

A COMMISSION MEETING OF SEPTEMBER 15, 2014 WHICH WAS HELD AT THE CENTRAL MONTANA COMMUNITY 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

Commissioner Putnam made the motion to approve the August 18, 2014 minutes and Commissioner Gremaux 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 an Airport Board meeting. The ARFF building is being painted with fireproof paint. The airport rental house is now vacant and being fixed up. The previous renter was very behind in the rent but is continuing to pay it monthly. All of the pavement projects are done. There is a drainage problem on two of the runways that is being worked on.

Commissioner Putnam reported that she attended a Park and Recreation Board meeting. The board reviewed the resolution passed by the County Commissioners regarding the wording for the ballot for the possible creation of a recreation district. The improvements that are going to be done at the ice skating rink were discussed. There was an update of the improvements at Symmes Park in front of the museum and the Fish Hatchery Park. Recreation Director Jim Daniels commented that the Friends of the Pool are going to be starting a capital improvement drive. The dedication of Trailhead Park had a great turnout. Mr. Myhre talked a little bit about the Friends of the Pool asking for some help to get information out regarding the pool improvements and the recreation district.

Commissioner Turk reported that she attended a Library Board meeting and for continuing business Mr. Dave Sather came and gave a lesson on how to read the City budget. There will be a Civil War presentation on November 6th. The Library will be offering some Spanish classes. The Chili Bowl for summer reading program will be January 31, 2015. The pie social was well attended and around \$500 was raised. The Friends of the Library are going to help with the installation of the Library windows.

Commissioner Doney reported that the Central Montana Health District has an interim administrative assistant and an interim contract retired sanitarian working right now.

CITY MANAGER REPORT

City Manager Kevin Myhre reported on the following issues:

Recently the water department has had some monthly samples indicate minor amounts of bacteria in a portion of the City's water system. Under Montana Department of Environmental Quality (DEQ) rules the water department will put out a public notice and begin temporarily chlorinating the water system. Typically growth in the City's water lines occur in the late part of summer and the higher usage of water in those dry warm periods keeps the water system fresher. Although we have not needed to chlorinate the entire system in recent years, it can be very helpful in the fall to do so as preventive maintenance.

City staff continues to work with the developers on the property west of F Street to comment on site plans and answer development questions. They may need to get an extension on the annexation petition process in order to facilitate the different partners in the project.

Century Construction will be bringing another crew into town to complete the paving project later in September. They still have several areas to patch and pave for the City.

A representative from DEQ was in Lewistown to tour the location of the post and pole treatment area that the City owns. A private company treated poles on the site prior to the City's ownership and the City used the site for landfill after its purchase. The landfill closed in the 1970's. DEQ is hoping to have some funds appropriated in the next legislature for the project.

The Fire Department used the new fire truck to respond to an apartment fire in the building located in the two hundred block of West Broadway Street. Two citizens were transported to the hospital as a result of the fire. The actual fire was contained in the apartment unit where it started and there was very little smoke damage to the rest of the building. Residents may be able to move back in after a few days.

The actual tax increment financing district will go into effect on September 18, 2014. The base year will be the 2014 tax year. The consultant will assist the City in preparing the final creation documents for the Montana Department of Revenue.

CONSENT AGENDA

Commissioner Putnam made the motion to approve the consent agenda and Commissioner Hewitt seconded the motion. The consent agenda was the acknowledgement of the claims that have been paid from August 29, 2014 to September 11, 2014 for a total of \$134,738.58.

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

1. Discussion and action on authorizing the Lewistown Ice Skating Association to build a building at Frank Day park to house the Zamboni and to facilitate the refrigeration unit for the ice rink

Mr. Myhre explained that as part of the committee of the whole meeting the Commission went down to Frank Day park and toured the ice skating facility. The Ice Skating Association would like to build a building to house the Zamboni and to facilitate the refrigeration unit for the ice rink. The design and layout was approved by the Park and Recreation Board and is now before the Commission for approval to move forward with the building. There are no funds being requested from the City of Lewistown, but are working with the building department. Commissioner Gremaux made the motion to authorize the Lewistown Ice Skating Association to build a building at Frank Day Park to house the Zamboni and to facilitate the refrigeration unit for the ice rink and Commissioner Turk seconded the motion.

