

COMMITTEE OF THE WHOLE

OCTOBER 20, 2025

6:00 PM

1. Presentation by Snowy Mountain Development Corporation

Citizen Participation

The Lewistown City Commission welcomes you to its public meeting. The Commission appreciates your participation and values your input in our decision-making process. Your input and suggestions are important to the Commission as we discuss important issues affecting all of us in Lewistown.

We ask that you silence your cell phone before the meeting begins and please refrain from using your cell phone during the meeting. Thank you.

The City Commission thanks public members for respectfully and courteously providing constructive and valuable information.

The Public is invited to speak on any issue under discussion by the Commission, after recognition by the presiding officer.

Public members who are recognized by the presiding officer shall:

- *Stand*
- *Give his/her name and address for the record*
- *If applicable give the person, firm, or organization he/she represents*
- *Address comments to the presiding officer and not to individual members or staff*
- *Limit comments to the matter of fact listed on the agenda unless recognized in the 'Citizen Requests' portions*
- *Keep comments brief to ensure adequate time for additional comment and commission business*
- *Prepared statements are welcome and should be given to the Clerk of the Commission. Prepared statements that are also read, however, may be deemed unduly repetitious if they are lengthy. All prepared statements shall become part of the official record.*

In the event that there is a large number of people wanting to comment in a meeting or hearing, the presiding officer reserves the right to impose a time limit on comments to ensure adequate time for public comment and Commission business.

Impertinent or slanderous remarks towards city officials, staff or other members of the public, or other boisterous, disorderly or disruptive behavior during a Commission meeting are not permitted. Swearing, derogatory language, threats, personal attacks, heckling or similar behavior may be considered impertinent and/or disruptive. Any person exhibiting such behavior during the Commission meeting may be admonished to cease that behavior or risk being asked to vacate the Commission chambers. If such behavior continues after the admonishment, the presiding officer may request that person to vacate the Commission chambers, unless permission to remain is granted by vote of the Commission.

**NOTICE FOR, AND AGENDA FOR, A MEETING OF THE CITY COMMISSION,
CITY OF LEWISTOWN, OCTOBER 20, 2025 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

To participate by phone: dial (253) 215-8782 Meeting ID: 848 627 5925 Passcode: 59457

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES – October 6, 2025

COURTESIES

PROCLAMATIONS

BOARD AND COMMISSION REPORTS

CITY MANAGER REPORT

PUBLIC COMMENT – non agenda items

CONSENT AGENDA

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 (**Action: approve, disapprove or amend approving SMDC to submit a Main Street Grant on behalf of the City**) City Manager Holly Phelps
2. Discussion and action to authorize the City Manager to sign and submit the 2026 Montana Main Street Participation and Member agreement (**Action: approve, disapprove or amend authorizing the City Manager to sign and submit the 2026 MT Main Street Participation and member agreement**) City Manager Holly Phelps
3. Discussion and action on approving the 2025-2026 School District No. 1 recreation agreement (**Action: approve, disapprove or amend the 2025-2026 School District No. 1 agreement**) City Manager Holly Phelps

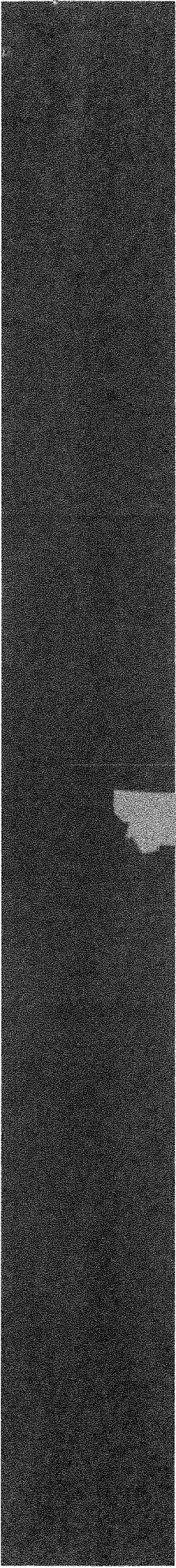
4. Discussion and action on first reading Ordinance No. 1774, an ordinance amending Ordinance No 1733, codified as Lewistown City Code section 7-2-1, adopting the 2021 International Fire Code, and authorizing the City Attorney to codify the same (**Action: approve, disapprove or amend first reading of Ordinance No. 1774**) City Manager Holly Phelps
5. Discussion and action on approving the purchase of furnaces for the bay at the Fire Department (**Action: approve, disapprove or amend approving the purchase of the furnaces**) City Manager Holly Phelps
6. Discussion and action on approving entering into a one-year maintenance contract with Lumen for the 911 phone system in the amount of \$18,71.64 (**Action: approve, disapprove or amend entering into a one-year maintenance contract with Lumen**) City Manager Holly Phelps
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 (**Action: approve, disapprove or amend first reading of Ordinance No. 173**) City Manager Holly Phelps
8. Discussion and action on the purchase of a plow for the Street Department (**Action: approve, disapprove or amend the purchase of a plow**) City Manager Holly Phelps
9. Discussion and action on approving a business license for Bridger Creek Plumbing, Inc. (**Action: approve, disapprove or amend approving business license**) 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



Montana Main Street Grant Application

Montana Main Street Program

Due Nov. 14, 2025

Montana Department of Commerce
P.O. Box 200523
Helena, MT 59620-0523
Phone: 406-841-2700 | Fax: 406-841-2701
commerce.mt.gov
Montana 711: montanarelay.mt.gov

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Applicant community (city or county)	City of Lewistown, MT (Fergus County)
Applicant coordinating program organization	Lewistown Downtown Association
Project name	Lewistown Downtown Master Plan
Date submitted	
What year did the community become a Montana Main Street member?	2010

Application

Name of city or county	Lewistown, Montana
Address including city, state and zip	305 West Watson St., Lewistown, MT 59457
Applicant name (chief elected official – mayor, manager, administrator)	Holly Phelps hphelps@ci.lewistown.mt.us 406-535-1764
Title	City Manager
Wet signature	
Phone	406-535-1760
Email	hphelps@ci.lewistown.mt.us

Name of Main Street organization	Lewistown Downtown Association
Address including city, state and zip	PO Box 623, Lewistown, MT 59457
Name of contact	Abby Franks
Title of contact	President
Email of contact	afranks@cmmccares.com
Phone number of contact	406-366-3919

Name of project partner	Organization	Support letter submitted? Yes or No
Snowy Mountain Development	Nonprofit Economic Development	Yes



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Strong applications will have a minimum of three support letters from different groups or organizations.

Project overview – 20 points

Please provide a brief description of the proposed project (250 words or fewer).

Note: If the project includes historic building rehabilitation or a façade improvement, the applicant is strongly encouraged to contact the State Historic Preservation Office for guidance on maintaining the historic integrity of the structure.

Criteria questions – If the space provided is not sufficient, please use a Word document.

A. Project need and benefit (total 25 points)

1. What is the need for the proposed project in your community? 5 points

The City completed their Downtown Master Plan in 2005, which proved effective and helped to guide development for 20 years. The plan has become outdated and no longer addresses the current challenges and existing opportunities. It is no longer guiding development of the downtown area. The City also wishes to incorporate elements of the 2024 Lewistown Growth policy into the Downtown Master Plan.

The current plan identified the following:

1. Redevelop Primary Gateways into Lewistown - Accomplished.
2. Develop area around Veterans Park/Focus on Big Spring Creek - Accomplished (Creekside Pavilion)
3. Downtown Plaza - Redirected to Creekside Pavilion (accomplished).
4. Benches/Streetscape Improvements - Accomplished.
5. Parking - Outstanding.
6. Historic Building Infill - Accomplished (One Health, Central Feed Grilling Co., American Prairie Discovery Center, Studio Milan)
7. Convention Center - Feasibility Study completed in 2014 determined a convention center was not feasible, needs to be restudied.
8. Establish a Tax Increment Financing District - Accomplished, TIF District established in 2015, and an additional Targeted Economic Development District (TEDD) was established in 2018.

