

**A REGULAR COMMISSION MEETING OF THE LEWISTOWN CITY COMMISSION
ON JULY 18, 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: Day, Doney, Hewitt, Hrubes, Scotten, and Spika. Commissioner Terry participated virtually.

APPROVAL OF MINUTES

Chairman Doney stated that without objection and based on the corrections the July 5, 2022 minutes are approved.

COURTESIES

There were none.

PROCLAMATIONS

There were none.

BOARD AND COMMISSION REPORTS

Commissioner Hewitt reported that she attended the Airport Board meeting on July 6th at 3 pm. Commissioner Hewitt reviewed some items that were discussed and the budget for the new year will be relatively the same.

Commissioner Hrubes reported that the Health District has not met. City Manager Phelps stated that she just received notice that there will be a meeting on July 25th. Commissioner Doney stated that she has gotten questions from citizens regarding a sanitarian and asked how it is being handled by the City. City Manager Phelps answered that the City is part of the county health district and there are two sanitarians that the county contracts with. All the information is on the County's website.

Commissioner Doney reported that the Library board will meet on July 20, 2022.

Commissioner Day reported that she attended the Park and Recreation Board meeting on July 6th. Mr. Dennis Brurud from the museum was in attendance to discuss the water running from the Town Pump against the museum building. The skate park will be hosting their 8th anniversary with a celebration on August 6th. Commissioner Day stated there was an update on the East Fork Trail and the swimming pool.

Commissioner Terry reported that the next Central Montana Foundation meeting will be August 25th.

CITY MANAGER REPORT

City Manager Holly Phelps reported on the following issues:

This year the Lewistown Downtown Association will be hosting Host Summer Nights, downtown on July 22nd beginning at 5 pm. Several businesses will be open late and there will be music, food and other activities on Main Street. There is also a shop and win raffle and other activities, where participants can win part of \$1,000 in prizes.

Last week Tim Majerus, joined our team as our new Public Works Director. Tim recently retired from the Lewistown School District after 32 years in education. Tim grew up and worked on his family farm/ranch, taught technology and vocational education before completing his career as the principal of Fergus High School.

City staff have been doing interviews for a Planning Director and City office staff. The City is still currently accepting applications for a firefighter, police officer, communications officer, water worker and building inspector. If you know of anyone that may be interested in these positions, please have them call the City office or check the City's website for more information.

The Police Department is still awaiting their new truck. The department originally ordered the vehicle last fall. The truck has been in Livingston for the last few months and is currently being upfitted. Last week we did have the transmission go out of our K-9 vehicle and we are in the process of getting this repaired. The Fire Department's command vehicle has also been in Livingston awaiting upfitting. The company has told us that we should see both of these vehicles in the next weeks.

The Civic Center has been busy this summer running several camp and hosting other events. At the pool we are running the last session of swimming lessons now and have been busy with private lessons and pool parties.

Street construction will soon be starting around town. MT Paving anticipates beginning the street improvement project this week. They will be responsible to notify property owners of work in the area. They also work very closely with the Public Works Department to get his project done.

PUBLIC COMMENT – non agenda items

There were none.

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 acknowledgment of the claims that have been paid from June 30, 2022 to June 30, 2022 for a total of \$66,870.73. July 1, 2022 to July 12, 2022 for a total of \$10,056.00.

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

1. Discussion and action on approving a curb cut deviation for Duane Hartman for their property located at 101 Diamond Lane

City Manager Phelps stated that included in the Commissioners packet that City Code that allows the City Commission to deviate from the requirements in residential areas. The code states that driveway width in residential areas shall not exceed 20 feet. City Manager Phelps stated that Mr. Duane Hartman and his wife have constructed their home on their lot and is now in the process of building a shop. Mr. Hartman is asking to deviate the curb cut an additional 10 feet on G Street for a total of 30 feet wide. Commissioner Spika made the motion to approve the curb cut deviation from 20 feet to 30 feet for Duane Hartman for their property located at 101 Diamond Land and Commissioner Scotten seconded the motion. Commissioner Doney asked for comments from the audience and Commission. There being none, the clerk took a roll call vote with all being in favor of the motion.

2. Discussion and action on approving the Lewistown urban deer management plan

City Manager Phelps explained that this is the same proposal that was handed out to the Commission last meeting to review. The City staff have been working on a plan to address the urban deer. City Manager Phelps stated that there is state statue to work with the Fish Wildlife and Parks (FWP). City Manager Phelps explained that if the Commission approves this management plan tonight it will be forwarded onto the FWP Commission for their approval. Once it is approved the City would move forward with getting a permit and work with FWP to follow the plan. Commissioner Spika made the motion to approve the Lewistown Urban Deer Management Plan and Commissioner Hewitt seconded the motion. Commissioner Doney asked for comments from the audience and Commission. There being none, the clerk took a roll call vote with all being in favor of the motion.

