

**A REGULAR COMMISSION MEETING OF MAY 21, 2018 WHICH WAS HELD AT THE CENTRAL MONTANA COMMUNITY CENTER AND STARTED AT 7:00 P.M.**

**CALL TO ORDER**

Chairman Turk called the meeting to order.

**PLEDGE OF ALLEGIANCE**

Chairman Turk asked everyone to stand and say the Pledge to the Flag.

**ROLL CALL**

Present were Commissioners: Doney, Dunnington, Hewitt, Loomis, Oldenburg and Turk. Commissioner Byerly was absent.

**APPROVAL OF MINUTES**

Commissioner Hewitt made the motion to approve the May 7, 2018 minutes as presented and Commissioner Doney seconded the motion. The motion passed unanimously.

**PROCLAMATIONS**

There were none.

**BOARD AND COMMISSION REPORTS**

Commissioner Hewitt reported that she attended the Airport Board Special meeting. Commissioner Hewitt also reported that she was able to attend the Elected Officials Boot Camp in Billings last week and it was very good and there was a lot of good information.

Commissioner Loomis stated that he attended the boot camp also that it was very good training.

Commissioner Turk reported that she attended the Library Board meeting on May 17<sup>th</sup>. The financial reports and budget were reviewed and discussed. The Friends of the Library will be paying for the improvements to the upstairs of the library. Commissioner Turk stated that biggest expense coming up is new patron's card which can cost up to \$2,500. The last full day for Ms. KellyAnne Terry will be May 17<sup>th</sup> and she will continue to assist the Library through the transition and be done on June 30<sup>th</sup>. There was some discussion on the Library Board and the hiring of a new Library director. Ms. Phelps explained that she has talked with the Chairman of the Library Board, Commissioner Turk and Library Director KellyAnne Terry concerning the need for better communication between the City and the Library.

**CITY MANAGER REPORT**

City Manager Holly Phelps reported on the following issues:

The Commission a previous meeting discussed the potential of charging a fee for camping at East Fork. The Park and Recreation Board has decided to continue to move forward with this, but not to implement the fee until next year. The Parks Department is working to make needed repairs to the facility and improve signage in the area as well. The Public Works Department has bladed the roads and is working to turn water on prior to Memorial Day.

The Police and Fire Department are already working to educate people about the changes to the City's firework ordinance. Employees from both departments have been in the schools educating the students on the rules about fireworks and about firework safety.

The Public Works Department has been very busy the last several weeks. They have been using the hot box to patch holes around the City. They are also working with the Public Works Director to prepare a list of potential street improvements to be done this season.

Construction is in full swing at the Creekside and you can really see the size of the pavilion area. Also, there is a lot of progress being made on the Riverdale Sewer Project. In early June, Century will also start work on widening Casino Creek Drive and repaving 7<sup>th</sup> Avenue North.

Ms. Cathy Barta has been hired as the new Planning Director and will begin work on June 5<sup>th</sup>.

### **CONSENT AGENDA**

Commissioner Loomis asked that the claims be removed from the consent agenda so that he may ask some questions. Commissioner Doney made the motion to approve the consent agenda and Commissioner Oldenburg seconded the motion. The motion passed unanimously. The consent agenda was the reappointment of Mike Chapman to the Tax Increment Finance District Board for a four year term and ending on December 31, 2021.

Commissioner Loomis asked about the payment to the City of Lewistown Treasurer for \$60,000. Ms. Phelps explained that the City applied for a grant for the Creekside project for TIF funds and was awarded \$10,000 and then awarded \$100,000 which \$50,000 will be paid this year and the remaining \$50,000 to be paid next year. The City cut a check from that fund so that there is proper documentation. Commissioner Loomis made a motion to approve the acknowledgement of the claims that have been paid from May1, 2018 to May 16, 2018 for a total of \$134, 959.81 and Commission Hewitt seconded the motion. The motion passed unanimously.

