

A COMMISSION MEETING OF AUGUST 21, 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, Poss, and Turk. Commissioners Hewitt and Putnam were absent.

APPROVAL OF MINUTES

Commissioner Poss made the motion to approve the July 17, 2017 and August 7, 2017 minutes as presented. Commissioner Doney seconded the motion and minutes were approved as presented.

PROCLAMATIONS

There were none.

BOARD AND COMMISSION REPORTS

Commissioner Turk reported on the Library Board meeting that she recently attended. Commissioner Turk reported that the Library Director recently attended a leadership institute and she reported that was very rewarding and will be attending trustee training in September. The summer reading program is finished. The interior building needs for the Library are replacement of carpet in different areas of the Library. Commissioner Turk stated that the Library lost \$4,800 in state funding and \$1,200 phone grant, but feels that Library has done very well to stay within their budget. The Friends of the Library are having Mr. Adam Grensten paint a mural on the side of the book station.

Commissioner Doney reported that she met with City Attorney, the City Manager, the Police Chief and another Police officer and reviewed more of the traffic ordinances. They also went through some of the Police codes, code enforcement and discussed vacant building registration. Commissioner Doney further commented that she will be coming to the Commission for a subcommittee to look at the vacant building registration.

CITY MANAGER REPORT

City Manager Holly Phelps reported on the following issues:

The City has received petition from 14 of the 23 properties that were put out to bid for the Riverdale Sewer Project. At the next meeting the Commission will need to create the district. We are working with the City Attorney, project Engineers and Bond Council to make sure everything is in place before construction starts in October.

The swimming pool is still open. The hours have changed slightly and are currently open from 1 to 7 pm. Once school started the pool hours will be from 3 to 7 pm. At this time it is planned that the pool will be open through Labor Day.

The Public Works Department did receive notice of a Coliform positive water sample. They are working to find that root of the problem, but may elect to chlorinate the system for a short time.

The Montana League of Cities and Towns will hold their annual conference that last part of September in Great Falls. This year's conference is titled Today's Challenges, Tomorrow's Opportunities. Please check with the Finance Officer or City Manager if you are interested in attending.

CONSENT AGENDA

Commissioner Gremaux 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 August 1, 2017 to August 16, 2017 for a total of \$227,193.43.

REGULAR AGENDA

1. Presentation by Mr. Kent Mortimer for the Montana Board of Housing Tax Credit for the Meadows Rehab

Ms. Phelps introduced Mr. Kent Mortimer

Mr. Mortimer commented that the Meadows were built in 1978 and the Tolley's have been the owners since 1983 and managing it since 2002. Mr. Mortimer explained that that it is housing for the elderly or disabled residents and is Section 8 housing which is subsidized. The residents have done a great job maintaining the apartments. However, some things are getting very old and need to be replaced. Mr. Mortimer stated that about three years ago, they started to apply to Montana Board of Housing for tax credits to pay for the major renovation of the property. Mr. Mortimer stated that each year they get close but have not yet been successful in receiving the tax credits. Mr. Mortimer commented that this year they have made it into the top 8 finalist for the tax credits, presented this presentation in June to the Montana Board of Housing and they are picking maybe four to receive funding. Mr. Mortimer explained that they are very hopeful that it is their year to receive the funding. Mr. Mortimer further explained that they have increased the amount of money they are requesting which puts them in the category of small rural set aside funding and they are the only ones that are in that category. Mr. Mortimer commented that they have done a market study and it was determined that 36 additional housing units are needed in the Lewistown area for elderly, disabled citizens. One of the criteria Montana Board of Housing

looks at its location and Mr. Mortimer feels that the Meadows is located in a great area. Mr. Mortimer stated that there are basically five groups of projects they want to do. Some of them are the roof, siding, sidewalk, parking lot and cabinets. The second group is that the housing was built in 1978 and was built to those standards and some areas of the need to be upgraded to ADA standards. The third area they are going to look at is ways to make it more energy efficient. Currently all of the units are electric heat and would like to look at making the units more energy efficient, which would include more insulation in the walls, lights, fixture and appliances. Mr. Mortimer further commented that some of the new things they are looking at doing for the units is adding dishwashers and microwaves in the units. An irrigation system and upgrades to the landscaping. Mr. Mortimer explained that there are two purposes to the tax credit program. One is the renovation of the property to make the property better so it will last into the future and to continue the affordability of the property which means that they would be agreeing to keep the tax credits in place for forty six years. Mr. Mortimer stated that they have met with the residents today and they gave some ideas and made some suggestions of what they could look into. Mr. Mortimer explained that the Montana Board of Housing uses a scoring system and many other factors into making a decision. Mr. Mortimer further explained that they do look at where they funding has gone in the past. They also look for the amount of support that is received from the community. Mr. Mortimer explained that there will be a hearing on November 20th in Helena and would like any support from the Commission. Mr. Mortimer also stated that there will be a webinar that you can participate in to help show support.

