

A REGULAR COMMISSION MEETING OF THE LEWISTOWN CITY COMMISSION ON NOVEMBER 17, 2025 WHICH WAS HELD AT THE CENTRAL MONTANA COMMUNITY CENTER AND STARTED AT 7:00 P.M.

CALL TO ORDER

Vice Chairman Buehler called the meeting to order.

PLEDGE OF ALLEGIANCE

Vice Chairman Buehler asked everyone to stand and say the Pledge to the Flag.

ROLL CALL

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

APPROVAL OF MINUTES

Commissioner Buehler stated that without objection and based on the corrections the minutes for November 3, 2025 are approved.

COURTESIES

There were none.

PROCLAMATIONS

There were none.

BOARD AND COMMISSION REPORTS

Commissioner Hewitt reported she attended the Airport Board. Commissioner Hewitt explained the airport is going to move the automatic gate a few feet prior to the construction at the airport. The airport will be putting in a manual gate during the construction time. The Airport Board approved a grant application. The Airport Board approved Peccia to submit to the Montana Aeronautics Development Grant and represent Lewistown at the Aeronautics Board meeting in January. There was discussion regarding the grass strip landing. RC Construction is interested in a lot to build on for their construction equipment.

Commissioner Buehler reported the Library Board will be meeting this Wednesday, November 19th at 1 pm in the upstairs meeting room at the Library.

Commissioner Terry reported the Central Montana Foundation will meet on Tuesday, November 26th at 2 pm.

CITY MANAGER REPORT

City Manager Holly Phelps reported on the following items:

All City Offices will be closed November 27th in observance of Thanksgiving. This year the Chamber of Commerce will be hosting the Christmas Stroll Parade on November 28th. The Lewistown Downtown Association has also planned a full schedule of events for Saturday the 29th. Check out the attached flyer. This year's festivities include a fun run. This year Bright Country Nights will take place over two weekends, November 28th to 30th and December 4th to 6th from 5 to 9 pm.

The Ice-Skating Association will soon start working to get the rink ready for this year's season. With the unseasonably warm weather it will be a while before there is ice, they continue to grow their program and make some additional improvements to the facility. They do plan on having the new locker rooms ready to go for this year's hockey season.

The Civic Center is getting ready to begin renting snow shoes, cross country skis, and ice skates. The Park and Recreation department has been working on moving their rental equipment room, so it should be easier for staff this season. For more details on equipment rentals call the Civic Center.

Open House, the City Manager is hoping this can be finalized tonight.

The Civic Center is busy, starting their winter programs. Between now and the end of the year the following events will be started: rifle, archery, volleyball and 4 on 4 basketball. There are also some exciting new programs too. Check out the Lewistown Parks and Recreation Facebook page for more information.

On December 1st the City Commission will do their annual review of the City Manager this meeting will begin at 3 pm at the Council on Aging. The Commission will be using the form that was handed out at the last meeting.

The recent City election has been canvased. The results are as follows: Travin Warren At Large Commissioner, Deb Bowser Ward I, Ken Shaver Ward II and Tim Robertson Ward III.

City Manager Phelps commented the recent internet outage disrupted the entire community. Those citizens that had satellite provider still had internet. The high school and library still had internet. Emergency services were able to get 911 calls immediately the biggest issue was citizens being able to call 911. City Manager Phelps explained that City worked with the radio and DES.

Commissioner Hrubes stated he would like to see the open house be held on December 15th during the committee of the whole. Commissioner Hrubes commented he thinks having it here is just fine.

PUBLIC COMMENT – non agenda items:

Ms. Mona Harrell, 134 Southland Road, asked the Commission if her property has been zoned yet. Ms. Harrell stated the property they reside in was annexed into the City in 2015 and still has not been zoned. City Manager Phelps answered the City Planner is working on doing a full zoning update for the City of Lewistown and making sure it is compliant with the 2024 Land Use Plan. Ms. Harrell expressed her concern regarding the maintenance of streets where she lives. Ms. Harrell commented that if they want gravel or the road plowed, they have to pay for it. Ms. Harrell also reported their street sign is down and the stop sign is leaning. City Manager Phelps answered that she made notes of these requests and will work to get them taken care of.

