

A REGULAR COMMISSION MEETING OF JANUARY 22, 2019 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, Dunnington, Hewitt, Loomis, Oldenburg and Turk.

APPROVAL OF MINUTES

Commissioner Loomis made the motion to approve the minutes for January 7, 2019 and Commissioner Doney seconded the motion. The motion passed unanimously.

COURTESIES

2018 Community Service Award was presented to Nancy Watts.

City Manager Phelps commented that she would like to take a few minutes to recognize Nancy Watts. Ms. Watts has worked for the Lewistown Library for 27 years. She is very dedicated to preserving our local history and has spent countless hours digitizing and cataloguing various historical documents.

PROCLAMATIONS

There were none.

BOARD AND COMMISSION REPORTS

Commissioner Oldenburg reported that she attended the Central Montana Foundation meeting this afternoon. Commissioner Oldenburg stated that there were three grant requests for January for a total of \$5,200 and all of the requests were funded. Commissioner Oldenburg commented that in 2018 46% of the grants requested were funded for a total of \$132,036, 11 communities were awarded \$87,277 in rural endowment grants and a total of \$173,730 was awarded in scholarships.

Commissioner Doney reported that she attended the Library Board meeting on January 17th. The financial reports were reviewed and it looks really good at this point. A youth services librarian has been hired and will start in February. The Library Board is looking at needs of the Library which are windows and computers. A Library Board retreat has been scheduled for February 18th and will look at visioning and board duties. The Library's Chili Bowls was very successful and the Library's Author Dinner is scheduled for the Spring. The next Library Board Meeting is scheduled for February 21st at 2 pm.

Commissioner Dunnington reported that she attended the recent City County Planning Board meeting. The Board discussed zoning for H Street and making it a C-3 zoning for the proposed grocery store. There were some residents in attendance and expressed their concerns. Commissioner Dunnington commented that the zoning in the Castle Ridge Acres will be moving forward and will be discussed at the next meeting on February 21st.

CITY MANAGER REPORT

City Manager Holly Phelps reported on the following issues:

There was an update on the Central Post and Treatment Company site. In November, some penta contaminated soil was removed from the site and disposed of. Additional testing indicated that more soil will need to be removed. The City still needs to explore how the property will be used in the future.

Winter Fair has begun. There are a lot of events scheduled over the next week including the Living with Wildlife conference. Go to www.montanawinterfair.com for a complete schedule of events. The Winter Fair continues to grow and get better every year.

The Tax Increment Finance (TIF) Board met and has agreed to serve as the Targeted Economic Development District (TEDD) board as well. They would like to increase the number of board members so that they can have representation for the TEDD area. The City Manager is working with the City Attorney to create a resolution that addresses the management of these districts.

The bridge has been installed over Spring Creek which is part of the Machler loop of the trail system. This bridge was funded through a Recreational Trails Grant. The Friends of the Trails are working on an application for an additional bridge to span Breed Creek in this same area. A huge thank you to the Friends of the Trails for all of their hard work improving trails throughout our community.

An update on several Creekside grant applications. The Committee was awarded \$40,000 from the Coal Board. The City received notice that we did not receive funding through the Tourism Grant Program, but the Department of Commerce encouraged the City to apply for a couple of different grants. One of these grants is on the agenda tonight and the other one will be on the agenda next month. The support of this project from the committee, community and state has been amazing.

Olness and Associates will be here the 2nd week in February to conduct our annual audit.

CONSENT AGENDA

Commissioner Hewitt 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 January 1, 2019 to January 16, 2019 for a total of \$49,725.26

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

1. Discussion and action on allowing City staff to submit the annual Certified Local Government Grant Application to the Montana State Historic Preservation Office and the authorization to enter into a grant agreement once the grant is approved

City Manager Phelps explained that this is a grant application for funding the Historic Preservation Office and is a Federally funded grant. The City is applying for \$5,500 in grant funding. There is a lot of volunteer time and other requirements that are necessary to apply for the grant. The City of Lewistown has been a Certified Local Government Historic Preservation Office for many years. Commissioner Oldenburg made the motion to allow City staff to submit the annual Certified Local Government Grant Application to the Montana State Historic Preservation Office and the authorization to enter into a grant agreement once the grant is approved 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.

