

A REGULAR COMMISSION MEETING OF THE LEWISTOWN CITY COMMISSION ON AUGUST 18, 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, and Spika. Commissioners Robertson and Terry were absent.

APPROVAL OF MINUTES

There were none.

COURTESIES

There were none.

PROCLAMATIONS

There were none.

BOARD AND COMMISSION REPORTS

Commissioner Hewitt reported the Airport Board did not meet due to the Airport Manager being sick. Commissioner Day asked if there were any updates regarding airport property for the animal shelter. City Manager Phelps answered she knew they had presented some options, but no more information than that.

Commissioner Buehler stated the Library Board met on August 13th. Commissioner Buehler reported there is a lot going on at the Library. The Story walk is very much appreciated this summer and the Summer Reading Program has ended and again it was a very popular program. This upcoming year the Library staff will be doing a lot of work with local history. The staff will be working to make sure the local history at the Library is secured, preserved, archived and accessible. Commissioner Buehler reported that Library Intern from Stanford helped with the local history over the summer. The Lewistown Library participates in the Dolly Parton Imagination Library which is a great opportunity for young kids to get books. Commissioner Buehler reported that Library staff will be meeting and interacting with Dolly Parton at a conference later this month in Bozeman. Commissioner Buehler commented she believes the Library Director is working on opening the vacant library position. The Library will be closed for Chokecherry Festival. Commissioner Buehler explained that is it great for the Library to be open however, it does get used pretty extensively for bathroom, which is rather hard on the Library. The next Library Board meeting is September 17th.

Commissioner Day reported that Park and Recreation Board will be meeting on Wednesday, September 3rd.

CITY MANAGER REPORT

City Manager Phelps reported on the following items:

The swimming pool is still open for the season with modified hours and the splash deck will remain open as well. The last day for the swimming pool will be August 24th. Check the Park and Recreation Facebook page for up-to-date pool information. The Recreation staff will work to get the facility winterized and some larger maintenance projects done this fall.

Lewistown Downtown Association will be hosting Hot Summer Daze this Saturday, August 23rd. There are a variety of activities scheduled throughout the day. For more information see the Lewistown Downtown Associations Facebook page.

As weather allows the Public Works staff have been painting crosswalks and curbs around town. The crews are also working on blading and trimming trees.

The water project is rapidly coming to an end. Griffith Contracting will be back on 6th Ave South this week to continue the south half of this water main replacement project. Griffith Contracting has begun to pave on the northern portion to this project. Prospect continues their work at the spring and will begin work to upgrade the SCADA at the pump stations.

The Civic Center is busy with flag football program and preparing for fall soccer. Signups for fall soccer can be done online. More information is available on the Park and Recreation Facebook page.

The recent storms have caused some of the equipment to go down at the wastewater treatment plant. The equipment has been repaired and everything at the plant is back up and running. The weather has caused some delays in completion of projects.

Commissioner Day asked about the newspaper article regarding the swimming pool and volunteers. City Manager Phelps answered five volunteers were certified as lifeguards to help keep the pool open longer. City Manager Phelps explained the majority of the staff have gone to or back at college, and school sports. Commissioner Day asked how the volunteers worked for keeping the pool open. City Manager Phelps answered she has not received a lot of feedback but do know that during the busier days at the pool the volunteers were able to help out. Commissioner Buehler extended her thanks to the volunteers who are volunteering their time and thinks it is a great opportunity for the community to use the wonderful resource longer. It is really nice to see the pool open some extended hours with the warmer days continuing.

PUBLIC COMMENT – non agenda items

There were none.

CONSENT AGENDA

Commissioner Hrubes made the motion to approve the consent agenda and Commissioner Hewitt seconded the motion. The motion passed unanimously. The consent agenda was the acknowledgement of the claims that have been paid from August 1, 2025 to August 15, 2025 for a total of \$547,220.56

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

1. Discussion and action on sponsoring a CDBG application for Homeword

City Manager Phelps explained there was some information included in the Commissioners packet and Julie Stiteler and Erin Ojala with Homeword are online. City Manager Phelps further explained that Homeword are looking to see if the City of Lewistown is interested in sponsoring their grant application. Everyone is familiar with Ouellette Place and recognize it is low to moderate income housing for the community. Ms. Julie Stiteler, Homeword project manager, stated that Homeword will do all the work of making application. The application is due September 17th. City Manager Phelps stated Homeword will be administering the grant. Ms. Stiteler reported they will take care of the monitoring, compliance and reporting. There was brief discussion on how much they will be requesting. City Manager Phelps stated the City would just be a sponsor. City Manager Phelps explained if the Commission approves sponsoring the application the City will need to hold two public hearings, one for the basic needs of the community and then one specific to this project. Both hearings can be held at the same meeting. Commissioner Buehler made the motion to approve the City sponsoring a CDBG application for Homeword 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.

