

COMMITTEE OF THE WHOLE

NOVEMBER 4, 2024

6:00 PM

1. City Manager Review – the meeting will be closed because the demands of individual privacy clearly exceed the merits of public disclosure in regards to the City Manager review.

This is will start at 5 pm

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, NOVEMBER 4, 2024 AT 7:00 P.M. AT THE CENTRAL MONTANA COMMUNITY CENTER LOCATED AT 307 W WATSON

To participate virtually the options are as follows:

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

Meeting ID: 848 627 5925 Passcode: 59457

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 21, 2024

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 18, 2024 to October 31, 2024 for a total of \$40,448.18

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

1. Discussion and action on Resolution No. 4176, a resolution approving an application from Rayce Townsend for additional TIF funds made to the Lewistown Tax Increment Financing District Board (Action: approve, disapprove or amend Resolution No. 4176) City Manager Holly Phelps
2. Discussion and action on Resolution No. 4177, a resolution approving an application from Chaney Bowen for additional TIF funds made to the Lewistown Tax Increment Financing District Board (Action: approve, disapprove or amend Resolution No. 4177) City Manager Holly Phelps
3. Public hearing to hear comments on Resolution No. 4178, a resolution amending the 2024-2025 budget of the City of Lewistown
4. Discussion and action on approving Resolution No. 4178, a resolution amending the 2024-2025 budget of the City of Lewistown (Action: approve, disapprove or amend Resolution No. 4178) City Manager Holly Phelps
5. Discussion and action on approving Resolution No. 4179 a resolution of intent proposing the closure of the City Clerk's office including Public Works on December 24 for years 2024, 2025 and 2026 (Action: approve, disapprove or amend Resolution No. 4179) City Manager Holly Phelps
6. Discussion and action on reappointing Gary Slagel to an additional 3-year term on the Lewistown Board of Adjustments (Action: approve, disapprove or ament reappointing Gary Slagel to the Lewistown Board of Adjustments) City Manager Holly Phelps

7. Discussion and action on reappointing Donna Strouf to the Historic Resources Commission for an additional 2-year term (**Action: approve, disapprove or amend reappointing Donna Strouf to the Historic Resources Commission**) City Manager Holly Phelps

CITIZENS' REQUESTS

COMMISSIONER'S MINUTE

ADJOURNMENT

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

RESOLUTION NO. 4176

A RESOLUTION APPROVING AN APPLICATION FROM
RAYCE TOWNSEND FOR ADDITIONAL TIF FUNDS
MADE TO THE LEWISTOWN TAX INCREMENT
FINANCING DISTRICT BOARD

WHEREAS, the Lewistown City Commission has adopted Ordinance No. 1748 – An Ordinance establishing the Lewistown Urban Renewal Area, creating the Lewistown Urban Renewal District and adopting the Lewistown Urban Renewal District Plan; and

WHEREAS, by Resolution number 3903 the City created an Urban Renewal Agency per 7-15-4232 Montana Codes Annotated (MCA), which was designated as the “Lewistown Improvement District Board” to engage in activities authorized in 7-15-4234 MCA and provide administrative functions; and

WHEREAS, the Commission re-designated the “Lewistown Improvement District Board” as the “Lewistown Tax Increment Financing District Board” by Resolution 3923; and,

WHEREAS, the Commission appointed a Lewistown Tax Increment Financing District Board (hereafter, the “TIF Board”) in order to manage the Lewistown Urban Renewal District created by Ordinance 1748; and,

WHEREAS, the TIF Board oversees the operation of the Lewistown Urban Renewal District, including public purpose activities; promotional activities; façade building conservation and loan programs; and administrative functions; and,

WHEREAS, the TIF Board exercises those powers authorized by law as specified in Resolution 3923; and,

WHEREAS, the TIF Board has developed the Lewistown TIF District (LTD) Program whereby qualified applicants may apply for TIF District Program Funds for assistance in redevelopment or rehabilitation of properties within the Urban Renewal District; and,

WHEREAS, through its LTD Program the TIF Board has received numerous applications for TIF District Program Funds, has reviewed the same and, has recommended approval of several applicants for those funds; and,

WHEREAS, the City Commission has retained final budgetary authority for TIF program activities.

WHEREAS, this property was previously awarded a TIF Grant for \$10,000 for the demolition of the previous structure.

NOW, THEREFORE, BE IT RESOLVED, that the Lewistown City Commission hereby approves the following applications for TIF District Program Funds as recommended by the TIF Board:

1. Rayce Townsend, applicant; an additional \$10,000 grant for windows and siding at the property located at 504 1st Avenue South.

