

**A REGULAR COMMISSION MEETING OF THE LEWISTOWN CITY COMMISSION ON JANUARY 3, 2022 WHICH WAS HELD AT THE CENTRAL MONTANA COMMUNITY CENTER AND STARTED AT 7:00 P.M.**

**CALL TO ORDER**

City Clerk Nikki Brummond called the meeting to order.

**PLEDGE OF ALLEGIANCE**

City Clerk Nikki Brummond asked everyone to stand and say the Pledge to the Flag.

**OATH OF OFFICE**

City Clerk Nikki Brummond welcomed Judge Kelly Mantooth to the meeting. Judge Kelly Mantooth swore the following Commissioners into office: Loraine Day, Ward I; Katie Spika, Ward I; Ron Hrubes, Ward II; Dave Scotten, Ward III; and KellyAnne Terry, Commissioner at Large.

**ROLL CALL**

Present were Commissioners: Day, Doney, Hrubes, Spika, Scotten and Terry. Commissioner Hewitt participated via phone.

**ELECTION OF CHAIRMAN & VICE CHAIRMAN**

City Clerk Nikki Brummond opened the floor for nominations for Chairman. Commissioner Terry nominated Commissioner Doney for Chairman. City Clerk Brummond asked for any more nominations. There being none, the nominations were closed. City Clerk Brummond asked for those in favor of Commissioner Doney as Chairman and all Commissioners voted in favor of Commissioner Doney as Chairman. City Clerk Brummond announced that Commissioner Doney has been elected to the position of Chairman for 2022. Commissioner Doney opened the floor for nominations for Vice Chairman. Commissioner Doney nominated Commissioner Terry for Vice Chairman. Commissioner Doney asked for any more nominations. There being none, the nominations were closed. Commissioner Doney asked for all those in favor of Commissioner Terry as Vice Chairman and all Commissioners voted in favor of Commissioner Terry as Vice Chairman.

**APPROVAL OF MINUTES**

Chairman Doney stated that without objection and based on the corrections the December 6, 2021 and December 20, 2021 minutes are approved.

**COURTESIES**

There were none.

**PROCLAMATIONS**

There were none.

## **BOARD AND COMMISSION REPORTS**

Commissioner Doney explained that since the board appointments had not been done yet, there would not be any board reports.

## **CITY MANAGER REPORT**

City Manager Holly Phelps reported on the following issues:

This year's Winter Fair is planned for January 27 through 30, 2022. There are over 20 events that are being held virtually or in person. More information can be found at <https://www.montanawinterfair.com/>

The Lewistown Ski Skating Association (LISA) will be hosting hockey tournaments the next two weekends at the ice rink. 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 were allowed on New Year's Eve from 10 pm on December 31<sup>st</sup> to 12:30 am on January 1<sup>st</sup>.

Each year the Commission holds a Community Development Block Grant (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. The public hearing will be held at a regular Commission meeting in the next couple of months.

The City of Lewistown is now offering email billing. You can have your bill sent to your email each month all you need to do is stop in or call the City Office.

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

There were none.

## **CONSENT AGENDA**

Commissioner Day made the motion to approve the consent agenda and Commissioner Terry seconded the motion. The motion passed unanimously. The consent agenda was the acknowledgment of the claims that have been paid from December 15, 2021 to December 31, 2021 for a total of \$182,681.65

## **\*REGULAR AGENDA – Resolutions, Ordinances & Other Action Items:**

1. Discussion and action on approving entering into a Memorandum of Understanding between Fergus County and the City of Lewistown regarding creation of the Lewistown Fergus City County Health Board

City Manager Phelps explained that before the Commission this evening is a very simple memorandum of understanding (MOU) between the City of Lewistown and Fergus County to start the process to create a City County health board. There are a lot of statutory references in the MOU, but it will be a City County Health Board as outlined by Montana Code. City Manager Phelps explained that the City will have two participating members and foresee this as being short term and temporary as we move forward with the process to create the health board. The process will include the creation of by laws, and documents creating the health board. Commissioner Doney asked if the two members for this board are included in the board appointments on the next item of the agenda. City Manager Phelps answered yes. City

Attorney Diekhans stated that this agreement gets the process moving to create the health board in its finalized state. Commissioner Hrubes made the motion to approve entering into a Memorandum of Understanding between Fergus County and the City of Lewistown regarding the creation of the Lewistown Fergus City County Health Board 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 City Clerk called for a roll call vote and it passed unanimously.