Mr. Lewis Harrell, 134 Southland Road, expressed his concern with the weeds on the property adjacent to his property and has tried to find out who owns the property. City Manager Phelps explained that City is included in the County Weed District. City Manager Phelps further explained this information should be reported to code enforcement and they can do some investigative work to find the owners. Mr. Lewis Harrell explained that he doesn't believe his property boundaries are correct and doesn't feel he should pay taxes on property he doesn't own and the County and others are using the road. City Manager Phelps answered there is one local survey company and if he is interested, he could ask them to do a retracement. City Manager Phelps commented the Clerk and Recorder is the official record holder for surveys in Fergus County.

CONSENT AGENDA

Commissioner Spika made the motion to approve the consent agenda and Commissioner Hrubes seconded the motion. The motion passed unanimously. The consent agenda was the acknowledgement of the claims that have been paid from November 1, 2025 to November 14, 2025 in the amount of \$497,365.17

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

1. Discussion and action on approving Resolution No. 4213 a resolution redesignating the Lewistown Tax Increment Financing Board, as the Advisory Committee Pursuant to SB3 (2025)

City Manager Phelps explained that during the 2025 legislature changes were made to some of the tax increment finance (TIF) rules, which includes boards. The change is to allow a representative from the School and County that the district is located in. These changes have been reviewed by the TIF board and approved. City Manager Phelps stated the representatives will be appointed tonight. Commissioner Spika made the motion to approve Resolution No. 4213, a resolution redesignating the Lewistown Tax Increment Financing Board, as the Advisory Committee Pursuant to SB3 (2025) and Commissioner Hrubes seconded the motion. Commissioner Hrubes asked what the purpose of having school district board members on the TIF board. City Manager Phelps answered the tax increment does include school tax dollar and county tax dollars as well as City tax dollars. Therefore, all taxing agencies that are foregoing the tax revenue for the life of the district have a say on what is being expended. City Manager Phelps explained the make up of the TIF board is a representative from the county, the school and three others. City Attorney Tyler West explained this resolution is updating our board to match the state law. City Attorney West explained the legislature decided it was important to specifically designate a county and school board position. The tax increment district is within the county, so the county has an interest and the new amended senate bill says any school district within the district gets a member. This resolution also creates the Lewistown Tax Increment Finance Advisory Committee. Commissioner Buehler 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 on appointing Megan Bartel as the Fergus County representative on the Lewistown Tax Increment Finance Advisory Committee

City Manager Phelps explained Megan Bartel is a currently a valuable member of the TIF/ Board in the past. City Manager Phelps further explained that she just recently moved outside of the City limits. Megan Bartel applied to be the Fergus County Representative on the Lewistown Tax Increment Finance Advisory Committee. The Fergus County Commissioners did approve Megan Bartel as their representative on the board and the TIF Board also approved her for the board. Commissioner Hrubes made the motion to approve appointing Megan Bartel as the Fergus County representative on the Lewistown Tax Increment Finance Advisory Committee and Commissioner Hewitt second the motion. Commissioner Buehler 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 appointing Carson Sweeney as the School District #1 representative on the Lewistown Tax Increment Finance Advisory Committee

City Manager Phelps stated this would be a new position and do not anticipate having to change anything. City Manager Phelps explained that board member Scot Solberg has been wanting to step down for some time. Carson Sweeney has been active and attending the board meetings. City Manager Phelps stated Carson is on the school district board and was approved by both the school board and TIF board to serve on this board. Commissioner Hrubes made the motion to approve appointing Carson Sweeney as the School District #1 representative on the Lewistown Tax Increment Finance Advisory Committee and Commissioner Spika seconded the motion.

