

**A REGULAR COMMISSION MEETING OF THE LEWISTOWN CITY COMMISSION ON FEBRUARY 18, 2025 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 to the Flag.

**ROLL CALL**

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

**APPROVAL OF MINUTES**

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

**COURTESIES**

There were none.

**PROCLAMATIONS**

There were none.

**BOARD AND COMMISSION REPORTS**

Commissioner Robertson stated that since Commissioner Hewitt was absent, he would report on the Airport board meeting. The airport board met last Wednesday. The airport has a pretty decent inventory of equipment and has used almost all of its snow related equipment extensively. Commissioner Robertson reported the staff tried to keep the airport open as much as they possibly could, however, there were more days of closure this year than in the past primarily due to weather. The Lewistown Airport has applied for and was awarded a loan from Montana State Aeronautics. The airport will use this money as a match to the federal fund for the 5% match. Commissioner Robertson explained that the funding is for two projects. The one is for the replacement of the door for the big hangar. The second is funding to continue work on the taxiway reconstruction.

Commissioner Day reported that the Park and Recreation Board met on Wednesday, February 5<sup>th</sup>. Commissioner Day commented that she was unable to attend but did review the minutes and it looked like it was a quick meeting. Registration for the Little Eagles basketball is open. Update on the ice rink is that the Lewistown Hockey hosted a 6U and 8U hockey game this past weekend and six teams from Lewistown and Great Falls participated.

Commissioner Spika reported that Snowy Mountain Development Corporation will be meeting this week. Commissioner Spika stated that on the agenda is a tour of the Broadway Apartments.

Commissioner Buehler reported that the Library board was scheduled to meet this week. The meeting has been canceled and are looking to a date in early March to meet.

Commissioner Terry reported the Central Montana Foundation meets on February 25<sup>th</sup> and she will not be in attendance.

### **CITY MANAGER REPORT**

City Manager Holly Phelps reported on the following issues:

The City Manager continues to work with the Department of Environmental Quality (DEQ) on finalizing the hazardous materials cleanup at the old dumpsite located at the City's lot on Marcella Avenue. The DEQ recently changed companies for the Environmental Consultants they are working with. They hope to work through the environmental assessment process and hope to begin work on the site later this year. City Manager Phelps reported that she does have bimonthly check in with DNRC who is the funding agency and DEQ who administers the actual contracts. City Manager Phelps explained that the City pays DEQ for the work and is reimbursed through DNRC. Commissioner Terry commented that this project is grant funded through the legislature.

The extreme cold has kept everybody busy. Several heaters in different City departments have had to be worked on the past several weeks. The Fire Department is looking to replace heaters in the bays and will work with local vendors to get bids. Just a reminder that warmer weather can drive roadway frost further into the ground and cause freezing pipes.

During the last legislative session there was a change to the law that requires both audio and visual recording of our Commission meetings. These recordings must be made available online to the public within 5 days. The City uses Zoom to record the meetings and then the video is put on YouTube. This video is linked to the City's website.

Public works is gearing up for warmer weather. The crews will begin cutting along the curb lines to make sure that catch basins are clear. They will also be preparing to cut hard pack snow and ice. They have also been working to remove piles of snow that will cause hazards when the snow begins to melt. The crews will also continue to monitor the dams and ponds.

The City Manager will be out of the office from February 26-28. She will be available by phone and email.

### **PUBLIC COMMENT** – non agenda items

Mr. Battrick asked why the snow berms are so high at the intersections, because it makes it extremely dangerous to cross the street. City Manager answered that in areas where snow

removal is easier to do in the middle of the street that is where the snow is piled until the equipment and crews can get it moved. Mr. Battrick also reported that a stop sign on Juneaux and 2<sup>nd</sup> Ave is turned around. City Manager Phelps thanked Mr. Battrick for letting us know. Mr. Battrick commented that he read in the newspaper a couple of months ago that someone wanted to start a warming shelter and asked if that happened. City Manager Phelps answered no but St. James Church does have shelter and other provisions available.

Mr. Bill Baldus, member of the Big Spring Creek Watershed Council, explained that there has been some discussion and the Big Spring Creek Watershed Council (BSCWC) meetings regarding snow storage. Mr. Baldus reported that the BSCWC would like to work with the City in the future to get rid of snow storage in the flood plain. Commissioner Terry asked where the snow is being stored at in the flood plain. City Manager Phelps answered she would like to know that also, because she is not aware of anywhere. Mr. Baldus answered that snow storage is in the flood plain at the water treatment plant and concern up by Spring Creek. City Manager Phelps stated she does not think it is in the flood plain but definitely in the approximating of the creek. There was discussion on where snow is stored. Mr. Baldus also expressed his concerns with the toxins in snow and where they go once the snow melts.