While much has been accomplished, there is still much to do, with new challenges and new opportunities, such as capitalizing on the economic benefits of the new Cancer Center and expansion of medical services in the community. An updated Master Plan is critically needed to help guide the future development of the downtown area.

2. How was the project prioritized? 5 points

The need for an updated Downtown Master Plan has been an ongoing item of discussion for the Lewistown Downtown Association (LDA), and was determined to be of the highest priority to capitalize on the grant opportunity with the Main Street Program.

The project was presented to the City of Lewistown's City Commission on October 20, 2025 at 7pm. The Commission voted to support the LDA applying for the grant to update the Downtown Master Plan.

3. What are the anticipated outcomes of the proposed project – both immediate and long-term? 5 points

The updated master plan will provide a framework to guide growth and change for the community. Change will happen downtown; this master plan will enable the community to guide that change rather than simply react to it.

Specifically, having a Downtown Master Plan will help:

1. Preserve and increase the tax base
2. Encourage private sector investment
3. Sustain existing businesses
4. Expand the diversity of housing options
5. Protect the adjacent neighborhoods
6. Preserve the historical buildings of the downtown area
7. Identify possibilities for property owners, particularly if they are willing to cooperate with adjacent property owners
8. Invigorate downtown with a variety of uses and event

4. Please describe how this project implements a community plan, vision or community revitalization goal. 5 points

The City previously completed a Downtown Master Plan 20 years ago, which has become outdated and is in need of an update.

The City of Lewistown recently updated its growth policy in December of 2024 with the title of the 2024 Lewistown Plan. The 2024 Lewistown Plan is a planning tool used to communicate the future vision for the community with the goal of improving the lives of all people who live, work, play, learn, grow and move within the Lewistown Community.

The plan identified two Land Use and Growth (LUG) goals for the Downtown Area: LUG Goal 3 - Maintain and promote Downtown as the commercial, civic, and cultural heart of Lewistown; and LUG Goal 4 - Foster a pedestrian-friendly environment Downtown while allowing for the efficient movement of vehicles.

In 2019, the city updated its Historic Preservation Plan, with goals of preserving and maintaining the historic buildings of the downtown area.

Updating the Downtown Master Plan will help guide and implement the community's vision and revitalization goals.

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5. Please describe the local effort and support for the project. 5 points

Updating the Downtown Master Plan is supported by the City of Lewistown, the Lewistown Historic Resources Commission, Snowy Mountain Development, and downtown local businesses, as evidenced by the many letters of support for the project.

Snowy Mountain Development is a 501 (c) 3 nonprofit economic development organization committed to improving the quality of life in our region through diverse community development activities. Whether it's securing grants for local parks or assisting communities with strategic planning, our goal is to build stronger, more vibrant communities.

SMD staff have extensive experience managing grants and are poised to assist the LDA with all aspects of grant management activities. SMD staff are skilled in establishing and coordinating Public-Private partnerships, coalitions, and cooperatives, as well as engaging and mobilizing community groups and task forces to achieve shared goals. Community development activities include providing technical assistance to local governments and non-profit organizations to build stronger, more resilient rural communities.

Criteria Questions – If the space provided is not sufficient, please use a Word document.

B. Project readiness (total 15 points)

**6. Describe how the applicant or subrecipient will implement the project.
5 points**

Lewistown Downtown Association intends to utilize SMD's expertise in managing the grant. Once the grant is awarded, LDA will formalize an agreement with the City and SMD to manage the project. SMD will assist with getting the project published for an open competitive public bid process, with the best value proposal selected, to comply with the city's procurement requirements.

Once the firm is selected, the process for completing a downtown master plan typically involves the following steps:

1. Conduct a comprehensive analysis of the existing conditions and the community's needs.
2. Engage with stakeholders through public meetings and outreach to gather feedback.
3. Develop a vision for the future of the downtown, which should be based on the analysis and community input.
4. Create a framework that includes strategies and priorities for achieving the vision.
5. Implement the plan by taking action on the identified goals and priorities.

This process ensures that the downtown master plan is a collaborative effort that reflects the community's aspirations and is tailored to the specific needs of the area.

Engineering firm will submit invoices to SMD for review and approval.

SMD will submit draw requests to the City/LDA for payment, including administrative fees, not to exceed 10% for administration of the grant award.

SMD will complete quarterly reporting to Montana Department of Commerce on grant progress.

The final Downtown Master Plan will be submitted for review and approval by the City Commission.

7. Describe how you estimated the project cost. Strong applications will provide supporting materials such as bids or proposals. 5 points

The city and Snowy Mountain Development both have extensive experience working with engineering firms for the development of Preliminary Architectural Reports, Preliminary Engineering Reports, Feasibility Studies and Downtown Master Plans. Through these connections, informal verbal estimates were requested from several firms that have previously worked with both the city and SMD. We requested follow-up documentation of the verbal estimates to submit as part of the application. Please see attached documentation providing the range of estimates.

8. Briefly describe the availability of matching funds and an explanation of any funding gaps. If in-kind matches are provided, please include documentation of value as described in the application guidelines.

5 points



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Project budget – Please list all funding sources for the project, the amount committed, whether the commitment is pending or firm and the source of the funds. Funding sources may include other grants, loans or cash on hand from partners. If in-kind match is proposed, please include documentation.

Total grant request

\$

Total estimated project cost

\$ 100,000.00

Project funding sources	Amount	Status: "pending," "firm," "grant," "loan," "in-kind" or "cash"

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Project implementation schedule – Please provide a brief timeline of when the project will begin and conclude.	
Task	Date – indicate the quarter and year
Example	Quarter 1 – 2027
Project startup	
Contract with Commerce	
Selection of contractor	
Project implementation	
Project closeout	

Application Guidelines

Overview

The Montana Main Street Program is dedicated to bettering the economic, historic and cultural vitality of Montana downtowns through community development, revitalization and historic preservation. MMS will foster grassroots efforts through coordination and technical assistance, focused on a comprehensive approach to restoring healthy community commercial districts and preserving the historic structures that contribute to Montana's unique sense of place.

MMS Grant Program applications, grant application guidelines and other relevant information and resources are available on the Montana Department of Commerce's website.

All grants are dependent upon the availability of funding. The deadline for submitting grant applications for funding is **November 14, 2025**.

Award Amounts and Funds Criteria

Applicants must clearly document the need for the funds. Communities may not apply for funding while maintaining an active MMS Grant-funded project unless the active grant is in the closeout process. Maximum awards are dependent on available funding and can change from year to year.

A minimum local match of 1-to-5, \$1 of local match for every \$5 committed by the State, is required. While applicants are not required to document a secured match at the time of application, grantees must demonstrate firm commitment of funds from all other funding sources prior to contracting with Commerce. Up to 20% of the applicants' match may be in the form of in-kind services or labor with appropriate documentation of value. In-kind labor contributions are considered an eligible match at a rate of \$20 per hour.

Application Submission

Grant applications are due to Commerce no later than 11:59 p.m. on Nov. 14, 2025. To apply for MMS Grant funds, eligible applicants must complete the application and submit the supplemental materials via the Montana Grant and Loan Portal. To submit your application through the Montana Grants and Loans Portal.

Alternative accessible formats of the application will be provided upon request. Commerce does not discriminate based on disability in admission to, access to or operation of its programs, services or activities. Therefore, individuals who need the application in an alternative format, or need to submit the application by other means, should contact the Community MT Division at 406-841-2770. Please provide as much advance notice as possible for these requests.