2. Discussion and action on reappointing Commissioners to the following boards: Airport, Library, Park and Recreation, Lewistown Fergus City County Health Board (2), City County Planning, Central Montana Foundation, Central Montana 911 and Snowy Mountain Development Corporation

City Manager Phelps explained that these are the boards that City Commission representatives are appointed to and have been reviewed at the last couple of meetings. City Manager Phelps commented she hopes that the Commission has had some time to think which board you are interested in serving on. Commissioner Hewitt stated that she would like to remain on the Airport Board. Commissioner Day stated that she is interested in serving on the Parks and Recreation Board. Commissioner Spika stated that she is open to serving on any board, but is most interested in the City County Planning Board, Library and Snowy Mountain Development Corporation. Commissioner Spika stated she would serve on the City County Planning Board. Commissioner Terry stated that she would like to serve on the Central Montana Foundation Board. Commissioner Doney commented that she would like to continue serving on the Library Board as she had done so for a few years and has made some alliances and feels there is a good working group. Commissioner Hrubes stated he would like to serve on the City County Health Board. Commissioner Scotten stated that he is interested in Park and Recreation Board and the Library, because he has a vested interest in Lewistown youth. Commissioner Doney stated that you can serve on more than one board, but there is an opening on the health board, the 911 Board and the City Manager serves on the SMDC Board but a Commission could serve instead. Commissioner Terry asked if the City Manager could be appointed to the health board during this creation phase. City Manager Phelps answered that yes that would be an option. Commissioner Hewitt made the motion to approve appointing Commissioners to the following boards: Airport Board – Commissioner Hewitt; Library Board – Commissioner Doney; Park and Recreation Board – Commissioner Day; Lewistown Fergus City County Health Board – Commissioner Hrubes and City Manager Phelps; City County Planning Board – Commissioner Spika; Central Montana 911 – Commissioner Doney; and Snowy Mountain Development Corporation Board – Commissioner Scotten and Commissioner Day seconded the motion. Commissioner Doney asked for comments from the audience and Commission. There being none, the City Clerk did a roll call vote and the motion passed unanimously.

3. Discussion and action on confirming the City Manager’s appointment of Ms. Teri Gilpatrick as the Historic Preservation Officer for the City of Lewistown

City Manager Phelps explained that she is bringing forward the appointment of Teri Gilpatrick to serve as the City of Lewistown’s Historic Preservation Officer. Ms. Gilpatrick has worked for the City for several years, she is passionate about the history of the community and her family has a lot of history within the community as well. City Manager Phelps stated that Ms. Gilpatrick has agreed to serve as the Historic Preservation Officer (HPO). Commissioner Terry asked the City Manager to briefly explain the duties of the Historic Preservation Officer. City Manager Phelps explained that HPO serves as a staff member to serve the public with regards to history of the community, the

cemetery and works with the Historic Resources Commission. Commissioner Doney asked who the prior HPO has been. City Clerk Brummond explained that it has been the City Planner in the past, and when he retired, Nancy Watts was appointed. The position has been vacant since Nancy Watts has retired. Commissioner Terry commented that Ms. Gilpatrick does a great job with the cemetery and will do a great job. Commissioner Terry made the motion to confirm the City Manager's appointment of Ms. Teri Gilpatrick as the Historic Preservation Officer for the City of Lewistown and Commissioner Spika seconded the motion. Commissioner Doney asked for comments from the audience and Commission. There being none, the City Clerk did a roll call vote and the motion passed unanimously.

**CITIZENS' REQUESTS**

There were none.

**COMMISSIONER'S MINUTE**

Commissioner Day reported that last Tuesday, December 28<sup>th</sup> was the last Central Montana Health District Board meeting. Commissioner Day thanked the public schools for allowing the use of their board room for the meetings.

Commissioner Hrubes asked that if a Commissioner wishes to become more knowledgeable about the process would they talk to the Commission Chairman. Commissioner Doney answered that you would talk to the City Manager. City Clerk Brummond asked what process he was referring to. Commissioner Hrubes explained that if a citizen asks him why there is so much deer poop in Hawthorne Park does he need permission to ask Fish and Game to explain why. City Manager Phelps explained that as a Commissioner you can reach out to the professionals in different agencies, but a Commissioner can't reach out to any staff directly. City Manager Phelps explained that the City is working on a deer management plan.

**ADJOURNMENT**

Chairman Doney adjourned the meeting.

Dated this 3<sup>rd</sup> day of January, 2022.

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Gayle Doney, Commission Chairman

ATTEST:

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Nikki Brummond, City Clerk