3. Discussion and action on authorizing the City Manager to move forward with land acquisition for the 2022 water improvement project

City Manager Phelps explained that as part of the City's water improvement project there are some upgrades proposed to the Castle Ridge Acres pump station. The pump station is located just off Castle Ridge drive. This pump station is undersized and serves the Castle Ridge Acres subdivision. City Manager Phelps stated that the City recognizes the issues and during the

project would be a great opportunity to make the improvements and allow us to utilize this area as a chlorine boosting station also. City Manager Phelps stated that the pump station is owned by Rick Miller and the as part of the agreement the City was to take over maintenance of the pump station which the City did but ownership was never discussed. City Manager Phelps further explained the City needs to acquire the property in order to move forward with the improvements and the determined purchase price is \$45,000. Commissioner Terry asked where the money will come from to purchase the property. City Manager Phelps answered that this is part of the grants the City has received and is considered part of the matching funds that the City committed. Commissioner Scotten made the motion on authorizing the City Manager to move forward with land acquisition for the 2022 water improvement project and Commissioner Hrubes seconded the motion. Commissioner Doney asked for comments from the audience and Commission. There being none, the clerk took a roll call vote with all being in favor of the motion.

4. Discussion and action on setting the boulevard maintenance assessment for fiscal year 2022-2023

City Manager Phelps stated that included in the Commission packets is a spreadsheet showing the rates and revenues from previous years. City Manager Phelps explained that boulevard maintenance is charged to residents located adjacent to the boulevard. The boulevards are located on boulevard and 7th Ave. Commissioner Hrubes asked what the assessment is for. City Manager Phelps answered that the assessment is to maintain them, but are in the process of doing a study to upgrade them and make them look better. City Manager Phelps explained that the City does pay assessments and is assessed a total of 640 feet as part of the boulevard assessments. There was some discussion on past rates and proposed rates. The area that is referenced is the frontage of the property and there are 59 property owners in the area. Commissioner Terry made the motion to set the boulevard maintenance assessment to a rate of 75 cents and Commissioner Hewitt seconded the motion. Commissioner Doney asked for comments from the audience and Commission. There being none, the clerk took a roll call vote with all being in favor of the motion.

5. Discussion and action on setting the street maintenance assessment for fiscal year 2022-2023

City Manager Phelps stated that included in the Commission packets is a spreadsheet showing the rates and revenues for the street maintenance assessment. The last five years are listed and there are three options for increases. City Manager Phelps explained that the residential footage is capped at 15,000 square feet. The rate has remained the same for the last three years. City Manager Phelps further explained that commercial property is not capped and pays for actual square footage. The City will have an additional \$288,609 from state funds. The Commission did approve at the last meeting a street improvement project in the amount of \$615,000. Commissioner Terry commented that the rate is be a little higher because it hasn't been raised in a few years and we need to keep up, but it can remain the same if necessary. Commissioner Doney stated that she feels that we need to keep up and would be in favor of the \$.0350 rate. Commissioner made the motion to approve the rate of \$.0350 for the street maintenance assessment for fiscal year 2022-2023 and Commissioner Hewitt seconded the motion.

Commissioner Doney asked for comments from the audience and Commission. There being none, the clerk took a roll call vote with all being in favor of the motion.

CITIZENS' REQUESTS

There were none.

COMMISSIONER'S MINUTE

Commissioner Doney stated that as part of the Commissioner's minute the City Manager would like to review the audit findings. City Manager Phelps stated that she has provided the Commissioners with the audit findings and the City's responses. The City is audited every year and have utilized the same audit firm for many years and required to publish the findings in the paper. City Manager Phelps went through the findings and answered questions.

Commissioner Hewitt asked about the fence on the corner of Idaho and 2nd Ave. City Manager Phelps answered the City is working with them on the issue, it is encroaching on City right away.

Commissioner Terry thanked the Commission for being patient with her while attending virtually. Commissioner Terry also informed the Commission that she found a place for the Harrell to keep their horses near their property.

ADJOURNMENT

Chairman Doney adjourned the meeting.

Dated this 18th day of July, 2022.

Gayle Doney, Commission Chairman

ATTEST:

Nikki Brummond, City Clerk