

There will be no committee of the whole meeting on February 16th.

**NOTICE FOR, AND AGENDA FOR, A VIRTUAL MEETING OF THE CITY COMMISSION,
CITY OF LEWISTOWN, FEBRUARY 16, 2021 AT 7:00 P.M.**

To participate virtually the options are as follows:

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 – February 4, 2021

COURTESIES

PROCLAMATIONS

BOARD AND COMMISSION REPORTS

CITY MANAGER REPORT

PUBLIC COMMENT – non agenda items

CONSENT AGENDA

Acknowledgement of the claims that have been paid from January 28, 2021 to February 11, 2021 for a total of \$77,225.25

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

1. Discussion and action on approving the second reading of Ordinance No. 1765, an ordinance amending Title 3, Chapter 3, Part 10 of the Lewistown City Code amending regulations pertaining to agreements for the collection of payback charges for water main extensions (**Action: approve, disapprove or amend second reading of Ordinance No. 1765**) City Manager Holly Phelps
2. Discussion and action on approving the second reading of Ordinance No. 1766, an ordinance amending Title 4, Chapter 6, Part 8 of the Lewistown City Code amending regulations pertaining to agreements for the collection of payback charges for sewer main extensions (**Action: approve, disapprove or amend second reading of Ordinance No. 1766**) City Manager Holly Phelps
3. Discussion and action on approving the second reading of Ordinance No. 1767, an ordinance amending Title 10, Chapter 4 Part 10 of the Lewistown City Code amending regulations pertaining to parking for camping purposes (**Action: approve, disapprove or amend second reading of Ordinance No. 1767**) City Manager Holly Phelps
4. Discussion and action on approving the second reading of Ordinance No. 1768, an ordinance amending Title 10, Chapter 4 Part 2 of the Lewistown City Code pertaining to restrictions for parking on boulevards (**Action: approve, disapprove or amend second reading of Ordinance No. 1768**) City Manager Holly Phelps

5. Discussion and action on entering into an agreement with Fergus County for Central Montana Health District funding and authorizing the City Manager to sign (**Action: approve, disapprove or amend entering into agreement**) City Manager Holly Phelps
6. Discussion and action on approving Resolution No. 4045, a resolution stating the intention of the City Commission to amend the 2019-2020 budget of the City of Lewistown (**Action: approve, disapprove or amend Resolution No. 4045**) City Manager Holly Phelps
7. Discussion and action on allowing City staff to submit the annual Certified Local Government Grant Application to the Montana State Historic Preservation Office and the authorization to enter into a grant agreement once the grant is approved (**Action: approve, disapprove or amend submitting grant application and authorization to enter into the agreement if approved**) City Manager Holly Phelps
8. Discussion and action on how City Commission meetings will be conducted moving forward in 2021 (**Action: approve, disapprove or amend how City Commission meeting will moving forward in 2021**) 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

ORDINANCE No. 1765

**AN ORDINANCE AMENDING TITLE 3, CHAPTER 3,
PART 10 OF THE LEWISTOWN CITY CODE
AMENDING REGULATIONS PERTAINING TO
AGREEMENTS FOR THE COLLECTION OF PAYBACK
CHARGES FOR WATER MAIN EXTENSIONS**

BE IT ORDAINED by the City Commission of the City of Lewistown, Montana, that Title 3, Chapter 3, of the Lewistown City Code pertaining to agreements for the collection of water main extension payback charges be, and hereby is, amended to read as follows:

Section 3-3-10(B) is amended to read as follows:

4. All costs and expenses of the extension shall be paid for by the applicant with the following exceptions:
 - (a) The utility shall pay for the cost for additional facilities or increased main size required solely by the utility to serve future extensions. The amount to be paid by the utility shall be limited to the increased costs of materials only. The amount shall be agreed to prior to construction.
 - (b) When it is necessary to extend through an undeveloped area to the development, the city may enter into an agreement with the applicant to collect a payback charge from the area for a period not to exceed fifteen (15) years, such payback charges used to reimburse the applicant for costs of making such improvements. In no case shall the amount reimbursed exceed the actual cost of construction of the extension through the undeveloped area. The city will administer collection of payback charges and may collect a reasonable administration fee, payable from such payback charges. The city shall be under no obligation to enter into any such agreement with any applicant. All agreements shall be subject to the approval of the city commission. (Ord. 1713, 7-3-2006)

Passed and approved on the first reading, such date being February 1, 2021.

