

**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 – STILLWATER COUNTY COURTHOUSE
March 28, 2023**

- PRESENT** Commission Chair, Tyrel Hamilton, Commission member Steve Riveland, Administrator Kisha Cornell. Commissioner Ruffatto in Great Falls for a conference.
- Others Present: Chip Kem, Sheriff, Jerry Friend, Treasurer; Christine Baker, Stillwater County Information Technology; Chad Coles, Stillwater County Facilities; Marlo Pronovost, Stillwater County News.
- PLEDGE** Commissioner Hamilton opened the meeting with the Pledge of Allegiance.
- MINUTES** January 31, 2023
- Commissioner Riveland **MOVED** to approve the minutes from January 31, 2023. Commissioner Hamilton **SECONDED**. No discussion. Motion passed.
- CLAIMS** None
- RECOGNITION** None
- ANNOUNCEMENTS** Commissioner Hamilton announced the Traveling Agenda Meeting on April 4th at 6:30 pm in Rapelje at the Stockman Café, with public round table to follow the meeting.
- CONSENT AGENDA**
- Commission
- A) Engagement Letter: Buckley Maxwell Dixon Dolezal – employee benefits attorneys – legal services
 - B) Department of Administration – Audit Contract Amendment for Olness and Associates for FY 2021 and 2022
- FILE ITEMS** None
- Commissioner Riveland **MOVED** to approve the consent agenda. Commissioner Hamilton **SECONDED**. Marlo Pronovost of the Stillwater County News requested a brief description of the two items listed. Commissioner Steve Riveland explained that the engagement letter was needed because the lawyer who previously was a part of a different law firm has created the Buckley Maxell Dixon and Dolezal law firm and in order to retain the lawyer the new engagement letter was needed for a transfer for the lawyer and assigned documents for Stillwater County. Audit contract is an amendment for the contract amount for the previous years’ audit which was less than the previous year. Motion passed.
- REGULAR BUSINESS**
- Information Technology
- A) Civic Ready Mass Notification Module for new website - \$10,798.00 (\$1,555.00 upon signed agreement, \$9,243.00 for FY24) (recurring Services for 2-years)

Christine Baker gave a brief description of the Code Red system currently used and the advantage of CIVIC PLUS utilizing CIVIC READY to provide this service. The Emergency Services and Sheriff were involved in the review and agreed that this is a better program for notification to the Public. Replaces the CODE RED system. Commissioner Hamilton noted that the geofencing is set up better for areas and will identify area actually in an emergency. Jerry Friend asked what is the cost of the two systems, Commissioner Hamilton responded that the CIVIC READY is actually less expensive. Approximately \$3,000 less and it is EMPG grant funded. Commissioner Riveland noted that it will allow the County to move away from social media for notifications.

Commissioner Riveland **MOVED** to approve Civic Ready Mass Notification Module for new website - \$10,798.00 (\$1,555.00 upon signed agreement, \$9,243.00 for FY24) (recurring Services for 2-years). Commissioner Hamilton **SECONDED**. No discussion. Motion passed.

Absarokee Sewer

A) Frey Property Exchange

Commissioner Riveland explained the process and reasons for this exchange. Allows for the County to exchange 1.5 acres at the Sewer System site and the process started several months ago. No money involved, it just eliminates an easement, for actual ownership of land.

Commissioner Riveland **MOVED** to approve the Frey property exchange. Commissioner Hamilton **SECONDED**. No discussion. Motion passed.

Road and Bridge

A) Myers Creek (FLAP -Federal Land Access Program) Grant Applications.

Commissioner Hamilton explained that this identifies a project for this grant. It is a mile long stretch of Myers Creek and culvert work on Limestone. This application is the preliminary step toward possible construction in 2025 if awarded.

Commissioner Riveland **MOVED** to approve the Myers Creek FLAP- Grant application. Commissioner Hamilton **SECONDED**. NO discussion. Motion passed.

B) Notice to Proceed – Nye Road Washout Rehabilitation – Four Beers Inc.

Commissioner Hamilton explained that earlier in the week the County received a call from FEMA approving this project and the Land access agreement from Mouat has been signed and returned so this project is approved to start construction. The contractor is ready and may be able to begin work by the end of the week.

Commissioner Riveland **MOVED** to approve the Notice to Proceed on the Nye Road Washout Rehabilitation, Four Beers Inc. Commissioner Hamilton **SECONDED**. No discussion. Motion passed.

C) Firemans Point Construction Package

a. Notice to Proceed

Commissioner Hamilton noted that Holden Excavating is the contractor that is to be awarded this project to rebuild the abutments to the bridge before high water. Larry Tipton, asked if it will be completed by May 1st, as they have reservations to accommodate. Commissioner Hamilton responded that the contractor has 30 days for completion which would be April 27th as substantial completion date.

Commissioner Riveland **MOVED** to approve the Firemans Point Construction including the notice to proceed. Commissioner Hamilton **SECONDED**. No discussion. Motion passed.

PUBLIC COMMENT

None

With no further comments heard the meeting was adjourned at 9:13 a.m.

APPROVED BY: /s/ Tyrel Hamilton, Commissioner Chairman

Prepared by: Kisha Cornell, Administrator

ATTEST: Heidi L. Stadel, Clerk and Recorder