

**A REGULAR COMMISSION MEETING OF JULY 16, 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: Byerly, Doney Hewitt, Loomis, Oldenburg and Turk. Commissioner Dunnington was absent.

**APPROVAL OF MINUTES**

Commissioner Loomis made the motion to approve the July 2, 2018 minutes as corrected and Commissioner Hewitt seconded the motion. The motion passed unanimously.

**PROCLAMATIONS**

There were none.

**BOARD AND COMMISSION REPORTS**

Commissioner Hewitt reported that she attended the recent Airport Board meeting. The Airport Board has received a letter from the Shipping Center and Ballyhoo regarding the frontage road. The letter stated that the frontage road is a mess again and there is some pooling of water. It was discussed that the Airport may put in some culverts and wondering if the City and County could alternate grating and rolling the road. Commissioner Hewitt commented that the Airport Board paid off two aeronautical loans. Commissioner Hewitt share information regarding the WTI information that was presented at the Airport Board.

Commissioner Turk reported that the Library Board meeting will be July 19<sup>th</sup>.

Commissioner Byerly reported that the Central Montana Health District (CMHD) is made up of the City of Lewistown and six counties. The memorandum of understanding for the CMHD is forty – three years old. Commissioner Byerly explained that Fergus County is going to draft a new memorandum of understanding and at some point, that will come to the Commission for approval. Commissioner Byerly explained that currently Fergus County provides all of the employee services for the staff at the CMHD and that relationship needs to be clearer in the memorandum of understanding. Commissioner Byerly stated that he thinks the City of Lewistown has gotten a lot of benefit over the years from being a member of the CMHD.

Commissioner Oldenburg reported that she attended the recent Central Montana Foundation. The CMF board approved a request for a permanent endowment from St. Paul Lutheran Church. The board denied a request by Danvers Cemetery Association for \$4,846 for fencing supplies. Commissioner Oldenburg explained that the CMF directors felt the fence should be fixed by the landowner around the cemetery and felt that with so many rural cemeteries in Central Montana, granting funds to one would not be a good use

of funding. The Lewistown Arts and Entertainment District Association tabled the request for \$4,999.99 for their trash receptacle project. The A & E District has applied for an AARP grant and waiting to hear if they were awarded or not.

Commissioner Loomis explained that the Park and Recreation Board will not be having a formal board meeting this month. They are going to have a work session out at East Fork. The information was included in the Commissioner's packet.

### **CITY MANAGER REPORT**

City Manager Holly Phelps reported on the following issues:

Make It Happen is planning a Skate Jam on July 20<sup>th</sup>. There will be skateboarders from across the country will be skating here. There will also be vendors, music and food available at this event. The Parks and Recreation Department is working with Make It Happen on the details for this event.

The Sea Lions swim team will be holding their swim meet July 21<sup>st</sup> and 22<sup>nd</sup> in Lewistown. The swimming pool will be closed much of that weekend. Camping will also be allowed in and around Frank Day Park that weekend.

A lot of work has been going on at the Civic Center. Maintenance staff has been working to patch and paint the gym. This work will be done prior to refinishing the floors later this month and the installation of the new bleachers in August. The Park and Recreation staff have also completed the concrete walkway into the pool.

The Public Works Department currently has two projects out for bid. The 2018 Street Improvement bid, which includes, paving and chip seals on approximately 5 ½ miles of roads inside the City limits. The Street Department will patch and use a dura – patcher to repair many other areas around town. Public Works will notify property owners in the area of the projects ahead of time so that cars can be moved. The other bid is currently out is for the stage at the Creekside Park.

The City Manager was notified by the Department of Environmental Quality (DEQ) that their contractor will soon begin the work to clean up the old dump site. The 2017 Legislature awarded \$450,000 to the City for the clean up of the hazardous materials on the site. After the closing of the dump a post and pole treating facility was located there. This facility was only operated for few years in the mid 70's and did report a leak to DEQ. The site is located on the east side of Marcella Ave as you crest the hill.

Dutch elm disease continues to kill trees around the community. Most recently we have seen several trees killed in the Cemetery and Frank Day Park. City Staff will be working on a plan to remove these trees later this year.

