

A REGULAR COMMISSION MEETING OF THE LEWISTOWN CITY COMMISSION ON DECEMBER 4, 2023 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: Day, Doney, Hewitt, Hrubes, Spika, and Terry. Commissioners Scotten was absent.

APPROVAL OF MINUTES

Commissioner Terry stated that without objection and based on the corrections the November 6, 2023 minutes are approved.

COURTESIES

There were none.

PROCLAMATIONS

There were none.

BOARD AND COMMISSION REPORTS

Commissioner Hewitt reported that the Airport Board meeting will be this Wednesday, December 6th.

Commissioner Day reported that the Park and Recreation Board will meet this week on Wednesday, December 6th.

Commissioner Doney reported that the next Library board meeting will be in January and a new City representative will be in attendance.

Commissioner Terry reported that the Central Montana Foundation met on November 28th. The board reviewed the quarterly reports and the staff continue to work on the new donor software. There were grant requests from the Spirit of Christmas and the Montana Winter Fair Quilt show. The grant was to purchase racks for the quilts. There were some permanent endowment requests for scholarships. The foundation will not meet until January.

Commissioner Terry commented that as a reminder to the Commissioners that Commissioner Doney will be retiring from serving on the Commission. That means the representative for the Library Board will need to be replaced. The first meeting in January will be when all the board reappointments are approved.

CITY MANAGER REPORT

City Manager Phelps reported on the following issues:

The Police Department recently hired a new officer and a dispatcher. Recently, a police officer took another job in Helena and the Code Enforcement Officer retired. The staff continues to work on filling positions. There is a new youth services librarian, a new street worker and water worker. Interviews were just done for the office clerk at public works.

For the month of December, the City offices will be closed on the following days; December 25th in observance of Christmas and closed on January 1st in observance of New Year's Day.

At the next City Commission meeting we will be approving the 2024 Commissioner meeting calendar. Typically, if a Commission meeting falls on a holiday, the Commission meeting is the next day. This will be the case for the first meeting in January.

At the first meeting of the new year, we will be appointing Commissioners to various boards and commissions. Please think about what board you may be interest in serving one. There will need to be a new Commissioner on the Library board.

The warm weather has prevented the hockey association from making ice. The group is all ready for the season and will be busy with two hockey tournaments. These tournaments will be held the first two weekends of the new year.

Public works recently had several water leaks around town. They worked with contractors to make these repairs and several other projects.

The City will be hosting a Commission and Management professional development training on December 18th, beginning at 6 pm. This training will be for incoming and current commissioners, as well as department heads and will be held in the training room at City hall.

PUBLIC COMMENT – non agenda items

Mr. Ben Saunders, 1310 W Broadway, stated the Christmas lights game is a little weak. Mr. Saunders referred to the Main Street.

CONSENT AGENDA

Commissioner Doney 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 November 16, 2023 to November 30, 2023 for a total of \$631,718.10

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

1. Discussion and action on Resolution No. 4145, a resolution awarding TIF District Funds to Custom Cuts LLC approved by the Lewistown Tax Increment Financing District Board

City Manager Phelps explained that at the last tax increment finance board meeting they were presented this application from Custom Cuts. Custom Cuts is looking at doing improvements to their façade, which include signage. The building is located on 1st Ave S within the TIF district. The TIF board approved the application and it is a one-to-one matching grant up to \$3,856.67. Commissioner Spika made the motion

to approve Resolution No. 4145, a resolution awarding TIF District Funds to Custom Cuts LLC approved by the Lewistown Tax Increment Financing District Board 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 motion passed unanimously.

2. Discussion and action on approving and authorizing the City Manager to sign task order number five for phase 2 of the Lewistown Water Systems Improvements 2023 (funding administration) with Robert Peccia and Associates, Inc.

City Manager Phelps explained that this is referring to phase 2 of the water project. This phase includes grant administration for the ARPA grant that has been awarded to the City. Commissioner Doney made the motion to approve authorizing the City Manager to sign task order number five for phase 2 of the Lewistown Water Systems Improvements 2023 (funding administration) with Robert Peccia and Associates, Inc. and Commissioner Day seconded the motion. Commissioner Terry asked for comments from the audience and Commission. There being none, the clerk took a roll call vote with all being in favor of the motion.

3. Discussion and action on approving and authorizing the City Manager to sign task order number six for phase 2 of the Lewistown Water Systems Improvements 2023 (design phase services) with Robert Peccia and Associates, Inc.

City Manager Phelps explained that this is the design phase for the grants. The work includes several locations of water line replacement, painting of the above ground storage tank and then looking into some other water issues. This is funded through grant funding. Commissioner Day made the motion to approve authorizing the City Manager to sign task order number six for phase 2 of the Lewistown Water Systems Improvements 2023 (design phase services) with Robert Peccia and Associates, Inc. and Commissioner Spika seconded the motion. Commissioner Hrubes expressed his concern about the cost of the engineers. Commissioner Terry asked for comments from the audience and Commission. There being none, the clerk took a roll call vote with all but Commissioner Hrubes being in favor of the motion. Commissioner Hrubes voted against.

4. Discussion and action on approving and authorizing the City Manager to sign task order number seven for Lewistown Headworks Improvements – Design Phase Services with Robert Peccia and Associates, Inc.

City Manager Phelps explained that this is for the improvements at the Wastewater Treatment facility. The work is to include repairs to the headworks, includes replacement of the headworks screen and washer, replacement of the grit removal system and rehabilitation of screw pumps. Commissioner Terry asked if the whole system goes down during the construction. City Manager Phelps explained that there are some bypasses and manual processes that are done to complete the improvements. Commissioner Hrubes commented that this task order is strictly for planning and designing the project. City Manager Phelps stated that this are not to exceed contracts. Commissioner Doney made the motion to approve authorizing the City Manager to sign task order number seven for Lewistown Headworks Improvements – Design Phase Services with Robert Peccia and Associates, Inc. and Commissioner Day seconded the motion. Commissioner Terry asked for comments from the audience and Commission. There being none, the clerk took a roll call vote with all but Commissioner Hrubes being in favor of the motion. Commissioner Hrubes voted against.

CITIZENS' REQUESTS

There were none.

COMMISSIONER'S MINUTE

Commissioner Doney expressed her appreciation that the City is investing and maintaining the City's infrastructure.

Commissioner Day also expressed her appreciation for the City's infrastructure upkeep.

Commissioner Day asked about the parking status in the downtown area. City Manager Phelps explained that right now there isn't any enforcement and are working to fill the position.

Commissioner Day commented that she received an email from Sherry Evans. City Manager Phelps answered that all the Commissioners should have received that email. The issue is the placement of the headstone.

Commissioner Hrubes reported that Mr. Ed Durbin is very pleased with the progress of the clean up of low hanging branches.

Commissioner Hewitt explained that she remembers the controversy with the meth center and looks at it as being similar to the warming shelter.

ADJOURNMENT

Chairman Terry adjourned the meeting.

Dated this 4th day of December, 2023.

KellyAnne Terry, Commission Chairman

ATTEST:

Nikki Brummond, City Clerk