

THE LEWISTOWN CITY COMMISSION HELD A VIRTUAL COMMISSION MEETING ON JANUARY 19, 2021 THOSE IN ATTENDANCE PARTICIPATED BY ZOOM OR TELECONFERENCE. THE VIRTUAL MEETING STARTED AT 7 PM.

CALL TO ORDER

Chairman Turk called the meeting to order.

PLEDGE OF ALLEGIANCE

Chairman Turk asked everyone to stand and join in the pledge of allegiance.

ROLL CALL

Present were Commissioners: Day, Doney, Dunnington, Hewitt, Loomis, Oldenburg and Turk.

Also, in attendance was City Manager Holly Phelps, and Finance Officer/City Clerk Nikki Brummond. Citizens in attendance were Richard Battrick, and Robert Snyder. Ms. Katherine Sears from The News Argus also attended.

Chairman Turk stated that because of the Governor's various Emergency Orders implemented to deal with the COVID-19 crisis, and the need to protect members of the public, City Commission members and City Staff from the spread of the Corona Virus, the normal and regular means of conducting our meetings in person are being temporarily modified.

Chairman Turk stated that the format for tonight's meeting has been adopted pursuant to the Letter of Advice from the Montana Attorney General's Guidelines for Conduction Local Public Meetings During COVID-19 Emergency, signed on March 27, 2020. A copy of the MT AG's Letter of Advice has been provided to the Commission and is also available on the City's website.

Chairman Turk explained that pursuant to the AG Guidelines, the City has provided notice by (News Argus, Radio, City website, posting) that tonight's regularly scheduled meeting would be held by audio/video means. The City is using a platform known as Zoom Video whereby Commission members, staff and the public may see and hear each other. If individuals do not have devices with cameras, they can still utilize the audio option, or they can call 253-215-8782 meeting id 848 627 5925 and passcode 59457, where they will be able to listen to the discussions and also be heard. Many of you have sight and sound access, but at a minimum anyone having access to a laptop, telephone or cell phone has sound access to tonight's meeting with the ability to not only listen but participate verbally as well.

Chairman Turk stated that in following the AG's Guidance, we are also limiting the scope of tonight's meeting to a very few agenda items that are necessary to be acted upon in order to continue to operate the City.

Chairman Turk explained that this is a new procedure for all of us. There will be technology challenges and glitches which we will have to work through, so please bear with us. In order to ensure that everyone can participate to the fullest extent possible, we will ask you to mute your own microphone on your device or phone. At such time where you need to speak, or have a question, then take your phone/device off mute to do so. Doing this will minimize the background noise that will have the potential to affect everyone who is attempting to participate tonight. Chairman Turk explained that a roll call vote will be taken for each item that requires action on behalf of the Commission. The City Clerk will call each Commission by name to cast their vote which will be either yeah or nay. City Manager Phelps explained that if the meeting were to get hacked, she would end the meeting immediately and would then resume the meeting in ten minutes. The meeting access codes are listed at the top of the agenda.

APPROVAL OF MINUTES

Chairman Turk stated that without objection and based on the corrections the January 4, 2021 minutes are approved.

COURTESIES

There were none,

PROCLAMATIONS

There were none.

BOARD AND COMMISSION REPORTS

Commissioner Day reported that the Central Montana Health District will meet on January 28, 2021.

Commissioner Doney reported that the Library Board will meet on January 21, 2021.

Commissioner Doney reported that the Ordinance Committee will be meeting on January 21, 2021.

Commissioner Oldenburg reported that the Central Mountain Foundation Board will meet on January 25, 2021.

Commissioner Hewitt reported that the Airport Board met on January 6, 2021. Commissioner Hewitt reported that it was thought that the green OshKosh snow blower was going to cost \$10,000 to repair but it will actually be \$20,000 because there was water in the oil pan. Commissioner Hewitt stated that the pilot lounge has a new roof, the Yogo Inn billboard has been taken down, and there is an electric keypad installed at the big hangar. Commissioner Hewitt commented that Jack’s Hangar has been acquired by Flat Six Holdings and will still be available to the public. It has been determined that it will cost Arrow Septic \$75 per dump for all the grease from all the restaurants. Commissioner Hewitt reported that the Bureau of Land Management has asked to rent the helo pad area. Commissioner Hewitt stated that the Airport Board determined that any claims under \$5,000 can be signed by the Airport Manager and anything above \$5,000 must be approved by the board.

