

A REGULAR COMMISSION MEETING OF THE LEWISTOWN CITY COMMISSION ON OCTOBER 6, 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, Hewitt, Hrubes, Robertson and Spika. Commissioner Terry was absent.

APPROVAL OF MINUTES

Commissioner Day stated that without objection and based on the corrections the minutes for The minutes for September 2, 2025 and September 15, 2025 are approved

COURTESIES

There were none.

PROCLAMATIONS

There were none.

BOARD AND COMMISSION REPORTS

Commissioner Hewitt reported on the September 3rd Airport Board meeting. The BLM was wanting to build a bunkhouse and it has been postponed for a year. Commissioner Hewitt stated that all airport equipment is in one building now. Everyone knows where everything is, the improvements were made to the building so there is lights and all doors have openers. The Airport Board has approved a land lease for the animal shelter. Snowy Mountain Motors have asked to lease a portion of airport property on the frontage road for cars and this will be on a month-to-month lease. The airport manager suggested purchasing and renting Connex boxes to be placed at the driving course for rental by groups using the track and provide wind protection. Bozeman airport gifted the airport a new snow blower. Commissioner Robertson added there are two big construction projects schedule for next year. One is the hangar door for the big hangar and the second one is a taxiway reconstruction. FAA added a lot of dollars to the project, but in the end actually came up short for the funding of the project. Commissioner Robertson explained that there will still be a large project on taxiways which will complete the vast majority of what needs to be done.

Commissioner Hrubes reported the City County Health Board will meet on Monday, October 27th at 5:30 pm at the Sheriff's complex in the basement.

Commissioner Buehler reported the Library Board met on September 17th. There was a representative from the State Library and the board was able to discuss a calendar of events for the Library to make sure the Library has a strategic plan in place and implemented. The next meeting will be October 15th at 1 pm.

Commissioner Spika reported she was unable to attend the Snowy Mountain Development Board meeting. Commissioner Spika stated she will report at the next meeting when she has meeting minutes.

Commissioner Day reported for Commissioner Terry stating the Central Montana Foundation met on September 23rd. There were no grant requests, but she was in attendance and there was general discussion on foundation business. The next meeting is October 28th.

Commissioner Day reported the Park and Recreation Board met on October 1st. All purchases for the weight room will be completed by next week. There is some reorganization happening in storage rooms and rental equipment. There are new fall hours for the Civic Center. The multi-purpose facility center at Frank Day Park is really coming along. It is ready to have electricity roughed in and the majority of the work is being done in kind. Staff are assessing all of the playgrounds for needed maintenance. Soccer is going great with 10 games being played at a time. The Civic Center is getting ready for Women's Volleyball and Youth Rifle. There was a brief update on the trails. The next meeting is November 5th.

CITY MANAGER REPORT

City Manager Holly Phelps reported on the following items:

The Public Works Department will start leaf cleanup October 20th. The leaf clean up schedule has been completed and will be shared with the newspaper and radio. It will be on the City's website. Currently, the leaf pick up will start, but the schedule will be weather dependent.

City Staff continue to work on implementing the City's Land Use Plan. The City did receive some grant funding to continue updating codes and other planning policies to align with the new Land Use Plan.

Recently, Public Works installed three sets of rapid flashing beacons at trail crossings around town. The Parks Department does still need to program a couple of these signs. These crossings will provide improved pedestrian visibility at these trail crossings. City Staff continue to look at the possibility of using rapid flashing beacons in other locations to improve pedestrian safety.

For those of you that have not been up to the cemetery or to the parks recently, staff is still busy working on these fall days. Things look very green right now; we are in the process of winterizing things. Currently, staff is working on maintenance and other projects as weather allows. The City is no longer accepting leaves and grass clippings at the Wastewater Treatment Plant. This will be a big adjustment to all of those who have used the facility. The City is currently looking at options for disposing of the leaves we sweep up as well and continue to discuss long term options to dispose of these items.

The City Manager will be out of the office some the next two weeks for training, but will be available by phone and email.

