

**A REGULAR COMMISSION MEETING OF THE LEWISTOWN CITY COMMISSION
ON OCTOBER 20, 2025 WHICH WAS HELD AT THE CENTRAL MONTANA
COMMUNITY CENTER AND STARTED AT 7:00 P.M.**

CALL TO ORDER

Chairman Day called the meeting to order.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

Present were Commissioners: Buehler, Day, Hewitt, Hrubes, Robertson and Terry.
Commissioner Spika was absent.

APPROVAL OF MINUTES

Commissioner Day stated that without objection and based on the corrections the minutes for October 6, 2025 are approved.

COURTESIES

There were none.

PROCLAMATIONS

There were none.

BOARD AND COMMISSION REPORTS

Commissioner Buehler reported the Library Board met on October 15th. The board continues to look at the scope of the CDBG grant. The board is focusing on creating an architectural review and a plan to maintain the building. The Library board has decided to create a building specific fund at Central Montana so there is a place to house renovation funds if the Library needs them. The Library is researching a Library substitute position and what it would look like. The substitute would be on an as needed basis and hopes to help keep the Library open when staff are gone.

Commissioner Hrubes reported the Fergus County Health District Board meets October 27th.

Commissioner Terry reported the Central Montana Foundation will meet on October 28th at 2 pm.

Commissioner Day reported the Park and Recreation Board will meet on November 5th at 7 pm.

CITY MANAGER REPORT

City Manager Holly Phelps reported on the following items:

The Lewistown Historic Resources Commission still has a few Lewistown books available. The books are \$25 each and can be purchased at the City Office or other retail locations in town. The Historic Resources Commission's next project is called the Living History project. This will allow people to access the history of a few downtown businesses in person or online, by using a QR code that links users to the City's website under the Historic Preservation tab.

Election season is upon us and even though there are not a lot of election signs out in our community, the City Manager wanted to remind everyone what the city code is for temporary signs. While temporary signs are exempt from the standard permit requirements. Temporary signs include yard signs, realtor and election signs. The signs cannot be placed on public right of way (City or State) and may be placed on private property 60 days prior to the event and removed upon completion of the activity.

Just a reminder that RV, boat trailers and campers may not be parked on City streets after November 1st. The Police Department continues to address parking complaints and it is a great time to address these issues prior to the winter season.

This week is National Lead Poisoning Prevention Week, the City of Lewistown and Water & Environmental Technologies (WET) are proud to stand alongside communities across Montana in protecting our drinking water through Lead Service Line inventory projects – part of a statewide initiative with the Montana Department of Commerce, DEQ and EPA. These projects help identify and replace lead service lines to ensure every Montanan has access to safe, lead-free water. Local participation is key! If residents have not completed their home or business's service line inventory you can use the link on the City's website to complete this.

PUBLIC COMMENT - non agenda items

Ms. Samantha Houston addressed the Commission stating she was there to talk about the traffic pattern around Lewis and Clark school. Ms. Houston explained she recently attended a School Board meeting and they suggested she attend a City Commission meeting. Ms. Houston asked if the Commission was aware of the streets around Lewis and Clark school. Ms. Houston stated the main point of concern is there's a lot of dangerous area for the children where the street makes a Y. Ms. Houston gave some options for the area which are dedicated crossing guard, and police help with traffic navigation during pick up and drop off times. City Manager Phelps explained the areas she is referring to and concerned with are the areas she has asked the State of Montana to provide some assistance on transportation planning. City Manager Phelps reported the City is working with partners from the DOT and an engineering firm to study this area. City Manager Phelps commented that this is an area the City is aware of and will continue to work on the concern.

