

**A REGULAR COMMISSION MEETING OF THE LEWISTOWN CITY COMMISSION ON JUNE 1, 2020 WHICH WAS HELD AT THE CENTRAL MONTANA COMMUNITY CENTER AND STARTED AT 7:00 P.M.**

**CALL TO ORDER**

Chairman Doney called the meeting to order.

**PLEDGE OF ALLEGIANCE**

Chairman Doney asked everyone to stand and say the Pledge to the Flag.

**ROLL CALL**

Present were Commissioners: Doney, Dunnington, Hewitt, Loomis, Oldenburg and Turk.

**APPROVAL OF MINUTES**

Chairman Doney stated that without objection and based on the corrections the May 18, 2020 minutes are approved.

**COURTESIES**

There were none.

**PROCLAMATIONS**

There were none.

**BOARD AND COMMISSION REPORTS**

Commissioner Oldenburg reported that the Central Montana Foundation held their annual meeting on Tuesday, May 26<sup>th</sup>. All annual reports were presented at that time and Friends of the Foundation were honored. Seven non-profit entities from the five-county area presented requests for funds and all of them received a portion or the entire amount needed for their project. The total amount gifted at the Annual Meeting by CMF was \$95,603. The May meeting was also held at that time and \$2,000 was awarded to a park project in Denton. The COVID-19 special fund has also distributed \$5,799 total in assistance between Fergus High School, Judith Basin DES and Central Montana Medical Center in recent weeks. The foundation is always grateful to those donors who make these contributions available for funding our area needs.

Commissioner Hewitt reported that the Airport Board will be meeting on Wednesday, June 3<sup>rd</sup>.

Commissioner Doney reported that the Library Board met and the Library will be opening for patrons on June 2<sup>nd</sup>. The guidelines were reviewed which included limit time in Library to 30 minutes, practice social distancing, you must wear a mask if you are looking for a book in the aisles, the number of public computers and use time has been reduced. If you have a child under the age of eight, they must be accompanied by an adult.

## **CITY MANAGER REPORT**

City Manager Holly Phelps reported on the following issues:

The Library has a reopening plan and will be open to the public on June 2, 2020. They have modified hours and there will be additional sanitation requirements but the public will be able to go in to the Library to borrow and browse materials or use the computers. The space has been reconfigured to aid in social distancing and discourage gatherings. Patrons time in the Library will also be limited to 30 minutes. The Library will continue to offer curbside pickup for those who prefer that option.

The Civic Center reopened this week. They are requiring all people using the facility to sign in and sanitize when they get there. They have limits on the number of people allowed in the various areas and have increased the cleaning procedures. They have also modified their hours to allow for additional mid-day cleaning.

The City is planning on opening the pool to the public on June 15<sup>th</sup>. Park and Recreation Director Jim Daniels, Finance Officer Nikki Brummond and the City Manager had a meeting with potential staff this last week. At this point we feel that we have the necessary staff to open the pool. The pool staff will have to modify many procedures this season. These include increased cleaning, signage, limiting capacity to 75% and modifying deck layout to encourage social distancing. At this time, we have not made a decision on swim lessons.

Century Construction has already begun working on the 2020 Street Project. Construction of the City parking lot has begun as well as patching in various areas of town. Again, this year Century has created a phone number (535-1300) that residents can call to get updates on the construction schedule or find out more information on the upcoming work. This information has been included in your packets and is also available on the City's website.

The update on the cleanup of the old City dump site shows that the most recent testing done on the soil at the site has provided information that has allowed DEQ to estimate that quantity of contaminated soil that needs to be removed. DEQ feel that the disposal of this soil can be completed with the grant funds that have previously been awarded to this project. The City will need to apply for additional funding from the legislature to spread topsoil on the site and seed the area. After this work has been completed, we would then need to move forward with delisting the property.

City Manager Phelps reported that she has recently met with the County Commissioners to review all of the contracts between the City and County and will bring them to the Commission if approval is needed.

Commissioner Doney asked where the City Manager was on the contract with the Council on Aging. City Manager Phelps answered that she has not been able to pin point a date for a meeting with any one at the COA.

## **PUBLIC COMMENT** – non agenda items

There were none.

## **CONSENT AGENDA**

Commissioner Oldenburg made the motion to approve the consent agenda and Commissioner Hewitt seconded the motion. The motion passed unanimously. The consent agenda was the acknowledgement of the claims that have been paid from May 15, 2020 to May 28, 2020 for a total of \$67,841.10

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

1. Discussion and action on approving the 2020 – 2023 Park Maintenance Contract

City Manager Phelps included in the Commissioner’s packet was a copy of the Park Contract bid. The contract has been advertised for the month of May and the City received only one bid. The bid was received from Rick Sandor, who is the current contractor and has had the contract for the last several years. The bid amount is a very modest increase and appears fair and equitable. City Manager Phelps stated that the mowing at Creekside was included in this contract bid. Commissioner Oldenburg commented that he currently is doing a great job and the contract covers a lot of areas. Commissioner Loomis made the motion to approve the 2020 – 2023 Park Maintenance Contract received from Rick Sandor and Commissioner Oldenburg seconded the motion. Commissioner Doney asked for comments from the audience and Commission. There being none, the question was called for and the motion passed unanimously.