PUBLIC COMMENT – non agenda items:

Ms. Ashley Reda addressed the Commission stating she was here to talk with the Commission about composting, leaf pickup and grass clippings. Ms. Reda explained that she has work with ROWL and other organizations in the state and community regarding recycling, and organics is included in that. Ms. Reda stated the main reason she is here tonight is to tell the Commission she wants the grass clippings, tree waste, leaves and would like to add organic collection. Ms. Reda commented she doesn't want to hear the composting is getting shut down but rather it is going to expand. Ms. Reda has a business proposal idea that would be a cooperative, which would be worker owned, shared service and fill the gap in the State. Ms. Reda talked briefly about other recycling programs already happening in the community. Ms. Reda stated she would like the business to be collaborative with recycling programs already happening in the state. Ms. Reda is hoping to help the State of Montana get some infrastructure to support small wastewater treatment facilities that don't have the capital investment to make the upgrades needed. Ms. Reda stands behind the model in hopes of supporting communities across the state. City Manager Phelps commented that she will be meeting with Ms. Reda later in the week. There are a lot of state wide contacts the City Manager would like to get Ms. Reda in contact with.

CONSENT AGENDA

Commissioner Hewitt made the motion to approve the consent agenda and Commissioner Buehler seconded the motion. The motion passed unanimously. The consent agenda was the acknowledgement of the claims that have been paid from September 12, 2025 to September 30, 2025 in the amount of \$822,928.07

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

1. Discussion and action on approving lease agreement between Fergus County Council on Aging and City of Lewistown for use of Central Montana Community Center

City Manager Phelps explained this is the same lease agreement with the Fergus County Council on Aging (FCCOA) for this facility. This agreement remains the same, it is a five-year agreement and the FCCOA continues to put \$1,000 annually toward the roof fund and a \$1,000 annually to the City to help with microphones and other things the Commission may need. The parking remains the same. Commissioner Hrubes made the motion to approve the lease agreement between Fergus County Council on Aging and City of Lewistown for use of Central Montana Community Center and Commissioner Buehler seconded the motion. Commissioner Hrubes asked if the City is still responsible for the exterior of the building. City Manager Phelps answered yes. Commissioner Day asked for comments from the audience and Commission. There being none, the question as called for and the clerk took a roll call vote with all being in favor of the motion.

2. Public hearing to consider a request by Sharron House to locate a family extended stay recreational vehicle on her property at 318 E Water Street

Chairman Day opened the public hearing to hear comment on a request by Sharron House to locate a family extended stay recreational vehicle on her property at 318 E Water Street. Mr. Albert White addressed the Commission introducing himself and wife Debbie White, 315 S Miller Street and he asked if this request was for the RV or big toy hauler that's already been sitting there for months.

City Manager Phelps answered yes. Mr. White commented they have already set up camp and been there awhile and now they want to do a family extended stay. Mr. White commented he doesn't want it turned into an RV park and there is already enough going on in the neighborhood that needs to be addressed. Mr. White asked what is the conditional use permit, is it a permanent or temporary thing. City Manager Phelps stated this RV was placed there without permission or utilizing the processes the City already has in place to allow short term parking. This issue was turned in by an adjacent property owner to code enforcement. The complaint has gone through the process; the owner is now seeking a conditional use permit.

City Manager Phelps explained the conditional use permit was reviewed by the City County Planning Board who works as the Zoning Commission and the board's recommendation was to allow this permit for a period of two years. City Manager Phelps further explained that the City Commission does have two letters from property owners.

The City Planners initial thought was to have the RV meet the current setback of the zone which would require a five-foot set back off of the alley property and the rest appeared to be compliant. Commissioner Robertson asked if this area is currently an RMO zone. City Manager Phelps answered yes. Commissioner Robertson stated it says the setback are 20 feet from the front, 20 feet from the rear and 5 feet in each side yard, if the side yard is adjacent to the street, so are the set backs being met. City Manager Phelps answered "no" the set backs are not being met. City Manager Phelps state that currently it is not being met, it was placed prior to the process and currently is located too close to the alley.

