

A COMMISSION MEETING OF APRIL 3, 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, Putnam and Turk.
Commissioner Poss was absent.

APPROVAL OF MINUTES

Commissioner Putnam made the motion to approve the minutes for March 20, 2017 as presented and Commissioner Hewitt seconded the motion. The motion passed unanimously with Commissioner Gremaux abstaining.

COURTESIES

There were none.

PROCLAMATIONS

There were none.

BOARD AND COMMISSION REPORTS

Commissioner Doney reported that she continues to review the code book and will be scheduling a meeting with the City Attorney and City Manager in the near future.

Commissioner Turk reported that the Library Board meeting is next Thursday.

Commissioner Putnam reported that the Central Montana Foundation met at the end of the week. There were three different projects that requested money for projects and all the requests were approved.

Commissioner Hewitt reported that the Airport Board meeting will be next week.

CITY MANAGER REPORT

City Manager Holly Phelps reported on the following issues:

The Lewistown Downtown Association will be spring cleaning Main Street on April 22nd. They plan to trim trees, sweep sidewalks and wash the windows of vacant storefronts. The flyer was included in the Commissioner's packet.

Public Works was notified that the Department of Transportation (DOT) will not be doing additional work on the sidewalks in the downtown area and the overlaying of Main Street has been postponed until next year which will allow time to finish the design work on the vaulted sidewalks. At this time, the DOT plans to complete this work was on project next year.

Century plans to continue their work on the Lewistown West project and the Lewistown Downtown Sidewalk project. They plan to start in the middle of April. The sidewalks from 7th to 13th still needs to be completed, as well as, street lights and signage. The crossing at the trailhead will also be lowered as part of the sidewalk projects.

The trail paving is tentatively scheduled for May. The Friends of the Trails applied for a Transportation Alternative grant in 2015 to pave the trails from the City pool to Trailhead Park and from the Junior High to the Cemetery.

The curb and gutter work along 7th Avenue has also resumed. Public Works is putting together a proposal for street work to be done this year. Details of the plan will be discussed with the Commission in the near future.

CONSENT AGENDA

Commissioner Putnam made the motion to approve the consent agenda and Commissioner Doney seconded the motion. The consent agenda was the

REGULAR AGENDA – Resolutions, Ordinances & Other Action Items:

1. Update from the Arts and Entertainment District regarding Clean Sweep and proposed banner program.

Ms. Carol Woolsey spoke on behalf of the Arts and Entertainment District, explaining that they have a lot of projects in the works and just received their 501 C 3 designation. Ms. Woolsey stated that Operation Clean Sweep is moving forward and the downtown benches are being repainted. Mr. Tom Spika is working on a plan for the parklet that they have received funding for from the Department of Commerce. Ms. Woolsey reported that the Arts and Entertainment District will be celebrating their one year anniversary this Saturday. Ms. Woolsey explained that the Arts and Entertainment District would like to hang banners year round from the historic lights. Ms. Woolsey further explained that they would like to share with other nonprofits to make the public aware of events and celebrations. Ms. Woolsey said the banners cannot be used for advertising for a particular business. They have received a \$4,999.99 grant from the Central Montana Foundation for the banner project. Ms. Woolsey stated that the Arts and Entertainment District needed to administer the banner project and resolution has been drawn up so the Commission can approve it. Ms. Woolsey further stated that the criteria would be given to the

group wanting to participate in the banner project. Ms. Phelps explained that Arts and Entertainment District is proposing installing the banners for the different nonprofits. Ms. Toni Gies answered that the nonprofits will hang the banners and Ms. Woolsey commented that they do want to charge a fee as a maintenance fee for the brackets. Ms. Woolsey further commented that they have discussed a \$5 fee per banner. Further discussion followed. Ms. Phelps commented that this is just for discussion tonight and it will be coming back before the Commission at some time in the future. Ms. Woolsey stated that she feels the Arts and Entertainment District should be able to administer the banner project because they have done the research and the other nonprofits that want to do banners would come to them to determine what can be put up and how many. Ms. Phelps commented that charging fees and allowing a group to administer the banner project would be a first for the City. Commissioner Gremaux commented that he is very interested in this project and would like more information. Commissioner Doney asked if the Arts and Entertainment District were working in conjunction with the downtown spring cleaning. Ms. Woolsey answered that they have been busy with their benches, anniversary party and haven't made contact at this time.

