

A REGULAR COMMISSION MEETING OF JUNE 18, 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 Doney made the motion to approve the May 21, 2108 minutes as presented and the June 4, 2018 minutes as corrected and Commissioner Loomis seconded the motion. The motion passed unanimously.

COURTESIES

City Manager commented that she would like to recognize Assistant Chief Ryan Berry for his dedication and years of service with the City of Lewistown. He was with the City for twenty years and he was unable to attend because he had a family issue to deal with.

PROCLAMATIONS

There were none.

BOARD AND COMMISSION REPORTS

Commissioner Loomis reported that he attended the recent Park and Recreation Board meeting. There were two Eagle Scouts in attendance and one of their projects is to clean up the Jaycee's park. The other scout was interested in helping with the improvements and cleanup out at East Fork Reservoir. Ms. Nadine Robertson was not in attendance and explained that she is having trouble getting volunteers to help with the maintenance of the Labyrinth garden. Ms. Robertson talked with the board about getting rid of the grass path and using decomposed granite. The bleachers have been removed from the Civic Center and the bleachers can be purchased for ten dollars each. The skate jam is July 20th and the Swim meet will be on July 20th also.

Commissioner Turk reported that the Library Board meeting is this Thursday. The Library Board of Directors is continuing to meet on a regular basis and working on the hiring process for the Library Director position.

Commissioner Hewitt reported that the Airport Board met June 6th. The Airport Board has approved allowing the Fire Department to fence in their training facility. The cell tower on the divide has been painted. The Airport Board has gotten final authorization for the ownership of a snow blower from Bozeman and it will cost about \$1,000 to get it here. The Rimby hangar's septic tank is having issues and needs to be fixed. Commissioner Hewitt did attend the budget meeting for the Airport Board.

CITY MANAGER REPORT

City Manager Holly Phelps reported on the following issues:

The Parks and Recreation Department has been working to get some concrete improvements completed around the pool. The projects are being completed with the help of several different City departments and staff.

There were several problems with the recent record breaking rainstorm. The issues included the storm sewers being overwhelmed, which resulted in areas of localized flooding. The wastewater plant was also inundated which resulted in short circuiting of the clarifier, this issue was reported to DEQ. Some other issues included flooding of some residential basements and businesses. The library also experienced issues with the roof drains being plugged. This created a large puddle on their roof, however, no water got in the building. The drains were cleared and this will become part of the buildings routine maintenance.

The Montana Department of Environmental Quality will be conducting their annual inspection of the Wastewater Treatment Plant this upcoming week. They also will be doing an inspection of the industrial storm water facility that is located at the wastewater facility.

We have had several groups interested in purchasing new banners to display on the light post hardware in the downtown. The Planning Department is working with these organizations to approve the banners and coordinate when they will be displayed.

Civic Center staff recently completed the removal of the old bleachers. The metal was hauled off to be recycled and the lumber was pulled off and stockpiled. The boards range in length from 14 to 16 feet and are available at the Civic Center for \$10 a board. They will starting painting the Civic Center gym this week.

Recently, there have been two waterline leaks. The Water Department has repaired these issues they also continue to do maintenance on the system, this includes testing of backflow devices, flushing the system and continued monitoring for bacterial contamination. There has been no coliform positive sample since recently disinfecting the entire system.

The Library exterior repairs have been completed. The City Manager participated in the final walk through of the project with staff from the Library and Building departments. It looks great and several maintenance and repair items were pointed out that will ensure the exterior lasts for a

long time. These improvements should be done to ensure that there is proper drainage away from the building. These items will be addressed in upcoming building maintenance projects

Riverdale sewer project is nearing completion. Next week there will be a final walk through that will be done to identify any concerns that need to be addressed prior to the contractor leaving the jobsite. There is a one-year warranty for this project and any issues that arise within the warranty period will be addressed.

CONSENT AGENDA

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 acknowledgement of the claims that were paid from June 1, 2018 to June 13, 2108 for a total of \$47,888.89.

REGULAR AGENDA – Resolutions, Ordinances & Other Action Items:

1. Discussion and action on authorizing the City Manager to submit a Tourism Grant for the restrooms at Creekside Marketplace and Pavilion

Ms. Phelps explained that the this is a tourism grant from the Department of Commerce and the City applied for this grant in 2017 and did not receive any funding. The City would like to approve for the grant again and it would be used for the restrooms at the Creekside Marketplace and Pavilion. Ms. Phelps stated that last time the City requested a grant in the amount of \$100,000 which is the maximum you can request and the match would be from City funds or private donations. Ms. Phelps further stated that the Department of Commerce is on board with this project and the reason it was not funded last time was because they did not think the project could be completed in a year. Commissioner Doney made the motion to approve authorizing the City Manager to submit a Tourism Grant for the restrooms at Creekside Marketplace and Pavilion 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.

