

**A REGULAR COMMISSION MEETING OF AUGUST 20, 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, Doney, Dunnington, Hewitt, Loomis, Oldenburg and Turk.

**APPROVAL OF MINUTES**

There were none.

**COURTESIES**

City Manager Holly Phelps explained that representatives from Northwestern Energy and members from the Recharge our Community (ROC) group are present to accept the donation made by Northwestern Energy for the Creekside Marketplace and Pavilion. City Manager Phelps thanked Northwestern Energy for buying into what we feel is a great project that feel is a great project for our community. Northwestern Energy has given a total of \$6,000 for the project. Ms. Karen Sweeney with the ROC group thanked Northwestern Energy for their donation and that the project is moving along.

**PROCLAMATIONS**

There were none.

**BOARD AND COMMISSION REPORTS**

Commissioner Oldenburg reported that the Central Montana Foundation board meeting will be next week.

Commissioner Turk reported that she attended the recent Library Board meeting, but forgot her notes.

**CITY MANAGER REPORT**

City Manager Phelps reported on the following issues:

The swimming pool is still open, but open swim hours have changed slightly. Currently, the pool is open from 1 to 7 pm but once school starts the pool hours will be from 3:30 to 7 pm. The last day the pool will be open this year will be August 31<sup>st</sup>. The splash deck will be open until the temperatures cool down. To keep the splash park open requires minimal staffing.

The Planning Department is currently working on update to the Sign Ordinance. The Design Review Board will be hosting a public meeting on September 10<sup>th</sup> at 2 pm. At the Council on Aging to discuss

the proposed changes and gather public input. Some of the changes may include improved definitions, regulations for electronic message signs and providing a method to measure how bright signs can be. Department of Natural Resources and Conservation (DNRC) recently received a grant to update emergency action plans and mapping for high hazard dams across the state. The City of Lewistown has four high hazard dams and the City Manager is currently reviewing the updates to these plans. These documents provide a plan to reduce the risks to both humans and properties if there was to be an unusual or emergency event at one of the dams. Once approved these plans will be used as part of a table top exercise done by the Lewistown Emergency Planning Committee.

The Water Department has been flushing fire hydrants. Flushing hydrants is part of the maintenance of the City's water service and also provides valuable information to the Fire Department on flows and available pressures. The Water Department has not seen any growth in the water system and we are working with the Department of Environmental Quality to schedule an inspection of our water system.

City Manager Phelps explained that she included an email from the City Attorney referring to the recent questions and concerns regarding political signs. The email refers to a supreme court ruling where the City is unable to regulate signs based on content.

### **CONSENT AGENDA**

Commissioner Doney made the motion to approve the consent agenda and Commissioner Loomis seconded the motion. The motion passed unanimously. The consent agenda was the acknowledgement of the claims to be paid from August 1, 2018 to August 15, 2018 for a total of \$163,804.

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

#### 1. Discussion and action on approving a business license for Snowy Mountain Plumbing

City Manager Phelps explained that Snowy Mountain Plumbing is looking to get a business license. Snowy Mountain Plumbing is currently working with John Reishus with Lewistown Plumbing and will continue to work with the established business for the time being. Included is the application, disclaimer, liability insurance and surety bond. Commissioner Oldenburg made the motion to approve a business license for Snowy Mountain Plumbing 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