Passed and approved on the second reading, such date being February 16, 2021, and effective thirty (30) days thereafter.

Patty Turk
Chair of the Commission

Attest:

City Clerk

ORDINANCE No. 1766

**AN ORDINANCE AMENDING TITLE 4, CHAPTER 6,
PART 8 OF THE LEWISTOWN CITY CODE AMENDING
REGULATIONS PERTAINING TO AGREEMENTS FOR
THE COLLECTION OF PAYBACK CHARGES FOR
SEWER MAIN EXTENSIONS**

BE IT ORDAINED by the City Commission of the City of Lewistown, Montana, that Title 4, Chapter 6, of the Lewistown City Code pertaining to agreements for the collection of sewer main extension payback charges be, and hereby is, amended to read as follows:

Section 4-6-8(B) is amended to read as follows:

4. All costs and expenses of the extension shall be paid for by the applicant with the following exceptions:
 - (a) The utility shall pay for the cost for additional facilities or increased main size required solely by the utility to serve future extensions. The amount to be paid by the utility shall be limited to the increased costs of materials only. The amount shall be agreed to prior to construction.
 - (b) When it is necessary to extend through an undeveloped area to the development, the city may enter into an agreement with the applicant to collect a payback charge from the area for a period not to exceed fifteen (15) years, such payback charges used to reimburse the applicant for costs of making such improvements. In no case shall the amount reimbursed exceed the actual cost of construction of the extension through the undeveloped area. The city will administer collection of payback charges and may collect a reasonable administration fee, payable from such payback charges. The city shall be under no obligation to enter into any such agreement with any applicant. All agreements shall be subject to the approval of the city commission. (Ord. 1714, 7-3-2006)

Passed and approved on the first reading, such date being February 1, 2021.

Passed and approved on the second reading, such date being February 16, 2021, and effective thirty (30) days thereafter.

Patty Turk
Chair of the Commission

Attest:

City Clerk

ORDINANCE No. 1767

AN ORDINANCE AMENDING TITLE 10, CHAPTER 4 PART 10 OF THE LEWISTOWN CITY CODE AMENDING REGULATIONS PERTAINING TO PARKING FOR CAMPING PURPOSES

BE IT ORDAINED by the City Commission of the City of Lewistown, Montana, that Title 10, Chapter 4, of the Lewistown City Code pertaining to Stopping, Standing and Parking be, and hereby is, amended to read as follows:

Section 10-4-10 is amended to read as follows:

Except as hereafter provided, it shall be unlawful for any person to park any motor or recreational vehicle for camping purposes in the city, except in an authorized tourist park. (Ord. 1544, 3-3-1986)

- A. City streets. Recreational vehicles used for temporary occupancy may be parked on a city street not to exceed 72 hours without a permit, providing the following requirements are met:
 - i. The recreational vehicle must be lawfully parked and have the consent of the occupants of an adjacent sponsoring residence. The vehicle shall be lawfully parked and not hinder the free flow of traffic.
 - ii. All garbage or debris shall be removed from the vehicle and properly disposed of on a daily basis. No water or wastewater discharge from the vehicle shall be allowed. Occupants must comply with all other city ordinances.
 - iii. No electrical, water or sewer connections shall be allowed to span across any sidewalk or city right of way.
- B. Private Property. Persons desiring to park a recreational vehicle on private property for the purpose of temporary occupancy shall obtain a permit from the City. The recreational vehicle owner and landowner shall sign the permit application. A permit fee of \$20.00 shall be assessed at the time of application. The permit must be posted on the recreational vehicle so that it is clearly visible from the public right of way.

