

COMMITTEE OF THE WHOLE

OCTOBER 17, 2022

6:00 PM

1. Presentation on code enforcement.

**NOTICE FOR, AND AGENDA FOR, A REGULAR MEETING OF THE CITY COMMISSION,
CITY OF LEWISTOWN, OCTOBER 17, 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 – October 3, 2022

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 September 30, 2022 to October 14, 2022 for a total of \$153,300.02.

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

1. Discussion and action on appointing Donna Strouf to the Historic Resources Commission for an additional two-year term (**Action: approve, disapprove or amend appointing Donna Strouf to Historic Resources Commission**) City Manager Holly Phelps
2. Discussion and action on approving the amendments to the Tax Increment Finance investment plan (**Action: approve, disapprove or amend the amendments to the TIF investment plan**) City Manager Holly Phelps
3. Discussion and action on approving Resolution No. 4106, a resolution approving an application from Stokken Holdings, LLC for TIF funds made to the Lewistown Tax Increment Financing District Board (**Action: approve, disapprove or amend Resolution No. 4105**) City Manager Holly Phelps
4. Discussion and action on authorizing the City Manager to sign the ARPA Water and Sewer infrastructure grant program document for the water system improvement project (**Action: approve, disapprove or amend authorizing the City Manager to sign the grant program documents**) City Manager Holly Phelps

CITIZEN'S REQUESTS

COMMISSION'S REQUEST

ADJOURNMENT

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

Discussion and action on the reappointment of Donna Strouf for a two-year term on the Historic Resources Commission.

Background:

The request is to appoint Donna Strouf to the seven-member Lewistown Historic Resources Commission. The Historic Resources Commission operates under the guidelines of City Ordinance Section 11-15. The duties of the commission are to maintain a system of survey and inventory of historic and prehistoric properties; use the National Register of Historic Places to designate properties; consult on applications, environmental assessments and other similar documents pertaining to historic districts; review zoning regulations for applicability to issues of historic districts; make recommendations to the Board of Adjustment to approve or disapprove applications for variances; render advice and guidance to property owners on restoration of historic buildings; conduct public information or educational programs; and insure compliance with State guidelines regarding certification.

Donna has expressed an interest in being appointed to the commission. Donna was raised in the community. She also worked for several business and volunteered for many non-profit organizations in our community. Donna recently retired and now has more time to volunteer. Donna is fascinated with history, especially local history. Donna is very active in the Central Montana Historical Association and volunteering with the Museum. She enjoys working with people, doing research and helping restore and revive buildings and promote growth within our community.

Recommendation:

Based on interviews and other information, the staff recommends that Donna Strouf be reappointed to the Historic Resources Commission for a two-year term. The Historic Resource Commission also recommended her reappointment.

City of Lewistown
Investment Plan
Tax Increment Financing District (TIF)

Tax Increment Financing District (TIF) is a governmental financing tool that the City of Lewistown uses to fund public infrastructure construction, promote development and to expand the future tax base. TIF assistance in Lewistown should be used as needed to help the viability of individual projects.

Goals:

1. Promote downtown Lewistown as a center of business activity and economic growth.
2. Improve necessary infrastructure for redevelopment and to encourage private investment with the long-term goal of increasing the tax base and tax revenues for city, county, and school district.
3. Encourage private investment to upgrade deteriorated and to develop vacant and underutilized buildings and building sites.
4. Encourage the reuse of upper-floor residential properties to provide diversity of housing types and satisfy a wide range of needs for people, regardless of age, race, religion, gender, national origin, physical ability, and economic level.
5. Explore financial and regulatory incentives that support the retention, expansion, and relocation of business to and within Lewistown.
6. Promote, retain, and attract businesses that provide a diverse base of employment opportunities.
7. Provide the necessary beautification improvements to attract and encourage private investment.
8. Create a sustaining revolving loan fund consistent with the TIF District goals and strategies.

