

COMMITTEE OF THE WHOLE

February 3, 2025

6:00 PM

1. Informational presentation from Disaster and Emergency Services on emergency response planning.

**NOTICE FOR, AND AGENDA FOR, A REGULAR MEETING OF THE CITY
COMMISSION, CITY OF LEWISTOWN, FEBRUARY 3, 2025 AT 7:00 P.M. AT THE
CENTRAL MONTANA COMMUNITY CENTER LOCATED AT 307 W WATSON**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES –January 21, 2025

COURTESIES

PROCLAMATIONS

BOARD AND COMMISSION REPORTS

CITY MANAGER REPORT

PUBLIC COMMENT – non agenda items

CONSENT AGENDA

Acknowledgment of the claims that have been paid from January 18, 2025 to January 31, 2025
for a total of \$87,274.88

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

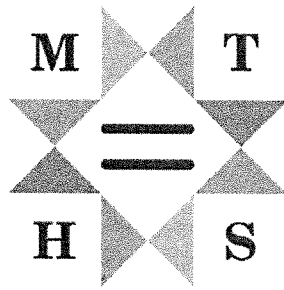
1. Discussion and action on allowing City staff to submit the annual Certified Local Government Grant Application to the Montana State Historic Preservation Office and the authorization to enter into a grant agreement once the grant is approved (**Action: approve, disapprove or amend submitting grant application and authorization to enter into the agreement if approved**) City Manager Holly Phelps
2. Discussion and action on reappointing Shirley Barrick to the Historic Resources Commission for an additional 2-year term (**Action: approve, disapprove or amend reappointing Shirley Barrick 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



MONTANA
HISTORICAL SOCIETY

State Historic
Preservation Office

Memorandum

To: Historic Preservation Officers
From: Kate Hampton, CLG Coordinator
Date: January 14, 2025
Re: CLG Grant Application for 2025-2026

For this grant cycle, we will continue the semi-annual and final reporting/reimbursement cycle. Quarterly requests for reimbursement, not to exceed half of the total grant, can continue to be submitted, as long there is sufficient cash and in-kind match for the amount requested (\$40 of matching funds for every \$60 of grant funds). **Please remember to provide sufficient documentation to determine the allowability of the charges reimbursed, including pay stubs, invoices, donated services forms with original signatures, and other supporting documents.**

Requests to reimburse the full amount of funding can be submitted with the six-month progress report, as long as sufficient activity and match has been documented.

2025-2026 Schedule – Dates to Remember

January 15, 2025	Announcement of Funds
February 18, 2025	CLG Grant Applications Due to SHPO
Upon Receipt and Approval	SHPO Mails CLG Agreements for Signatures
March 25, 2025	Both Signed Agreements to SHPO
April 1, 2025	12-Month Funding Cycle Begins
September 30, 2025	Mid-Point of Funding Cycle
October 31, 2025	Six-Month Progress Report & Request for Reimbursement due
March 31, 2026	Funding Cycle Ends
April 30, 2026	Final Progress Report and Request for Reimbursement due

Grant for 2022-2023:

As of this writing, the US Congress has not appropriated this federal fiscal year's budget. However, we anticipate offering annual grants for up to \$6000. Those who received \$2000-\$4000 last year may apply for \$2000 or up to \$6000 - please consult with MT SHPO. However, until the US Congress has finalized the appropriation, the CLG grants are subject to increase or decrease. Enclosed you will find the annual grant application that MT SHPO offers for certified CLGs.

CLG Program Grant Application Due: Wednesday, February 18, 2024
Email applications to Kate Hampton, khampton@mt.gov

CLG Application Notes and CLG Reminders:

1. Please explain for what project you plan to use your CLG subgrant, and what products will be produced.
2. Remember annual CLG training is required. At least one person from each CLG's preservation program must attend a SHPO-approved training between April 1, 2025 and March 31, 2026.
3. The state mileage rate is **\$0.70** per mile. The lodging reimbursement rate is **\$110.00** per night plus taxes (may vary by location, check with SHPO for rates).
4. Volunteer time reimbursement rate is **\$30.84** (unless a person is volunteering their time in an official professional capacity; then they can record their regular professional services pay rate. This rate shall not exceed the maximum daily rate of compensation in the Federal Civil Service equal to 120 percent of a GS-15, step 10 salary (According to [FederalPay.org](https://www.federalpay.org) as of January 2024, up to a **maximum \$109.48/hr.**, in place of the volunteer rate).
5. Please attach a list of the historic preservation board members, their professional discipline or citizen membership, term (year ending) and contact information (include email addresses if available). Please notify us of any changes that have occurred. If you have new board members, please send us their current resume for our record.
6. Please continue submitting your meeting minutes with your progress reports. They have been very helpful with our reporting requirements. Agendas are helpful but not necessary.
7. For CLGs that have design review responsibilities, please track the number of reviews you complete over the course of the grant period.
8. In the Scope of Work, please tie your tasks to your local government's and/or historic preservation commission's Preservation Plan. If not, please explain why.
9. Consider looking to other state and federal grants to supplement your program. Remember, the SHPO CLG grant cannot be used as federal match, or vice versa.

