

A REGULAR COMMISSION MEETING OF THE LEWISTOWN CITY COMMISSION ON JUNE 2, 2025 WHICH WAS HELD AT THE CENTRAL MONTANA COMMUNITY CENTER AND STARTED AT 7:00 P.M.

CALL TO ORDER

Chairman Day called the meeting to order.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

Present were Commissioners: Buehler, Day, Hrubes, Hewitt, Robertson, Spika and Terry.

APPROVAL OF MINUTES

Commissioner Day asked that the minutes for May 19, 2025 be brought back before the Commission for approval at the next Commission meeting.

COURTESIES

There were none.

PROCLAMATIONS

There were none.

BOARD AND COMMISSION REPORTS

Commissioner Buehler reported that the Library Board met on May 20th. The City Manager was in attendance and the board was able to discuss the memorandum of understanding. The Library Staff are preparing for the Summer Reading Program and the theme this year is Color Our World. Commissioner Buehler commented the big accomplishment of the board is the completion of the memorandum of understanding and getting ready for the budget. Library Director Alissa Wolenetz reported that the Friends of the Library is sponsoring a scholastic book fair as part of the summer reading program. Library Director Wolenetz invited any Commissioners to come and help with the book fair.

Commissioner Terry reported that the next Central Montana Foundation meeting is June 24, 2025. The Central Montana Foundation had their annual meeting on May 27th. Commissioner Terry reported that she was unable to attend the annual meeting and is not sure who the received major funding.

Commissioner Hewitt reported the Airport Board will be on Wednesday, June 4th. Commissioner Hewitt commented she will be unable to attend and Commissioner Robertson will report on the meeting at the next Commission meeting.

Commissioner Day reported the next Park and Recreation Board is Wednesday, June 4th at 7 pm.

CITY MANAGER REPORT

City Manager Holly Phelps reported on the following issues:

Robert Peccia and Associates (RPA) has completed the survey of the biosolids area at the Wastewater Treatment Plant earlier this spring. RPA engineers have walked through the facility and are working on drafting a report that analyzes biosolids treatment options at our wastewater plant. This report will be presented to the Commission later this month. RPA will also provide DEQ an update as to the City's progress on compliance with our storm water permit. This letter will be done by the end of the month and a copy will be provided to the Commission and any other interested parties.

The swimming pool will be opening June 7th. Staff have been busy training and getting everything ready for opening day. You can still sign up for swim passes and lessons at the pool during regular pool hours.

The City of Lewistown has several positions open including the Trails Coordinator, Street Works, Communications Officer and the Public Works Director. The Police Department is working on hiring a new Police Officer.

The Park and Recreation Board is planning their annual East Fork cleanup work night. The board is working hard to get the campground trimmed up but also do some other maintenance activities around the campground. The City Manager will share more information once a date is finalized.

PUBLIC COMMENT – non agenda items

There were none.

CONSENT AGENDA

Commissioner Terry made the motion to approve the consent agenda and Commissioner Buehler seconded the motion. The motion passed unanimously. The consent agenda was the acknowledgment of the claims that have been paid from May 16, 2025 to May 31, 2025 for a total of \$109,519.55

REGULAR AGENDA – Resolutions, Ordinances & Other Action Items:

1. Discussion and action on entering into a memorandum of understanding between the City of Lewistown and the Lewistown Public Library

City Manager Phelps explained that the Commission has been provided a final draft of the Memorandum of Understanding (MOU) with the Library. There were not a lot of changes made to the agreement. City Manager Phelps explained that one of main focuses was better communication and continue building up a good relationship. The City will continue to pay the personnel costs for 5.5 full time equivalent employees. City Manager Phelps explained that the MOU does allow for the library to hire additional staff and find funding to cover those expenses. City Manager Phelps reported that the permanent library employees will be moved to the general fund to better account for

their hours and additional staff would remain in the Library fund. There was brief discussion on volunteers, building committee and the depreciation contribution remained in the agreement. An annual meeting was added to the MOU. There was discussion regarding the Library building and the following sentence “The Library Board agrees to confer with the City Manager when any major changes or building fixes are planned.” Commissioner Terry made the motion to approve entering into a memorandum of understanding between the City of Lewistown and the Lewistown Public Library and strike the last sentence in 5.E.1 and Commissioner Hewitt seconded the motion. Commissioner Day asked for comments from the audience and Commission. There being none, the question was called for and the Clerk took a roll call vote with all being in favor of the motion. Library Director Wolenetz thanked the City Manager and Commission for the approving the agreement and all work done to get this accomplished.

