

**A COMMISSION MEETING OF JANUARY 22, 2013 WHICH WAS HELD AT THE CENTRAL MONTANA COMMUNITY CENTER AND STARTED AT 7:00 P.M.**

**CALL TO ORDER**

Chairman Gremaux called the meeting to order.

**PLEDGE OF ALLEGIANCE**

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

**ROLL CALL**

Present were Commissioners Berry, Doney, Gremaux, Hewitt, Putnam and Turk. Commissioner Phillips was absent.

**APPROVAL OF MINUTES**

Commissioner Hewitt made the motion to approve the January 7, 2013 minutes and Commissioner Berry seconded the motion. The motion passed unanimously.

**COURTESIES**

There were none.

**PROCLAMATIONS**

There were none.

**BOARD AND COMMISSION REPORTS**

Commissioner Berry reported that she attended the Central Montana Foundation board meeting. Commissioner Berry explained that the board gave the Chamber of Commerce \$2,500 for this year's fireworks. They also gave \$5,000 to the high school band kids to attend the Chicago jazz festival.

Commissioner Hewitt reported that she attended the airport board meeting. One item discussed was the possible appointment of the Essential Air Service Representative. The meeting was a ~~work~~-regular meeting and the airport board has turned over all of their leases to the land use committee for review and comments. There will be a work meeting on February 5, 2013. Commissioner Doney asked if the land use committee will be coming to talk to the Commission soon. Mr. Myhre answered that he will write a letter to the land use committee to come and talk to the Commission.

Commissioner Turk reported that she attended her first Library Board meeting. Commissioner explained that Library Trustee Carole Wicks term is almost over and she is termed out. Commissioner Turk commented on the upcoming Chili Feed Fundraiser that is for the summer

reading program. Discussed that the friends of the library are looking at some fundraisers this year.

Commissioner Doney reported that there will be a Central Montana Health District Board meeting in February. One of the topics will be the hiring of a new administrative assistant. The current administrative assistant recently gave their notice.

Commissioner Turk reported there will not be a City County Planning meeting this month.

## **CITY MANAGER REPORT**

City Manager Kevin Myhre reported on the following issues:

Commissioner Doney has requested that the City commission set aside some time to discuss their goals and vision for 2013. The session is schedule for the February 4<sup>th</sup> Committee of the Whole meeting. The City Manager will send out some preparation forms for Commissioners prior to the meeting.

Ms. Vickie Soderberg with Cygnet Strategies will be in Lewistown on January 29<sup>th</sup> to hold a public meeting for the tourism assessment that they are performing for Lewistown. The meeting will be at the Yogo Inn at 6:30 p.m.

It is not too late to get teams together for the Library's Chili Bowl Fundraiser on February 1<sup>st</sup>. Contact Library Director KellyAnne Terry if you are interested.

The City Manager has sent an email to MDOT reminding them that the railroad corridor is rail-banked and that there could be a lengthy process to get federal approval to remove the overpass. Mr. Myhre thought they had been assuming that they were working on it but have not had any contacts about the process. MDOT has worked on this issue in the past but some of their staff have changed and may not know the complexity involved.

The monthly Leadership Central Montana meetings are scheduled for the third Tuesday of each month and Mr. Myhre has committed to sponsor the February 19<sup>th</sup> session on government and public policy. Since Monday, February 18<sup>th</sup> is Presidents Day and a federal holiday, then typically the City Commission meeting would be held on Tuesday, February 19<sup>th</sup>. Mr. Myhre stated he is requesting that the Commission meeting be held on Monday February 18<sup>th</sup>. The other option is to have the meeting on Tuesday, February 19<sup>th</sup> and not have a committee of the whole so that Mr. Myhre can attend both meeting. There was discussion between the Commissioners and they would prefer to have the meeting on Wednesday, February 20<sup>th</sup>.

The annual Winter Fair is scheduled for this week and Lewistown will host many events. If you are free schedules are posted online and at different location around the community.

## **CONSENT AGENDA**

Commissioner Putnam stated that she had questions about the claims and asked that they be moved from the consent agenda to the regular agenda.

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

Commissioner Putnam asked what type of shots the fire department received and paid for. Mr. Myhre answered that they were flu shots. Commissioner Putnam asked about where the paging work was done by Industrial Communications. Mr. Myhre explained the work was done on the paging transmitter at the City complex. Commissioner Putnam asked what type of battery was purchased from Physio-Control Inc. Mr. Myhre explained that it is a specialized battery for equipment in the Fire Department. Commissioner Putnam asked why the City paid Newfields. Mr. Myhre answered that we applied for a grant to write a grant for the EPA Brownsfield program. Commissioner Putnam made the motion to accept the acknowledgement of the claims that have been paid from January 1, 2013 to January 15, 2013 for a total of \$42,297.26 and Commissioner Hewitt seconded the motion. The motion passed unanimously.

