is repaid. Staff recommends approval of the resolution.

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 2025-51 Relating to \$22,632.46 Bond for the Lewis and Clark County (Hahn Road) Rural Improvement District No. 2023 -1; Fixing the Form and Details and Providing for the Execution and Delivery Thereof and Security Therefor. (Jessica Makus)**

[0:34:16] Jessica Makus, Special Districts Program Coordinator, presented the resolution authorizing participation in the Board of Investments of the State of Montana INTERCAP Loan Program and the related closing documents. The Commission authorized financing of improvements for the Hahn Road Rural Improvement District No. 2023-1 (RID) on February 16, 2023. Improvements included addition of gravel; grading and compaction; application of magnesium chloride; paving the transition of Hahn Road and North Montana Avenue intersection; and the mailbox pullout with a 3-inch asphalt mat for a final project cost of \$22,632.46 that included the required 5 percent for the RID revolving fund. The \$48 annual assessment for 15 years per property was established through Resolution 2023-11 approved on February 16, 2023. This will repay the loan. Staff recommends approval of the resolution.

Ms. Makus explained the lengthy RID process.

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 2025-52 Relating to \$29,894.74 Bond for the Lewis and Clark County (Lucky Strike Road) Rural Improvement District No. 2024-1; Fixing the Form and Providing For the Execution and Delivery Thereof and Security Therefor. (Jessica Makus)**

[0:41:28] Jessica Makus, Special Districts Program Coordinator, presented the resolution authorizing participation in the Board of Investments of the State of Montana INTERCAP Loan Program and the related closing documents. The Commission authorized financing of improvements for the Lucky Strike Rural Improvement District No. 2024-1 (RID) on August 13, 2024. Improvements included drainage remediation and culvert installation, addition of approximately 1,347 cubic yards of gravel road surfacing, watering, grading and compaction for Lucky Strike Road for a final project cost of \$29,984.74 that included the required 5 percent for the RID revolving fund. The \$894 annual assessment for 15 years per property was established through Resolution 2024-86 approved on August 13, 2024 on the initial loan amount of \$78,079 using estimated construction costs. The assessment will be lowered to \$343.03 annually per property until loan payoff. She explained the additional estimated work was not necessary. Staff recommends approval of the resolution.

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.

**Consulting Services Agreement Between Lewis and Clark County and Milliman Inc. (Jen Garber)**

[0:45:59] Jen Garber, Accounting Manager, presented the agreement with Milliman, Inc. for an amount not to exceed \$5,500 for actuarial services in support of Governmental Accounting Standards Board (GASB) 101 implementation for fiscal year end 2025. Staff recommends approval of the agreement.

Ms. Garber explained the actuarial services and what GASB 101 is asking of the County.

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 2025-55 to Create Additional User Fees as Recommended by the Lincoln Solid Waste District. (Misty Edwards)**

[0:49:5] Misty Edwards, Finance Coordinator, presented the resolution to create new user fees for the Lincoln Solid Waste District. On April 22, 2025, the Lincoln Solid Waste Board voted to create two additional user fees for the Lincoln container site. The County Commission approved Resolution 2025-35, the Intent to Increase the Lincoln Solid Waste annual assessment on June 6, 2025. Three public comments were voiced during the Lincoln Government Day meeting stating their concerns that a furniture fee could cause illegal dumping on public lands. Staff recommends approval of the resolution.

Ms. Edwards explained the two new fees: a construction and demolition exceeding two yards of \$15 per cubic yard; small furniture fee for couches, chairs and mattresses due to the Lincoln Solid Waste operations relocation to the County landfill.

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 2025-53 Setting The Salaries for Certain Elected Officials. (Kari DesRosier)**

[0:54:22] Kari DesRosier, Human Resources Director, presented the resolution setting the salary for most elected officials for fiscal year 2026. The pay is based on the same 2.13% cost of living increase

given to all County employees plus any required statutory additions. The Lewis and Clark County Compensation Board approved the salaries on June 18, 2025. Staff recommends approval of the resolution.

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 2025-54 Setting the Salary for the Lewis and Clark County Justice of the Peace and Establishing Office Hours. (Kari DesRosier)**

[0:57:12] Kari DesRosier, Human Resources Director, presented the resolution setting the salary for the Justice of the Peace for fiscal year 2026 and establishing office hours. The pay is based on the same 2.13% cost of living increase given to all County employees and other elected officials. The elected officials salary was approved by the Lewis and Clark County Compensation Board on June 18, 2025. Staff recommends approval of the resolution.

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.

**Presentation of the Fiscal Year 2026 Preliminary Budget. (Frank Cornwell)**

[0:02:45] [2of2] Frank Cornwell, Chief Financial Officer, presented the fiscal year 2026 preliminary budget and the budget process that begins in March. There were few major changes for FY26. He discussed long range planning is always a goal that includes capital improvement planning (CIP). The FY26 expenditures amounted to a total of \$130,148,713, an increase of 1.8 % or \$2.3 million. He further explained the expenditure increase and the personnel 2.13% cost of living adjustment. Total revenues amounted to \$104.1 million, an increase of 2.15% or \$2,188,204. A net decrease in the County-wide reserves was budgeted for \$26 million attributed to a combination of reasons with about half of it being the CIP spend down. He gave an overview of how capital improvement plans work and that all departments are required to have one. The all purpose fund expenditures budgeted to be \$20.2 million, a 3.7% increase, mainly attributed to extra elections and an increase in the health insurance cost. The all purpose fund revenues budgeted to be \$17.4 million, an 8.39% increase. It is budgeted to have a net decrease in the all purpose fund reserves of \$2.8 million. He discussed the revenues and reserve forecasts with County-wide reserves at 38% of budgeted expenses, operating reserves at 31% of expenditures, all purpose fund reserves at 27% of expenditures, and capital reserves estimated at \$12.4 million. The different fund types include: all purpose fund, core administrative operational funds; special revenue funds, restricted for specific use that includes special tax levies, grants, rural improvement districts maintenance; debt service fund, open space bonds, detention center remodel; rural improvement district debt; capital improvement fund; enterprise funds are the fairgrounds and solid waste; internal service funds, that include IT&S, building and equipment maintenance, liability and health insurance, budgeted a \$50,000 contingency fund going to the liability fund and \$750,000 going to the health insurance plan. Under personnel there is a 2.13% cost of living adjustment, the addition of 2.09 FTEs that include an elections clerk, Public Works Weed management planner, and a planning projects manager. He discussed operations and maintenance noting the departments work to retain all services and programs and the initiatives. There is a low debt ratio of 1.44% of total budgeted expenditures; achieved through the departments by effectively saving for capital improvement projects. The public hearing will be on July 15, 2025.

[0:41:54] [2of2] Commissioner Rolfe and Mr. Cornwell discussed the upcoming property assessments from the state and property taxes.

No public comment was received.

A motion was made by Commissioner Hunthausen to approve the preliminary budget and set a public hearing for the final adoption of the 2026 budget for July 15, 2025. The motion was seconded by Commissioner Rolfe. 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 10:52 am.

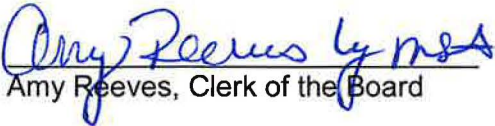
LEWIS AND CLARK COUNTY  
BOARD OF COMMISSIONERS

  
Candace Payne, Chair

  
Tom Rolfe, Vice Chair

  
Andy Hunthausen, Member

ATTEST:

  
Amy Reeves, Clerk of the Board