

A REGULAR COMMISSION MEETING OF NOVEMBER 5, 2018 WHICH WAS HELD AT THE CENTRAL MONTANA COMMUNITY CENTER AND STARTED AT 7:00 P.M.

CALL TO ORDER

Chairman Turk called the meeting to order.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

Present were Commissioners: Byerly, Doney, Hewitt, Loomis, Oldenburg and Turk. Commissioner Dunnington was absent.

APPROVAL OF MINUTES

Commissioner Doney made the motion to approve the minutes for the following meetings as corrected Special Meeting July 23, 2018, Special Meeting August 13, 2018, October 1, 2018 and October 15, 2018 and Commissioner Loomis seconded the motion. The motion passed unanimously.

PROCLAMATIONS

There were none.

BOARD AND COMMISSION REPORTS

Commissioner Hewitt reported that the Airport Board will meet on Wednesday, November 7, 2018.

Commissioner Doney reported that she attended the most recent public meeting for the review of the sign ordinance and feel that we have a lot of public input. There is another meeting on November 27th at 5:30 pm.

Commissioner Byerly commented that he too attended the most recent public meeting for the sign ordinance and felt that it was a very good meeting. The Central Montana Health District (CMHD) did lose their environmental health sanitarian. This has put the Health District in a bind because there are a number of inspections that need to be done and a number of septic systems that need to be approved. Commissioner Byerly further explained that there are now two contract sanitarians available to help in the interim. The position is being advertised.

Commissioner Oldenburg reported that she attended the Central Montana Foundation Board meeting on October 23rd. They purchased some computer software to assist in the donor investments. There were three grant requests and all three requests were funded for a total of \$6,900.

Commissioner Loomis reported that the Park and Recreation Board will meet on Wednesday, November 7, 2018.

Commissioner Turk reported that she attended the recent Library Board meeting. Ms. Dani Buehler accepted the Library Director position. The Friends of the Library made \$1,100 at the Chokecherry book sale but have not decided if they will be open for the Christmas Stroll. The Chili Bowl will be January

18, 2019. Commissioner Turk reported that Ms. Buehler reported that the Montana Repertory Theatre that was held at the Library in October was only attended by 6 people and it is extremely expensive to hold these events. The events will be reviewed.

CITY MANAGER REPORT

City Manager Holly Phelps reported on the following issues:

The Design Review board held another meeting on the draft sign ordinance. The meeting was well attended and a lot of comments were heard. The group only made it through part of the ordinance, therefore another meeting is scheduled for November 27th to continue reviewing the draft ordinance. The updated draft ordinance is available on the City's website.

The City offices will be closed on Election Day, November 6th and again on November 12, in observance of Veteran's Day. The Library will be closed November 6th and will be closing November 9th at 2 pm and will not reopen again until 9 am on November 13th.

The Park and Recreation Board will be discussing the East Fork Management Plan at their November 7th meeting. This meeting will be held at the Civic Center at 7 pm. The management plan includes charging a fee for camping at East Fork Dam and updates to the use and rules at this site. If approved this item would then be sent to the City Commission for final approval. The management plan was included in the Commission packets.

The Public Works Department has begun working on tree trimming and removal at the Cemetery. The Public Works Department is also working with adjacent property owners to remove diseased or hazardous trees from the public right of way. The Parks Department is also working to trim or remove hazardous trees in the parks.

The Department of Environmental Quality recently revised the City's water permit. The new permit requires full time disinfection of the water. The Water Department continues to work to address the coliform issues we have had. The Public Works Department and the City Manager have been working with DEQ and our engineer to explore options that would keep the City from chlorinating all the time.

The City does currently have a couple of board openings. These include a position on the Board of Adjustments, City County Planning Board, TIF District Board and Historic Resources Commission. Board applications are available on the City's website.

City Manager Phelps stated that if the Commission is agreeable the City would hold a public open house at the December 17th meeting in place of the Committee of the Whole.

The City is continuing to move forward with the clean up of the old west dump site. DEQ will begin working on removing the contaminated soil on the 14th. The City Commission needs to think about potential future uses of the property.

