

**A COMMISSION MEETING OF MARCH 17, 2014 WHICH WAS HELD AT THE CENTRAL MONTANA COMMUNITY CENTER AND STARTED AT 7:00 P.M.**

**CALL TO ORDER**

Chairman Doney called the meeting to order.

**PLEDGE OF ALLEGIANCE**

Chairman Doney asked everyone to stand and say the Pledge to the Flag.

**ROLL CALL**

Present were Commissioners: Berry, Doney, Gremaux, Hewitt, Poss, Putnam and Turk.

**APPROVAL OF MINUTES**

Commissioner Turk made the motion to approve the minutes for March 3, 2014 and Commissioner Gremaux seconded the motion. The motion passed unanimously.

**COURTESIES**

There were none.

**PROCLAMATIONS**

There were none.

**BOARD AND COMMISSION REPORTS**

Commissioner Putnam reported that she attended the most recent Park and Recreation Board meeting. The board discussed the park maintenance contract discussed and determined that it will be put out for bid with two options; one to maintain the parks and the other to maintain the parks and the cemetery. The Board also discussed charging a fee for the use of some areas which include the Kiwanis Park, Symmes Park, fish hatchery picnic area and the shelter at Frank Day Park. This fee would help those wanting to reserve the area for a special event and would help with expenses associated with the event.

Commissioner Poss reported that the Central Montana Recreation District is continuing to meet every Tuesday, at 4 p.m. upstairs in the Library meeting room. Commissioner Poss explained that they have narrowed down the funding mechanism and area. It appears that it will be a mill levy funding and the school district will be the boundary, but it is still being discussed and hopefully the committee will vote on the issues this week.

Commissioner Hewitt reported that she attended the most recent Airport Board. The Airport Board has sent out renewal lease letters for those properties that are leased at the airport. Commissioner Hewitt explained that the Airport Board is still checking on tenant insurance requirements for the properties that are leased from the Airport. Commissioner Hewitt explained that an individual would like to erect a San Gabriel tower across from Subway and there are guide wires which are an airport concern. Commissioner Putnam asked what a San Gabriel tower is? Commissioner Hewitt answered that it is a Catholic radio tower. Mr. Myhre explained that the property being looked at is located in the County and would only be affected by the Airport zoning.

Commissioner Turk reported that she recently attended the Library Board meeting. The Library funds at the Central Mountain Foundation continue to grow. The staff evaluations are done and the board will be meeting this week to discuss and work on the Library Directors evaluation. The Friends of the Library are going to help with the replacement of the upstairs windows in the Library and the Director is getting estimates.

### **CITY MANAGER REPORT**

City Manager Kevin Myhre reported on the following issues:

The City Manager has received a letter from Lavonne Limpus outlining what she considers as the options available to the City in regard to the animal control facility. A letter was included in the packet. The City Manager asked the Commission to review the letter and let him know if they are interested in making changes to the management and operation of the animal control facility.

Overall the snow is melting without a lot of problems in the City. Some ice damming has been reported and the Public Works Department has been assisting when necessary. The level of the creek has been lowered slightly to allow good flow through the storm drain system.

The Street Department has been working to fill potholes now that the streets are clearing. They will also begin sweeping the streets as manpower and weather allows.

The Airport Board continues to work to get a second appraisal of the property adjacent to the highway. They are hoping to hire an appraiser the week of March 17<sup>th</sup>.

The County Commissioners will be voting on a resolution to place the 2.3 million dollar water and sewer project on the ballot in June. The proposed project would connect the fairgrounds facility to the City's wastewater system and install a larger water line to the area which will connect to the existing three inch line that currently serves the fairgrounds. The wastewater system will include a lift station to pump the sewage to the plant. Once constructed in accordance with City and State design requirements, the City will be expected to take ownership of the new mains and life station. The service connections will continue to be the responsibility of the County as will any other private connections. Commissioner Doney commented that she wants to make sure that citizens know that this is a County project and not a City project.

The City Manager attended an economic outlook seminar at the MSU Northern facility on March 11<sup>th</sup>. The University of Montana Business Bureau reported that Fergus County is showing good economic growth compared to most counties in the state. Currently the rural areas of Montana are showing greater economic growth due to the impacts of oil and other natural resource development. The meeting was very well attended by the Lewistown business community.

The City has hired a staff person to provide building maintenance and cleaning services for the majority of the City's buildings. Previously the work was bid by contract.

The City was successful in the application that was submitted for a way finding grant and will be receiving \$10,000. There is a partnership with the City of Lewistown and the Lewistown Downtown Association to proceed on this project.

## **CONSENT AGENDA**

Commissioner Hewitt made the motion to approve the acknowledgement of the claims that have been paid from February 28, 1914 for a total of \$1,052.56 and from March 1 to March 13 for a total of \$73,185.77. Commissioner Berry seconded the motion and the motion passed unanimously.

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

### 1. Discussion and action on confirming the City Manager’s appointment to the Library Board of Trustees

Mr. Myhre explained that Ms. Mary Frieze has served on the Library Board of Trustees for the last three and a half years and has done a great job. Ms. Frieze would like to be reappointed and support letters have been received from the Board of Trustees and Friends of the library. Commissioner Gremaux commented that he would like to give his support to Ms. Frieze, she is very good to work with and does a good job. Ms. KellyAnne Terry commented that Ms. Frieze is currently the Vice Chairman. Commissioner Putnam asked if there were any other letters of interest. Mr. Myhre answered no. Commissioner Putnam made the motion to confirm the City Manager’s appointment to the Library Board of Trustees and Commissioner Gremaux seconded the motion. Commissioner Doney 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 authorizing the City Manager to enter into a Water Purchase Agreement on behalf of the City of Lewistown with Minuteman Exploration, LLC to purchase water from the City for use in energy development activities

Mr. Myhre explained that the Public Works Department and himself having been working with a representative from Minuteman Exploration who would like to have a purchase agreement in place for water. The water is being used for the development and exploration of oil in the Lewistown area. The attorneys for both entities have reviewed the agreement and are satisfied with the agreement. Mr. Myhre further explained that is will be a meter put in place for the time being and will be charged \$0.02 a gallon. Further discussion followed. Commissioner Putnam made the motion to approve authorizing the City Manager to enter into a Water Purchase Agreement on behalf of the City of Lewistown with Minuteman Exploration, LLC to purchase water from the City for use in energy development activities and Commissioner Hewitt seconded the motion. Commissioner Doney asked for comments from the audience and commission. There being none, the question was called for and the motion passed unanimously.