Commissioner Loomis reported that the Park and Recreation Board met on January 6, 2021. Commissioner Loomis reported that Mr. Brad McCardle attended the meeting and presented a proposal to the Park and Recreation Board for a bike trail at East Fork. Commissioner Loomis commented that the board is working to standardize the park names. Commissioner Loomis stated that the bathrooms at Creekside will remain closed until the 1st of April.

CITY MANAGER REPORT

City Manager Holly Phelps reported on the following issues:

The City of Lewistown partnered with DEQ to write a grant to finalize the clean up of the Central Post and Treatment Company site. The grant we applied for is the Department of Resources and Conservation (DNRC) Reclamation and Development Grants Program (RDGP) and would be used to install a permanent earth cap on the site and seed the property. This project is ranked 38th. The City has also applied to DNRC for an RRGL grant for the water system improvements. This project has also been reviewed and is ranked 58th by DNRC and our project was ranked 10th with TSEP. Each of these programs have their own scoring criteria. This grant will be heard by the Long – Range Planning Committee later this month.

The City also has a grant application in for lining a portion of the irrigation ditch. Department of Resources and Conservation (DNRC) Reclamation and Development Grants Program (RDGP) and has a program specifically for irrigation projects. DNRC has completed the review of the application and this project is ranked 42nd.

The other departments have also been busy working on grants. These include: Dani Buehler, Library Director, who has been working on a grant application for repairing the exterior of the Library. Jim Daniels, Park and Recreation Director, is working on a grant to remove Ash trees from several different locations and to replant trees in their place. Joe Ward, Fire Chief, is working on a grant application for the Fire Department.

The City Manager stated that the Finance Officer and herself have been working hard to close out many of the grants that have been awarded to the City.

The City now has an interim City Attorney. It is Jordan Crosby with Ugrin, Alexander and Zadick on several items. She is in the process of reviewing the City's sign ordinance, looking at how we conduct meeting both in person and virtually and will make suggestions on items we may want to revise.

The City purchased a new camera and speaker system, it is called the Owl. We will be using it at the next meeting. Please let us know what you think and please bear with us as we learn a new system.

The City's annual audit is scheduled for February 8th.

PUBLIC COMMENT – non agenda items

Mr. Robert Snyder addressed the Commission thanking the Commission for their work and allowing citizens to make comment. Mr. Snyder further thanked the Commission for listening to his concerns at the last meeting.

CONSENT AGENDA

Commissioner Oldenburg made the motion to approve the consent agenda and Commissioner Day seconded the motion. The motion passed unanimously. The consent agenda was the acknowledgment of the claims that have been paid from December 30, 2020 to December 31, 2020 for a total of \$673.80 and the acknowledgement of the claims that have been paid from January 1, 2021 to January 13, 2021 for a total of \$60,141.49.

REGULAR AGENDA - Resolutions, Ordinances & Other Action Items:

1. Discussion and action on approving Resolution No. 4042, a resolution approving an application from B & B Enterprises DBA Bob's Auto Mart, for TIF funds made to the Lewistown Tax Increment Finance District Board

City Manager Phelps explained that recently the Tax Increment Finance and Tax Economic Development Board sent out letters to business owners in the located in the districts telling them of what opportunities are available. City Manager Phelps stated that B & B Enterprises, Bob and JoEllen Goodan made application to the TIF board for façade improvements to their building, located at first and Main. This is a one-to-one match and it was approved at the TIF meeting for a grant to Bob's Auto Mart for a grant up to \$4,250. Commissioner Doney made the motion to approve Resolution No. 4042, a resolution approving an application from B & B Enterprises DBA Bob's Auto Mart, for TIF funds made to the Lewistown Tax Increment Finance District Board 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.

2. Discussion and action on approving Resolution No. 4043, a resolution appointing trustees to the Lewistown Tourism Business Improvement District No. 1

City Manager Phelps explained that the Tourism Business Improvement District (TBID) is the hoteliers in the City. The board is comprised of a member of each of the establishments that have more than ten rooms. Some of the members terms were expiring at the end of the month and wanted to reappoint the following: Mr. Vince Mistretta was just appointed to fill Mr. Dave Wiggington's term and is being reappointed to a four-year term and Ms. Amanda Lipke is being reappointed to a four-year term and she is the representative from the Super 8. City Manager Phelps stated that the reappointments were recommendations from the TBID board.

