

**A REGULAR COMMISSION MEETING OF THE LEWISTOWN CITY COMMISSION
ON NOVEMBER 2, 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 say the Pledge to the Flag.

ROLL CALL

Present were Commissioners: Day, Doney, Hewitt, Loomis, and Oldenburg. Commissioners Dunnington and Turk participated via zoom.

APPROVAL OF MINUTES

Chairman Doney stated that without objection and based on the corrections the October 19, 2020 minutes are approved.

COURTESIES

There were none.

PROCLAMATIONS

There were none.

BOARD AND COMMISSION REPORTS

Commissioner Day reported that there will be a Central Montana Health District meeting in November.

Commissioner Hewitt reported that the Airport Board will be meeting on Wednesday, November 4th.

Commissioner Loomis reported that the Park and Recreation Board will be meeting on Wednesday, November 4th also.

Commissioner Doney reported that the Library Board will be meeting on November 19th.

Commissioner Oldenburg reported that the Central Montana Foundation met virtually on October 27, 2020. There was a quarterly report from Allied Investment Advisors. There were three grant requests totally \$4,336. The grant requests were from Garfield Elementary School

for their harvest taste testing Program, Glitz, Glam and Gowns received funding to purchase more rentable prom dresses and Roy High School for shop equipment. The Board will be meeting soon to discuss COVID-19 relief funds that have been requested.

CITY MANAGER REPORT

City Manager Holly Phelps reported on the following issues:

There was not a Committee of the Whole prior to this meeting. There were several businesses open late for holiday open houses and participating in Ladies Night.

This year the City Office will be closed on November 3rd for the federal election, November 11th in observance of Veterans Day and November 26th for Thanksgiving.

The Fire Department was recently notified that they did not receive a grant for Self-Contained Breathing Apparatus (SCBA). This is the second time the Fire Department has applied for this FEMA Firefighters grant. These items still need to be purchased; the City Manager is working with the Fire Chief to see what funding options are available.

Last year, the Department of Commerce implemented their Eastern Montana initiative. As part of this program they offered grants to eastern Montanan communities and the Recharge Our Community (ROC) nature tourism group applied for and received a grant to fund wayfinding signage. The group has been working on a signage plan and hope to have signs ordered soon. The nature tourism group would like to present to the Commission once their project is finalized. City Manager Phelps commented that she has been communicating with Deb Hill about getting including signage for the Skate Park in this project.

The City has recently begun advertising for the City Attorney position. The City is currently looking at filling the half time position that can be combined with a half time position with Fergus County. If we can not find one candidate that is suitable for this combined position, we will explore other options. The complete application package is available on the City's website.

The Lewistown Historic Resources Commission has been working very hard to create a hard-bound book. This book is a pictographic journey of Lewistown history. This book is in its final stages and pre-ordering of this book will begin November 1, 2020. Books are \$25 each and can be purchased at the City Office. The books will be available for delivery by January 1, 2021.

PUBLIC COMMENT – non agenda items

There were none.

CONSENT AGENDA

Commissioner Oldenburg made the motion to approve the consent agenda and Commissioner Loomis seconded the motion and the motion passed unanimously. The consent agenda was the

acknowledgement of the claims that have been paid from October 16, 2020 to October 28, 2020 for a total of \$254,839.24

REGULAR AGENDA – Resolutions, Ordinance & Other Action Items:

1. Discussion and action on awarding the 2020-2021 gravel bids

City Manager Phelps explained that the Public Works Director advertised for the annual gravel bid. The quantities and materials are the same as previous years. The City only received one bid from Casino Creek Concrete and the amounts per ton are the same as the current year. There is no increase from prior years and the City only pays for what is requested and used by the Public Works Department. Commissioner Hewitt made the motion to approve awarding the 2020-2021 gravel bid to Casino Creek Concrete 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 authorizing the City Manager to sign a Montana Department of Administration Grant 911 Grant Program Contract # MT 911 – Grant 2020-009

City Manager Phelps explained that there are state 911 funds that are set aside for grant programs which include telecommunications or 911 dispatch. Last year the City was able to partially fund the text to 911 with a grant and in order to complete the project the City went back and asked for more funding and received it. The grant amount is \$14,668 and there is no match. Commissioner Day made the motion to approve authorizing the City Manager to sign a Montana Department of Administration Grant 911 Grant Program Contract # MT 911 – Grant 2020-009 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.

3. Discussion and action on approving an amendment to the City Managers contract to amend Section 6: Performance Reviews

City Manager Phelps explained that during her last performance review it was discussed that the City Manager contract be amended that an annual performance review was necessary instead of semi-annual reviews. The amendment states that performance evaluations will be done at least once a year, that way if more than one review is needed in a year we will still be in compliance with the agreement. Commissioner Oldenburg made the motion to approve the amendment to the City Managers contract to amend Section 6: Performance Reviews 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.

CITIZENS' REQUESTS

Mr. Richard Battrick asked if the Snowy Mountain Industries is accepting card board. City Manager Phelps answered that they have been closed since March and do not know when it will open.

COMMISSIONER’S MINUTE

Commissioner Day reported that she attended the haunted train sponsored by the chamber and was very impressed with the turn out and how it was set up.

Commissioner Loomis asked if the Street Department was only going to do leaf pick up once in the neighborhoods. City Manager Phelps answered that they will get as much done as possible before the snow flies.

Commissioner Oldenburg commented how great Century Construction did to get the aprons done once the weather cleared.

Commissioner Doney explained that the next meeting will be held virtually and the plan going forward is for the first meeting of the month to be held in person and the second meeting of the month to be held virtually. This is dependent on the rise in cases and how things are going. City Manager Phelps explained that if anyone needs some help with getting signed on please let us know. Commissioner Loomis would like to have a practice sign on prior to the meeting.

ADJOURNMENT

Chairman Doney adjourned the meeting.

Dated this 2nd day of November, 2020.

Gayle Doney, Commission Chairman

ATTEST:

Nikki Brummond, City Clerk