

A REGULAR COMMISSION MEETING OF THE LEWISTOWN CITY COMMISSION ON DECEMBER 18, 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, Scotten, Spika and Terry.

APPROVAL OF MINUTES

Chairman Terry stated that without objection and based on the corrections the November 20, 2023 and December 4, 2023 minutes are approved.

COURTESIES

Chairman Terry commented that tonight is Commissioner Doney's last Commission meeting. Chairman Terry stated that the City appreciates your service, time and knowledge while serving as a City Commissioner.

PROCLAMATIONS

There were none.

BOARD AND COMMISSION REPORTS

Commissioner Doney reported that the Library Board did not meeting in December. The Library Board will meet in January and there will be a new representative from the City Commission.

Commissioner Day reported that the Park and Recreation Board met on December 6th. Commissioner Day reported that an environmental assessment must be completed before the improvements to the snack shack can begin. The Rotary Club is working to get the concrete poured for the new shelter at Frank Day Park and it is depending on the weather. There was some vandalism at the pickleball courts and men's restroom at Frank Day Park. The Friends of the Trails purchased a new plow for the trail system. There are about 170 kids signed up for the youth archery between the ages of 6 to 16. Commissioner Day reported that the Park and Recreation Director is looking to set up an endowment fund at the Central Montana Foundation. Commissioner Day explained that the old business at the meeting was the rate increases for the Civic Center and it was approved effective January 1, 2024 and there was a request for an update on Eagle Projects.

Commissioner Hewitt reported that the Airport Board met on December 6th. The new blades for the Oshkosh plow have put on. All the airport vehicles are services and ready for the winter season. The work on taxiway C has been completed. The annual maintenance is being done on the t hangars. The Airport Manager will be discussing the farm lease with the lessee to see if some reseeded can be done on

the grass landing strip. The batteries for the man lift have been ordered and installed. Commissioner Hewitt reported that the airport board is looking to submit an application to the TEDD for the sewer project. Peak Electric has asked permission from the Airport Board to build a 60 by 100 shed for cold storage on the lot next to the property they currently lease and this would all be added to the current lease with Peak Electric.

Commissioner Scotten reported that Snowy Mountain Development Corporation has engaged the Local Government Center to assist with facilitating a strategic plan at the next board meeting. The next board meeting is December 21st.

Commissioner Scotten reported that Shelter Solutions is meeting regularly and the next meeting is tomorrow, December 19, 2023.

Commissioner Terry reported that the Central Montana Foundation does not meet in December. The next meeting will be January 28, 2024.

CITY MANAGER REPORT

City Manager Holly Phelps reported on the following issues:

The next Commission meeting will be held on January 2, 2024. There will be no committee of the whole for the first meeting of the year. Elections for the Commission Chairman and Vice Chairman will be held, as well as board appointments. Please put some thought into your current appointments and schedules. Included in the Commission packet was a list of board and their regular meeting times.

The City Office will be closed December 25th for the Christmas Holiday.

The Lewistown Ice Skating Association has been making ice, in hopes of opening the rink very soon. The Ice-Skating Association has tournaments scheduled for the first two weeks in January. There is a schedule on the Lewistown Ice Skating Association's Facebook page.

Sewer rates are set to increase in January. The sewer ordinance included incremental increase for the next four year. This will show up on the bills received in February. The increases are as follows: residential base rate charge will increase \$.25 per EDU to \$19.50, commercial base rate charge will increase \$.25 to \$21.50 per EDU and sewer use charges will increase \$.50 per 1,000 to \$8.00 per 1000 gallons of water used.

Just a reminder to everyone that fireworks are allowed on New Year's Eve from 10 pm on December 31st to 12:30 am on January 1st.

The Friends of the Library will be holding is annual Library fundraiser, the Chili Bowl event on January 19, 2024 at the Trade Center. It is always a fun time.

CONSENT AGENDA

Commissioner Day made the motion to approve the consent agenda and Commissioner Hrubes seconded the motion. The motion passed unanimously. The consent agenda was the acknowledgment of the claims that have been paid from December 1, 2023 to December 14, 2023 for a total of \$550,042.13

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

1. Discussion and action on approving and authorizing the City Manager to sign task order number eight for Lewistown Headworks Improvements – Funding Administration with Robert Peccia and Associates, Inc.

City Manager Phelps explained that this task order is for the Lewistown Headworks Improvements funding administration. This is part of the ARPA competitive grant that the City was awarded.

Commissioner Spika made the motion to approve and authorize the City Manager to sign task order number eight for Lewistown Headworks Improvements – 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 question was called for the Clerk took a roll call vote with all voting in favor of the motion.

2. Discussion and action on approving Resolution No. 4146, a resolution adopting fees and charges for the Lewistown City Cemetery

City Manager Phelps explained that this resolution is to be reviewed by the Commission annually. The fees are to be adjusted for the upcoming year and any adjustments are done in accordance with the CIP as utilized in all City contracts. City Manager Phelps explained that this CIP this year was 8% and it was modified slightly this year. City Manager Phelps stated that the land costs were a modest increase, but the perpetual care and any associated with labor or materials was a 8% increase. Commissioner Hrubes asked about the fees associated with the Calvery Cemetery. City Manager Phelps explained that City staff does assist with the digging of full body graves. Commissioner Day made the motion to approve Resolution No. 4146, a resolution adopting fees and charges for the Lewistown City Cemetery and Commissioner Spika seconded the motion. Commissioner Terry asked for comments from the audience and Commission. There being none, the question was called for the Clerk took a roll call vote with all voting in favor of the motion.

3. Discussion and action on setting the regular Commission meetings for 2024

City Manager Phelps explained that both of the Commission meetings in January fall on a federal holiday. City Manager Phelps stated that the Commission meetings are to be the first and third Monday of each month as set by the charter. It is proposed that if the meeting falls on a federal holiday the meeting is held the next day. It was noted that Monday, January 15th is a federal holiday and the meeting would be held on Tuesday, January 16th. Commissioner Day made the motion to approve setting the regular Commission meetings for 2024 with the correction and Commissioner Hewitt 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.

CITIZENS' REQUESTS

Mr. Ben Saunders asked Mr. Hrubes is he brought cake for Commissioner Doney's last meeting. Commissioner Hrubes answered yes.

COMMISSIONER'S MINUTE

Commissioner Doney stated that she is looking for what will be coming in the future for the City of Lewistown. Commissioner Doney welcomed Commissioner Buehler to the Commission.

Commissioner Day asked about the committees and if the chicken committee could be removed from the list.

Commissioner Scotten commented about the fundraising for the Central Montana Cancer Center. Commissioner Scotten asked about the Cemetery issue with Ms. Sherry Evans. City Manager Phelps answered that she is working with the Public Works Director to address the issue.

Commissioner Terry wished everyone happy holidays. Commissioner Terry thanked Commissioner Doney for her service on the Commission.

ADJOURNMENT

Chairman Terry adjourned the meeting.

Dated this 18th day of December, 2023.

KellyAnne Terry, Commission Chairman

ATTEST:

Nikki Brummond, City Clerk