Commissioner Buehler 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 the approving the purchase of a police car for the Lewistown Police Department

City Manager Phelps explained the Police Department did budget to replace one of their vehicles. The Police Chief solicited bids and received two bids one from Bison Ford in the amount of \$50,863.72 and two bids from Duval Ford one for a 2024 in the amount of \$46,518.00 and second one for 2026 in the amount of \$49,109. City Manager Phelps noted the 2024 did not meet the specs and both bids from Duval Ford was after the deadline. No bid was received from the local dealers. Commissioner Terry asked what the time line is for receiving the vehicle. City Manager Phelps answered none of the 2026 models have build date, however, Police Chief Jenness is confident we should see it in the spring. The City would have to commit to purchase the vehicle before getting a build date. City Manager Phelps explained that she doesn't feel the 2024 meets the spec and the bids from Duval Ford were not submitted by the deadline. Commissioner Hewitt made the motion to purchase a patrol car from Bison Ford in the amount of \$50,863.72, which doesn't include the upfit of the vehicle and Commissioner Spika seconded the motion. Commissioner Buehler 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 item was presented to the Commission at the October 20th Commission meeting and it was tabled to get updated bids and bids on like furnaces. City Manager Phelps reported that both her and the Fire Chief reached out to the different companies and did not get any new information. City Manager Phelps stated all the information remains the same and because timing is of the essence it is on the agenda for approval. City Manager Phelps reviewed the quotes from the local vendors to replace four furnaces in the Fire Department Bay. Central Montana Propane's bid was for a 250 BTU furnace for \$20,810, All Weather Techs bid was for a 250 BTU furnace for \$26,950 and Universal Heating's bid was for a 300 BTU furnace for \$21,752. City Clerk Nikki Brummond explained that this time was tabled at the October 20th meeting and in order to move forward the item needs to be removed from the table. Commissioner Hrubes explained that himself and Commissioner Robertson were very much in favor of the 300 BTU heaters and wonder if it is a possibility. City Manager Phelps answered the Fire Chief looked and confident the 250 BTU will be sufficient and there are four heaters. Commissioner Hewitt made the motion to remove the item from the table and put back on the agenda for action and Commissioner Spika seconded the motion. City Clerk Brummond took a roll call vote with all being in favor of the motion. Commissioner Spika made the motion to approve the purchase of furnaces for the bay at the Fire Department and awarding the bid to Central Montana Propane in the amount of \$20,810 and Commissioner Hewitt seconded the motion. Commissioner Buehler 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 reappointing Toni Gies to the Historic Resources Commission for an additional two-year term

City Manager Phelps explained that two of the Historic Resources Commission members are up for reappointment. Toni Gies is a longstanding Historic Resources Commission member. City Manager Phelps reported that Toni Gies brings a lot of institutional knowledge to the Commission and has taken a very active roll in our new project. Toni Gies is willing to serve an additional two-year term. Commissioner Spika made the motion to approve reappointing Toni Gies to the Historic Resources Commission for an additional two-year term and Commissioner Hrubes seconded the motion. Commissioner Buehler 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 reappointing Meghan Brandon to the Historic Resources Commission for an additional two-year term

City Manager Phelps explained that Meghan Brandon is a local realtor who brings a lot of institutional knowledge about what's happening in the downtown and the community. Meghan Brandon has agreed to serve another two-year term. City Manager Phelps stated this will be her third term on the board and is one of the newest members on the board. Commissioner Buehler asked if she was correct in thinking this board requires a realtor on the board. City Manager Phelps answered it is a desired criterion. Commissioner Hewitt made the motion to approve reappointing Meghan Brandon to the Historic Resources Commission for an additional two-year term and Commissioner Spika seconded the motion. Commissioner Buehler 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 Hrubes asked how the leaf pick up went. City Manager Phelps answered there were some mechanical issues and jury duty issues that put the schedule a little behind. They were able to hit all of the areas in town. City Manager Phelps stated that as time allows and weather permitting, they can still get the sweeper out there.

Commissioner Terry stated that her husband has a fencing business. Commissioner Terry explained her husband uses the call before you dig service. Commissioner Terry further explained the City never marks any of the public utilities for the City. City Manager Phelps answered the City does participate in this program, however, only curb stops and water and sewer mains are marked. The City does not mark any services lines on private property. Commissioner Terry stated she doesn't know how many people use the service, but wondered if this is something the City of Lewistown would want to participate in. City Manager Phelps answered the City does participate in this program and it is not free; the City pays monthly for locates. City Manager Phelps further explained the City only marks the main lines and those are typically in the streets

ADJOURNMENT

Vice Chairman Buehler adjourned the meeting.

Dated this 17th day of November, 2025.

Danielle Buehler
Vice Chairman of the Commission

ATTEST:

Nikki Brummond, City Clerk