

A COMMISSION MEETING OF DECEMBER 1, 2014 WHICH WAS HELD AT THE CENTRAL MONTANA COMMUNITY CENTER AND STARTED AT 7:00 P.M.

CALL TO ORDER

Chairman Doney called the meeting to order.

PLEDGE OF ALLEGIANCE

Chairman Doney asked everyone to stand and say the Pledge to the Flag.

ROLL CALL

Present were Commissioners: Byerly, Doney, Gremaux, Hewitt, Poss, Putnam and Turk.

APPROVAL OF MINUTES

There were none.

COURTESIES

There were none.

PROCLAMATIONS

There were none.

BOARD AND COMMISSION REPORTS

Commissioner Doney reported that the Study Commission held their first meeting at the Library. All members will be going to the study commission training in Bozeman on December 8th & 9th. Commissioner Doney commented that no meetings have been set, but Mr. Dick Krillenbergs was elected Chairman and Mr. Darryl McKenzie was elected Vice Chairman.

Commissioner Putnam reported that she attend the Central Montana Foundation meeting in November. There was a request for funding from the Hobson High School choir to help with their trip to Carnegie Hall. There will not be a Central Montana Foundation meeting in December.

CITY MANAGER REPORT

City Manager Kevin Myhre reported on the following issues:

The Public Works Department is preparing for the winter weather.

Mr. Theo Wright did have a response to the building codes letter and Mr. Myhre and City staff has met with him to discuss the concerns and maybe some changes that could be made.

Staff is working with the City Manager to put together a packet of information on annexation and the area that is being considered for annexation.

CONSENT AGENDA

Commissioner Gremaux made the motion to approve the consent agenda and Commissioner Turk seconded the motion. The motion passed unanimously. The consent agenda was the acknowledgement of the claims that have been paid from November 13, 2014 to November 26, 2014 for a total of \$50,178.77.

REGULAR AGENDA – Resolutions, Ordinances & Other Action Items:

1. Discussion and action on reappointing Shirley Barrick and Gary Kruger to subsequent two year terms to the Lewistown Historic Resources Commission

Mr. Myhre explained that; the Lewistown Historic Resources Commission (HRC) consists of seven members appointed by the Lewistown City Commission. Ms. Shirley Barrick's and Gary Kruger's terms are expiring and both desire to be reappointed to the historic commission. Both individuals have knowledge of local history and are preservation advocates. They have a keen desire to continue serving on the HRC in an official capacity. Other members on the HRC include Bob Valach, Chairman; Jim Dullenty; Zane Fulbright; Toni Gies and Dani Buehler. The Lewistown HRC operates under the guidelines of City ordinance 11-15. The duties of the commission are to maintain a system of survey and inventory of historic and prehistoric properties; use the National Register of Historic Places to designate properties; consult on applications, environmental assessments and other similar documents pertaining to historic districts; review zoning regulations for applicability to issues of historic districts; make recommendations to the Board of Adjustment to approve or disapprove applications for variances; render advice and guidance to property owners on restoration of historic buildings; conduct public information or educational programs; and insure compliance with State guidelines regarding certifications. Mr. Myhre explained that Planning Director Duane Ferdinand works closing with the board and recommends that Ms. Shirley Barrick and Mr. Gary Kruger be reappointed to the Lewistown Historic Resources Commission for an additional two year term. Commissioner Turk made the motion to approve reappointing Ms. Shirley Barrick and Mr. Gary Kruger to subsequent two year terms to the Lewistown Historic Resources Commission and Commissioner Putnam seconded the motion. Commissioner Doney asked for comments from the audience and Commission. There being none, the question was called for and the motion passed unanimously.