Strategies:

1. Invest TIF revenues in a diverse portfolio that works towards the accomplishment of the goals.
2. When possible, annual TIF budget should be adopted directing 45% of TIF revenue toward private development incentives, 25% of TIF revenues towards infrastructure needs in the TIF district, 20% of TIF revenue towards discretionary projects and management and 10% of TIF revenue toward the TIF reserve fund. This is a general goal, and specific requests and distributions will be considered based on TIF district goals
3. No obligation will be issued that goes beyond the life of any of the TIF districts.
4. The board may direct, with the approval of the City Commission, any reserve money to create a revolving loan fund, consistent with the TIF district goals and strategies, with the approval of the City Commission.

TIF Loan and Grant Assistance Policies – All Developments

1. All applicants that are awarded funds must follow all applicable local and state regulations and laws.
2. Grants – The City may consider grants to developers for property improvements including building rehabilitation, façade restoration, enhancements, or demolition of obsolete structures. A grant amount may not exceed 50% of a project's eligible cost and the typical maximum grant

City of Lewistown
Investment Plan
Tax Increment Financing District (TIF)

amount is \$20,000. Projects that benefit the entire community will be looked at on a case-by-case basis and may not be subject to these limits. Projects in excess of \$40,000 may be eligible for loan funds.

3. Grants for Signage Costs – The City may consider grants to developers for property improvements including new signage, adding lighting to current signage or replacement of signage. A grant amount may not exceed 50% of a project's eligible cost and the maximum grant amount is \$5,000.
4. Land Assembly Costs – The City may also consider acquisition of land, demolition of buildings, site preparation and site improvements. The City of Lewistown is not obligated to provide TIF assistance for land costs, whether purchased or optioned. Developer shall provide all such studies or reports to the City at the time of application.
5. Environmental Remediation – The City may consider the cost to remediate environmentally contaminated property when it exceeds the reasonable cost experienced on typical redevelopment projects. However, the City shall not provide TIF assistance that eliminates a responsible party's obligation to remediate contaminated property.
6. Infrastructure Costs – The City may consider requests to help fund improvements such as sewer and water lines, sidewalks, curbs and gutters, streetlights, signage, street, and alley reconstruction and resurfacing and related public infrastructure attributed to redevelopment project.
7. Operating Costs – Including, but not limited to, lease-up reserves or working capital are *not* eligible TIF expenses.
8. Equity Greater or Equal to TIF – TIF assistance shall not exceed the amount of equity provided by the developer. Equity is defined as cash, un-leveraged or unencumbered funds in land or buildings, that is available to secure financing. Donated developer or construction management fees shall not be considered as equity.
9. No Rent or Sales Price Write-Downs – TIF assistance will be limited to the amount of necessary funds to make a project competitive with other similar projects in the Lewistown market area. The intent is not to provide below-market sales prices or rent subsidies to assisted projects, except as applied to assist affordable housing.
10. Self-Supporting Projects – More consideration will be given to a project that demonstrates sufficient tax increment to cover or repay both the TIF contribution to the project and any public infrastructure costs associated with the project.
11. No Mortgage Guarantees – The City will not provide mortgage guarantees.
12. Personal Guaranty – The City will require a personal guaranty for TIF assistance for the term of the loan. In the case of a non-profit or not-for-profit developer other forms of guaranty may be required, based on underwriting requirements.
13. Real Estate Taxes – With the exception of some nonprofits and not-for-profit organizations, projects assisted with TIF shall pay real estate taxes. Accepting tax abatement may affect eligibility for TIF funding. City requires applicant to notify TIF of any awarded tax abatements on properties where TIF funds were awarded.
14. Developers utilizing TIF funds are required to comply with Montana Code 18-2-403(2), MCA, regarding Prevailing Wage Rates. Developers utilizing TIF funds are responsible for determination of the applicability of the Prevailing Wage Act 18-2-403(2), MCA. If Prevailing