1. Discussion and action on Resolution No. 3809, a resolution creating a Board of Trustees for Lewistown Tourism Business Improvement District No. 1, appointing the initial trustees and specifying the powers and duties of the Board

Mr. Myhre explained that he recently met with representatives and owners of the tourism business improvement district (TBID) properties. Discussion was held on the process to create a TBID board. Further discussion followed. Commissioner Turk made the motion to approve Resolution No. 3809, a resolution creating a Board of Trustees for Lewistown Tourism Business Improvement District No. 1, appointing the initial trustees and specifying the powers and duties of the Board and Commissioner Doney seconded the motion. Commissioner Putnam asked if there needed to be representation from the City. Mr. Myhre answered no this is how the board should be set in accordance with state law. Commissioner Doney stated that the Sunset Motel is choosing not to participate, but cannot opt out of the district. Mr. Myhre answered yes, they are considered part of the district because they meet all the requirements. Commissioner Gremaux 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 appointing Curt Hershberger as the Essential Air Service Representative

Mr. Myhre explained that in December advertising started to recruit an Essential Air Service (EAS) Representative for Fergus County. On January 15<sup>th</sup>, a panel of Mr. Myhre, County Commissioner Carl Seilstad, Bret Carpenter and Fred Lark met to interview the four individuals who submitted a letter of interest. Mr. Myhre stated that after careful consideration and discussion they have chose to recommend Curt Hershberger to be the EAS representative. Commissioner Doney made the motion to approve appointing Curt Hershberger as the Essential Air Service Representative and Commissioner Berry seconded the motion. Commissioner Putnam asked what qualifications were required to be an EAS representative. Mr. Myhre

explained there weren't really any requirements, but they looked at several factors; but for example, the candidate's knowledge of the EAS system, and familiarity of the system at the airport. Commissioner Gremaux asked for comments from the audience and Commission. There being none, the question was called for, and those voting in favor were: Commissioners: Berry, Doney, Gremaux, Putnam and Turk. Commissioner Phillips was absent and Commissioner Hewitt abstained.

### 3. Discussion and action on entering into a contract with John Valach and Son for the purpose of replacing door track and suspension on the draft horse barn located at the Fergus County Fairgrounds

Mr. Myhre explained that the City Commission prioritized some Community Transportation Enhancement Program (CTEP) funds for work to be done on the draft horse barn located at the fairgrounds. Mr. Myhre further explained that the contract is to replace the sliding door track on the north end wall of the draft horse barn. Mr. Ferdinand stated that bids were advertised, but only one bid from John Valach and Son was received. The contract is for \$18,519 and the City's CTEP funds allocated to this project is \$10,044. The balance of the funds needed to complete the project will be from private sources secured through the fund raising efforts of the Save the Barns Committee. Commissioner Turk made the motion to approve entering into a contract with John Valach and Son for the purpose of replacing door track and suspension on the draft horse barn located at the Fergus County Fairgrounds and Commissioner Doney seconded the motion. Commissioner Gremaux asked for comments from the audience and Commission. There being none, the question was called for and those voting in favor were Commissioners: Berry, Doney, Gremaux, Hewitt and Turk. Commissioner Putnam was opposed and Commissioner Phillips was absent.

### 4. Discussion and action on next step with the Castle Ridge Acres Subdivision

Mr. Myhre explained that during the Committee of the Whole meeting they reviewed the anticipated annual costs of taking over the water system of Castle Ridge Acres Subdivision. Mr. Myhre stated that the total estimated cost to take over is \$18,000 and the estimated annual cost is \$2,500. The Commission discussed taking over the system and annexing the properties prior to taking over the system. The annexation process was also discussed. Mr. Myhre stated that this does not necessarily need to have action taken, because he felt that he has the tools to move forward. Mr. Myhre explained that he feels the intent is to move forward with annexation plans of that subdivision and plan to take over the water system. Commissioner Putnam commented that the \$18,000 would have to be budgeted. Mr. Myhre stated that we probably won't need to worry about budgeting money until the annexation is in place. Commissioner Turk asked if there is a written agreement in place stating that the city would take over this system. Mr. Myhre stated that yes, there is an agreement in place and there portion of the deal has been met to some extent. Mr. Myhre stated that the Commission can possibly put some provisions or requirements in place prior to taking over the water system.

## 5. Semi – annual City Manager Review

Chairman Gremaux read the following statement: the City Manager review will be closed because the demands of individual privacy clearly exceed the merits of public disclosure in regards to the City Manager review. Chairman Gremaux explained that he would continue with the citizens' requests and commissioner's minute and then the meeting would be closed for the review.

### **CITIZEN' REQUESTS**

There were none.

### **COMMISSIONER'S MINUTE**

Commissioner Doney stated that she has had a routine visit in her office from Mr. David King. Commissioner Doney explained that Mr. King would like some time in the future the review of the fence ordinance and I told him I would bring it forward. Commissioner Doney stated that she will leave it at that and if someone would like to do something with the ordinance.

### **ADJOURNMENT**

Chairman Gremaux adjourned the meeting.

Dated this 22<sup>nd</sup> day of January, 2013.

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Frank Gremaux, Commissioner Chairman

ATTEST:

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Nikki Brummond, City Clerk