

A REGULAR COMMISSION MEETING OF THE LEWISTOWN CITY COMMISSION ON MAY 2, 2022 WHICH WAS HELD AT THE CENTRAL MONTANA COMMUNITY CENTER AND STARTED AT 7:00 P.M.

CALL TO ORDER

Chairman Doney called the meeting to order.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

Present were Commissioners: Doney, Hewitt, Hrubes, Scotten, Spika and Terry. Commissioner Day was absent.

APPROVAL OF MINUTES

Chairman Doney stated that without objection and based on the corrections the April 18, 2022 minutes are approved.

COURTESIES

There were none.

PROCLAMATIONS

Chairman Doney read the following proclamation:

**A PROCLAMATION OF THE LEWISTOWN CITY COMMISSION
DECLARING MAY 2022 AS HISTORIC PRESERVATION MONTH**

WHEREAS, historic preservation endeavors to protect, conserve, and preserve buildings, places, and other artifacts of historical significance for the benefit of present and future generations; and

WHEREAS, historic preservation is an effective tool for maintaining growth and sustainable development, revitalizing neighborhoods, fostering local pride, and maintaining community character while enhancing livability; and

WHEREAS, historic preservation is relevant for communities across the nation, both urban and rural, and for Americans of all ages, all walks of life, and all ethnic backgrounds; and

WHEREAS, it is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to preserve the tangible aspects of the heritage that has shaped us as a people; and

WHEREAS, 2022 marks the 56th anniversary of the National Historic Preservation Act which established the legal framework and incentives for the documentation and preservation of historic buildings, places, and other artifacts; and

WHEREAS, The City of Lewistown is hosting the Historic Resources Commission's annual awards ceremony on Wednesday, May 17, 2022 in honor of National Historic Preservation Month.

NOW, THEREFORE, BE IT RESOLVED that the Lewistown City Commission does proclaim May 2022 as National Historic Preservation Month and call upon the people of Lewistown to join communities across the United States in recognizing and participating in this special observance.

BOARD AND COMMISSION REPORTS

Commissioner Hewitt reported that the Airport Board will meet this Wednesday, May 4th.

Commissioner Terry reported that the Central Montana Foundation met on April 26th. A grant in the amount of \$4,999 was given to the Heritage Board at the Petroleum County Community Center. The Central Montana Foundation is also in the process of reviewing scholarships and the annual meeting will be May 24th. Commissioner Terry reported that a matching grant in the amount of \$1,000 was given to the Central Montana Medical Center Auxiliary. The FCCLA chapter in Moore did a presentation and received a grant for their participation in nationals in San Francisco.

Commissioner Terry reported that Commissioner Day asked her to report the Park and Recreation Board will meet this Wednesday, May 4th.

Commissioner Scotten reported that the Snowy Mountain Development Corporation (SMDC) Board met on April 20th. Commissioner Scotten stated that SMDC has submitted a grant application to the EPA Brownsfield for use over the next five years. This was part of the bi partisan infrastructure law. The work on the Crowley building is moving along. The Lewistown Annex phase 2 environmental assessment has been completed. SMDC is working with the property owner on the next steps of the redevelopment plan.

Commissioner Doney reported that the Library Board met on April 21st and Montana Humanities programs are continuing. The Library staff are gearing up for the summer reading program. Commissioner Doney stated that the Library MOU was the main topic of the meeting. Commissioner Doney reported that some of the Library Board met with the City Manager and Commissioner Hrubes on April 29th to continue to review the MOU.

CITY MANAGER REPORT

City Manager Holly Phelps reported on the following issues:

City Staff are working to get the East Fork campground facility ready for the season. Public Works will be blading the roads and is working to turn water on prior to Memorial Day. The National Guard did help prep the are for a few new picnic tables and the Park and Recreation board will again hold a work night in place of their June meeting.

The crushing of concrete and asphalt is about complete. The recycled material will be used on projects throughout town, including overlaying gravel streets, alleys and bedding for various projects.

Most of the Public Works' staff will be assigned to the cemetery from the week of May 23rd to prepare the cemetery for Memorial Day. The mowing and trimming of the cemetery is a majority of the work that is done to get the cemetery ready. In years past the weather makes this more difficult to accomplish.