2. Discussion and action on approving Resolution No. 3937, a resolution approving applications for TIF funds made to the Lewistown Tax Increment Financing District Board

Ms. Phelps explained that this is a resolution based on a recommendation that was made by the Tax Increment Finance Board. The recommendation is the result of an application that was submitted requesting \$100,000 in TIF funds to be used for the Creekside Market Place and Pavilion. The fundamentals of the TIF district is based on the Urban Renewal Plan. The Urban Renewal Plan has three guiding principles: one is to foster economic vitality in the City of Lewistown through redevelopment and revitalization of the downtown and its surrounding areas; two to enhance opportunities for private investment in order to generate jobs and new taxable value for the City of Lewistown and third to address blight through investment in public infrastructure and programs that enhance the quality of life for the citizens of Lewistown. Ms. Phelps explained that she feels the Creekside Market Place and Pavilion addresses all of those principles and the application was approved by the TIF board. The \$100,000 will be funded over a two year period. Commissioner Poss made the motion to approve Resolution No. 3937, a resolution approving applications for TIF funds made to the Lewistown Tax Increment Financing District Board 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.

3. Discussion and action on approving a business license for Electrical Worx

Ms. Phelps explained that Electrical Worx has applied for a business license with the City of Lewistown. All the necessary paperwork has been provided to the City and is included in the Commissioner's packet. They will be opening an office here in Lewistown and are currently

doing work on the new house being built on Uranium. Ms. Phelps further explained that the individual is a journeyman electrician and is able to do residential work and not commercial. Commissioner Turk made the motion to approve the business license for Electrical Worx 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.

4. Discussion and action on approving a business license for Driscoll Plumbing

Ms. Phelps explained that Driscoll Plumbing has applied for a business license with the City of Lewistown with the intention of going into business with ACE Plumbing which is Dylan Bartel, who is a master plumber. Mr. Driscoll is a journeyman plumber and in order to do commercial work he will need to be working under a master plumber. Commissioner Turk made the motion to approve the business license for Driscoll Plumbing 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 Resolution No. 3936, a resolution relating to adopting a preliminary budget and providing a date for public hearing and adoption thereof for the fiscal year beginning July 1, 2017 and ending June 30, 2018

Ms. Phelps explained that the budget was reviewed during the Committee of the Whole and would entertain any questions from the Commission. Commissioner Doney made the motion to approve Resolution No. 3936, a resolution relating to adopting a preliminary budget and providing a date for public hearing and adoption thereof for the fiscal year beginning July 1, 2017 and ending June 30, 2018 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.

6. Discussion and action on approving the application for a DNRC Planning Grant, to line a portion of the Lewistown Ditch

Ms. Phelps explained that the Commission has talked on different occasions of some options that may be available to do some work on the Lewistown Ditch. The Lewistown Ditch is adjacent to the Riverdale Subdivision and puts a lot of water into that area. Ms. Phelps commented that some research has been done and there is a Department of Natural Resources and Conservation planning grant that the City can apply for to study the Lewistown ditch. Commissioner Poss made the motion to approving completing an application for a DNRC Planning Grant, to line a portion of the Lewistown Ditch 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.

6. Semi Annual City Manager Review – the meeting will be closed because the demands of individual privacy clearly exceed the merits of public disclosure in regards to the City Manager review.

Ms. Phelps asked that the meeting be closed. Commissioner Byerly stated that the meeting will be closed because the demands of individual privacy clearly exceed the merits of public disclosure in regards to the City Manager review.

CITIZENS' REQUESTS

There were none.

COMMISSIONER'S MINUTE

Commissioner Gremaux reported that he has asked about adding crosswalks to the new area up on Main Street. Commissioner Gremaux would like to see some anywhere from 14th Ave to the Department of Transportation.

ADJOURNMENT

Chairman Byerly adjourned the meeting.

Dated this 21st day of August, 2017.

Dave Byerly, Commission Chairman

ATTEST:

Nikki Brummond, City Clerk