BE IT FURTHER RESOLVED, that prior to disbursement of any TIF funds, all applicants shall enter into such Development Agreements as established and approved by the TIF Board.

PASSED AND APPROVED this 4th day of November, 2024.

KellyAnne Terry, Chairperson
Lewistown City Commission

Attest:

Nikki Brummond
City Financial Officer/Clerk

City of Lewistown
Application
Tax Increment Financing District (TIF)

Project Name: 504 SHOP Date Submitted: 9-25-24

A) Applicant Information:

Name: RAYCE A. TOWNSEND
Address: 420 1ST AVE S
City/ST/Zip: LEWISTOWN, MT 59457
Telephone Number(s): 801-547-7391
Email: RAT RAYCE @ GMAIL.COM

If the applicant is not an individual doing business under his/her own name, the applicant has the status indicated below and is organized or operating under the laws of:

- ☐ A Corporation
☐ A nonprofit or charitable institution or corporation
☐ A partnership known as _____
☐ Other (explain) _____

B) Project Information:

Building Address: 504 1ST AVE S
Legal Description: LEWISTOWN LAND CO., S15, T15N, R18E
Lot & Block Location: BLOCK 004, LOT 011-013
Existing/Proposed Business: MAINTENANCE SHOP / GUN SALES
Business Description:

TO PROVIDE FIREARM SERVICES AND
GENERAL MECHANICAL MAINTENANCE

City of Lewistown
Application
Tax Increment Financing District (TIF)

Eligible Improvements Cost Worksheet Under TIF Program

List eligible items that pertain to the project that falls under TIF Program Policies (list beginning on page 1). If in doubt about an item's eligibility, include it, the board will review items and help determine eligibility. Please include formal contractor bids to establish costs. *There is no guarantee that additional costs beyond what is listed here will be covered.*

1. <u>2021 DEMOLITION</u>	\$ <u>25,000.00</u>
2. <u>ADDITIONAL COSTS</u>	\$ <u>10,000.00</u>
3. <u>NEW CONSTRUCTION</u>	\$ <u>150,000.00</u>
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____
8. _____	\$ _____
9. _____	\$ _____
10. _____	\$ _____
11. _____	\$ _____
12. _____	\$ _____
13. _____	\$ _____
14. Permitting Fees <u>DEMO / BUILD</u>	\$ <u>1,465.00</u>
15. Other Fees _____	\$ _____
Total Lewistown TIF District Program Request	\$ _____

TIF District Program Award (to be filled out by TIF Administrator)

\$ 10,000.00

To the best of my knowledge and belief, the information provided in this application and in the attached documents is true and correct. The signature attests to my having read, understand and agree to all terms in the Lewistown Tax Increment Financing District Investment Plan.

Signature of Applicant: _____

Date: 9-25-24

Signature of TIF Board Chair: _____

Date: _____

RESOLUTION NO. 4177

A RESOLUTION APPROVING AN APPLICATION FROM
CHANNEY BOWEN FOR ADDITIONAL TIF FUNDS
MADE TO THE LEWISTOWN TAX INCREMENT
FINANCING DISTRICT BOARD

WHEREAS, the Lewistown City Commission has adopted Ordinance No. 1748 – An Ordinance establishing the Lewistown Urban Renewal Area, creating the Lewistown Urban Renewal District and adopting the Lewistown Urban Renewal District Plan; and

WHEREAS, by Resolution number 3903 the City created an Urban Renewal Agency per 7-15-4232 Montana Codes Annotated (MCA), which was designated as the “Lewistown Improvement District Board” to engage in activities authorized in 7-15-4234 MCA and provide administrative functions; and

WHEREAS, the Commission re-designated the “Lewistown Improvement District Board” as the “Lewistown Tax Increment Financing District Board” by Resolution 3923; and,

WHEREAS, the Commission appointed a Lewistown Tax Increment Financing District Board (hereafter, the “TIF Board”) in order to manage the Lewistown Urban Renewal District created by Ordinance 1748; and,

WHEREAS, the TIF Board oversees the operation of the Lewistown Urban Renewal District, including public purpose activities; promotional activities; façade building conservation and loan programs; and administrative functions; and,

WHEREAS, the TIF Board exercises those powers authorized by law as specified in Resolution 3923; and,

WHEREAS, the TIF Board has developed the Lewistown TIF District (LTD) Program whereby qualified applicants may apply for TIF District Program Funds for assistance in redevelopment or rehabilitation of properties within the Urban Renewal District; and,

WHEREAS, through its LTD Program the TIF Board has received numerous applications for TIF District Program Funds, has reviewed the same and, has recommended approval of several applicants for those funds; and,

WHEREAS, the City Commission has retained final budgetary authority for TIF program activities.

