

A REGULAR COMMISSION MEETING OF AUGUST 19, 2019 WHICH WAS HELD AT THE CENTRAL MONTANA COMMUNITY CENTER AND STARTED AT 7:00 P.M.

CALL TO ORDER

Vice Chairman Doney called the meeting to order.

PLEDGE OF ALLEGIANCE

Vice Chairman Doney asked everyone to stand and say the Pledge to the Flag.

ROLL CALL

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

APPROVAL OF MINUTES

Commissioner Loomis made the motion to approve the August 5, 2019 minutes as corrected and Commissioner Dunnington seconded the motion. The motion passed unanimously.

PROCLAMATIONS

There were none.

BOARD AND COMMISSION REPORT

Commissioner Hewitt reported that she attended the Airport Board meeting. The Airport Board has offered the job of Airport Manager to Bryan Armor and he has accepted the position with a six-month probationary period. Commissioner Hewitt explained that the OshKosh snow blower does not have to be painted yellow because it was not purchased with federal funds. Commissioner Hewitt reported that the County is interested in three acres of wasteland to put some of the contaminants from the building across from the Courthouse.

Commissioner Byerly reported that the Central Montana Health District Board met last week. Commissioner Byerly explained that over time the Central Montana Health District has gone from three separate offices to one office. Commissioner Byerly commented that at the meeting it was determined to have one person in charge instead of three. Commissioner Byerly commented that the money the City pays to be in the Central Montana Health District is a good investment.

Commissioner Doney reported that the 911 Board will be meeting on September 12th at 10 am. The Library Board will be meeting on August 22nd at 2 pm. Commissioner Doney reported that the ordinance committee will meet the end of August.

Commissioner Oldenburg reported that the Central Montana Foundation will meet on August 27th.

Commissioner Loomis reported that the Park and Recreation Board will meet on September 4th.

CITY MANAGER REPORT

City Manager Holly Phelps reported on the following issues:

The swimming pool is still open, and the swim hours have changed. The last day the swimming pool will be open is August 31st. The splash deck will be open until the temperatures cool down.

The Small Wonder expansion to St. Leo's is currently on hold. Following a recent inspection, the State Inspector has asked for more information from a design professional and is requiring the installation of sprinkler. The Fire Department is working on getting some clarification on the process to move forward and the requirements of the DPHHS. The City will meet with Small Wonder later this month to discuss the options that exist for expanding daycare in our community.

City Manager Phelps reported that Ms. Cathy Barta has resigned from her position with the City of Lewistown. She will be missed but her organization has left the department able to move forward with very little impact to the public and current employees. The City Manager is currently looking at the needs of the City and may propose organizational changes that better meet the City's needs new and in the future.

The Parks and Recreation Department are currently conducting interviews for the Trails Coordinator. The seasonal and current staff are helping to maintain the trails and hope to have someone in the position soon.

The Street Improvement Project is underway. Century Construction has set up a recording that provides up to date information regarding the schedule for upcoming work. That number is 535-1300 and gives the schedule and location of work. The Public Works Department is working with them to prep streets and make sure that h e vehicles are moved prior to repairing these roads. If you receive questions regarding this work. Please refer them to the phone number.

Commissioner Doney asked if education information would be distributing for the Chokecherry weekend regarding no animals at the festival.

PUBLIC COMMENT – on non-agenda items

There were none.

CONSENT AGENDA

Commissioner Hewitt made the motion to approve the consent agenda and Commissioner Oldenburg seconded the motion. The motion passed unanimously. The consent agenda was the acknowledgement of the claims that have been paid for August 1, 2019 to August 14, 2019 for a total of \$385,358.62.

