

**A REGULAR COMMISSION MEETING OF JULY 2, 2018 WHICH WAS HELD AT THE CENTRAL MONTANA COMMUNITY CENTER AND STARTED AT 7:00 P.M.**

**CALL TO ORDER**

Chairman Turk called the meeting to order.

**PLEDGE OF ALLEGIANCE**

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

**ROLL CALL**

Present were Commissioners: Byerly, Dunnington, Hewitt, Loomis, and Turk. Commissioners Doney and Oldenberg were absent.

**APPROVAL OF MINUTES**

Commissioner Hewitt made the motion to approve the minutes as corrected and Commissioner Loomis seconded the motion. The motion passed unanimously.

**PROCLAMATIONS**

There were none.

**BOARD AND COMMISSION REPORTS**

Commissioner Turk reported that there was a Library Board meeting on Thursday, June, 28, 2018 but was unable to attend. The Library Board is continuing to work on a job description for the Library Director and hope to advertise soon.

Commissioner Hewitt reported that the Airport Board will be July 11<sup>th</sup> due to July 4<sup>th</sup> being a holiday.

**CITY MANAGER REPORT**

City Manager Holly Phelps reported on the following issues:

The Fire Department has been working to educate the public regarding the change in the Fireworks ordinance and have made lots of copies of the ordinance and have passed them around and made them available to the public. Safety brochures have been made and are available to the public. The firework complaints received over the weekend are being addressed and some written warnings have been issues.

The Pool has been closed some days, due to participation and weather. The nice days have been extremely busy and everything is working well at the pool.

The Park and Recreation Board next meeting in July 18<sup>th</sup> at East Fork and is going to be a work meeting. So anyone that would like to help may attend the work session.

City Manager Holly Phelps introduced Ms. Cathy Barta the new Planning Director. The Planning Director and City Manager recently attended a Brownsfield technical assistance training. The focus of the meeting was redeveloping brownsfield projects.

## **CONSENTA AGENDA**

Commissioner Loomis made the motion to approve the consent agenda and Commissioner Hewitt seconded the motion. The motion passed unanimously. The consent agenda was the acknowledgement of the claims that have been paid from June 14, 2018 to June 28, 2018 for a total of \$102,095.73.

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

1. Public hearing to hear comments on Resolution No. 3967, a resolution approving the fiscal year 2019 work plan and budget for Tourism Business Improvement District #1

Chairman Turk opened the public hearing to hear comments on Resolution No. 3967, a resolution approving the fiscal year 2019 work plan and budget for Tourism Business Improvement District #1. Chairman Turk asked for any comments from the audience and there were none, so the public hearing was closed.

2. Discussion and action on approving Resolution No. 3967, a resolution approving the fiscal year 2019 work plan and budget for Tourism Business Improvement District #1

Ms. Phelps explained that the Tourism Business Improvement District was created in 2013 and it was created at the request of the hoteliers to allow them to charge an additional \$1.00 fee per room per night. The district was created in accordance with state law. Further discussion followed regarding the budget and work plan. Commissioner Byerly made the motion to approve Resolution No. 3967, a resolution approving the fiscal year 2019 work plan and budget for Tourism Business Improvement District #1 and Commissioner Dunnington seconded the motion. Commissioner Turk asked if the board has contacted airbnb's to see if they would like to participate. Ms. Phelps answered that as this resolution and state law states you must have more than six rooms to charge the fee. Commissioner Turk 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 approving Resolution No. 3968, a resolution approving an assessment to defray the cost of the work plan and budget for Tourism Business Improvement District #1 for fiscal year 2019

Ms. Phelps explained that this resolution sets the \$1.00 per night fee that the participating hotels in the district can charge. This pertains to lodging facilities with over six rooms and located in the district. It allows for one dollar per night per room. Commissioner Loomis made the motion to approve Resolution No. 3968, a resolution approving an assessment to defray the cost of the work plan and budget for Tourism Business Improvement District #1 for fiscal year 2019 and Commissioner Hewitt seconded the motion. Commissioner Turk 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 approving Resolution No. 3969, a resolution revising the amount of the funds obligated for the Riverdale Sewer project

Ms. Phelps explained that in May of 2017 the City Commission obligated \$346,100 to the Riverdale Sewer Project. This was the City's portion of the match for the Treasure State Endowment Program. Ms. Phelps further explained that with change orders, cost over runs, some petroleum products and additional testing requires a revised commitment of \$369,134.00. The City will be turning back about \$50,000 in TSEP funds because we did not use it. Commissioner Hewitt made the motion to approve Resolution No. 3969, a resolution revising the amount of the funds obligated for the Riverdale Sewer project and

