

COMMITTEE OF THE WHOLE

DECEMBER 7, 2020

6:00 PM

1. There will not be a Committee of the Whole – the regular meeting will start at 7 pm

MASKS AND SOCIAL DISTANCING REQUIRED IF ATTENDING IN PERSON

**NOTICE FOR, AND AGENDA FOR, A REGULAR MEETING OF THE CITY COMMISSION,
CITY OF LEWISTOWN, DECEMBER 7, 2020 AT 7:00 P.M. AT THE CENTRAL MONTANA
COMMUNITY CENTER LOCATED AT 307 W WATSON**

To join by zoom: <https://zoom.us/j/8486275925?pwd=dTVGbndDK253ZUJLMjRuZXU5QVpMdz09>
Meeting ID: 848 627 5925 Passcode: 59457

To participate by phone: dial (253) 215-8782 Meeting ID: 848 627 5925 Passcode: 59457

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES – November 16, 2020

COURTESIES

PROCLAMATIONS

BOARD AND COMMISSION REPORTS

CITY MANAGER REPORT

PUBLIC COMMENT – non agenda items

CONSENT AGENDA

The acknowledgement of the claims that have been paid from November 14, 2020 to November 30, 2020 for a total of \$223,210.37

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

1. Discussion and action on awarding a bid for the purchase of “NFPA 2018 Standard, NFPA 1981 Compliant SCBA’s” for the Lewistown Fire Department (**Action: approve, disapprove or amend awarding the bid for the purchase of SCBA’s for the Lewistown Fire Department**) City Manager Holly Phelps
2. Discussion and action on Resolution No. 4040, a resolution approving an application from Moccasin Mountain for TIF funds made to the Lewistown Tax Increment Financing District Board (**Action: approve, disapprove or amend Resolution No. 4040**) City Manager Holly Phelps
3. Discussion and action on Resolution No. 4041, a resolution approving an application from Snowy Mountain Development Corporation for TIF funds made to the Lewistown Tax Increment Financing District Board (**Action: approve, disapprove or amend Resolution No. 4041**) City Manager Holly Phelps
4. Discussion and action on approving the RM88 records destruction document in accordance with Schedule 8, Municipal Records Schedules (**Action: approve, disapprove or amend approving RM88 document**) City Manager Holly Phelps

CITIZENS’ REQUESTS

COMMISSIONER’S MINUTE

ADJOURNMENT

* All citizens are invited to make comment on any agenda item prior to action being taken by the Commission



LEWISTOWN FIRE RESCUE

Joe Ward
Fire Chief

305 W. Watson
Lewistown, MT 59457

Phone (406) 535-1780
Fax (406) 535-3052

ADVERTISEMENT FOR BID

Sealed bids titled "**Bid for NFPA 2018 Standard, NFPA 1981 Compliant SCBA's**" will be received by the City of Lewistown at Lewistown Fire Rescue, 305 W. Watson, Lewistown, Montana, 59457 until 3:00 p.m., MST, November 6, 2020 and immediately thereafter publicly opened and read aloud in the Training Room of Lewistown Fire Rescue.

The bid must consist of Thirty (30) NFPA 2018 Standard, NFPA 1981 Compliant SCBA's, composed of a harness with a swivel style lumbar support system and a buckling chest strap, two (2) 45-minute, 4500 psi minimum Carbon Fiber Cylinder bottles and Thirty (30) NFPA 1981 Compliant Masks with voice amplification. Totaling of sixty (60), 45 minute, 4500psi, Carbon Fiber Cylinders bottles. SCBA's can be powered by either alkaline or ion rechargeable batteries.

The bid will also consist of two (2) Rapid Intervention Team (RIT) Systems with one (1), 60-minute, 4500 minimum psi Carbon Fiber Cylinders, proper hoses and connections and a NPFA 1981 Compliant mask,

Bids shall be submitted to the Fire Chief, Lewistown Fire Rescue, 305 W. Watson Street, Lewistown, Montana, 59457.

Lewistown Fire Rescue reserves the right to alter or change specifications, to waive informalities, to reject any and all bids, postpone the award of the contract for a period not to exceed NINETY (90) days, and to accept the bid which in the judgment of the Fire Chief represents the best interests of the Lewistown Fire Rescue.

