

COMMITTEE OF THE WHOLE

JANUARY 16, 2024

6:00 PM

1. Recap of land use presentation

NOTICE FOR, AND AGENDA FOR, A REGULAR MEETING OF THE CITY COMMISSION, CITY OF LEWISTOWN, JANUARY 16, 2024 AT 7:00 P.M. AT THE CENTRAL MONTANA COMMUNITY CENTER LOCATED AT 307 W WATSON

To participate virtually the options are as follows:

To join by zoom:

<https://zoom.us/j/8486275925?pwd=dTVGbndDK253ZUJLMjRuZXU5QVpMdz09>

Meeting ID: 848 627 5925 Passcode: 59457

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES –January 2, 2024

COURTESIES

PROCLAMATIONS

BOARD AND COMMISSION REPORTS

CITY MANAGER REPORT

PUBLIC COMMENT – non agenda items

CONSENT AGENDA

Acknowledgment of the claims that have been paid from January 1, 2024 to January 11, 2024 for a total of \$133,813.54

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

1. Discussion and action on Resolution No. 4147, a resolution adopting reimbursement rates payable to employees for travel related expenses (**Action: approve, disapprove or amend Resolution No. 4147**) City Manager Holly Phelps
2. Discussion and action on Resolution No. 4148, a resolution appointed trustees to Lewistown Tourism Business Improvement District No. 1 (**Action: approve, disapprove or amend Resolution No. 4148**) City Manager Holly Phelps
3. Discussion and action on appointing Gayle Doney to a 3 year term on the Lewistown Board of Adjustments (**Action: approve, disapprove or amend appointing Gayle Doney to the Lewistown Board of Adjustments**) City Manager Holly Phelps

CITIZENS' REQUESTS

COMMISSIONER'S MINUTE

ADJOURNMENT

* All citizens are invited to make comment on any agenda item prior to action being taken by the Commission

RESOLUTION NO. 4147

**A RESOLUTION ADOPTING REIMBURSEMENT RATES PAYABLE
TO EMPLOYEES FOR TRAVEL RELATED EXPENSES**

WHEREAS, from time to time City employees are required to travel for City business, and in connection with such travel, employees incur travel related expenses; and

WHEREAS, it is necessary to reimburse such employees at set rates;

NOW THEREFORE BE IT RESOLVED, that reimbursement for travel costs shall be in accordance with rules and current rates set by the State of Montana Department of Administration. Beginning January 2024, the following rates apply:

Mileage: 67 cents per mile.

Meals: In-State Meal Rates: \$8.25 for the morning meal, \$9.25 for the midday meal, and \$16.00 for the evening meal.

Out-of-State Meal Rates: \$13 for the morning meal, \$15 for the midday meal, and \$26 for the evening meal

Hotel/Motel Rooms: Standard rate is \$107.00 plus tax, except for the areas that are considered high-cost area and vary in their allowed standard rate.

These areas and rates are further defined in the State of Montana Travel Policy and on the GSA website.

PASSED AND APPROVED this 16th day of January, 2024.

KellyAnne Terry, Chairperson

Attest:

Nikki Brummond, City Clerk

RESOLUTION NO. 4148

A RESOLUTION APPOINTING TRUSTEES TO LEWISTOWN TOURISM BUSINESS IMPROVEMENT DISTRICT NO.1

WHEREAS, the Lewistown City Commission created Business Improvement District No.1 on December 3, 2012 by approving Resolution No. 3806, and Resolution 4112, passed on February 6, 2023 expanded the duration of the district for an additional 10 years.

WHEREAS, pursuant to Resolution 4111, passed on January 17, 2023, set the current Board of Trustees for Business Improvement District No. 1 and the bylaws amended on February 21, 2023 approved in Resolution 4115 allow for an additional trustee for hotels with more than 65 rooms;

WHEREAS, pursuant to MCA § 7-12-1121 and Resolution 4043, all subsequent Trustees shall be appointed to four (4) year terms, except that a vacancy occurring during a term will be filled for the unexpired term. An unexpired term shall be filled in the same manner as other vacancies. A member holds office until a successor has been appointed and qualified. Subsequent chairpersons shall serve one (1) year terms as chair and shall be selected by the Board.

