



NOTICE OF PUBLIC MEETING

The Lewis and Clark County Commissioners Public Meeting will be held on Thursday, April 4, 2024, at 9:00 AM in Commission Chambers, Rm 330.

It is the policy of the Board of County Commissioners to render a decision at a later date after they have had ample time to consider all oral and written public testimony. The BoCC may render a final decision on the same date if substantial new information is not received. Public comment must be limited to matters under the jurisdiction of the Commission.

1. **Pledge of Allegiance**
2. **Consent Action Items**
 - a. Public Meeting Minutes for February 8, 15, 22, 27; March 5, 2024. (Florence Liston)
 - b. Urban Boundary Adjustment to Highway System Approvals Map. (Jenny Chambers)
3. **Public comment on any public matter within the jurisdiction of the Commission that is not on the agenda above.**
4. **Adjourn**

ADA NOTICE

Lewis and Clark County is committed to providing access to persons with disabilities for its meetings, in compliance with Title II of the Americans with Disabilities Act and the Montana Human Rights Act. The County will not exclude persons with disabilities from participation at its meetings or otherwise deny them County's services, programs, or activities. Persons with disabilities requiring accommodations to participate in the County's meetings, services, programs, or activities should contact Keni Grose, as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following:

- (406)-447-8316
- kgrose@lccountymt.gov
- TTY Relay Service 1-800-253-4091 or 711
- 316 N Park, Room 303



ATTACHMENTS:

Description	Type
▣ 2-8-24 Bocc Minutes	Contract
▣ 2-15-24 BoCC Minutes	Contract
▣ 2-22-24 BoCC Minutes	Contract
▣ 2-27-24 BoCC Minutes	Contract
▣ 3-5-24 BoCC Minutes	Contract



PUBLIC MEETING

February 8, 2024
MINUTES

The Lewis and Clark County Commissioners Public Meeting was held on Thursday, February 8, 2024, at 9:00 A.M. in Commission Chambers, Rm 330.

Roll Call

Chair Andy Hunthausen called the meeting to order at 9 a.m.

Commissioner Candace Payne was present. Commissioner Tom Rolfe was absent. Others attending all or a portion of the meeting included Roger Baltz, Nicho Hash, Keegan Shea, Laurel Riek, Lindsay A. Morgan, Christal Ness, Nina Heinzinger, Greg McNally and Florence Liston, Recording Secretary.

Pledge of Allegiance

Everyone recited the pledge.

Consent Action Items

There were no consent action items.

Grant Task Order 24-07-4-21-123-0 Between Lewis and Clark County and Montana Department of Public Health and Human Services. (Laurel Riek)

[01:15] Laurel Riek, Disease Control and Prevention Administrator, presented the task order with Montana Department of Public Health and Human Services. These funds will be a reimbursement for up to \$65,000 to support inspections of licensed establishments. The task order is effective January 1, 2024, through December 31, 2024. Staff recommends approval.

No public comment was received.

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

Contract Amendment No. 1 Between Lewis and Clark County and Orion Planning + Design. (Lindsay A. Morgan)

[19:46] Lindsay Morgan, Planner III, presented the contract amendment No. 1 with Orion Planning + Design regarding a comprehensive audit and update to the Lewis and Clark County Subdivision regulations. Funding for this project has been included in the Community Development and Planning Department's budget. The anticipated completion date for this project is December 31, 2024. Staff recommends approval.

No public comment was received.

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

Comments for a Court Ordered Division Estate of H. Howard Anderson. (Christal Ness)

[22:52] Christal Ness, Development Services Supervisor, presented the written comments and all the requirements for a Court Ordered Division for the Estate of H. Howard Anderson. The Partition requests the division of 2 parcels, into 5 resultant lots. Staff recommends approval.

No public comment was received.

A motion to Approve was made by Commissioner Payne and seconded by Commissioner Hunthausen. 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 9:34 a.m.

Meeting minutes approved on _____

LEWIS AND CLARK COUNTY
BOARD OF COMMISSIONERS

Andy Hunthausen, Chair

Candace Payne, Vice Chair

Tom Rolfe, Member

ATTEST:

Amy Reeves, Clerk of the Board



PUBLIC MEETING

February 15, 2024
MINUTES

The Lewis and Clark County Commissioners Public Meeting was held on Thursday, February 15, 2024, at 9:00 A.M. in Commission Chambers, Rm 330.

