

A REGULAR COMMISSION MEETING OF THE LEWISTOWN CITY COMMISSION ON OCTOBER 5, 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: Day, Doney, Dunnington, Loomis and Oldenburg. Commissioner Hewitt participated via zoom and Commissioner Turk was absent.

APPROVAL OF MINUTES

Chairman Doney stated that without objection and based on the corrections the September 21, 2020 minutes are approved.

COURTESIES

There were none.

PROCLAMATIONS

There were none.

BOARD AND COMMISSION REPORTS

Commissioner Hewitt reported that the Airport Board will be meeting this Wednesday, October 7th at 3 pm.

Commissioner Loomis reported that the Park and Recreation Board will be meeting on Wednesday, October 14th at 7 pm.

Commissioner Oldenburg reported that she attended the recent Central Montana Foundation Board on September 22nd. The Creekside Marketplace and Pavilion was approved for a permanent endowment request. Commissioner Oldenburg explained that there were two monthly grant requests and both requests were from departments within the City. Commissioner Oldenburg reported that she recused herself from the votes. One grant was for Lewistown Fire Rescue in the amount of \$4,990 for the purchase of ten handheld thermal imaging cameras. The other grant was for the Lewistown Park and Recreation Department in the amount of \$4,500 to assist with the cost of completing the sprinkler system at the D'Autremont Softball Complex.

CITY MANAGER REPORT

City Manager Holly Phelps reported on the following issues:

Last fall Public Works, Parks and Recreation and the City Manager received plans for the new soccer fields. The Soccer Club has selected a dirt contractor and they will begin excavation for the new fields this month. Public Works Director JR Killham has worked with the Soccer Club to provide water for dust control during the dirt work process. Commissioner Doney reported that there are a lot of motorized vehicles running over the field. City Manager Phelps stated that the property is in the County.

For the last few months, the Fire Department has been using a larger fire truck to respond to calls. The smaller first responder truck has a mechanical issue that they have worked and worked to resolve. Unfortunately, all local resources have been exhausted and the truck had to go back to the factory to be repaired. Commissioner Loomis asked who would pay for the repairs of the vehicle. City Manager Phelps answered that it is a Rural Fire District truck.

Unfortunately, last week while exercising, Shark the City's K-9 officer, broke his leg. The veterinarian said the odds of receiving an injury like this just playing was one in a million. Shark has had surgery to repair the injury and everyone is optimistic that he will make a full recovery. Shark will be at home recouping for the next couple of months.

The Library is continuing to remain open and is back to regular hours. The Library is open from 9 am to 6 pm Tuesday through Friday and 10 am to 2 pm on Saturdays.

The Fire Department received a grant from the Central Montana Foundation to purchase personal thermal imaging units. Also, the Park and Recreation Department received a grant from the Central Montana Foundation to continue the sprinkler project at the D'Autremont Softball Complex.

The Council on Aging's food delivery in August created a traffic nightmare. The City Manager received numerous complaints and it brought most of the City operations to a halt. Traffic was backed up for several blocks, including up to Main Street. These deliveries provide much needed food for our community and many of our citizens. The Police and Fire Department and the City Manager are committed to working with the Council on Aging to come up with a plan for the next delivery or work on moving it to another location. We have met and discussed several locations and we will continue to work with the Council on Aging on selecting a location, as well as, provide volunteers to hand out the food.

PUBLIC COMMENT – non agenda items

There was none.

CONSENT AGENDA

Commissioner Loomis made the motion to approve the consent agenda and Commissioner Oldenburg seconded the motion. The motion passed unanimously. The consent agenda was the acknowledgement of the claims that have been paid from September 17, 2020 to September 30, 2020 for a total of \$18,768.33

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

1. Discussion and action on entering into an agreement with JGA Architects, Engineer, Planners, PC for a preliminary architectural report on Eagles Manor and authorize the City Manager to sign the agreement.

