

COMMITTEE OF THE WHOLE

June 17, 2023

5:00 PM

1. Interview of Ward III Commissioner Candidates

**NOTICE FOR, AND AGENDA FOR, A REGULAR MEETING OF THE CITY COMMISSION,
CITY OF LEWISTOWN, JUNE 17, 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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES – June 3, 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 May 31, 2024 in the amount of \$796.27 and from June 1, 2024 to June 13, 2024 in the amount of \$92,715.93

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

1. Discussion and action on appointing a Commissioner to Ward III for the remainder of the unexpired term vacated by Dave Scotten (**Action: approve, disapprove or amend appointing a Commissioner to Ward III**) City Manager Holly Phelps
2. Discussion and action on Resolution No. 4155, a resolution approving an application from Sport Center for TIF Funds made to the Lewistown Tax Increment Financing District Board (**Action: approve, disapprove or amend Resolution No. 4155**) City Manager Holly Phelps
3. Discussion and action on Resolution No. 4156, a resolution approving an application from Tognetti Rentals for TIF Funds made to the Lewistown Tax Increment Financing District (**Action: approve, disapprove or amend Resolution No. 4156**) City Manager Holly Phelps
4. Discussion and action on entering into a construction agreement with the Montana Department of Transportation for water value and sewer manhole adjustments and authorizing the City Manager to sign the agreement (**Action: approve, disapprove or amend entering into a construction agreement with the MDT and authorizing the City Manager to sign the agreement**) 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

RECEIVED

JUN - 3 2024

AP



Application for Lewistown City Commission

Name: Stephen M. Vantassel

Home Address: 367 Castle Ridge Dr. Lewistown, MT 59457

Phone number: 402-489-1042

Email address: stephenvantassel@hotmail.com

How long have you been a resident of the City of Lewistown? 9 years

How long have you been a resident of the State of Montana? 9 years

Which Ward do you reside in? 1 2 3

Are you a citizen of the U.S.A? x Yes No

Are you a registered voter? x Yes No

Current Occupation: Vertebrate Pest Specialist, Montana Department of Agriculture

Current Employer: Montana Department of Agriculture

Please complete this application form, a letter of interest and resume. Return these documents to the City Clerk, Nikki Brummond at 305 W. Watson by noon on June 13, 2024. If you have question feel free to call her 406-535-1760 or by emailing nbrummond@ci.lewistown.mt.us.



Application for Lewistown City Commission

Name:

Jody Warren

Home Address:

416 W. Marase St. Lewistown MT 59457

Phone number:

505-716-1683

Email address:

jodyferrari@hotmail.com

How long have you been a resident of the City of Lewistown?

3 yrs

How long have you been a resident of the State of Montana?

3 yrs

Which Ward do you reside in? 1 2 (3)

Are you a citizen of the U.S.A? X Yes _____ No

Are you a registered voter? X Yes _____ No

Current Occupation:

Owner Operator Lewistown Coffee Co. & Taco Time

Current Employer:

Self



Application for Lewistown City Commission

Name: Tim Robertson_____

Home Address: 311 Uranium Drive, Lewistown, MT 59457_____

Phone number: 406-366-1940_____

Email address: tim182d@gmail.com_____

How long have you been a resident of the City of Lewistown? 21 years_____

How long have you been a resident of the State of Montana? 21 years_____

Which Ward do you reside in? Ward 3

Are you a citizen of the U.S.A? ☒ Yes ☐ No

Are you a registered voter? ☒ Yes ☐ No

Current Occupation: Retired (co-owner Sova Group, LLC)_____

Current Employer: None (co-owner of Sova Group, LLC)_____

Please complete this application form, a letter of interest and resume. Return these documents to the City Clerk, Nikki Brummond at 305 W. Watson by noon on June 13, 2024. If you have question feel free to call her 406-535-1760 or by emailing nbrummond@ci.lewistown.mt.us.

