

**A COMMISSION MEETING OF AUGUST 15, 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 Putnam made the motion to approve the minutes as presented and Commissioner Doney seconded the motion. Those voting in favor were Byerly, Doney, Gremaux, Poss and Putnam. Commissioners Hewitt and Turk abstained.

**COURTESIES**

There were none.

**PROCLAMATIONS**

There were none.

**BOARD AND COMMISSION REPORTS**

Commissioner Putnam reported that the Park and Recreation Board moved their meeting from August 3<sup>rd</sup> to the 10<sup>th</sup> and she was unable to attend the meeting.

Commissioner Hewitt reported that she attended the Airport Board meeting on August 10<sup>th</sup>. Commissioner Hewitt reported that the doors have been hung on the bus barn hangar, but the somethings will need to be moved and the bathrooms need to be upgraded to meet code. Commissioner Hewitt reported that the Airport does have a primary purchase of a front end loader and a new broom and brush to clear the runways. Commissioner Hewitt explained that the Airport is going to take all of the sludge form the treatment plant and the Airport's farmer will spread it. The Airport Land Use Committee has passed their bylaws.

Commissioner Turk reported that she attended the most recent Library Board meeting. Commissioner Turk reported that everything appears to be on track and 6,000 items were checked out in the month of July. The Friends of the Library are going to refinish the outside entrance door to the upstairs meeting room. The Library had 400 kids and 168 adults

participated in the summer reading program. Ms. KellyAnne Terry nominated Ms. Nancy Watts for the Heritage Award for the eastern portion of the stated and she won. Commissioner Turk stated that the Friends of the Library are always looking for more help.

Commissioner Doney reported that the Study Commission met on the 12<sup>th</sup> and a final report has been approved but is not completed. There are a few areas that need to be finished and they got an extension to be able to get some questions answered.

### **CITY MANAGER REPORT**

City Manager Holly Phelps reported on the following issues:

The swimming pool is going to try to stay open through Labor Day weekend, the hours will be reduced and weather permitting. The plan is to keep the splash park open through the month of September.

The Lewistown Improvement District (LID) Board (TIF) will hold their regular meetings the 2<sup>nd</sup> and 4<sup>th</sup> Monday at 8 am at the Civic Center. These meetings are open to the public.

The Police Department will be holding their surplus auction on August 20<sup>th</sup>. There will be several cars, bikes and miscellaneous office items for auction.

The contractor will be in town on August 15<sup>th</sup> to start the downtown sidewalk project. This project will replace corner and upgrade the traffic signals. It includes bulbouts at 2<sup>nd</sup> and 5<sup>th</sup> Avenues. The state has coordinated with the contractor to make sure that no work will be done during the Chokecherry Festival.

The summary of the fireworks complaints for 2016 was included in the Commissioner's packet.

In August the Recharge Our Community (ROC) groups presented their projects, also at this meeting the winner for the business plan contest was announced. SAS was selected and will receive a rewards package to help them expand their business. Ms. Kerry Hanna, the RCAC community coordinator was introduced. Ms. Hanna will work with Snowy Mountain Development Corporation (SMDC) and RCAC to support the ROC activities in Lewistown. The position was funded by the City, County and RCAC.

A special meeting is scheduled for August 22<sup>nd</sup> at 5:30 p.m. At this meeting the preliminary budget will be approved and a timeline set for passing the final budget.

### **CONSENT AGENDA**

Commissioner Gremaux made the motion to approve the consent agenda and Commissioner Putnam seconded the motion. The motion passed unanimously. The consent agenda was the acknowledgement of the claims that have been paid from July 28, 2016 to August 11, 2016 for a total of \$13,974.14.

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

### 1. Discussion and action on reappointing Toni Gies to the Lewistown Historic Resources Commission for an additional two year term

The Lewistown Historic Resources Commission (HRC) operates under the guidelines of City Ordinance 11-15. The HRC is a seven member board and Ms. Toni Gies has asked to be able to serve an additional two year term. Ms. Phelps explained that this is Ms. Gies's second term and is an active member on the Lewistown Historic Resources Commission. Commissioner Doney made the motion to approve reappointing Toni Gies to the Lewistown Historic Resources Commission for an additional two year term and Commissioner Hewitt 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. Presentation of the Library Board Annual Report

