

**A REGULAR COMMISSION MEETING OF THE LEWISTOWN CITY COMMISSION ON MAY 1, 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 17, 2023 minutes are approved.

**COURTESIES**

There were none.

**PROCLAMATIONS**

There were none.

**BOARD AND COMMISSION REPORTS**

Commissioner Hewitt reported that the Airport Board will meet the Wednesday, May 10, 2023. The Airport Manager is out of town.

Commissioner Scotten reported that on April 19<sup>th</sup> the City of Lewistown was shut down due to snow so Snowy Mountain Development Corporation (SMDC) didn't have a meeting. The plan was to go over the comprehensive economic development strategy and it will now be reviewed in June.

Commissioner Scotten reported that shelter solutions met today and Commissioner Hewitt was in attendance also, there seems to be more interest in the community and new people are attending the meetings. The Shelter Solutions will be the Committee of the Whole meeting on May 15<sup>th</sup>.

Commissioner Hrubes reported that the Health Board met on April 24<sup>th</sup>. There is a new sanitarian in training. Commissioner Scotten asked who is training him? City Manager Phelps answered that a sanitarian from Meagher or Park County. Commissioner Hrubes stated that the new sanitarian has completed 5 inspections. The training on the septic tank installation was well attended and a contractor did get licenses to install septic tanks. The county nurses' office has been very busy.

Commissioner Day reported that she attended the Lewistown Downtown Association (LDA) meeting on April 25, 2023. The board reviewed their financial report, set their meeting calendar and held introductions. The board explained the difference between the Chamber and LDA. The biggest topic of

the meeting was reviewing the pillars of the LDA, which were also presented to the Commission at a recent meeting. There was talk about creating small committees with specific tasks for event planning to obtain more involvement from downtown businesses. The new tree guardians will begin installation and a reminder was given regarding the tree planting ceremony with the Junior High. The board discussed in length moving hot summer night to August and after the lengthy discussion it was decided to leave it on July 21<sup>st</sup>. There was discussion on other possible summer events examples were bringing back crazy days, food truck nights and the longest table moving to Creekside. The board is looking at asking businesses downtown to participate in a possible survey asking for feedback regarding issues like parking, extended store hours and summer events. The board has made efforts to update business emails for better communication in the downtown businesses. The next meeting will be May 17<sup>th</sup> at noon in the upper level of the Brook's building.

Commissioner Day reported that the Park and Recreation Board will meet May 3 at 7 pm at the Civic Center.

Commissioner Spika reported that the City County Board met on Thursday, April 27<sup>th</sup>. There was election of officers. The agenda item was a zoning amendment that is on the agenda for action tonight by the Commission. There were no concerns from the public.

Commissioner Doney reported that the Library Board met on April 27<sup>th</sup>. The board went over the different programs at the library. The summer reading program will be the first week in June. The Dolly Parton Imagination library has 160 to 180 participants. The Friends of the Library and the Treasure State foundation has finalized an agreement that will sponsor 50% of the program and the Lewistown Library will be taking on administration of Golden Valley and Petroleum County. There is a building assessment committee and looking for a professional assessment of the building and preparing for applying for a CDBG grant.

Commissioner Terry reported the Central Montana Foundation met in April. Commissioner Terry commented that the following grants were awarded: \$1,000 to CMMC Auxiliary for their scholarship fund, \$4,999 to Hobson pool to replace the boiler, \$4,000 to Chamber of Commerce to assist with the 4<sup>th</sup> of July celebration, \$800 to the Moore FCCLA to attend the nationals in Denver, \$4,500 to Simulation in Motion Montana to help offset the expenses for EMT training for first responders from Lewistown, Winifred, Winnett, Grass Range, Hobson, Stanford and Geysers. Commissioner Terry reminded the Commission the CMF annual meeting is Tuesday, May 23<sup>rd</sup> at noon, at the Yogo Inn.

### **CITY MANAGER REPORT**

City Manager Phelps reported on the following issues:

The City of Lewistown is currently accepting applications for seasonal positions. These positions include Cemetery, Parks, Pool and Street helpers. Applications are available at the Job Service or on the City's website. There is also a Firefighter, Police Officer and Water Worker positions open.

With the recent heavy snow, Public Works has been busy cleaning up branches from trees located on the right away. They have been working hard to get these done and we have opened the lot at 4<sup>th</sup> and Spring so that property owners may dispose of branches broken in the storm.

The recent warm temperatures have led to a large amount of runoff. Public Works has been monitoring water levels in the creek and dams.

The City is currently accepting applications for this summer's parklet locations. If the parklet will be located on the Department of Transportation's (DOT) right away, the City must apply for a permit from the for the parklet. The parklet is usually in use from Memorial Day to Labor Day.

The City has openings for the following boards: Park and Recreation and the Tax Increment Financing Board. If anyone is interested in serving on the one of the boards have them contact the City Office.

This election there are 3 Commission positions up for election. Candidates must file with the Clerk and Recorders office by June 19, 2023 at 5 pm. There is more information available on the Secretary of State's website.

There have been some recent promotions. Matt Hayes has agreed to serve as the Interim Public Works Director and it has been a busy couple of weeks for him. Also, in the Fire Department Luke Shevela was promoted to Captain and McKensie Gremaux was promoted to Lieutenant.