2. Discussion and action on the letter of resignation submitted by Ward I Commissioner Byerly effective June 1, 2020

City Manager Phelps stated she has received a letter of resignation from Commissioner Byerly, he is reluctantly resigning from the City Commission for personal reasons. Commissioner Byerly needs to concentrate on his health and be with his family. City Manager Phelps read from his resignation letter that he has served on the Commission since 2014, he says it has been a privilege to serve the City and he has truly enjoyed the relationship he has developed and takes pride in what the Commission has all done together. City Manager Phelps explained that Commissioner Byerly is willing to make his resignation effective June 15<sup>th</sup> to be able to give the Commission and community plenty of time to find a citizen to fill the vacancy. Commissioner Byerly stated in his letter that he especially wanted to thank the City employees who have served the citizens of Lewistown so well. Commissioner Oldenburg made the motion to accept the letter of resignation from Ward I Commissioner Byerly effective June 15, 2020 and Commissioner Dunnington seconded the motion. Commissioner Loomis stated that Mr. Byerly will be greatly missed and he will be hard to replace. Commissioner Doney asked for comments from the audience and Commission. There being none, the question was called for and the motion passed unanimously.

3. Discussion and action on procedure for appointing a Commissioner for Ward 1

City Manager Phelps explained that included in the Commission packets is information from the City Attorney Monte Boettger explaining how the process works to fill a vacancy on the Commission. City Manager Phelps further explained that statute requires the City commission to fill the vacancy within 30 days and would like some guidance on how to proceed with filling the position. City Manager Phelps asked for direction on the process, and what documents the Commission would like to see from any potential candidate. Commissioner Doney stated that some of the discussion at the Committee of the Whole is that the candidate should supply a resume, advertise as much as possible and the Commission will work on submitting questions. It was determined that a special meeting will be held on June 29<sup>th</sup> and the applications would be due by 5 pm on June 24<sup>th</sup>. City Manager Phelps commented that there will be an application created that the potential candidate will have to complete and submit.

4. Discussion and action on reappointing Mr. Tim Robertson and Ms. Chris Cooler to the Tax Increment Finance Board/Targeted Economic Development District board for a four-year term

City Manager Phelps explained that both of these individuals were appointed to fulfill a vacancy and have volunteered to be reappointed to serve a four-year term. The TIF/TEDD did recommend the reappointment of both individuals and stated that they are very active members and valuable to the board. Commissioner Hewitt made the motion to approve reappointing Mr. Tim Robertson and Ms. Chris Cooler to the Tax Increment Finance Board/Targeted Economic Development District board for a four-year term and Commissioner Turk seconded the motion. Commissioner Loomis commented that he appreciates the individuals for all they do and serving on that board. Commissioner Doney asked for comments from the audience and Commission. There being none, the question was called for and the motion passed unanimously.

5. Discussion and action on Resolution No. 4024, a resolution to authorize water system funding applications for the City of Lewistown, Montana

City Manager Phelps explained that the City is working with Robert Peccia and Associates to submit a Treasure State Endowment Program grant application for the water systems improvement project. The City has also applied for the Department of Natural Resource Grant/Loan for the water systems improvement project. City Manager Phelps explained that this is a resolution that if approved by the Commission the City Manager can sign and submit the applications. Commissioner Oldenburg made the motion to approve Resolution No. 4024, a resolution to authorize water system funding applications for the City of Lewistown, Montana and Commissioner Loomis seconded the motion. Commissioner Doney asked for comments from the audience and Commission. There being none, the question was called for and the motion passed unanimously.

6. Discussion and action on approving the Environmental Assessment for the Lewistown Water System Improvements and authorizing the City Manager to sign the environmental assessment

City Manager Phelps explained that this is the Environmental Assessment (EA) that was completed by Robert Peccia and Associates. It was the plan of the City to hold a second public hearing but due to the COVID-19 pandemic we were unable to hold another public meeting. The applications are due June 15<sup>th</sup>, but the public comment period has been extended until August. Commissioner Turk made the motion to approve the Environmental Assessment for the Lewistown Water System Improvements and authorizing the City Manager to sign the environmental assessment and Commissioner Hewitt seconded the motion. Commissioner Doney asked for comments from the audience and Commission. There being none, the question was called for and the motion passed unanimously.

7. Discussion and action on approving Resolution No. 4025, a resolution of the acceptability of environmental assessment to allow proceeding with proposed action

City Manager Phelps explained that this resolution accepts the environmental assessment, and acknowledges that Robert Peccia & Associates has prepared the preliminary engineering report. City Manager Phelps explained that the Environmental Assessment was sufficient and did not result in any excess litigation measures and did not require a full environmental impact statement. Further discussion followed. Commissioner Loomis made the motion to approve Resolution No. 4025, a resolution of the acceptability of environmental assessment to allow proceeding with proposed action and Commissioner Dunnington seconded the motion. Commissioner Doney asked for comments from the audience and Commission. There being none, the question was called for and the motion passed unanimously.

**CITIZENS' REQUESTS**

Ms. Suzanne Westhoff asked Commissioner Dunnington, her ward representative if there are any plans in the next budget for road improvements on Castle Butte. Commissioner Dunnington answered there is nothing planned at this time. City Manager Phelps answered guard rails are part of the 2020 street improvement project. Ms. Westhoff commented that the City has done a good job this year with the snow and ice. Commissioner Doney asked if the City Manager would be looking into this issue. City Manager Phelps will discuss this further with the Public Works Director.

**COMMISSIONER'S MINUTE**

Commissioner Loomis commented that the sidewalk project seems to be going very smoothly.

Commissioner Oldenburg reported that she has received a complaint from a citizen about the light of Shipton's. It lights the whole parking lot all night due to having security cameras. City Manager Phelps explained that at this time there is not a lighting standard, but can look into.

**ADJOURNMENT**

Chairman Doney adjourned the meeting.

Dated this 1<sup>st</sup> day of June, 2020.

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Gayle Doney, Commission Chairman

ATTEST:

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Nikki Brummond, City Clerk