CONSENT AGENDA

Commissioner Buehler made the motion to approve the consent agenda and Commissioner Robertson seconded the motion. The motion passed unanimously. The consent agenda was the acknowledgement of the claims that have been paid from October 1, 2025 to October 15, 2025 in the amount of \$378,526.02

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

1. Discussion and action on approving Snowy Mountain Development Corporation to submit a Main Street Grant on behalf of the City and the Lewistown Downtown Association

City Manager Phelps explained that before the Commission tonight is a Main Street grant application for a downtown master plan. The downtown master plan has been discussed several times over the last couple of years with the Downtown Association. The downtown master plan was identified in the growth policy and is the next logical step for the downtown. City Manager Phelps explained the Downtown Association is working with Snowy Mountain Development and the City on this application. Ms. Cathy Barta stated the grant application is due by November 14th and the draft application is what is before the commission tonight. Ms. Barta stated the match funding has been requested by a grant from the Tax Increment Finance District and they did approve a \$20,000 match. Ms. Barta explained the downtown association is hoping to update the Lewistown Downtown Master Plan, which helps to serve as a guiding document for development in the downtown area. Ms. Barta stated that Snowy Mountain Development will provide assistance with quarterly reporting, submission of invoices for payment and monitoring of progress. Commissioner Buehler asked Ms. Barta to define the role of the City in this process. Ms. Barta answered in order for the grant to be approved it requires support and certification from the City. City Manager Phelps stated the City of Lewistown is an active participant in the Montana Main Street Program. Commissioner Day asked what the boundaries are for the downtown. City Manager Phelps answered that as part of this new participation model a specific boundary is required. City Manager Phelps recommended following the TIF boundary. There was a brief discussion on funding. Commissioner Buehler made the motion to approve Snowy Mountain Development Corporation to submit a Main Street Grant on behalf of the City and the Lewistown Downtown Association and Commissioner Terry seconded the motion. Commissioner Day asked for comments from the audience and Commission. There being none, the question was called for and the City Clerk took a roll call vote with all being in favor of the motion.

2. Discussion and action to authorize the City Manager to sign and submit the 2026 Montana Main Street Participation and Member agreement

City Manager Phelps explained a new requirement to participate in the Main Street Program is to sign and submit the Montana Main Street Participate and Member agreement. This is a standard agreement and the City of Lewistown is the Main Street Member. The City will continue doing quarterly reports. The other requirement is meeting with the stakeholders, which include Snowy Mountain Development and the Downtown Association. City Manager Phelps recommends the

downtown boundaries be the same as the tax increment finance district. Commissioner Terry asked how long does this agreement go for. City Manager Phelps answered it is an annual agreement. Commissioner Robertson asked how difficult it would be to extend or change the boundaries. City Manager Phelps answered the boundaries can be redefined on an annual basis. Commissioner Terry made the motion to authorize the City Manager to sign and submit the 2026 Montana Main Street Participation and Member agreement and Commissioner Buehler seconded the motion. Commissioner Day asked for comments from the audience and Commission. There being none, the question was called for and the City Clerk took a roll call vote with all being in favor of the motion.

3. Discussion and action on approving the 2025-2026 School District No. 1 recreation agreement

City Manager Phelps explained this is an annual agreement approved by both the City Commission and the School District Board. The agreement was updated last year to allow a broader use of recreation facilities, which include the pool, pickleball and other recreation facilities that have been added over the years. City Manager Phelps commented this is a great partnership with the School District and it is an annual fee that increases annually by the previous year CPI. Commissioner Hrubes made the motion to approve the 2025-2026 School District No. 1 recreation agreement and Commissioner Buehler seconded the motion. Commissioner Day asked for comments from the audience and Commission. There being none, the question was called for and the City Clerk took a roll call vote with all being in favor of the motion.

4. Discussion and action on first reading Ordinance No. 1774, an ordinance amending Ordinance No 1733, codified as Lewistown City Code section 7-2-1, adopting the 2021 International Fire Code, and authorizing the City Attorney to codify the same

City Manager Phelps explained this fire code is no different than the building code. The City of Lewistown is required by the State of Montana to adopt the same code they adopt. The City can be more stringent but not less. The ordinance being presented tonight adopts the most current version which is the 2021 International Fire Code. Commissioner Robertson made the motion to approve the first reading Ordinance No. 1774, an ordinance amending Ordinance No 1733, codified as Lewistown City Code section 7-2-1, adopting the 2021 International Fire Code, and authorizing the City Attorney to codify the same and Commissioner Buehler seconded the motion. Commissioner Day asked for comments from the audience and Commission. There being none, the question was called for and the City Clerk took a roll call vote with all being in favor of the motion.

