



NOTICE OF PUBLIC MEETING

The Lewis and Clark County Commissioners Public Meeting will be held on Thursday, December 5, 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. **Announcement**
 - a. Employee Recognition. (Jenny Chambers)
3. **Consent Action Items**
 - a. Vendor Claims Report for Week Ending December 6, 2024. (Marni Bentley)
4. **Agreement Between Lewis and Clark County and Montana State University Extension. (Shae Bruursema)**

The Commissioners will consider the annual agreement with Montana State University Extension in the amount of \$302,026. The agreement period is July 1, 2024 through June 30, 2025.
5. **Resolution 2024-117 to Affirmatively Participate in the Montana Community Reinvestment Plan by Identifying and Approving A Community Reinvestment Organization. (Ann McCauley)**

The Commissioners will consider the resolution.
6. **Public comment on any public matter within the jurisdiction of the Commission that is not on the agenda above.**
7. **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







Agreement Between Lewis and Clark County and Montana State University Extension. (Shae Bruursema)

Presented By:

Summary:

The Commissioners will consider the annual agreement with Montana State University Extension in the amount of \$302,026. The agreement period is July 1, 2024 through June 30, 2025.

Legal Review Required:

ATTACHMENTS:

Description	Type
📎 Extension Agreement	Contract



FY2025 Extension Services Agreement
 between
Montana State University Extension
 and
Lewis & Clark County, Montana

The parties hereto enter into this agreement for the funding and operation of Extension in the above-named county. This agreement is entered into under the authority 7-21-3203 MCA; the Smith-Lever Act of May 8, 1914, and subsequent Acts of the Congress of the United States.

BUDGET AND PERIOD COVERED: The above-named county will contribute funds for the support of extension work in agriculture and natural resources, family and consumer sciences, 4-H/youth development, community vitality, and related subjects in the amounts and for the purposes specified in the following budget. Montana State University Extension will contribute the amounts necessary to pay the balance of the cooperatively financed salaries and all of the payroll benefits of county Extension Agents assigned to the above county. It is recommended by MACo that the county provide support to MSU Extension for each agreed-upon full-time equivalent (FTE) at the level of 65% of the Clerk and Recorder's salary. For FY2025, counties may choose to contribute at the 65% formula level or a maximum of \$39,000 (less than 45% of the average Agent salary plus benefits). The maximum contribution is subject to annual review to allow for salary and benefit inflation.

This agreement covers the period beginning July 1, 2024 and ending June 30, 2025.

FY25 Clerk/Recorder Bases Salary = \$97,308.00

Foundational Support of Agents

Position	Name	FTE	Employment	Comm. Allow.	Total Contrib.
Agent	Shae Bruursema	1.00	\$39,000.00		\$39,000.00
Agent	Vacant	1.00	\$39,000.00		\$39,000.00
Agent	Vacant	1.00	\$39,000.00		\$39,000.00

Total County contribution to Agents' salaries for contracted services* \$117,000.00

Supplemental Support

Employee Name	Purpose of funds	Contribution
Chloe' Lundquist	SNAP-Ed FTE 0.75	

Total supplemental support **\$0.00**

Total County Funding:

Personnel:	FTE	Name	Salary
Admin Support	1.00	Alexis Foust	\$47,889.00
Admin Support		Temp Salary	\$5,004.00
Co. Only Funded Agent or Other			
Program Assistant or Other (please enter description here)			
Other (please enter description here)			
		Total Support Staff Salaries	\$52,893.00
		Support Staff Benefits (incl. Term Pa	\$20,418.00
		Agent Salary Support	\$117,000.00
		Agent Termination Pay	\$0.00
		Total Personnel Costs	\$190,311.00
Operations:		Travel	\$5,500.00
		All Other	\$96,215.00
		Total Operations	\$101,715.00
Capital:		Total Capital	\$10,000.00
		TOTAL ALL ITEMS	\$302,026.00

Additional Information (include information concerning cooperative arrangements between counties or with weed districts, special arrangements for part-time Agents, etc.):

1. EXPENDITURE OF FUNDS: Expenditure of funds will not exceed the amounts appropriated, but transfers of funds between items within the budget may be approved, as permitted by State law. Money appropriated by the County for operations shall be expended by county warrant in accordance with regular procedures followed by the County. MSU Extension will bill the County for its portion of the Agents' salaries. MSU Extension will use the money appropriated from Federal Smith-Lever funds as well as County funds to pay Agents' salaries each month.

2. COUNTY ACCOUNTS: MSU and the County Commissioners agree that all financial accounts managed by the Extension office will be subject to such audits as are determined necessary in compliance with County, MSU or State auditing requirements. If either party has reason to believe that the Extension staff is engaged in any financial malfeasance, misappropriation or misuse of funds managed by the Extension office, it will promptly notify the other party and will conduct an audit or investigation in accordance with the applicable procedures. Any audit or investigation conducted by MSU or the County regarding funds managed by the Extension office shall be made available to the other party.

3. OFFICE SPACE, ADMINISTRATIVE SUPPORT, OPERATIONS AND EQUIPMENT: The Board of County Commissioners, with the agreement of Extension administration, shall provide sufficient office space, administrative support, operational and capital support for the county-based MSU Extension faculty.

announcement for any vacant Extension Agent positions in the county. MSU Extension will assess the qualifications of one or more candidates on the basis of education, experience, and other criteria listed in the position announcement. An applicant review committee will be appointed to interview the selected candidates and make recommendations. MSU Extension is the hiring authority for the Agent and other Extension position(s). The parties agree and understand the Agents are not employees of the County and shall not be entitled to County employment benefits. Agents will be appointed as faculty of Montana State University, and would be subject to the privileges and responsibilities consistent with these appointments and the position. All agents are expected to communicate and collaborate with county commissioners. In counties with multiple agents, it is expected that all faculty serve as liaisons between MSU Extension and the county, unless a single liaison is requested by the county.