The City will soon be gearing up for Memorial Day. The Park and Recreation board is also scheduling a work night for mid-June and the water will be turned on and roads will be graded. Last fall the Parks Department installed a couple o new picnic tables in the campground.

The water project is currently underway. The contractors have begun construction at the Spring. They will be out there most of the year. The parking has been relocated and we will not be scheduling large events at the spring this summer.

Commissioner Doney asked about the Park and Recreation Director position. City Manager Phelps answered that interviews have been conducted with one left to complete. Jim Daniels has agreed to stay on through the month of May. City Manager Phelps also reported that an candidate for the planner was recently interviewed.

**PUBLIC COMMENT** – non agenda items

There were none.

**CONSENT AGENDA**

Commissioner Doney 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 April 15, 2023 to April 30, 2023 for a total of \$41,210.71

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

1. Public hearing on a request for a zoning amendment submitted by Hope Sukut requesting to amend the zoning of property located at 1114 W Main.

Chairman Terry opened the public hearing to hear comments on a request for a zoning amendment submitted by Hope Sukut requesting to amend the zoning of property located at 1114 W Main. City Manager Phelps explained that Mr. & Mrs. Sukut made a formal request for the property located at 1114 W Main be changed from R1 zoning to neighborhood commercial. The request to change zoning is to establish a medical clinic at this location. As part of the process nineteen letters were sent to the adjacent property owners, received two comments and all comments received were favorable. The City County Planning Board did approve the request for a zoning amendment to amend the zoning of the property located at 1114 W Main. Ms. Hope Sukut thanked everyone for considering the request. City Manager

Phelps reported that they have worked through the various departments and have a plan for off street parking. Commissioner Hewitt asked for a little detail regarding the medical clinic. Ms. Sukut answered that it is in home and remodeling the residence to accommodate seeing patients. Commissioner Terry asked for any more comments from the audience or Commission. There being none, the public hearing was closed.

2. Discussion and action on approving a zoning amendment submitted by Hope Sukut requesting to amend the zoning of property located at 1114 W Main

City Manager Phelps restated that this request was approved unanimously by the City County Planning board and the intent of the applicant. Commissioner Spika made the motion to approve a zoning amendment submitted by Hope Sukut requesting to amend the zoning of property located at 1114 W Main 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 on awarding the bid for the sale of the 2004 GMC Yukon XL

City Manager Phelps explained that three bids were received. The highest bid was from Joe Killham and Katie Fry in the amount of \$4,100. City Manager Phelps commented that there were no bids received from medical agencies so the lights and sirens will be removed. Commissioner Day made the motion to approve the bid of \$4,100 for the sale of the 2004 GMC Yukon XL and Commissioner Hrubes 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 to complete the remaining one-year term of

City Manager Phelps explained that the four applicants from the last appointment chose to be considered for this position. This term is to finish the remainder of Mary Frieze's term which is just under a year. The Library Board voted to endorse Mary Baumstark to fill this position and it is also the recommendation of the City Manager. Commissioner Day asked if Ms. Baumstark is currently serving on the board. City Manager Phelps answered no she will be appointed and only serve the remainder term of Mary Frieze. Commissioner Spika made the motion to approve confirming the City Manager's appointment to the Library Board of Trustees to complete the remaining one-year term of 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.

5. Discussion and action on reappointing Jennifer Thompson to the Board of Adjustment for a 3-year term

City Manager Phelps explained that Ms. Jennifer Thompson has served two terms on the Board of Adjustment and is willing to remain on the board. City Manager Phelps commented that Ms. Thompson does a good job, does needed research and always in attendance at the meetings. Commissioner Hrubes asked what the Board of Adjustments does. City Manager Phelps answered mainly variances, but does have the authority to over turn decisions of the City Manager and City Commission. It is the one board that is not advisory and can make a final decision. Commissioner Doney made the motion to reappoint Jennifer Thompson to the Board of Adjustment for a 3-year term 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.

**CITIZENS' REQUESTS**

There were none.

**COMMISSIONER'S MINUTE**

Commissioner Doney commented that she received a letter in the mail from the Neudicks and is wondering if a letter had been sent. City Manager Phelps answered that she has sent a lease and has not heard back from them. City Manager Phelps stated that she has scheduled a meeting with them and Commissioner Terry. Commissioner Terry reported that all commissioners should have received a certified letter from the Neudicks. Commissioner Terry further stated that herself and the City Manager will be meeting with them this week.

Commissioner Day asked where the City is at with the Boulevard improvements. City Manager Phelps answered that is through the Public Works and Planning Department.

Commissioner Hrubes commented that the Knights of Columbus had a convention recently and thanked the City Manager for the welcome letter included in the information distributed to the attendees.

Commissioner Terry commented that Snowy Mountain Development Corporation gave a great presentation tonight. Commissioner Terry stated that SMDC does a lot of work in Lewistown and the Commission should be prepared to add more to the budget to cover the cost.

Commissioner Terry asked if the Commissioners were going to run again. Commissioner Day and Hewitt are going to run again and Commissioner Doney is not going to run again.

**ADJOURNMENT**

Chairman Terry adjourned the meeting.

Dated this 1<sup>st</sup> day of May, 2023.

---

KellyAnne Terry, Commission Chairman

ATTEST:

---

Nikki Brummond, City Clerk