Each bidder shall expressly covenant in the bid that if the bidder is awarded the contract the bidder will, within 15 days after the bid is awarded, enter into a formal contract and give an approved performance bond to secure the performance of the terms and conditions of the contract. Each bid must be accompanied by bid security payable to the Lewistown Fire Rescue for ten percent (10%) of the total amount of the bid. Bid security provided in a form specified in § 18-1-203, MCA, which includes, but is not limited to, certified check, cashier's check, bank draft, bid bond, guaranty bond, or surety bond, constitutes compliance with this requirement. The bid security protects and indemnifies the City against the failure or refusal of the successful bidder to timely enter into a contract. Bid security will be returned to all unsuccessful bidders.

No bid may be withdrawn after the scheduled time for the opening of bids on November, 6 2020 or for a period of ninety (90) days thereafter.

Bid specifications may be obtained at the Lewistown Fire Rescue located at 305 West Watson Street, Lewistown, Montana, 59457 or upon request by calling (406) 535-1780. Questions in connection to specifications may be addressed to Fire Chief Joe Ward at 305 West Watson Street, Lewistown, Montana, 59457 or by calling (406) 535-1780.

Publish: October 21st and November 24th, 2020 in the Lewistown News Argus



BIG SKY FIRE EQUIPMENT

207 W. JANEUX
LEWISTOWN, MT 59457
PHONE: (406) 538-9303
TOLL FREE: (800) 662-9087

FAX: (406) 538-8815
bsfeaff@midrivers.com
www.bigskyfire.com

November 6, 2020

BID PROPOSAL

QTY	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL
30	MSA G1 SCBA	MSA G1 SCBA, 4500psi, Threaded Connection Chest Strap, "PASS" Device, Rechargeable Lithium iON Battery, Universal Air Connection ExtendAirell (UEBSS)	\$5,181.00	\$155,430.00
60	10156424	MSA G1, 4500psi Carbon Fiber Cylinder (Full)	\$825.00	\$49,500.00
30	10156459	MSA G1 Facepiece, s-m-l, w/nosecup, 4-point	\$255.00	\$7,650.00
2	10206311	MSA G1 RIT, 4500psi, FP, 6-ft QF, ExtendAirell 1-Hr Carbon Fiber Cylinder, True North L3 Bag	\$5,295.00	\$10,590.00
2	10158385	Rechargeable Lithium iON Battery Stations		FREE
8	10148741	Spare Lithium iON Rechargeable Battery		FREE
30		Adjustable Swiveling Lumbar to Frame		FREE
30		Voice Amplification To SCBA		FREE
Includes In-Service Training, Fit Tests, Delivery and Trade-In of Old SCBA				
SUBTOTAL				\$223,170.00
FREIGHT				DELIVERED
GRAND TOTAL				\$223,170.00

PAYMENT TERMS: Net 30
QUOTE VALID Till December 15, 2020

THANK YOU

Tony Moline

Met all bid specs



700 W. Mississippi Ave
STE E3
Denver, CO 80223

Quote

Date 10/17/2020
Quote # QT1411636
Expires 11/16/2020
Sales Rep Burd, Dale E
PO # Joe Ward
Shipping Method FedEx Ground

Bill To
LEWISTOWN FD, CITY OF
305 WEST WATSON ST.
LEWISTOWN MT 59457
United States

Ship To
LEWISTOWN FD, CITY OF
305 WEST WATSON ST.
LEWISTOWN MT 59457
United States

Item #	Alt Item #	Units	Description	Qty	Unit Price	Amount
X8914026305304			AirPak X3 Pro SCBA (2018 Edition) with Snap-Change Cylinder Connection, 4.5, Standard Harness w/ Parachute Buckles, Standard Belt with No Escape Rope, EZ Flo C Regulator with Quick Connect Hose (Rectus fittings) Universal EBSS Accessory Hose, No Airline Connection, No Spare Harness Kit, Pak-Tracker, No Case, Packaged 2 SCBA per Box (black)	30	5,675.00	170,250.00
FP1SK0000000000			Vision C5 Facepiece (NIOSH/NFPA Approved) Small Face Seal, Kevlar Headnet, No Spare Headnet	4	295.00	1,180.00
FP1MK0000000000			Vision C5 Facepiece (NIOSH/NFPA Approved) Medium Face Seal, Kevlar Headnet, No Spare Headnet	25	295.00	7,375.00
FP1LK0000000000			Vision C5 Facepiece (NIOSH/NFPA Approved) Large Face Seal, Kevlar Headnet, No Spare Headnet	1	295.00	295.00
200129-01			Snap-Change Cylinder, Carbon-Wrapped, Pressure 4500, 45 Minutes (at 40 lpm)	30	1,080.00	32,400.00
200129-01			Snap-Change Cylinder, Carbon-Wrapped, Pressure 4500, 45 Minutes (at 40 lpm)	30	0.00	0.00
201612-01			CHEST STRAP ASSY, LOWER, X3	30	65.00	1,950.00
200954-32			RIT-Pak III, 4.5, Large, Rectus Fitting	2	3,175.00	6,350.00
804723-01			(HM) CYL&VLV CARBON 60 for RIT pack	1	1,235.00	1,235.00
804723-01			(HM) CYL&VLV CARBON 60 for RIT pack	1	0.00	0.00