- i. The permit shall be limited to fourteen (14) consecutive days unless an extension is applied for and granted by the City. Permitted camping shall not exceed 90 days in a calendar year.
- ii. No portion of the recreational vehicle may encroach upon city property or right of way.
- iii. The recreational vehicle shall not be parked in the front portion of the property adjacent to the street.
- iv. All garbage or debris shall be removed from the vehicle and properly disposed of on a daily basis. Wastewater must be contained in the vehicle's storage tanks until it can be disposed of offsite at an appropriate disposal facility. Occupants must comply with all other city ordinances.
- v. The city may revoke the permit, without notice, at any time it is determined reasonable cause exists that any violation of city ordinance or the permit terms has occurred.

Passed and approved on the first reading, such date being February 1, 2021.

Passed and approved on the second reading, such date being February 16, 2021, and effective thirty (30) days thereafter.

Patty Turk
Chair of the Commission

Attest:

City Clerk

RESOLUTION NO. 4045

**A RESOLUTION STATING THE INTENTION OF THE CITY COMMISSION
TO AMEND THE 2019-2020 BUDGET OF THE CITY OF LEWISTOWN**

WHEREAS, the City Commission of the City of Lewistown has previously passed and adopted the 2019-2020 budget for the City of Lewistown; and,

WHEREAS, the City has received various revenues and incurred various costs that were not anticipated or provided for in the 2019-2020 budget;

NOW, THEREFORE, BE IT RESOLVED that the City Commission intends to amend its 2019-2020 annual budget, a copy of which amendment has been placed on file and is open to inspection at the Lewistown City Office, 305 W Watson, Lewistown, Montana, 59457 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, telephone 406-535-1760.

BE IT FURTHER RESOLVED that on the 1st of March, 2021 at 7:00 p.m. at the Central Montana Community Center, 307 W Watson, Lewistown, Montana, the City Commission will meet for the purpose of amending the 2019-2020 budget and that any taxpayer or resident may appear at the meeting and be heard for or against the proposed budget amendment. The City Clerk is directed to publish notice of this proposed action in accordance with law.

PASSED AND APPROVED THE 16th day of February 2021.

Patty Turk, Commission Chairman

ATTEST:

Nikki Brummond, City Clerk

AGREEMENT FOR CENTRAL MONTANA HEALTH DISTRICT FUNDING

THIS AGREEMENT is made by and between Fergus County (“the County” herein) and the City of Lewistown (“the City” herein), and is meant to set forth the terms and conditions the parties have agreed upon regarding funding for the Central Montana Health District. For and in consideration, the parties understand and agree as follows:

1. Existing Relationship. This is the first written contract between the parties for the subject matter of this Agreement. However, the City and the County have worked together for many years to provide financial support to the Health District. This Agreement memorializes that long-term relationship.

2. Term. The term of this Agreement shall be for two (2) years.

3. Compensation. The City will pay the County twenty-five percent (25%) of the amount that the County annually contributes to be a member of the Central Montana Health District. The amount the County contributes is a per capita rate established by the Health District based on U.S. Census data.

The City’s payment to the County shall be due on October 1 of each year. The County will provide the City with an invoice showing the City’s amount due prior to October 1.

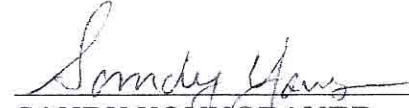
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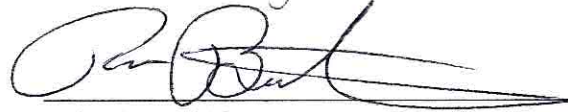
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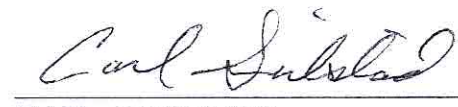
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DATED this 19 day of August, 2020

BOARD OF COMMISSIONERS:

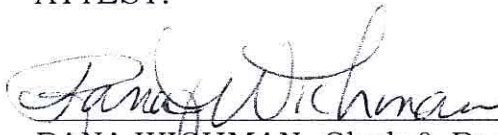

SANDY YOUNGBAUER


ROSS BUTCHER


CARL SEILSTAD



ATTEST:


RANA WICHMAN, Clerk & Recorder

DATED this _____ day of _____, 2020.