REGULAR AGENDA – Resolutions, Ordinances & Other Action Items:

1. Discussion and action on authorizing the City Manager to sign a H Street Utility easement for CJ & Mandi Bailey

City Manager Phelps explained that this is a utility easement between the City of Lewistown and the Baileys. City Manager Phelps explained that this is to continue the 20-foot-wide utility easement, which allow the water and sewer to be outside of the driving service. The developers have negotiated all the terms. Commissioner Byerly made the motion to authorize the City Manager to sign a H Street Utility easement for CJ & Mandi Bailey and Commissioner Loomis seconded the motion. Commissioner Doney 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 the City's contribution to the Library for fiscal year 2019-2020

City Manager Phelps explained that as part of the preliminary budget the increase of 14.5% to the Library was included in the budget. City Manager Phelps reported that the Library does have about \$17,000 cash carry forward. City Manager Phelps stated with the cash carry forward, 14.5% increase in contribution and the proposed expenditures presented the City would be meeting the entire employment costs. City Manager Phelps further explained that she is recommending that monthly transfers be done instead of a one-time allocation. City Manager Phelps would like to try this for one year and see how it works. Commissioner Doney explained that an inter local agreement between the City and Library has been discussed and her vision was the financial part and expand into other areas throughout the year. Further discussion followed. Commissioner Byerly asked if the City is now taking over 100% of the payroll cost of the Library. Commissioner Byerly stated that this has not been talked about before. Library Director Buehler stated that is correct. City Manager Phelps explained that if the City could have something from the Library Board expressing their willingness to move forward with an agreement with the understanding that it is for the current level of staffing. Library Director Buehler asked if it is a staffing number or a dollar amount. Commissioner Byerly stated it is a dollar amount for him. Commissioner Doney commented that the goal was to not have to fight this battle every year. Commissioner Doney stated that she would like to see the agreement as soon as possible. Commissioner Byerly made the motion to approve the Library contribution from the City for 2019-2020 in the amount of \$254,377 and a \$5,000 transfer to the Library depreciation account and by January 1st a memorandum of understanding is approved between the City of Lewistown and the Lewistown Library Board outlining the financial relationship and somehow reflect the City's commitment to cover the Library employment costs and Commissioner Hewitt seconded the motion. Library Board Chairman Mary Frieze commented that this agreement is a great way to get the City and Library to work more closely together. Library Director Buehler thanked the Commission. Commissioner Doney 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 2019 - 2022 Fire Department Bargaining agreement

This was removed from the agenda.

4. Discussion and action on approving the 2019-2020 annual plan for the Tax Increment Finance District

City Manager Phelps explained that this the annual plan and budget for the Tax Increment Finance and Targeted Economic Development District. City Manager Phelps stated that currently there are no funds for the TEDD and the board will be working with the City to get the grocery store added to the TEDD. Commissioner Oldenburg stated that she admires what the board is doing and the improvement of the store fronts is very positive. Commissioner Oldenburg made the motion approve the 2019-2020 annual plan for the Tax Increment Finance District and Commissioner Dunnington seconded the motion. Commissioner Doney 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. 3999, a resolution stating the intention of the City Commission to amend the 2018-2019 budget of the City of Lewistown

Finance Officer Nikki Brummond explained that she is asking the Commission to approve the Resolution so that she can publish for a public hearing for a budget amendment on the 2018-2019 budget. Commissioner Loomis made the motion to approve Resolution No. 3999, a resolution stating the intention of the City Commission to amend the 2018-2019 budget of the City of Lewistown and Commissioner Hewitt seconded the motion. Commissioner Doney 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 Resolution No. 4000, 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, 2019 and ending June 30, 2020

City Manager Phelps explained that during the Committee of the Whole the budget was reviewed. Finance Officer Brummond explained that we are asking with this resolution is to adopt the budget as is and allows her to set a date for the approval of the final budget and the ability to set the date for the public hearing. Commissioner Dunnington made the motion to approve Resolution No. 4000, 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, 2019 and ending June 30, 2020 and Commissioner Hewitt seconded the motion. Commissioner Doney 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 when the last time the water and sewer rates were increased. Finance Officer Brummond answered that last time the water was increased was 2003 and the sewer was in 2009. Mr. Battrick stated that as a citizen he recommends increasing the water and sewer rates.

COMMISSIONER'S MINUTE

Commissioner Hewitt asked why the fire hydrants and aren't all flushed at the same time. City Manager Phelps answered that it is a good way to cause contamination in the water. City Manager Phelps further answered that it is done very carefully to keep from contaminating the water.

ADJOURNMENT

Vice Chairman Doney adjourned the meeting.

Dated this 19th day of August, 2019.

Gayle Doney, Commission Vice Chairman

ATTEST:

Nikki Brummond, City Clerk