

A REGULAR COMMISSION MEETING OF THE LEWISTOWN CITY COMMISSION ON APRIL 4, 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, Hewitt, Hrubes, Scotten, Spika and Terry.

APPROVAL OF MINUTES

Chairman Doney stated that without objection and based on the corrections the March 21, 2022 minutes are approved.

COURTESIES

There were none.

PROCLAMATIONS

There were none.

BOARD AND COMMISSION REPORTS

Commissioner Scotten reported that the next Snowy Mountain Development Corporation meeting will be April 20th.

Commissioner Hewitt reported that the Airport Board meets on Wednesday, April 6th at 3 pm.

Commissioner Terry reported that the Central Montana Foundation (CMF) met on March 22nd and she was unable to attend. Commissioner Terry did have a report and commented that the local Kiwanis Club was awarded \$4,999 for their State convention in August which will be held in Lewistown.

Commissioner Terry reported that Central Montana Scholarship applications are open and due by April 15th. The CMF major grant deadline just passed which is a grant application for over \$4,999 which goes to the annual meeting. There are 10 major grant applications that will be presented at the annual meeting on May 24th.

Commissioner Day reported that the Park and Recreation Board will meet on Wednesday, April 6th.

Commissioner Doney reported that the Library Board met in March and their regular meeting will be the third Thursday in April. Commissioner Doney reported that some members of the Library Board will be meeting with the City Manager tomorrow to discuss the MOU.

CITY MANAGER REPORT

City Manager Holly Phelps reported on the following issues:

Beginning April 1st trailers can be parked on City streets. There are a couple of important items in the ordinance. First, camp trailers may be parked on city streets from April 1st to November 1st, as long as, vehicular traffic is not impeded. Second, trailers still need to move every 5 days. The ordinance that addresses trailer parking and the camping ordinance was included in the Commissioner's packet with the City Managers report. The camping ordinance allows short term camping on private property inside the City limits, by permit. Both of these ordinances were passed in 2021.

The Fire Department recently put out a public service announcement on recreational fires. Each year the department receives a lot of concerns and questions regarding what is and is not allowed. This ordinance was included in the Commissioners packet.

The Public Works department is in the process of performing hydrant flow tests. The results of these tests provide both the public works and fire department valuable information on the water system and hydrant protection. This also helps in the planning of future developments.

Spring is a very busy season for the City. Each summer we try and hire approximately 60 seasonal employees. These employees help maintain our parks, trails, cemetery, streets and help run the pool. Seasonal employees have also helped out at the Library and in the water and sewer departments. The City is currently advertising for the seasonal pool staff. The other positions will be opened later this month. All City openings are advertised with job service.

Last week the City received notice from MMIA, regarding coverage changes affecting Libraries and Library Boards. The information is attached to the City Manager report. The City will need to let MMIA know by May 16th if they intent on seeking coverage for the public library through their endorsement process. The City Manager has two meetings scheduled with the Library board to continue discussing the MOU and their plans for Library coverage.

PUBLIC COMMENT – non agenda items

There were none.

CONSENT AGENDA

Commissioner Terry made the motion to approve the consent agenda and Commissioner Hrubes seconded the motion. The motion passed unanimously. The consent agenda was the acknowledgment of the claims that have been paid from March 18, 2022 to March 31, 2022 for a total of \$33,054.15

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

1. Discussion and action on recommending a base rate for commercial sewer

City Manager Phelps explained that she is needing more clarification from the Commission with regard to residential and commercial rates in addition to going to the equivalent dwelling units (EDUs) system. City Manager Phelps further explained that currently all sewer users are charged a flat rate regardless if they are residential or commercial. The water system does charge a different water base rates depending on residential or commercial. City Manager Phelps stated that it is very complicated to move commercial businesses to an EDU system, so it would be preferred to do a flat base rate for commercial and a flat base

rate for residential and maybe have the commercial base rate a little higher because their sewer usage is not averaged. City Manager Phelps talked briefly about other communities and thoughts on how to assess commercial. Commissioner Terry made the motion that sewer commercial base rates see an increase but not determined by EDU and Commissioner Spika seconded the motion. Commissioner Doney asked if there were any other questions from the audience and Commission. There being none, the question was called for and a roll call vote was taken and the motion passed unanimously.

2. Discussion and action on entering into a Lewistown Water System Improvements Grant (Grant Agreement No. RRG-22-1864A) and authorizing the City Manager to sign the agreement

City Manager Phelps explained that this agreement is an American Rescue Plan Act (ARPA) grant for water system improvements in the amount of \$125,000. The proposed water system improvements are for main line replacements, chlorination and SCADA upgrades. Commissioner Spika made the motion to approve entering into a Lewistown Water System Improvements Grant (Grant Agreement No. RRG-22-1864A) and authorizing the City Manager to sign the agreement and Commissioner Scotten seconded the motion. Commissioner Terry asked why on attachment B is contingency listed. City Manager Phelps answered that as part all Public Works Contracts a contingency is set aside as just in case money. Commissioner Doney asked if there were any other questions from the audience and Commission. There being none, the question was called for and a roll call vote was taken and the motion passed unanimously.