Commissioner Hewitt made the motion to approve Resolution No. 4043, a resolution appointing trustees to the Lewistown Tourism Business Improvement District No. 1 and Commissioner Doney 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.

3. Discussion and action on reappointing Scot Solberg to the Tax Increment Finance District Board a four-year term and ending on December 31, 2024

City Manager Phelps explained that this is a recommendation from the TIF/TEDD Board. City Manager Phelps stated the Mr. Scot Solberg has served on the board since its inception, served a one-year term, then reappointed to a four-year term and this would be his second four-year term. Mr. Solberg is currently serving as the chairman of the board. Mr. Solberg was board and raised in Lewistown, is a business owner located in the district and is raising his children in the community. City Manager Phelps recommends reappointing Scot Solberg to the board. Commissioner Loomis made the motion to reappoint Scot Solberg to the Tax Increment Finance District Board a four-year term and ending on December 31, 2024 and Commissioner Oldenburg 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 reappointing the following to the Historic Resources Commission: Shirley Barrick, Toni Gies, Jason Grover and Meghan Brandon for an additional two-year term

City Manager Phelps explained that several years ago she worked to get the terms of the boards standardized, which means we have a several board appointments at the beginning of the year. City Manager Phelps reviewed the background of Shirley Barrick. Shirley Barrick has served on the Historic Resources Commission since 2007. Ms. Barrick is a long-time resident of Fergus County and a local historian. She was the Fergus County Superintendent of schools until retirement, is active on the Central Montana Historical Association, and very involved with the museum. Ms. Barrick was instrumental in the publishing of the recent book about Lewistown's historical photos. City Manager Phelps reviewed the background of Toni Gies. Toni Gies has served on the Historic Resources Commission since 2014. Ms. Gies is a Lewistown native that is involved in many civic activities which include the Central Montana Community Cupboard, board member to the Central Montana Historical Association and the Montana History Project. Ms. Gies was also instrumental in the publishing of the recent book about Lewistown's historical photos. City Manager Phelps reviewed the background of Jason Grover. Jason Grover, is a newer member and has served on the Historic Resources Commission since 2017. Mr. Grover is a Sergeant with Montana Highway Patrol and has taken an very active role in the Commission and will continue to serve the City well with regards to the Historic Resources Commission. City Manager Phelps reviewed the background of Meghan Brandon. Meghan Brandon has served on the Historic Resources Commission since January of 2019. She is a local realtor and is interested in preserving Lewistown's history. City Manager Phelps stated that they have all agreed to serve another term and it is her recommendation to approve the reappointments. Commissioner Oldenburg made the motion to approve reappointing the following to the Historic Resources Commission: Shirley Barrick, Toni Gies, Jason Grover and Meghan Brandon for an additional two-year term and Commissioner Day 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 on reappointing Carol Woolsey to the Design Review Board for an additional three-year term

City Manager Phelps explained that Carol Woolsey grew up in Lewistown, is a local artist and business woman. Ms. Woolsey was instrumental in the creation of the Arts and Entertainment District and is very active in civic affairs. Ms. Woolsey also serves as a City representative on the City County Planning Board. City Manager Phelps stated that Ms. Woolsey is willing to serve an additional term and it is recommended that the Commission approve the reappointment. Commissioner Loomis made the motion to approve reappointing Carol Woolsey to the Design Review Board for an additional three year term 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.

CITIZENS' REQUESTS

Mr. Richard Battrick asked how the meetings will be held in the month of February. City Manager Phelps explained that the first meeting will be held in person at the Council on Aging building and the second meeting will be held virtually.

COMMISSIONER'S MINUTE

Commissioner Doney asked if there were any specific bills they should be watching at the Legislature. City Manager Phelps answered that there are several bills regarding special district, and fire districts. City Manager Phelps stated there are bills regarding unions and TIF districts. There is some information that the City Manager will email out to the Commissioners.

Commissioner Loomis asked if the Commission has received an update regarding signs. City Manager Phelps stated that she has not gotten any more feed back from the League and the City's contract attorney is starting to look at the ordinance.

ADJOURNMENT

Chairman Turk adjourned the meeting.

Dated this 19th day of January, 2021.

Patty Turk, Commission Chairman

ATTEST

Nikki Brummond, City Clerk