Eligible Applicants

An applicant must be an official member of the MMS Program, provide the annual recertification letter and have a signed participation and member agreement. Each member community may submit one application. Applications must have a certified letter from the local coordinating program that is on file with Commerce, if the applicant is not the local coordinating program.

The application must be certified by the applicable local government chief executive, mayor or city manager. MMS communities must be up to date on quarterly reporting at the time of application submission. Please connect with Commerce staff to discuss potential projects by emailing docdd@mt.gov or calling 406-841-2770.

It is recommended that applicants reference Appendix A – Application Eligibility Screening Checklist before applying for the grant.

Select the Project Type (Check Only One)

- ☐ Implementation project – continue to Section A.
- ☐ Planning project – continue to Section B.

Section A. – Application Guidelines for an Implementation Project

Implementation projects are intended to support MMS communities' need for implementation dollars for projects to activate spaces for downtown revitalization. Emphasis will be placed on large and impactful projects, but funding may be awarded to a wide variety of community-prioritized projects. Preference will be given to projects linked to overall community revitalization efforts prioritized through planning or revitalization goals. Applicants should focus on projects involving real and immediate benefits and demonstrate a need for assistance.

1. Eligible Projects

Funds must be used for implementation projects in a Main Street community. Except for some administrative activities, funds may only reimburse eligible expenses incurred after the Governor Award Letter.

The following are examples of project activities:

- Wayfinding signage in accordance with a previously completed wayfinding plan
- Creation of a pocket park or pedestrian gathering space
- Placemaking improvements in the downtown area
- Façade improvements to buildings
- Streetscape implementation
- Aesthetic and safety improvements such as historic street or alleyway lighting
- Parklets, pedlets and other installations to activate additional spaces

2. Ineligible Expenses

- Advertising for specific businesses
- Entertainment and events
- Travel, lodging, food and drink
- Ongoing operations or general maintenance costs such as rent, utilities, personnel costs and personal expenditures
- Activities that do not deliver on the program objectives or are not related to the submitted proposal
- Documents including reports, studies and plans
- Any otherwise eligible project costs incurred prior to the date of announcement of Governor's Award Letter

Section B. – Application Guidelines for Planning Project

Planning grants are intended to support MMS communities' needs for studies and plans. Emphasis will be placed on large and impactful projects, but funding may be awarded to a wide variety of community-prioritized projects. Preference will be given to projects linked to overall community revitalization efforts through planning or revitalization goals. Applicants should focus on projects involving real and immediate benefits and demonstrate a need for assistance.

1. Eligible Projects

Funds must be used for planning projects in a Main Street community. Planning projects must better the economic, historic and cultural vitality of local downtowns through community development, revitalization and/or historic preservation. Funds may only reimburse eligible expenses incurred after the Governor Award Letter.

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The following are examples of project activities:

- Long-range planning:
 - Growth policy development or update
 - Downtown master plan or update
 - Capital improvements plan
 - Strategic organizational planning
 - Board development training
 - Tax Increment Financing District creation
- Assessment studies:
 - Preliminary architectural reports
 - Architectural renderings
 - Tourism assessment
 - Business recruitment and/or retention plan
 - Business plan development
 - Historic preservation assessment and inventory
 - Wayfinding study and plan
 - Market research
 - Feasibility study
- Infrastructure and brick and mortar:
 - Public signage – e.g., historic district welcome sign/designation plan
 - Streetscape or public improvements plan – e.g., transportation plan, lighting district plan
 - Creation of a façade improvement program
- Promotion:
 - Website development
 - Branding

2. Ineligible Expenses

- Advertising for specific businesses
- Entertainment and events
- Travel, lodging, food and drink
- Ongoing operations or general maintenance costs such as rent, utilities, personnel costs and personal expenditures
- Activities that do not deliver on the program objectives or are not related to the submitted proposal
- Non-project related salaries or administrative costs excluding postage, in-state mileage costs and copy and printing costs associated with the administration of eligible planning grant activities
- Any otherwise eligible project costs incurred prior to the date of announcement of Governor's Award Letter

Appendix A

Application Eligibility Screening Checklist

Please fill out this checklist and submit it with the application.

Question	Yes	No
1. Are you an MMS community member? If you select no, you are not eligible.		
2. Does your community currently have an active MMS grant? If you select yes, you are not eligible.		
3. Has your community previously received an MMS grant? If you answer no, continue to question 4.		
Please describe the year and previous grants awarded by MMS in the box below.		
4. Has your application been certified by the applicable local government, chief executive, mayor or city manager?		
5. Is your community current with quarterly updates? If you select no, you are not eligible.		
6. Did you contact the MMS Program coordinator prior to applying? If yes, please also include the date of your email or phone call.		

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7. If you are not the registered local coordinating program, did you provide a support letter from said program? If you select no, you are not eligible.		
8. Did you attach your annual recertification letter approving annual membership?		

If you have questions or need assistance preparing this form, please contact Commerce at doccdd@mt.gov or via phone at 406-841-2770.

 COMMERCE**2026 Participation and Member Agreement
Montana Main Street Program**

This Participation and Member Agreement (hereinafter referred to as "the agreement" or "this agreement") is entered into by _____ (hereinafter referred to as the "local Main Street organization" or "local organization") and the Montana Department of Commerce, in its capacity as the state administrator of the Main Street Montana program. This agreement sets forth the terms and conditions required for the local organization to participate in the Montana Main Street program. The local organization agrees to comply with all requirements, plans, and responsibilities set forth herein as a condition of participation in the MMS program and for certification as an MMS organization.

This agreement may be terminated by either party by giving written notice at least thirty (30) days before the effective date of termination. Reasons for termination may include, but are not limited to, non-compliance with this agreement. Upon termination, the local organization's status as a Main Street member organization and its authorization to use the Main Street™ trademarked name will be revoked.

By executing this agreement, the undersigned acknowledge they have a thorough understanding of the benefits and requirements of active participation in the MMS program. The Main Street Executive Director or organization leader shall share a copy of this agreement with the local Main Street Board of Directors and the local government.

Program Background**Nationally**

Main Street America™ has revitalized older and historic commercial districts for more than 45 years. Today, it is a network of more than 1,200 neighborhoods and communities, rural and urban, who share both commitment to place and to building stronger communities through preservation-based economic development. Main Street America™ is a program of the nonprofit National Main Street Center, a subsidiary of the National Trust for Historic Preservation.

Main Street America™ is a mark of distinction. It is a seal recognizing that participating programs, organizations, and communities are part of a national movement with a proven track record for celebrating community character, preserving local history, and generating impressive economic returns. Since 1980, over 2,000 communities have been part of Main Street America™, bringing renewed energy and activity to America's downtowns and commercial districts. Main Street America™ communities are encouraged to make use of a time-tested approach, known as the Main Street Approach™. The Main Street Approach™ is rooted in a commitment to broad-based community engagement, a holistic understanding of the factors that impact the quality of



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life in a community, and strategic focus on the core principles of downtown and neighborhood revitalization: Economic Vitality, Design, Promotion, and Organization.

In Montana

MMS serves as the statewide coordinating program with the authority to designate communities and use the trademarked Main Street™ methodology through a licensing agreement with the National Main Street Center. MMS oversees training, technical services, and the framework created to determine each community's threshold for meeting the Main Street America's™ Standard of Performance. Over 35 communities participate in the MMS Network. Since 2005, communities have:

- Generated more than \$4.5 million in private and public reinvestment.
- Assisted in the development of more than 755 net new small businesses.
- Produced more than 3,150 net new jobs for Montana's economy and created more than 1,070 businesses.
- Leveraged more than 660,000 volunteer hours.
- Received over \$1.7 million dollars in grant funds to assist with planning and impact grants.

