

COMMITTEE OF THE WHOLE

MARCH 7, 2022

6:00 PM

1. Presentation by Alan Hulse, CEO of Montana Municipal Interlocal Authority (MMIA) regarding the coverage for City Libraries.

**NOTICE FOR, AND AGENDA FOR, A REGULAR MEETING OF THE CITY COMMISSION,
CITY OF LEWISTOWN, MARCH 7, 2022 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 – February 22, 2022

COURTESIES

PROCLAMATIONS

BOARD AND COMMISSION REPORTS

CITY MANAGER REPORT

PUBLIC COMMENT – non agenda items

CONSENT AGENDA

Acknowledgment of the claims that have been paid from February 18, 2022 to February 28, 2022 for a total of \$1,089.08

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

1. Discussion and action on information received from the Library Board and the Memorandum of Understanding and give some direction to the City Manager on how to move forward (**Action: approve, disapprove or amend the direction to the City Manager on how to move forward**) City Manager Holly Phelps
2. Discussion and action on approving Resolution No. 4084, a resolution approving an application from One Health for signage on the Crowley building for TIF Funds made to the Lewistown Tax Increment Financing District Board (**Action: approve, disapprove or amend Resolution No. 4084**) City Manager Holly Phelps
3. Discussion and action on appointing Patty Turk to serve a three-year term on the Board of Adjustments (**Action: approve, disapprove or amend appointing Patty Turk to the Board of Adjustments**)

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. 4084

A RESOLUTION APPROVING AN APPLICATION FROM
ONE HEALTH 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. One Health/Homeword, for Signage, at located at 311 & 315 W. Main Street, One Health, applicant; \$6517.97 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 7th day of March, 2022.

KellyAnne Terry, Vice-Chairperson
Lewistown City Commission

Attest:

Nikki Brummond
City Financial Officer/Clerk

City of Lewistown
Application
Tax Increment Financing District (TIF)

Project Name: Crowley Block Clinic Signage Date Submitted: 1/24/2022

A) Applicant Information:

Name: Bighorn Valley Health Center, Inc., d/b/a One Health

Address: 10 4th Street West

City/ST/Zip: Hardin, MT 59034

Telephone Number(s): 406-665-4103

Email: jaclyn.kinkaid@onechc.org

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) _____

B) Project Information:

Building Address: 311 West Main St, Lewistown, MT 59457

Legal Description: _____

Lot & Block Location: All of Lot 10 and Southwesterly 30 ft of Lot 9, D13 in Original Townsite of Lewistown
Lots 2, 3 and 4 of Block D13 of the Original Town of Lewistown

Existing/Proposed Business: Health center

Business Description:

One Health is rehabilitating the historic Crowley Block building on Main Street and adjacent parking lot and alleyway into our new outpatient clinic space. Our organization will be providing medical, behavioral health, dental and pharmacy services under a single roof, regardless of a patient's ability to pay, to improve the health and well-being of the community of Lewistown.

This project will increase traffic to Lewistown's downtown and promote economic development within the larger downtown district. It will also generate additional job opportunities in the community as One Health expands the services we offer in this larger footprint. In addition, we have recruited a partner to rehabilitate and renovate the upper floors of the building into affordable housing units, thereby increasing housing options in the area as well.

City of Lewistown
Application
Tax Increment Financing District (TIF)

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

May 2022

Property Taxes:

How much are the annual property taxes including any improvements? \$2227.57

Are the taxes current? Yes

Do you intend to apply for tax abatement? No

Has tax abatement been awarded on the property prior to your ownership? No

Project Financing: Briefly describe how the project will be financed:

The financing of the signage will be through cash reserves.

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. (Attach to application)

Project Renderings: Please submit design schematic and/or site and landscaping plans for the project. (Attach to application)

The project includes three signs for the new clinic location. For the Main Street entrance, the sign will be custom metal, self-supporting construction from tube steel, with a 4 ft wide back brace and 6 ft tall back brace, including multiple span reinforcements. It will be secured to the main wood beams behind the brick fascia as well as secured to the brick. It will support a swinging blade sign. The sign will be designed for weight, wind and all types of precipitation.

The back entrance sign will be a simple 2 ft by 3 ft poly metal sign secured to the wall. The sign will not protrude into the alleyway.

The monument sign will be located in the parking lot and will be visible to cars turning into the parking lot. This sign will be a double-sided, 40" x 110" sign made of sheet metal over a steel frame with white polycarbonate faces and illumination. The monument sign will be mounted on a concrete foundation.

Visuals have been attached to this application.

City of Lewistown
Application
Tax Increment Financing District (TIF)

Eligible Improvements Cost Worksheet Under TIF Program

List eligible items that pertain to the project that falls under TIF Program Policies (list beginning on page 1). If in doubt about an item's eligibility, include it, the board will review items and help determine eligibility. Please include contractor bids to establish costs.

1. Front hanging sign for Main Street	\$ 4,010.00
2. Back entrance sign	\$ 550.00
3. Monument sign	\$ 8,475.95
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$
9.	\$
10.	\$
11.	\$
12.	\$
13.	\$
14. Permitting Fees	\$
15. Other Fees	\$

Total Lewistown TIF District Program Request

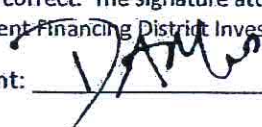
\$ 13,035.95

TIF District Program Award (to be filled out by TIF Administrator)

\$ 6,517.97

To the best of my knowledge and belief, the information provided in this application and in the attached documents is true and correct. The signature attests to my having read, understand and agree to all terms in the Lewistown Tax Increment Financing District Investment Plan.

Signature of Applicant:



Date: 01/23/2022

Signature of TIF Board Chair:



Date: 2-15-22

APPLICATION FOR LEWISTOWN BOARDS AND COMMISSIONS

PLEASE NOTE: All APPLICATIONS ARE INCLUDED IN COMMISSION PACKETS AND PUBLISHED ON THE CITY WEBSITE.

DATE: 2/22/22		*APPLICATION DEADLINE:	
BOARD, COMMISSION OR COMMITTEE APPLING FOR: Board of Adjustments			
NAME: Patty Turk		HOME PHONE: 406-380-2613	
STREET ADDRESS: 519 East Evelyn, Lewistown MT		BUSINESS PHONE:	
ZIP CODE: 59457		EMAIL ADDRESS: pattyturk59@icloud.com	
MAILING ADDRESS: same		IN WHICH WARD DO YOU RESIDE 2 (1-3)	
ZIP CODE:			
Are you a citizen of the U.S.A.? ☒ Yes ☐ No		Are you a registered voter? ☒ Yes ☐ No	
How long immediately prior to this date have you been continuously a legal resident of the City of Lewistown? 22 years			
How long immediately prior to this date have you been continuously a legal resident of the State of Montana? 30 years			
PLEASE PROVIDE THE FOLLOWING INFORMATION (You may attach a separate sheet to this form.)			
Brief resume of your educational background. Associate degree - business			
Current Occupation: Retired		Current Employer:	
Previous Community Service: Library Board 911 Board City Commission Health District Board			
PLEASE LIST TWO PERSONAL REFERENCES:			
Name: Gayle Doney		Daytime Phone: 380-2020	
Address: Lewistown			
Name: Nolly Phelps		Daytime Phone: 366-6076	
Address: Lewistown			
What is your interest in serving on this board, commission or committee? Involvement in helping the city of Lewistown			
Do you have special knowledge, interest or experience that would qualify you for a position on this board, commission or committee? city commissioner for seventeen years chair of city commission for three years			

*Please return you completed application to the City of Lewistown: 305 W Watson Lewistown 59457