### **REGULAR AGENDA – Resolutions, Ordinances & Other Action Items:**

1. Discussion and action on approving the Historic Resources Commission's by laws

Ms. Phelps explained that the Historic Resources Commissions by laws were discussed during the committee of the whole. The bylaws were discussed and the City Attorney's suggestions were implemented and there were a few minor typos. Ms. Phelps would recommend approval with those corrections being made. Commissioner Doney made the motion to approve the Historic Resources Commission's by laws and Commissioner Dunnington seconded the motion.

Commissioner Turk asked for comments from the audience and Commission. There being none, the question was called for and the motion passed unanimously.

2. Discussion and action on approving Resolution No. 3963, a resolution approving an application for TIF funds made to the Lewistown Tax Increment Financing District Board

Ms. Phelps explained that Joe and Sheri Irish applied to the TIF board for a grant for façade improvements to their building, which is the Greater Montana Land Company, located at 315 E Main. The TIF Board has approved a grant in the amount of \$5,950 and the City Commission must approve in accordance with City Code. Ms. Phelps recommends approval of the grant as recommended by the TIF Board. Commissioner Doney made the motion to approve Resolution No. 3963, a resolution approving an application for TIF funds made to the Lewistown Tax Increment Financing District Board and Commissioner Hewitt seconded the motion.

Commissioner Turk asked for comments from the audience and Commission. There being none, the question was called for and the motion passed unanimously.

3. Discussion and action on approving Resolution No. 3964, a resolution authorizing the sale of a hydraulic track excavator in Lewistown Public Works

Ms. Phelps explained that previously the Public Works Department purchased a track excavator, which is a middle sized machine that was damaged and is now a liability for the City to use. The Public Works department would like to advertise for sealed bids to sell to a private individual. Commissioner Loomis asked if the City will be purchasing something right away to replace this vehicle. Ms. Phelps answered no, they will do some research as to what is needed and gets some bids before moving forward. Commissioner Doney made the motion to approve Resolution No. 3964, a resolution authorizing the sale of a hydraulic tract excavator in Lewistown Public Works and Commissioner Loomis seconded the motion. Commissioner Turk asked for comments from the audience and Commission. There being none, the question was called for and the motion passed unanimously.

4. Discussion and action on entering into an agreement with the Montana Department of Commerce Main Street Program contract #MT-18-MMS-60-009

Ms. Phelps explained that last fall the City applied for a Main Street grant that would be used for the dining deck for the Creekside project. These grants have a maximum of \$10,000 and we were successful and are being awarded the grant and now the agreement needs to be approved in order to move forward with the grant. Commissioner Doney made the motion to approve entering into an agreement with the Montana Department of Commerce Main Street Program contract #MT-18-MMS-60-009 and Commissioner Oldenburg seconded the motion.

Commissioner Turk asked for comments from the audience and Commission. There being one, the question was called for and the motion passed unanimously.

**CITIZENS' REUQUESTS**

There were none.

**COMMISSIONER’S MINUTE**

Commissioner Hewitt commented that she has had several citizens asking about the potholes on the gravel streets after the harsh winter.

Commissioner Loomis reported that he received two emails from citizens. One is the area that Mr. Jim Bridgeford is using the park land for farming. Commissioner Loomis talked with Park and Recreation Director Jim Daniels and he was unaware of the situation. Commissioner Loomis would like it to be discussed at the next Park Board meeting.

Commissioner Loomis reported that the other complaint he received is the smell from the treatment plant. Ms. Phelps answered that it is probably from the wet grass because it is way stinkier than the actual treatment plant.

Commissioner Turk asked where we are at with the sewer payback fees for the Riverdale project. Ms. Phelps answered that she will put some numbers and information together for the Commission to look and then a decision can be made.

**ADJOURNMENT**

Chairman Turk adjourned the meeting.

Dated this 21<sup>st</sup> day of May, 2018.

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Patty Turk, Commission Chairman

ATTEST:

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Nikki Brummond, City Clerk