Annual CLG Program Funding

We anticipate 14 Montana communities will apply for CLG subgrants this grant cycle. Each year, we are required by the National Park Service to pass-through at least 10% of our annual funding to CLGs. This coming year, we anticipate allocating \$82,000 to the CLGs via annual grants. Investment in the CLG program is not only a wise use of our funds but crucial to preservation efforts in our state, and we will continue to look for opportunities to increase CLG funding.

We stress public outreach in the CLG program. Please continue your outreach programs and develop new ones to involve all ages in your community. Please also consider programs and projects that have tangible/measurable outcomes.

Please provide a copy of this correspondence to your CLG Board or Commission for their review and assistance. The application form requires a copy of your meeting minutes that confirm your application was discussed and approved by the Board/Commission.

Please verify the current UEI and Tax ID numbers for your organization, or the organization through which you receive your payments. (your CLG local government)

Guidelines for 2025-2026 CLG Grant Eligibility

CLG guidelines include the following:

1. CLG program grants must be matched on at least a 60/40 basis, cash and/or in-kind.
2. To qualify for the maximum 12-month funding level – \$6,000.00 – CLGs must have a Historic Preservation Officer working at least 80 hours per month. The local historic preservation program must have an established address, telephone number, and message retrieval system. (Hours may not be carried forward or back into another month.)
3. All CLGs must maintain a historic preservation commission that meets at least quarterly.
4. Maximum grant amount of \$6,000.00 can be used towards projects directly associated with the local historic preservation program. Grant expenditures on SHPO-approved, tangible/measurable projects strongly preferred. Matching funds and grant fund expenditures may also include HPO salaries. Overhead/administrative costs should not exceed 25% of the grant or matching funds. **Check with SHPO to ensure your proposed project qualifies for funding under the grant. Bricks and mortar projects must meet SOI standards, benefit a NR-listed property, and complete Section 106 and NEPA review prior to the beginning of the project.** Minimum match is \$4,000.00, and match above minimum is always greatly appreciated.
5. CLGs must submit a Six-Month Progress Report and a Final Report, including meeting minutes, and Requests for Reimbursement that meet documentation and reporting requirements and are delivered on-time.
6. Unspent CLG funds revert to SHPO. Reverting funds may jeopardize the CLG's future funding.

For more guidance on administering CLG funds in Montana, please refer to the *Montana Certified Local Government Manual*, https://mhs.mt.gov/Shpo/docs/CLG_Manual.pdf, as well as the NPS Historic Preservation Fund Grants Manual, https://dpr.vi.gov/wp-content/uploads/2021/02/HPF_Grants-Manual-419-Pages.pdf

Components of 2025-2026 Complete Grant Application

1. Completed CLG Application form, including:
 - a. Contact information
 - b. Scope of work
 - c. Detailed budget table
 - d. Sources of revenue/funding
 - e. Signed CLG and Commission form
2. List of current CLG Commission members (including contact information, i.e. email)
3. An electronic version of the Preservation Plan. Either a link to where the plan is available on the web or via email to Kate.
4. Tax ID and UEI Number.

If you have any questions regarding this application, please contact us:

CLG Program and financial inquiries:

Kate Hampton

406-444-7742

khampton@mt.gov

Certified Local Government Grant Application

**For the grant period
April 1, 2025 to March 31, 2026**

Application Deadline

February 18, 2025

**Montana State Historic Preservation Office
PO Box 201202
Helena, MT 59620-1202
(406) 444-7715**

**2025-2026 GRANT APPLICATION
CERTIFIED LOCAL GOVERNMENT PROGRAM**

Certified Local Government: City of Lewistown

Address: 305 W. Watson, Lewistown MT 59457

Contact Person: Doug Osterman, HPO

Tax ID: 81-6001284

Unique Entity Identifier (UEI): K9E1DGT18UL1

Period of Grant Request: April 1, 2025 to March 31, 2026

Scope of Work: The National Park Service asks we grant funds to CLGs for kinds and levels of work that reflect increasing sophistication, skills, and roles by the Preservation Officers, in other words, tasks that reflect improvement in community thinking. For this section, please itemize special projects, products or projects starting or completing, meetings to be attended, regular work duties, etc., and specifically, ways in which the federal grant funds will help a project or program beneficial to the growth and development of the local program. Please tie your tasks to your community's Preservation Plan. If not, please explain.

(☐ Check if Scope of Work is continued on additional pages.)