Library Director KellyAnne Terry presented the annual report to the City Commission. Ms. Terry commented on who each staff member was and their responsibilities. The Library Board of Trustees was introduced for those in attendance. The Library is considered a place that is free and equal access to information. Some of the information available at the Library is non-fiction, fiction, media, youth local history, public computer stations, magazines, newspapers and displays. The Library does have a senior outreach program where a staff member delivers material to the nursing homes monthly. The Library has an upstairs meeting room that is available for public use and has high usage. The Library has the following education outreach for the community, 4 Lewistown 3<sup>rd</sup> grade classes, Moore School 5<sup>th</sup> - 8<sup>th</sup> grades, Hutterite colonies, day cares, home school group and Friday story times. Ms. Terry explained that the Library provides a lot of programming and some of those done this last year was the Montana Repertory Theatre, Montana Shakes, Culture Night, and the Summer Reading Program. Ms. Terry reviewed the following statistics – average monthly visitation: 7514, average summer month's visitation: 8386, total circulation: 76,000 items, average monthly circulation: 6307 items, adult programming monthly average: 60, youth programming monthly average: 302 and patron numbers – 4900 registered users. The building maintenance that has been done in the last year was installation of new windows, re-taping and cleaning of original blinds, repair of outside sills – stone work, repair of the nonfiction heating units and currently working on the recent flood damage from the late snow storm. Ms. Terry reported that the Library is committed to providing the best technology available. The following technology is available at the Library: public computers, smart TVs, early literacy station, projector and laptop check out, computer assistance. The Library does have a Facebook page to have a community presence for events, new books, blogs and happenings. Library Services available are the Montana Share Catalog, Montana Library2Go which is the downloadable audio and ebooks, Montana memory project which is the Central Montana Historical documents and photos and the HeritageQuest which is the genealogy research. Ms. Terry reviewed the following statistics there are 7 public computers with a 1,349 average monthly usage, 4,263 audio books available, and 5,102 ebooks. The Montana Memory Project had 37,197 documents downloaded and 21, 014 photographs downloaded in the past year. The average monthly unique users for the Library website is 1,870. The Library as a community and Ms. Terry stated that she believes the library is the center of the

community and that a healthy library equals a health community. There are two annual fundraisers to help fund the summer reading program which are the Chili Bowl and the Author dinner. The Library as a community has many partnerships and those are City of Lewistown, Montana State Library, Montana Historical Society, Humanities Montana, Central Montana Historical Society, Central Montana Genealogy Society, Sons of Norway – Lewistown, Montana Shakes, Montana Repertory Theatre, Century Construction, Friends of the Library, and Snowy Mountain Development Corp. Ms. Terry explained what the Library brings to the community, the Library has a qualified and dedicated staff, invested and committed board, strong community support and the dedication of friend of the library and the many volunteers. Ms. Terry reviewed some of the challenges of the Library is the funding, the continued maintenance of the historic building, patron diversity and staffing to make sure all areas are covered during all hours. Ms. Terry reviewed the following awards: Nancy Watts received the Montana Heritage Award 2016, Montana State Library essential Library Service Award 2015-2016 and Distinction in Customer Service and Community Outreach. Montana Library Association offline 2016 award and Ms. KellyAnne Terry received the Outstanding Leader in Libraries award. Ms. Terry reviewed some goals and future planning for the library exterior of the building, open hours on Monday, new computers that are compatible with Windows 10, teen participation, specialty programming community awareness and continue with fundraising. Commissioner Hewitt stated that she is really excited to see that the Library many be open for a few hours on Mondays.

### 3. Discussion and action on the City's contribution to the Library for fiscal year 2016-2017

Ms. Phelps reviewed the Library funds and there is a little bit of an increase compared to last year's funding due to the retirement of long term staff, vacancy savings and the lower salaries associated with the new employees. Ms. Terry explained that the erate federal grant for the telephone is being phased out and has raised that line item due to this and it is unknown the cost of the telephone going forward. Ms. Terry stated that included in the budget is the additional 8 hours for one staff member to become full time which is how the Monday hours will be possible. Ms. Phelps stated that the Library is asking for a 1.5% over last year's contribution minus the employee buyout which is a 4% savings. Commissioner Poss made the motion to contribute \$207,048 to fund 2220 and \$5,000 to fund 4001 as long as there are matching funds from the Library and Commissioner Putnam seconded the motion. Commissioner Doney stated that the City has a great job of supporting the Library and one entity that could step up to the plate and be more supportive. Commissioner Byerly explained that last year he made some comments about the increase in last year's budget and would like to thank you and commend you for the 1.5% increase and hoped it would be and think it is sustainable and thank you for making this work. 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**

Mr. Mike Chapman asked when the County Commissioners were reviewing and approving their budget. Mr. Chapman stated that we should maybe all attend the County Commission meeting to show support for the Library, because we are all county residents.

**COMMISSIONER'S MINUTE**

Commissioner Hewitt asked if a Committee of the Whole could be at the first meeting in September to discuss a business that is wanting to expand their parking lot.

Commissioner Poss commented that it was a really good presentation and the volume for the Library is amazing.

**ADJOURNMENT**

Chairman Byerly adjourned the meeting.

Dated this 15<sup>th</sup> day of August, 2016

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Dave Byerly, Commission Chairman

ATTEST:

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Nikki Brummond, City Clerk