

A REGULAR COMMISSION MEETING OF THE LEWISTOWN CITY COMMISSION ON FEBRUARY 21, 2023 WHICH WAS HELD AT THE CENTRAL MONTANA COMMUNITY CENTER AND STARTED AT 7:00 P.M.

CALL TO ORDER

Vice Chairman Day called the meeting to order.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

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

APPROVAL OF MINUTES

Commissioner Day 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 met on February 16, 2023. The board reviewed and updated job descriptions for library employees. The board approved the Library Director applying for a \$20,000 grant to the American Library Association. This grant would support individuals going through cancer or other chronic diseases in Fergus County. The Library received a \$3,415 grant from Humanities of Montana to promote media literacy in Fergus County. Commissioner Doney further commented that the Dolly Parton imagination library is going to be match 50% by the State of Montana through the Gianforte Treasure State Foundation, as a result the money will go twice as far. The Chili Bowl raised \$3,265 for the upcoming summer reading program. The library building committee met and will forward the concerns onto a professional.

Commissioner Day reported that the Park and Recreation Board will meet on March 1, 2023.

CITY MANAGER REPORT

City Manager Holly Phelps reported on the following issues:

The police department bargaining unit has made a request to the City Manager to open contract negotiations. There has been some information exchanged and a meeting is scheduled to begin the negotiations.

The City Manager has received several requests for information on the Berg Lumber site. City Manager Phelps explained that she has forwarded the feasibility study that was done and the last request for proposal to those inquiring about the Berg Lumber property. The City Manager continues to work with DEQ to get the no further action letter regarding the clean-up of the site to finalize the project. The City will need to complete some institutional controls or deed restrictions prior to transferring or selling the property.

The City has started to receive some of the radio equipment that was recently ordered. The vendor for the radios anticipated all the mobile radios would arrive mid-February. The vendor will program them and then plan a trip to Lewistown to get them installed. The portable radios are still several months out. The dispatch has received all the recorder hardware and will work the vendor to get it installed as soon as possible. The City continues to work with Motorola on the 800 MHz tower. Motorola has said that their supply chain issues have improved and we expect to have the 800 MHz system installed by the end of the year.

In December the City received reimbursement from the Central Montana Foundation to close out the Creekside project. The remaining funds were transferred to a permanent endowment account. The goal of the Creekside committee was to have \$200,000 in the permanent endowment and the goal was surpassed.

The City continues to work with the Lewistown Downtown Association (LDA) on the care if the trees on Main Street. The LDA was successful in receiving grant to help with the replacement, care and maintenance of these trees. The LDA hopes to get many of these trees replaced beginning this spring.

PUBLIC COMMENT

There were none,

CONSENT AGENDA

Commissioner Hrubes 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 February 1, 2023 to February 16, 2023 for a total of \$292,244.03

REGULAR AGENDA – Resolutions, Ordinances & Other Action Items:

1. Discussion and action on approving Resolution No. 4115, a resolution approving the bylaws for Tourism Business Improvement District #1.

City Manager Phelps explained that herself and the City Attorney have been working with the Tourism Business Improvement District (TBID) on making amendments to the bylaws. The TBID board wanted to make changes to allow the board to make it easier for the board to get a quorum. City Manager Phelps explained that main changes are the qualifications of trustees. City Manager Phelps reviewed the qualifications of trustees as proposed in the bylaws. The candidate for trustee should meet the following general criteria: 1. Owners of real property subject to the jurisdiction of the district or the designee; 2. Property a trustee represents must be a lodging property open for business and collecting the district assessment; 3. committed to the well-being of the district; 4. respected citizen or leader; 5. Ability to work effectively as part of a group; 6. Competent in some area of value in achieving the objectives of the district; 7. Able to maintain a commitment for the term of the appointment; 8. A lodging property with more than 65 guest rooms may designate a second trustee as a member of the board; 9. A trustee can't represent more than one lodging property at a time. City Manager Phelps explained that until the bylaws

are approved each hotel in the district, which is currently five hotels, has one representative. In order to have a quorum 3 of the 5 representatives must be present to have a meeting. City Manager Phelps stated that by statute they must have 5 members, so they would like to add couple of trustees and the criteria as reviewed. Commissioner Hrubes made the motion to approve Resolution No. 4115, a resolution approving the bylaws for Tourism Business Improvement District #1, with the changes as stated, which includes the dates and Commissioner Spika seconded the motion. Commissioner Day asked for comments from the audience and Commission. There being none, the question was called for and roll call vote was taken with all being in favor of the motion.

2. Discussion and action on the purchasing a police car for the City of Lewistown

City Manager Phelps explained that some of the Commissioners may remember that at a Commission meeting in 2020 the Police Chief came to the Commission requesting approval to purchase a police car and that time bids were received for both a SUV and a truck. The Commission did approve the purchase of a SUV and a truck. City Manager Phelps commented that the Police Department did receive a truck, but continue to try to get a SUV. City Manager Phelps reported that the vendor has told us that a SUV was never ordered and they are unable to get one, since there is still a need the Police Chief solicited bids. Only one bid was received from Dana Safety Supply in the amount of \$46,822.24. City Manager Phelps commented that the amount does not include the upfitting of the vehicle. Commissioner Spika made the motion to approve the purchase a police car for the City of Lewistown from Dana Safety in the amount of \$46,822.24 and Commissioner Hewitt seconded the motion. Commissioner Day asked for comments from the audience and Commission. There being none, the question was called for and roll call vote was taken with all being in favor of the motion.

3. Discussion and action on allowing City staff to submit the annual Certified Local Government Grant Application to the Montana State Historic Preservation Office and the authorization to enter into a grant agreement once the grant is approved

City Manager Phelps explained in the Commissioner's packet is the application for the Certified Local Government Grant, which help offset some of the cost of running the historic preservation office. This is a pass-through grant from the federal government. The City has been a certified local government for many years and there is an increase in funding for up to \$8,000, which is the amount the City is applying for. City Manager Phelps explained there are opportunities for in kind contributions, which include the hours of those serving on the historic resources commission. Commissioner Spika made the motion to approve allowing City staff to submit the annual Certified Local Government Grant Application to the Montana State Historic Preservation Office and the authorization to enter into a grant agreement once the grant is approved and Commissioner Hrubes seconded the motion. Commissioner Day asked for comments from the audience and Commission. There being none, the question was called for and roll call vote was taken with all being in favor of the motion.

4. Discussion and action on approving the City Manager contract for March 1, 2023 to February 28, 2026

City Manager Phelps explained as previously discussed that her employment contract would continue for another three years. The only changes are the update in salary to current and the dates. Commissioner Hewitt made the motion to approve the City Manager contract for March 1, 2023 to February 28, 2026 and Commissioner Spika seconded the motion. Commissioner Day commented how fortunate the City is to have Holly Phelps as the City Manager. Commissioner Day asked for comments from the audience and Commission. There being none, the question was called for and roll call vote was taken with all being in favor of the motion.

CITIZENS' REQUESTS

There were none.

COMMISSIONER'S MINUTE

Commissioner Spika thanked the Holly Phelps for continuing as City Manager.

Commissioner Hrubes commented he was thankful for the information and discussion during the Committee of the Whole.

ADJORNMENT

Vice Chairman Day adjourned the meeting.

Dated this 21st day of February, 2023.

Loraine Day, Commission Vice Chairman

ATTEST:

Nikki Brummond, City Clerk