City of Lewistown
Investment Plan
Tax Increment Financing District (TIF)

- Wage applies the developer is responsible for payments in accordance with the Prevailing Wage Act and all required reporting.
15. Non-Discrimination – Developers utilizing TIF funds shall not discriminate against any applicant, employee or tenant because of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, physical disability, or familial status. Developer shall ensure that applicants, employees, and tenants are considered and are treated without regard to their age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, physical disability, or familial status.
 16. Private Development Projects Used or Leased to Government Entities –
 - a. The City may provide TIF assistance to a private development project wherein a government entity uses or leases space and the project addresses all of the following situations:
 - b. Satisfies all other underwriting policies for TIF assistance to private development projects
 - c. Maintains or expands existing employment or reuses a blighted, underutilized or vacant property.
 - d. Provides an anchor for an overall development plan that will include other commercial office, housing or mixed uses.
 - e. Advances a development in an already-established tax incremental district.
 - f. Private development projects assisted under the policy will be required to provide a full reimbursement of the City's financial assistance and expenses for the project in the event the project is removed from the tax roll.
 - g. Projects will be funded under this policy with sources other than general obligation debt to the maximum possible extent, in accordance with the general policy of the City's use of TIF.
 17. 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 Payback Schedule below:
 - i. Year 1 – 80%
 - ii. Year 2 – 60%
 - iii. Year 3 – 40%
 - iv. Year 4 – 20%

City of Lewistown
Application
Tax Increment Financing District (TIF)

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 (SMDC), 507 West 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 written application for each project requesting program assistance. The LTD Board can assist the applicant 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 is only required if applying for a loan.
3. Submission of Application: Completed applications can be submitted to the TIF administrator at: SMDC Office, 507 West Main Street, Lewistown, MT 59457; or via email to majerus@snowymountaindevelopment.com or the TIF Chair at: Lewistown Insurance, 520 W Main Street, Lewistown, MT 59457; or via email to scsolberg@lewistowninsurance.com. Applications need to be received by the 1st of the month for review at that month's meeting.
4. Board Review: Upon submittal of all necessary information, the LTD Board will review the merits of the project and the need for funding at the regularly scheduled monthly meetings. At any point in the review process the Board may request more information of the Applicant or solicit comments on the project from other public agencies. After review the LTD Board will issue an approval/denial of the funding request or any part thereof, and any special terms of LTD program assistance, and pass along their decision to the next City Commission meeting.
5. City Commission Review: The Lewistown City Commission will review the project and with consideration of the LTD Board decision, issue an approval/denial of the funding request.
6. Development Agreement: If approved, 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.
7. 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 invoices, check copies and/or lien waiver from the contractor.
8. Please note that additional information such as profit/loss statements, balance sheets and personal guarantees may be required

City of Lewistown
Application
Tax Increment Financing District (TIF)

Project Name: _____ **Date Submitted:** _____

A) Applicant Information:

Name: _____

Address: _____

City/ST/Zip: _____

Telephone Number(s): _____

Email: _____

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: _____

Legal Description: _____

Lot & Block Location: _____

Existing/Proposed Business: _____

Business Description:

City of Lewistown
Application
Tax Increment Financing District (TIF)

Property Ownership:

Do you own the property or are you currently purchasing it? Y N

Property Owner (If property is not owned by Applicant, list leasehold interests)

Name of Owner(s): _____

Address: _____

City/ST/Zip: _____

Telephone Number(s): _____

Email: _____

Project Architectural Firm: _____

Address: _____

City/ST/Zip: _____

Telephone Number(s): _____

Email: _____

Project Contractor(s): _____

Address: _____

City/ST/Zip: _____

Telephone Number(s): _____

Email: _____

Project Financial Lending Institution: _____

Address: _____

City/ST/Zip: _____

Telephone Number(s): _____

Email: _____

Job Creation: Will there be any new permanent or part-time jobs created as a result of this project excluding construction jobs associated with the development of the project? If so, how many? _____