Roll Call

Chair Andy Hunthausen called the meeting to order at 9 a.m.

Commissioner Candace Payne was present, and Commissioner Tom Rolfe was absent. Others attending all or a portion of the meeting included Roger Baltz, Nicho Hash, Audra Zacherl, Jessica Makus, Ann McCauley, Marni Bentley, Jesse Whitford, Kevin Horne, Misty Edwards, and Florence Liston, Recording Secretary.

Pledge of Allegiance

Everyone recited the pledge.

Consent Action Items

a. Vendor Claims Report for Week Ending February 16, 2024. (Marni Bentley)

[00:57] 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 Payne and seconded by Commissioner Hunthausen. The motion Passed on a 2-0 vote.

Bid Opening. 2024 County Crack Seal Project. (Audra Zacherl)

[02:16] Audra Zacherl, Public Works Assistant Director, presented the bid opening. Five bids were received. This is for the county crack seal project which consists of routing; cleaning (including vegetation sterilization); and sealing cracks in the asphalt pavement that are ¼" wide or wider. The first bid is from Z & Z Seal Coating, Inc. of Billings, Mt. for \$91,732.34. The second bid is from Estes Seal Coating, LLC of Helena Mt. for \$57,818.50. The third bid is from Yellowstone Pavement Solutions of Belgrade, Mt for \$152,630.28. The fourth bid is from Cap Paving, Inc. of East Helena, Mt. for \$64,752.24. The last bid is from Asphalt Seal & Stripe, LLC of Helena, Mt. for \$58,199.93. This project is funded from American Rescue Plan Act Funds (ARPA).

No public comment was received.

A motion was made by Commissioner Payne for staff to take the bids under advisement and make a recommendation to the commission on February 29, 2024. The motion was seconded by Commissioner Hunthausen. The motion Passed on a 2-0 vote.

Bid Opening. 2024 Rural Improvement District Crack Seal Project. (Audra Zacherl)

[12:32] Audra Zacherl, Public Works Assistant Director, presented the bid opening. This is for the RID crack seal project which consists of routing cracks that are 1/4" wide or wider; clean all routable cracks; non-routable cracks; refills (including vegetation sterilization); and sealing all cracks in the asphalt pavement on roads. The first bid is from Z and Z Seal Coating Inc. of Billings MT for \$183,808.46. The second bid is from Estes Seal Coating LLC of Helena, MT for \$114,039. The third bid is from Cap Paving Inc. of East Helena, MT for \$112,814.20. The fourth bid is from Yellowstone Pavement Solutions of Belgrade, MT for \$114,687.30. The fifth bid is from Asphalt Seal & Stripe LLC. of Helena, MT for \$102,022.70.

No public comment was received.

A motion was made by Commissioner Payne for staff to take the bids under advisement and make a recommendation to the Commission on February 29, 2024. The motion was seconded by Commissioner Hunthausen. The motion Passed on a 2-0 vote.

Bid Award. Juniper and Stable Asphalt Overlay Project. (Jessica Makus)

[22:45] Jessica Makus, Special Districts Coordinator, presented the bid award. On January 30, 2024, three bids were opened for the Juniper and Stable Asphalt Overlay Project. The project consists of constructing a 3-inch-thick asphalt overlay on Juniper Drive and Stable Road. Funding for this project comes from an INTERCAP loan. After review of all bids staff recommends awarding the contract to the low bidder, Helena Sand & Gravel, Inc. of Helena, Mt. for the total contract amount of \$209,552.

No public comment was received.

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

Grant Application to the Montana Department of Natural Resources and Conservation. (Ann McCauley)

[25:22] Ann McCauley, Grants and Purchasing Director, presented the grant application to the Montana Department of Natural Resources and Conservation's Urban and Community Forestry/Inflation Reduction Act (IRA) grant program. The grant request is for \$16,500 with no match required. The grant includes contracted services for a professional landscaping firm to develop the Tree Plan for Hooper Park, in Lincoln, Mt. The expected period of performance is April to October 2024. Staff recommends approval.

No public comment was received.

A motion to Approve was made by Commissioner Payne and seconded by Commissioner Hunthausen. 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 9:33 a.m.