2. Discussion and action on approving the 2025-2026 annual plan for the Tax Increment Finance District

City Manager Phelps reported at the Tax Increment Finance (TIF) board meeting the budget for fiscal year 2026 was approved. However, the tax revenue is estimated because the tax levies are not finalized. The estimated tax revenue for this fiscal year is \$450,647 and then how they want to expend their revenue based on percentages. City Manager Phelps explained the breakdown of the budget with 1% will go to SMDC and management expenses, 25% to private property investment, 45% to infrastructure investment, 19 % to discretionary investment opportunities and 10% to reserve and future funding opportunities. The TIF board's budget continues to prioritize private and public investments to generate taxable value. These projects include but are not limited to improving building facades, infrastructure and other public benefits. The board will work to expand their knowledge of revolving loan funds and bonding options in order to be more prepared to take on larger projects moving forward. The investment plan and application are used to determine eligible applicants and projects. Snowy Mountain Development staff continues to act as administrators for the board. Commissioner Spika made the motion to approve the 2025-2026 annual plan for the Tax Increment Finance District and Commissioner Buehler seconded the motion. Commissioner Hrubes asked when the TIF was created. City Manager Phelps answered 2015 was the base year and it is a fifteen-year district. 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.

3. Discussion and action on approving the 2025-2026 annual plan for the Targeted Economic Development District

City Manager Phelps reported the Targeted Economic Development District (TEDD) is the area from the hospital west to the grocery. This a new district because it was created in 2017 and amended in 2019 to include the area where the grocery store is located. In the last several years the TEDD increment has been growing and just approved the first project in the TEDD. City Manager Phelps explained TEDD projects are more focused on infrastructure and infrastructure deficiency. Therefore, the majority of TEDD funding goes to infrastructure investment. City Manager Phelps stated the same board is used for the TIF and TEDD and Snowy Mountain Development staff administers the TEDD also. The estimated tax

revenue is \$153,865, which again is an estimate because the tax levies are not finalized. City Manager Phelps explained the breakdown of the budget with 10% for private property investment, 65% in infrastructure investment, 15% discretionary investment opportunities and 10% of their funds allocated to reserve/future funding opportunities. City Manager Phelps reviewed the annual workplan. The TEDD board's budget continues to prioritize private and public investment to generate taxable value. These projects include but are not limited to improving infrastructure. The investment plan and application are used to determine eligible applicants and projects. Commissioner Hrubes asked if infrastructure is limited to water and sewer. City Manager Phelps replied it is not just sewer and water, it could include survey work, but primarily have a public component maybe not 100% parking lot but could be a paved road, improvements, cable or rail line. Commissioner Buehler made the motion to approve the 2025-2026 annual plan for the Targeted Economic Development District 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.

4. Public hearing to hear comments on Resolution No. 4197, a resolution approving the fiscal year 2026 work plan and budget for Tourism Business Improvement District #1

Commissioner Day opened the public hearing to hear comments on Resolution No. 4197, a resolution approving the fiscal year 2026 work plan and budget for Tourism Business Improvement District #1. City Manager Phelps explained that TBID stands for Tourism Business Improvement District which is made up of local hoteliers. The assessment was increased to \$2 per night per room this last year. The TBID funds a lot of different things, sponsoring events, marketing, banners on Main Street, billboard West of town, paper and digital advertising. Included in the budget are discretionary funds for other opportunities and the City administers the TBID. The only thing budgeted in the administration is the required insurance coverage. Commissioner Hrubes commented this is a great opportunity to bring people to the community. Commissioner Day asked for any further comments from the audience and Commission. There being no further comments the public hearing was closed.

5. Discussion and action on approving Resolution No. 4197, a resolution approving the fiscal year 2026 work plan and budget for Tourism Business Improvement District #1

City Manager Phelps reported that the 2026 work plan and budget was approved by the TBID board. The TBID board is made up of the hoteliers and the board continues the marketing and sponsorship activities. The hoteliers love to see more activities in Lewistown and welcome applications. It is a great way for local groups to grow their activities or bring new activities to town. Commissioner Hrubes made the motion to approve Resolution No. 4197, a resolution approving the fiscal year 2026 work plan and budget for Tourism Business Improvement District #1 and Commissioner Hewitt seconded the motion. Commissioner Hrubes asked if there is a chairperson for the TBID. City Manager Phelps answered yes, Suzane Wiggington, representative from the Yogo is the Chairman and KellyAnne Terry is the Vice Chairman. 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 approving Resolution No. 4198, a resolution approving an assessment to defray the cost of the work plan and budget for Tourism Business Improvement District #1 for fiscal year 2026