Subtotal 221,035.00
Shipping Cost (FedEx Ground) 0.00
Total \$221,035.00

This Quotation is subject to any applicable sales tax and shipping & handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current local tax information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT1411636

RESOLUTION NO. 4040

A RESOLUTION APPROVING AN APPLICATION FROM
MOCCASIN MOUNTAIN BUILDING FOR TIF FUNDS
MADE TO THE LEWISTOWN TAX INCREMENT
FINANCING DISTRICT BOARD

WHEREAS, the Lewistown City Commission has adopted Ordinance No. 1748 – An Ordinance establishing the Lewistown Urban Renewal Area, creating the Lewistown Urban Renewal District and adopting the Lewistown Urban Renewal District Plan; and

WHEREAS, by Resolution number 3903 the City created an Urban Renewal Agency per 7-15-4232 Montana Codes Annotated (MCA), which was designated as the “Lewistown Improvement District Board” to engage in activities authorized in 7-15-4234 MCA and provide administrative functions; and

WHEREAS, the Commission re-designated the “Lewistown Improvement District Board” as the “Lewistown Tax Increment Financing District Board” by Resolution 3923; and,

WHEREAS, the Commission appointed a Lewistown Tax Increment Financing District Board (hereafter, the “TIF Board”) in order to manage the Lewistown Urban Renewal District created by Ordinance 1748; and,

WHEREAS, the TIF Board oversees the operation of the Lewistown Urban Renewal District, including public purpose activities; promotional activities; façade building conservation and loan programs; and administrative functions; and,

WHEREAS, the TIF Board exercises those powers authorized by law as specified in Resolution 3923; and,

WHEREAS, the TIF Board has developed the Lewistown TIF District (LTD) Program whereby qualified applicants may apply for TIF District Program Funds for assistance in redevelopment or rehabilitation of properties within the Urban Renewal District; and,

WHEREAS, through its LTD Program the TIF Board has received numerous applications for TIF District Program Funds, has reviewed the same and, has recommended approval of several applicants for those funds; and,

WHEREAS, the City Commission has retained final budgetary authority for TIF program activities.

NOW, THEREFORE, BE IT RESOLVED, that the Lewistown City Commission hereby approves the following applications for TIF District Program Funds as recommended by the TIF Board:

1. Moccasin Mountain Building, façade improvements, 408 W. Main St, Jayson & Deborah Shobe, applicant; up to \$10,000 grant

BE IT FURTHER RESOLVED, that prior to disbursement of any TIF funds, all applicants shall enter into such Development Agreements as established and approved by the TIF Board.

PASSED AND APPROVED this ____ day of December 2020.

Gayle Doney, Chairperson
Lewistown City Commission

Attest:

Nikki Brummond
City Financial Officer/Clerk

Lewistown TIF District

Program Application Process

IMPORTANT: Lewistown TIF District Program grant or loan funds may not be awarded once an applicant's project is complete.

The Lewistown TIF District manages several different programs that utilize tax increment funds for assistance in redevelopment or rehabilitation of properties within urban renewal districts. Information on these programs is available at www.cityoflewistown.com. Each program targets various conditions and has different criteria for qualifying that will be addressed through supplemental information to accompany this application. The following is a summary of the LTD Program funding application and approval process.