Meeting minutes approved on _____

LEWIS AND CLARK COUNTY
BOARD OF COMMISSIONERS

Andy Hunthausen, Chair

Candace Payne, Vice Chair

Tom Rolfe, Member

ATTEST:

Amy Reeves, Clerk of the Board



PUBLIC MEETING

February 22, 2024
MINUTES

The Lewis and Clark County Commissioners Public Meeting was held on Thursday, February 22, 2024, at 9:00 A.M. in Commission Chambers, Rm 330.

Roll Call

Chair Andy Hunthausen called the meeting to order at 9 a.m.

Commissioner Candace Payne and Commissioner Tom Rolfe were present. Others attending all or a portion of the meeting included Roger Baltz, Nicho Hash, Keegan Shea, Eric Spangenberg, Ann McCauley, Kari DesRosier, and Florence Liston, Recording Secretary.

Pledge of Allegiance

Everyone recited the pledge.

Consent Action Items

- a. Yearly Road Mileage Certification. (Eric Spangenberg)
- b. Letter of Support for City of Helena's RAISE Grant Application. (Ann McCauley)

[00:54] Roger Baltz, Chief Administrative Officer, reported on consent action items 2a-b 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 2-0 vote.

Commissioner Payne joined the meeting.

Contract Between Lewis and Clark County and St. Peter's Health. (Kari DesRosier)

[02:42] Kari DesRosier, Human Resources Director, presented a contract with St. Peter's Health for wellness screening program administration. The cost per screening is \$75 for an estimated annual cost of \$34,000. The agreement is effective upon signature through the end of 2024. Staff recommends approval.

No public comment was received.

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

Board Appointments. (Roger Baltz)

[06:34] Roger Baltz, Chief Administrative Officer, presented the board appointments for the Open Lands Citizens Advisory Committee and the Scratch Gravel Solid Waste District. Staff recommends the Commissioners consider the appointments of Jeremy Fadness and Russell Fruits to the Open Lands Citizens Advisory Committee. Term that expires June 30, 2025.

A motion to Approve Jeremy Fadness and Russell Fruits was made by Commissioner Payne and seconded by Commissioner Rolfe. The motion Passed on a 3-0 vote.

Staff recommends the Commissioners consider the appointment of Erin Karlin to the Scratch Gravel Solid Waste District to complete a term that expires October 31, 2024.

A motion to Approve Erin Karlin was made by Commissioner Payne and seconded by Commissioner Rolfe. The motion passed on a 3-0 vote.

No public comment was received.

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 9:15 a.m.

Meeting minutes approved on _____

LEWIS AND CLARK COUNTY
BOARD OF COMMISSIONERS

Andy Hunthausen, Chair

Candace Payne, Vice Chair

Tom Rolfe, Member

ATTEST:

Amy Reeves, Clerk of the Board



CANCELED - MACo Midwinter Conference

PUBLIC MEETING

February 27, 2024

MINUTES

The Lewis and Clark County Commissioners Public Meeting was held on Tuesday, February 27, 2024, at 9:00 AM in Commission Chambers, Rm 330.

Roll Call

Pledge of Allegiance

Consent Action Items

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

Adjourn

Meeting minutes approved on _____

LEWIS AND CLARK COUNTY
BOARD OF COMMISSIONERS

Andy Hunthausen, Chair

Candace Payne, Vice Chair

Tom Rolfe, Member

ATTEST:

Amy Reeves, Clerk of the Board



PUBLIC MEETING

March 5, 2024
MINUTES

The Lewis and Clark County Commissioners Public Meeting was held on Tuesday, March 5, 2024, at 9:00 A.M. in Commission Chambers, Rm 330.

Roll Call

Chair Andy Hunthausen called the meeting to order at 9 a.m.

Commissioner Tom Rolfe was present. Commissioner Candace Payne was absent. Others attending all or a portion of the meeting included Roger Baltz, Nicho Hash, Dan Karlin, Laurel Riek, Rex Weltz, Betsy Kirkeby, and Florence Liston, Recording Secretary.

Pledge of Allegiance

Everyone recited the pledge.

Consent Action Items

There were no consent action items.