#### 2. Discussion and action on the City's contribution to the Library for fiscal year 2018-2019

City Manager Phelps explained that the Library budget has been discussed in detail over the past few weeks. At the budget meeting last week, it was determined that the Library would propose a 7.3% increase for the City's contribution to the Library. Commissioner Turk asked if the Commission was going to decide on the contribution to the Library's depreciation fund. City Manager Holly Phelps answered yes, we would like some direction on that issue. City Manager Phelps stated that the proposed transfer reflected in the general fund budget to the Library budget is \$222,163. Commissioner Loomis asked that the contribution to the depreciation fund be in a separate motion. Commissioner Byerly made the motion to approve the increase of 7.3% which is a transfer of \$222,163 from the general fund to the Library 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. Commissioner Loomis would like to see the contribution to the Library's depreciation account to be \$5,000 and feels it is very important to have this money available for improvements to the Library and it is vital to maintain the building. Further discussion followed. Commissioner Oldenburg asked the Finance Officer to explain how the contribution to the Library Depreciation account has worked in the past. Finance Officer Nikki Brummond explained that in the past year the City Commission has contributed \$5,000 to the Library's depreciation account contingent on the Library matching that contribution. Finance Officer Brummond stated that if there is not a notice that a contribution will be made by the Library then the contribution is not made by the City. Finance Officer Brummond commented that currently that contribution is included in the budget in the amount of \$5,000. Commissioner Turk explained that the money can accumulate and that is how the exterior of the Library was done. Commissioner Doney made the motion to approve a \$5,000 contribution to the Library depreciation account contingent on the Friends of the Library matching the contribution 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. Ms. Mary Freize, Chairman of the Library Board thanked the citizens of Lewistown and the City Commission for supporting the Library.

3. Discussion and action on approving Resolution No. 3973, a resolution relating to adopting a preliminary budget and providing a date for public hearing and adoption thereof for the fiscal year beginning July 1, 2018 and ending June 30, 2019

City Manager Phelps stated that the is resolution is a statutory requirement and by approving this resolution the City Commission is setting a date and time for a public hearing to finalize the 2018-2019 budget. The date is Tuesday, September 4<sup>th</sup>. Commissioner Doney made the motion to approve Resolution No. 3973, a resolution relating to adopting a preliminary budget and providing a date for public hearing and adoption thereof for the fiscal year beginning July 1, 2018 and ending June 30, 2019 and Commissioner Oldenburg seconded the motion. Commissioner Loomis asked what the laws are to pass a City budget. City Manager Phelps explained that on September 4<sup>th</sup> the City Commission will have a couple of public hearings and approve a couple of resolutions to set the mill levies for the budget and to approve a final budget. Further discussion followed. Commissioner Turk asked for comments from the audience and Commission. There being none, the question was called for and the motion passed unanimously.

4. City Manager Review – the meeting will be closed because the demands of individual privacy clearly exceed the merits of public disclosure in regards to the City Manager review.

Chairman Turk explained that the Commissioners will be conducting the semi-annual review of the City Manager. City Manager Phelps has asked that the meeting be closed because the demands of individual privacy clearly exceed the merits of public disclosure. So at this time we will finish the agenda and then close the meeting.

### **CITIZENS' REQUESTS**

Mr. Matt Schmidt addressed the City Commission explaining that he is concerned about the upcoming forest service plan revision and thinks the City should take a position on one of the

offered alternatives. Mr. Schmidt explained that he had contacted Commissioner Turk and offered to write a letter on behalf of the City supporting alternative C. Mr. Schmidt read the letter. Commissioner Byerly stated that if the Commission is going to take a stand and submit a letter, then it should be an action item and be sure to use strong language to protect the water source. Commissioner Loomis commented that he agrees with Commissioner Byerly and that it is a valid topic for an agenda item. The comment period ends September 6<sup>th</sup>. Mr. Tony Smith commented that he is a member of the bicycling group and Mr. Scott Kirsch has purchased some equipment that would work well to make some biking trails in different areas. Commissioner Loomis commented that he is on the Park and Recreation Board and is in favor of a biking trail created at East Fork.

**COMMISSIONER’S MINUTE**

Commissioner Turk commented that the Montana Department of Transportation (MDT) has an agreement regarding the trees on main street. If there are any concerns or questions MDT can provide a copy of the agreement.

**ADJOURNMENT**

Chairman Turk adjourned the meeting.

Dated this 20<sup>th</sup> day of August, 2018.

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Patty Turk, Commission Chairman

ATTEST:

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Nikki Brummond, City Clerk