The parklet will be available for businesses to use between Memorial and Labor days. In the past the parklet has been placed in 2 locations during the summer. The City is accepting application for the parklet and the first location will be selected soon. Those businesses who are interested in hosting the parklet must agree to keep it clean and care for the flowers on it. More information on the parklet is available at the City Office.

The City Manager is continuing to meet with the Library Board regarding a new memorandum of understanding (MOU). The current agreement expires June 30th. This MOU discusses more information that is required by MMIA, including financing for staff and operation.

PUBLIC COMMENT

Ms. Karen Sweeney addressed the Commission stating she was here on behalf of the Creekside committee and the others on the committee in attendance were: Clint Loomis, Abby Franks, and John Sanford. Ms. Sweeney explained that Creekside project was started in 2016. Ms. Sweeney stated that is a long time to work on a project, but proud of the accomplishment and worked to make a vision a reality. Ms. Sweeney commented that the project success was due to the many generous donors and feel very strongly they are obligated to the donors and the community as a whole to make sure the project is 100% complete and to make sure the funds are reconciled between the City and the Foundation. Ms. Sweeney stated that she has been questioning some of the entries that were made. Ms. Sweeney further stated that she sent an email in January of 2022 and have not gotten any response and does not know why communication has stopped. Ms. Sweeney is here to open up the lines of communication. City Manager Phelps explained that she did respond to Ms. Sweeney and sent another copy of the responses today. City Manager Phelps stated that there has not been any activity done in the last few months. The last of the items are hoped to be completed by June 30th. Commissioner Doney asked for a timeline as to when this will be completed.

CONSENT AGENDA

Commissioner Hewitt made the motion to approve the consent agenda and Commissioner Spika seconded the motion. The motion passed unanimously. The consent agenda was the acknowledgement of the claims that have been paid from April 15, 2022 to April 30, 2022 for a total of \$31,646.03.

REGULAR AGENDA – Resolutions, Ordinances & Other Action Items:

1. Discussion and action on authorizing the City Manager to sign the intent to seek coverage for the public library through endorsement with the Montana Municipal Interlocal Authority (MMIA)

City Manager Phelps explained that the City of Lewistown has received a memo from MMIA asking the City if we desire to seek coverage for the Public Library. MMIA has asked for a response by May 16th. City Manager Phelps reported that the Library Board at their last board meeting did have a discussion regarding this issue. City Manager Phelps has received an email with the understanding it is the Library boards intention to proceed with coverage through MMIA. The City will continue to move forward with the process with MMIA, however, there are still some questions that need to be answered. City Manager Phelps stated that the MMIA and the State Library continue to have conversations to get those questions answered. City Manager Phelps stated tonight she is asking for the Commission to approve authorizing the City Manager to sign the intent so that we can continue to move forward with the process.

Commissioner Doney stated she feels this is a step in the right direction. Commissioner Spika made the motion to approve authorizing the City Manager to sign the intent to seek coverage for the public library through endorsement with the Montana Municipal Interlocal Authority (MMIA) and Commissioner Hrubes seconded the motion. Ms. Mary Frieze addressed the Commission thanking them for considering

this issue and the Library is one of the most fabulous thinks in Lewistown. Commissioner Doney asked for comments from the audience and Commission. There being none the question was called for and a roll call vote was taken and the motion passed unanimously.

2. Discussion and action on approving a curb cut deviation for the Fergus County Council on Aging for the project located at 210 3rd Ave S

City Manager Phelps stated that in the Commissioners' packet was the City's code section on curb cuts. City Manager Phelps further stated that this is a unique City chapter in City code where any deviations from the code requirements come directly to the Commission for approval. City Manager Phelps review the code with the Commission. City Manager Phelps explained that this is a request from Fergus County Council on Aging for a larger curb cut for the new bus facility will have several doors on Watson Street side of the building. They are asking for a 72' curb cut that would include the flares, tapers on the end. City Manager Phelps commented that this does comply with the required distance from the corner, comply with crosswalks, but is larger than required by City code. Further discussion followed. Commissioner Terry made the motion to approve the curb cut deviation for the Fergus County Council on Aging for the project located at 210 3rd Ave S and Commissioner Hewitt seconded the motion. Commissioner Doney asked for comments from the audience and Commission. There being none the question was called for and a roll call vote was taken and the motion passed unanimously.