Task Order No. 11 Between Lewis and Clark County and Great West Engineering. (Dan Karlin)

[02:42] Dan Karlin, County Engineer, presented the task order No. 11 with Great West Engineering to perform preliminary design services to relocate the existing above ground storage tanks to the west side of the public works complex. The existing magnesium chloride tanks are past their useable life and will be replaced with new tanks and relocated to the west side of the complex. The task order is for time and materials not to exceed \$39,100 and is funded through an American Rescue Plan Act grant. The task order begins upon execution through May 31, 2024. Staff recommends 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 2-0 vote.

Grant Award to Lewis and Clark County from National Environmental Health Association. (Laurel Riek)

[09:56] Laurel Riek, Disease Control and Prevention Administrator, presented the grant award from National Environmental Health Association-U.S. Food and Drug Administration (NEHA-FDA) Retail Flexible Funding Model Grant Program for \$12,500 with no match required. Funds will be used to increase conformance with the National Retail Food Program Standards for a trained regulatory staff. The grant period begins January 1, 2024, through December 31, 2024. Staff recommends 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 2-0 vote.

Grant Task Order 24-07-4-31-123-0 Amendment No.1 Between Lewis and Clark County and Montana Department of Public Health and Human Services. (Laurel Riek)

[19:42] Laurel Riek, Disease Control and Prevention Administrator, presented the amendment to the task order with Montana Department of Public Health and Human Services in the additional amount of \$328,766 for a total grant award of \$359,956 to support activities for immunization services for children, adolescents, and adults. The task order is effective January 1, 2024 through June 30, 2024. Staff recommends 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 2-0 vote.

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

[25:57] Rex Weltz, Superintendent of Helena Public Schools No. 1, was introduced by Commissioner Hunthausen.

Adjourn:

There being no further business, the meeting adjourned at 9:27 a.m.

Meeting minutes approved on _____

LEWIS AND CLARK COUNTY
BOARD OF COMMISSIONERS

Andy Hunthausen, Chair

Candace Payne, Vice Chair

Tom Rolfe, Member

ATTEST:

Amy Reeves, Clerk of the Board



ATTACHMENTS:

Description	Type
□ Memo	Staff Report
□ Boundary Adjusted Highway System Approvals Map	Map
□ Original Highway System Approvals Map	Map

Jenny Chambers
Public Works Director

(406) 447-8036 Desk



3402 Cooney Drive
Helena, Montana 59602

jchambers@lccountymt.gov

LEWIS AND CLARK COUNTY

Public Works Department

DATE: April 4, 2024

TO: Board of County Commissioners

FROM: Jenny Chambers, Director

RE: Metropolitan Policy Organization System Impacts Highway Map

In January 2023, Lewis and Clark County received notice from the Montana Department of Transportation that, following the 2020 Census, the Helena area exceeded the 50,000-person threshold and the requirement to form a Metropolitan Planning Organization (MPO). The urban area following the census also includes the City of Helena and the City of East Helena.

MPOs are federally mandated transportation planning organizations comprised of local government organizations that work together on transportation planning for the area. While MPO status may not provide additional transportation construction and maintenance funding, it can provide more direct access to federal funds through planning dollars and improve communication and planning coordination.

In October 2023, the City of Helena, the City of East Helena, and Lewis and Clark County, along with the Montana Department of Transportation (MDT), submitted an urban boundary map and a Highway System Approval Map to the Federal Highway Administration (FHWA).

The urban boundary map is based on the 2020 Census (gray areas) and factors in the City of Helena and City of East Helena Limits (if outside of gray or light yellow), as well as our current urban routes (orange).

MDT presented this to all staff from the three entities, and it was discussed in detail. MDT did take comments into consideration while factoring in consistency with other MPOs, with the requirement not significantly increasing the population growth from what was determined urban from the census data.

The Highway System Approval Map depicts the minor system changes that resulted from the difference between the 2010 urban boundary and the 2020 urban boundary. These changes are defined by state law for the eligibility of urban and secondary highway systems.

