A REGULAR COMMISSION MEETING OF THE LEWISTOWN CITY COMMISSION ON DECEMBER 16, 2024 WHICH WAS HELD AT THE CENTRAL MONTANA COMMUNITY CENTER AND STARTED AT 7:00 P.M.

CALL TO ORDER

Chairman Terry called the meeting to order.

PLEDGE OF ALLEGIANCE

Chairman Terry asked everyone to stand and say the Pledge of Allegiance.

ROLL CALL

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

APPROVAL OF MINUTES

Commissioner Terry stated that without objection and based on the corrections the minutes for November 4, 2024, November 18, 2024 & December 4, 2024 are approved.

COURTESIES

There were none.

PROCLAMATIONS

There were none.

BOARD AND COMMISSION REPORTS

Commissioner Spika reported that she attended Snowy Mountain Development's annual meeting. The main topic of discussion was strategic planning. Commissioner Spika commented that there isn't much to report however, the board is focusing on a couple areas to focus on the upcoming year. The board continues to discuss memberships dues. Commissioner Spika stated another meeting in December has been scheduled to make a final decision on membership dues.

Commissioner Buehler reported that the Library met on December 12th. This was a regular business meeting. The Friends of the Library chili bowl is schedule for January 24th at the Trade Center. The Library Board is looking into buying a subscription to Hoopla, this would offer more audiobooks for individuals and allow them to access the books more quickly. Commissioner Buehler commented that the Hoopla subscription has other streaming services and they hope to purchase this year. The Library continues to get lots of positive comments on the story walk. The next Library Board meeting will be January 16th at 1 pm.

Commissioner Day reported that the Park and Recreation Board did not meet in December. The next meeting will be the first Wednesday in January.

Commissioner Hewitt reported that the Airport Board met and discussed that the Airport seems to have become a venue for weddings. The board has decided they are not going to allow any more weddings in the big hangar due to a *variety of reasons including liability, lack of storage for aircraft needing to be* *moved and lack of staff to prepare for events*. People can use the tarmac for the ceremony but no reception. Commissioner Hewitt reported the fly-in will be the third weekend in June and they are going to try to get three different helicopters. There was some discussion on possible upgrades to the big hangar and how the process will work since the building is on the National Historic Register. Commissioner Robertson reported that there is a new employee at the Airport and they have gotten a lot of equipment into better shape than it's ever been. The next airport board meeting will be January 8th.

Commissioner Robertson reported the tax increment finance district (TIF) and tax economic development district (TEDD) board have been looking at the agreement with Snowy Mountain Development Corporation. There was some discussion about having two separate agreements one for the TIF and one for the TEDD. The two agreements would allow for some easier paperwork related to bonding, which may be necessary down the road. The separation of agreements was a suggestion from their auditors.

Commissioner Terry reported the Central Montana Foundation met on November 26th. The technology has all been updated and went through an auditor. Commissioner Terry reported that foundation is going to do an audit and then possibly make some changes to the spending policy and funding agreements. There was one grant in the amount of $3,000 to Central Montana Spirit of Christmas. There will not be a meeting in December and the next meeting is the fourth Tuesday in January, which will be the 28th.

CITY MANAGER REPORT

City Manager Holly Phelps reported on the following issues:

The next commission meeting will be on January 6th. There will be no committee of the whole and the first item on the agenda will be the election of the Commission Chairman and Vice Chairman. The board appointments will also be on the agenda. Please put some thought into your current board appointment and schedule.

Just a reminder to everyone Commissioner packets are available to be picked up by noon on the Friday before the meeting. We also email out the information and it is on the City's website by 5 pm.

The City Office, Library and Civic Center will be closing on Christmas Eve, notice will be posted at these locations. Public Works has decided to remain open.

The Lewistown Ice Skating Association will once again be hosting hockey tournament the first 2 weeks in January. The association is also in the process of making ice.

Sewer rates are set to increase in January, but won't be reflected on the customers' bills until February. The residential base rates increase $.25 to $19.75 per EDU, commercial base rate will increase $.25 to $21.75 per EDU and the sewer use charge will increase to $8.50 per 1,000 gallons of water used.

