

THE LEWISTOWN CITY COMMISSION HELD A VIRTUAL COMMISSION MEETING ON APRIL 20, 2020 THOSE IN ATTENDANCE PARTICIPATED BY ZOOM OR TELECONFERENCE. THE VIRTUAL MEETING STARTED AT 7 PM.

CALL TO ORDER

Chairman Doney called the meeting to order.

PLEDGE OF ALLEGIANCE

Chairman Doney asked everyone to stand and join in the pledge of allegiance.

ROLL CALL

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

Also, in attendance was City Manager Holly Phelps, Finance Officer/City Clerk Nikki Brummond, City Attorney Monte Boettger, Library Director Dani Buehler, and Public Works Director JR Killham. Mr. Charlie Dennison from the News Argus was in attendance by telephone and Robert Pfund from KXLO/KLCM radio was in attendance by telephone. Citizen in attendance Richard Battrick

Chairman Doney stated that because of the Governor's various Emergency Orders implemented to deal with the COVID-19 crisis, and the need to protect members of the public, City Commission members and City Staff from the spread of the Corona Virus, the normal and regular means of conducting our meetings in person are being temporarily modified.

Chairman Doney stated that the format for tonight's meeting has been adopted pursuant to the Letter of Advice from the Montana Attorney General's Guidelines for Conduction Local Public Meetings During COVID-19 Emergency, signed on March 27, 2020. A copy of the MT AG's Letter of Advice has been provided to the Commission and is also available on the City's website.

Chairman Doney explained that pursuant to the AG Guidelines, the City has provided notice by (News Argus, Radio, City website, posting) that tonight's regularly scheduled meeting would be held by audio/video means. The City is using a platform known as Zoom Video whereby Commission members, staff and the public may see and hear each other. If individuals do not have devices with cameras, they can still utilize the audio option, or they can call 978-990-5000 access code 125500, where they will be able to listen to the discussions and also be heard. Many of you have sight and sound access, but at a minimum anyone having access to a laptop, telephone or cell phone has sound access to tonight's meeting with the ability to not only listen but participate verbally as well.

Chairman Doney stated that in following the AG's Guidance, we are also limiting the scope of tonight's meeting to a very few agenda items that are necessary to be acted upon in order to continue to operate the City.

Chairman Doney explained that this is a new procedure for all of us. There will be technology challenges and glitches which we will have to work through, so please bear with us. In order to ensure that everyone can participate to the fullest extent possible, we will ask you to mute your own microphone on your device or phone. At such time where you need to speak, or have a question, then take your phone/device off mute to do so. Doing this will minimize the background noise that will have the potential to affect everyone who is attempting to participate tonight. Chairman Doney explained that a roll call vote will be taken for each item that requires action on behalf of the Commission. The City Clerk will call each

Commission by name to cast their vote which will be either yeah or nay. City Manager Phelps explained that if the meeting were to get hacked, she would end the meeting immediately and would then resume the meeting in ten minutes. The meeting access codes are listed at the top of the agenda.

APPROVAL OF MINUTES

Chairman Doney stated that without objection and based on the corrections the April 20, 2020 minutes are approved.

COURTESIES

There were none,

PROCLAMATIONS

There were none.

BOARD AND COMMISSION REPORTS

Commissioner Loomis reported that a Park and Recreation Board has not scheduled a meeting.

Commissioner Byerly reported that the Central Montana Health District Board meeting will be held on May 15, 2020.

Commissioner Oldenburg reported that the Central Montana Foundation Board (CMF) has created a COVID-19 Relief Fund to assist entities in need in our five-county region. In the last week, the CMF Board has approved eight grant requests via internet discussion and member voting. Commissioner Oldenburg reported that to date, \$9,750 has been distributed to assist four senior centers, three food banks, and SMILES (the backpack for meals for kids' program). CMF is applying for a \$20,000 grant from Wells Fargo that would be designated for this COVID-19 Relief Fund. Private donations are also being accepted for this cause and would be distributed by CMF guidelines.

Commissioner Hewitt stated that the Airport Board had their Airport Board meeting by conference call. Commissioner Hewitt reported that Century Construction was the only bidder for the Airport apron 1 & 2 rehabilitation project this was approved by the board contingent on FAA funding.

Commissioner Doney reported that the Library Board had a teleconference meeting last Thursday. It was an opportunity to discuss how the library is doing in the current situation and another meeting will be held in May.

