

A REGULAR COMMISSION MEETING OF THE LEWISTOWN CITY COMMISSION ON AUGUST 15, 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, Scotten, Spika and Terry. Commissioner Hrubes was absent.

APPROVAL OF MINUTES

Chairman Doney stated that without objection and based on the corrections the July 18, 2022 and August 1, 2022 minutes are approved.

COURTESIES

There were none.

PROCLAMATIONS

There were none.

BOARD AND COMMISSION REPORTS

Commissioner Day reported that the Park and Recreation Board did not have a quorum so the next meeting will be September 7th at 7 pm.

Commissioner Terry reported that the next Central Montana Foundation Board will be August 23rd at 2 pm.

Commissioner Hewitt reported that the Airport Board did not have a quorum and will meet on September 7th at 3 pm.

Commissioner Scotten reported that Snowy Mountain Development Corporation will meet on August 17th.

Commissioner Doney reported that the Library Board will meet on August 25th.

Commissioner Doney reported that there was a Central Montana 911 board and there will be another meeting on August 24th.

CITY MANAGER REPORT

City Manager Holly Phelps reported on the following issues:

At this time the pool is still open, but open swim hours have changed slightly. The pool will be open from 1 pm to 6 pm until August 24th. The splash deck will be open longer.

The Park and Recreation department is in the middle of their flag football season. This is the last City recreational program of the summer. But don't sweat it registration for fall soccer has already begun. Fall soccer is the biggest youth program the Park and Recreation Department does.

Montana League of Cities and Towns will hold their annual conference October 5th thru 7th in Kalispell. This year's conference is titled Telling Your Story: Strengthening Trust for Successful Communities. Please reach out to the City Clerk or City Manager if you interested in learning more about the agenda or would like to attend.

The 911 Board met last week and discussed the need of the dispatch center. At that time, we talked about the recorder and how to fund the purchase. Since the meeting we have talked with Motorola several times. We are planning to have another 911 board meeting this month to further discuss the recorder. We need to upgrade radios and would like to install an 800 MHz radio site as well. We are still gathering cost and exploring funding options but do plan on moving forward with an intercap loan to fund these projects.

The City Manager did reach out to Abby Majerus, with Snowy Mountain Development Corporation (SMDC) regarding the Reimaging Rural grant application. SMDC wanted to include the City as one of the Collaboration and Community Partners, for their grant application. REIMAGING RURAL Virtual Community Gatherings 2022 is a series of 3 virtual gatherings organized by the Community Development division at MSU extension. These events will take place later this fall.

As the temperature rises so does the fire danger. Areas around the City of Lewistown have already begun fire restrictions. Locally we are still relatively green but Fire Chief's throughout the county meet frequently and are monitoring conditions and forecasts regularly.

The deer management plan has been forwarded to the Fish Wildlife & Parks and will be discussed at their regional meeting later this month. The City Manager reported that she has received some feedback and one of the letters were attached to the City Manager report. Commissioner Terry stated that with regards to the letter received that if you can not sign your name to a document that you send to the media, commission, manager, and many other individuals I'm not going to read it.

PUBLIC COMMENT – non agenda items

There were none.

CONSENT AGENDA

Commissioner Terry made the motion to approve the consent agenda and Commissioner Hewitt seconded the motion. The motion passed unanimously. The consent agenda was the acknowledgment of the claims that have been paid from June 30, 2022 to June 30, 2022 for a total of \$4,800.19 and from July 30 to August 11, 2022 for a total of \$297,760.57

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

1. Discussion and action on approving Resolution No. 4091, a resolution approving an application from Stokken Holdings, LLC for TIF Funds made to the Lewistown Tax Increment Financing District Board

City Manager Phelps explained that included with the resolution is a cost break down of the project. Jaceson and Josie Stokken recently purchased the building that house 511, 513 and 515 W Janeaux. City Manager Phelps commented that they applied for TIF funds for replacement of the sidewalk in front of the building. The TIF board did approve a grant in the amount of \$10,000. Commissioner Spika made the motion to approve Resolution No. 4091, a resolution approving an application from Stokken Holdings, LLC for TIF Funds made to the Lewistown Tax Increment Financing District Board and Commissioner Day seconded the motion.

