

A REGULAR COMMISSION MEETING OF THE LEWISTOWN CITY COMMISSION ON JANUARY 5, 2026 WHICH WAS HELD AT THE CENTRAL MONTANA COMMUNITY CENTER AND STARTED AT 7:00 P.M.

CALL TO ORDER

City Clerk Nikki Brummond called the meeting to order.

PLEDGE OF ALLEGIANCE

City Clerk Nikki Brummond asked everyone to stand and say the Pledge to the Flag.

OATH OF OFFICE

City Clerk Nikki Brummond welcomed Judge Kelly Mantooth to the meeting. Judge Kelly Mantooth swore the following Commissioners into office: Deb Bowser, Ward I; Ken Shaver, Ward II; Tim Robertson, Ward III and Travin Warren, Commissioner At Large.

ROLL CALL

Present were Commissioners: Bowser, Buehler, Day, Hewitt, Shaver and Warren. Commissioner Robertson participated virtually.

ELECTION OF CHAIRMAN AND VICE CHAIRMAN

City Clerk Nikki Brummond opened the floor for nominations for Chairman. Commissioner Robertson nominated Commissioner Day for Chairman and Commissioner Buehler for Vice Chairman. City Clerk Brummond asked for any more nominations. Again, City Clerk Brummond asked for any more nominations. There being none, the nominations were closed. City Clerk Brummond asked for those in favor of Commissioner Day as Chairman and Commissioner Buehler as Vice Chairman. All Commissioners voted in favor. City Clerk Brummond stated that Commissioner Day has been elected Chairman for 2026 and Commissioner Buehler has been elected Vice Chairman for 2026. City Clerk Brummond turned the meeting over to Commissioner Day.

APPROVAL OF MINUTES

Commissioner Day stated that without objection and based on the corrections the minutes for December 15, 2025 are approved.

COURTESIES

There were none.

PROCLAMATIONS

There were none.

BOARD AND COMMISSION REPORTS

Commissioner Buehler reported the Library Board met on December 17th. It was a quick meeting to discuss the upcoming schedule of events. The annual Chili Bowl will be held during the Winter Fair on

Thursday, January 15th. Commissioner Buehler reported the story The Mitten is the new book for the Story Walk. Commissioner Buehler stated the Library Director is continuing to work on filling the vacant position.

Commissioner Day reported that Snowy Mountain Development met prior to the end of the year and everything is going well. There will be a meeting in January.

CITY MANAGER REPORT

City Manager Holly Phelps reported on the following items:

Just a reminder on January's water bills the City charges an annual \$2.00 fee for the public water supply system. The Department of Environmental Quality charges all public water supplies. The Montana Legislature voted to implement the fee to support the Public Water Supply Program, which assures all sampling and monitoring is completed; performing required inspections and providing technical assistance outreach on compliance issues and providing and supporting training for certified operators.

The sewer increase goes into effect on the February water bill. It is also the start of sewer averaging for the new year.

The following events are coming up: two weekends of hockey tournaments, library Chili Bowl, and Winter Fair will be held at the Fergus County Fairgrounds.

The Civic Center is very busy. Men's 4 on 4 Basketball starts soon and bow hunters sign ups are this week.

A project is currently being designed to update our disposal method for biosolids from the wastewater plant. This project will include a filter press to force water out of the solids and repurposing of a couple of drying bed to hold biosolids until it can be land applied. Our engineers Robert Peccia & Associates (RPA) continue to work with DEQ and the City of this project and provide the semi-annual updates to the DEQ.

The City submitted a compliance plan to DEQ in November. There were a couple of questions regarding the compliance schedule. RPA has responded to these questions. The construction project at the wastewater treatment plant is scheduled to be wrapped up by the end of February 2026. Then the City will have 12 consecutive months of compliance. The full compliance with the consent order is proposed to be Feb 2027.

The City of Lewistown has continued to submit the necessary documentation to the Department of Administration (DOA). The City Manager reached out to the Local Government Services Bureau and was told the City has demonstrated compliance. A request to lift the financial withholding has been forwarded to DOA.

The annual audit is scheduled for February 2026.

The City continues to work on the dam permits. The City operates four high hazard flood control dams. Those are Big Casino, Hanson Creek, Pike Creek and East Fork dam. Inspections and maintenance are requested annually and every five years a more in-depth inspection is required using a licensed engineer.