WHEREAS, this property was previously awarded a TIF Grant for \$13,155.50 for facade improvements to the property.

NOW, THEREFORE, BE IT RESOLVED, that the Lewistown City Commission hereby approves the following application for TIF District Program Funds as recommended by the TIF Board:

1. A grant of up to \$6,844.50, to the Chaney Bowen, to replace the windows for property located at 210 W. Water Street, in Lewistown.

BE IT FURTHER RESOLVED, that prior to disbursement of any TIF funds, all applicants shall enter into such Development Agreements as established and approved by the TIF Board.

PASSED AND APPROVED this 4th day of November 2024.

KellyAnne Terry, Chairperson
Lewistown City Commission

Attest:

Nikki Brummond
City Financial Officer/Clerk

City of Lewistown
Application
Tax Increment Financing District (TIF)

Project Name: 210 W Water Windows Date Submitted: 10/11/24

A) Applicant Information:

Name: Chaney Bowen
Address: 1276 Jenni Rd
City/ST/Zip: Lewistown, MT 59457
Telephone Number(s): 4066335479
Email: bowenhh@gmail.com

If the applicant is not an individual doing business under his/her own name, the applicant has the status indicated below and is organized or operating under the laws of:

- ☐ A Corporation
☐ A nonprofit or charitable institution or corporation
☐ A partnership known as _____
☐ Other (explain) _____

B) Project Information:

Building Address: 210 W Water St
Legal Description: LEHMAN ADD NO 2, S15, T15 N, R18 E,
BLOCK 002, Lot 010, & SW1/4 of Lot
Lot & Block Location: 11
Existing/Proposed Business: Tri Plex
Business Description: 3 Units, 2 are 1 bedroom 1 bath and one is 2 bed 2 bath.

City of Lewistown
Application
Tax Increment Financing District (TIF)

Eligible Improvements Cost Worksheet Under TIF Program

List eligible items that pertain to the project that falls under TIF Program Policies (list beginning on page 1). If in doubt about an item's eligibility, include it, the board will review items and help determine eligibility. Please include formal contractor bids to establish costs. *There is no guarantee that additional costs beyond what is listed here will be covered.*

1.	Windows	\$ 9200
2.	Labor	\$ 5200
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$
10.		\$
11.		\$
12.		\$
13.		\$
14.	Permitting Fees	\$
15.	Other Fees	\$
Total Lewistown TIF District Program Request		\$
		6,844. ⁵⁰
		14400
TIF District Program Award (to be filled out by TIF Administrator)		\$

To the best of my knowledge and belief, the information provided in this application and in the attached documents is true and correct. The signature attests to my having read, understand and agree to all terms in the Lewistown Tax Increment Financing District Investment Plan.

Signature of Applicant: Charvey Bawer

10/11/2024
Date: _____

Signature of TIF Board Chair: _____

Date: _____

RESOLUTION NO 4179

**A RESOLUTION OF INTENT PROPOSING
THE CLOSURE OF THE CITY CLERK'S
OFFICE, INCLUDING PUBLIC WORKS,
ON DECEMBER 24 FOR YEARS 2024,
2025, AND 2026.**

WHEREAS, the Lewistown City Offices located at 305 W. Watson serves as the central location for city government operations for Lewistown, including the City Clerk, City Manager and related staff with normal business hours for the Lewistown City Offices is 8 a.m. to 5 p.m., Monday through Friday; and,

WHEREAS, the Commission has received a request to close city offices, including public works, on December 24, 2024, 2025, and 2026 in order to allow employees to take part in activities related to the Christmas holiday on December 25.

WHEREAS, each affected city staff person would be required to use a vacation day;

NOW, THEREFORE, BE IT RESOLVED, that a public hearing on the proposed closure shall be held at the regular City Commission meeting on November 18, 2024. The City Clerk is directed to publish notice in accordance with Montana Code Annotated Section 7-4-102.

BE IT FURTHER RESOLVED, that on November 18, 2024, after considering all comments made at the public hearing, the City Commission shall take action on the proposed closure of the City Offices, including the Public Works Department, for December 24, 2024, 2025, and 2026.

PASSED AND APPROVED this 4th day of November, 2024.

KellyAnne Terry, Commission Chairman

ATTEST:

Nikki Brummond, City Clerk

