

A COMMISSION MEETING OF MARCH 6, 2017 WHICH WAS HELD AT THE CENTRAL MONTANA COMMUNITY CENTER AND STARTED AT 7:00 P.M.

CALL TO ORDER

Chairman Byerly called the meeting to order.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

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

APPROVAL OF MINUTES

Commissioner Hewitt made the motion to approve the minutes for February 6, 2017 and February 20, 2017 as presented and Commissioner Doney seconded the motion. The motion passed unanimously.

COURTESIES

There were none.

PROCLAMATIONS

There were none.

BOARD AND COMMISSION REPORTS

Commissioner Putnam was gone last week and was unable to attend the Park and Recreation board meeting. City Manager Phelps attended the meeting and the board is gearing up to look at the swimming pool fee schedule for the upcoming season. There was a report on the ice skating season.

Commissioner Hewitt reported that the Airport Board meeting will be this week because last week it conflicted with the aeronautics board meeting.

Commissioner Gremaux reported that he attended a Central Montana 911 Board meeting. The old phone service was terminated 12/31/16. The maintenance contract was discussed with the new phone company.

Commissioner Byerly reported that there will be a Central Montana Health District board meeting this week.

Commissioner Doney reported that she will be meeting with the City Attorney and City Manager soon to go over some more ordinances and that they will be meeting this Thursday for the recognition award designation they are working on.

Commissioner Turk reported that there is a Library Board meeting this Thursday and there will be a Roman Culture night on March 15th.

CITY MANAGER REPORT

City Manager Holly Phelps reported on the following issues:

The City was notified that the Big Sky Trust fund partially funding the planning grant for what has been called the Creekside marketplace and Pavilion. The Snowy Mountain Development Corporation (SMDC) was awarded \$10,000, the City had previously committed \$5,000. The remaining \$5,000 was donated by the Friends of the Trails and a couple of anonymous donors. In the near future the Recharge Our community Group will meet with the consultant and being the planning process. The group will be working to finalize a concept for the area, develop cost estimates, funding options and some construction documents. The committee will present their finds to the Park Board and then the City Commission.

For a second year, SMDC and the City of Lewistown are partnering together to do a Building Code Educational Series. This year's focus will be on historic building renovations. The date for these classes will be March 30th and 31st. The flyer was included in the Commissioner's packets. If you are interested or know someone that may be interested in attending please contact Karen at SMDC.

The City Manager has contacted the Clerk and Recorder regarding the timeline for the upcoming City election. The filing window is from April 20th to June 19th. If a primary is necessary it will be held September 12th. The general election will be held November 7th and will be a mail ballot.

Weston Solutions will be in town, next week to test for hazardous materials at the Mill building. This work is being done as part of the Phase II Environmental site Assessment. This testing must be done prior to any work being done to this building.

Ms. Phelps commented that she is looking at job descriptions for the Planning position and will be looking for input from the Commission and will need to determine a wage for the position but keeping in mind that Mr. Ferdinand has a large buyout.

CONSENT AGENDA

Commissioner Putnam made the motion to approve the consent agenda and Commissioner Doney seconded the motion. The motion passed unanimously. The consent agenda was the acknowledgement of the claims that have been paid from 2/17/17 to 2/28/17 for a total of \$265,489.51.

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

1. Discussion and action on approving the construction agreement with the State of Montana and the City of Lewistown for the Casino Creek Drive overlay project

Ms. Phelps explained that the City has been working with the State to coordinate this project for quite some time. The project is to widen Casino Creek Drive from Carrol Trail Street to beginning of the subdivision at Sharptail Drive. The City did prep work this fall and is happy the project is moving forward. Ms. Phelps stated that after the agenda had been set some additional contracts regarding the movement of some utility lines will be on the consent agenda for the next Commission meeting. There is no cost to the City to move the utilities as long as the cost is under \$25,000. Ms. Phelps recommends approval of the contract to widen Casino Creek Drive. Commissioner Gremaux made the motion to approve the construction agreement with the State of Montana and the City of Lewistown for the Casino Creek Drive overlay project and Commissioner Poss seconded the motion. Commissioner Byerly 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 the construction agreement with the State of Montana and the City of Lewistown for the 7th Ave N overlay project

Ms. Phelps explained that this is an overlay project that will overlay 7th Ave N from Boulevard to the Truck Bypass. The City has been working to finish and complete the curb and gutter on this street. Ms. Phelps recommends approval of the construction agreement. Commissioner Poss made the motion to approve the construction agreement with the State of Montana and the City of Lewistown for the 7th Ave N overlay project and Commissioner Gremaux seconded the motion. Commissioner Byerly 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 paying the delinquent taxes for the first half of 2016 on the property located at 301 W Broadway

Ms. Phelps explained that the property taxes on this property became delinquent at the end of December and the City is in the process of taking a tax lien on the property. Ms. Phelps stated that this keeps the City in a tax assignment for the property. Commissioner Byerly commented that the new owners have discussed the property with the City. Commissioner Putnam made the motion to pay the delinquent taxes for the first half of 2016 on the property located at 301 W Broadway and Commissioner Turk seconded the motion. . Commissioner Byerly 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 approving the RM60 Records Disposal form in accordance with Schedule 8, the Municipal Records Schedules

Ms. Phelps explained that all records created and maintained by the City are address in State law under Schedule 8. The City must follow the guidelines on how to maintain and the length to maintain the records. The schedules have changed and now the local government approves records within the last ten years can approve disposal. If older than ten years approval must be obtained from the local government records committee. Ms. Phelps explained that she would like approval

to dispose of the records. Commissioner Doney made the motion to approve the RM60 Records Disposal form in accordance with Schedule 8, the Municipal Records Schedules and Commissioner Poss seconded the motion. Commissioner Byerly 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 approving a City Manager Job Description

Commissioner Byerly explained that no action was taken on this item at the last meeting because there were only four Commissioners present. A brief discussion was held on job description. Commissioner Putnam made the motion to approve the City Manager Job Description with the changes discussed and Commissioner Doney seconded the motion. Commissioner Byerly asked for comments from the audience and Commission. There being none, the question was called for and the motion passed unanimously.

CITIZENS' REQUESTS

There were none.

COMMISSIONER'S MINUTE

Commissioner Byerly reported that he received two letters from the Historic Resources Commission regarding the tin on the Mill Building and opposing soccer fields at Brewery Flats.

Commissioner Turk explained that some street signs are being moved because some of the ambulance drivers are getting lost and don't know there way around town.

Commissioner Turk explained that the Arts and Entertainment District needs to be sure to work with the State engineer on the parklet. Ms. Phelps answered that they have been working with two engineers at the Department of Transportation.

ADJOURNMENT

Chairman Byerly adjourned the meeting.

Dated this 6th day of March 2017.

Dave Byerly, Commission Chairman

ATTEST:

Nikki Brummond, City Clerk