5. COUNTY EXTENSION PROGRAM: The MSU Extension is a program operated by Montana State University as part of its land grant mission. MSU Extension is a cooperative program funded by federal, state and county funds. MSU Extension is responsible for all aspects of the Extension Program and the MSU Extension Executive Director has the authority to direct the program. The projects undertaken by MSU Extension are developed with the cooperation of the county (i.e., commissioners, local clientele, and stakeholders). On an annual basis, county Extension faculty will share program highlights and impacts with the county commission.

6. COMPLIANCE WITH WORKERS' COMPENSATION ACT: MSU Extension shall comply with the provisions of the Montana Workers' Compensation Act while performing work under the terms of this Agreement. All Extension Agents and Extension employees will be covered by the Montana University System self-insured worker's compensation program.

7. ENSURING EFFECTIVE SERVICE: The parties to this agreement are mutually interested in providing the people of the county with an effective educational program in agriculture and natural resources, family & consumer sciences, 4-H/youth development, community vitality, and related subjects. Provision of the highest level of services requires a well-managed office and county and extension personnel who are capable of working effectively with people. The parties agree that concerns about services, staff or operation of the county Extension program will be discussed between the MSU Regional Department Head and the County Commissioners as allowed by MSU and county policy, and efforts will be made to resolve the concerns. If adjustments to salary rates occur during the term of this agreement, it will not change the schedule for county contributions for salary set forth in this agreement. The resignation of an Extension Agent does not affect continuance of this agreement; however, counties will not be billed during periods when a vacancy exists.

8. TERMINATION PAY: Upon resignation, termination or retirement of the Extension agent, each party shall be responsible for its share of termination pay for annual and sick leave based upon the budget agreement in effect. In the case of transfers from one county to another, Extension administration will notify the county from which the Agent departed of the sum of money to be paid to the county of destination.

9. DURATION OF AGREEMENT: This agreement shall cover the period stated on the budget agreement form, except that it may be terminated by either party, without cause, ninety (90) days after written notice is delivered to the other party.

10. EQUAL OPPORTUNITY: The U.S. Department of Agriculture (USDA), Montana State University and the Montana State University Extension prohibit discrimination in all of their programs and activities on the basis of race, color, national origin (ancestry), sex, sexual preference/orientation, gender identity, gender expression, marital or parental status, age, creed, religion or political beliefs, mental or physical disability, limited English proficiency, genetic information or status as a veteran.

The County confirms that the Clerk/Recorder salary recorded on page one is accurate for time period of this agreement. In the event that an error is discovered in this agreement, the county and Montana State University Extension (Regional Department Head) will correct the error and develop reasonable payment adjustments.

BOARD OF COUNTY COMMISSIONERS

Commissioner Date

Chief Executive Officer (if applicable) Date

Commissioner Date

Director, Montana State University Extension Date

Commissioner Date



Resolution 2024-117 to Affirmatively Participate in the Montana Community Reinvestment Plan by Identifying and Approving A Community Reinvestment Organization. (Ann McCauley)

Presented By:

Summary:

The Commissioners will consider the resolution.

Legal Review Required:

ATTACHMENTS:

Description	Type
📎 Resolution 2024-117	Resolution

RESOLUTION 2024 - 117

**RESOLUTION TO AFFIRMATIVELY PARTICIPATE IN THE MONTANA
COMMUNITY REINVESTMENT PLAN BY IDENTIFYING AND APPROVING A
COMMUNITY REINVESTMENT ORGANIZATION**

WHEREAS, the Lewis and Clark Board of County Commissioners recognizes every community within the County has been impacted by a lack of affordable, attainable workforce housing, which in turn has led to a variety of issues for constituents and businesses.

WHEREAS, the State of Montana, through enactment of House Bill No. 819, has established the Montana Community Reinvestment Plan (MCRP), which is a public-private platform to help middle-class income earners find an attainable pathway to owning a home. The MCRP program calls for formation of a Community Reinvestment Organization (CRO) to provide facilitated assistance for workforce housing and related services within Montana, and to which state money is allocated based upon a county's gross domestic product.

WHEREAS, NeighborWorks Montana qualifies as a CRO pursuant to the statutory requirements of HB 819. Each county must opt into the MCRP program by choosing one CRO within which to participate. Each CRO must establish a revolving fund which holds the state's allocation.

WHEREAS, the Lewis and Clark Board of County Commissioners believes, after examining the program materials and considering the needs and potential benefits to its residents, participation in the MCRP program is important to the continued health, welfare, and economic prosperity of the County's constituents and businesses.

NOW, THEREFORE BE IT RESOLVED by the Board of County Commissioners:

1. The Lewis and Clark Board of County Commissioners selects NeighborWorks Montana as its chosen Community Reinvestment Organization for purposes of participation in the Montana Community Reinvestment Plan so long as it remains in complete compliance with all statutory requirements and obligations.
2. The Lewis and Clark Board of County Commissioners is prepared to work with regional governmental partners and interested stakeholders to support this undertaking to effectively and efficiently implement housing solutions for eligible participants in Lewis and Clark County.

DATED this 5th day of December, 2024.

LEWIS AND CLARK COUNTY
BOARD OF COMMISSIONERS

Andy Hunthausen, Chair

ATTEST:

Amy Reeves, Clerk of the Board