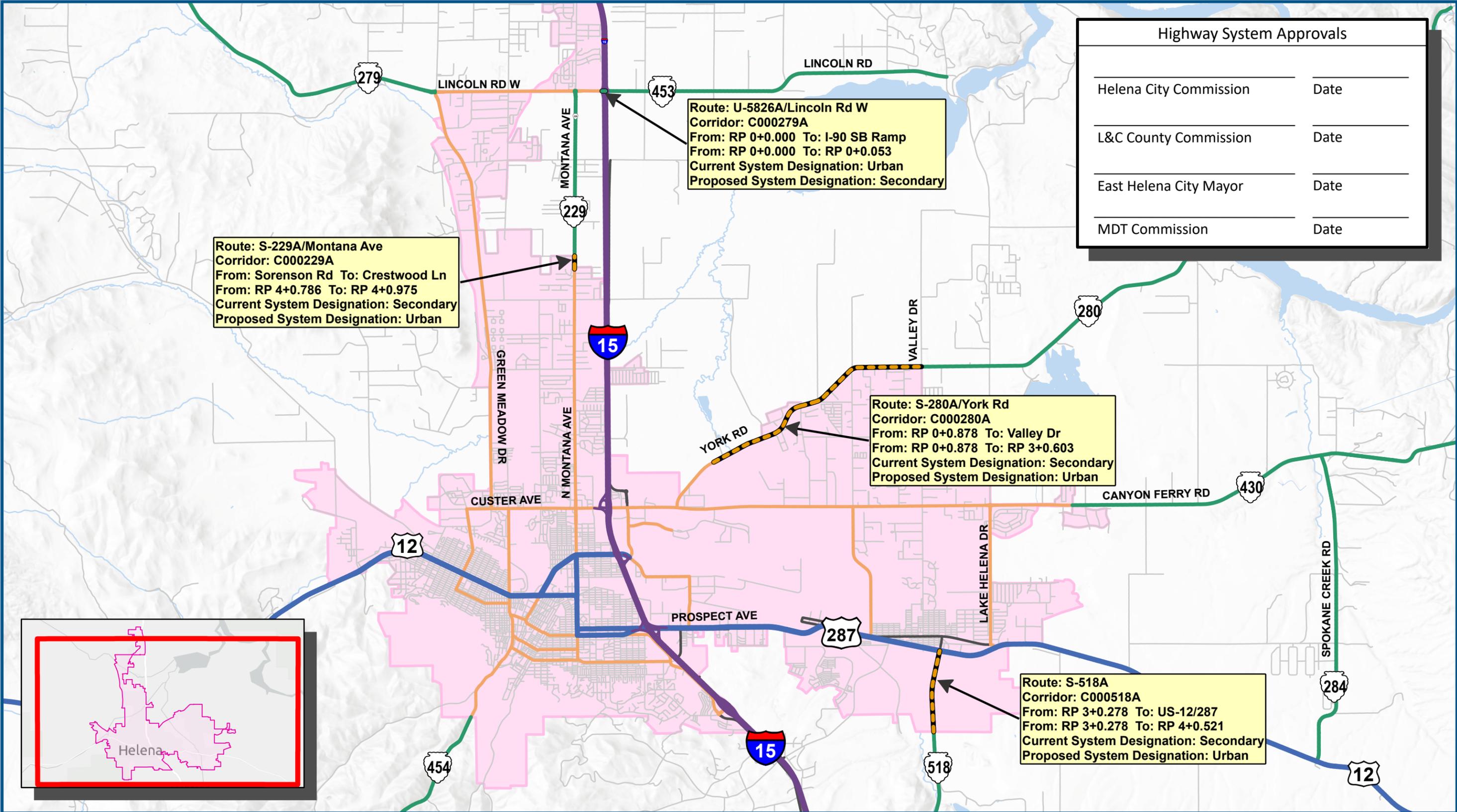
The FHWA has reviewed the 2020 Urban Boundaries and found that the federal review resulted in a required adjustment to the Highway System Approvals Map (i.e., Associated System Impacts Map) that was signed in October 2023. MDT advocated for keeping the system impacts as discussed and shown in the previously signed map; however, FHWA is **requiring** this change.

FHWA is requiring a segment of York Rd. (between Tizer Dr. and Valley Dr.) that was originally just outside of the urban area to be included in the urban area. **This requirement by FHWA does not change the 2020 Urban Boundary** Map, also signed in October 2023, as we already identified the boundary at this route.

This is a formal process led by the state Department of Transportation that ensures all federal requirements are met and followed.

After both maps are approved by FHWA, this will allow us to continue with the next steps. One of the next steps will be to create a Metropolitan Planning Area map that must encompass the 2020 Urban Area Boundary Map as well as the ability to expand to a larger area that may become urbanized in 20 years. This larger area map is what we will then use for long-range transportation planning efforts and vision for future transportation goals.