Commissioner Doney asked for comments from the audience and Commission. There being none, the question was called for and the clerk took a roll vote.

2. Public hearing to hear comments on Resolution No. 4092, a resolution approving the fiscal year 2023 work plan and budget for Tourism Business Improvement District #1

Chairman Doney opened the public hearing to hear comments on Resolution No. 4092, a resolution approving the fiscal year 2023 work plan and budget for Tourism Business Improvement District #1. Mr. Richard Battrick asked what is the TBID. City Manager Phelps answered TBID is the abbreviation for Tourism Business Improvement District and is the hoteliers have a board and they charge a \$1 for each night a room is rented. The money is used to promoted activities in the community, business marketing and business enhancement. Chairman Doney asked if there was anymore comments. There being none, the public hearing was closed.

3. Discussion and action on approving Resolution No. 4092, a resolution approving the fiscal year 2023 work plan and budget for Tourism Business Improvement District #1

City Manager Phelps explained that the work plan and budget is attached. The budget estimates that \$36,000 in revenues. The work plan shows where the TBID is expecting to spend their funding business enhancement, marketing, and any opportunities that may present themselves. Commissioner Hewitt made the motion to approve Resolution No. 4092, a resolution approving the fiscal year 2023 work plan and budget for Tourism Business Improvement District #1 and Commissioner Scotten seconded the motion. Commissioner Doney asked for comments from the audience and Commission. There being none, the question was called for and the clerk took a roll vote.

4. Discussion and action on approving Resolution No. 4093, a resolution approving an assessment to defray the cost of the work plan and budget for Tourism Business Improvement District #1 for fiscal year 2023

City Manager Phelps explained that in order to fund the work plan and budget the TBID board would like to move forward with a \$1 per night assessment at lodging facilities with more than six rooms. This is consistent with prior years. Commissioner Day made the motion to approve Resolution No. 4093, a resolution approving an assessment to defray the cost of the work plan and budget for Tourism Business Improvement District #1 for fiscal year 2023 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 clerk took a roll vote.

5. Discussion and action on approving the 2022-2023 annual plan for the Targeted Economic Development District (TEDD)

City Manager Phelps explained that the TEDD board must present a work plan and budget to the City Commission for approval annually. The budget is based on percentages and the work plan is to prioritize private and public investment to generate taxable value and improving infrastructure. City Manager Phelps explained that the TEDD is located west of town and includes the airport, Town & Country grocery, Tractor Supply and other businesses located in the district. Commissioner Terry made the motion to approve the 2022-2023 annual plan for the Targeted Economic Development District and Commissioner Spika seconded the motion. Commissioner Doney asked for comments from the audience and Commission. There being none, the question was called for and the clerk took a roll vote.

6. Discussion and action on approving the 2022-2023 annual plan for the Tax Increment Finance District (TIF)

City Manager Phelps explained that the TIF district is managed by a board that has been approved by the City Commission. This district is primarily in the downtown area. City Manager Phelps explained that they have a large cash carryforward this year and the budget is based on percentages for different categories. Commissioner Terry commented that the board is looking at funding larger projects, the possibility of a revolving loan program and any other funding options that might be available for the TIF board.

Commissioner Day made the motion to approve the 2022-2023 annual plan for the Tax Increment Finance District and Commissioner Terry seconded the motion. Commissioner Doney asked for comments from the audience and Commission. There being none, the question was called for and the clerk took a roll vote.

7. Discussion and action on approving the purchase of rapid flashing beacons for the trail system

City Manager Phelps explained that at the last meeting the Commission approved a grant for some paving on the trails system. The Friends of the Trails got a Central Montana Foundation grant to partially fund the solar powered flashing crosswalk signs. The signs would be located in four different areas in the City of the trail. There would be one at McDonalds, one at the Yogo, the high school and the other at the grain elevator. The matching funds for the grant will be some in kind from the City and the hard cost funding would be from the Friends of the Trails. City Manager Phelps reviewed the purchase requisition and recommended moving forward with Traffic Calm. Commissioner Spika made the motion to approve the purchase of rapid flashing beacons for the trail system and Commission Hewitt seconded the motion. Commissioner Doney asked for comments from the audience and Commission. There being none, the question was called for and the clerk took a roll vote.