1. **Initial Contact:** Contact the City of Lewistown, 305 West Watson Street, telephone 406-535-1760 or Snowy Mountain Development Corporation, 613 NE Main Street, telephone 406-535-2591 to discuss the project and determine eligibility for assistance under any LTD redevelopment programs. Applications can be found at www.cityoflewistown.com or at the SMDC office.
2. **Complete a Written Application:** The applicant must complete the following written application for each project requesting program assistance. The LTD Board will assist the developer in: identifying which programs the project is eligible for; preparing a formal application and determining what, if any supplemental information will be needed. Pro forma (page 9) only required if applying for a loan.
3. **Board Review:** Upon submittal of all necessary information, the LTD Board will review the merits of the project and the need for funding. At any point in the review process the Board may request more information of the Applicant or solicit comment on the project from other public agencies. Items included in Personal Financial Statements will not be subject to public review or presentation to or comment by other agencies.
4. **Board Review and Approval:** The LTD Board of Commissions will review the project, issue approval/disapproval of the funding request or any part thereof, and any special terms of LTD Program assistance, if approved, a Development Agreement will be executed.
5. **Development Agreement:** The LTD and Applicant must execute a legally binding Development Agreement which establishes the terms and conditions of the program assistance. Among the terms and conditions, the Agreement shall specify the schedule for the start and completion of the project and may require the Applicant to guarantee

Lewistown TIF District Program Application

Project Name: Moccasin Mountain Building Date Submitted: 10/31/20

APPLICANT INFORMATION

1. Name: Jayson & Deborah Shobe dba Moccasin Mountain Building
2. Address: 408 West Main Street
3. City/ST/Zip: Lewistown, MT 59457
4. Telephone Number(s): (406) ~~535-9000~~ 535-5125

If the applicant is not an individual doing business under his/her own name, the applicant has the status indicated below and is organized or operating under the laws of:

- ☐ A Corporation
- ☐ A nonprofit or charitable institution or corporation
- ☐ A partnership known as _____
- ☐ Other (explain) _____

PROJECT INFORMATION

1. Building Address:
404, 406 and 408 West Main Street, Lewistown, MT
2. Legal Description:
Block E7, Lot 8 and the Easterly 8.5 ft of Lot 9, Lewistown Original Townsite
3. **Property Owner:** (If property is not owned by Applicant, list leasehold interests)
Name of Owner(s): Same as applicant
Address: _____
Telephone Number(s): -
E-Mail: _____

8. **Description of Project:** Please provide a full written description of your project, including type of use, square footage, number of stories, number of parking spaces, general building materials, etc., **making sure to address the particular program design criteria described in the applicable program narrative under which your project falls.** Please indicate if the items are existing or new construction.

- 1.) Remove fabric awning from 406 storefront.
- 2.) Raise existing awning on 404 storefront approximately 12".
- 3.) Build new wood frame awning with metal covering over 406 and 408 to match existing 404 awning.
- 4.) Repoint brick joints as needed.
- 5.) Replace 2 storefront windows on 408 and replace window mouldings as needed, caulking of windows as needed.
- 6.) Apply new signage to storefront windows.

9. **Project Renderings:** Submit design schematic and/or site and landscaping plans for project.

10. **Total Cost of the Project:** Summarize a full breakdown of costs on the Project Cost Worksheet (Page 7)

11. **Property Ownership:** Do you own the property or are you currently purchasing it? Yes, we own the property.

12. **Job Creation:** Will there be any new permanent or part time jobs as a result of this project excluding construction jobs associated with the development of the project? If so, how many? No

13. **Project Financing:** Briefly describe how the project will be financed:
Owner financed.

PROJECT COST WORKSHEET

Construction/Rehabilitation Costs

1.	<u>Swan and Son Builders</u>	<u>\$ 9,860.00</u>
2.	<u>Eastman Sign</u>	<u>\$ 895.00</u>
3.	<u>Central MT Paint and Glass</u>	<u>\$ 920.00</u>
4.	<u></u>	<u>\$ 0.00</u>
5.	<u></u>	<u>\$ 0.00</u>
6.	<u></u>	<u>\$ 0.00</u>
7.	<u></u>	<u>\$ 0.00</u>
8.	<u></u>	<u>\$ 0.00</u>
	Subtotal	<u>\$ 11,675.00</u>

Design and Permitting Costs

Architectural Design/Supervision	<u>\$ 0.00</u>
Permit Fees	<u>\$ 0.00</u>
Other Fees	<u>\$ 0.00</u>
Subtotal	<u>\$ 0.00</u>

Total Project Development Costs \$ 11,675.00

A NEEDS ASSESSMENT OF LEWISTOWN AREA TIFD/TEDD BUSINESSES REGARDING THEIR ECONOMIC WELLNESS ESPECIALLY CONSIDERING COVID-19 AND ITS IMPACTS.