City Manager Phelps explained that there are two documents in front of the Commission that go hand in hand. The one is a standard architectural contract for the Eagles Manor preliminary architectural report. This is part of the Community Development Block Grant (CDBG) planning grant that the City was

awarded for Eagles Manor. Everything that is to be done is covered under the CDBG planning grant contract that was previously approved by the Commission. City Manager Phelps stated that the grant contract better outlines the scope of work, the time lines, and drawdown requirements. City Manager Phelps further stated that she recommends that the agreement with JGA Architects for the preliminary architectural report be an exhibit to the CDBG planning grant contract. City Manager Phelps explained that the total work is \$70,000 and the planning grant is for \$35,000 to complete the preliminary engineering report. The match is from Brownsfield and money from Snowy Mountain Development Corporation. Commissioner Dunnington made the motion to approve entering into an agreement with JGA Architects, Engineer, Planners, PC for a preliminary architectural report on Eagles Manor and authorize the City Manager to sign the agreement and Commissioner Day 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 approving the purchase of a Broom Badger Sweeper for the Street Department

City Manager Phelps stated the Public Works Director Killham advertised for a proposal for a street sweeper. The City only received one bid from Titan Machinery for a Broom Badger Sweeper. This sweeper is very similar to the mechanical sweeper that is used by the State of Montana on Main Street. This bid is for the smaller version of the State's sweeper and there is the option to trade in our current sweeper. City Manager Phelps explained that the total cost is \$195,976 and with the trade in is \$186,976. City Manager Phelps further explained that it is her recommendation to approve the purchase with the option to trade in the old sweeper. Public Works Director Killham gave a brief explanation of why this sweeper will be the best fit for the Street Department. Commissioner Oldenburg is in support of a new sweeper. Commissioner Oldenburg made the motion to approve the purchase of a Broom Badger Sweeper for the Street Department from Titan Machinery Inc 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.

3. City Manager Review – the meeting will be closed because the demands of individual privacy clearly exceed the merits of public disclosure in regards to the City Manager review.

Commissioner Doney stated that she had hoped all Commissioners would be attending the meeting in person, since she is responsible for the transcription of the review. Commissioner Doney asked if Commissioner Hewitt had written comments. Commissioner Doney explained that she is not comfortable with having an evaluation when a Commissioner is missing and then turns in their notes. Commissioner Doney stated that she does not have any issue with Commissioners attending via zoom. Commissioner Oldenburg stated that she feels all the Commissioners should be present for the evaluation and would like to look at why we do two reviews on the City Manager. Commissioner Doney stated that she would like to table the evaluation and going forward if a Commissioner needs to attend via zoom, then she would like the notes given to the City Office and she will share at the meeting. Commissioner Loomis made the motion to table the City Manager review and Commissioner Oldenburg seconded the motion. Commissioner Loomis asked if this is a time sensitive issue and agrees with Commissioner Oldenburg to look at the option to review the manager once a year. Commissioner Doney answered that there is no time issue because there are no probationary issues. 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

Mr. Richard Battrick asked why the City Manager had to have a review when she is appointed by the Commission. Commissioner Doney explained that the City Manager is under contract and it is required to complete a performance review. Mr. Battrick asked why a mayor doesn't have to have a review. Commissioner Doney explained that the mayor is elected.

COMMISSIONER'S MINUTE

Commissioner Day explained that she got a call from a citizen asked about the approach that is between Tractor Supply and Stockman Bank. Public Works Director Killham commented that is along the State right away and is a mess. It appears that people have taken it upon themselves to use that approach. City Manager Phelps answered that it is private property and would have to be discussed with the owners. City Manager Phelps suggested that the citizen could call the management at Tractor Supply or the number of the sign next to Tractor Supply, but it is not anything the City would get involved in.

ADJOURNMENT

Chairman Doney adjourned the meeting.

Dated this 5th day of October, 2020.

Gayle Doney, Commission Chairman

ATTEST:

Nikki Brummond, City Clerk