3. Discussion and action on appointing Brad Doney to serve an additional three-year term on the Lewistown Police Commission

Commissioner Doney stated that she will be recusing herself from this item. City Manager Phelps explained that included in the Commissioner's packet is a letter from Police Chief Jenness stating that Mr. Brad Doney is willing to be reappointed to the Lewistown Police Commission. Commissioner Terry made the motion to approve reappointing Brad Doney to serve an additional three-year term on the Lewistown Police Commission and Commissioner Scotten seconded the motion. Commissioner Doney asked for comments from the audience and Commission. There being none the question was called for and a roll call vote was taken and the motion passed unanimously.

4. Discussion and action on approving and authorizing the City Manager or designee to enter into and sign the Department of Natural Resources and Conservation (DNRC) cooperative support agreement

City Manager Phelps explained that this an agreement between the City of Lewistown Fire Department which is also the Lewistown Rural Fire Department and the DNRC regarding type 3 wildland fire aid. City Manager Phelps explained that in case of a large fire several agencies have agreements like this in place so available staff and equipment can respond and assist. The State of Montana DNRC reimburses for the associated hard costs. City Manager Phelps commented that for the Lewistown Fire District that is personnel costs and for the Lewistown Rural Fire District that is equipment costs. Further discussion followed. Commissioner Spika made the motion on approving and authorizing the City Manager or designee to enter into and sign the Department of Natural Resources and Conservation (DNRC) cooperative support agreement and Commissioner Hewitt seconded the motion. Commissioner Doney asked for comments from the audience and Commission. There being none the question was called for and a roll call vote was taken and the motion passed unanimously.

5. Discussion on the City of Lewistown's parking ordinances and permit process.

City Manager Phelps reported that the parking committee will be meeting later in May. City Manager Phelps reviewed how some of the code sections with the Commission. City Manager Phelps stated that the items should like to discuss is the permit, which is currently allowed in City Code chapter 6 section 3.

City Manager Phelps explained that a permit allowed someone to park outside of the restricted times were primarily utilized by taxis or public carriers. City Manager Phelps stated that she doesn't know of any time when the permit was used for that use. City Manager Phelps further explained that it has been discussed and that maybe this section could be amended to allow permits in the business district for some of the concerns with parking. City Manager Phelps reported that the proposed language is to issue permits from the City Office for use in the business district basically outside of the restricted time. The permits would be issued and as part of the process certain information would be gathered to be able to communicate with those having a permit. City Manager Phelps stated that she would like the permits set by resolution and the money would stay in the general fund and the option to revoke the permit would be the decision of the City Manager. Commissioner Doney asked if there is a way to cap the number of spots for each business. Further discussion followed. City Manager Phelps commented that she is looking for some input from the Commission and working to get the idea together to bring before the parking committee. Commissioner Doney commented that she likes the idea and knows other communities are looking at the same issue. Commissioner Terry stated this is a good starting point. Commissioner Doney asked who is on the parking committee. City Manager Phelps answered Commissioners Day and Hrubes, the City Attorney, Police Chief, and those that have been invited are the chamber, Lewistown Downtown Association and the State.

CITIZENS' REQUESTS

Mr. Richard Battrick asked about the address of the new bus barn for the council on aging. City Manager Phelps answered that the addresses are done of the front door of the building.

COMMISSIONER'S MINUTE

Commissioner Terry stated she hopes that Police Chief Jenness is continuing to work on the radio grants. City Manager Phelps answered that they met with Motorola recently and continue to move forward. Commissioner Doney stated that will be part of the budget process.

Commissioner Hrubes showed some of the pictures of the corners in town that have overgrown trees, hedges and low visibility. There was some discussion on how to direct citizens.

ADJOURNMENT

Chairman Doney adjourned the meeting.

Dated this 2nd day of May 2022.

Gayle Doney, Commission Chairman

ATTEST:

Nikki Brummond, City Clerk