Commissioner Dunnington seconded the motion. Commissioner Turk 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, approving Resolution No. 3970, a resolution designating an environmental certifying official for the City of Lewistown

Ms. Phelps explained that she is asking the City Commission to designate Ms. Cathy Barta as the environmental certifying official for the City of Lewistown. The City of Lewistown is potentially going to apply for a BUILD grant which is Better Utilizing Investments to Leverage Development. This is the federal transportation grant which was previously known as the TIGER grant. Ms. Barta explained some of the options that the grant could be used for. Commissioner Loomis made the motion to approve Resolution No. 3970, a resolution designating an environmental certifying official for the City of Lewistown and Commissioner Hewitt seconded the motion. Commissioner Turk 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 declaring there is no significant impact on the Berg Lumber mill site as it pertains to infrastructure needs for the proposed housing development and determined through the Environmental Assessment that was done and authorizing the City Manager to sign the Uniform Environmental Checklist

Ms. Phelps explained that there is only two weeks available to prepare the grant application and submit it. City Staff is going to continue to work on this grant and apply for it the next year.

7. Discussion and action on approving the Memorandum of Understanding for School Resource Officer Program between the City of Lewistown / Police Department and Lewistown School District #1

Ms. Phelps explained that the school resource officer has been discussed at several school board meetings. The City has been notified that they will be keeping a school resource officer in the schools. There was an agreement done in 2007 and it needs to be updated to current situation and both parties need to approve the agreement. Ms. Phelps stated that the City made a couple of changes to better allow the school district to budget for this position. One of the changes is that the pay for the budget will be for the senior patrol officer based on the wage from the fiscal year regardless of who is appointed to the position. Commissioner Loomis asked how much the school pays and the City pays. Ms. Phelps explained that the school pays 75% and the City pays the remaining 25%. Commissioner Byerly made the motion to approve the Memorandum of Understanding for School Resource Officer Program between the City of Lewistown / Police Department and Lewistown School District #1 and Commissioner Hewitt seconded the motion. Commissioner Turk asked for comments from the audience and Commission. There being none, the question was called for and the motion passed unanimously.

8. Discussion and action on authorizing the City Manager to sign a memorandum of understanding between the Montana Department of Transportation and the City of Lewistown to receive the funding for the maintenance of the Kiwanis Park public rest area

Ms. Phelps explained that this is the most recent grant agreement with the Montana Department of Transportation to help with the maintenance of the Kiwanis Park public rest area. This is used for supplies, mowing maintenance of the grounds and building. Also, helps with the utilities. The grant is not to exceed \$13,400 and Kiwanis provides a budget to the MDT and then it is a pass-through grant with the City of Lewistown. Commissioner Hewitt made the motion to approve authorizing the City Manager to sign a memorandum of understanding between the Montana Department of Transportation and the City

of Lewistown to receive the funding for the maintenance of the Kiwanis Park public rest area and Commissioner Loomis seconded the motion. Commissioner Turk asked for comments from the audience and Commission. There being none, the question was called for and the motion passed unanimously.

**CITIZENS' REQUESTS**

Mr. Richard Battrick asked about the Council on Aging report that was done during the Committee of the Whole. Commissioner Turk answered that Mr. Wojitowick reported on their budget and recent hiring of staff. It was a very short report.

Mr. Jim Petranek stated that he is trying to schedule meetings to negotiate public works contracts to get dates and times set up and if they can't meet with the City Manager can they meet with the Commission. Ms. Phelps answered that she is working with hiring a negotiator and have provided them with several dates and times and is waiting for a response. Commissioner Byerly explained that it is the responsibility of the City Manager to negotiate the contract and it is always brought back before the Commission for approval. The City Manager does have the right to ask a Commissioner to attend the negotiations meetings if they so choose.

**COMMISSIONER'S REQUESTS**

Commissioner Turk asked if the requirements for building permits are available on the website. Ms. Phelps answered yes and it is best to look under I want to option on the website.

**ADJOURNMENT**

Chairman Turk adjourned the meeting.

Dated this 2<sup>nd</sup> day of July, 2018.

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Patty Turk, Commission Chairman

ATTEST:

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Nikki Brummond, City Clerk