2. Public hearing to obtain public comments regarding the City of Lewistown's overall community development needs for economic development, housing and neighborhood revitalization and public facilities, including the needs of low- and moderate-income persons and the possibility of applying for a Montana Community Development Block Grant (CDBG)

Chairman Turk opened the public hearing to obtain public comments regarding the City of Lewistown's overall community development needs for economic development, housing and neighborhood revitalization and public facilities, including the needs of low- and moderate-income persons and the possibility of applying for a Montana Community Development Block Grant (CDBG). City Manager Phelps stated that the Community Development Block Grant program was established by congress and in Montana it is under the Department of Commerce. The goal of the program is to help empower local government and communities build capacity, resiliency and the resource base to develop strong vibrant communities. CDBG grants can be assist in developing and preserving affordable housing, provide services, create jobs, help local government plan for future growth and development. The grants can also be used for developing plans for projects to help address community needs. City Manager Phelps commented that Ms. Kathie Bailey is in the audience and is the Executive Director for Snowy Mountain Development Corporation (SMDC). SMDC is currently administering the City's housing grant that was awarded to the City to assist in housing rehab. City Manager Phelps stated that currently the only CDBG Planning Grants are the only funds available to municipalities for planning. Municipalities are only allowed to participate in each of the grant types at any one time. Ms. Bailey explained that there are four categories of grants under the CDBG program. The four programs are housing, economic development, community facilities and planning. Ms. Bailey stated that tonight's public hearing is to hear needs of the community especially in light of low to moderate income which is where CDBG is focused at. If a project or need is determined then another public hearing will need to be held for the specific project. Mr. Dick Brown, Chairman of Board of Eagles Manor and there is affordable housing at Eagles Manor. Mr. Brown explained that there is some major upkeep of the building that needs to be done. They would like to apply for a planning grant to see what is needed and the cost. Currently the board is looking to install a second elevator. Ms. Bailey stated that the City can only apply for one planning grant a year. Ms. Bailey further stated that this is a good project for the City to sponsor, but is aware the City has other projects that could use a planning grant. The main need is a housing plan. Further discussion was held. City Manager Phelps stated that tonight is just to discuss the needs of the community. Ms. Bailey explained that the housing groups feel that they can do a housing plan using statistical information from the community. City Manager Phelps explained that housing plans do not have to be completed by professionals and the last one for the City was done by Snowy Mountain Development Corporation. These funds are available to help create jobs and provide on the job training. Commissioner Turk asked for any more comments from the audience and Commission. There being none, the public hearing was closed.

3. Discussion and action on authorizing the City Manager to enter into a contract with the Montana Department of Commerce Community Development Block Grant Program and to sign contract #MT-CDBG-17ED -16

City Manager Phelps explained that this is a contract for economic development grant funds for the Central Feed Grilling Company. The City sponsored this grant and was approved by the Commission last spring. The Department of Commerce just got the contract to the City and the amount of the grant is approximately \$35,000. Commissioner Doney made the motion to authorize the City Manager to enter into a contract with the Montana Department of Commerce Community Development Block Grant Program and to sign contract #MT-CDBG-17ED -16 and Commissioner Dunnington 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 allowing the City Manager to submit a grant application to the Montana Department of Commerce for the Creekside restrooms and the authorization to enter into a grant agreement once the grant is approved

City Manager Phelps stated that this is a grant application for one of the other grants that is administrated by the Department of Commerce. This grant program is to promote growth and tourism in Montana and promotion of Montana as a location for the production of movies. City Manager Phelps explained that the Department of Commerce encouraged the City to apply for this grant. The grant is for funding the final phase of the Creekside restrooms and the information kiosk. Commissioner Oldenburg made the motion to approve allowing the City Manager to submit a grant application to the Montana Department of Commerce for the Creekside restrooms and the authorization to enter into a grant agreement once the grant is approved 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.

5. Discussion and action on awarding the Creekside restrooms bid to Birdwell Builders

City Manager Phelps explained that the City advertised for bids for the Creekside restrooms in September and the bids were due in October. The City received one bid from Birdwell Builders. City Manager Phelps further explained that the ROC group have reviewed the grant funds and are going to continue fundraising for this project. City Manager Phelps explained that the original bid is for \$459,621 and would like to considered the bid alternates which are actual deducts and once the bid is awarded, she will work with the company to do some value engineering to see what can be done. City Manager Phelps would recommend the approving the bid after deducts of \$405,504 to Birdwell Builders. Commissioner Doney made the motion to approve the awarding the Creekside restrooms to Birdwell Builders in the amount of \$405,504 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.

CITIZENS' REQUESTS

Mr. Richard Battrick asked if City Manager Phelps had received his application for serving on the City County Planning Board. City Manager Phelps answered yes. Mr. Battrick further stated that he was not notified that the last City County Planning Board was moved to a different location. City Manager Phelps answered that it was advertised and apologized for the inconvenience.

COMMISSIONER'S MINUTE

Commissioner Oldenburg reported that everything is going well on the Education Building and the government shut down has not affected this office.

Commissioner Turk informed the Commissioners that it is time for the semi-annual performance review of the City Manager. The City Manager evaluation forms will be in the next Commission packet.

ADJOURNMENT

Chairman Turk adjourned the meeting

Dated this 22nd day of January, 2019

Patty Turk, Commission Chairman

Nikki Brummond, City Clerk