The Lewistown Historic Resources Commission (HRC) established by City Ordinance 1549 on 5-5-1986; and amended by Ordinance 1681 on 1-2-2001 meets the first Thursday of every month for two hours. The Preservation Officer attends this monthly meeting. We currently have a very engaged group of people that are working hard to continue preservation activities around our community. The City of Lewistown is currently experiencing a period of growth. The HRC and the City of Lewistown continue to discuss and provide information and resources for the redevelopment of several historic buildings that is occurring in the historic downtown area and are also assisting historic property owner accessing preservation grants. We are also in the middle of an update to the City's Growth Policy and we have pointed out the character and historic nature of Lewistown is something that we want to protect now and in the future.

The HRC continues moving forward their Living History project. We are planning to celebrated the City of Lewistown's designation as a World War II Heritage City in 2024 and we continue working the Airport Board to protect the historic properties at the airport and celebrate the roll that the Lewistown Airport played in local and national history

BUDGET

4-1-2025 to 3-31-2026 Budget	Cash Amount	Cash Source	In-kind Amount	In-kind Source	Total
A. Salaries, Wages, Benefits 960 hours at \$32.50/hr	\$6,000 \$25,200	F CI			\$31,200.00
B. Office Rental					
B. Office Rental 180 sq. ft. at \$5/month			\$10,800.00	CI	\$10,800.00
C. Equipment \$125.00/month			\$1,500.00	CI	\$1,500.00
D. Supplies & Materials Itemize major categories					
E. Postage			\$100.00	CI	\$100.00
F. Telephone & Internet			\$600.00	CI	\$600.00
G. Photocopies 500 at \$.25			\$125.00	CI	\$125.00
I. Volunteers Hours X * rate X number of volunteers.			150 hours at \$30.84 = \$4626.00	NPI	\$4626.00
J. Travel Mileage					

Number of miles X \$0.70. Include funds for HPO and/or Commissioners to attend CLG annual training					
K. Travel Meals # of Meals X rate: Breakfast - \$8.25 Lunch - \$9.25 Dinner - \$16.00					
L. Lodging \$110.00 plus tax X number of nights					
M. Project (s) Expenses – fully itemized Living History project (Signs & Brochures)			\$1600.00	CI	\$1600.00
N. Other Expenses – fully itemized.					
M. Total Expenses	\$31,200.00		\$19,351.00		\$50,551.00

SOURCE KEY:

F-Federal

CI-City

CO-County

NP- Private/Non-Profit

* Federally approved minimum rate for volunteers is \$30.84 per hour.

SOURCES OF REVENUE/FUNDING**AMOUNT****Itemized Cash Match Source**

<u>City of Lewistown</u>	<u>\$25,200.00</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u>Total:</u>	<u>\$25,200.00</u>

Itemized In-Kind Match Source

<u>HP Commission and Volunteers</u>	<u>\$4626.00</u>
<u>City of Lewistown</u>	<u>\$13,125.00</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u>Total:</u>	<u>\$17,305.50</u>

Federal HPF Grant Request from SHPO

<u>2025 – 2026 CLG</u>	<u>\$6,000.00</u>
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TOTAL REVENUE	<u>\$48,505.50</u>
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Certified Local Government
Historic Preservation Commission Chairperson or President

Signature _____ Date _____

Name (typed) ___Kyle Dubbs_____

Address ___305 West Watson Street, Lewistown, MT 59457_____

Telephone _____406-535-1775_____

Certified Local Government
Chief Elected Official

Signature _____ Date _____

Name (typed) _KellyAnne Terry_____

Title ___City of Lewistown Commission, Chairperson_____

Address ___305 West Watson Street, Lewistown, MT 59457_____

Telephone __406-535-1760_____

(The local government administrator may sign in **addition** to the Chief Elected Official.)

Certified Local Government
Historic Preservation Officer

Signature _____ Date _____

Name (typed) ___Doug Osterman_____

Address ___305 West Watson Street, Lewistown, MT 59457_____

Telephone _____406-535-1775_____

Please attach the meeting minutes (or an alternate way in writing) at which your application was discussed and approved by the Preservation Board/Commission.

Please attach a list of the historic preservation board members’ names citizen membership, terms (year ending), their professional discipline or status as a citizen member on the board, and contact information.

Item # 2. Discussion and action on the reappointment of Shirley Barrick for a 2-year term to the Historic Resources Commission.

Proposal:

This volunteer commission consists of seven members whose appointments are confirmed by the City Commission. The Historic Resources Commission members serve two-year terms. The purpose of the board is to promote the preservation of historic and prehistoric sites, structures, objects, buildings, and districts through the identification, evaluation, and protection of historic resources within the city. The Commission meets the first Thursday of every month at the Lewistown Museum at 8:00 a.m.

Shirley has served on the Historic Resources Commission since 11/19/2007. She has a Bachelor's of Science degree in Elementary Education and has served on the Central Montana Historical Museum Board for over 30 years. In addition, she has served on the Fergus County Archives Commission, Fergus County Community Council and the Central Montana Genealogy Society.

Recommendation:

It is recommended that the Commission reappoint Shirley to the Historic Resources Commission.