

**A REGULAR COMMISSION MEETING OF THE LEWISTOWN CITY COMMISSION ON
FEBRUARY 6, 2023 WHICH WAS HELD AT THE CENTRAL MONTANA COMMUNITY CENTER
AND STARTED AT 7:00 P.M.**

CALL TO ORDER

Chairman Terry called the meeting to order.

PLEDGE OF ALLEGIANCE

Chairman Terry 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

Commissioner Terry stated that without objection and based on the corrections the January 17, 2023 minutes are approved.

COURTESIES

There were none.

PROCLAMATIONS

There were none.

BOARD AND COMMISSION REPORTS

Commissioner Doney reported that the Library Board meeting in January was cancelled and the next regular meeting will be the third Thursday in February.

Commissioner Day reported that Park and Recreation Board met on February 1, 2023. There was a pickleball presentation. The Pickleball players are requesting the courts at Symmes Park be designated as pickleball courts. Ms. Karen Sweeney was in attendance to explaining that she will head up the financial efforts of this project. The financial efforts would include fundraising, donations and possible grants. The board approved the use of the courts at Symmes Park to be designated as pickleball courts. The pickleball group will be moving forward with quotes, grants and will bring more information to the board. There was discussion on the Fergus County Recreation District priorities which included pool projects and civic center projects. There was a report from the Lewistown Ice Skating Association (LISA) reporting that they continue to host ice hockey tournament. The Civic Center has a full schedule for use of the gymnasium and youth archery has started.

Commissioner Hrubes reported that he attended the Health Board meeting on January 23, 2023. The main topic of discussion on septic tank installation. Commissioner Hrubes expressed his concern that Planned Parenthood is involved with the fifth and sixth grade students in Winnett and Lewistown schools regarding health classes. Commissioner Hrubes made an appointment with Planned Parenthood to review the curriculum. Commissioner Hrubes stated that the curriculum was communicable diseases and how to prevent, this put his mind at ease. City Manager Phelps commented that they continue to struggle to get staffing. The main position is a full-time sanitarian and part time sanitarian.

Commissioner Scotten reported that the Snowy Mountain Development Corporation (SMDC) will meet on February 15th.

Commissioner Hewitt reported that she attended the Airport Board meeting on February 1, 2023. All radios have been installed. The Airport had to buy light bulbs for the taxiway and signs. Mr. Pat Leary is the new pilot representative, replacing Mr. Pete Smith. The Airport is advertising for requests for proposal for engineering for the Airport. A new hangar is being built and a hangar is being leased. The County approved the amendment to the Airport Bylaws and it is on the agenda for approval.

Commissioner Terry reported that the Central Montana Foundation Board met on January 24th. The board reviewed the fourth quarter year end financials. Commissioner Terry stated that an administrative fee was approved and it is a 1/2 % to help with the overhead and they are getting a brand new donor system. Commissioner Terry stated there were several requests, some were denied and one was approved to Winnett for a building in downtown to be turned into a rest area for travelers.

CITY MANAGER REPORT

City Manager Holly Phelps reported on the following issues:

All of the information requested by the Local Government Services Bureau (LGSB) was submitted on or before January 20th for their review. The City Manager has had numerous conversations with the Department of Administration and the LSGB. They are in the process of reviewing the information sent and will be reaching out to use to set up a time to work with us on documentation and questions regarding the reconciliation of our payroll clearing funds.

The Fire Department just received their ISO rating. ISO supplies data and analytics for the property casualty insurance industry. Most insurers use these rates to calculate premiums for residential, commercial and industrial properties. The ISO evaluates communities according to a uniform set of criteria. These include needed fire flows, emergency communications, fire department, including equipment, staffing, training, location and the water supply available to fight fires. The audit was conducted in October and our rating remained a 3. City Manager Phelps explained that the rating is a scale of 1 to 10 with 10 being the worst.

The water department is currently working to improve their access to GIS data in the field. The department has two tablets that will let the operators have access to maps and other information while staff are out in the field.

The City of Lewistown currently has Employment Practices Coverage. This endorsement expands our current MMIA Liability Coverage to include defense and indemnity costs for employment practices. It is time to renew this coverage and due to recent legislative changes, we may need to update our personnel policy in a few areas which include weapons in the workplace; drug and alcohol testing policy specific to marijuana and FMLA. We will be completing the applications and submitting the policies for review soon.

There are a couple of employees retiring from the City soon. Rick Benton will be retiring from the City after serving 12 years as the Building Inspector. Also, Fire Chief Joe Ward will be retiring from the fire department in mid-March after 38 years with the department. He will then take on a new role as our Building Inspector.

The Police Department recently promoted Officer Myles Connelly to Senior Sergeant and Office Joe Wirtz to Sergeant. They will be conducting officer interviews later this month.

