

A COMMISSION MEETING OF DECEMBER 17, 2012 WHICH WAS HELD AT THE CENTRAL MONTANA COMMUNITY CENTER AND STARTED AT 7:00 P.M.

CALL TO ORDER

Chairman Gremaux called the meeting to order.

ROLL CALL

Present were Commissioners Berry, Doney, Gremaux, Hewitt, Phillips, Putnam and Turk.

APPROVAL OF MINUTES

Commissioner Putnam made the motion to approve the December 3, 2012 minutes as presented and Commissioner Berry seconded the motion. The motion passed unanimously.

COURTESIES

There were none.

PROCLAMATIONS

There were none.

BOARD AND COMMISSION REPORTS

Commissioner Hewitt reported that she attended the most recent Airport Board meeting and the issue with the lessee has been resolved. Mr. Myhre clarified that a standard airport lease was signed but the easement language that the City requested in the addendum the lessee would not sign the addendum. The Airport Board did not take action on the sewer line that is located under the building, but referred it to the land use committee. Further discussion was held regarding the location of property with regards to the location of water and sewer lines.

Commissioner Gremaux reported that he was unable to attend the Library Board meeting. Library Director KellyAnne Terry reported that the big project for the Library Board in 2013 will be a strategic plan. The third annual Chili Bowl is scheduled at Jack's Hangar on February 1st.

Commissioner Turk reported that the City County Planning Board did not have a meeting this month.

Commissioner Putnam reported that she was unable to attend the Park and Recreation Board meeting.

Commissioner Berry reported that the Central Montana Foundation will be meeting on December 18, 2012.

CITY MANAGER REPORT

City Manager Kevin Myhre reported on the following issues:

The City was awarded a \$15,000 grant from the Montana CDBG program to help fund the development of an urban renewal plan and the planning process for the Tax Increment Finance (TIF) District. The entire project is estimated to cost \$25,000 with \$4,868 coming from the Lewistown Community Development Corporation (LCDC) and \$5,132.00 coming from the City's CDBG program funds. If the City Commission approves the grant agreement, the City will work to find a consultant to work with the City to complete the tasks.

The Park and Recreation Program were successful in receiving a 2013 Urban Forestry Program Development Grant for tree removal, trimming and planting. The amount of funds that the city spent on tree management in 2011 and 2012 made the City eligible for the Tree City USA program.

The annual audit of the City's financial statements and status was completed the week of December 10th. A copy of the draft findings has been placed in the Commissioner's packets. The final audit document will be delivered to the City at a later date.

The new phone system for the City Complex, Public Works and 911 Dispatch have been installed and use of the system began on December 13, 2012.

The East Fork Reservoir continues to fill at a noticeable rate and the water line has reached the rocks on the face of the dam. It will need to fill an additional four to five feet to reach the concrete outlet. Public Works is working with the Bozeman NRCS office to secure full reimbursement for the project from the federal appropriation for the repair.

The Airport Board's request for an additional approach off of Highway 87 adjacent to the frontage road has been denied by the Montana Department of Transportation. Currently there are three approaches from the road onto the highway.

Department of Environmental Quality (DEQ) is working to finalize the environmental assessment for the grease disposal area located at the Lewistown Airport. Once it has been completed the application will be advertised for public comment. We may receive approval by late January or February.

There will be no committee of the whole meeting on January 7, 2013. The chairman and vice chairman positions will need to be appointed by the Commissioners. The Commission will have to be reappointed as representatives to the City's boards.

Mr. Myhre reported that he recently authorized the Winter Fair Committee to use the City of Lewistown as a sponsor to apply for a grant through the regional tourism board. The grant would help fund marketing for the winter fair. The City would just be a pass through entity.

CONSENT AGENDA

Commissioner Turk made the motion to approve the acknowledgment of the claims that have been paid from November 29, 2012 to December 13, 2012 for a total of \$43,528.38 and Commissioner Doney seconded the motion. The motion passed unanimously.