MMS communities are locally driven programs that focus on implementing the nationally recognized Main Street Approach™ in their defined downtown district. The communities within the MMS network are committed to providing staff and financial resources needed to address the community-based approach of sustainable revitalization. Each community is responsible for developing their local framework for administering MMS, including establishing board of directors, overseeing the staff that will execute the program, and promoting the partnerships needed to secure the long-term viability of the program. For more information, visit the Montana Main Street website.

Benefits for Montana Main Street Communities

Montana Main Street communities benefit from the following:

Partnership:

- Communities selected to participate in the MMS network become partners with MMS in a long-term, asset-based economic development effort proven to have a positive impact on investment and job creation.
- Main Street communities are limited in number (40) and receive focused assistance to develop the local main street organizational structure.
- MMS invests in on-site visits, training, and technical assistance. After the initial start-up phase, the state invests in Main Street communities in the form of ongoing technical assistance and training for directors and volunteers.

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Training:

- Main Street communities are eligible for program specific training such as board and committee training, regional workshops, and topical workshops.
- Representatives from Montana Main Street communities are encouraged to attend the annual Montana Main Street/Downtown and the national Main Street Now conferences. When funding is available, the Department of Commerce offers scholarships for attendees.

Technical Assistance:

- MMS staff at the Montana Department of Commerce:
 - Guide MMS communities through goal setting processes to direct MMS efforts.
 - Provide action planning sessions.
 - Provide a community assessment on-site visit to each community every two years.
 - Offer virtual check-ins with local Main Street organizations.
 - Provide virtual training for boards and committees.
 - Provide guidance and support to communities regarding how to identify and develop financial resources.
 - Provide telephone consultations to local Main Street organizations.

Network:

- MMS communities may take advantage of and participate in a special network of participating Main Street communities statewide and nationally. This allows for collaboration on best practices, techniques, and strategies for downtown development.
- MMS communities benefit from connections to a program that has been established in Montana for over 20 years and access to the expansive network of downtown development professionals. From emails and 60 Minutes with Main Street calls, the extensive network and reach of MMS can help provide local organizations with information and resources related to the best practices and national trends in downtown development.
- MMS communities are permitted to use the Main Street trademarks on materials designed to promote the efforts of the local organization in collaboration with the State of Montana.
- MMS communities shall identify themselves by posting the One Commerce logo, accompanied by the following: "In collaboration with the Montana Department of Commerce, we are a Montana Main Street Community."

Funding:

- Occasionally, the MMS program will make funds available to members of local Main Street organizations for conference travel scholarships or other special

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opportunities. To be eligible to receive these funds, Local Main Street Organizations must, at a minimum, comply with the terms of this agreement.

- Main Street communities are eligible to apply for MMS Impact and/or Planning Grants.
- MMS distributes information on funding opportunities from federal, state, corporate, and foundation sources for funding downtown projects.

Resources:

- MMS maintains a library of document samples of projects and activities undertaken by other communities in the program.
- MMS develops publications and recorded webinars to assist local main street organizations in strengthening their operations and improving their downtown improvement efforts.

Economic Impact:

- Since its inception, the MMS program has overseen \$4.5 million in public and private investment in MMS downtowns, a net gain of 1070 new businesses and a net gain of over 3,150 new jobs. MMS staff conduct quarterly data reports and compile analyses.

Marketing & Recognition:

- Main Street organizations are eligible to apply for the prestigious Excellence On Main Awards.
- MMS communities receive marketing and recognition through the Montana Department of Commerce website, press releases, local annual reports, MMS presentations, social media sites, and on-site visits.
- MMS will assist in your community's journey to become Main Street America designated community, if desirable.

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Montana Main Street Organizations are required to:

*Items marked with an asterisk (2, 3, 8 and 9) must be attached to this agreement.

1. Develop a comprehensive downtown improvement strategy that follows the Main Street Four-Point Approach™, which includes a balance of activities in the areas of organization, promotion, design, and economic vitality. The comprehensive downtown improvement strategy includes creating a vision statement, mission statement, goals, objectives, and a written annual work plan that details implementation of a comprehensive scope of work.
2. *Submit an annual work plan to the MMS program.
3. *Submit to MMS for approval the boundary map identifying the downtown revitalization area. The area must be definable, of a manageable size, compact, and pedestrian oriented. Expanding or changing boundaries from the approved boundary map without prior authorization may affect the community's status as a Main Street™ organization.
4. Maintain a brick-and-mortar office for the local Main Street organization. Neither the office nor the local organization need be exclusively dedicated to the Main Street organization. Local organizations do not need to have full-time or part-time staff as part of the MMS program participation. The local Main Street organization may operate using local resources, including local government, non-profit organizations, and volunteer groups.
5. Develop a Main Street budget with adequate funding for daily office operations and travel commitments to attend training, workshops, meetings, and conferences as required by this agreement.
6. Develop broad-based community support for the local program by the public and private sectors through financial contributions and in-kind or volunteer support.
7. Notify MMS of any changes to the local coordinating organization or contact person by the next quarterly report following the change.
8. *Send a board member or staff member to a minimum of three Montana Main Street Network meetings, conferences, and/or trainings annually.
9. *Provide information for monitoring the progress of the local program, submit all quarterly updates, and provide all other information requested by MMS on or before



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the identified deadlines. Quarterly updates shall be submitted by the last day of the month following the end of each quarter.

10. Promote and encourage a historic preservation ethic for the local program, including advocacy for good design, encouragement of building rehabilitation and adaptive reuse, promotion of financial incentives, and advancement of planning policies appropriate for preservation.

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**2026 Participation and Member Agreement
Montana Main Street Program**

Montana Main Street (MMS) member organizations must sign this document and return it to the Montana Department of Commerce no later than December 31, 2025, to remain active in the Montana Main Street Program.

This Participation and Member Agreement outlines the roles and responsibilities between the parties. No statements, promises, or inducements of any kind made by either party, or by their respective agents, that are not expressly set forth in this agreement or in a duly executed amendment hereto shall be valid or binding.

This supersedes all prior agreements, representations, and understandings. Any amendment or modification must be in a written agreement signed by all Parties.

The parties, through their authorized agents, have executed this Participation and Member Agreement on the dates set out below.

Local Main Street Organization:

Name, Title

Date

Received by Department of Commerce:

Micky Zurcher, Main Street Coordinator

Date

**AGREEMENT BETWEEN THE CITY OF LEWISTOWN AND SCHOOL
DISTRICT NUMBER ONE FOR USE OF RECREATION
FACILITIES/EQUIPMENT AND OPERATION OF VARIOUS
RECREATIONAL PROGRAMS**

WHEREAS THIS AGREEMENT is made and entered into the date of the last signature hereto, by and between the CITY OF LEWISTOWN, hereinafter referred to as the CITY, and SCHOOL DISTRICT NO. ONE of Lewistown, Fergus County, Montana, hereinafter referred to as the SCHOOL, and is meant to define and describe the rights and obligations of the parties with respect to the use of facilities and equipment for the operation of various recreational programs for the **2025 - 2026 school year**.

PROGRAM DESCRIPTION

Recreational programs covered under this agreement may include, but shall not be limited to: basketball, volleyball, softball, soccer, badminton, snowshoeing, pickleball, swimming, cross-country skiing, and table tennis.

FACILITIES USE

Activities may take place at the Lewistown Civic Center or at any of the various city parks. The CITY hereby agrees that such facilities will be made available for use by the program participants and for other school extracurricular activities, but the schedule must be approved in advance. In addition, activities may take place upon any property owned by the SCHOOL, provided the property or facility is available for use and any such use is approved by the school.

SUPERVISION/ OPERATION

Supervision and operation of the recreational programs shall include the following individuals and/ or groups. Contact information for these groups or individuals should be exchanged on an annual basis.

1. Activity Director. The Activity Director shall be an employee of the SCHOOL, and such person shall be responsible for various School sponsored recreational programs. This includes the organization, scheduling, and overall supervision of these programs.