CONSENT AGENDA

Commissioner Hewitt 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 January 13, 2023 to January 31, 2023 for a total of \$305,401.45

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

1. Public hearing to hear comments on expanding the Tourism Business Improvement District No 1 for another 10 years to continue to promote tourism, conventions, trade shows and travel to the City of Lewistown, Montana

Chairman Terry opened the public hearing to hear comments on expanding the Tourism Business Improvement District No 1 for another 10 years to continue to promote tourism, conventions, trade shows and travel to the City of Lewistown, Montana. City Manager Phelps explained that the option to continue the Tourism Business Improvement District (TBID) for an additional 10 years has been discussed quite often recently. This was a request from the TBID asking the City Commission to continue the district for an additional 10 years. The Commission passed a resolution back in November and notices were sent to the six participating hotels. No comments have been received. Mr. Robert Snyder asked if this was optional for the hotels. Commissioner Terry answered it is required to be part of the district. Mr. Snyder stated that if the Air B and B could be considered a part of the district. Commissioner Terry commented on some of the events sponsored by TBID. Chairman Terry asked for comments from the audience and Commission. There being none, the public hearing was closed.

2. Discussion and action on approving Resolution No. 4112, a resolution expanding the Tourism Business Improvement District No 1 for another 10 years to continue to promote tourism, conventions, trade shows and travel to the City of Lewistown, Montana

City Manager Phelps explained that the TBID has requested the ability to continue the board for an additional ten years. Commissioner Doney made the motion to approve Resolution No. 4112, a resolution expanding the Tourism Business Improvement District No 1 for another 10 years to continue to promote tourism, conventions, trade shows and travel to the City of Lewistown, Montana and Commissioner Hewitt seconded the motion. Commissioner Terry asked for comments from the audience and Commission. There being none, the question was called for and a roll call vote was taken with all being in favor of the motion.

3. Discussion and action on approving Resolution No. 4113, a resolution amending the award of TIF district funds for One Health approved by the Lewistown Tax Increment Financing District Board

City Manager Phelps explained that before the Commission is a resolution with a budget breakdown provided to the TIF Board. One Health applied last spring for a grant to put new signage on their facility. The signage includes the front and back signage. City Manager Phelps stated that due to inflation costs the project came in slightly over budget. The TIF board agreed to increasing the funding to a true 50/50 match and the new amount is \$8,251.51. Commissioner Doney made the motion to approve Resolution No. 4113, a resolution amending the award of TIF district funds for One Health approved by the Lewistown Tax Increment Financing District Board and Commissioner Hewitt seconded the motion. Commissioner Terry asked for comments from the audience and Commission. There being none, the question was called for and a roll call vote was taken with all being in favor of the motion.

4. Discussion and action on awarding the 2022-2023 Water Improvement Project, Schedule I & II

City Manager Phelps explained before the Commission is the DEQ's letter authorizing the City Commission to award the Water Improvement Project. There are two schedules, Schedule I is water main replacement and Schedule II is a new building with chlorination facilities and storage piping for the existing Big Springs source, improvement to the lower pump valve station and replace of Castle Ridge Booster Pump Station and new supervisory control and data acquisition (SCADA) equipment. City Manager Phelps that the successfully bidders are Schedule I is Griffith Contracting in the amount of \$767,449.82 and Schedule II is Prospect Construction in the amount of \$5,638,138.45. This will be funded by ARPA funding, DNRC grants and a

thirty-year loan. It is hoped that we will need to raise rates for the project. Commissioner Spika made the motion to approve awarding the 2022-2023 water improvement project to Griffith Construction for schedule I and Prospect Construction for schedule II and Commissioner Scotten seconded the motion. Commissioner Terry asked for comments from the audience and Commission. There being none, the question was called for and a roll call vote was taken with Commissioners: Day, Doney, Hewitt, Scotten, Spika and Terry being in favor of the motion and Commissioner Hrubes voted against.

5. Discussion and action on approving Resolution No. 4114, a resolution approving the amending the bylaws for the Lewistown Airport and striking Line 3.01 of Article 3

City Manager Phelps explained that the Airport Board would like us to remove the term limit from their bylaws. The County Commissioners have already approved the amendment. Commissioner Hewitt made the motion to approve Resolution No. 4114, a resolution approving the amending the bylaws for the Lewistown Airport and striking Line 3.01 of Article 3 and Commissioner Scotten seconded the motion. Commissioner Terry asked for comments from the audience and Commission. There being none, the question was called for and a roll call vote was taken with all being in favor of the motion.

CITIZENS' REQUESTS

There were none.

COMMISSIONER'S MINUTE

Commissioner Day stated that she enjoyed the recent article on Air BNB's. Commissioner Day reported that she received a complaint from a resident in the Hawthorne area expressing concern of a lot of house in that area being bought for Air BNB.

Commissioner Day reported that she has received a complaint from a citizen regarding the chamber, who does she direct the citizen to at the chamber. City Manager Phelps answered the Chamber of Commerce Board.

Commissioner Day asked what can be done with the parking Third Ave S, it is difficult to plow and clear the sidewalk. City Manager Phelps recommended filing a complaint with Code enforcement.

Commissioner Scotten asked what will be done for the Fire Chief position. City Manager Phelps explained that is has been advertised internally. There are some interested employees.

Commissioner Terry reported that she has been asked by a citizen how to get a stop sign in their neighborhood. City Manager Phelps answered to get the request to her and she will work with departments to determine what can be done.

ADJOURNMENT

Chairman Terry adjourned the meeting.

Dated this 6th day of February, 2023.

KellyAnne Terry, Commission Chairman

ATTEST:

Nikki Brummond, City Clerk