City Planner Doug Osterman explained the key for the conditional use permit versus a variance is that RMO Zone, which is where this is located, does allow for transient housing. City Planner Osterman stated if the setbacks cannot be met then a variance should be pursued.

There was a brief discussion about the length of time the RV has been located there and how much time should be allowed. City Planner Osterman explained transient housing is short term, where someone who wants to live on their property in a trailer for while for example if a house is being remodeled.

Ms. Sharron House, the property owner of 318 E Water, explained that because of the cost of housing, lack of inventory and it is a mother with a small child she put in the RV. Ms. House further explained she put in the plumbing, electricity and landscaped it very nicely to be sure is looked nice in the neighborhood. Ms. House stated since the last meeting she has moved the trailer forward.

Ms. House explained she is a State of Montana property assessment employee and she sees a lot of trailers that are trashy next to houses and people are living in them. Commissioner Robertson stated if those properties are in the City limits why is she not turning them in. Commissioner Robertson asked her to turn these situations in. Commissioner Robertson explained the reason is because that negatively affects the adjacent homeowners value. Commissioner Robertson stated he has mixed feelings about this request and situation.

Further discussion followed. Mr. Ken Shaver, 639 NE Washington, asked when the zoning laws that the City is following were written. City Manager Phelps answered the majority of the zoning codes were updated in the 1980's. Mr. Shaver commented when those zoning codes were adopted campers were smaller. Mr. Shaver asked if this could be considered a mother-in-law quarters and does the

code allow those. Mr. Shaver suggested that if this is not allowed it is not allowed. Mr. White stated that if the Commission is going to go after Ms. House with this situation, then the City Commission needs to go after all of them in his neighborhood. 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 application from Sharron House to locate a family extended stay recreational vehicle on her property at 318 E Water

City Manager Phelps stated that during the public hearing you heard a lot of the history and situation of this request. City Manager Phelps commented the Commission knows what the recommendation was made by the City County Planning Board acting as the Zoning Commission. The City Planner has explained that proposal, what the current situation is, if set backs are met and what his recommendation is as of tonight. City Manager Phelps explained this RV is a transient house and is allowed as a conditional use in the RMO zone. City Manager Phelps further explained that to allow as a conditional use some conditions would need to be met. Commissioner Robertson made the motion to approve the conditional use permit application from Sharron House to locate a family extended stay recreational vehicle on her property at 318 E Water for two years. Commissioner Hrubes asked if he could amend the motion to one year. City Clerk Brummond explained the motion needs to be seconded before it can be amended. The motion died for lack of a second. There was discussion regarding if the conditional use permit is allowable if setbacks can't be met otherwise, they would have to apply for a variance. City Planner Osterman explained the planning department's recommendation to the Zoning Commission was to do a conditional use permit and if all zoning requirements can be met, which primarily refers to setbacks. City Planner Osterman stated if it can't happen then a variance would need to be applied for. Commissioner Hrubes made the motion to approve a conditional use permit application from Sharron House to locate a family extended stay recreational vehicle on her property at 318 E Water for a period of one year beginning October 1, 2025 and all zoning code requirements must nonetheless be met for the RMO zone, including front, rear and side yard setbacks and Commissioner Spika seconded the motion. Commissioner Buehler asked who would confirm if the setbacks have been met. City Manager Phelps answered that she will send city staff out to confirm. Commissioner Day asked for comments from the audience and Commission. There being none, the question was called for and the City Clerk took a roll call vote with Commissioners: Day, Buehler, Hrubes, Spika and Robertson voting in favor. Commissioner Hewitt voted no and Commissioner Terry was absent.