2. Recreation Director. The Recreation Director shall be an employee of the CITY, and shall be responsible operation of City owned facilities, the organization, scheduling, overall supervision of City sponsored recreational programs, supervision of City staff and shall coordinate use of city owned equipment.

3. Buildings & Grounds Supervisor. The Buildings & Grounds Supervisor shall be an employee of the SCHOOL and shall be responsible for scheduling and supervision of SCHOOL maintenance equipment. Under this agreement this equipment may be used by either party.

The SCHOOL will be responsible for paying a flat fee of \$6,427.00 for the 2025-2026 school year for the uses of City owned facilities, equipment and an honorarium for professional assistance. Each year following, the total amount will be increased by the Consumer Price Index (CPI) rate.

TERM

The term of this Agreement shall be for one year, commencing on July 1, 2025 and ending on June 30, 2026.

RELEASE/INDEMNIFICATION

Each party expressly agrees to release, hold harmless and indemnify the other party from any liability, claims, losses, or demands arising out of the acts or omissions of their own employees or agents, provided, however, that such released party or their employees or agents have not contributed to such claims, loss, or demand.

Dated this 20th day of October 2025.

ATTEST:

CITY OF LEWISTOWN

NIKKI BRUMMOND, City Clerk

HOLLY PHELPS, City Manager

ATTEST:

SCHOOL DISTRICT NO. ONE

REBEKAH RHOADES, Board Clerk

Board Chair

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.

WHEREAS, Rule 23.12.601, Administrative Rules of Montana (ARM), adopts and references the International Fire Code 2021 Edition (2021 IFC), with additions and amendments enumerated in Title 23, Chapter 12 of the Administrative Rules of Montana.

WHEREAS, the rules established minimum fire protection code to be used in conjunction with the building code. Nothing in the rule prohibits a local government from adopting portions IFC that were not adopted by the rule or to implement standards that are more restrictive than the 2021 IFC.

WHEREAS, the 2021 IFC shall apply to new construction as required in the building code and existing conditions. Existing buildings shall be maintained in accordance with the building code in effect at the time of construction. However, where existing conditions or buildings pose an imminent hazard or risk to public health and safety and are not, therefore, within the purview of the building code, the FPIS may take corrective action pursuant to the provisions of 50-61-101, et seq., MCA, and 50-62-101, et seq., MCA.

WHEREAS, Rule 23.12.601(5)(a)-(sss), ARM, sets forth the modified sections of the 2021 IFC and adoption of Appendices B, C, E, F, G, and I.

WHEREAS, to facilitate the adoption of the 2021 IFC, several sections of the code contain blanks for fill-in information that should be amended or not adopted as follows:

- | | |
|-----------------------|--|
| Section 101.1. | Insert: City of Lewistown |
| Section 112.4 | Section 112.4 is not adopted and penalties for a violation of the 2021 IFC are set forth in the Lewistown City Code 7-2-12 |
| Section 5704.2.9.6.1: | Insert: Locations where above ground tanks are prohibited. Storage of class I and II liquids in above-ground tanks outside of buildings is prohibited within the limits established by the city of Lewistown fire regulations. |

- Section 5706.2.4.4: Insert: Locations where above ground tanks are prohibited. Storage of class I and II liquids in above-ground tanks outside of buildings is prohibited within the limits established by the city of Lewistown fire regulations.
- Section 5806.2: Insert: Storage of flammable cryogenic fluids in stationary containers outside of buildings is prohibited within the district limits established by the city of Lewistown fire regulations.
- Section 6104.2. Insert: Locations where the storage of liquefied petroleum gas is restricted for the protection of heavily populated or congested areas. Storage of liquefied petroleum gas in above-ground tanks outside of buildings is restricted within the limits established by the city fire regulations.

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF LEWISTOWN, MONTANA, TITLE 7, CHAPTER 2, SECTION 1, IS AMENDED AS FOLLOWS:

7-2-1: Adoption of Fire Code

- (A) The international fire code, ~~2009~~ 2021 edition, including appendices B, ~~and C, E, F, and I,~~ as published by the International Code Council, is adopted by reference as the fire code of the city of Lewistown. It regulates and governs the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises as herein provided; provides for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of the fire code on file in the office of the Lewistown city clerk are hereby referred to, adopted, and made a part hereof, as if fully set out, with the additions, insertions, deletions and changes, if any, set by ordinance and 23.12.601, ARM. A copy of the 2021 International Fire Code is filed in the office of the clerk for reference purposes.
- (B) ~~The following sections of the fire code are revised as set out below:~~
~~Section 101.1. Insert: [City of Lewistown, Montana]~~
~~Section 108. Board Of Appeals. Delete entire section including 108.1, 108.2, 108.3.~~

~~Section 109.3. Insert: [Misdemeanor, \$500.00, 6 months] so that such section shall read as follows:~~

~~"Violation Penalties. Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not more than \$500.00 or by imprisonment not exceeding 6 months, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense."~~

~~Section 111.4. Insert: [not less than \$100 or more than \$500.00]~~

~~Section 903.3.5. Water Supplies. Insert: [A minimum safety factor of 10% but not less than 5 psi shall be provided in any automatic sprinkler system hydraulic calculation.] so that such section shall read as follows:~~

~~"903.3.5 Water Supplies. Water supplies for automatic sprinkler systems shall comply with this section and the standards referenced in section 903.3.1. A minimum safety factor of 10% but not less than 5 psi shall be provided in any automatic sprinkler system hydraulic calculation. The potable water supply shall be protected against backflow in accordance with the requirements of this section and Montana state adopted plumbing code."~~

~~Section 906.1. Delete exception to section 906.1, #1.~~

~~"906.1 Where Required. Portable fire extinguishers shall be installed in the following locations.~~

~~1. In new and existing group A, B, E, F, H, I, M, R-1, R-2, R-4 and S occupancies.~~

~~Exception: In new and existing Group A, B and E occupancies equipped throughout with quick response sprinklers, portable fire extinguishers shall be required only in locations specified in Items 2 through 6.~~

~~2. Within 30 feet (9144 mm) of commercial cooking equipment.~~

~~3. In areas where flammable or combustible liquids are stored, used or dispensed.~~

~~4. On each floor of structures under construction, except group R-3 occupancies, in accordance with section 1415.1.~~

~~5. Where required by the sections indicated in table 906.1."~~

~~Section 907.7.5. Insert: [When required by the fire code official, non-required fire alarm systems shall be monitored by an approved supervising station in accordance with NFPA 72.] so that such section shall read as follows:~~

~~"907.7.5 Monitoring. Fire alarm systems required by this chapter or by the international building code shall be monitored by an approved supervising station in accordance with NFPA 72. When required by the fire code official, non-required fire alarm systems shall be monitored by an approved supervising station in accordance with NFPA 72.~~

~~Exception: Monitoring by a supervising station is not required for:~~

~~1. Single and multiple station smoke alarms required by section 907.2.11.~~

~~2. Smoke detectors in group I-3 occupancies.~~

~~3. Automatic sprinkler systems in one and two family dwellings."~~

~~Section 1030.3. Obstructions. Insert [Exit doors shall not be locked, chained, bolted, barred, or otherwise rendered unusable. All locking devices shall be of an approved type.] so that such section shall read as follows:~~

~~"1030.3 Obstructions. A means of egress shall be free from obstructions that would prevent its use, including the accumulation of snow and ice. Exit doors shall not be locked, chained, bolted, barred, or otherwise rendered unusable. All locking devices shall be of an approved type."~~

~~(C) That the geographic limits referred to in certain sections of the 2009 international fire code are hereby established as follows:~~

~~Section 3404.2.9.6.1. Locations where above ground tanks are prohibited. Storage of class I and II liquids in above ground tanks outside of buildings is prohibited within the limits established by the city of Lewistown fire regulations.~~

~~Section 3406.2.4.4. Locations where above ground tanks are prohibited. The storage of class I and II liquids in above ground tanks outside of buildings is prohibited within the limits established by the city fire regulations.~~

~~Section 3506.2. Limitations. Storage of flammable cryogenic fluids in stationary containers outside of buildings is prohibited within the district limits established by the city of Lewistown fire regulations.~~

~~Section 3804.2. Locations where the storage of liquefied petroleum gas is restricted for the protection of heavily populated or congested areas. Storage of liquefied petroleum gas in above ground tanks outside of buildings is restricted within the limits established by the city fire regulations.~~

The following sections of the fire code are revised as set out below:

Section 101.1. Insert: City of Lewistown

Section 112.4 Section 112.4 is not adopted and penalties for a violation of the 2021 IFC are set forth in the Lewistown City Code 7-2-12

Section 5704.2.9.6.1: Insert: Locations where above ground tanks are prohibited. Storage of class I and II liquids in above-ground tanks outside of buildings is prohibited within the limits established by the city of Lewistown fire regulations.