City of Lewistown
Application
Tax Increment Financing District (TIF)

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

Property Taxes:

How much are the annual property taxes including any improvements? _____

Are the taxes current? _____

Do you intend to apply for tax abatement? _____

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

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

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)

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. _____ | \$ _____ |
| 2. _____ | \$ _____ |
| 3. _____ | \$ _____ |
| 4. _____ | \$ _____ |
| 5. _____ | \$ _____ |
| 6. _____ | \$ _____ |
| 7. _____ | \$ _____ |
| 8. _____ | \$ _____ |
| 9. _____ | \$ _____ |
| 10. _____ | \$ _____ |
| 11. _____ | \$ _____ |
| 12. _____ | \$ _____ |
| 13. _____ | \$ _____ |
| 14. Permitting Fees _____ | \$ _____ |
| 15. Other Fees _____ | \$ _____ |

Total Lewistown TIF District Program Request \$ _____

TIF District Program Award *(to be filled out by TIF Administrator)* \$ _____

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: _____

Signature of TIF Board Chair: _____

Date: _____

RESOLUTION NO. 4106

A RESOLUTION APPROVING AN APPLICATION FROM
STOKKEN HOLDINGS, LLC 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. For facade improvements, utility upgrades and signage, to the properties located at 511, 513 & 515 W. Janeaux St., Stokken Holdings LLC, is the applicant; grant award of \$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 17th day of October, 2022.

Gayle Doney, Chairperson
Lewistown City Commission

Attest:

Nikki Brummond
City Financial Officer/Clerk

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. _____	\$ _____
2. _____	\$ _____
3. <u>Painting of the rest of the building</u>	\$ <u>3,000.00</u>
4. _____	\$ _____
5. <u>New front doors for 513 & 515 (pending finances at end of project)</u>	\$ <u>13,500.00</u>
6. <u>Business signs - 3 units</u>	\$ <u>1,275.00</u>
7. <u>New electrical service (4 meters)</u>	\$ <u>8,350.00</u>
8. <u>New back door to building</u>	\$ <u>4,200.00</u>
9. _____	\$ _____
10. <u>New glass for window of (future) Jacobson Electrical Shop</u>	\$ <u>2,467.00</u>
11. <u>Updates to gutters</u>	\$ <u>1,005.00</u>
12. <u>Miscellaneous- JR Construction</u>	\$ <u>2,000.00</u>
13. _____	\$ _____
14. <u>Permitting Fees</u>	\$ _____
15. <u>Other Fees</u>	\$ _____
Total Lewistown TIF District Program Request	\$ <u>10,000.00</u>

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

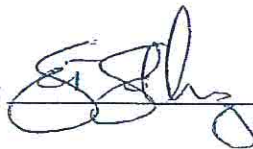
\$ _____

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: Josie Stokken Jacobson Stokken

Date: 10/03/2022

Signature of TIF Board Chair:



Date: 10/11/22

City of Lewistown
Application
Tax Increment Financing District (TIF)

Project Name: 511 - 515 Janeaux Remodel Date Submitted: 10/03/2022

A) Applicant Information:

Name: Jacson & Josie Stokken (Stokken Holdings, LLC)

Address: 246 Cougar Ridge

City/ST/Zip: Lewistown, MT 59457

Telephone Number(s): Josie - (406) 350-2086 Jacson - (406) 366-1608

Email: Josie - josie.stokken@gmail.com, Jacson - jacesons@jacobsonelctrical.com

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 Stokken Holdings, LLC
☐ A nonprofit or charitable institution or corporation
☐ A partnership known as _____
☐ Other (explain) _____

B) Project Information:

Building Address: 511 1/2, 513, & 515 W. Janeaux St.