Just a reminder to everyone that fireworks are allowed on New Year's Eve from 10 pm on December 31st to 12:30 am on January 1st.

City Manager Phelps stated that she wanted to make sure that you all saw the response to the Department of Environmental Quality (DEQ) to just one of the letters, which is the facilities or the plant permit. The response as requested stated where the City is at on repairs on all the mechanical equipment. City Manager Phelps further stated that she will be working with our engineers to address the stormwater issues. City Manager Phelps continues to correspond with Chris from DEQ.

PUBLIC COMMENT – non agenda items

Mr. Bill Baldus, Vice Chairman of the Big Spring Creek Watershed Council (BSCWSC) addressed the Commission stating that they had their regular meeting last week and he was asked to come to the Commission meeting and ask a few questions. Mr. Baldus commented that based on the DEQ discussion he understands where the City is at on that issue. Mr. Baldus asked for an update on hiring a Public Works Director. City Manager Phelps answered that the posting is still out there and we are looking at using a recruiting firm. Mr. Baldus commented that the biosolids, the stormwater continues to be a big concern for the BSCWC. Mr. Baldus stated the biosolids, not only for a rain event, but the groundwater contamination being where those piles are stored. The other question is when will there be a wastewater treatment tour. City Manager Phelps answered that a tour would need to be scheduled after the first of the year. Commissioner Robertson asked Mr. Baldus if the BSCWSC would give some recommendations regarding the biosolids and contamination concerns. Mr. Baldus answered that based on the informal discussion of biosolids, the BSCWSC thinks it should be moved. Commissioner Robertson stated that he would like to hear what an engineer tells the City to do with it and is guessing the engineer told us to do what we're doing right now and it wasn't like some City employees made that up. City Manager Phelps answered yes, that is correct the current process is the same thing that was designed into the facility.

CONSENT AGENDA

Commissioner Day made the motion to approve the consent agenda and Commissioner Hewitt seconded the motion. The motion passed unanimously. The consent agenda was the acknowledgement of the claims that have been paid from December 1, 2024 to December 12, 2024 for a total of $141,059.52

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

1. Discussion and action on Resolution No. 4185, a resolution approving an application from Douglas and Loraine Day for the Emporium Building for TIF funds made to the Lewistown Tax Increment Financing District Board

City Manager Phelps reported that in November, the TIF board met and Douglas and Loraine Day were in attendance and gave a presentation. They plan on doing several different little projects on the exterior of the building located at 301 W Broadway, which is the back portion of the power mercantile building that is known as the Emporium. Some of the projects are restoration of the purple glass block, cleaning windows, glass replacement, and a gate at the top of the stairs on the sidewalk. The TIF board did go ahead and approve the matching grant in the amount of $4,666.84 which is 50% of the total cost. Commissioner Robertson made the motion to approve Resolution No. 4185, a resolution approving an application from Douglas and Loraine Day for the Emporium Building for TIF funds made to the Lewistown Tax Increment Financing District Board and Commissioner Hrubes seconded the motion. Commissioner Terry asked for comments from the audience and the Commission. There being none, the question was called for and the City Clerk took a roll call vote with Commissioner Day recusing and the other Commissioners voted in favor of the motion.

2. Discussion and action on Resolution No. 4186, a resolution appointed trustees to Lewistown Tourism Business Improvement District No. 1

Commissioner Terry stated that basically these are all reappointments. City Manager Phelps stated that the individuals agreed to serve again. City Manager Phelps explained that Vaibhav Gadade represents the Trails End, Amanda Lipke represents the Super 8 Motel and Susanne Wiggington represents the Yogo Inn their current term ends on January 31, 2025. It is the desire of the Tourism Business Improvement

District (TBID) board to see these members reappointed for additional four year term. Commissioner Spika asked if the name KellyAnne Terry should be Susanne Wiggington in the Now, therefore, be it resolved section of the resolution. Commissioner Buehler made the motion to approve Resolution No. 4186, a resolution appointed trustees to Lewistown Tourism Business Improvement District No. 1 with the edit and Commissioner Spika seconded the motion. Commissioner Terry 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 reappointing Mr. Scot Solberg to an additional four-year term on the Tax Increment Finance (TIF)/Targeted Economic Development District Board (TEDD)