Section 5706.2.4.4: Insert: Locations where above ground tanks are prohibited. Storage of class I and II liquids in above-ground tanks outside of buildings is prohibited within the limits established by the city of Lewistown fire regulations.

Section 5806.2: Insert: Storage of flammable cryogenic fluids in stationary containers outside of buildings is prohibited within the district limits established by the city of Lewistown fire regulations.

Section 6104.2. Insert: Locations where the storage of liquefied petroleum gas is restricted for the protection of heavily populated or congested areas. Storage of liquefied petroleum gas in above-ground tanks outside of buildings is restricted within the limits established by the city fire regulations.

(C) If there is any conflict between any paragraph, section, sentence, or word of the fire code as adopted and amended by the city, and any paragraph, section, sentence, or word of the fire code as adopted and amended by the state, the more stringent paragraph, section, sentence, or word of either code controls.

PASSED, ADOPTED and APPROVED by the City Commission on first reading this ____ day of _____ 2025.

PASSED, ADOPTED and APPROVED on second reading this ____ day of _____ 2025 and effective upon approval.

By _____
Lorraine Day, Chairman
Lewistown City Commission

ATTEST:

By _____
City Clerk

PURCHASE REQUISITION FORM CITY OF LEWISTOWN

305 W. Watson St.
Lewistown, Mt 59457

Department Fire Department Requested by Jansen Date 10/6/25

Account # (s) 1000-411200-366 Financial Officer Review (int) _____

Description of the goods and/or services:		
Replacement of 4- furnaces in fire Bay		
Replacement of 2- Thermostats.		

Vendor #1:	Quoted Price
Central Montana Propane	
Address: P.O. Box 558 / 10 Linekila Rd.	\$20,810.00
Phone: 406-538-3953	
Notes: 250,000 BTU	

Vendor #2:	
All Weather Tech	\$26,950.00
Address: P.O. Box 706	
Phone: 406-538-8202	
Notes: 250,000 BTU furnaces bid.	

Vendor #3:	
Universal Heating Cooling + Refrigeration	\$21,752.00
Address: 201 5th South	
Phone: 406-535-9271	
Notes: 300,000 BTU furnaces bid.	

Approved Vendor _____

Authorization to purchase through vendor noted above _____

City Manager

*Note- These blanks are furnished by the City Clerk.

*Note- "per attached" is not an acceptable description.



10 LIMEKILN RD
PO BOX 558
LEWISTOWN, MT 59457

406-538-3953
800-538-3953
www.centralmontanapropane.com

October 17, 2025
Lewistown Fire Department

UHCM-250NA	4@ \$3430	\$13720
HANGING MATERIALS		\$ 950
VENTING		\$ 860
GAS PIPING		\$440
ELECTRICAL		\$ 240
	Parts Total	\$16210

Labor	\$3680
Equipment Rental	\$ 600
TOTAL	\$ 20490

Replacing Thermostats	ADD	\$320
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** Bid is valid for 60 days

Kris Newton
406-350-1760 (C)

**Universal Heating Cooling &
Refrigeration Inc.**

201 5th Ave South
Lewistown, MT 59457

Estimate

Phone # 4065359271
Fax # 406 535 9274

Tax ID # 47-4584845

Date	Estimate #
6/6/2025	400

LEWISTOWN RURAL FIRE
305 W WATSON
LEWISTOWN, MT 59457

Description	Qty	Rate	Total
REMOVE/REPLACE UNIT HEATERS IN THE TRUCK PARKING BAYS 4 EACH REMOVE/DISPOSE OF EXISTING UNIT HEATERS, PROVIDE AND INSTALL 4 EA REZNOR UDXC 300 UNIT HEATERS, INCLUDING HANGING MATERIAL, VENTING, GAS LINE CONNECTIONS, ELECTRICAL CONNECTIONS, LABOR AND ALL MISC. SUPPLIES FOR A COMPLETE HEATING SYSTEM CHANGE OUT	4	5,438.00	21,752.00

2/3 DOWN PAYMENT REQUIRED PRIOR TO STARTING JOB. THANK YOU FOR YOUR BUSINESS.

Total \$21,752.00

All materials guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration from the above specifications involving extra costs will be executed only upon written orders, at an extra charge over and above this estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner is to carry fire, tornado and other necessary insurance. Our workers are fully covered by workman's compensation insurance. We reserve the right to file a mechanical lien, we will provide appropriate notification. I understand that in the event any unpaid balance is placed for collections with any third party collection agency a fee of 50% of the unpaid balance will be added to the total amount due. This amount shall be in addition to any other costs incurred directly or indirectly to collect amount owed under this agreement such as court costs, attorney fees, late fees and any other fees so stated elsewhere.

CUSTOMER SIGNATURE & DATE

AUTHORIZED SIGNATURE

PRINT NAME



ALL WEATHER TECH
PO BOX 706
LEWISTOWN, MT 59457
(406)-538-8202

PROPOSAL

PROPOSAL SUBMITTED TO:

Date: *March 18, 2025*

City of Lewistown
Main Fire Hall at city complex
Lewistown, MT 59457

We hereby submit specifications and estimates to supply and install at the above location the following:

Installation of four unit heaters to existing building as follows:

- ◆ Four **Reznor UDX 250** 250,000 Btu 82% efficient unit heaters installed in place of the existing unit heaters.
- ◆ Includes venting and gas connections.
- ◆ Includes two new commercial thermostats.
- ◆ Includes removal and disposal of the existing unit heaters.

We propose to furnish materials and labor complete in accordance with the above specification for the sum of:

TWENTY- SIX THOUSAND NINE HUNDRED FIFTY DOLLARS \$26,950.00

Payment to be made as follows: 60% deposit required and remainder due at final completion.

Authorized Signature: _____ . Note: This proposal may be withdrawn by us if not accepted within 15 days.

ACCEPTANCE OF PROPOSAL. The above prices specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment to be made as outlined above.

Date: _____ Signature: X _____

References available upon request.