REGULAR AGENDA – Resolutions, Ordinances & Other Action Items:

1. Discussion and action on reappointing Carol Woolsey to an additional two year term as a City representative to the City County Planning Board/Lewistown Zoning Commission

Mr. Myhre explained that Ms. Woolsey has expressed her desire to be reappointed to the City County Planning Board/Lewistown Zoning Commission. This will be her second term. It was explained that the City County Planning Board/Lewistown Zoning Commission is made up of nine members. Four members are appointed by Fergus County, four members are appointed by the Lewistown City Commission and one member is selected by the Fergus County Conservation District Board of Supervisors. Commissioner Doney made the motion to reappoint Carol Woolsey to an additional two year term as a City representative to the City County Planning Board/Lewistown Zoning Commission and Commissioner Putnam seconded the motion. Commissioner Gremaux 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 appointing Diane Pennell and Kimberly Rust to the Lewistown Housing Advisory Committee

Mr. Myhre explained that the Lewistown Housing Advisory Committee's (HAC) responsibilities include: assisting and providing guidance relating to the implementation of the City's housing projects; preparing terms for financial assistance; reviewing applications for assistance; recommending actions on housing projects; recommend administrative policies to the City Commission; and recommend distribution and use of program income. Planning Director Duane Ferdinand explained that Kimberly Rust has expressed her interest in serving on the HAC. Ms. Rust is the Home Mortgage Consultant for Wells Fargo Bank and has been in the banking and home mortgage occupation for the past 8 ½ years. However, she does not reside in the Lewistown or Fergus County. Ms. Rust's address is Moccasin MT. Mr. Ferdinand explained that the by-laws of the HAC does not list residency requirements and does feel she would be a valuable member of the committee. Commissioner Turk made the motion to appoint Diane Pennell and Kimberly Rust to the Lewistown Housing Advisory Committee and Commissioner Doney seconded the motion. Commissioner Gremaux asked for comments from the audience and Commission. There being none, the question was called for and the motion passed unanimously.

3. Discussion and action on reappointing Zane Fulbright, Gary Kruger and Carrie Mantooth to an additional two year term to the Lewistown Historic Resources Commission

Mr. Myhre explained that the Historic Resources Commission is another board that serves for the City of Lewistown. All three of these members have been good members and recommend

reappointing all three of them for an additional two year term. Commissioner Putnam made the motion to approve reappointing Zane Fulbright, Gary Kruger and Carrie Mantooth to an additional two year term to the Lewistown Historic Resources Commission and Commissioner Hewitt seconded the motion. Commissioner Gremaux asked for comments from the audience and Commission. There being none, the question was called for and the motion passed unanimously.

4. Discussion and action on reappointing Carol Woolsey, Toni Gies and Tim Robertson to Lewistown's Design Review Board

Mr. Myhre explained that the Lewistown Design Review Board does not meet a lot, but reviews sign permits when necessary. Mr. Myhre recommended reappointment of all three members for an additional term. Commissioner Doney made the motion to reappoint Carol Woolsey, Toni Gies and Tim Robertson to Lewistown's Design Review Board and Commissioner Putnam seconded the motion. Commissioner Gremaux asked for comments from the audience and Commission. There being none, the question was called for and the motion passed unanimously.

5. Discussion and action on Resolution No. 3807, a resolution stating the intention of the City Commission to amend the 2011-2012 budget of the City of Lewistown

Mr. Myhre explained that this budget resolution is for last year's budget that ended on June 30, 2012 and as part of the audit it was discovered that the amendment was not completed. The amendment is for grant funding for the berg lumber property. Commissioner Putnam made the motion to approve Resolution No. 3807, a resolution stating the intention of the City Commission to amend the 2011-2012 budget of the City of Lewistown and Commissioner Berry seconded the motion. Commissioner Gremaux asked for comments from the audience and Commission. There being none, the question was called for and the motion passed unanimously.

6. Discussion and action on approving the updated purchasing policy for the City of Lewistown

Mr. Myhre explained that the City of Lewistown has been working on this purchasing policy for approximately 12 years. Mr. Myhre commented that as part of the annual audit the auditors sample the claims and verify they comply with the City's purchasing policy. Mr. Myhre stated that the City of Lewistown's purchasing policy tends to be more restrictive than other towns. Further discussion followed. Commissioner Doney made the motion approve the updated purchasing policy for the City of Lewistown and Commissioner Putnam seconded the motion. Commissioner Gremaux asked for comments from the audience and Commission. There being none, the question was called for and the motion passed unanimously.

CITIZENS' REQUESTS

There were none.

COMMISSIONER’S MINUTE

Commissioner Putnam stated that she just wanted to say her favorite word “survey”. Commissioner Putnam further commented that she feels a lot of the problems we are seeing now and will see in the future are because we do not require surveys.

Commissioner Hewitt reported that she has hears a lot of comments that there are some real dark areas on the trail and is there something that can be done with solar lighting. Mr. Myhre stated that he is looking into the different options for solar lighting.

ADJOURNMENT

Chairman Gremaux adjourned the meeting dated this 17th day of December, 2012.

Frank Gremaux, Commission Chairman

ATTEST:

Nikki Brummond, City Clerk