Staff recommends approval and requests authorization from the chair to sign the revised Helena Highway System Approval Map.



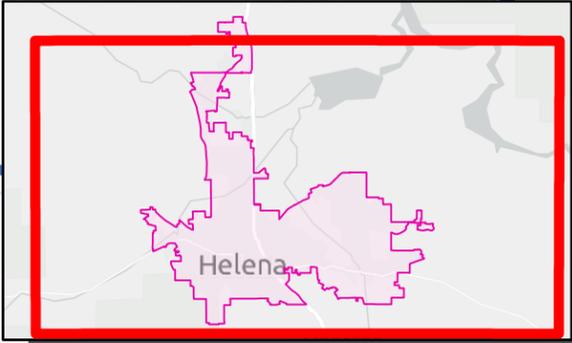
Highway System Approvals	
Helena City Commission	Date
L&C County Commission	Date
East Helena City Mayor	Date
MDT Commission	Date

Route: S-229A/Montana Ave
 Corridor: C000229A
 From: Sorenson Rd To: Crestwood Ln
 From: RP 4+0.786 To: RP 4+0.975
 Current System Designation: Secondary
 Proposed System Designation: Urban

Route: U-5826A/Lincoln Rd W
 Corridor: C000279A
 From: RP 0+0.000 To: I-90 SB Ramp
 From: RP 0+0.000 To: RP 0+0.053
 Current System Designation: Urban
 Proposed System Designation: Secondary

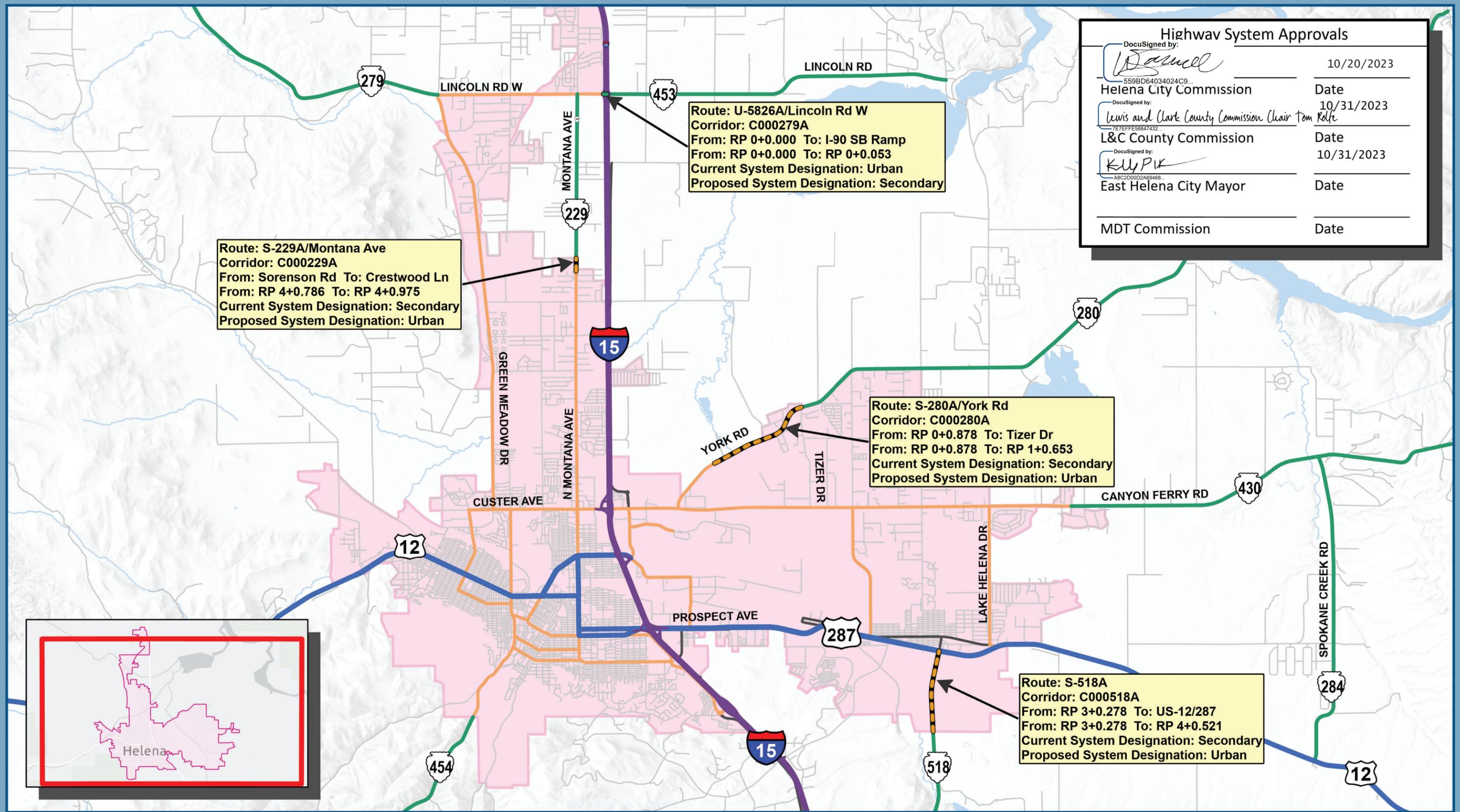
Route: S-280A/York Rd
 Corridor: C000280A
 From: RP 0+0.878 To: Valley Dr
 From: RP 0+0.878 To: RP 3+0.603
 Current System Designation: Secondary
 Proposed System Designation: Urban