CITY OF LEWISTOWN

HOLLY PHELPS, City Manager

ATTEST:

City Clerk

Big Sky. Big Land. Big History.
Montana
Historical Society

Memorandum

To: Historic Preservation Officers
From: Kate Hampton, CLG Coordinator
Date: December 23, 2020
Re: CLG Grant Application for 2021-2022

For this grant cycle, we will continue the semi-annual and final reporting/reimbursement cycle to help reduce some of the reporting requirements and to provide a better system for summarizing CLG activities for the National Park Service. Please note the corresponding schedule below.

Note: Quarterly requests for reimbursement, not to exceed half of the total grant, can continue to be submitted, as long there is sufficient cash and in-kind match for the amount requested (40% of the total federal share). **Please remember to provide sufficient documentation to determine the allowability of the charges reimbursed, including pay stubs, invoices, donated services forms with original signatures, and other supporting documents.**

Requests to reimburse the full amount of funding can be submitted with the six-month progress report, as long as sufficient activity, cash, and in-kind match has been documented.

2021-2022 Schedule – Dates to Remember

December 23, 2020	Announcement of Funds
February 12, 2021	CLG Grant Applications Due to SHPO
Upon Receipt and Approval	SHPO Mails CLG Agreements for Signatures
March 19, 2021	Both Signed Agreements to SHPO
April 1, 2021	12-Month Funding Cycle Begins
September 30, 2021	Mid-Point of Funding Cycle
October 30, 2021	Six-Month Progress Report & Request for Reimbursement due
March 31, 2022	Funding Cycle Ends
April 30, 2022	Final Progress Report and Request for Reimbursement due

Grant for 2020-2021:

As of this writing, the US Congress has not appropriated this federal fiscal year's budget. However, we anticipate offering annual grants for the same amounts as the previous funding cycle. That means if you received \$6000 last year, you may apply for \$6000 again this year. Those who received \$1500 - \$2000 last year can apply for \$1500 - \$2000 this year. However, until the US Congress has finalized the appropriation, the CLG grants are subject to increase or decrease. Enclosed you will find the annual grant application that MT SHPO offers for certified CLGs.

CLG Program Grant Application Due: Friday, February 12, 2021

CLG Application Notes and CLG Reminders:

1. Remember annual CLG training is required. At least one person from each CLG's preservation program must attend a SHPO-approved training between April 1, 2021 and March 1, 2022.
2. The state mileage rate is **\$0.56** per mile. The lodging reimbursement rate is **\$96.00** per night plus taxes (may vary by location, check with SHPO for rates).
3. Volunteer time reimbursement rate is **\$23.66** (unless a person is volunteering their time in an official professional capacity; then they can record their regular professional services pay rate, *up to \$81.75/hr.*, in place of the volunteer rate).
4. Please attach a list of the historic preservation board members, their professional discipline or citizen membership, term (year ending) and contact information (include email addresses if available). Please notify us of any changes that have occurred. If you have new board members, please send us their current resume for our record.
5. Please continue submitting your meeting minutes with your progress reports. They have been very helpful with our reporting requirements. Agendas are helpful but not necessary.
6. In the Scope of Work, please tie your tasks to your local government's and/or historic preservation commission's Preservation Plan. If not, please explain why.
7. Contact Kate to see if we need a copy of your current Preservation Plan. These can be sent electronically.
8. Consider looking to other state and federal grants to supplement your program. Remember, the SHPO CLG grant cannot be used as federal match, or vice versa.