CITY MANAGER REPORT

City Manager Holly Phelps reported on the following issues:

Last weekend's power outage serves as a good reminder that people should also have a "backup" supply of dry goods, water, blankets, flashlight etc. so that if their power stays out for a long period of time, they have a way to sustain themselves. Another reminder to the public is that while the stoplights are not functioning people need to treat them like a four way stop. This allows traffic to flow smoothly and safely.

Spring is hopefully here. As the weather warms up you will see City staff sweeping streets and trimming trees. We will also begin spring cleanup activities in our parks and cemetery. Public works is busy working on projects that need to be completed prior to this summer's construction projects.

The Coronavirus conversations have started to switch to how we begin to return to normal. This too will be a long and phased process and it is important that we continue practice social distancing and not get complacent with hand washing. Library Director Dani Buehler reported that the Library is doing well and will begin this week advertising for curbside pick up for books. There will be a pick up spot at a window on the 7th Ave S side of the Library. The reopening of the Library will be done very carefully and keeping in contact with the Fergus County Health Nurse. Library Director Buehler commented that she is expecting a phased reopening for the Library.

The Police Department has finally received their new F-150. The Police Chief is working to get this new vehicle ready and is reusing some of the existing equipment that the Department already has. The Explorer has not been built yet and the Ford plant is currently shut down so it is hard to say when that may arrive.

The Fire Department call volume is down 50% over the last month. There are many things that may be contributing to this. The Fire Department has been staying busy with truck maintenance.

The Parks Department is working on the installation of the play area at Creekside.

It is times like this that we remember how great our community is. People have come together by supporting local businesses, howling to thank the essential workers, or cruising for a cause.

City Manager Phelps explained that with the change in how the meetings are being held it does give us some different opportunities. City Manager Phelps stated one opportunity is the ability to have Mr. Brad Koenig, with Robert Peccia & Associates, join the meeting via zoom to give an update to the Commission where we are at on the PER process. City Manager Phelps stated that the public comment period for the environmental assessment just closed for the project. Mr. Koenig explained that the difficulty with submitting the PER is due to COVID-19 and the inability to have a public hearing. The DNRC and TSEP have changed their deadlines but it is difficult to be able to provide more public input prior to submitting the PER. City Manager Phelps commented the comments that were received will be answered by Mr. Koenig. A lot of the comments were based on chlorination and not the environmental assessment. It is still the plan to let the public have an opportunity to make comment and most likely the PER will have to be finalized prior to giving the public an opportunity to make comment. Commissioner Byerly asked the City Manager to share the comments with the Commission.

City Manager Phelps explained that she invited Ms. Laura Langdon with KJL with the MDT Main Street project. Ms. Langdon reviewed the process for the removal of the vaults on Main Street. At this time there have been no changes to the schedule and will only be closing one side of the sidewalk at a time. Commissioner Loomis asked how many vaults there were to be filled in. Ms. Langdon answered eight and City Manager Phelps commented that the vaults are all different sizes. Commissioner Oldenburg thanked Ms. Langdon for all of the information that is provided with this project.

PUBLIC COMMENT – non agenda items

There were none.

CONSENT AGENDA

Commissioner Byerly made the motion to approve the consent agenda and Commissioner Hewitt seconded the motion. The Clerk called for a roll call vote and the motion passed unanimously. The consent agenda was the acknowledgement of the claims that have been paid from April 1, 2020 to April 16, 2020 for a total of \$134,252.90.

REGULAR AGENDA – Resolutions, Ordinance & Other Action Items:

1. Discussion and action on approving a lease with Mr. Wade Stein

City Manager Phelps explained Mr. Stein would like to further develop a piece of property he owns at Daws and East Boulevard. Mr. Stein would like to build more units on the far northeast part of the property. City Manager Phelps explained that the section in blue that he is looking at is some abandoned street and railroad rightway owned by the City. This area is outside of the floodplain and is just under 1,000 square feet. City Manager Phelps stated that if the Commission wishes to lease this property it is recommended that we use the standard railroad lease agreement which includes annual 3% increase and estimate amount of the lease would be \$80 per year. City Manager Phelps explained that she is recommending approval by the Commission to enter into the lease within the next six months and if it is not completed in the six months it will be brought back before the Commission for approval. Commissioner Byerly asked if he would be building on that piece of property. City Manager Phelps answered no he is planning on using it for a storm retention area which is required as part of the project. Commissioner Turk made the motion to approve a lease with Mr. Wade Stein and Commissioner Byerly seconded the motion. Commissioner Loomis asked if Public Works Director Killham has any issue with this issue. Public Works Director Killham answered that he does not see any problem with this as long as he does not build on it. Commissioner Doney asked for comments and questions, there being none, the question was called for. City Clerk Brummond called for a roll call vote and the motion passed unanimously.