2. Discussion and action on approving the submittal of a letter of commitment for \$50,000 match for the Tourism Grant to be used for the restrooms at Creekside Marketplace and Pavilion

Ms. Phelps explained that this letter of commitment is for the Tourism Grant and as part of this grant the City is committing to the future upkeep of this facility and perpetual maintenance. Ms. Phelps further explained that the upkeep and perpetual maintenance of the facility would be done by City staff and that the City has the staff to do so. Commissioner Turk asked if the Southworth family asked for a tax abatement. Ms. Phelps replied no. Commissioner Oldenburg mad the motion to approve the submittal of a letter of commitment for \$50,000 match for the Tourism Grant to be used for the restrooms at Creekside Marketplace and Pavilion 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.

3. Discussion and action on approving Resolution No. 3966, a resolution of the City Commission of the City of Lewistown, Montana, revising resolution no 3873, establishing a fee schedule for copies and

research of public information and electric public information and establishing procedures for requesting public information and for implementation and collection of the fee schedule.

Ms. Phelps explained that the City has already passed a resolution like this and as part of the recent legislature there were changes made to the law. The majority of the changes were to protect public records and the major change was changing the work record to information and to clarify the fees that can be charged as part of this process. Commissioner Loomis made the motion to approve Resolution No. 3966, a resolution of the City Commission of the City of Lewistown, Montana, revising resolution no 3873, establishing a fee schedule for copies and research of public information and electric public information and establishing procedures for requesting public information and for implementation and collection of the fee schedule 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.

4. Discussion and action on Riverdale Sewer project payback agreement

Ms. Phelps explained that this item has been discussed previous meetings and included in the packets are example payback agreements. The City was awarded a \$500,000 TSEP grant for the sewer project and these grants are a 50/50 match. The City was unable to use the full grant amount because the actual costs of the project came in below the grant amount. As part of the project the City was award a coal severance tax loan and it was used for the landowners that chose to connect at this time and it will be treated much like a special improvement district. All owners in the area were invited to two public hearings and received mailings explaining all of the costs that would be incurred. In the end there were 13 properties that actually connected with 7 owners and there was not a lot of the participation in the coal severance tax loan and this did affect what we were awarded for our TSEP grant. Further discussion followed regarding different payback agreements. Commissioner Doney asked if the City Manager had a recommendation of a payback amount. Ms. Phelps explained that she would recommend a \$500 payback in addition to the connection and tapping fees. The individuals that did not connect during the project would still have to negotiate with a contractor. Further discussion followed. Commissioner Doney stated that this is good business and makes sense that the payback would be paid by those that connect and it would go to where the City paid for the project. This would be a \$500 charge in addition to the \$300 in connections fees. Ms. Phelps stated that payments could be made but connection would not take place until the charges are paid in full. Commissioner Doney made the motion to initiate a payback agreement in the amount of \$500 for any individuals in the Riverdale sewer project that did not connect during the project with a ten-year maximum payback and Commissioner Hewitt seconded the motion.

5. Discussion on budget.

Ms. Phelps explained that this is just a start of the budget process. The budgets reviewed tonight will be all the special funds and looking at both the revenue and expenditure budgets. There was discussion on the budget reports and what reports say. Commissioner Doney asked about the book that was discussed with the Historic Preservation Board and if they would work with the Planning Director to use some of the funds from Historical Office fund. Ms. Phelps explained that how the CLG grant was written that project would be by private grants and donations. Ms. Phelps explained that estimated cost on the books is \$18,000. Commissioner Doney commented that when the Historic Preservation Board asked what funds they have. Ms. Phelps explained that they have no funds, and the grant is \$5,500 and is doesn't cover a half time person but does help with different historic preservation projects. Commissioner Doney commented that is they need funds for supplies or projects they would work with the Planner, but they do not have their own pot of money. Ms. Phelps answered that is correct. Commissioner Turk asked why the large amount was budget in the drug forfeiture account. Ms. Phelps answered that they are planning on buying a car for undercover work and as part of the purchase of the car they will purchase a new radio

also. Commissioner Doney asked about the cemetery plot rates. Ms. Phelps explained that we are still working on it and hope to work on the ordinance at the next ordinance meeting with Commissioner Doney.

CITIZENS' REQUESTS

There were none.

COMMISSIONER'S MINUTE

Commissioner Hewitt stated that she wants to talk about cell phone usage while driving. Commissioner Doney commented that we have had a presentation before and am wondering if the Police Department can do a presentation on this issue after the budget process.

ADJOURNMENT

Chairman Turk adjourned the meeting.

Dated this 18th day of June 2018.

Patty Turk, Commission Chairman

ATTEST:

Nikki Brummond, City Clerk