2. Public hearing to hear comments on a conditional use permit application from Clarissa Woods to operate a daycare in the Central Business District

Chairman Day opened the public hearing to hear comments on a conditional use permit application from Clarissa Woods to operate a daycare in the Central Business District. City Manager Phelps explained that the City received an application for a conditional use permit from a local day care business that is interested in expanding their care for infants at a new location. The location is located across from the Post Office. This location would be for infants up to 24 months old and providing care for approximately ten children. City Manager Phelps stated that the adjacent property owners were notified which resulted in about 40 letters being sent. A public hearing was held and there were no comments received. City Manager Phelps reviewed the conditions approved by the Zoning Commission. 1. All State of Montana requirements for infant childcare must be met to begin operating the childcare. 2. The building shall be inspected for fire and other safety reasons by the Lewistown Fire Marshal and Building Inspector. All identified safety needs shall be implemented prior to operating the daycare. 3. All Lewistown parking requirements in front of the building on Broadway Street must be adhered to. A plan for off street parking is highly recommended. Commissioner Day asked for comments from the audience and Commission. There being none, the public hearing was closed.

3. Discussion and action on approving a conditional use permit from Clarissa Woods to operate a daycare in the Central Business District

City Manager Phelps stated that this is the action item for approving the conditional use permit. The Zoning Commission unanimously recommends approval of the Conditional Use Permit with the conditions as presented. There was a brief discussion regarding the parking at the location. Commissioner Hrubes made the motion to approve the conditional use permit from Clarissa Woods to operate a daycare in the Central Business District and Commissioner Buehler seconded the motion. Commissioner Day asked for comments from the audience and Commission. There being none, the question was called for and the Clerk took a roll call vote with all being in favor of the motion.

4. Public hearing to hear comments on a request to subdivide, Lot 3 of the amended plat of Lot 3 of the K & T Properties Subdivision #2, into two lots

Chairman Day opened the public hearing to hear comments on a request to subdivide, Lot 3 of the amended plat of Lot 3 of the K & T Properties Subdivision #2, into two lots. City Manager Phelps

explained that the lot that lines up with the Town and Country Grocery Store is the lot that is being discussed. The developer is requesting to divide the lot in half to allow for the construction of a new VA Clinic. City Manager Phelps reported that the City received the request and all documentation is in order. This property was subdivided in 2019 and already zoned and annexed at that time. City Manager Phelps reviewed the conditions approved by the City County Planning Board. Condition 1. The developer must obtain approval by Montana DEQ for the Municipal facilities exclusion and provide documentation to the City of Lewistown Planning Department. Condition 2. The final plat will be reviewed for compliance with MCA 76-3-402 Survey and Platting Requirements for Subdivided Lands through 76-3-405 by the City of Lewistown Planning Department and Fergus County Clerk and Recorder. Commissioner Day asked for comments from the audience and Commission. There being none, the public hearing was closed.

5. Discussion and action on approving a request to subdivide, Lot 3 of the amended plat of Lot 3 of the K & T Properties Subdivision #2, into two lots

City Manager Phelps explained the City County Planning Board approve this request with the conditions as stated during the public hearing. City Manager Phelps reported that this area was always intended to be a commercial development. Commissioner Robertson made the motion to approve the request to subdivide, Lot 3 of the amended plat of Lot 3 of the K & T Properties Subdivision #2, into two lots with the conditions 1 & 2 as stated in the staff report and Commissioner Hrubes seconded the motion. There was some discussion as to what could be done with the second lot. Commissioner Day asked for comments from the audience and Commission. There being none, the question was called for and the Clerk took a roll call vote with all being in favor of the motion.

6. Discussion and action on Resolution No. 4192, a resolution approving an application from Lewistown Insurance for TIF funds made to the Lewistown Tax Increment Financing District Board

City Manager Phelps explained that included in the Commissioners packet was the application and resolution approving grant funds for Lewistown Insurance. City Manager Phelps reported that some of you may have noticed that Lewistown Insurance are currently doing an addition to their building to add three additional offices. The funding will be used primarily for landscaping and façade work this is a great addition to the community. The TIF board approved the grant in the amount of \$20,000. Commissioner Robertson commented that this is a great addition to downtown and exactly what TIF funds are for. Commissioner Terry made the motion to approve Resolution No. 4192, a resolution approving an application from Lewistown Insurance for TIF funds made to the Lewistown Tax Increment Financing District Board and Commissioner Buehler seconded the motion. Commissioner Day asked for comments from the audience and Commission. There being none, the question was called for and the Clerk took a roll call vote with all being in favor of the motion.

