

COMMITTEE OF THE WHOLE

APRIL 19, 2021

6:00 PM

1. Discussion on water and sewer rates

**NOTICE FOR, AND AGENDA FOR, A REGULAR MEETING OF THE CITY COMMISSION,
CITY OF LEWISTOWN, APRIL 19, 2021 AT 7:00 P.M. AT THE CENTRAL MONTANA
COMMUNITY CENTER LOCATED AT 307 W WATSON**

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 – March 15, 2021 & April 5, 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 April 1, 2021 to April 14, 2021 for a total of \$13,731.25

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

1. Discussion and action on Resolution No. 4048, a resolution approving an application from the Lewistown Public Library for TIF Funds made to the Lewistown Tax Increment Financing District Board (**Action: approve, disapprove and amend Resolution No. 4048**) City Manager Holly Phelps
2. Discussion and action on Resolution No. 4049, a resolution approving an application from Fergus County Federal Credit Union for TIF funds made to the Lewistown Tax Increment Financing District Board (**Action: approve, disapprove or amend Resolution No. 4049**) 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

RESOLUTION NO. 4048

A RESOLUTION APPROVING AN APPLICATION FROM
LEWISTOWN PUBLIC LIBRARY 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. Lewistown Public Library, applicant; for façade (window replacement), to the building located at 701 W. Main Street, to grant up to \$2,089.

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 April 2021.

Patty Turk, Chairperson
Lewistown City Commission

Attest:

Nikki Brummond
City Financial Officer/Clerk

Lewistown TIF District Program Application

Project Name: Library Window Replacement Date Submitted: ~~01/01/01~~ 03/04/21

APPLICANT INFORMATION

1. Name: Danielle Buehler, Lewistown Public Library
2. Address: 701 W. Main
3. City/ST/Zip: Lewistown, MT 59457
4. Telephone Number(s): ~~(406) 535-0000~~ (406) 538-5212

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) Government / Non-Profit Institution

PROJECT INFORMATION

1. Building Address: 701 W. Main
2. Legal Description: Stafford Add (Lewistown), S15, T15, N, R18 E, Block on Lot 001, 002 (Library)
3. Property Owner: (If property is not owned by Applicant, list leasehold interests)
Name of Owner(s): City of Lewistown
Address: 305 W Watson St.
Telephone Number(s): ~~(406) 535-0000~~ (406) 535-1760
E-Mail: hphelps@ci.lewistown.mt.us

PROJECT COST WORKSHEET

Construction/Rehabilitation Costs

1. <u>Windows & Materials</u>	<u>\$ 0.00 2,678.⁰⁰</u>
2. <u>Installation Labor</u>	<u>\$ 0.00 1,500.⁰⁰</u>
3. _____	<u>\$ 0.00</u>
4. _____	<u>\$ 0.00</u>
5. _____	<u>\$ 0.00</u>
6. _____	<u>\$ 0.00</u>
7. _____	<u>\$ 0.00</u>
8. _____	<u>\$ 0.00</u>
Subtotal	<u>\$ 0.00 4,178.⁰⁰</u>

Design and Permitting Costs

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

Total Project Development Costs

\$ ~~0.00~~ 4,178.⁰⁰

Request \$2,089

Project Description:

The Lewistown Public Library is looking to replace a bank of windows facing the alley. These windows were originally installed in the 1950's during the Busch addition. The windows are single pane windows and very poor insulators. Building upkeep and maintenance has been a primary goal of the Library Board and the Director for the past couple of years. We are hoping to complete small building maintenance projects on a regular schedule to offset the large cost of a more sporadic building care plan.

The Lewistown Public Library was built in 1905 and features original Croatian stonemasonry, of which, we are incredibly proud. The building is two stories and has had multiple additions over the years. Our square footage is roughly 10,000 sq feet. The Library collection resides primarily on the main floor which is accessed by the doors on 7th Avenue. The upstairs portion of the building is a space for library programming and a public meeting space. The upstairs is accessed by either an internal stairway or the Main Street entrance. The building is open to the public and utilized by both Central Montanans and the many who visit our beautiful home.

For this project, we are seeking a grant to help us provide a comfortable space for patrons by updating and enhancing the Library's windows to help regulate insulation and climate control. This facet fits nicely with the TIF Districts criteria as it focuses on upgrading an existing city facility that is used heavily by the public and focal point on Main Street.

RESOLUTION NO. 4049

A RESOLUTION APPROVING AN APPLICATION FROM
FERGUS FEDERAL CREDIT UNION 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. Fergus Federal Credit Union, applicant; for landscaping and signage, in front of the building located at 106 E. Janeaux, to grant up to \$10,000.

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 April 2021.

Patty Turk, Chairperson
Lewistown City Commission

Attest:

Nikki Brummond
City Financial Officer/Clerk

Lewistown TIF District Program Application

Project Name: FFCU Signage & Landscaping Date Submitted: 01/29/21

APPLICANT INFORMATION

1. Name: Fergus Federal Credit Union
2. Address: 106 East Janeaux
3. City/ST/Zip: Lewistown, MT 59457
4. Telephone Number(s): (406) 535-7478

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:
106 East Janeaux, Lewistown, MT 59457
2. Legal Description:
SCT: 15 TWN:15 N RNG:18 E LOT:012 BLK:010
3. **Property Owner:** (If property is not owned by Applicant, list leasehold interests)
Name of Owner(s): _____
Address: _____
Telephone Number(s): _____
E-Mail: _____

SUPPLEMENTAL INFORMATION FOR ELIGIBLE IMPROVEMENTS UNDER SPECIFIC PROGRAMS

List eligible items that pertain to the particular program you are applying for (see the applicable program narrative for a description of the eligible items). Use the "Construction Costs" portion of the Project Cost Worksheet to fill out the information below. If in doubt about an item's eligibility, include it. Board will review items and help determine eligibility.

1.	Double face pole sign LED reader board	\$ 37,736.00
2.	Poly metal sign mounted on Decorator Hut building	\$ 1,485.00
3.	Landscaping updates	\$ 8,000.00
4.		\$ 0.00
5.		\$ 0.00
6.		\$ 0.00
7.		\$ 0.00
8.		\$ 0.00
9.		\$ 0.00
10.		\$ 0.00
11.		\$ 0.00
12.		\$ 0.00
Total Lewistown TIF District (LTD) Program Request		\$ 47,221.00

\$10,000