3. Discussion and action on entering into a Montana Coal Endowment Program Grant for the Lewistown Water System Improvements (Grant Agreement No. MT-ARPA-CG-23-613) and authorizing the City Manager to sign the agreement

City Manager Phelps explained that this is a Montana Coal Endowment Program Grant for the water system improvements in the amount of \$500,000. Commissioner Scotten asked that going forward the chlorination of Lewistown water is a permanent situation. City Manager Phelps answered yes, that is the case. Commissioner Terry commented that regardless the City has to chlorinate and that by doing this project the chlorination system will be much improved compared to what is currently being done and hopes that it will minimize some of the chlorination concerns. City Manager Phelps further commented that being able to monitor the water system and entering the chlorine at multiple station it should decrease the amount of chlorine used and still get to the further parts of the system. Commissioner Day made the motion on entering into a Montana Coal Endowment Program Grant for the Lewistown Water System Improvements (Grant Agreement No. MT-ARPA-CG-23-613) and authorizing the City Manager to sign the agreement and Commissioner Hewitt seconded the motion. Commissioner Doney asked if there were any other questions from the audience and Commission. There being none, the question was called for and a roll call vote was taken and the motion passed unanimously.

4. Discussion and action on approving agreement to furnish engineering services for the 2022 Lewistown Street Improvement Project

City Manager Phelps stated that the City of Lewistown has an on-call engineering services agreement in place with Robert Peccia and Associates. However, this is for some street work that the previous Public Works Director was working on. Some of the work included is the intersection behind Subway and some other potential work in the future. City Manager Phelps stated that this is a not to exceed contract for \$73,570 and is not anticipating spending that much. Commissioner Hewitt made the motion to approve agreement to furnish engineering services for the 2022 Lewistown Street Improvement Project and Commissioner Hrubes seconded the motion. Commissioner Doney asked if there were any other questions from the audience and Commission. There being none, the question was called for and a roll call vote was taken and the motion passed unanimously.

5. Discussion and action approving the purchase of a police car in the amount of \$35,493.40 from a different vendor due to supply availability

City Manager Phelps commented that the availability of police vehicles has been discussed in the past due to numerous reasons. City Manager Phelps explained that the Police Department has a couple of vehicles that are beyond their usable life and are costing a lot of money in maintenance. The City Commission in September approved the purchase of two patrol vehicles from Snowy Mountain Motors. The City Attorney and Police Chief have been working with Snowy Mountain Motors to see when or if there is a delivery date. City Manager Phelps stated that Snowy Mountain Motors is hoping for an August delivery date and suggested moving forward with another vendor if the City could find one. City Manager Phelps explained that the City has been able to locate an SUV out of state and the company partners with Dana Safety who does the upfitting for the City's police vehicle. The price of the vehicle is less than the one that was approved by the Commission in September. City Manager Phelps commented that we didn't cancel the vehicle order with Snowy Mountain Motors. Discussion was held on the supply of vehicles and the police departments needs for vehicles. Commissioner Day made the motion to purchase a police vehicle in the amount of \$35,493.40 from a different vendor due to supply availability and Commissioner Hewitt seconded the motion. Commissioner Doney asked if there were any other questions from the audience and Commission. There being none, the question was called for and a roll call vote was taken and the motion passed unanimously.

6. Discussion and action on reappointing Mr. Mike Chapman to an additional four-year term on the Tax Increment Finance (TIF)/Targeted Economic Development District Board (TEDD)

City Manager Phelps explained that Mr. Mike Chapman has served on this board since inception. Mr. Chapman is active and willing to serve another term. The TIF/TEDD Board did recommend that appointment to the Commission for approval. Commissioner Hewitt made the motion to reappoint Mr. Mike Chapman to an additional four-year term on the Tax Increment Finance (TIF)/Targeted Economic Development District Board (TEDD) and Commissioner Terry seconded the motion. Commissioner Doney asked if there were any other questions from the audience and Commission. There being none, the question was called for and a roll call vote was taken and the motion passed unanimously.

7. Discussion and action on applying for the designation of an American World War II Heritage City and authorize the City Manager to sign a letter of support for the Lewistown Satellite Airfield and Norden bombsight storage shelter

City Manager Phelps explained that tonight before the Commission is a letter and an application in support of the Historic Resources Commission to make application to the Department of Interior National Park Service for designation as a World War II designation City. City Manager Phelps stated that there can only one be heritage city in each state. City Manager Phelps further stated that Lewistown qualifies because of the Lewistown Airport and their role as a B 17 training facility and the Norden bombsight was used in World War II. Mr. Zane Fulbright addressed the Commission explaining the bomb sights and what is all being considered for this designation. Commissioner Day made the motion to approve applying for the designation of an American World War II Heritage City and authorize the City Manager to sign a letter of support for the Lewistown Satellite Airfield and Norden bombsight storage shelter and Commissioner Terry seconded the motion. Commissioner Doney asked if there were any other questions from the audience and Commission. There being none, the question was called for and a roll call vote was taken and the motion passed unanimously.

CITIZENS' REQUESTS

There were none.

COMMISSIONER'S MINUTE

Commissioner Day asked what can be done regarding fireworks. City Manager Phelps answered that fireworks are difficult to enforce, but would encourage them to call dispatch.

Commissioner Hrubes reported that he had a good meeting with the City Manager last week regarding different information. Commissioner Hrubes commented he has been looking at the trees, shrubs and other hazards. Those items will need to be addressed in the near future and it must be done tactfully.

Commissioner Scotten asked when or how the painting of the cross walks is done. City Manager Phelps answered that it is typically done in the spring and in order to do the painting the temperature has to be at least 50 degrees.

Commissioner Doney commented that it has been brought to her attention that some citizens' felt that the City wasn't filling positions because the City Manager was taking the extra duties on and getting paid those salaries. Commissioner Doney commented that the City Manager may be taken on some of those duties but only get one paycheck in accordance with her contract.

ADJOURNMENT

Chairman Doney adjourned the meeting

Dated this 4th day of April, 2022.

Gayle Doney, Commission Chairman

ATTEST:

Nikki Brummond, City Clerk