The City Manager reviewed open positions in the City of Lewistown.

PUBIC COMMENT – non agenda items:

Mr. Ron Hrubes, 220 W Montana, stated that at the end of his tenure as a City Commissioner it was discussed to establish a committee to review codes and statues. Mr. Hrubes stated he would like to participate as a citizen.

CONSENT AGENDA

Commissioner Buehler made the motion to approve the consent agenda and Commissioner Shaver seconded the motion. The motion passed unanimously. The consent agenda was the acknowledgment of the claims that have been paid from December 12, 2025 to December 31, 2025 for a total of \$349,418.89

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

1. Discussion and action on reappointing Commissioners to the following boards: Airport, Library, Park and Recreation, Lewistown Fergus City County Health Board (2), City County Planning, Central Montana Foundation, Central Montana 911 and Snowy Mountain Development Corporation

City Manager Phelps explained that included in the packet was a brief description of all the boards. City Manager Phelps suggested the Commissioners go around and ask questions and who has interest in the which board. City Manager Phelps explained Snowy Mountain Development Corporation Board (SMDC) is a six-county area and is a relatively large board. This board meets the 3rd Wednesday of every other month at 10 am. The meetings are held at the SMDC office. The City County Planning Board will continue to function until the planning commission can be put into place. The City County Planning Board also serves as the zoning commission for Lewistown and the two miles surrounding Lewistown. This board has the power to hold public meetings, make recommendations. They are considered an advisory board to the City Commission on items such as zoning amendments, changes or repeals to regulations, restrictions, boundaries to zoning districts. This board reviews conditional use permits, applications, subdivisions and then make recommendations to the City Commission. The Library Board meets the 3rd Wednesday of the month. City Manager Phelps explained the City Commission is allowed to appoint one member of the Commission to serve on the board. The Library Board is an autonomous board and has powers and duties given by state law and has an MOU with the City. The Park and Recreation Board meet the first Wednesday of every month at 7 pm at the Civic Center. City Manager Phelps stated it is a seven-member board; the board does have some powers given by state law and there is an ordinance in place giving the board the ability to approve events and rules within the parks and other recreation facilities owned by the City. The Airport is jointly owned by the City of Lewistown and Fergus County. The City Commission appoints two members of the five-member board with one being a City Commissioner and one is a citizen. The board's responsibility is to preserve and maintain the airport and facilities making sure it's safe and in serviceable condition and meets the aeronautical needs of the community. The Airport board also oversees the airport leases for both aviation and non-aviation. The City Commissioner appoints one Commissioner to the Central Montana Foundation (CMF) Board. The CMF's mission is to use grant funds to improve the quality of life in Central Montana. The CMF provides donors an option to make tax free donations to local organizations. The Central Montana 911 Board has one Commissioner that serves on the board. The board oversees the state funding of 911 funds received from the State of Montana which are utilized to maintain the enhanced 911 public safety communication system. City Manager Phelps explained the Central Montana 911 center serves, Fergus, Judith Basin and Petroleum Counties as well as the communities within. The City Commission appoints two members to serve as liaisons to the City Commission. The health board makes recommendations to the City and the County respectively regarding administration or acquisition, holding of property, both

real and personal property, as well as enforcing laws. Commissioner Hewitt asked to remain on the Airport Board. Commissioner Day asked to remain on the Park and Recreation Board. Commissioner Buehler stated she would like to see reappointment to another board and would like to broaden her knowledge and be appointed to the Central Montana Foundation Board. Commissioner Robertson stated he would be honored to serve on the Snowy Mountain Development Board. Commissioner Bower commented she has interest in the Park and Recreation but is willing to serve on the Library Board. Commissioner Shaver reported that previous Commissioner Hrubes told him the health board is where its at and he would like to serve on that board. Commissioner Warren stated he will serve on the Central Montana 911 board. City Manager Phelps stated there is still a City County Planning Board and need someone to serve on that board until the planning commission is put into place. Commissioner Hewitt answered that she is currently serving on the City County Planning Board and is willing to continue serving on the board. Commissioner Buehler made the motion to appoint the Commissioners to the board as requested and Commissioner Bowser seconded the motion. City Clerk Brummond read the following appointments: Commissioner Hewitt will be appointed to the City County Planning Board and the Airport Board, Commissioner Bowser will be appointed to the Library board, Commissioner Day will be appointed to the Park and Recreation Board, Commissioner Shaver will be appointed to the Lewistown Fergus City County Health Board, Commissioner Buehler will be appointed to the Central Montana Foundation Board, Commissioner Robertson will be appointed to the Snowy Mountain Development Board and Commissioner Warren will be appointed to the Central Montana 911 Board. City Clerk Brummond confirmed the City Manager will continue to serve on the Lewistown Fergus City County Health Board. Commissioner Day asked for questions from the commission and audience. There being none, the City Clerk took a roll call vote with all being in favor of the motion.

