

A REGULAR COMMISSION MEETING OF THE LEWISTOWN CITY COMMISSION ON FEBRUARY 5, 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 to the Flag.

ROLL CALL

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

APPROVAL OF MINUTES

Chairman Terry asked that the January 16th minutes be brought back for approval at the next meeting.

COURTESIES

There were none.

PROCLAMATIONS

There were none.

BOARD AND COMMISSION REPORTS

Commissioner Buehler reported that the Library Board met on January 25th. This meeting happened right after the chili bowl, the staff reported that the chili bowl was a great success. Commissioner Buehler commented that the event was moved to the trade center and even though attendance was typical it still felt like a large area. The board reviewed some collection policy, new programming and will be closing the library for the Montana Library Association Conference for all staff to attend. This closure will be a three-day closure. The library lost a wonderful member of the library community, Nancy Watts, who passed away on January 18th and the board is thinking about ways to memorialize her efforts with the library.

Commissioner Day reported that she attended the grant writing seminar sponsored by the Library. Commissioner Day stated it was amazing and there was a huge turn out. Commissioner Day explained that part of the seminar they did a town hall forum during lunch and she took a lot of notes that she will report back to the Commission soon.

Commissioner Day reported that the Park and Recreation Board will meet this Wednesday, February 7th.

Commissioner Hrubes reported that he attended the Fergus County Health Board meeting on January 22nd. Commissioner Hrubes commented that there were reports from the nurses, sanitarian and planned parenthood. Commissioner Hrubes reported that they did 19 vaccine clinics and gave 2,523 vaccines. The public health emergency preparedness has gotten a lot of COVID home tests. It was reported there

were 124 cases of COVID with 1 hospitalization, there were 63 cases of influenza A with 5 hospitalizations and 5 animal bites. Commissioner Hrubes stated that they have a loan closet for crutches etc. Commissioner Hrubes reported that Central Montana Family Planning does a lot of their own fund raising to support their services.

Commissioner Hewitt reported that the Airport Board meets this Wednesday, February 7th.

Commissioner Scotten reported Snowy Mountain Development Corporation (SMDC) has a meeting on February 15th at 10 am. SMDC has noticed they will be having a meeting every other month.

Commissioner Terry reported she attended the Central Montana Foundation board meeting on January 23rd. Commissioner Terry stated the software conversion has been completed and this is a \$42 million foundation so this upgrade was very important. Commissioner Terry commented that two permanent endowments were established one for Heart of Montana – Farmer in the Dell and Lewistown Park and Recreation. Commissioner Terry reported that grants were awarded to the female group of Boy Scouts of America for a conference they are attending and they did a very good presentation. The other grant was for students of Grass Range High School to attend a conference in Washington D.C. Commissioner Terry stated that it is always about the kids and the next meeting is February 27th at 2 pm.

CITY MANAGER REPORT

City Manager Holly Phelps reported on the following issues:

While Lewistown has not seen a lot of snow, the icy conditions have kept the Public Works Department very busy. Public Works will soon begin planning projects for summer construction season. The work on the water improvement project will resume soon.

City staff has been busy working on grant applications. Several departments are applying for grants for specific projects or to help fund improvement within their departments. Also, the City is working on a large grant that would help fund infrastructure improvements at City Hall. One of the projects would be upgrading the backup generator for City Hall.

The City of Lewistown currently has openings for a cemetery caretaker, street worker, police officer and office clerk. These positions are full time with benefits. There are also part time positions open at the Civic Center and the Library. Soon the City will be advertising for seasonal staff which includes the swimming pool.

The joint City Attorney/Deputy County Attorney position was opened in January. Interviews have been conducted and made an offer. Mr. Tyler West has accepted the position and is set to start later this month.

The developer of the Berg Lumber site continues to work on their due diligence. They have elected to do some more exploration but continue to explore developing the site. The City will be annexing and zoning this property soon. It is planned that it would be zoned residential.

The City Manager will be out of the office for training several times this month. She will be available by email and cell phone.