2. Discussion and action on continuation of the City's support for the NeighborWorks Montana closing cost assistance program (Homebuyers program)

Mr. Myhre explained that years ago the City of Lewistown used to facilitate housing projects, new home buyer programs to help with closing costs and energy efficiency type projects. Mr. Myhre further explained that the City can no longer participate in these type programs because a certified lender must administer the funds this change was the result of changes made by the federal government. The City has partnered with NeighborWorks Montana and they are certified and able to administer federal funds. By partnering with NeighborWorks the City has been able to continue supporting housing projects. Further discussion followed. Commissioner Turk made the motion to approve the continuation of the City's support for the NeighborWorks Montana closing cost assistance program (Homebuyers program) and Commissioner Poss 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.

3. Discussion on the provisions of the recently approved urban renewal plan. City Manager Kevin Myhre

Mr. Myhre explained that the City Commission recently created a TIF district for the downtown area in Lewistown. As part of the process the City Commission had to identify areas of blight within the established district. The next step of the process is for the City Commission to appoint a five member urban renewal board. The urban renewal board will be responsible to prepare an annual work plan and budget which are adopted by the City Commission. Mr. Myhre reviewed some of the goals and strategies in the urban renewal plan. Infrastructure goals and some of the ideas discussed were developing and implementing a parking strategy, parking structure, public restroom facilities, sidewalk improvements, pedestrian amenities, and deteriorating storm sewers. Business development is discussed in the urban renewal plan which could be business recruitment, improve telecommunications infrastructure, expand meeting and conference facilities, a business incubator and an outdoor restaurant and bar stations to increase vitality. These may not be feasible but were discussed in the plan and should be considered and looked at. Housing is also addressed in the urban renewal plan and how to renovate and reuse upper story space and address residential parking needs. Mr. Myhre stated that blight in the downtown area needs to be addressed. The urban renewal board will have to determine what is considered blight and how to prioritize the areas in need of improvement. Promotion and marketing is listed as a strategy in the urban

renewal plan. Mr. Myhre explained that Lewistown could be promoted as a retirement community, improve the appearance of vacant buildings to help market them and to help bring business to the community. The tax increment financing district could be used as a marketing tool to build the downtown area. Tourism is considered a goal of the urban renewal plan. It would need to look at providing more green spaces, developing a “way finding” program, identify parking sites for RVs and bigger vehicles, establish kiosks, promote Lewistown as geographic center of the state and to bolster downtown to emulate a mall. Mr. Myhre reviewed the overall goal of the urban renewal plan is to make the quality of life in downtown competitive with other small downtowns, improve the pedestrian experience and improve enforcement of community decay ordinance. Mr. Myhre finished by reviewing some of the goals and strategies identified in the Downtown Master Plan. Those are to redevelop primary gateways into downtown, redevelop the area surrounding the channelized portion of Spring Creek in Veterans Park to make it more attractive, develop a downtown plaza at the corner of Main Street and 2nd Ave S, add benches and other general streetscape improvements, create a more pedestrian friendly, inviting downtown environment, angle parking on Janeaux and Broadway to help build more parking spaces, rehabilitate significant buildings, take them back to their original look if possible. The discussion and work being done to develop a conference center for statewide and regional meetings and conferences. Commissioner Doney asked if there is a plan on how to appoint people to the urban renewal board. Mr. Myhre answered that he will work to put a plan together and determine how they will be appointed and the responsibilities of the members.

CITIZENS’ REQUESTS

There were none.

COMMISSIONER’S MINUTE

There were none.

ADJOURNMENT

Chairman Doney adjourned the meeting.

Dated this 15th day of September, 2014.

Gayle Doney, Commission Chairman

ATTEST:

Nikki Brummond, City Clerk