4. Discussion and action on approving a railroad lease for Mid-State Companies located at 420 Truck Bypass

City Manager Phelps explained this is a railroad lease for the railroad corridor located behind what used to be the Pacific Hide and Steel Recycling building located off the Truck Bypass. City Manager Phelps stated that Mid State Companies is currently leasing the property and would like to utilize some of the fenced in yard that is located on the railroad corridor owned by the City of Lewistown. The parcel would be used to construct cabins. The lease is for parcel A which is the parcel directly adjacent behind the building. Commissioner Hrubes made the motion to approve a railroad lease for Mid-State Companies located at 420 Truck Bypass and Commissioner Robertson seconded the motion. Commissioner Buehler confirmed there is an annual fee and there are ways to negotiate out of the lease if necessary. City Manager Phelps answered there is an annual lease fee and it increases 3% annually and there is a provision to negotiate out of the lease if needed. Commissioner Day

asked for comments from the audience and Commission. There being none, the question was called for and the question was called for and the Clerk took a roll call vote with all being in favor of the motion.

5. Discussion and action on approving an emergency services dispatch agreement between Petroleum County and the City of Lewistown

City Manager Phelps explained this dispatch agreement is like the one the City has with Fergus County and Judith Basin County. The agreement is for five years; there are cost sharing provisions that are approved on an annual basis by the 911 Dispatch Board. The services provided are the same that are currently being provided. Commissioner Spika made the motion to approve an emergency services dispatch agreement between Petroleum County and the City of Lewistown 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 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 first reading of Ordinance No. 1773, an ordinance amending Lewistown City Code Section 10-5-3 designating snow route areas as Tier I and Tier II priorities, creating parking restrictions for snow routes and amending penalties

City Manager Phelps stated this ordinance was discussed back in June. The ordinance was taken back and some clarifications were addressed. The Tier 1 streets are called out and are much like the current snow routes which goes into effect during a certain time frame. There is no parking on Tier I streets during the time frame. The penalties have been amended to a progressive tiered system that starts each calendar year. Tier II streets are a new alternative for parking on collector streets where parking will be alternated for plowing purposes. Commissioner Robertson stated the first clarification he would like to make is Section 2 paragraph a be amended to state Even Calendar Days: on even calendar days, vehicles, trailers or equipment shall be parked only on that side of the street having even numbers street addresses between the hours of 11 pm and 11 am of the following day. Section 2 paragraph b amended to read Odd Calendar Days: on odd calendar days vehicles, trailers or equipment shall be parked only on the side of the street having odd numbered street addresses between the hours of 11 pm and 11 am of the following day. Commissioner Robertson further suggested striking Section 2 paragraph D. Commissioner Robertson further suggested on Page 4 under tier one it read four inches of snow instead of two inches. City Manager Phelps explained she has reviewed this ordinance with all City departments and they feel comfortable with the changes and feel they can accomplish these changes this year. City Manager Phelps explained the intention is to have Code enforcement actually hang notices on of the doors ahead of time. There was a brief discussion on when this will happen and the intention for the changes. Commissioner Robertson reviewed the amendments which are the odd and even definitions, delete paragraph d and decide if you want 2 or 4 inches. Commissioner Spika made the motion to approve first reading of Ordinance No. 1773, an ordinance amending Lewistown City Code Section 10-5-3 designating snow route areas as Tier I and Tier II priorities, creating parking restrictions for snow routes and amending penalties with the corrections as presented tonight 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 question was called for and the Clerk took a roll call vote with all being in favor of the motion.

CITIZENS' REQUESTS

Mr. Will Briggs informed the Commission that this is the last meeting he will be attending.

COMMISSIONER'S MINUTE

Commissioner Buehler thanked Will Briggs for his insightful and honest reporting.

Commissioner Hrubes reported he has seen a lot of improvements in alleys recently.

Commissioner Robertson stated he is disappointed the Will Briggs is leaving.

Commissioner Day asked if the City Manager review will take place at the next Commission meeting. Commissioner Robertson answered that he is going to need a little more time to get a form together. City Manager Phelps would like to make sure there is more time so the review will not be so rushed.

ADJOURNMENT

Chairman Day adjourned the meeting.

Dated this 6th day of October, 2025.

Loraine Day, Commission Chairman

ATTEST:

Nikki Brummond, City Clerk