City Manager Phelps stated this resolution is setting the assessment rate for fiscal year 2026 at \$2.00 per occupied room night. The budget was prepared based on \$2 a night. Commissioner Spika made the motion to approve Resolution No. 4198, a resolution approving an assessment to defray the cost of the work plan and budget for Tourism Business Improvement District #1 for fiscal year 2026 and

Commissioner Buehler seconded the motion. Commissioner Hrubes commented that VRBOs were discussed in the Committee of the Whole and he is reading in order to participate in the TBID the hotel must have six or more rooms. City Manager Phelps explained that in the beginning all hotels were included and then it was amended to only include those with 6 rooms or more. There was a brief discussion on air bnb's and VRBOs. 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. Public hearing to hear comments on Resolution No. 4199, a resolution amending the 2024-2025 budget of the City of Lewistown

Chairman Day opened the public hearing to hear comments on Resolution No. 4199, a resolution amending the 2024-2025 budget of the City of Lewistown. City Manager Phelps explained this budget amendment works to clean up the previous fiscal year. There were a handful of unanticipated revenues, expenses and grants. City Manager Phelps reviewed the different budget changes. The changes included the Library salaries, donations from the Friends of the Pools and projects for the Recreation department. There were different additions to the trails budget, the school resource officer needed to be changed due to personnel changes and additional donations and purchase in the fire prevention donations fund. There was an account missing in order to move funds, the Riverdale sewer project principal was wrong due to rounding for payments paid and then the water fund projects need to be adjusted to comply with the work that was completed for the fiscal year. Commissioner Day asked for any further comments from the audience and Commission. There being no further comments the public hearing was closed.

8. Discussion and action on approving Resolution No. 4199, a resolution amending the 2024-2025 budget of the City of Lewistown

City Manager Phelps explained the changes were discussed during the public hearing. The approval of this resolution will allow the changes to be made and it will clean up the prior budget. Commissioner Buehler asked if this would be the final budget amendment for the prior year. City Manager Phelps answered the auditors will be coming to close out the year end and there may be additional entries that may need to be made. Commissioner Hrubes made the motion to approve Resolution No. 4199, a resolution amending the 2024-2025 budget of the City of Lewistown 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.

9. Discussion and action on approving Resolution No. 4200, a resolution relating to adopting a preliminary budget and providing a date for public hearing and adoption thereof for the fiscal year beginning July 1, 2025 and ending June 30, 2026

City Manager Phelps explained this resolution sets a date for a public hearing and the date to approve the final budget. Commissioner Hewitt made the motion to approve Resolution No. 4200, a resolution relating to adopting a preliminary budget and providing a date for public hearing and adoption thereof for the fiscal year beginning July 1, 2025 and ending June 30, 2025 and Commissioner Hrubes seconded the motion. Commissioner Buehler asked if the cash carry forward and reserves will be presented at the next meeting for the final budget. City Manager Phelps answered yes. 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.

CITIZEN’S REQUESTS

There were none.

COMMISSIONER’ S MINUTE

Commissioner Buehler expressed her appreciation for the volunteer lifeguards.

Commissioner Buehler stated that she would like the Commission to think about and decide on a process on how to respond to group emails and how to respond in a timely fashion. Commissioner Day agreed that is a good recommendation and responding in a timely manner. City Manager Phelps commented that she is not always included in those emails. Commissioner Day asked what would be the group etiquette on how to respond. City Manager Phelps answered that she would suggest that maybe the Commission Chair or designee can reach out and give a response. Commissioner Day stated that she will respond at this time and then bring the information back to the Commission.

Commissioner Buehler thanked the Public Works staff for painting the cross walks around the schools.

Commissioner Buehler reported she attended the Big Spring Creek Watershed barbeque at the fish hatchery. Commissioner Buehler explained she was able to tour the hatchery grounds and it looks like the City may need to make some improvements and decide on future maintenance. Commissioner Buehler asked if the Fish Hatchery is a City park. City Manager Phelps answered it is a park that is leased by Fish Wildlife and Parks. City Manager Phelps reported there is a committee that has met on the future of the park, maintenance and how to move forward. Commissioner Buehler asked if the committee can make a presentation to the Commission in the near future.

Commissioner Hrubes reported he rode around the East end of town with Ed Durbin and he is very insightful because he walks a lot. The concerns he has now are the deteriorating sidewalks, tripping hazards and other concerns.

Commissioner Day asked about the email she received regarding free range cats. City Manager Phelps answered that is in a court case and are unable to speak to that topic.

Commissioner Hewitt asked who is responsible for the sidewalks in front of a business. City Manager Phelps answered the adjacent property owners are responsible for their sidewalks.

ADJOURNMENT

Chairman Day adjourned the meeting.

Dated this 18th day of August, 2025.

Loraine Day, Commission Chairman

ATTEST:

Nikki Brummond, City Clerk