Background

Recently, SMDC has learned from businesses the changed needs due to COVID impacts, school remote learning situations, and a diminishing workforce due to these impacts. Businesses have been seeking technical assistance exponentially since the start of COVID. Our local businesses are reporting challenges with recruiting workforce and retaining their best-qualified employees, increased absenteeism and decreased productivity. SMDC is addressing the traditional workforce/childcare services through a Big Sky Trust Fund planning grant, however, the funder will not allow us to alter the original scope of work to address business needs developed as a consequence of COVID.

Businesses face new challenges due to the COVID pandemic and different environmental challenges placed upon them. COVID has created new scenarios that create operational challenges such as the following:

- workforce must find alternative childcare solutions;
- workers have increased absenteeism while providing childcare, in quarantine, or while recovering from COVID;
- workers are desiring remote work from home which can result in lower productivity, additional costs to accommodate the remote working, or loss of employees;
- businesses face additional costs for sanitation, developing new marketing and delivery of product and services, and changing their method of contact with the client;
- Businesses face closing due to workforce shortages, additional unfunded costs, changes in the niche market, and other unidentified needs.

SMDC believes that the Lewistown community needs a business needs assessment to determine factually the impacts from COVID, future changes in the workforce issues of the community and to develop strategies to assist the businesses remain stable, retain jobs and reduce the potential for future blight through vacant storefronts.

Solution

These businesses are primarily located within the TIFD/TEDD districts in Lewistown and therefore we are submitting this request for planning funds to aid in identifying true business needs and solutions to the issues that our local small businesses within the TIFD/TED district face. Many of the businesses within the TIFD/TEDD district are small businesses with one or two employees and when that employee is impacted due to daycare, school changes, or direct COVID impacts means that that business will be forced to close its doors temporarily or ultimately permanently. In the end, these decisions could have severe negative impacts on the businesses surviving within the TIFD/TEDD.

SMDC is committed to matching dollar for dollar of our organizational resources with the TIFD/TEDD funds in order to secure the needed objective information with the assistance of a consultant/contract employee.

RESOLUTION NO. 4041

A RESOLUTION APPROVING AN APPLICATION FROM
SNOWY MOUNTAIN DEVELOPMENT CORPORATION
FOR TIF FUNDS MADE TO THE LEWISTOWN TAX
INCREMENT FINANCING DISTRICT BOARD

WHEREAS, the Lewistown City Commission has adopted Ordinance No. 1748 – An Ordinance establishing the Lewistown Urban Renewal Area, creating the Lewistown Urban Renewal District and adopting the Lewistown Urban Renewal District Plan; and

WHEREAS, by Resolution number 3903 the City created an Urban Renewal Agency per 7-15-4232 Montana Codes Annotated (MCA), which was designated as the “Lewistown Improvement District Board” to engage in activities authorized in 7-15-4234 MCA and provide administrative functions; and

WHEREAS, the Commission re-designated the “Lewistown Improvement District Board” as the “Lewistown Tax Increment Financing District Board” by Resolution 3923; and,

WHEREAS, the Commission appointed a Lewistown Tax Increment Financing District Board (hereafter, the “TIF Board”) in order to manage the Lewistown Urban Renewal District created by Ordinance 1748; and,

WHEREAS, the TIF Board oversees the operation of the Lewistown Urban Renewal District, including public purpose activities; promotional activities; façade building conservation and loan programs; and administrative functions; and,

WHEREAS, the TIF Board exercises those powers authorized by law as specified in Resolution 3923; and,

WHEREAS, the TIF Board has developed the Lewistown TIF District (LTD) Program whereby qualified applicants may apply for TIF District Program Funds for assistance in redevelopment or rehabilitation of properties within the Urban Renewal District; and,

WHEREAS, through its LTD Program the TIF Board has received numerous applications for TIF District Program Funds, has reviewed the same and, has recommended approval of several applicants for those funds; and,

WHEREAS, the City Commission has retained final budgetary authority for TIF program activities.