Annual CLG Program Funding

We anticipate 16 Montana communities enrolling in the CLG program this grant cycle. Each year, we are required by the National Park Service to pass-through at least 10% of our annual funding to CLGs. This coming year, we anticipate allocating \$87,835.00 to the CLGs. Investment in the CLG program is not only a wise use of our funds but crucial to preservation efforts in our state, and we will continue to look for opportunities to increase CLG funding.

We stress public outreach in the CLG program. Please continue your outreach programs and develop new ones to involve all ages in your community. Consider hosting a community roundtable to announce progress, events, and awards for your local historical and cultural groups, local government officials, and the public.

Please provide a copy of this correspondence to your CLG Board or Commission for their review and assistance. The application form requires a copy of your meeting minutes that confirm your application was discussed and approved by the Board/Commission.

Please verify the current Tax-ID for your organization, or the organization through which you receive your payments. (your CLG local government)

Guidelines for 2020-2021 CLG Grant Eligibility

CLG guidelines include the following:

1. CLG program grants must be matched on at least a 60/40 basis, cash and/or in-kind.
2. To qualify for the maximum 12-month funding level – \$6,000.00 – CLGs must have a Historic Preservation Officer working at least 80 hours per month. The local historic preservation program must have an established address, telephone number, and message retrieval system. (Hours may not be carried forward or back into another month.)
3. Maximum grant amount of \$6,000.00 can be used towards salaries, operating costs, and/or special projects. **Check with SHPO to ensure your proposed project qualifies for funding under the grant.** Minimum match is \$4,000.00, and match above minimum is always greatly appreciated.
4. CLGs must submit a Six-Month Progress Report and a Final Report, including meeting minutes, and Requests for Reimbursement that meet reporting requirements and are delivered on-time.
5. Unspent CLG funds revert to SHPO. Reverting funds may jeopardize the CLG's future funding.

For more guidance on administering CLG funds in Montana, please refer to the *Montana Certified Local Government Manual*, <https://mhs.mt.gov/Shpo/Communitypres.aspx>, as well as the NPS Historic Preservation Fund Grants Manual, https://www.nps.gov/preservation-grants/manual/HPF_Manual.pdf.

Components of 2021-2022 Complete Grant Application

1. Completed CLG Application form, including:
 - a. Contact information
 - b. Scope of work
 - c. Detailed budget table
 - d. Sources of revenue/funding
 - e. Signed CLG and Commission form
2. List of current CLG Commission members (including contact information, i.e. email)
3. An electronic version of the Preservation Plan. Either a link to where the plan is available on the web or via email to Kate.
4. Copy of Tax ID/Employer Identification Number, if new.

If you have any questions regarding this application, please contact us:

CLG Program Inquiries:
Kate Hampton
406-444-7742
khampton@mt.gov

Certified Local Government Grant Application

April 1, 2021 to March 31, 2022

Application Deadline

February 12, 2021

**Montana State Historic Preservation Office
PO Box 201202
Helena, MT 59620-1202
(406) 444-7715**

2021-2022 GRANT APPLICATION

CERTIFIED LOCAL GOVERNMENT PROGRAM

Certified Local Government: City of Lewistown

Address: 305 W. Watson St, Lewistown MT 59457

Contact Person: Holly Phelps

Tax ID: 81-6001284

Period of Grant Request: April 1, 2021 to March 31, 2022

Scope of Work: The National Park Service asks we grant funds to CLGs for kinds and levels of work that reflect increasing sophistication, skills, and roles by the Preservation Officers, in other words, tasks that reflect improvement in community thinking. For this section, please itemize regular work duties (not including special projects) – products or projects starting or completing, meetings to be attended, etc., and more specifically, ways in how the federal grant funds will help the local program to grow and develop. Please tie your tasks to your community's Preservation Plan. If not, please explain.

(√ Check if Scope of Work is continued on additional pages.)

