

**STILLWATER COUNTY
COMMISSIONER MINUTES**

Notice: These minutes reflect the proceedings of the Board of County Commissioners. The official minutes are on file with the Clerk and Recorder MCA 7-4-2611(2)(b).

**REGULAR MEETING
April 25, 2023, 9:00 am**

PRESENT Commission Chair Tyrel Hamilton, Commissioners, Steve Riveland and Jeff Ruffatto. Administrator for the Commissioners Kisha Cornell.

Others Present: Chip Kem, Stillwater County Sheriff; Chad Coles, Stillwater County Facilities; Jerry Friend, Treasurer; Ben McVittie, Road and Bridge; Marlo Pronovost, Stillwater County News.

PLEDGE Commissioner Hamilton opened the meeting with the Pledge of Allegiance.

MINUTES March 7, 2023

Commissioner Ruffatto **MOVED** to approve the minutes from March 7, 2023. Commissioner Riveland **SECONDED**. No discussion. Motion passed.

CLAIMS No. 111950-112066 totaling \$1,646,431.62

Commissioner Riveland **MOVED** to approve the claims No. 111950-112066 totaling \$1,646,431.62. Commissioner Ruffatto **SECONDED**. No discussion. Motion passed.

RECOGNITION Award for a Life Saving Event – Request by Sheriff Chip Kem. Sheriff Kem described that on April 10, 2023; dispatch received a call for an unresponsive individual. Deputy Daylan Richard responded to the call and recognized that the individual was most likely suffering from a heart attack. Deputy Richard utilized the AED device and began performing CPR until the ambulance arrived. The ambulance staff commended the Deputy on his efforts as this was most likely the reason that the individual survived. Sheriff Kem presented a life saving award to Deputy Daylan Richard and congratulated him for the good job.

ANNOUNCEMENTS Traveling Meeting on May 2nd will be at the Reed Point Fire Hall. Meeting will begin at 6:30 p.m.

CONSENT AGENDA

Commission

A) Thomas Appraisal Services in amount of \$7,500.00 for 431 Quarry Rd. Property (Meadowlark Assisted Living)

Finance

A) GASB75 valuation (other postemployment benefits or OPEB) reporting for 2022/2023 in the amount of \$4,500.00 and 2023/2024 in the amount of \$1,800.00

FILE ITEMS

Treasurer

A) Report for the month ending March 2023 in the amount of \$61,716,856.75.

Commissioner Ruffatto **MOVED** to consent to the consent items and file the file items. Commissioner Riveland **SECONDED**. Marlo Pronovost requested a further description of the items. Commissioner Hamilton provided details of the Appraisal for the Meadowlark

Assisted Living building and the need to have knowledge of the value for possible sale of the building as the County works through the Capital Improvements plans. The GASB-75 item was described by Kisha Cornell as an audit requirement imposed by the State to provide accounting for the employee health benefits paid for by the County, the audit services contract is for two years. The last item is the Treasurers report for filing. No further discussion. Motion passed

REGULAR BUSINESS

Weed District

- A) FWP Spray Contract

Dana Weatherford explained the contract as the 5 year contract for spray services at the fishing accesses. \$7,000 per year.

Commission Riveland **MOVED** to approve the FWP Spray Contract with the Weed Department. Commissioner Ruffatto **SECONDED**. No further discussion. Motion Passed.

Finance

- A) Agreement for Accounting Services- Jeni A. Lorash, CPA PC

Commission Ruffatto **MOVED** to approve the Agreement for accounting services with Jeni A. Lorash, CPA, PC. Commissioner Riveland **SECONDED**. Jerry Friend asked what she would be doing. Commissioner Riveland responded that it will be general accounting services including budget, payroll and any other items needed by finance department. No further discussion. Motion passed.

Absarokee Waste Water Treatment Facility

- A) Second Amendment and Restated Agreement between Stillwater County and KLE Construction.

Commissioner Ruffatto gave a brief explanation on the agreement as it is a schedule toward the final completion in August 2023. No contract amount changes it is mainly a timeline document. No further questions. Commissioner Riveland **MOVED** to approve the Second Amendment and Restated Agreement between Stillwater County and KLE Construction. Commissioner Ruffatto **SECONDED**. No further discussion. Motion passed.

Road and Bridge

- A) North Stillwater Road Additional Scope of Services with Stahly Engineering to include: Stream Permitting, Project Manual, Bidding Administration and Hydraulic Report. Estimated cost is \$37,000.00

Commissioner Hamilton provided a brief description that this is for the construction of the additional scope of work for sections 3 and 4 of the washout areas. The timing of this is due to the ability to complete the hydraulic report.

Commissioner Ruffatto **MOVED** to approve North Stillwater Road Additional Scope of Services with Stahly Engineering to include: Stream Permitting, Project Manual, Bidding Administration and Hydraulic Report. Estimated cost is \$37,000.00. Commissioner Riveland **SECONDED**. No further discussion. Motion passed.

- B) Request for Proposal (RFP) for Nine (9) new 2024 motor graders. RFP Deadline for submittal is May 22, 2023.

Commissioner Hamilton explained that the graders are leased, and will arrive sometime in 2024. This RFP is for another 5-year lease opportunity. Also the number of graders

will be 9 total. No added equipment to the current number.

Commissioner Riveland **MOVED** to approve the Request for Proposal (RFP) for Nine (9) new 2024 motor graders. RFP Deadline for submittal is May 22, 2023. Commissioner Ruffatto **SECONDED**. No discussion. Motion passed.

- C) Agreement For the use of Salvaged Milled Materials between Montana Department of Transportation and Stillwater County.

Ben McVitte, Road Superintendent explained that the milled materials that the contractor for the I-90 project may not wish to use the material and in that case the county would be able to receive them and stock pile at the new Civic Center facility. The project is for the summer of 2024. This is for the East bound project from Columbus to Park City.

Commissioner Ruffatto **MOVED** to approve the Agreement For the use of Salvaged Milled Materials between Montana Department of Transportation and Stillwater County. Commissioner Riveland **SECONDED**. No further discussion. Motion passed.

DUI Task Force

- A) Appointment of Mary Cameron to the DUI task force for the remainder of Samantha Kieffer's term.

Commissioner Riveland **MOVED** to approve the Appointment of Mary Cameron to the DUI task force for the remainder of Samantha Kieffer's term. Commissioner Ruffatto **SECONDED**. No further discussion. Motion passed.

PUBLIC COMMENT

Jerry Friend, asked the hourly rate of the accounting contract. He also asked what has come about for the Policy update. Commissioner Hamilton responded with the rate of \$65.00 / hour and that the Policy update is ongoing and that it will be a few weeks before the new policy is ready. The hope is to have it ready by the new fiscal year.

With no further comments heard the meeting was adjourned at 9:17 a.m.

APPROVED BY: /s/ Tyrel Hamilton, Commissioner Chairman

Prepared by: Kisha Cornell, Administrator

ATTEST: Heidi L. Stadel, Clerk and Recorder