2. Discussion and action on a proposal to use limited amount of deicer compound for the street maintenance department

Public Works Director Holly Phelps explained to the Commission that there are a couple of different tools that can be used to prevent the ice buildup which has been an issue for the last

couple of years. The City of Lewistown has access to both granular magnesium chloride and liquid magnesium chloride. Both of these materials contain a corrosion inhibitor. The function of the magnesium chloride is to melt ice and both forms work very well at temperatures above 10 degrees. These products can be used to cut down on the amount of sanding material that is needed and that must also be swept up. Ms. Phelps stated that no additional equipment is needed and it is hoped to apply the deicer in the same areas that sand is currently being used. Those areas would be downtown stop signs, hills at Entrance Ave, Boulevard, Casino Creek Drive and Miller ST. and high traffic public areas such as the courthouse, library and post office. It is planned to be used in a limited area where the application can be closely monitored. Ms. Phelps stated that by having the ability to use mag is will help to more effectively remove snow and prevent a buildup of ice. Mr. Myhre explained that the City started using the liquid form of mag chloride in 1999 and in 2001 there were a lot of complaints and the Commission at that time chose do discontinue use of the mag chloride. The State of Montana was just starting to use the mag chloride and have continued to use the product. Mr. Myhre explained that the City purchases and uses approximately 300 ton of sanding material annually. Mr. Myhre is looking for a way to use mag chloride without having the same type of issue in 2001. Mr. Myhre explained that the mag can be used different ways. One way is to spray the liquid deicer directly on the street; it can be used to pre wet the sanding material and granular deicer can be mixed into the sanding material. Further discussion followed. Commissioner Putnam asked what the environmental impact of magnesium chloride. Mr. Myhre answered that studies have been done in Montana, Colorado, and Washington State pretty extensively on the impacts going back about fifteen years. Mr. Myhre explained that it was found that by the time it got off the roadway it was heavily diluted with water and as a result causes minimal impact. Mr. Myhre stated he was unable to find any information on any long term negative impacts. Commissioner Putnam asked about the air quality in Lewistown with regard to the gravel that it is unacceptable. Mr. Myhre answered that it depends on who you talk to and he has had several phone calls over the years that the dust in the air is unacceptable. Mr. Myhre stated he gets lots of complaints on dust on windy days. Commissioner Turk commented that she remembers when mag was first used and that the product has been improved greatly over the years. Ms. Phelps stated that the City does have the opportunity to tag on when the State bids the product. Commissioner Byerly asked if the overall cost comparison with the purchase of sand and less clean up is it a wash. Ms. Phelps stated that she feels it will be cheaper if used correctly. Commissioner Putnam asked if everyone would be agreeable to authorize the use of the mag chloride for a year to analyze the impact and citizen comments. Mr. Myhre explained that the City will monitor the claimants received and any feedback received from the City Commission. Commissioner Gremaux made the motion to approve the proposal presented to use a limited amount of deicer compound for the street maintenance department and Commissioner Turk seconded the motion. Commissioner Doney asked for comments from the audience and Commission. There being none, the question was called for and those voting in favor of the motion were Commissioners: Byerly, Doney, Gremaux, Hewitt, Poss and Turk. Commissioner Putnam voted against.

3. Discussion and action on entering into a memorandum of understanding (MOU) with Snowy Mountain Development Corporation (SMDC) for the purpose of preparing a City sponsored Housing Rehabilitation Grant application to be submitted to the Montana Department of Commerce