CPE MAINTENANCE QUOTATION

CUSTOMER:

CENTRAL MONTANA 911
CENTRAL MONTANA 911

BILL TO NAME:

CENTRAL MONTANA 911

BILL TO ADDRESS:

305 W WATSON ST LEWISTOWN MT 59457

QUOTATION NUMBER:

170110276

CREATE DATE:

26-SEP-2025

QUOTATION VALID THROUGH:

24-JAN-2026

CONTRACT SERVICE START DATE:

01-OCT-2025

CONTRACT SERVICE END DATE:

30-SEP-2026

NET AMOUNT OF CONTRACT:

\$18,741.64

CURRENCY VALUE EXPRESSED IN:

USD

LUMEN®

INSTALL SITE ADDRESS	PART NUMBER	PART DESCRIPTION	QUANTITY	START DATE	END DATE	NET AMOUNT
CENTRAL MONTANA 911 305 W WATSON ST LEWISTOWN MT 59457	LSV06S03769A	VESTIA 911 COAM SRVC PKG W/O MON - 1 YEAR - RENEWAL	1	01-OCT-2025	30-SEP-2026	\$8,345.00
911 JUDITH BASIN CO MT 93 3RD ST S STANFORD MT 59479	FOIS	LUMEN SUPPORT	1	01-OCT-2025	30-SEP-2026	\$6,772.63
	LSV06S03769A	VESTIA 911 COAM SRVC PKG W/O MON - 1 YEAR - RENEWAL	1	01-OCT-2025	30-SEP-2026	\$3,105.48
	FOIS	LUMEN SUPPORT	1	01-OCT-2025	30-SEP-2026	\$518.53

TOTAL SUMMARY

TOTAL NET PRICE \$18,741.64

CENTRAL MONTANA 911

Signature

Title of Customer

Date

Terms and Conditions Governing This Order Form

1. This confidential Order may not be disclosed to third parties and is non-binding until accepted by Lumen as set forth in section 2. "LUMEN" is defined for purposes of this Order as Centurylink communications, LLC d/b/a Lumen Technologies Group and its affiliates/entities providing Services under this order. Customer places this Order by signing (including electronically or digitally) (otherwise acknowledging (in a manner acceptable to Lumen) this document and returning it to Lumen. Pricing is valid for 90 Calendar days from the date indicated unless otherwise specified.

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

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF LEWISTOWN, MONTANA, THAT CITY CODE SECTION 10-5-3 BE AMENDED TO READ AS FOLLOWS:

10-5-3: PARKING TIME LIMITED FOR SNOW ROUTES:

(A) Parking Limitations: From November 1 through May 1 there are climatic conditions which cause accumulations of, snow, ice or sleet, or all three. When such conditions exist, it may be necessary to take immediate action to safeguard life, property, and public welfare by removal of the accumulations on streets. Such conditions when they exist are declared to be public emergencies. Certain streets shall be designated as Tier I or Tier II Snow Routes and shall have limited parking from November 1 through May 1 in order to clear and maintain the streets of the City so as to allow normal and safe vehicular traffic, parking and access, or to open catch basins to improve street drainage. Streets designated Tier I or Tier II Snow Routes shall have limited parking as follows:

(I) Tier I Snow Routes: Tier I Snow Routes are critical driving routes in Lewistown as these routes must be kept clear for emergency services and critical access. In the event that the City Manager declares a Snow Event as set forth in Section 10-5-3(B), no person shall park vehicles, trailers, or equipment on

streets designated as Tier I Snow Routes until the City Manager declares the Snow Event has.

- (a) It shall be the responsibility of the registered owner of a motor vehicle, trailer, or any equipment parked in a street designated as a Tier I Snow Route to remove the vehicle, trailer, or equipment parked along the streets designated as a Tier I Snow Route at any time the City Manager declares a Snow Event
- (b) Should the registered owner fail or refuse to remove the vehicle, trailer, or equipment, the registered owner shall be subject to the penalties as set forth in in Section 10-5-3(D). In addition to the penalties in Section 10-5-3(D), if the registered owner has two or more prior citations for a violation under this section, the City, at its discretion, may impound the vehicle and it will only be released to the owner upon the City being reimbursed for towing charge and the posting of an appearance bond.

(II) Tier II Snow Routes: Tier II Snow Routes are considered important driving routes in the City for access. From November 1 through May 1, parking on Tier II Snow Routes shall alternate from each side of the street on even and odd calendar days.

- (a) Even Calendar Days: On even calendar days, vehicles, trailers, or equipment shall be parked only on that side of the street having

even-numbered street addresses between the hours of 11:00 P.M. and 11:00 A.M. of the following day.

(b) Odd Calendar Days: On odd calendar days, vehicles, trailers, or equipment shall be parked only on that side of the street having odd-numbered street addresses between the hours of 11:00 P.M. and 11:00 A.M. of the following day.

(c) It shall be the responsibility of the registered owner of any motor vehicle, trailer or equipment to remove the vehicle, trailer, or equipment parked along the streets designated as a Tier II Snow Route during Even Calendar and Odd Calendar days as set forth in Sections 10-5-3-(II)(a) and (b).

(d) Persons found to have committed a violation of this section shall be subject to penalties set forth in Section 10-5-3(D).

(III) Tier I and Tier II Snow Routes are designated as follows:

TIER I

No parking during Snow Event or actual accumulation of four (4) inches of snow.

Terminal Drive	From Aztec to end
Aztec Drive	From Terminal Drive to Stratosphere Drive
Stratosphere Drive	From Airport Road to Aztec Drive
Airport Road	From Stratosphere Drive to Main Street
Lower Airport Road	From Airport Road to Birch Street
Birch Street	From Lower Airport Road to Casino Creek Drive
Casino Creek Drive	From Golden Eagle Drive to Brassey Street
Roundhouse Road	From Castle Butte Road to edge of City Limits

Marcella	From Main Street to edge of the City Limits
Elm Street	From Main Street to E. Boulevard Street
2 nd Avenue	From Water Street to Boulevard Street
3 rd Avenue	From Main Street to Boulevard Street
4 th Avenue	From Main Street to Boulevard Street
5 th Avenue	From Main Street to Boulevard Street
6 th Avenue	From Main Street to Boulevard Street
8 th Avenue	From Janeaux Street to Main Street
Janeaux Street	From 8 th Avenue to 1 st Avenue
Broadway Street	From 7 th Avenue to 1 st Avenue
Entrance Avenue	From Main Street to Boulevard Street
Wendell Avenue	From Main Street to C Street
McKinely	From Wendell Avenue to F Street
F Street	From Main Street to McKinely
G Street	From Main Street to H Street
H Street	From Main Street to Truck by Pass

TIER II

Odd and Even Parking from November 1 to May 1

Boulevard Street	From Elm to Entrance Avenue
C Street	From Entrance Avenue to Wendell Avenue
7 th Avenue	From Main Street to 1 st Street/Truck By Pass
4 th Avenue	From Boulevard Street to Truck By Pass
	From Main Street to Water Street
6 th Avenue	From Main Street to Earl's Street
5 th Avenue	From Main Street to Brassey Street
3 rd Avenue	From Main Street to Water Street
Water Street	From 5 th Avenue to 1 st Avenue
Watson Street	From 4 th Avenue to 3 rd Avenue
10 th Avenue	From Spring Street to Main Street
Spring Street	From 10 th Avenue to Lower Airport Road

State Highway Plow
Routes:

Main Street
1st Avenue

Entire Length in City Limits
Entire Length in City Limits

(B) Snow Event: The City Manager may declare a “Snow Event” if the National Oceanic and Atmospheric Administration (“NOAA”) forecasts snow accumulation equal to or greater than four (4) inches or if there is actual accumulation of snow equal to or greater than four (4) inches for any 24-hour period from twelve o’clock (12:00) P.M. (noon) until twelve o’clock (12:00) P.M. (noon). A declared Snow Event shall continue in effect until such time that the City Manager declares the Snow Event to be ended.

(C) Vehicles To Be Ticketed And/or Towed: Any vehicle, motor vehicle, trailer, or equipment parked in violation of this section may be ticketed and/or towed and the registered owner of such vehicle, tractor, or equipment shall, in addition to any fine which may be imposed, be responsible for all towing and storage expenses which may arise.

(D) Penalty: Every person convicted of a violation of this section shall be punished by a fine of \$25.00. For a second conviction within one (1) year after the first conviction, the person shall be punished by a fine of \$50.00. Upon a third or subsequent conviction within one (1) year after the first conviction, the person shall be punished by a fine of \$100.00.