Legal Description: LEWISTOWN ORIG TOWNSITE, S15, T15 N, R18 E

Lot & Block Location: Lot 007, & MORSE ADD BLOCK 003 LOT 001

Existing/Proposed Business: 511 1/2 - Vacant, 513 - Balance Studio, 515 - Restorative Physio

Business Description:

511 1/2 W Janeaux currently being remodeled for a rental unit - single office.

513 W Janeaux getting remodeled to a yoga/pilates studio - Balance Studio, LLC.

515 W Janeaux Restorative Physio, a physical therapy clinic.

OFFICE OF THE GOVERNOR
STATE OF MONTANA

GREG GIANFORTE
GOVERNOR



KRISTEN JURAS
LT. GOVERNOR

June 24, 2022

Holly Phelps, City Manager
City of Lewistown
305 West Watson Street
Lewistown, MT 59457

RE: Notice of ARPA Water & Sewer Infrastructure Grant Award

Dear Holly Phelps:

On behalf of the State of Montana, it is my pleasure to notify you that City of Lewistown has been conditionally approved for an ARPA Water & Sewer Infrastructure Competitive Grant award in the amount of \$2,000,000 for the **Lewistown - Water System Improvements Project**.

Montana is leading the nation in making critical water and sewer infrastructure investments, with more water and sewer infrastructure needs of our local communities, allowing them to prepare for long-term growth and take action to address immediate community needs. I appreciate the planning and dedication that your community has taken to advance this critical project, so that all Montana communities and families may thrive.

Please note that pursuant to section 28 of HB 632, if a local government awardee or any of its authorized agents have health regulations related to COVID-19 that are more strict than those imposed by the state in effect at the time a grant is awarded, the grant will be reduced by 20 percent. In your application, you were required to certify whether relevant regulations were in effect. Please update the Department of Natural Resources and Conservation (DNRC), in writing, if that has changed between the date you submitted your application and the date of this award letter.

Staff at the Montana Department of Natural Resources and Conservation (DNRC) will contact you directly with more information in the upcoming weeks. In the meantime, if you have any questions, please contact Samantha Kemp, the ARPA Grant Manager at the DNRC, at (406) 444-6477 or samantha.kemp@mt.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg Gianforte".

GREG GIANFORTE
Governor

**ARPA WATER & SEWER INFRASTRUCTURE GRANT PROGRAM
ARPA GRANT MANAGEMENT PLAN
CITY OF LEWISTOWN
WATER SYSTEM IMPROVEMENTS PROJECT**

This management plan is intended to reflect the procedures utilized by the City of Lewistown and based on the duties assigned to the various people involved in the City of Lewistown Water System Improvements Project.

I. ADMINISTRATIVE STRUCTURE

The City of Lewistown is an incorporated City with a City Manager-City Commission form of government. The persons identified in the attached ARPA Administrative Assignments Chart will have lead responsibility for administering the ARPA grant award for the Lewistown Water System Improvements Project.

City Manager Holly Phelps, as the City's CHIEF ELECTED OFFICIAL, will have responsibility for all official contacts with the Montana Department of Natural Resources and Conservation (DNRC). The City Manager and City Commission will have ultimate authority and responsibility for the management of project activities and expenditure of ARPA Water and Sewer Infrastructure funds. The approval of all contracts and drawdown requests will be the responsibility of the City Manager. See attached Administrative Assignments Chart for assignment and contact information.

Nikki Brummond, Finance Director, will be designated as SUBRECIPIENT GRANT MANAGER and FINANCIAL MANGER and will be responsible for management of, and record keeping for, the ARPA Water and Sewer Infrastructure funds and other funds involved in the financing of the Lewistown Water System Improvements Project. The SUBRECIPIENT GRANT MANAGER will serve as the City of Lewistown's primary liaison with the Department for the project. They will work with the EXTERNAL GRANT MANANGER to ensure all grant management tasks are completed an update the grant management system, Submittable, accordingly. See attached Administrative Assignments Chart for assignment and contact information.