### **CONSENT AGENDA**

Commissioner Day made the motion to approve the consent agenda and Commissioner Spika seconded the motion. The motion passed unanimously. The consent agenda was the acknowledgment of the claims that have been paid from February 1, 2025 to February 13, 2025 for a total of \$889,430.55

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

1. Discussion and action on approving Resolution No. 4189, a resolution adopting the National Incident Management System (NIMS) and Incident Command System (ICS) Standards for Emergency Response in Fergus County Montana

City Manager Phelps commented that at the last Committee of the Whole meeting the Disaster Emergency Services Coordinator for Fergus County was here and did a presentation on emergency response planning. City Manager Phelps stated that at the presentation there was discussion on the resolution that the County passed. This is very similar to the one that county passed. Commissioner Robertson made the motion to approve Resolution No. 4189, a resolution adopting the National Incident Management System (NIMS) and Incident Command System (ICS) Standards for Emergency Response in Fergus County Montana 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 Clerk took a roll call vote with all being in favor of the motion.

2. Discussion and action on moving forward with the City of Lewistown's snow policy

Chairman Terry appointed the following Commissioners to a snow policy committee. Commissioner Day, Ward I; Commissioner Hrubes, Ward II; and Commissioner Robertson, Ward III. It was discussed that the City Clerk can assist in advertising for the meeting and

arranging for a place to have the meeting. Commissioner Terry asked Commissioner Robertson to be the chairman of the committee. City Manager commented that it would be nice if the entire community is represented.

### 3. Discussion and action on reappointing Carol Woolsey to the Lewistown Design Review Board for an additional three-year term

City Manager Phelps explained that it is that time of year where we look at all of the City's boards, members and terms. City Manager Phelps stated that she did talk with Carol Woolsey and she is willing to serve another three-year term on the design review committee. The design review committee is really just in charge of signage and permitting signs, larger signs. Commissioner Terry asked how many members serve on the committee. City Manager Phelps answered four. Commissioner Spika made the motion to approve reappointing Carol Woolsey to the Lewistown Design Review Board for an additional three-year term and Commissioner Day seconded the motion. Commissioner Terry asked for comments from the audience and Commission. There being none, the question was called for and the Clerk took a roll call vote with all being in favor of the motion.

### 4. Discussion and action on reappointing Carol Woolsey and Ryan Dick to the City County Planning Board/Zoning Commission for an additional two-year term

City Manager Phelps explained that these two members terms are up and both have agreed to serve another two-year term. City Manager Phelps further explained that as part of the Lewistown Plan there would be a Planning Commission. However, there will still be a City County Planning board to review and approve County matters. City Manager Phelps stated that both of these members have served numerous terms and bring a lot of knowledge to the board. Commissioner Day made the motion to approve reappointing Carol Woolsey and Ryan Dick to the City County Planning Board/Zoning Commission for an additional two-year term 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 Clerk took a roll call vote with all being in favor of the motion.

Commissioner Terry commented that the resolution for the planning commission is on the City Attorney's desk. Commissioner Terry stated there are roughly ten applicants to serve on the planning commission. Once the resolution is approved by the Commission, the Commission will look at the applicants to move forward with appointing a planning commission.

## **CITIZENS' REQUESTS**

There were none.

## **COMMISSIONER'S MINUTE**

Commissioner Buehler stated that the Commissioners received a letter from DEQ today and is asking why the past due DMR reporting has not been addressed. City Manager Phelps answered that she is not sure that it is in the DMR system. City Manager Phelps further explained that it has been done and completed and submitted through their other electronic record system. City

Manager Phelps stated that she will go and review the issue. Commissioner Terry explained that the email Commissioner Buehler is referring to was sent out by DEQ to all commissioners' city emails. Commissioner Terry further explained that she found a typo in the letter and called them directly and a revised letter was sent. Commissioner Terry commented that when she talked with DEQ she confirmed that this letter is only referencing storm water and biosolid permit. They confirmed that was correct and the reports need to be filed by March 15<sup>th</sup>.

Commissioner Buehler asked for any updates on the recruitment of a public works director. City Manager Phelps answered that we are in the interview stages.

Commissioner Spika stated that she would like for Commissioner Robertson to take her minute and give a briefing on rules of running a meeting.

Commissioner Day asked the City Manager to pass on good job from two citizens to all the City crews for their hard work on snow removal.

Commissioner Hrubes asked if the Commission could tour the cemetery in late May or early June. City Manager Phelps answered yes.

Commissioner Robertson explained that he serves on a State board of aeronautics, which is a very formal board in the state. Commissioner Robertson further explained that for serving on the board the Lieutenant Governor requested or mandated the completion of formal training on Robert's rules. It was a training program called Roberts Rules made simple (robertsrulesmadesimple.com) Commissioner Robertson stated that it was simple and he learned a lot. The biggest thing he has learned is that if you have an agenda there is nothing to talk about until a motion is made. There was further discussion on Roberts rules. Commission expressed a desire for more training in this area.

### **ADJOURNMENT**

Chairman Terry adjourned the meeting.

Dated this 18<sup>th</sup> day of February, 2025.

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KellyAnne Terry, Commission Chairman

ATTEST:

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Nikki Brummond, City Clerk