

A COMMISSION MEETING OF JANUARY 19, 2016 WHICH WAS HELD AT THE CENTRAL MONTANA COMMUNITY CENTER AND STARTED AT 7:00 P.M.

CALL TO ORDER

Chairman Byerly called the meeting to order.

PLEDGE OF ALLEGIANCE

Chairman Byerly 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 Doney made the motion to approve the January 4, 2016 minutes as presented and Commissioner Putnam seconded the motion. The motion passed unanimously.

COURTESIES

There were none.

PROCLAMATIONS

Chairman Byerly read the following proclamation:

Arbor Day Proclamation

WHEREAS, natural areas, trees, and landscapes provide not only community beautification but also economic and environmental benefits; and

WHEREAS, trees provide many benefits to the community, including air purification, windbreaks, noise reduction, shade and energy savings; and

WHEREAS, planting trees and maintaining older trees provides an opportunity for community interaction, volunteerism, economic development, and environmental conservation; and

WHEREAS, our efforts to improve the environment benefit present and future generations; and

WHEREAS, Arbor Day in Montana is officially the last Friday in April;

BE IT THEREFORE RESOLVED,

I, Dave Byerly, Commission Chairman of Lewistown, Montana, do hereby proclaim May 3, 2016, as Arbor Day in Lewistown, and encourage citizens to participate in appropriate activities and to take advantage of the benefits of the parks and other natural areas in our community.

BOARD AND COMMISSION REPORTS

Commissioner Doney reported that the Local Government Study Commission met the second Friday, January 8th at 11 am and she was unable to attend. Commissioner Doney stated the next meeting will be January 25th at 7 pm at the Council on Aging building.

Commissioner Turk reported the Library Board meeting on January 14th was cancelled due to the snow storm. Commissioner Turk reminded everyone that the Chili Bowl fundraiser for the Library is this Friday, January 22nd.

Commissioner Putnam reported that she attended the Park Board meeting and it was reported that the pool appears to be on track. Commissioner Putnam stated that Jason, with the DNRC was in attendance to talk about Tree City USA program and grant. Commissioner Putnam further reported that the Central Montana Foundation Board met the end of December. The Board gave the Boys and Girls club a grant for a high yield activity program. The Council on Aging made a request for funding to replace the grease trap in the building and the CMF Board did give them the funding.

Commissioner Hewitt reported on the recent Airport Board. There was an election of officers and Mr. Steve Moseby is the Chairman and Mr. Ross Butcher is the Vice Chairman. Commissioner Hewitt commented that the buses are out of the bus barn and a big door needs to be ordered. Mr. Jerry Moline was going to talk to the Montana Department of Transportation about the snow being dumped up at the airport. There was some discussion about the ARFF truck.

Commissioner Byerly reported that the Central Montana Health District meets this Thursday. The board should be able to finalize the action made to consolidate our health district. The Health District will be moving into the new office March 1st. A new position has been created and is being advertised. Commissioner Byerly commented that he thinks the health district is moving a positive direction.

CITY MANAGER REPORT

City Manager Kevin Myhre reported on the following issues:

Public Works located a leak in the water main on 4th Avenue between the Public Works building and the City Office parking lot. The Water Department should have it repaired by Thursday, January 14th.

The hearing on the temporary injunction was held on January 12th which is part of the annexation litigation. Judge Gilbert heard testimony from both sides and gave three weeks for each side to prepare finding on the matter for her to use in making a determination.

At the first meeting of the year for the government study commission. Mr. Dick Krillenberger has stepped down as the chairman of the commission and has appointed Alexandra Dunnington as the new chairperson of the commission. There was an article in the January 13th News Argus about the meeting. The article also stated that three of the members agreed to put a question on the November ballot providing an alternative form of government with a mayor.

The Recharge Our Community (ROC) finance group is working on creating a business plan competition to encourage a new or expanding business opportunity in Lewistown. They are putting together an incentive package to offer prospective businesses. Several of the ROC groups are also working to create a follow-up competition to encourage a Brewery/Restaurant Combination in Lewistown.

The Building and Fire Departments are working with Snowy Mountain Development Corporation (SMDC) to plan a forum to discuss the requirements of the building and fire codes. We hope to have a panel of representatives from the State departments as well as some from other building departments.

The Police Department is working to fill a police officer and a communications officer position. The Fire Department will be shorthanded for several months in 2016 due to military leave assignments. The Police Department has not been informed of any long term deployments/assignments in the near future. Occasionally the City will seek to fill temporary positions for long term deployments but it is difficult to find trained persons interested in temporary work. A substantial portion of overtime is utilized to support military leave.

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 consisted of the acknowledgement of the claims that have been paid from January 1, 2016 to January 14, 2016 for a total of \$547,755.28 and the second reading of Ordinance No. 1750, an ordinance of the City of Lewistown providing for the adoption of the 2012 edition of the international fire code and certain amendments, amending parts 1, 2, 4, 5 and 6 of chapter 2, title 7 of the Lewistown City Code.