8. Discussion and action on approving Resolution No. 4094, 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, 2022 and ending June 30, 2023

City Manager Phelps explained that this resolution does have a date for the final budget adoption and it is August 29th and would be a special meeting for the Commission. City Manager Phelps explained that if the Commission does not want to pass the preliminary tonight, then a special meeting can be scheduled next Monday to approve the preliminary and then the final budget would be approved on September 6th. City Manager reviewed the preliminary budget reviewing the cash moving forward, estimated revenues, expenses and remaining cash. There were questions regarding different funds. Further discussion followed. Commissioner Doney commented that wages for dispatchers, new hires and the continued struggle to hire dispatchers. Commissioner Doney stated she would recommend raising the starting wage \$2.00 per hour. City Manager Phelps stated there is definite hardship in that department and asked Commissioner Doney if she is suggesting raising wages across the board \$2.00 because in doing so the wage bump up against the other dispatcher's wages. The wages are determined during union negotiations and the City Manager looks at similar cities, and different agencies that have dispatch centers. Discussion followed on different option for the dispatch positions and how the current wage break down works. Commissioner Terry commented that she wants to make sure that if the starting wage is increased that something is done for the current employees. Commissioner Day made the motion to approve Resolution No. 4094, 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, 2022 and ending June 30, 2023 with the date of the public hearing being August 29th and Commissioner Terry seconded the motion. Commissioner Doney asked for comments from the audience and Commission. There being none, the question was called for and the clerk took a roll vote. City Manager Phelps asked for some clarification on what she needs to do regarding the dispatch. Commissioner Doney stated she would like to know what can be done for new dispatchers that is not detrimental to existing dispatchers and if there is a way to do something with the wages. Commissioner Day asked if it is just the wages or just some incentivizing. Assistant Chief Jon Polich commented that if wages are being discussed then the union will need to be included in the discussion. Assistant Chief Polich explained that there are many different issues in the dispatch department and pay is one of them. Commissioner Doney commented that some areas have a wage committee and is wondering if that would be helpful to the City Manager. City Manager Phelps commented that yes, that could be done, there are a lot of wage surveys out there. Commissioner Doney asked if there are any Commissioners interested in helping the City Manager with regard to wages. Commissioner Day stated that she would be willing to assist the City Manager. Commissioner Spika commented that one of the challenges when looking at wages, is that the wage studies are behind compared to real time. City Manager Phelps commented that you need to determine if the wage is sustainable. Commissioner Doney asked where the funding for the State 911 funds come from. City Manager Phelps answered that the funding is from land lines and cell phones. City Manager Phelps stated that the decrease in 911 funds was a reallocation of money to addressing and other agencies. Commissioner Terry asked about the upcoming water and sewer

projects and if the City is prepared if the estimated costs come in higher than we have funding. City Manager Phelps answered that the City has a lot of that already taken into consideration and the City has a lot of funding streams and would look at redoing the project.

CITIZENS' REQUESTS

There were none.

COMMISSIONER'S MINUTE

Commissioner Scotten commented that he got a lot of good comments regarding the swim meet.

Commissioner Terry asked about the responsibility of home owners with regards to trees. Commissioner Terry asked about the camper trailer ordinance and do some more education on the ordinance.

Commissioner Day asked when the next 911 Board meeting will be held. Commissioner Doney answered it is August 24th.

Commissioner Day reported that she received a call regarding parking in the down town area and is wondering where the City is at on this issue. City Manager Phelps stated that the two hour parking in the downtown area is signed well and the committee is focusing on overnight parking in the down town area.

Commissioner Doney thanked everyone for their work on the budget and looking at some options for the dispatch.

ADJOURNMENT

Chairman Doney adjourned the meeting.

Dated this 15th day of August, 2022

Gayle Doney, Commission Chairman

ATTEST:

Nikki Brummond, City Clerk