

There will be no committee of the whole meeting on JANUARY 4<sup>TH</sup>.

**NOTICE FOR, AND AGENDA FOR, A VIRTUAL MEETING OF THE CITY COMMISSION, CITY OF LEWISTOWN, JANUARY 4, 2021 AT 7:00 P.M.**

**To join by zoom:**

<https://zoom.us/j/8486275925?pwd=dTVGbnDK253ZUJLMjRuZXU5QVpMdz09>

**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**

**ELECTION OF CHAIRMAN & VICE CHAIRMAN**

**APPROVAL OF MINUTES – December 21, 2020**

**COURTESIES**

**PROCLAMATIONS**

**BOARD AND COMMISSION REPORTS**

**CITY MANAGER REPORT**

**PUBLIC COMMENT – non agenda items**

**CONSENT AGENDA**

The acknowledgement of the claims that have been paid from December 17, 2020 to December 29, 2020 for a total of \$104,262.88

RM88 records destruction document in accordance with Schedule 8, Municipal Records Schedules

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

1. Discussion on mandating City employees to get the COVID-19 vaccine. City Manager Holly Phelps
2. Discussion and action on how City Commission meetings will be conducted in 2021 (**Action: approve, disapprove or amend how City Commission meeting will be conducted in 2021**) City Manager Holly Phelps
3. Discussion and action on reappointing Commissioners to the following boards: Airport, Library, Park and Recreation, Central Montana Health District, City County Planning, Central Montana Foundation, Central Montana 911 and Snowy Mountain Development Corporation (**Action: approve, disapprove or amend reappointing Commissioners to boards**) City Manager Holly Phelps

**CITIZENS' REQUESTS**

**COMMISSIONER'S MINUTE**

**ADJOURNMENT**

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

## City Manager's Report

By Holly Phelps

January 4, 2021

- This year's Winter Fair has been cancelled. Several events that can be held virtually or can be easily social-distanced will be picked up by other organizations for the 2021 year. The Fair is typically scheduled for the third weekend in January. The Winter Fair is scheduled to resume next year.
- The Lewistown Ice Skating Association (LISA) will be hosting their open-air hockey tournament this weekend at the Ice Rink the next two weekends. The public can rent ice skates from the Civic Center and a complete schedule for the rink is available on the Lewistown Ice Skating Association Facebook page.
- Just a reminder to everyone that fireworks are allowed on New Year's Eve from 10 pm on December 31<sup>st</sup> to 12:30 on January 1<sup>st</sup>.
- Each year the Commission holds a CDBG Public Hearing, the purpose of this hearing is to obtain public comments on the City's overall community development needs. These needs include public facilities, economic development and housing needs of the community. This is a requirement for many grants that the City has obtained or may apply for over the next year. We will be holding this meeting in the next month.

*Happy New Year's*

**RECORDS DESTRUCTION DOCUMENT (RM88)**

NO.

PAGE OF PAGES

**1. AGENCY NAME AND DIVISION/PROGRAM:**

City of Lewistown  
305 W Watson Stop 3  
Lewistown, MT 59457


**2. AGENCY CONTACT:**

NAME: Nikki Brummond  
PHONE #: 406-535-1790 EMAIL: nbrummond@ci.lewistown.mt.us

**3. NOTICE OF INTENTION:** The schedule records listed in Item 5 are to be disposed of in the manner checked below (specify only one).

- Delete       Incinerate       Shred as Classified       Toss without Restriction
- Other: Explain

**4. SUBMITTED BY:** I hereby certify that the records to be disposed of are correctly represented below, that any audit requirements or **Offer to the State Historical Society Archives** has been fully justified, and that further retention is not required for any litigation pending or imminent. Documentation attached from Historical Society.

SIGNATURE:   
NAME AND TITLE: Nikki Brummond, Finance Director  
DATE: 12/30/2020

**5. LIST OF RECORD SERIES**

**NOTE: Attach any inventories or Excel spreadsheets to this form to help validate records destroyed.**

a. Retention Schedule Number	b. Item number listed on Retention Schedule	c. Record Series Title	d. Retention in months/years	e. Inclusive Dates	f. Volume in Cubic Feet	g. Disposition Action and Date completed after Authorization
8	44	Account Reconciliation Records - Bank Statements	5 years	1-2012-12-2015	3	

**6. DISPOSAL AUTHORIZATION:** Disposal for the above listed records is authorized. Any deletions or modifications are indicated.

Custodian/Records Manager  
Name: Nikki Brummond Date:  
Signature:

**7. DISPOSAL CERTIFICATE:** The above listed records have been disposed of in the manner and on the date shown in column g.

Name and Title: Nikki Brummond, Finance Director  
Signature:



## **Boards and Commissions with City representatives**

### Snowy Mountain Development Corporation

Meets the 3<sup>rd</sup> Wednesday of every other month at 10 am

### Central Montana Health District

Meets Quarterly

### City County Planning Board/Zoning Commission

Meets as needed, on the 3<sup>rd</sup> Thursday of the month at 5:30 pm

### Library Board

Meets the 3<sup>rd</sup> Thursday of the month at 2 pm

### Park and Recreation Board

Meets the 1<sup>st</sup> Wednesday of the month at 7 pm

### Airport Board

Meets the 1<sup>st</sup> Wednesday of the month at 3 pm

### Central Montana Foundation

Meets the 4<sup>th</sup> Tuesday of the month at 2 pm

### Central Montana 911 Board

Meets as needed, but at least annually

### Committees

Ordinance, LaFountian/Mini Mall, Council on Aging