REGULAR AGENDA – Resolutions, Ordinances & Other Action Items:

1. Discussion and action on a request for assistance from the Recharge Our Community (ROC) for a business plan competition

Mr. Myhre explained that there were several meetings this fall to work on economic development in our community and moving Lewistown forward. As a result six different groups were established which are working in different directions and one of the groups is the financial group. The financial group has put together a business plan competition and is here tonight to present the information to the Commission. Mr. Ron Hayes a member of the finance group addressed the Commission stating that the finance group looked for a way to finance economic

growth in the community and the group up with idea of a business plan competition. Mr. Hayes explained that the thought was to use money and different resources to bring additional business to Lewistown. Mr. Hayes explained that the scope of the project is two part. The first part is to start local, because it is the understanding and there are potential entrepreneurs locally looking for opportunities to build or start their business. As the group saw success in the first year it would bring them to the next year. Mr. Hayes commented that they have partnered with two other groups to make this a little different and because of what was discovered as a need here in Lewistown. Mr. Hayes stated the next year would be to expand across the state with a specialized category of a brewery/restaurant type of business. Mr. Hayes stated that as the development and it continues to build they will expand even more to include other categories of business to apply in another business plan competition. Mr. Hayes explained that as part of the ROC seminar it was emphasized that you gauge demand before doing anything. Mr. Hayes explained that members of his group went to the Heart of Montana Venture Network meeting and determined that there were at least 10 local entrepreneurs seeking to start or expand a business. Mr. Hayes further explained that the next step was to talk to business school deans and teacher to see if they knew anyone looking to start a business in central Montana. The contest itself should help us to further gauge the demand. Mr. Hayes explained that during the seminar they learned that in a project there is a value chain which are the entrepreneurs themselves, then the support value chain which include those that would give monetarily to the project. Examples would be building owners, lawyers, sign makers accountants, Central Montana, City of Lewistown and Fergus County are just some of them. Mr. Hayes explained the winning package. It would be \$5,000 to \$10,000 cash, and the main way to finance the wining package will be in-kind services. In-kind services discussed were as follows: free/reduced rent for 1 year, free 1st year business license, waived or reduced building permit fees, free/reduced ad package, free/reduced accounting services for 1 year, free/reduced legal services for 1 year, free mentoring, free/reduced signage and free/reduced web design. Mr. Hayes stated that the group has done a lot of research already in this area and have talked to lawyers, accountants and building owners that are onboard with this project. Further discussion followed. Mr. Hayes talked about the results and who will be affected by this. Some of those are other local businesses, realtors, schools, tax base, building owners, contractors, churches, medical community and local residents. Mr. Hayes stated that the goal is to create wealth for all of Lewistown. The application is available online at Snowy Mountain Development Corporation and Job Service. Commissioner Byerly commented that it is hoped that the business would be located in the tax increment finance district. Mr. Hayes agreed that is the hope and maybe the brewery also and the intention is to push for downtown businesses. Commissioner Byerly asked if the Commission is being asked to give a free business license for the first year and to waive or reduce building permits. Mr. Myhre explained that he has talked to the City Attorney and the respective departments and the key the City Commission needs to determine that you are being fair and consistent with what you are doing. Mr. Myhre commented that this is a plan that is being followed and going through a system. Mr. Myhre explained that if you were to waive the business license it would be \$55 but if alcohol is involved it could be up to \$340. The building permit fee waived the maximum amount would be up to \$6,000 depending on the project.

Commissioner Doney made the motion to approve a request for assistance from the Recharge Our Community (ROC) for a business plan competition to waive the business license for first year and the building permit fees and Commissioner Turk seconded the motion. Commissioner Byerly 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 approving Resolution No. 3901 a resolution appointing successor trustees to Lewistown Tourism Business improvement District No. 1

Mr. Myhre explained that the Commission passed a resolution to create the Tourism Business Improvement District (TBID) board and the procedures. The board was created to be a five member board and there are six hotels in the TBID and they made a recommendation to include a representative from the Calvert which would make it a six member board. Commissioner Poss made the motion to approve Resolution No. 3901, a resolution appointing successor trustees to Lewistown Tourism Business improvement District No. 1 and Commissioner Putnam seconded the motion. Commissioner Byerly 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 proposal to submit a grant application to the Montana History Foundation (MHF) for the purpose of receiving additional funds to complete the development of the Central Montana Railroad Heritage Site

Mr. Myhre explained that the Central Montana Railroad Heritage Site is located south of Frank Day Park along the former railroad corridor. BNSF left 150 feet of railroad tract at the site for the establishment of the park after they relinquished control of the corridor upon terminating rail service in this area. Planning Director Duane Ferdinand explained that the historic resources council have received \$13,555 in funding but the total expenditures of the projected are expected to be \$16,610. Mr. Ferdinand explained that there is a shortage of \$3,055 in funding and the project fits the criteria for the Montana History Foundation grant. Commissioner Poss made the motion to submit a grant application to the Montana History Foundation (MHF) for the purpose of receiving additional funds to complete the development of the Central Montana Railroad Heritage Site and to authorize entering into a grant agreement with the MHF once grants funds are provided and Commissioner Gremaux seconded the motion. Commissioner Byerly 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 allowing City staff to submit the annual Certified Local Government Grant Application to the Montana State Historic Preservation Office and the authorization to enter into a grant agreement once the grant is approved

Mr. Myhre explained that a portion of the Historic Preservation Office and Planning Office are funded by a Certified Local Government Grant. The City has been involved in the program for many years and would like to submit a grant application. Further discussion followed. Commissioner Putnam made the motion to allow City staff to submit the annual Certified Local Government Grant Application to the Montana State Historic Preservation Office and the authorization to enter into a grant agreement once the grant is approved and Commissioner

Doney seconded the motion. Commissioner Byerly 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 Byerly explained that he has talked with Mr. Myhre and if it is agreeable with the City Commission and when it is appropriate in working with Mr. Myhre on the agenda he would like to move more items into the consent agenda to stream line the meeting. Commissioner Byerly stated that this will be done if the Commission is okay with it and know that it can be pulled out at any time. Commissioner Putnam asked why the fire code was put in the consent agenda and not the last item. Mr. Myhre explained that the last item it was the first time it had been discussed this year but the second discussion on the fire code.

ADJOURNMENT

Chairman Byerly adjourned the meeting.

Dated this 19th day of January, 2016.

Dave Byerly, Commission Chairman

ATTEST:

Nikki Brummond, City Clerk