Trisha Bodlovic, Robert Peccia & Associates, Funding Administrator, will be designated as EXTERNAL GRANT MANAGER and, along with the SUBRECIPIENT GRANT MANAGER, be responsible for overall grant management and assuring compliance with applicable federal and state requirements for the ARPA Project. The EXTERNAL GRANT MANAGER will be a Collaborator in the grant management system, Submittable. They will assist in ensuring all grant management tasks are completed in Submittable and all information is updated throughout the project period. See attached Administrative Assignments Chart for assignment and contact information.

Theresa Diekhans, CITY ATTORNEY, will review and advise the City Manager and City Commission regarding any proposed contractual agreements associated with the ARPA

project and provide any other legal guidance as requested. See attached Administrative Assignments Chart for assignment and contact information.

Brad Koenig, P.E., PROJECT ENGINEER, will be responsible for construction-related activities including preparation of preliminary engineering, final design plans and specifications, as well as supervision of construction inspection. Contractor compliance, scheduling, and payment requests will also be subject to the Project Engineer's review and approval. See attached Administrative Assignments Chart for assignment and contact information.

II. GRANT MANAGEMENT

- A. The SUBRECIPIENT and EXTERNAL GRANT MANAGERS will be responsible for the following:
1. Ensuring effective communication between all project partners for the project. The SUBRECIPIENT GRANT MANAGER will be the primary liaison between DNRC and all other project partners.
 2. Ensuring all grant management tasks are completed and updating Submittable accordingly. The SUBRECIPIENT GRANT MANAGER will be primarily responsible for managing the Subrecipient's Submittable account and submitting all required information and documentation in Submittable.
 3. Ensuring compliance with any applicable environmental requirements.
 4. Assisting the Subrecipient with all requirements related to effective project start-up and implementation and developing a contract with DNRC.
 5. Preparing any legal notices required to be published and processing and conducting any required public hearings or informational meetings as necessary.
 6. Establishing and maintaining complete and accurate project files and preparing all documentation and reports incidental to administration of the grant.
 7. Reviewing all proposed project expenditures or requests for payment to ensure their propriety and proper allocation of expenditures to the ARPA budget.
 8. In cooperation with the FINANCIAL MANAGER, processing reimbursement requests and preparing requests for reimbursement to DNRC, including the Request for Reimbursement and Status of Funds Report, Invoice Tracking Spreadsheet and the Project Progress Report. Inputting information in Submittable.
 9. Monitoring the contractor selection process, including the bid advertising, tabulation, award process, and construction contract provisions for conformance to applicable laws.

10. Monitoring contractor compliance with applicable requirements.
 11. Assuring compliance with state labor standard requirements including the review of weekly payroll reports to assure compliance with state prevailing wage requirements; assure that required equal opportunity, labor standards, and prevailing wage determinations have been posted; and conducting on-site interviews with construction personnel to assure prevailing wage compliance.
 12. Assuring compliance with applicable equal opportunity requirements.
 13. Preparing all required performance reports and project closeout documents for submittal to the DNRC. Inputting information in Submittable.
 14. Receiving official project complaints and ensuring those complaints are reasonably addressed in a timely manner.
- B. The PROJECT ENGINEER (see assignment in attached chart) will be responsible for:
1. Design and construction engineering.
 2. Preparation of the construction bid package in conformance with applicable requirements and supervision of the bid advertising, tabulation, and award process, including the preparation of the advertisements for bid solicitation, conducting the bid opening, and issuance of the notice to proceed.
 3. Conducting the preconstruction conference, with the assistance of the GRANT MANAGERS.
 4. Supervision of the construction work and preparation of inspection reports.
 5. Reviewing and approving all contractor requests for reimbursement and submitting the approved requests to the Subrecipient.

