

A REGULAR COMMISSION MEETING OF THE LEWISTOWN CITY COMMISSION ON MARCH 20, 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: Doney, Hewitt, Hrubes, Scotten, Spika and Terry. Commissioner Day was absent.

APPROVAL OF MINUTES

There were none.

COURTESIES

There were none.

PROCLAMATIONS

There were none.

BOARD AND COMMISSION REPORTS

Commissioner Hewitt reported that the Airport Board met on March 8th. The Airport Board is going to send a certified letter to OshKosh regarding the blower on the snow blower to get the equipment fixed. The runway 8 lights started to get weak so replacements were made. Spika is done in the big hangar and the new lease is in place for the new hangar. The airport board is going to be purchased of the fly in and then they will be moved over to the t hangars for use.

Commissioner Hrubes reported on the parking meeting and sees progress with the suggested changes. The next health board is the 4th Monday in April.

Commissioner Scotten reported that there will be an audit meeting on March 29th that he will be attending for Snowy Mountain Development Corporation (SMDC). The next regular SMDC meeting is April 19th.

Commissioner Spika reported that the City County Planning Board will meet Thursday, March 21st.

Commissioner Doney reported that the Library board met on March 16th. The Friends of the Library made \$859 on the March book sale. The Library board is looking to have board training on May 18th, the state now requires board training for Library trustees. Library staff is starting to prepare for summer reading program, lining up speakers for Humanities of Montana and the Youth Democracy Program.

Commissioner Terry reported that the Central Montana Foundation will meet on March 28th.

CITY MANAGER REPORT

City Manager Holly Phelps reported on the following issues:

The street department continues to be busy removing ice and opening up drainages. The recent warm weather has allowed Public Works to start thinking of summer and projects. We are starting to work on putting the street improvement project to put it out to bid. As weather allows the streets will be swept and patching potholes.

The quick warm up has also been quickly melting the snow pack. We are regularly monitoring several drainages in and around our community and have already seen some high water.

The 2023 municipal elections are just around the corner. This year there are three terms that are up, those are Commissioners Day, Doney and Hewitt. Candidate filings open on April 20th and closes June 19th. More information is available on the Secretary of States websites.

Recent updates to our credit card processing software will allow us to begin accepting online credit card payments. Our customers will now be able to make one-time or recurring payments online. The City will now accept phone payments 24/7 through an automated systems. More information can be found on the City's website. We continue to offer email billing, where customers can receive their current bill by email at the beginning of each month.

The parking committee is currently working on final changes to the parking ordinance. The City Manager recently met with Commissioner Day and Hrubes to go over specific concerns that need to be incorporated into the final ordinance. Additional information has been requested to better understand the current issues and what changes will need to be done prior to enforcement of the new ordinance.

The Fire Department is in the process of advertising the sale of Fire Department Yukon XL. Bids will be accepted until April 12th and preference will be given to other emergency responding agencies. More information is available at the Fire Department.

PUBLIC COMMENT – non agenda items

Ms. Tanya Zonfrello addressed the Commission regarding the dilapidated buildings. Ms. Zonfrello asked if the City Commission has any plans on remedying the issue. City Manager Phelps answered that there has been some research on doing vacant building registry. There is a community decay ordinance, which states the building must be secure from animals and people. City Manager Phelps stated that the building can be cited but does require a complaint through code enforcement. Commissioner Terry commented that maybe this can be looked at as part of the growth policy updates.

Ms. Jean Collins, priest at Saint James Episcopal Church, commented that an informal group has starting meeting regarding the homeless situation in the area. Members of the group include One Health, Salvation Army, Presbyterian Church, Episcopal Church, and Zion Lutheran.

Mr. Ben Saunders commented that if the parking is going to be enforced there are a lot of legitimate reasons one would park for more than two hours in downtown. Mr. Saunders further commented that he hopes the committee will consider extending the amount of time you can park without getting cited.

CONSENT AGENDA

Commissioner Doney made the motion to approve the consent agenda and Commissioner Hewitt seconded the motion. The motion passed unanimously. The consent was the acknowledgment of the claims that have been paid from March 1, 2023 to March 16, 2023 for a total of \$88,219.55

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

1. Discussion and action on Resolution No. 4119, a resolution appointing trustee to Lewistown Tourism Business Improvement District No. 1

City Manager Phelps explained that the Tourism Business Improvement District (TBID) bylaws were recently approved by the City Commission. The updated bylaws now allow for a hotel with more than 65 rooms to have two representatives. City Manager Phelps stated that the Yogo is the only hotel that has that many rooms. City Manager Phelps reported that the Yogo asked for another representative to the TBID board and it was recommended that the Commission approve Kristina Gapay to be appointed as the second trustee for the Yogo and it is a four-year term. Commissioner Doney made the motion to approve Resolution No. 4119, a resolution appointing trustee to Lewistown Tourism Business Improvement District No. 1 and Commissioner Spika 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.

2. Discussion and action on approving Resolution No. 4120, a resolution awarding TIF district funds to Mama Tried and True approved by the Lewistown Tax Increment Financing District Board

Commissioner Terry explained that this is a new business that will be located in the building where Sting Saddlery was located. The new business is a used and new children and maternity shop. City Manager Phelps commented that the grant is for signage in the amount of \$1,700 because it is a 50% grant match. Commissioner Hrubes made the motion to approve Resolution No. 4120, a resolution awarding TIF district funds to Mama Tried and True approved by the Lewistown Tax Increment Financing District Board 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.

3. Discussion and action on approving a business license for Your Home Improvement Company

Commissioner Terry explained that all electrical, plumbing and HVAC City licenses must be approved by the City Commission. This is in accordance with City code. City Manager Phelps explained that the company operates in several communities and under the business name of Bath Planet. The group is based in Great Falls and the corporate office is located in Minnesota. Commissioner Doney made the motion to approving the business license for Your Home Improvement Company 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 confirming the City Manager's appointment to the Library Board of Trustees for a five-year

City Manager Phelps explained that in the City's code it stated the City Manager with the advice and consent of the City Commission, shall appoint a board of trustees for the public library. Ms. Cathy Moser has completed two consecutive 5 years terms and is not termed out, the trustee opening has been

advertised. The City Manager received five letters of interest from community members. City Manager Phelps stated she would like to recommend appointing Ms. Andrea Payne to the Library Board for a five-year term. Ms. Payne is a retired teacher from the school district, has lived in the community for many years and has been a patron of the Library forever. City Manager Phelps commented that she has received notice that there may be another opening on the Library Board of trustees. Commissioner Terry commented that Ms. Payne, was a third-grade teacher for many years, taught both of her children and she was the first teacher in the school district to get a program with the public library for students to come to the library on a monthly basis. Commissioner Doney stated that as a member of the Library board she agrees that Ms. Payne is very thoughtful, well educated, easy to work with and a great addition to the board. Commissioner Doney made the motion to approve the appoint of Ms. Andrea Payne to Library Board of Trustees for a five-year term and Commissioner Spika 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 Terry thanked everyone for attending, participating and the discussion held during the committee of the whole.

ADJOURNMENT

Chairman Terry adjourned the meeting.

Dated this 20th day of March, 2023.

KellyAnne Terry, Commission Chairman

ATTEST:

Nikki Brummond, City Clerk