City Manager Phelps explained that Mr. Scot Solberg is the member that is up for reappointing this upcoming year and will be willing to serve another term. Mr. Scot Solberg has served on the board since its inception and is a valuable member. Commissioner Terry asked who currently serves on the TIF/TEDD board? City Manager Phelps answered Scot Solberg, Megan Bartel, Dave Byerly, Mike Chapman and Tim Robertson. Commissioner Robertson made the motion to reappoint Mr. Scot Solberg to an additional four-year term on the Tax Increment Finance (TIF)/Targeted Economic Development District Board (TEDD) and Commissioner Buehler seconded the motion. Commissioner Terry 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 awarding the bid for the emergency generator and centralized battery backup unit

City Manager Phelps stated that we have been working on this for quite some time and is part of the State Local Infrastructure Partnership Act SLIPA projects. This bid is to replace the emergency generator at City Hall and to provide centralized battery backup to primarily to dispatch. Fire Chief Jensen has offered to be the project manager and has worked very hard to put the bid documents together, visit with the contractors and go through the process. City Manager Phelps reported the City received four bids all meeting the specifications and three of the four bids were under the estimate. City Manager Phelps commented that she feels confident in the Commission awarding the bid to the lowest bidder. Fire Chief Jensen agreed that all bids met the specifications and all contractors would do a good job, but does agree approving the lowest bidder. Commissioner Day made the motion to approve awarding the bid to Peak Electric in the amount of $128,825 for the emergency generator and centralized battery backup unit and Commissioner Hrubes seconded the motion. Commissioner Terry 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 Terry stated that before moving on to the Commissioner's minute she would like to talk about the board appointments for the upcoming year. Commissioner Terry would like to hear what the Commissioners are thinking and talk about it now so it doesn't have to be talked all about it at the next meeting. Commissioner Terry asked if there were any Commissioners currently on a board that they would like to no longer serve on. Commissioner Hrubes stated that the Fergus County Health Board doesn't meet very often and doesn't have enough attendees and would be willing to step down if someone else is interested. Commissioner Terry stated that Commissioner Spika is on the Snowy Mountain Development board, Commissioner Buehler is on the Library Board, Commissioner Day is on the Park and Recreation Board and would like to remain on the board and see the completion of the snack shack. Commissioner Terry stated that she is on the Central Montana Foundation and would like to remain on the board and see them through a couple of things. Commissioner Hewitt is willing to stay on the airport board and Commissioner Robertson is on the airport board as a representative for the pilot association. Commissioner Day commented that there are a few boards in the community that would really appreciate have a commissioner attend. Commissioner Day asked what the situation is with the 911 board. City Manager Phelps answered that there is a spot for a City Commissioner.

COMMISSIONER'S MINUTE

Commissioner Buehler asked if there is still a City County Planning Board. City Manager Phelps answered yes, it will stay in its official capacity for the County even if the City side becomes a planning commission.

Commissioner Robertson reported that himself and the City Manager met with members of the school district, the architectural group, the owner's rep and the maintenance and grounds staff to discuss the traffic situation at Lewis and Clark School. Commissioner Robertson reported that there were some really good potential solutions that were discussed. Some of the solutions would include additional pick up and drop off lanes, off street parking behind the gymnasium and a dedicated teacher parking.

Commissioner Terry reported that a citizen asked her about an abandoned camper on McKinley Street. City Manager Phelps answered that Police Chief Jenness told her that Hanser's Towing would not tow campers, but have come to terms with a price for towing campers. The plan is to tow the campers and then they would be auctioned off, however, we are working to clean up the community.

ADJOURNMENT

Chairman Terry adjourned the meeting.

Dated this 16th day of December, 2024.

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KellyAnne Terry, Commission Chairman

ATTEST:

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Nikki Brummond, City Clerk