

A REGULAR COMMISSION MEETING OF THE LEWISTOWN CITY COMMISSION ON APRIL 17, 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 April 3, 2023 and March 20, 2023 minutes are approved.

COURTESIES

There were none.

PROCLAMATIONS

There were none.

BOARD AND COMMISSION REPORTS

Commissioner Doney reported that there will be a Library Board meeting on April 27th.

Commissioner Spika reported that the City County Planning Board will meet on April 20th.

Commissioner Day reported the Park and Recreation Board met on Wednesday, April 5th. The meeting opened with a Eagle Scout Presentation by Rachel Comer. She presented the plans to create an outdoor exercise station along the trail of Frank Day Park and the High School. The target date for completion is June of 2024 with hopes that more stations will be created in our community. The Board approved the project for Ms. Comer to move forward. Commissioner Day reported that pool fees were discussed in length and action was taken to have a small increase of season passes, day fees, lesson fees, punch passes and private lesson fees to cover the increased expenditures in wages, utilities and general inflation costs. These fees will be in effect this summer. Opening day for the pool has not been announced as school gets out a week later this year and staff training will need to be done.

Commissioner Hewitt reported that the Airport Board met Wednesday, April 5th. Commissioner Hewitt explained that the new fire gate for the executive hangar has been motorized. The port a potty has arrived and set around the airport. The port a potty will be in place for the Fly In. There was discussion of putting in cluster mailboxes and the upkeep of the flags located in the airport. Commissioner Hewitt reported that Justice Court has some individuals that need to serve some community service and they are going to work on cleaning up the old hangar, that the wind finally blew part of it down.

Commissioner Scotten reported the next regular Snowy Mountain Board Corporation (SMDC) is this Wednesday, April 19th. Commissioner Scotten explained that the focus of the meeting is the Comprehensive Economic Development Strategy for the next four years.

Commissioner Scotten reported that Shelter Solutions of Central Montana would like to come to the May 15th Committee of the Whole meeting to give a presentation to the Commission. Commissioner Scotten commented that himself and other members from Shelter Solutions took a tour of John and Andrea Payne's old computer store. The building could be considered for a site.

Commissioner Terry commented that she wants to remind the Commission that Snowy Mountain Development will be at the May 1st Committee of the Whole. SMDC is planning on bringing their whole staff. The May 15th Committee of the Whole will be Shelter Solutions and Commissioner Day will be running the meeting.

Commissioner Terry reported that the next Central Montana Foundation (CMF) Board meeting is April 25th. Commissioner Terry reminder everyone that the annual meeting will be held on Tuesday, May 23, 2023 at noon at the Yogo Inn.

CITY MANAGER REPORT

City Manager Holly Phelps reported on the following issues:

Mr. James Jensen is the new Fire Chief. He has been part of the department for the last 16 years. Please welcome him into his new position.

The City is currently advertising for 2 water workers and the wage for these positions is between \$18 and \$22 depending on experience.

This year's Historic Resource Commission will hold their annual awards ceremony on May 16th at Jack Hanger. These awards recognize individuals and groups for their efforts to preserve historic buildings or to promote and protect Lewistown's history. There are four different awards this year.

Jim Daniels will be retiring the end of April. Jim has been the Park and Recreation Director for the last 37 years. We have been advertising for this position and will be conducting interviews this week.

The City has received notice from the Department of Administration that based on the information provided the City has successfully initiated corrective measures and has resolved significant repeat funding. Letters were sent notifying us that they will not be moving forward with withholding of state funds.

The Department of Commerce notified the City Manager that they are continuing to work on the City's growth policy. Hopefully, we will see an agreement of MOU in the near future.

At a recent Park and Recreation Board meeting the board established this year's priority list. The first priority this year will be the construction of a new concession stand. This project would include space for concessions, provide new restrooms for Frank Day Park and trail users, locker rooms and a flexible training space. Some funding has already been received from the Fergus County Recreation District. This project is just kicking off and we will be meeting with the swim team and Friends of the Pool to moved this project forward.

This year again the parklet will be available for business to use between Memorial and Labor Days. In the past the parklet has been placed in 2 locations during the summer. The City is accepting applications for the parklet and the first location will be selected soon. Those businesses who are interested in hosting the parklet must agree to some upkeep.

CONSENT AGENDA

Commissioner Hrubes made the motion to approve the consent agenda and Commissioner Hewitt second the motion. The motion passed unanimously. The consent agenda was the acknowledgment of the claims that have been paid from April 1, 2023 to April 23, 2023 for a total of \$228,303.52

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

1. Discussion and action on approving Resolution No. 4121, a resolution awarding TIF District Funds to Lewistown Art Center approved by the Lewistown Tax Increment Financing District Board

City Manager Phelps explained that the Lewistown Art Center submitted an application to the Lewistown Tax Increment Financing District Board for additional new signage at the Art Center. The proposal is for a community calendar that will be displayed on the outside of the Art Center. This will allow groups to advertise events and calendars. The grant amount approved was \$1,275. Commissioner Terry explained that this is a great example of what the TIF was created to do. Commissioner Doney made the motion to approve Resolution No. 4121, a resolution awarding TIF District Funds to Lewistown Art Center 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.

2. Discussion and action on reappointing Ryan Dick to the Board of Adjustments for an additional three-year term

City Manager Phelps explained that the Board of Adjustments is a volunteer commission that consists of five members whose appointments are confirmed by the City Commission. The members serve for a term of three years. The duties of the board are to hear and decide on appeals on decision made by an administrative official in the interpretation and enforcement of the zoning ordinance and to authorize variance requests from the terms of the zoning ordinance. City Manager Phelps stated that Mr. Ryan Dick was first appointed in 2019 and also serves on the City County Planning Board. Mr. Dick is a valuable member of the boards he serves on. The Board of Adjustments is the final decision making board for the City of Lewistown. City Manager Phelps recommends the reappointment of Mr. Dick to the Board of Adjustments. Commissioner Doney made the motion to approve reappointing Ryan Dick to the Board of Adjustments for an additional three-year term and Commissioner Day 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 authorizing the City Manager to enter into an agreement with the Pfau Group, LLC for grant writing services

City Manager Phelps explained that herself and the Park and Recreation Director recently met with Ms. Jennifer Pfau to discuss using her grant writing services for the concession stand at the pool. City Manager Phelps commented this is a contract with Ms. Pfau and is hourly contract at \$50. Commissioner Day asked how the services will be paid for? City Manager Phelps answered that it will come out of the City's budget, unless the City is successful in obtaining grants and it would be included in the

administration of the grant. Commissioner Spika made the motion to approve authorizing the City Manager to enter into an agreement with the Pfau Group, LLC for grant writing services and Commissioner Day 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 Spika commented that with the warm weather, she is getting calls for chickens. She would like to set up a meeting for the chicken committee.

Commissioner Doney asked about the zoning issues in the Legislature. City Manager Phelps answered she will do some looking and get the information out to the Commission.

Commissioner Terry reported that the Symmes Park missile has just gotten on the register of historic places and will be recognized on May 6th in Helena by the State Historic Preservation Office.

ADJOURNMENT

Chairman Terry adjourned the meeting.

Dated this 17th day of April, 2023.

KellyAnne Terry, Commission Chairman

ATTEST:

Nikki Brummond, City Clerk