PUBLIC COMMENT – non agenda items

There were none.

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 acknowledgment of the claims that have been paid from January 12, 2024 to January 31, 2024 for a total of \$216,375.53

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

1. Discussion and action on approving a business license for Service All Heating and Air

Commissioner Terry reminded the commission that per City Code the Commission must approve the business license for plumbing, HVAC and electrical businesses. City Manager Phelps explained that this is a company relocating from Moore. Commissioner Buehler commented that the primary and secondary contacts are missing. City Clerk Brummond will make sure that we get the contact information. Commissioner Hrubes made the motion to approve a business license for Service All Heating and Air 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.

2. Discussion and action on authorizing the City Manager to submit an application for the Montana Community Reinvestment planning grant program and if approved allowing the City Manager to sign the agreement

City Manager Phelps explained that the last legislative session appropriated \$1 million to support communities in their planning efforts. Some of the eligible projects are growth policies, housing surveys, subdivision and architectural projects, no construction more planning. City Manager Phelps reported that she and the Planning Director have reviewed the contracts between the consultants and the State of Montana and the main part left out of funding was the document production. The City does have money set aside and has done some of the postcards for the surveys and flyers. City Manager Phelps commented that the City recognizes the importance of having high quality documents for Commission meetings and the public. The City is applying for a \$15,000 grant, which would be used for the production of documents, which would include high quality and large quality maps, as part of the public outreach for the growth policy. City Manager Phelps further explained that there is a 20% match, which can include the planners time or staff time to help offset the cost. Commissioner Hrubes made the motion to authorize the City Manager to submit an application for the Montana Community Reinvestment planning grant program and if approved allowing the City Manager to sign the agreement and Commissioner Scotten 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.

3. 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

City Manager Phelps explained this is an annual grant the City applies for to support the Historic Preservation Office. City Manager Phelps further explained that last year the grant was up to \$8,500 and the standard grant amount is \$6,000 this year. The City matches \$500 and commits to having a half time preservation officer, and this grant is used to fund wages. Commissioner Day made the motion to approve 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 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.

4. Discussion on upcoming Local Government Review. City Manager Holly Phelps

City Manager Phelps explained that every ten years local governments, both cities and counties, are required by the Montana constitution to put on the ballot the option to study the form of government. City Manager Phelps stated a budget needs to be developed and a resolution passed. In order to complete a resolution for approval some decisions need to be made. The Commission needs to decide how many commissioners they would like to serve on the study commission. There was some discussion on how the local government study works and that this is not about taxes, the people or positions. City Manager Phelps stated that the Commission needs to set a budget and determine how many members for the study Commission. Last time there were 5 citizens appointed to the study commission. It was determined that five is a doable number and then statutorily there will need to be a Commission liaison. City Manager Phelps explained that she did reach out to the Clerk and Records office and she felt that the City would be considered a medium community and that when looking at the example budget we can suggest a higher amount for elections. There was discussion on the budget and some of the items that would be covered by the budget which would be elections, documents, advertising, training and possibly a person to take minutes. City Clerk Brummond explained that any money budgeted will cover the costs of the study commission and will be funding through a separate mill levy. There was discussion regarding all the variables with the budget and how long or short the process can take.

CITIZENS' REQUESTS

There were none.

COMMISSIONER'S MINUTE

Commissioner Terry reported that herself and Commissioner Hewitt attended the meeting with the Air Force and sentinel. There really wasn't any new information, there is still no timeline, no new information on the workforce hub or location. Commissioner Terry stated that they are starting to look at easements, encroachments and leasing land to determine where they will be locating the communication towers. Commissioner Terry reported that the large wind turbines can't be within 2 miles of the air space of the missiles. This was something that had no been discussed before. There will be 31 new communication towers, that take up 5 acres and are 130 feet in the air.

ADJOURNMENT

Chairman Terry adjourned the meeting.

Dated this 5th day of February, 2024.

KellyAnne Terry, Commission Chairman

ATTEST:

Nikki Brummond, City Clerk