Regular work duties for the City of Lewistown Planning Director/Historic Preservation Officer:

- 1) Follow necessary procedures to qualify the City of Lewistown for money that is now or will be made available local, state or federal resources;
- 2) Conduct ongoing City-wide surveys to identify and document heritage properties and paleontological remains;
- 3) Maintain a local historic inventory file of heritage properties and paleontological remains and maintain a repository for all inventory work done in the City;
- 4) Evaluate and formally nominate potential register properties according to the criteria established by the National Register of Historic Places;
- 5) Prepare and annually review the Historic Preservation Plan, register nominations, and historic preservation grant activity;
- 6) Cooperate with and assist local agencies in comprehensive planning that allows for the preservation of heritage properties and paleontological remains;
- 7) Develop procedures and guidelines for the evaluation of heritage property or paleontological remains;
- 8) Protect from disclosure to the public any information relating to the location or character of heritage properties when disclosure would create a substantial risk of harm, theft, or destruction to the resources or to the area or place where the resources are located.

The Lewistown Historic Resources Commission (HRC) established by City Ordinance 1549 on 5-5-1986; and amended by Ordinance 1681 on 1-2-2001 meets the first Thursday of every month for two hours. The Preservation Officer attends this monthly meeting and keeps and provides the minutes of every meeting.

The HRC completed bylaws which were approved and signed in 2018 and are now in place. Election of officers occurred on January 4, 2018 for two-year terms.

The HRC completed an update to their Historic Preservation Plan and assisted with the nomination for the Symmes Park Missile Site for National Register of Historic Places

Projects continuing include work on the sale of the pictorial book that was finished in 2020. The HRC continues to be involved with the planning and implementation of future project that focus on preserving the history of our community. The HRC also continues to discuss and provide information and resources for the redevelopment of several historic buildings that is occurring in the historic downtown area.

New projects being planned:

- Expanding our historic properties inventory to include an increase of time for the period of significance.
- Researching the historic contribution of the Métis to the Lewistown area and identifying potential buildings, structures of sites to propose a nomination to the National Register of Historic Places. This may involve applying for additional potential NPS grant funding opportunity for this "Underrepresented Community".

BUDGET

4-1-2021 to 3-31-2022 Budget	Cash Amount	Cash Source	In-kind Amount	In-kind Source	Total
A. Salaries, Wages, Benefits	\$2769.00	F			\$18,460.00
960 hours at \$19.23	\$15,691.00	CI			
B. Office Rental			\$1458.00	CI	\$1458.00
C. Equipment			\$1500.00	CI	\$1500.00
D. Supplies & Materials Itemize major categories					
Printing					
Books	\$200.00	F			
Misc.	\$250.00	F			\$950.00
Supplies	\$500.00	F			
E. Postage	\$120.00	CI			\$120.00
F. Telephone & Internet	\$300.00	F			\$300.00
G. Photocopies			\$125.00	CI	\$125.00
H. Preservation Commission Number of hours X * rate X number of members X number of meetings			\$150 hours at \$23.66 = \$3549.00	NP	\$3549.00
I. Volunteers Hours X * rate X number of volunteers.			30 hours at \$23.66 = \$709.80	NP	\$709.80

J. Travel Mileage Number of miles X \$0.56. Include funds for HPO and/or Commissioners to attend CLG annual training	500 miles At \$.56 \$280.00 \$175.00	F CI			\$455.00
K. Travel Meals # of Meals X rate: Breakfast - \$7.50 Lunch - \$8.50 Dinner - \$14.50	\$138.00	CI			\$138.00
L. Lodging \$96.00 plus tax X number of nights	4 nights \$384.00	F			\$384.00
M. Project (s) Expenses – fully itemized					
N. Other Expenses – fully itemized. MHS MPA Main Street Network H.P. Month	 200.00 150.00 350.00 200.00 500.00	 F F F CI CI			\$1400.00
M. Total Expenses	\$	F CI NP		CI NP	

SOURCE KEY:

F-Federal

CI-City

CO-County

NP- Private/Non-Profit

* Federally approved minimum rate for volunteers is \$23.66 per hour.