III. FINANCIAL MANAGEMENT

- A. The FINANCIAL MANAGER'S, SUBRECIPIENT GRANT MANAGER'S, and the EXTERNAL GRANT MANAGER'S (see assignment in attached chart) responsibilities will be as follows:
1. Managing the transfer of ARPA funds from DNRC to the Subrecipient's bank account and disbursing ARPA funds based on claims and supporting documents reviewed by the grant administrator and approved by the project engineer and contractor.
 2. Entering all project transactions into the Subrecipient's existing accounting system and preparing checks/warrants for approved expenditures.

3. With the assistance of the GRANT MANAGERS, preparing the Request for Payment and accompanying draw reports and documentation to be submitted to DNRC.
 4. With the assistance of the GRANT MANAGERS, preparing the final financial reports for project closeout.
- B. The GRANT MANAGERS and FINANCIAL MANAGER will review all proposed expenditures of ARPA funds and will prepare requests for reimbursement, which will be signed by the official(s) cited in the signatory form. All disbursements will be handled in accordance with the Subrecipient's established claim review procedures. The Project and Funding Authority will review all claims before approving them.
- C. Financial record keeping will be done in conformance with state law. The original financial documents (claims with attached supporting material) will be retained in the Subrecipient's office.
- D. Appropriate documentation of administrative costs will be maintained by the SUBRECIPIENT GRANT MANAGER and the FINANCIAL MANAGER to document all time worked on the ARPA Project that will be compensated with ARPA funds.

This Management Plan has been approved by the City of Lewistown. The individuals named within have been informed of the responsibilities stated within this plan.

Subrecipient Organization Designee

Name (Printed): Holly Phelps

Title: City Manager

Signature: _____ Date: _____

ARPA Water & Sewer Infrastructure Grant Program ADMINISTRATIVE ASSIGNMENTS CHART

The subrecipient must identify a responsible person/body for the following roles and duties related to its ARPA grant award. The subrecipient may add, move, or combine duties but should not delete them. This chart should be updated throughout the project period, as needed.

Subrecipient Role	Description of Duties	Name	Title	Email	Phone Number
Subrecipient Grant Manager	• DNRC's main contact for the grant. Serves as the primary liaison between DNRC and project partners for the ARPA project. • Responsible for overall grant management and assuring compliance with applicable federal and state requirements for the ARPA project. • Submits all forms in Submittable throughout project period, ensures information is updated.	Nikki Brummond	Finance Director	nbrummond@ci.lewistown.mt.us	406-535-1760
External Grant Manager	• Serves as an additional grant contact for DNRC. Ensures communication between project partners. • Along with Subrecipient Grant Manager, responsible for overall grant management and assuring compliance with applicable federal and state requirements for the ARPA project. • Serves as Collaborator on Submittable forms and processes to assist with form submission and information updates.	Trisha Bodlovic	Funding Administrator	tbodlovic@rpa-hln.com	406-447-5000
Project and Funding Authority (elected official, board, etc.)	• Responsible for all official contacts with DNRC. • Has ultimate authority and responsibility for project management and the expenditure of ARPA funds. • Responsible for the approval of all contracts and requests for reimbursement.	Holly Phelps	City Manager	hphelps@ci.lewistown.mt.us	406-535-1760
Financial Manager (e.g., CFO)	• Responsible for the management of, and record keeping for, the ARPA funds and other funds involved in the financing of the ARPA project.	Nikki Brummond	Finance Director	nbrummond@ci.lewistown.mt.us	406-535-1760
Legal Counsel	• Reviews and advises the subrecipient leadership regarding any proposed contractual agreements associated with the ARPA project and provides other legal guidance as requested.	Theresa Diekhans	City Attorney	tdiekhans@co.fergus.mt.us	406-535-8127
Project Engineer	• Responsible for construction-related activities including preparation of preliminary engineering, final design plans and specifications, as well as construction inspection. • Contractor compliance, scheduling, and payment requests will also be subject to the Project Engineer's review and approval.	Brad Koenig, P.E.	Project Engineer	bkoenig@rpa-hln.com	406-447-5000