RESOLUTION NO. 4155

A RESOLUTION APPROVING AN APPLICATION FROM
SPORT CENTER FOR 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.

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. Tognetti Rentals, DBA Sport Center, applicant; for sidewalk removal and replacement, along the 2nd Avenue side of the property located at 120 2nd Ave S, to grant up to \$10,000.

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 ____ day of June 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: Sidewalk, 120 2nd Ave South Date Submitted: 5/13/22

A) Applicant Information:

Name: John Tognetti / Tognetti Rentals
Address: 407 Baines
City/ST/Zip: Lewistown Mt 59457
Telephone Number(s): 406-350-2717
Email: sportcenter@midrivers.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: 120 2nd Ave South
Legal Description: S15, T15N, R18E lewistown orig Townsite
Lot & Block Location: Block B14; Lot 001-004 and 1/2 adj. Alley
Existing/Proposed Business: Sport Center
Business Description:

Retail Sporting Goods

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>Side Walk 120 2nd Ave S</u>	\$ <u>20,055.00</u>
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____
8. _____	\$ _____
9. _____	\$ _____
10. _____	\$ _____
11. _____	\$ _____
12. _____	\$ _____
13. _____	\$ _____
14. Permitting Fees _____	\$ _____
15. Other Fees _____	\$ _____
Total Lewistown TIF District Program Request	\$ <u>20,055.00</u>

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: _____

Date: _____

Signature of TIF Board Chair: _____

Date: _____

RESOLUTION NO. 4156

A RESOLUTION APPROVING AN APPLICATION FROM
TOGNETTI RENTALS FOR 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.

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. Tognetti Rentals, for sidewalk removal and replacement, along the 2nd Avenue side of the parking lot located at 2nd Avenue S and Main Street grant up to \$20,000.

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 ____ day of June 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: Brooks Lot Date Submitted: 5/13/24

A) Applicant Information:

Name: John Tognetti / Tognetti Rentals
Address: 407 Barnes
City/ST/Zip: Lewistown Mt 59457
Telephone Number(s): 406 - 350 - 2717
Email: sportcentr@mydrivers.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: W Main St / Brooks Lot
Legal Description: Lewistown dry Township S15, T15N, R18E
Lot & Block Location: Block B14, Ne'ly 28'8" x 90' Lot 007
Existing/Proposed Business: parking Lot
Business Description:

City of Lewistown
Application
Tax Increment Financing District (TIF)

Job Creation: Will there be any new permanent or part-time jobs created as a result of this project excluding construction jobs associated with the development of the project? If so, how many? NO - 0

Project Completion: What is the expected completion date of the project?

10/1/2024

Property Taxes:

How much are the annual property taxes including any improvements? \$ 730.44

Are the taxes current? yes

Do you intend to apply for tax abatement? NO

Has tax abatement been awarded on the property prior to your ownership? NO

Project Financing: Briefly describe how the project will be financed:

self

Description of Project: Please provide a full written description of your project, including type of use, square footage, number of stories, number of parking spaces, general building materials, etc. (Attach to application)

Project Renderings: Please submit design schematic and/or site and landscaping plans for the project. (Attach to application)

Replace side walk and concrete in parking lot, next to Brooks Market. Size is 90 x 28 for lot, 80 x 10 for side walk. Trees would remain. Drainage problems would be corrected. Ramp entering Brooks Market will be rebuilt to meet A.D.A. specs.

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>Brooks Lot sidewalk</u>	\$ <u>17,055.00</u>
2. <u>Brooks Parking Lot</u>	\$ <u>23,420.00</u>
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____
8. _____	\$ _____
9. _____	\$ _____
10. _____	\$ _____
11. _____	\$ _____
12. _____	\$ _____
13. _____	\$ _____
14. Permitting Fees _____	\$ _____
15. Other Fees _____	\$ _____
Total Lewistown TIF District Program Request	\$ <u>40,475.00</u>

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: _____

Date: _____

Signature of TIF Board Chair: _____

Date: _____