2. Discussion and action on entering into a Professional Management Services Agreement between the City of Lewistown and the Lewistown Art Center for the printing and purchase of historic Lewistown books and authorizing the City Manager to sign the agreement

City Manager Phelps stated this agreement was prepared by Snowy Mountain Development Corporation (SMDC), who worked with the Art Center to get a grant for some additional capacity building activities at the Art Center. The Art Center actually did not need all of the funds and as a result SMDC approached the Historic Resources Commission (HRC). The HRC was looking for some funding for their upcoming Lewistown book they are working on. City Manager Phelps explained that the surplus funds happen to be the same amount the HRC is needing for the printing of the books. This agreement is for the money left over from the loan to be available for the HRC to print the books. City Manager Phelps explained that if there is a shortfall in paying back the loan it would be the City's responsibility and the City would retain ownership of the books that would be considered adequate collateral. Commissioner Byerly asked how many books would be printed, where is the break even point and if there a lot of confidence the books will sell. City Manager Phelps answered that 1,000 books will be printed; the breakeven point is 500 books and there currently are no Lewistown book available. City Manager Phelps further explained that she is encouraging the HRC to apply for grant from the Foundation and continue to look for some additional funding to pay off the loan in a timely fashion. Commissioner Loomis made the motion to approve entering into a Professional Management Services Agreement between the City of Lewistown and the Lewistown Art Center for the printing and purchase of historic Lewistown books and authorizing the City Manager to sign the agreement and Commissioner Dunnington seconded the motion. Commissioner

Doney asked for comments and questions, there being none, the question was called for. City Clerk Brummond called for a roll call vote and the motion passed unanimously.

3. Discussion on 2020 Street Maintenance Project City Manager Holly Phelps

City Manager Phelps included in the packet was information regarding the proposed Street Maintenance Project. The Public Works Director has put together a plan that is based off the passer scoring of the streets. The engineered contracts of McKinley Street and the City parking lot are included. City Manager Phelps explained that typically the paving budget is \$900,000 and the paving of H Street was committed last year and will occur prior to this project. City Manager Phelps explained that we are bringing forward approximately \$100,000 of paving money that has not been spent. Public Works Director JR Killham explained that this is a complete assessment of the streets and includes the priority items to be done. Commissioner Byerly stated he appreciates how this project was presented and the thought that was put into the project. Commissioner Loomis asked what does the City need to do to inform the public. City Manager Phelps explained that getting the information out to the public is about that best the City can do. City Manager Phelps explained that the next step is to advertise the project and because of the size of the project it will come back before the Commission for approval.

CITIZENS' REQUESTS

Mr. Richard Battrick commented that he was glad to hear that the Library would be offering curbside service to check out books.

COMMISSIONER'S MINUTE

Commissioner Loomis reported that he has had several complaints of speeding on Boulevard and if there is a way to slow the traffic down. Commissioner Loomis also stated that he has had a lot of citizens comment on the meridians on Boulevard street and the concern of them being removed for the benefit of the City. City Manager Phelps answered that she does not think the City has any desire to do that, but it will be continues to be looked at as part of the budget process. City Manager Phelps stated that she has talked with Northwestern Energy about options for looks in those areas. City Manager Phelps commented that she will reach out to the Police Department regarding the concerns of speeding on Boulevard. City Manager Phelps also answered that she can reach out to the Department of Transportation to look at doing a traffic study.

Commissioner Doney commented that a lot of street signs seem to be disappearing and it wondering what is going on. Public Works Director Killham explained that he is not sure what is going on with the signs and the Police Department is aware of it and looking into the best they can.

ADJOURNMENT

Chairman Doney adjourned the meeting.

Dated this 20th day of April, 2020.

Gayle Doney, Commission Chairman

ATTEST:

Nikki Brummond, City Clerk