2. Discussion and action on authorizing the City Manager to enter into a Memorandum of Understanding (MOU) with the Town Pump for improvements on Sereday Street

Ms. Phelps explained that town Pump is expanding their convenience store and casino and as part of that they are paving Sereday Street, installing curb gutter, upsizing the water line and replacing storm drainage. These projects will be paid by Town Pump and then maintained by the City of Lewistown and will be coordinating with them to inspect the project as they progress. The city is agreeing to do the water disconnects and connects and coordinate with the owners on the north side of Sereday to work on getting the curb and gutter paid for by the adjacent landowners. Ms. Phelps commented that the City is getting a lot of improvements from the expansion and does recommend approval. Commissioner Doney made the motion to authorize the City Manager to enter into a Memorandum of Understanding (MOU) with the Town Pump for improvements on Sereday Street 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.

3. Discussion and action on approving and authorizing the City Manager to sign the emergency services dispatch agreement between Judith Basin County and the City of Lewistown

Ms. Phelps explained that tonight you have the Judith Basin County 911 agreement for approval before. The City also contracts with Petroleum and Fergus Counties for 911 services and those agreements will come before the Commission for approval in the future. Ms. Phelps further explained that the agreement states that the City will provide services in exchange we receive their 911 funds. Judith Basin does have a dispatcher on staff during the week. Commissioner Gremaux made the motion to approve and authorize the City Manager to sign the emergency services dispatch agreement between Judith Basin County and the City of Lewistown and Commissioner Hewitt 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 entering into a Montana Department of Commerce Community Development Block Grant (CDBG) agreement to prepare a preliminary architectural report for the historic Broadway Building

Ms. Phelps stated that this project has been discussed several times. This agreement is for the preliminary architectural report for the Broadway Building. The matching funds are provided by the Montana Preservation Alliance. Commissioner Putnam made the motion to enter into a Montana Department of Commerce Community Development Block Grant (CDBG) agreement to prepare a preliminary architectural report for the historic Broadway Building 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.

5. Discussion and action on approving Resolution No. 3929 a resolution of the City of Lewistown and Fergus County, approving a loan in the amount of \$8,232, together with interest thereon at the rate of 1.875% per annum on the unpaid balance of the principal until paid from the aeronautics division of the Department of Transportation of the State of Montana to the City of Lewistown and Fergus County for the purpose of repainting runway 8-26

Ms. Phelps explained that the City of Lewistown is a co-owner of the Lewistown Airport and was asked to enter into this agreement with the Department of transportation Aeronautics Division. Ms. Phelps explained that 75% of it is a loan and 25% of it is a grant and it was also approved by the County Commissioners. Commissioner Gremaux asked if the city was responsible for paying this loan. Ms. Phelps answered no only if the airport defaults. Commissioner Turk made the motion to approve Resolution No. 3929 a resolution of the City of Lewistown and Fergus County, approving a loan in the amount of \$8,232, together with interest thereon at the rate of 1.875% per annum on the unpaid balance of the principal until paid from the aeronautics division of the Department of Transportation of the State of Montana to the City of Lewistown and Fergus County for the purpose of repainting runway 8-26 and Commissioner Hewitt 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.

6. Discussion and action on the Community Award Program and approval to move forward with the application process

Commissioner Doney reported that Commissioner Turk, Commissioner Putnam and herself met and come up with the information provided for the Volunteer and Community Service Award. Commissioner Doney commented that she would like the subcommittee to continue on and work to determine what the award will be and when it would be awarded. Further discussion followed. Commissioner Doney stated that she would like the awards to be done twice a year and if this is approved they subcommittee would work to get the information out to the public. Commissioner Putnam made the motion to approve the subcommittee to continue to move forward and members can be reappointed annually with the rewards being done January 1st and July 1st 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.

CITIZENS' REQUESTS

Mr. Richard Battrick asked about the new flight that is going to be coming to Lewistown and why not a bus. Commissioner Hewitt answered that no one has volunteered to come to Lewistown with a bus.

COMMISSIONER'S MINUTE

Commissioner Byerly reported that because of the contract in place with Holly the evaluation period will be August and February. Reminder that the filing deadlines for City commission position open in April.

Commissioner Turk reported that she walked Buckskin Flats recently and the trailer is almost gone.

Commissioner Gremaux asked about the property between Tractor Supply and Stockman Bank and wondered who owned the property. Ms. Phelps answered it is annexed into the City and is owned by a private owner. Ms. Phelps stated that she will work on the issue.

ADJOURNMENT

Chairman Byerly adjourned the meeting.

Dated this 3rd day of April 2017.

Dave Byerly, Commission Chairman

ATTEST:

Nikki Brummond, City Clerk