NOW, THEREFORE, BE IT RESOLVED, that the Lewistown City Commission hereby approves the following applications for TIF District Program Funds as recommended by the TIF Board:

1. Snowy Mtn Development Corp. applicant; Business needs assessment and feasibility study, entire TIF district, up to \$12,500 grant

BE IT FURTHER RESOLVED, that prior to disbursement of any TIF funds, all applicants shall enter into such Development Agreements as established and approved by the TIF Board.

PASSED AND APPROVED this ____ day of December 2020.

Gayle Doney, Chairperson
Lewistown City Commission

Attest:

Nikki Brummond
City Financial Officer/Clerk

Lewistown TIF District

Program Application Process

IMPORTANT: Lewistown TIF District Program grant or loan funds may not be awarded once an applicant's project is complete.

The Lewistown TIF District manages several different programs that utilize tax increment funds for assistance in redevelopment or rehabilitation of properties within urban renewal districts. Information on these programs is available at www.cityoflewistown.com. Each program targets various conditions and has different criteria for qualifying that will be addressed through supplemental information to accompany this application. The following is a summary of the LTD Program funding application and approval process.

1. Initial Contact: Contact the City of Lewistown, 305 West Watson Street, telephone 406-535-1760 or Snowy Mountain Development Corporation, 613 NE Main Street, telephone 406-535-2591 to discuss the project and determine eligibility for assistance under any LTD redevelopment programs. Applications can be found at www.cityoflewistown.com or at the SMDC office.
2. Complete a Written Application: The applicant must complete the following written application for each project requesting program assistance. The LTD Board will assist the developer in: identifying which programs the project is eligible for; preparing a formal application and determining what, if any supplemental information will be needed. Pro forma (page 9) only required if applying for a loan.
3. Board Review: Upon submittal of all necessary information, the LTD Board will review the merits of the project and the need for funding. At any point in the review process the Board may request more information of the Applicant or solicit comment on the project from other public agencies. Items included in Personal Financial Statements will not be subject to public review or presentation to or comment by other agencies.
4. Board Review and Approval: The LTD Board of Commissions will review the project, issue approval/disapproval of the funding request or any part thereof, and any special terms of LTD Program assistance, if approved, a Development Agreement will be executed.
5. Development Agreement: The LTD and Applicant must execute a legally binding Development Agreement which establishes the terms and conditions of the program assistance. Among the terms and conditions, the Agreement shall specify the schedule for the start and completion of the project and may require the Applicant to guarantee

repayment of program assistance if the terms of the Agreement are violated by the Applicant.

6. Payments to Developer: Payment to the developer will generally be made as reimbursements to the developer upon completion of the project and satisfactory evidence that the work has been paid for, usually in the form of lien waiver from the contractor.
7. Please note that additional information such as Profit/Loss statements, Balance Sheets, and Personal Guarantees may be required.

Checklist

- ☒ Project Description
- ☒ Project Renderings
- ☒ Application Form (Pages 3-6)
- ☒ Project Cost Worksheet (Page

7)

- ☒ Supplemental Information
for Eligible Improvements
(Page 8)
- ☒ Project Financing Worksheet
& Pro Forma (Page 9)

Lewistown TIF District Program Application

Project Name: Business Needs Assessment Planning Date Submitted: 01/01/01

APPLICANT INFORMATION

1. Name: Snowy Mountain Development Corporation
2. Address: 507 West Main
3. City/ST/Zip: Lewistown, MT 59457
4. Telephone Number(s): (406) 535-2591

If the applicant is not an individual doing business under his/her own name, the applicant has the status indicated below and is organized or operating under the laws of:

☐

A Corporation

☒

A nonprofit or charitable institution or corporation

☐

A partnership known as _____

☐

Other (explain) _____

PROJECT INFORMATION

1. Building Address:
TIF and TEDD District
2. Legal Description:
Lewistown TIF and TEDD District
3. **Property Owner:** (If property is not owned by Applicant, list leasehold interests)
Name of Owner(s): Property owners within TIF and TEDD
Address: _____
Telephone Number(s): (406) 535-2591
E-Mail: bailey@snowymountaindevelopment.com or info@snowymountaindevelopment.com

4. **Project Architectural Firm:** _____

Address: _____

Telephone Number: 535-0000

E-Mail: _____

5. **Project Financial Lending Institution:** _____

Address: _____

Telephone Number: 535-0000

E-Mail: _____

6. **Project Contractor:** Dustin De Young of Freestone Development, LLC

Address: 4795 Old Iron Drive, Helena, MT 59602

Telephone Number: 465-7016

E-Mail: dustin@freestonedevelopment.com

7. **Existing/Proposed Business:** SMDC

Business Description:

Please see attached "brochure" about the organization.