2. Discussion and action on appointing members to committees and setting dates for regular committee meetings to be held

City Manager Phelps explained she would like to set regular committee meeting dates. City Manager Phelps further explained there are opportunities to suggest additional subcommittees and what the intention of these committees is to be a liaison to the Commission bringing forward the discussion that was held and any suggestions or ideas. City Manager Phelps suggested the following committees: ordinance, public works and audit. City Manager Phelps reported the ordinance committee would be potential ordinance changes and would like the City Attorney attendance. These will be monthly meetings that will be noticed for the public. City Manager Phelps commented the public works committee is to continue looking at the snow ordinance, help with the search for a public works director, wastewater issues and another other issues that would involve the public works. Commissioner Hewitt stated she was interested in the Public Works Committee. Commissioner Day commented she would like to remain on the ordinance committee and Commissioner Buehler commented she will serve on the audit committee. Commissioner Robertson stated that he has been working on the snow committee and is willing to continue on the public works committee. Commissioner Bowser stated she would like to participate on the ordinance committee and Commissioner Shaver would like to serve on the audit committee. Commissioner Warren stated he would serve on the public works committee. Commissioner Day commented we need an additional Commission on the audit and ordinance committee. Commissioner Day stated she will serve on the audit committee if Commissioner Robertson will serve on ordinance committee. Commissioner Robertson agreed. It was determined the Ordinance Committee will meet the 3rd Wednesday of the month at 11 am, the Audit Committee will meet on the 3rd Thursday at noon and the Public Works Committee will meet on the 2nd Friday of the month at 9 am. City Clerk Brummond stated which Commissioners are on which committee. Ordinance Committee are Commissioners Day, Bowser and Robertson. Audit Committee are Commissioners Buehler, Shaver and

Day and the Public Works Committee are Commissioners Hewitt, Robertson and Warren. Commissioner Day appointed the committees and the members as stated.

CITIZENS' REQUESTS

Mr. Shane Klakken, House District 37 representative for Petroleum and Fergus County, he said was wondering how the audit situation was going. Mr. Klakken explained that at the end of the legislative session he received a call from the Department of Administration (DOA) regarding audits and he was called first prior to anyone on the Commission or at the City aware of the situation and felt that was out of order. Mr. Klakken further explained he went to the DOA to figure out what the issue was, and he stated he got a clearer picture and did request an update. Mr. Klakken asked if that was helpful. City Manager Phelps answered by thanking Mr. Klakken for his help, but did not personally see any improvement or improvement with communication. The communication was one sided where the City had to verify information was received any questions and follow up.

Commissioner Robertson thanked Mr. Klakken for his help and it was important he did that.

COMMISSIONER'S MINUTE

Commissioner Robertson welcomed the new Commissioners and appreciated the education session during the committee of the whole.

Commissioner Buehler welcomed the new Commissioners and enjoyed the education session.

Commissioner Shaver thanked everyone for the welcome and appreciated the education session.

Commissioner Hewitt welcomed the new Commissioners and told the new commissioners to read their packets and to take the time and read the information provide by the City Attorney that he did not go over.

City Clerk Brummond confirmed with the Commissioners that she emails the packets out to the Commissioners on Friday and available for pick up in paper form by noon on Friday. The agenda is set by 4 pm on Thursday before the meeting. The next Commission meeting will be next Tuesday, January 20th and all commissioner emails are set up.

Commissioner Day reported she has received an email from concerned citizens regarding the lighting of the County sign and other signs around town. Commissioner Day commented she really enjoyed the training and could tell a lot of time and effort went into the information. Commissioner Day also welcomed the new Commissions.

ADJOURNMENT

Chairman Day adjourned the meeting.

Dated this 5th day of January, 2026.

Loraine Day, Commission Chairman

ATTEST:

Nikki Brummond, City Clerk