5. Discussion and action on approving the purchase of furnaces for the bay at the Fire Department

City Manager Phelps explained this is a request for the purchase of four furnaces for the Fire Department bay. City Manager Phelps commented some of the furnaces have stopped working or outdated and need replaced. The Fire Chief worked to get some quotes during the budget process. Commissioner Robertson pointed out there are significant differences in dates and some of the quotes are no longer valid. Commissioner Robertson also pointed out that the quotes are

not quoted on like items. Commissioner Robertson made the motion to table the item until November 3rd to get updated pricing on equivalent items and Commissioner Buehler seconded the motion. Commissioner Day asked for comments from the audience and Commission. There being none, the question was called for and the City Clerk took a roll call vote with all being in favor of the motion.

6. Discussion and action on approving entering into a one-year maintenance contract with Lumen for the 911 phone system in the amount of \$18,741.64

City Manager Phelps explained Lumen is the service provider for our 911 phone system. This is critical infrastructure that needs to be kept up to date. This one is for the period of 10/25/2025 to 9/26/2026 and there are several systems in our building and a remote desktop in Judith Basin County that we also have flexibility and redundancy in the emergency system. Commissioner Hrubes made the motion to approve entering into a one-year maintenance contract with Lumen for the 911 phone system in the amount of \$18,741.64 and Commissioner Robertson seconded the motion. Commissioner Day asked for comments from the audience and Commission. There being none, the question was called for and the City Clerk took a roll call vote with all being in favor of the motion.

7. Discussion and action on second reading of Ordinance No. 1773, an ordinance amending Lewistown City Code Section 10-5-3 designating snow route areas as Tier I and Tier II priorities, creating parking restrictions for snow routes and amending penalties

City Manager Phelps explained this is the second reading of Ordinance No. 1773 and this does reflect the changes made at the last meeting. The changes were to change the inches from 2 to 4, change the time to 11 pm to 11 am and tier one snow route is anytime there is accumulation of four inches or more actual or predicted. The City Manager would declare a snow event, which would prohibit parking on a set number of streets. The Tier II street is parking on the odds and evens sides of the streets based on the calendar. City Manager Phelps comments that most of the streets are very familiar streets as they are currently snow routes, collector streets, and arterials throughout the community. City Manager Phelps stated the penalties start at \$25 and go up from there and it is all based on one year. This will require the City to give notice and there will need to be good cooperation with both Public Works and the Police Department to do what's necessary to accomplish. Commissioner Buehler confirmed that on Tier 1 streets there is parking until a snow event is declared which is 4 or more inches predicted. Commissioner Buehler confirmed that on Tier 2 streets citizens can park on the streets on the odd or even sides from November 1st to May 1st. If the second reading is approved this evening the ordinance will go in effect on November 20th, which will give the City time to advertise and communicate with the public. City Manager Phelps reported the Chief of Police has committed to having someone go to each of the residence's properties on Tier 2 streets. Tier 1 streets are actually less restricted than what it is today. Commissioner Hrubes made the motion to approve the second reading of Ordinance No. 1773, an ordinance amending Lewistown City Code Section 10-5-3 designating snow route areas as Tier I and Tier II priorities, creating parking restrictions for snow routes and amending penalties and Commissioner Buehler seconded the motion.

Mr. John Koch, 114 Turquoise, lives in Ward III, addressed the Commission explaining that he did participate in the ad hoc committee and it was discussed on how to make this palatable to the community. Mr. Koch stated he thinks this is a good starting point and a way to start educating the public. Ms. Deb Bowser, 1011 W Erie, asked the Commission if the police or code enforcement would be enforcing this ordinance. City Manager Phelps answered it would be both because both can cite for this code.