Ms. Kathie Bailey, Executive Director of Snowy Mountain Development Corporation, explained that program was initiated by the Lewistown Housing Task force that is appointed by the City Commission. The new program would help rehabbing housing safety in the community. The Montana Department of Commerce (MDOC) has established an incremental non-competitive housing program to provide assistance with single family housing rehabilitation activities to better serve low to moderate income (LMI) households. Any funds received would allow entities to undertake critical health and safety improvements on a house by house basis for a five year period and as funds are available. The Community Development Block Grant (CDBG) rehabilitation program is a non-competitive application that will receive applications on a first come, first serve basis. Available funding is dependent on the award of CDBG funds from HUD. CDBG funding is available to any unit of local government who has been approved through a certification process known as the non-competitive application. The application must include coordination with an identified Certified Housing Development Organization (CHDO). The SMDC has agreed to prepare the non-competitive housing rehabilitation application and assist with the certification process at the rate of \$100 per hour up to an amount not to exceed \$5,000. The funding for the grant application preparation is anticipated to be derived from Program Income from past CDBG housing program. There will be no funding requirement from the City's General Fund. There are no established ceilings for the CDBG rehabilitation program. This is to help address as many identified health and safety deficiencies in each housing unit. Communities applying for CDBG Non-Competitive Rehabilitation Program funds may request a maximum of ten percent of their total grant award, per property for administrative costs. Ms. Bailey explained that as part of the application and certification process it will be spelled out all of processes and who will be responsible for the different processes. Commissioner Hewitt asked if this was the program that helped replace furnaces and hot water heaters. Ms. Bailey answered no that is a program that is still available through the low income energy assistance program at HRDC. Ms. Bailey commented that as part of this new program that it would want to work closely with the programs at HRDC to be able to provide services that are not currently provided. Further discussion followed. Mr. Myhre explained that CDBG funds will be used to fund the application process. CDBG funds get built up through these type of programs, because it starts out as a loan and incrementally each year some of the loan turns into a grant. Mr. Myhre further stated that not everyone stays in the house they rehab and as a result the remaining about of the loan is paid back to the City which can be used for more funding. Commissioner Poss made the motion to approve entering into a memorandum of understanding (MOU) with Snowy Mountain Development Corporation (SMDC) for the purpose of preparing a City sponsored Housing Rehabilitation Grant application to be submitted to the Montana Department of Commerce and Commissioner Byerly seconded the motion. Commissioner Doney asked for comments from the audience and Commission. There being none, the question was called for and the motion passed unanimously.

4. Public hearing to hear comments on Resolution No. 3871, a resolution authorizing the early closure of City offices on December 24, 2014

Chairman Doney opened the public hearing to hear comments on Resolution No. 3871, a resolution authorizing the early closure of City offices on December 24, 2014. Mr. Myhre explained that Resolution No. 3871 states that if approved the City Commission authorizes the City Office to close at noon on December 24th, so the employees can take part in the holiday

activities. Mr. Myhre explained that if the City staff wants to take vacation time then the City office can be closed that day at noon. Mr. Myhre further explained that in the past someone keeps the office open until 5 p.m. but it is pretty quiet. Mr. Myhre stated that other offices can close if the employees take vacation time and it is not considered an essential service. Mr. Myhre stated that in order for the office to close then all employees must take vacation time. If someone chooses not to take vacation time then the office will remain open. Chairman Doney asked for comments from the audience and Commission. There being none, the public hearing was closed.

5. Discussion and action on Resolution No. 3871, a resolution authorizing the early closure of City offices on December 24, 2014

Commissioner Turk made the motion to approve Resolution No. 3871, a resolution authorizing the early closure of City offices on December 24, 2014 and Commissioner Gremaux seconded the motion. Commissioner Putnam asked why this resolution was not written to address any December 24th that falls on a work week. Mr. Myhre stated that is just how the resolution was put together by the City Attorney and you can choose to amend it. Commissioner Putnam stated that the way this is written a new one will have to be done every year. Commissioner Doney commented that she feels it is important if there are newly elected Commissioners would give them the opportunity to weigh in on. Commissioner Doney asked for comments from the audience and Commission. There being none, question was called for and those Commissioners voting in favor were: Byerly, Doney, Gremaux, Hewitt, Poss and Turk. Commissioner Putnam voted against.

CITIZENS' REQUESTS

There were none.

COMMISSIONER'S MINUTE

There were none.

ADJOURNMENT

Chairman Doney adjourned the meeting.

Dated this 1st day of December, 2014.

Gayle Doney, Commission Chairman

ATTEST:

Nikki Brummond, City Clerk