A REGULAR COMMISSION MEETING OF THE LEWISTOWN CITY COMMISSION ON NOVEMBER 21, 2022 WHICH WAS HELD AT THE CENTRAL MONTANA COMMUNITY CENTER AND STARTED AT 7:00 P.M.

CALL TO ORDER

Chairman Doney called the meeting to order.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

Present were Commissioners: Day, Doney, Hrubes, and Scotten. Commissioners: Hewitt, Spika and Terry participated virtually.

APPROVAL OF MINUTES

Chairman Doney stated that the minutes will be voted on at the next Commission meeting.

COURTESIES

There were none.

PROCLAMATIONS

There were none.

BOARD AND COMMISSION REPORTS

Commissioner Scotten reported that the next Snowy Mountain Development Corporation (SMDC) meeting will be December 21, 2022. Commissioner Scotten commented that the new schedule for 1st Time Homebuyers is available on the SMDC website. Commissioner Scotten explained that a Strategic Teaming Alliance Roundtable (STAR) will be held on December 15, 2022 and is being hosted by the Calvert Hotel. The STAR will have a panel associated with Northrup Grummond. City Manager Phelps commented that it is for vendors, people that would like to do business with Northrup Grummond.

Commissioner Terry reported that the Central Montana Foundation will be meeting on November 22, 2022 at

Commissioner Hrubes reported that the Board of Health will not be meeting until January. City Manager Phelps explained that the County Commissioners will be approving the septic policy that was reviewed at the last Board of Health meeting.

Commissioner Day reported that the Park and Recreation Board will be meeting on December 7th.

Commissioner Hewitt reported that she has been attending the airport board meetings by zoom. The State Fish Wildlife & Parks have some of their admin staff in the Airport terminal building. Fish Wildlife & Parks are renting the space from the Airport for the use of the terminal building. Commissioner Hewitt commented that snow removal at the airport is going very good and everything is running well at this time.

Commissioner Doney reported that the Library Board meeting was moved from Thursday, November 17 to Wednesday, November 30th due to the snowstorm.

CITY MANAGER REPORT

City Manager Holly Phelps reported on the following issues:

The City Office has updated their utility billing and accounting software to the cloud. By moving our programing to the cloud, it should allow the programs to run quicker and be backed up more often. The transition was done on Friday, as much transition that could be done ahead of time was done, staff had limited access on Friday

All City Offices will be closed November 24th, in observance of Thanksgiving.

This year's Christmas stroll will be November 25th from 4 to 8 pm. there will be a parade and other activities, as well as, Bright County Nights and the North Pole Adventure Train, this weekend.

The Ice-Skating Association is working to get the rink ready for this year's season. The Ice-Skating Association are planning on starting to make ice on the 22nd of November. This group continues to grow their program and make some additional improvements at the facility.

The recent snow has allowed the Civic Center to begin renting snow shoes, cross county skis and ice skates. For more details on equipment rentals contact the Civic Center.

The building department continues to work with the school district on several projects. The 1st phase of the improvements to Lewis and Clark Elementary School are well underway. The building department has permitted the addition to the Jr. High. City staff have also begin meeting with the hospital on the Cancer Center.

PUBLIC COMMENT – non agenda items

There were none.

CONSENT AGENDA

Commissioner Hrubes made the motion to approve the consent agenda and Commission Scotten seconded the motion. The motion passed unanimously. The consent agenda was the acknowledgement of the claims that have been paid from November 1, 2022 to November 16, 2022 for a total of $196,586.57.