7. Discussion and action on approving and authorizing the City Manager to enter into an agreement with RPA for engineering services related to Task Order Number 6 – Water System Improvements 2023 – Phase 2

City Manager Phelps explained that included in this task order is the design phase of the current water project, the painting of the water tank and bidding of the ditch lining project. The current water project is replacing some water lines in the area of Erie Street and 7th Ave and in the area of 2nd Ave S and Brassey. City Manager Phelps further explained that the majority of these projects can be reimbursed from the grant funding we were awarded. Commissioner Buehler confirmed that this was

the water project and not the wastewater project. City Manager Phelps answered correct. Commissioner Robertson commented that the dates in this agreement have passed and asked if this is an old proposal. City Manager Phelps explained that the majority of this work is looped together and has been completed. The main reason for the approval is to use the agreement for reimbursement purposes. Commissioner Robertson made the motion to approve and authorize the City Manager to enter into an agreement with RPA for engineering services related to Task Order Number 6 – Water System Improvements 2023 – Phase 2 and Spika seconded the motion. Commissioner Day asked for comments from the audience and Commission. There being none, the question was called for and the Clerk took a roll call vote with all being in favor of the motion.

8. Discussion and action on the purchase of a RAS pump for the wastewater treatment plant

City Manager Phelps explained in following the City’s purchasing policy which requires all purchases over \$15,000 to be approved by the City Commission. This is a proprietary part so it is replacing like with like and it is 12 to 14 weeks out. This is a RAS pump for the wastewater treatment plant. City Manager Phelps stated this purchase is not part of the wastewater treatment plant project. Commissioner Buehler confirmed that it would be accounted for in the upcoming budget. City Manager Phelps answered yes. Commissioner Robertson asked if the City keeps spares of these pumps on hand. City Manager Phelps explained that there are 3 pumps, so there is some redundancy and that this is a 20-year pump and we do try to rebuild pumps whenever able to. Commissioner Buehler made the motion to approve the purchase of a RAS pump for the wastewater treatment plant and Commissioner Hrubes seconded the motion. Commissioner Day asked for comments from the audience and Commission. There being none, the question was called for and the Clerk took a roll call vote with all being in favor of the motion.

9. Election of Vice Chairman for remainder of 2025.

Commissioner Day asked for nominations for Vice Chairman for the remainder of 2025. Commissioner Day opened the floor for nominations. Commissioner Hewitt nominated Commissioner Spika. Commissioner Spika nominated Commission Buehler. Commissioner Day asked for any more nominations. There being no more nominations the nominations were closed. Commissioner Spika explained that since she will not be running again for Commission, it would be better if Commissioner Buehler was appointed Vice Chairman. Commissioner Hrubes stated that he nominates Commissioner Buehler to Vice Chairman by unanimous proclamation. Commissioner Buehler thanked the commission for the opportunity.

CITIZENS’ REQUESTS

There were none.

COMMISSIONER’S MINUTE

Commissioner Robertson asked the Commissioners to look at the snow ordinance that was discussed this evening. Commissioner Robertson commented that it is hoped to move it forward quickly. City Manager Phelps stated it will be reviewed at the next meeting in June.

Commissioner Hewitt thanked the Commission for all of the work on the snow route information and the library agreement.

Commissioner Terry commented that she recently drove by the triplex on 3rd Ave S. The triplexes look really good and is a great improvement to the area.

Commissioner Buehler asked about the missile in Symmes Park and there was some discussion regarding the restoration of it.

Commissioner Buehler thanked the Park and Recreation Department for all the hard work on the recreational areas in the City.

Commissioner Day commented that the Friends of the Library are hosting the Scholastic Book Fair. Children in the community will be given a backpack and able to pick 3 free books. Commissioner Day stated that this is a great opportunity for the community. Commissioner Day reported there are a lot of neat books.

Commissioner Day asked what would happen if no candidates apply for office.

Commissioner Robertson commented that there appears to be a lot more vandalism with regard to the labyrinth garden. There was some discussion regarding security cameras in Frank Day Park.

ADJOURNMENT

Chairman Day adjourned the meeting.

Dated this 2nd day of June, 2025.

Loraine Day, Commission Chairman

ATTEST:

Nikki Brummond, City Clerk