Commissioner Robertson made the motion to amend this ordinance as follows page 2 of 7 at the top of the page (a) the last line reads Route at any time the City Manager declares a snow event be amended to read Route within 8 hours of the City Manager declaring a Snow event on page 4 of 7 at the bottom where it states: State Highway Plow Routes – remove and add the word ended to the first sentence on page 2 of 7 and Commissioner Terry seconded the motion.

Commissioner Day asked for comments from the audience and Commission. There being none, the question was called for and the City Clerk took a roll call vote with all being in favor of the motion. City Clerk Brummond explained that if the second reading of Ordinance No 1773 is approved it goes into effect on November 20th. Commissioner Day asked for comments from the audience and Commission. There being none, the question was called for and the City Clerk took a roll call vote with all being in favor of the motion.

8. Discussion and action on the purchase of a plow for the Street Department

City Manager Phelps explained the Superintendent of Public Works got two bids from the Pick-up Guy who is a local vendor for boss plows. There is a slight difference between the two plows, which are both v plows for the Street Departments three quarter ton truck. The only different is that the more expensive plow has mechanical devices that allow for down pressure which is critical to get down to bare asphalt. City Clerk Brummond asked if the Commission could give a little extra spending authority due to shipping fees, tariffs and other hidden costs. Commissioner Buehler made the motion to purchase a plow with down force not to exceed \$17,000 and Commissioner Hrubes seconded the motion. Commissioner Day asked for comments from the audience and Commission. There being none, the question was called for and the City Clerk took a roll call vote with all being in favor of the motion.

9. Discussion and action on approving a business license for Bridger Creek Plumbing, Inc.

City Manager Phelps explained this is a new plumbing business in town. However, they are purchasing an existing business. The City has received all of the paperwork. Commissioner Robertson made the motion to approve a business license for Bridger Creek Plumbing, Inc. and Commissioner Hrubes seconded the motion. Commissioner Day asked for comments from the audience and Commission. There being none, the question was called for and the City Clerk took a roll call vote with all being in favor of the motion.

CITIZENS' REQUESTS

There were none.

COMMISSIONER'S MINUTE

Commissioner Hewitt thanked Mr. Ross Butcher for the update on Snowy Mountain Development and would like to get an update on a quarterly basis.

Commissioner Terry asked where the City Manager was on HR. City Manager Phelps answered she did get a quote last week from a local company but has not had enough time to look it over.

City Manager Phelps reported that City Attorney Tyler West will no longer be working for County and will be working solely for the City of Lewistown. The Attorney's office will be located in City Hall.

Commissioner Robertson thanked everyone for the discussion and participation to update the snow ordinance. There will be growing pains and approach as educational. City Manager Phelps stated that all of the departments are whole heartedly behind the changes.

Commissioner Buehler reported she has heard from multiple people around the community regarding the traffic patterns around Lewis and Clark school are very frustrating.

Commissioner Day stated it is the plan to do the City Manager evaluation in November and Commissioner Robertson was able to do some editing and add some information to the evaluation form. It was discussed that the evaluation be held earlier in the day before the Commission meeting or on a different day. Commissioner Terry will not be able to attend until December. It was determined that all Commissioners should be in attendance. It was determined it would be held on December 1st at 3 pm. Commissioner Robertson would like to see it held at 3 pm and then a break before the Commission meeting. City Clerk Brummond reminded the Commission that once the date is set, she will advertise for a meeting. City Clerk Brummond explained that the only person that can close the meeting is the City Manager, so an agenda will be created and the meeting will be called to order and then the City Manager can close the meet if she choses too.

ADJOURNMENT

Chairman Day adjourned the meeting.

Dated this 20th day of October, 2025.

Loraine Day, Commission Chairman

ATTEST:

Nikki Brummond, City Clerk