Commissioner Byerly commented that he got several complaints regarding the revival that was held at a local park. Ms. Phelps answered that individual putting on the event went to the Park Board for permission and an event form some completed and all City departments were notified of the event. Ms. Phelps stated that the Police department did receive some complaints and they did go to the location and address the concerns.

Commissioner Byerly asked about fireworks. Ms. Phelps commented that she will be bringing information back to the Commission at a later date.

## **CONSENT AGENDA**

Commissioner Doney made the motion to approve the acknowledgement of the claims that have been paid from June 29, 2018 to June 30, 2018 for a total of \$387,859.26 and the claims that have been paid from July 1, 2018 to July 12, 2018 for a total of \$19,934.68 and Commissioner Oldenburg seconded the motion. The motion passed unanimously.

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

1. Discussion and action on approving the memorandum of understanding between the Sea Lions Swim Team and the City of Lewistown

Ms. Phelps explained that the Park and Recreation Director and herself have met on several occasions with members of the Sea Lions Swim Team to come up with an agreement for the swim meet. There is a cost of \$150 per day the pool is closed. They are asking for additional services that would include maintenance of the facility which would include stocking bathrooms and monitoring garbage. This is a one-year agreement that will be discussed after the event to see how things went. Commissioner Oldenburg asked how the swim team generates money to pay this expense. Ms. Phelps explained that they charge entry fees for the meet and the big money maker is the concession stand. The Sea Lions take over the concession stand for the weekend. Commissioner Byerly made the motion to approve the memorandum of understanding between the Sea Lions Swim Team and the City of Lewistown and Commissioner Doney seconded the motion. Commissioner Turk asked if anything was done or an agreement put in place for the daily use of the pool. Ms. Phelps answered that all members of the swim team must have a pool pass. Commissioner Byerly commented that this agreement addresses his concerns that were brought up in the past. 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 2018-2019 annual plan for the Tax Increment Finance District

Ms. Phelps explained that Urban Renewal Plan states that the Commission needs to approve the Tax Increment Finance District on an annual basis. The budget proposed is in line with what was received this last fiscal year. The final levy will not be available until August 1<sup>st</sup>. Their budget is broken down to promote private investment, basic infrastructure improvements and reserves are some of the categories that are being budgeted for. Commissioner Byerly commented that this is a good thing the Commission did a few years ago and hopefully the values will go up.

Commissioner Oldenburg made the motion to approve the 2018-2019 annual plan for the Tax Increment Finance District and Commissioner Doney 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 a three-year audit contract with Olness & Associates and authorizing the City Manager to sign

Ms. Phelps explained that the audit contract has expired and there is a new contract proposed. The associated costs are listed and the total amount for the first year went up \$250. Ms. Phelps stated that the City is very satisfied with Olness & Associates and they are very easy to work with, help the City throughout the year. Commissioner Doney made the motion to approve the three-year contract with Olness & Associates and authorizing the City Manager to sign 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.

**CITIZENS' REQUESTS**

Mr. Richard Battrick stated that he does not understand why there were so many ambulances and fire trucks in the parade. It was stated that there could have been ambulances and engines from the smaller communities. Mr. Battrick commented that it was nice to see some of the parade participants handing out the candy instead of throwing the candy.

Mr. Matthew Schmidt was wondering if the Commission had taken any time to review the Forest Management Plan. Ms. Phelps answered that all Commissioners have received the link to the plan and are working to have them come and present the plan to the City. There was some discussion on the forest service plan. Commissioner Loomis commented that isn't the main concern of the City is to protect the water source.

**COMMISSIONER'S MINUTE**

Ms. Phelps explained that she is still working on getting a meeting set up to go over the Forest Service Plan. The meeting is tentatively scheduled for Monday, July 23<sup>rd</sup>.

Commissioner Hewitt commented that she has been asked about new trash receptacles at Frank Day Park. Ms. Phelps answered that yes she has talked with Park and Recreation Director Jim Daniels and looking at different options.

**ADJOURNMENT**

Chairman Turk adjourned the meeting.

Dated this 16<sup>th</sup> day of July, 2018.

\_\_\_\_\_  
Patty Turk, Commission Chairman

ATTEST:

\_\_\_\_\_  
Nikki Brummond, City Clerk