WHEREAS, KellyAnne Terry has been appointed as the trustee for the B & B Motel and Kate Cooler has been appointed as the trustee for the Calvert Hotel and their term end January 31, 2024. It is the desire of their respective hotels to have them serve any additional 4 year term.

NOW, THEREFORE, BE IT RESOLVED, by the City Commission of Lewistown, Montana, that KellyAnne Terry and Kate Cooler be reappointed to and additional 4 year term on the Business Improvement District No.1. The board shall hence consist of the following members:

<u>Trustee Name</u>	<u>Term</u>	<u>Begin Term</u>	<u>End Term</u>
Kristina Gapay	4 Years	March 21, 2023	March 21, 2027
Vaibhav Gadade	4 Years	Nov 1, 2020	Oct 31, 2024
Kate Cooler	4 Years	Feb 1, 2024	Jan 31, 2028
Amanda Lipke	4 Years	Feb 1, 2021	Jan 31, 2025
Susanne Wigginton	4 years	May 16, 2022	Jan 31, 2025
KellyAnne Terry	4 years	Feb 1, 2024	Jan 31, 2028

BE IT FURTHER RESOLVED, that the appointed Trustee shall have the powers and duties set out in Sections 7-12-1121 through 7-12-1133, M.C.A. and any other applicable laws, City ordinances or regulations.

APPROVED by the City Commission of the City of Lewistown, Montana this 16th day of January, 2024.

KellyAnne Terry
Chairman of the Commission

ATTEST:

Nikki Brummond, City Clerk

RECEIVED
JAN 11 2024

AP

APPLICATION FOR LEWISTOWN BOARDS AND COMMISSIONS

PLEASE NOTE: ALL APPLICATIONS ARE INCLUDED IN COMMISSION PACKETS AND PUBLISHED ON THE CITY WEBSITE.

DATE: <u>1-11-24</u>		*APPLICATION DEADLINE:	
BOARD, COMMISSION OR COMMITTEE APPLYING FOR: <u>Board of Adjustments</u>			
NAME: <u>Gayle A. Doney</u>		HOME PHONE: <u>406-380-2020</u>	
STREET ADDRESS: <u>1387 Golden Eagle Dr</u>		BUSINESS PHONE:	
ZIP CODE: <u>59457</u>		EMAIL ADDRESS: <u>gayledoney@yahoo.com</u>	
MAILING ADDRESS: <u>same</u>		IN WHICH WARD DO YOU RESIDE <u>3</u> (1-3)	
ZIP CODE:		Are you a registered voter? ☒ Yes ☐ No	
Are you a citizen of the U.S.A.? ☒ Yes ☐ No		Are you a registered voter? ☒ Yes ☐ No	
How long immediately prior to this date have you been continuously a legal resident of the City of Lewistown? <u>40+</u>			
How long immediately prior to this date have you been continuously a legal resident of the State of Montana? <u>life</u>			
PLEASE PROVIDE THE FOLLOWING INFORMATION (You may attach a separate sheet to this form.)			
Brief resume of your educational background. <u>HS grad, Eastern & NMC - 2 yrs - Navy training in cryptology - Legal courses per District Court clerk position</u>			
Current Occupation: <u>Retired - Part time floral design</u>		Current Employer: <u>Alpine Floral</u>	
Previous Community Service: <u>Study Commissioner - 2 yrs - 12 yrs City Commissioner</u>			
PLEASE LIST TWO PERSONAL REFERENCES:			
Name: <u>Kevin Mighre</u>		Daytime Phone: <u>406-366-71045</u>	
Address: <u>196 White Tail Dr.</u>		<u>Lewistown, MT</u>	
Name: <u>Kelly Anne Terry</u>		Daytime Phone: <u>406-366-9796</u>	
Address: <u>230 Cottonwood St.</u>		<u>Lewistown</u>	
What is your interest in serving on this board, commission or committee? <u>I feel my background in city & state statutes along with zoning training as a commissioner would be of value to the City of Lewistown.</u>			
Do you have special knowledge, interest or experience that would qualify you for a position on this board, commission or committee? <u>My ordinance & statutory training while a clerk and commissioner will be of value to the board.</u>			

*Please return you completed application to the City of Lewistown: 308 W Watson Lewistown 59457