(E) Notice: Notice of the designated routes and removal of snow, ice and sleet shall be given as follows:

(I) Annually on or about October 15 and on or about November 1, the City shall publish notice in a newspaper of general circulation or publish the notice by other appropriate means. The notice shall be in substantially the following form.

"NOTICE OF SNOW ROUTE DESIGNATION"

To: The Public at Large

"Notice is hereby given that snow removal routes have been designated within the City of Lewistown. All streets designated as Tier I and Tier II Snow Routes are designated as snow routes for November 1 through May 1. It is unlawful for any vehicles to be standing or parked on any designated Tier I Snow Route when the accumulations of snow, ice or sleet or all three (3) exceed four (4) inches. From November 1 until May 1. Any vehicle parked on a street designated as Tier II shall follow an Odd and Even day schedule wherein vehicles shall only be parked on the side of the street with even property addresses on even calendar days and shall only park on the side of the street with odd property addresses on odd calendar days. A copy of a map depicting the Tier I Snow Routes and Tier II Snow Routes is on display at the Lewistown City Hall. It is the responsibility of the registered owner of the vehicle to adhere to the parking limitations set for streets designated as Tier I Snow Routes or Tier II Snow Routes. A violation of the law may result in the vehicle being impounded or fine being imposed or both."

(II) When it has been determined that the minimum accumulations of four (4) inches of snow have been exceeded and/or a Snow Event has been declared, the City Manager or his/her designee may notify the public by an appropriate method that an emergency exists and when removal will commence.

PASSED AND APPROVED on the first reading by the Lewistown City Commission this _____ day of _____, 2025.

PASSED AND APPROVED on the second reading by the Lewistown City Commission this _____ day of _____, 2025, and effective thirty (30) days thereafter.

Loraine Day
COMMISSION CHAIR

ATTEST:

CITY CLERK

PURCHASE REQUISITION FORM

CITY OF LEWISTOWN

305 W. Watson St.
Lewistown, Mt 59457

Department: Street Department Requested by _____ Date: 10/17/2025

Account # (s) _____ Financial Officer Review (int) _____

Description of the goods and/or services:		
Snow plow for ¾ Chevy		

	Quoted Price	
Vendor #1: Pick up Guy		
Address: without down force	\$13,125.00	
Phone:		
Notes:		

Vendor #2: Pick up Guy	\$15,550.00	
Address: with down force		
Phone:		
Notes:		

Vendor #3:		
Address:		
Phone:		
Notes:		

Approved Vendor _____

Authorization to purchase through vendor noted above _____

City Manager

*Note- These blanks are furnished by the City Clerk.

*Note- "per attached" is not an acceptable description.

Quote

Customer
City of lewistown US

Quote Dates
Quote Date: 10/15/2025 Expiration Date: 11/14/2025

Qty	Part	Description	Price	Total
0	Vehicle	2015 Chevrolet/GMC 2500 4 Wheel Drive Double Standard 5600.00000 144.20000 Single 6.0L High Beam 9005 (HB3) Low Beam (H11)	\$0.00	\$0.00
1	LTA09201B	UC/RT3,GM 2500/3500,11-19	\$916.70	\$916.70
1	MSC01565	SNOW DEFLECTOR	\$390.00	\$390.00
1	MSC09044	ADAPTER-LIGHT,GM HALOGEN 14-19,13PIN	\$185.40	\$185.40
1	MSC09601	CONTROL-HANDHELD,V-BLADE,12V	\$381.10	\$381.10
1	MSC10292B	BLADE CRATE (SNOWPLOW),9-2,POLY V-XT,09+	\$3677.10	\$3677.10
1	MSC15005C	PLOW BOX,RT3-V,SH2 7-6/8-2/9-2,SL3	\$7065.80	\$7065.80
1	MSC25000	KIT-WIRING,RT3 SH2,12V	\$432.60	\$432.60

Subtotal	\$13048.70
Discount	\$773.70
Labor / Install	\$850.00
GST	\$0.00
HST	\$0.00
PST	\$0.00
Freight	\$0.00
Deposit	\$0.00
Total	\$13125.00

*without
more force*

*Non Folding frog
Not good for curb impact
will not fold under
Blade fixed!!!*

Eric Raltab

Quote

Customer
City of lewistown US

Quote Dates
Quote Date: 10/15/2025 Expiration Date: 11/14/2025

Qty	Part	Description	Price	Total
0	Vehicle	2015 Chevrolet/GMC 2500 4 Wheel Drive Double Standard 5600.00000 144.20000 Single 6.0L High Beam 9005 (HB3) Low Beam (H11)	\$0.00	\$0.00
1	LTA09201B	UC/RT3,GM 2500/3500,11-19	\$920.00	\$920.00
1	MSC18192	BLADE CRATE (SNOWPLOW),9-2,POLY V-DXT	\$4130.00	\$4130.00
1	MSC25015	KIT-CONTROL,HANDHELD,UNIVERSAL,CFT,12V	\$815.00	\$815.00
1	MSC25016	KIT-WIRING,VEHICLE,CFT,12V	\$200.00	\$200.00
1	MSC25510	PLOW BOX,V,DXT,D-F,CFT,SL4	\$8650.00	\$8650.00
1	MSC01565	SNOW DEFLECTOR	\$390.00	\$390.00

Subtotal	\$15105.00
Discount	\$455.00
Labor / Install	\$850.00
GST	\$0.00
HST	\$0.00
PST	\$0.00
Freight	\$0.00
Deposit	\$0.00
Total	\$15500.00

*May Have Freight
450⁰⁰*

bridger.creekplumbing@gmail.com

Angela

City of Lewistown
305 W. Watson
Lewistown, MT 59457
535-1760

11882

Business License Application

Business Name Bridger Creek Plumbing, Inc.
Street Address 1713 Rock Creek Rd Phone (406) 581-2734
City Moore State MT Zip Code 59464
Brief Description/Nature of Business Plumbing

Is This a Recognized Non-Profit Organization? Yes ☐ No ☒ # of Employees

Owners Name and Address Tobin Finucane 1713 Rock Creek Rd.
City Moore State MT Zip Code 59464 Phone # (406) 366-4422

Planning & Building Dept:

Legal Description: Lot Blk Subdivision Lot Sz (sq ft)

Estimated Square Footage Occupant Load Zoning District

Is The Building Currently Under Construction or Remodeling? Yes ☐ No ☐

Remodeling or New Construction Within The Last 12 Months? Yes ☐ No ☐

Is Building in The City Limits? Yes ☐ No ☐

Fire Dept:

Primary Emergency Contact Name & # Tobin Finucane (406) 366-4422

Secondary Emergency Contact Name & # Angela Finucane (406) 210-6974

Are There Any Special Hazards Associated With Your Business That We Should Be Aware Of? Yes ☐ No ☒ If So, What Are They?

Do You Have Any Hazardous Materials On The Premises? Yes ☐ No ☒ If So, Do

You Have Materials Safety Data Sheets For Them? Yes ☐ No ☐

Are There Any Fire Extinguishers Located On The Premises? Yes ☐ No ☐ #

Are There Smoke Detectors On The Premises? Yes ☐ No ☐ #

Are There Any Locked Or Blocked Exits During Business Hours? Yes ☐ No ☐

Applicant Signature [Signature] Left \$60 - cash on 10-16-25

City Use Only Plumbing Business License Fee:
Business Classification P.L. Received By Angela Finucane Date 10-16-25

Sent to:
BUILDING DEPT
FIRE DEPT
HEALTH DEPT
ZONING DEPT
CITY MANAGER

Received From: Permitting Surety Bond
BUILDING DEPT
FIRE DEPT
HEALTH DEPT
ZONING DEPT
CITY MANAGER