### 3. Discussion and action on approving Resolution No. 3839, a resolution appointing a successor trustee to Lewistown Tourism Business Improvement District No. 1

Mr. Myhre explained that the City Commission recreated a Tourism Business Improvement District No. 1 (TBID). The TBID allows the hotels to put an additional dollar on each room rented. The TBID has a board of five trustees that oversees the funds collected and how the money is used to bring more people to Lewistown. It is set up that a trustee term expires every year and this year Ms. Vernie Thomas’s term has expired and it has been recommended that Ms. Virginia Woodburn take her place for a four year term. Commissioner Hewitt asked what names were submitted to serve on the board. Mr. Myhre answered that no one else was interested in serving. Commissioner Turk made the motion to approve Resolution No. 3839, a resolution appointing a successor trustee to Lewistown Tourism Business Improvement District No. 1 and Commissioner Berry seconded the motion. Commissioner Doney asked for comments from the audience and commission. There being none, the question was called for and the motion passed unanimously.

4. Discussion and action on authorizing the City Manager to move forward with the financing for the Riverdale sewer project

Mr. Myhre explained that he would like some thoughts from the Commission on how they would like to proceed. Further discussion followed. Mr. Myhre commented that this subdivision was developed in 1903 and is the only one that is not hooked to the sewer system. Mr. Myhre further commented that this is an underdeveloped subdivision and this improvement could help improve the property values in that subdivision. Mr. Myhre explained that the City needs approximately \$350,000 to fund the project. Does the City have that much in reserves, yes, does it limit how much reserve is remaining, yes. Mr. Myhre further explained that the City can borrow the money and make payments and recommends the City Commission look at sewer rates and possibly raising the rates to build reserves. Commissioner Gremaux made the motion to authorize the City Manager to move forward with the financing for the Riverdale sewer project and Commissioner Turk seconded the motion. Commissioner Doney asked for comments from the audience and commission. There being none, the question was called for and the motion passed unanimously.

5. Discussion and action on Resolution No. 3840, a resolution setting rates for water services for persons or entities not connected to municipal water services

Mr. Myhre explained that this resolution sets the City's bulk water usage rate. Mr. Myhre commented that he would like the system to work better and consistent. Mr. Myhre explained that the City brought in about \$1,500 last year and at that rate it would not be possible to make the necessary improvements. Mr. Myhre would like to see a water depot installed and the ability to maintain the road and by raising the rates it would help to make the improvements. Mr. Myhre stated that it will take us to set up a more accurate system and would like to put these proposed rates in at that time. Further discussion followed. Commissioner Turk made the motion to approve Resolution No. 3840, a resolution setting rates for water services for persons or entities not connected to municipal water services and charge as soon as the needed technology is in place and Commissioner Gremaux seconded the motion. Commissioner Doney asked for comments from the audience and commission. There being none, the question was called for and the motion passed unanimously.

6. Discussion and action on Resolution No. 3841, a resolution setting rates for sewer services for persons or entities not connected to municipal sewer services

Mr. Myhre explained that currently we are charging \$30 for 1,000 gallon trucks and \$70 for 1,500 gallon septic trucks. The dumping of portable toilets is \$40 for trucks up to 500 gallons; \$35 for trucks between 500 and 1,000 gallons. Mr. Myhre further explained that there is not of manpower on the City's part, it is currently an honor system, where the people dumping fill out forms and then the City sends out invoices monthly. Mr. Myhre commented that the increase in costs will be spread to the customers who are the ones having their systems dumped. Commissioner Doney asked if we are changing how things are done or just changing the rates. Mr. Myhre answered that we are just changing the rates and hope in the future to change the system. Further discussion followed. Commissioner Turk made the motion to approve Resolution No. 3841, a resolution setting rates for sewer services for persons or entities not connected to municipal sewer services and Commissioner Berry seconded the motion. Commissioner Doney asked for comments from the audience and commission. There being none, the question was called for and the motion passed unanimously.

**CITIZENS' REQUESTES**

There were none.

**COMMISSIONER’S MINUTE**

Commissioner Gremaux asked the sidewalk on Broadway is at? Mr. Myhre answered that the City has a court date on Monday, to ask the judge to attach a shelter to the property and remove the debris to start demolish.

Commissioner Gremaux asked where the annexation process is at. Mr. Myhre answered that he is currently working with one of the property owners who asked to annexing their three lots in exchange for not annexing their residence. However, the individual wanted to continue using the lot as it is currently used which includes shooting. Mr. Myhre commented that some things are grandfathered in when a property is annexed, but shooting is not one of the items. Mr. Myhre stated that he is going to put together a annexation plan to identify the areas that need to be annexed and bring to the Commission to move forward.

**ADJOURNMENT**

Chairman Doney adjourned the meeting.

Dated this 17<sup>th</sup> day of March, 2014.

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Gayle Doney, Commission Chairman

ATTEST:

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Nikki Brummond, City Clerk