CONSENT AGENDA

Commissioner Loomis 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 October 12, 2018 to October 31, 2018 for a total of \$125,427.61

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

1. Discussion and action on entering into a subordination agreement regarding the Ouellette Place Limited Partnership (Ouellette Place) between the Montana Board of Housing, Lewistown Community Development Corporation and the City of Lewistown and authorizing the City Manager to sign the agreement on behalf of the City of Lewistown as required by the 2011 HOME grant

City Manager Phelps explained that in 2011 the City sponsored a Home grant which was part of the funding for the Ouellette Place Limited Partnership. Ouellette Place Limited Partnership is now managed by Homeward. There other part of the chain of funding was Lewistown Community Development Corporation (LCDC). Since we assisted with the funding of the project the City is included in all information and are included in the title of the property. The current mortgage is with a private company and their rate is 7.75 and are looking at options to refinance. They are able to buy the rate down 2% which get them to a rate of 5.75%. City Manager Phelps explained that they have been working with the Montana Board of Housing and were able to get a 30 year loan at a rate of 3.75%. City Manager Phelps explained that there is no risk to the City and are just included in the chain of title. Commissioner Doney made the motion to enter into a subordination agreement regarding the Ouellette Place Limited Partnership (Ouellette Place) between the Montana Board of Housing, Lewistown Community Development Corporation and the City of Lewistown and authorizing the City Manager to sign the agreement on behalf of the City of Lewistown as required by the 2011 HOME grant and Commissioner Hewitt seconded the motion. Commissioner Turk 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 entering into a lease agreement with Scott Sanford for property located behind his property at 611 1st Ave S

City Manager Phelps explained that Mr. Scott Sanford had approached Park and Recreation Director Jim Daniels and herself about renting some of the railroad corridor that is located behind his property. City Manager Phelps further explained that Mr. Sanford has been maintaining the property over the years and the revenue that would be received off the property is \$256. Commissioner Oldenburg asked what he is going to use the property for. City Manager Phelps explained that he has purchased some trees and would like to fence the area off. Commissioner Byerly made the motion to approve entering into a lease agreement with Scott Sanford for property located behind his property at 611 1st Ave S and Commissioner Loomis seconded the motion. Commissioner Turk 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 the 2018-2019 gravel bids for the City of Lewistown

City Manager Phelps explained that this is a bid that is advertised and awarded annually. The Public Works Department estimates what is going to be needed for the upcoming year. This is a per ton price and only pay for what the City uses. The prices have remained the same for the last two years. City Manager Phelps stated that this is the only bid the City received and would recommend approval by the Commission. Commissioner Hewitt made the motion to approve the 2018-2019 gravel bids from Casino Creek Concrete and Commissioner Oldenburg seconded the motion. Commissioner Turk 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 2018-2019 snow hauling bids for the City of Lewistown

City Manager Phelps explained that again this is a bid that is done annually. This is for snow removal for the City and we work with a contractor to furnish trucks. This is the only bid received and a per hour cost of \$95 per hour. The City does require the contractor to provide insurance. Commissioner Doney made the motion to approve the 2018-2019 snow hauling bid to Do – All Construction and Commissioner Hewitt seconded the motion. Commissioner Turk 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. 3982, a resolution of intent proposing the closure of the City Clerk's Office, including Public Works, on December 24 for years 2018, 2019, 2020 and 2021

City Manager Phelps explained that the City Office is required to remain open Monday through Friday in accordance with State law. This is a resolution of intent letting the public know of the intention to close the office and setting a date for public hearing. Finance Officer explained that this is not a paid day off, the employee will be required to take vacation and if an employee wants to work, they have that option to work. Commissioner Doney made the motion to approve Resolution No. 3982, a resolution of intent proposing the closure of the City Clerk's Office, including Public Works, on December 24 for years 2018, 2019, 2020 and 2021 and Commissioner Byerly seconded the motion. Commissioner Turk 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 reappointing Ms. Shirley Barrick to the Historic Resources Commission for another two-year term

City Manager Phelps explained that Ms. Shirley Barrick has served on the Historic Resources Commission since 2007. Ms. Barrick is very active in historic events throughout the community. Ms. Barrick has asked to be appointed to the Historic Resources Commission for another two-year term. Commissioner Hewitt made the motion to approve reappointing Ms. Shirley Barrick to the Historic Resources Commission for another two-year term and Commissioner Loomis seconded the motion. Commissioner Turk 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 Oldenburg reported that there is a large beaver dam in the upper pond at the Frog Ponds.

Commissioner Loomis asked when the RV parking restrictions go into effective. City Manager Phelps answered November 1st. Commissioner Loomis commented that there was a citizen that indicated to him that there is a time restriction for parking in the downtown area. City Manager Phelps explained that yes there is a two-hour parking limit within the downtown district. The downtown district is Main to 6th Ave and Broadway and Janueax. Commissioner Loomis asked about snow removal on sidewalks. City Manager Phelps explained that the Code Enforcement Officer will be working with the businesses in the

downtown area to keep the sidewalks free of snow. Commissioner Loomis asked when the second Machler bridge would be installed. City Manager Phelps explained that the bridge needs to be delivered to the City. City Manager Phelps further commented that she is continuing to work with Mr. Mark Machler as he is still very involved in the project.

ADJOURNMENT

Chairman Turk adjourned the meeting.

Dated this 5th day of November 2018.

Patty Turk, Commission Chairman

ATTEST:

Nikki Brummond, City Clerk