Route: S-518A
 Corridor: C000518A
 From: RP 3+0.278 To: US-12/287
 From: RP 3+0.278 To: RP 4+0.521
 Current System Designation: Secondary
 Proposed System Designation: Urban



HELENA HIGHWAY SYSTEM APPROVALS

- 2020 Urban Area Boundary
- Proposed Urban
- Proposed Secondary
- Proposed Local
- Interstate
- Non-Interstate NHS
- Primary
- Secondary
- Urban



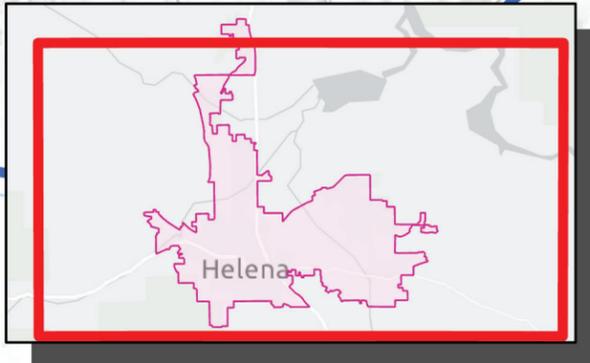
Route: S-229A/Montana Ave
 Corridor: C000229A
 From: Sorenson Rd To: Crestwood Ln
 From: RP 4+0.786 To: RP 4+0.975
 Current System Designation: Secondary
 Proposed System Designation: Urban

Route: U-5826A/Lincoln Rd W
 Corridor: C000279A
 From: RP 0+0.000 To: I-90 SB Ramp
 From: RP 0+0.000 To: RP 0+0.053
 Current System Designation: Urban
 Proposed System Designation: Secondary

Route: S-280A/York Rd
 Corridor: C000280A
 From: RP 0+0.878 To: Tizer Dr
 From: RP 0+0.878 To: RP 1+0.653
 Current System Designation: Secondary
 Proposed System Designation: Urban

Route: S-518A
 Corridor: C000518A
 From: RP 3+0.278 To: US-12/287
 From: RP 3+0.278 To: RP 4+0.521
 Current System Designation: Secondary
 Proposed System Designation: Urban

Highway System Approvals	
DocuSigned by: <i>[Signature]</i> 559BD64034024C9...	10/20/2023
Helena City Commission	Date
DocuSigned by: <i>[Signature]</i> Lewis and Clark County Commission Chair Tom Rolfe	10/31/2023
L&C County Commission	Date
DocuSigned by: <i>[Signature]</i> ABC2D00D2A69468	10/31/2023
East Helena City Mayor	Date
MDT Commission	Date



HELENA HIGHWAY SYSTEM APPROVALS

- 2020 Urban Area Boundary
- Proposed Urban
- Proposed Secondary
- Proposed Local
- Interstate
- Non-Interstate NHS
- Primary
- Secondary
- Urban