REGULAR AGENDA – Resolutions, Ordinances & Other Action Items:

1. Discussion and action on approving Resolution No. 4108, a resolution declaring it to be the intention of the City Commission to amend the business improvement district for the purpose of promoting tourism, conventions, trade shows, and travel to the City of Lewistown, Montana

City Manager Phelps explained that Resolution No. 4108 is extending the duration of the Tourism Improvement Board District (TBID). City Manager Phelps stated that this is the hoteliers in the district and State code limits a TBID to ten years. City Manager Phelps further explained that this resolution is the first step in the process to amend the duration of the district not the boundaries. City Manager Phelps stated that it is the intent to extend the duration an additional ten years and the next step in the process is to mail notices that are included in the district. There is a fifteen-day comment period. Commissioner Day made the motion to approve Resolution No. 4108, a resolution declaring it to be the intention of the City Commission to amend the business improvement district for the purpose of promoting tourism, conventions, trade shows, and travel to the City of Lewistown, Montana and Commissioner Scotten seconded the motion. Commissioner Terry commented that she would like the resolution to add the word tourism in front of business improvement district in the heading. City Manager Phelps explained that under state law they allow for business improvement districts and there are four criteria and tourism is one of the criteria. Commissioner Day made the motion to amend the title of Resolution No 4108 to include the word tourism before business improvement district and Commissioner Hrubes seconded the motion. Commissioner Doney commented that there is an amended motion on the table and a motion on the table. Commissioner Doney explained that she will now take comment on the amendment to the motion. Commissioner Doney asked for any more questions or comments on the amendment. There being none the clerk took a roll call vote with all being in favor of the motion. Commissioner Doney asked for comments from the audience and the Commission on the amended Resolution No 4108. There being none, the questions was called for and the clerk took a roll call vote with all being in favor of the motion.

2. Discussion and action on appointing Mary Messina to the City County Planning Board as a City representative

City Manager Phelps explained that the City currently has a vacancy on the City County Planning Board for a City representative and has received an application from Ms. Mary Messina. Ms. Mary Messina was serving on the City County Planning board; however, she moved inside the City limits and was no longer eligible to serve on the board as a county representative. The County Planner recommend to the City Manager that Ms. Mary Messina would be a good member and is a very active and knowledgeable applicant. Commissioner Hrubes made the motion to appoint Mary Messina to the City County Planning Board as a City representative and Commissioner Scotten seconded the motion. Commissioner Day asked if the City County planning Board worked like the City County Board of health. City Manager Phelps answered yes. Commissioner Doney asked for comments from the audience and the Commission. There being none, the questions was called for and the clerk took a roll call vote with all being in favor of the motion.

3. Discussion and action on setting the regular Commission meetings for 2023

City Manager Phelps explained that at the last Commission meeting a calendar was given to the Commission proposing the dates for the commission meetings in 2023. City Manager Phelps further explained that as part of TBID process some public hearing dates. City Manager Phelps explained that both Commission meetings in January fall on holidays and it is proposed to move the meeting to the Tuesday following the holiday which would be the same for any other holidays in the year. Commissioner Hrubes commented that is appears to be standard practice. City Manager Phelps answered yes. Commissioner Day made the motion to approve setting the regular Commission meetings for 2023 as proposed and Commissioner Hewitt seconded the motion. Commissioner Doney asked for comments from the audience and the Commission. There being none, the questions was called for and the clerk took a roll call vote with all being in favor of the motion.

CITIZENS' REQUESTS

There were none.

COMMISSIONR'S MINUTE

Commissioner Hrubes reported that he received a letter from Ms. Cherie Neudick and assume the other Commissioners did as well. Commissioner Hrubes stated the would like the concerns on the next agenda, which is the first meeting in December. Commissioner Doney stated that she has discussed this with the City Manager and request that a staff report be done and it be on the next agenda for discussion.

Commissioner Scotten asked what the situation is with the three way stop at Lewis and Clark school and the four way stop at the High School. City Manager Phelps answered that she doesn't feel the one at Lewis and Clark will be, the school district requested that recesses, drop off and pick up were being done at the parking lot across the street. City Manager Phelps stated that the four way stop may be and traffic studies will be don.

ADJOURNMENT

Chairman Doney adjourned the meeting.

Dated this 21st day of November, 2022.

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Gayle Doney, Commission Chairman

ATTEST:

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Nikki Brummond, City Clerk