Annual Report

8. **Description of Project:** Please provide a full written description of your project, including type of use, square footage, number of stories, number of parking spaces, general building materials, etc., **making sure to address the particular program design criteria described in the applicable program narrative under which your project falls.** Please indicate if the items are existing or new construction.

Please see the "white page" attached.

9. **Project Renderings:** Submit design schematic and/or site and landscaping plans for project.

10. **Total Cost of the Project:** Summarize a full breakdown of costs on the Project Cost Worksheet (Page 7)

11. **Property Ownership:** Do you own the property or are you currently purchasing it? N/A due to planning activity

12. **Job Creation:** Will there be any new permanent or part time jobs as a result of this project excluding construction jobs associated with the development of the project? If so, how many? We're focused on retention of existing jobs and sustaining existing businesses.

13. **Project Financing:** Briefly describe how the project will be financed:

SMDC is committed to providing one to one match for this Business Needs Assessment/Feasibility Study through SMDC organizational resources or by securing other private financing through out-of-the local Lewistown area foundations, corporate sponsorships, etc. (i.e. SMDC is having discussions with Northwestern Energy staff at the state level and they may be interested in partnering with this project.

14. **Project Completion:** What is the expected completion date of the project?

07/31/20

15. **Property Taxes:** How much are the annual property taxes including any improvements? \$ 0.00

Are the taxes current? N/A

Have you applied for tax abatement? N/A

Do you intend to apply for tax abatement?

N/A

Has tax abatement been awarded on the property prior to your ownership?

N/A

16. The City reserves the right to recapture up to 100% of funds awarded by the TIF if the property is sold within 5 years. See Schedule below for payback schedule:

- i. Year 1 – 80%
- ii. Year 2 – 60%
- iii. Year 3 – 40%
- iv. Year 4 – 20%
- v. Year 5 and beyond – 0%

RECORDS DESTRUCTION DOCUMENT (RM88)

NO.

PAGE OF PAGES

1. AGENCY NAME AND DIVISION/PROGRAM:

City of Lewistown
305 W. Watson Stop 3
Lewistown, MT 59457

2. AGENCY CONTACT:

NAME: Nikki Brummond

PHONE #: 406-535-1760 EMAIL: nbrummond@ci.lewistown.mt.us

3. NOTICE OF INTENTION: The schedule records listed in Item 5 are to be disposed of in the manner checked below (specify only one).

☐ Delete ☐ Incinerate ☒ Shred as Classified ☐ Toss without Restriction

☐ Other: Explain

4. SUBMITTED BY: I hereby certify that the records to be disposed of are correctly represented below, that any audit requirements or Offer to the State Historical Society Archives has been fully justified, and that further retention is not required for any litigation pending or imminent. Documentation attached from Historical Society.

SIGNATURE: *Nikki Brummond*
NAME AND TITLE: *Nikki Brummond, Finance Officer*
DATE: *12/3/2020*

5. LIST OF RECORD SERIES

NOTE: Attach any inventories or Excel spreadsheets to this form to help validate records destroyed.

a. Retention Schedule Number	b. Item number listed on Retention Schedule	c. Record Series Title	d. Retention in months/years	e. Inclusive Dates	f. Volume in Cubic Feet	g. Disposition Action and Date completed after Authorization
8	4	Daily Cash Batches/Finance Reports Account Receivable	5 years	2012 to 6/2015	8	
8	30	Timecards/Sheets General Records	3 years	2014 - 2017	5	
8	3	Customer Payment Coupons/Stubs Utilities	1 year	2016 - 8/2019	12	
8	3	UB Reports/Trial Balance - Acct Receivable Records	5 years	2010- 2015	23	
8	4	Claims/workpapers - Accounts Receivable	5 years	1/2012 - 6/2015	13	
8	5	Treasurers Receipts- Receipts	5 years	2012- 6/2015	1.5	

6. DISPOSAL AUTHORIZATION: Disposal for the above listed records is authorized. Any deletions or modifications are indicated.

Custodian/Records Manager

Name: Date:

Signature:

7. DISPOSAL CERTIFICATE: The above listed records have been disposed of in the manner and on the date shown in column g.

Name and Title:

Signature: