

A COMMISSION MEETING OF AUGUST 19, 2013 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.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

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

APPROVAL OF MINUTES

Commissioner Doney made the motion to approve the minutes for August 5, 2013 as presented and Commissioner Turk seconded the motion. The motion passed unanimously.

COURTESIES

Chairman Gremaux commented that Mrs. Barbara Sather passed away over the weekend. Chairman Gremaux commented that Mrs. Barbara Sather served on the City Council for twelve years.

PROCLAMATIONS

There were none.

BOARD AND COMMISSION REPORTS

Commissioner Hewitt reported that the Airport Board is not going to rebid the ARFF truck and instead will be submitting the specifications received for the higher bid truck. It has been determined that the lowest bid does not meet the NFPA specifications. Commissioner Hewitt stated that the Airport's engineer Nigel is still trying to get a subdivision map for highway 87 frontage, because there is going to be another appraisal for the land. The Airport is still looking for a secretary/office manager.

Commissioner Turk reported that she attended a Library Board meeting two weeks ago. The budget was discussed and it appears that the County is going to give some type of increase.

Commissioner Doney reported that the Central Montana Health District will be meeting August 22, 2013 to review and discuss the budget.

CITY MANAGER REPORT

City Manager Kevin Myhre reported on the following issues:

The Chamber of Commerce is working with downtown business owners to facilitate some changes to the set up during the annual Chokecherry Festival. Several business owners have requested that the booths be set up toward the middle of the street so that they aren't placed directly in front of the businesses. The

Chamber has discussed making some minor changes this year and possibly implementing the full set up next year. The Chamber would like to start planning the changes immediately after this year's event.

The State of Montana Department of Transportation (MDT) has inspected a vaulted basement in the one hundred block of West Main Street and has affected the closure of the sidewalk above the vault. A temporary sidewalk has been placed in the parking lane for pedestrians. The local MDT maintenance department is working on a plan to have the vault closed and the sidewalk replaced. The vault is designed differently than the 301 W Broadway property that the City is working on.

Century Construction is planning to start paving the City projects on Thursday, August 15, 2013. Century Construction may also be back in the fall with their hot plant to pave the highway east of town. The City is hoping to pave the 100 block of South High Street and Miller Street this month as well as the other areas previously discussed.

The annual Montana League of Cities and Towns (MLCT) Conference will be held on October 9th through 11th in Helena. If you are interested in attending, please let the Finance Officer Nikki Brummond or the City Manager know as soon as possible.

The Parks Department and Public Works Staff have been removing problem trees from several parks and residential areas. Several trees were removed from the intersection of Spring Street and Lower Airport Road to allow for better visibility at the intersection and to reduce freeze thaw on the pavement.

The Airport has ordered the Aircraft Rescue Fire Fighting (ARFF) vehicle for the Lewistown Municipal Airport. When the truck is delivered it will be housing in the Lewistown Fire Department bay and will be manned by the Lewistown Firefighters.

The Friends of the Pool will be holding a fundraiser at the City pool on August 16th and 17th.

The Berg property that was reference in the paper is not City owned property, but still owned by the Berg family.

CONSENT AGENDA

Commissioner Putnam made the motion to move the acknowledgement of the claims paid out of the consent agenda and Commissioner Hewitt seconded the motion. The motion passed unanimously.

REGULAR AGENDA – Resolutions, Ordinances & Other Action Items:

1. Commissioner Putnam asked why there were two claims to Montana Municipal Interlocal Authority (MMIA). Mr. Myhre answered that MMIA is the City's insurance provide for property and liability. The programs are separate so two checks are necessary and the amount paid if for a whole year. Commissioner Putnam asked about the \$6,000 payment to Davey Tree Surgery if that was the trees that were discussed during the City Manager report. Mr. Myhre stated some of them but also includes the diseased dutch elm trees in the City's right of way. Commissioner Putnam questioned the claim to Fergus County Clerk and Recorder in the amount of \$12,360. Mr. Myhre answered that is the contract with Fergus County for the City Attorney and it was negotiated last year. Commissioner Putnam made the motion to approve the acknowledgement of the claims that have been paid from August 1, 2013 to August 15, 2013 for a total of \$267,604.74 and Commissioner Hewitt seconded the motion. Commissioner Gremaux asked for comments and questions from the audience and Commission. There being none, the question was called for and the motion passed unanimously.

2. Discussion and action on a request to rebuild a deck that encroaches on the public right of way

Mr. Myhre explained that Mr. Kyle Krahn has been to two prior Commission meetings to request the Commission's approval to rebuild a deck that encroaches on the public right of way. However, it was never on the agenda and the Commission was unable to take action, therefore tonight the item is on the agenda for discussion and action. Mr. Myhre stated that the property being discussed is located at the corner of 2nd Street and Bach Street. The Public Works Department in 2009 had a survey done in that area and it was determined that the trailer stuck out 13 feet in the public right of way, therefore, the entire deck is built on the public right of way. Mr. Myhre stated that both 2nd Street and Bach Street have 80 foot right of ways. Mr. Myhre further explained that Mr. Krahn has received a request from the property owner to replace the existing deck. Mr. Myhre that there is not a provision in City Code that facilities building on City property or public right of way by a private land owner. Further discussion followed. Mr. Myhre stated that the question before the Commission tonight is if the Commission is going to allow Mr. Krahn to rebuild the deck and continue this encumbrance. Commissioner Gremaux stated that his recommendation is that we deny the request and follow Mr. Myhre's lead to forward the issue onto the City Attorney. Commissioner Putnam made the motion to deny the request to rebuild a deck that encroaches on the public right of way and Commissioner Hewitt seconded the motion. Commissioner Turk thanked Mr. Krahn for following the rules and coming to the Commission for permission. 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 the completed tourism assessment in winter 2013.

Mr. Myhre explained that each year in the fall there is a Montana Downtown Coalition Conference. At the conference Cygnet Strategies, LLC put one free tourism assessment into a drawing and Tash Wisemiller, Director of the Main Street Program for the Department of Commerce, won and he chose Lewistown to receive the free tourism assessment. The assessment was a look at Lewistown through the eyes of a visitor. It is a tool to identify strengths upon which to build, challenges to mitigate and opportunities to consider. Containing both a marketing assessment and an on-site assessment, it is a snapshot in time, a baseline against which to gauge progress. The on-site assessment of Lewistown took place in late January and the purpose of the phase was to experience the community the same way a first time visitor might. Mr. Myhre further explained that after reviewing the assessment he has determine that there are some things the City can fix and there are some things that we can't fix. The main thing that needs to be done is the way finding. The signs need to be done properly and new signs need to be put up because we are lacking signs to direct citizens to points of interest. Mr. Myhre stated he would like the City to start with signage and help with some funding of signage. Mr. Myhre commented that the Lewistown Downtown Association is working on a grant to help with the funding of signage. Commissioner Gremaux asked if the City could help with the grant also. Mr. Myhre stated that he will be talking with the group and if the City could help with sponsorship or matching funds. Commissioner Doney commented that Lewistown needs a main hub that has a directory of what there is to see in Lewistown. Commissioner Hewitt feels the Chamber needs to work with the City on the signage. Commissioner Turk stated that she would like the signs to all have the same type of theme, which would be director signs to identify attractions. Further discussion followed. Commissioner Poss commented that he feels a consultant should be hired to help with the way finding and signage. Commissioner Berry commented that some of the current signs need to be updated. Mr. Myhre stated he will continue to work on the issue and will make sure that there is enough funding in the budget prior to approval. Mr. Myhre suggested that the Commission take note of where current signs are located and where they feel new signs would be beneficial.

CITIZENS' REQUESTS

There were none.

COMMISSIONER'S MINUTE

Commissioner Putnam asked if the City has a booth in the Chokecherry Festival. Mr. Myhre answered no. Commissioner Putnam commented that the City needs to have a booth in the Chokecherry Festival next year. This would give an opportunity to educate the community. Commissioner Putnam explained that next year we need to look at encroachment issues and come up with solutions to solve the encroachment issues.

Commissioner Turk commented that she has a neighbor that received a letter regarding high weeds and does not cut his grass because he is going to get a disease from the deer and feels the deer should be dispatched. Mr. Myhre explained that we are working to do as much weed control as possible.

ADJOURNMENT

Chairman Gremaux adjourned the meeting.

Dated this 19th day of August, 2013.

Frank Gremaux, Commission Chairman

ATTEST:

Nikki Brummond, City Clerk