

**A REGULAR COMMISSION MEETING OF FEBRUARY 3, 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: Byerly, Doney, Dunnington, Hewitt, Loomis and Oldenburg. Commissioner Turk was absent.

**APPROVAL OF MINUTES**

Commissioner Hewitt made the motion to approve the January 21, 2020 minutes as corrected and Commissioner Loomis seconded the motion. The motion passed unanimously.

**COURTESIES**

There were none,

**PROCLAMATIONS**

Chairman Doney read the following proclamation:

Arbor Day Proclamation

WHEREAS, natural areas, trees, and landscapes provide not only community beautification but also economic and environmental benefits; and

WHEREAS, trees provide many benefits to the community, including air purification, windbreaks, noise reduction, shade and energy savings; and

WHEREAS, planting trees and maintaining older trees provides an opportunity for community interaction, volunteerism, economic development, and environmental conservation; and

WHEREAS, our efforts to improve the environmental benefit present and future generations; and

WHEREAS, Arbor Day in Montana is officially the last Friday in April;

BE IT THEREFORE RESOLVED, I Gayle Doney, Commission Chairman of Lewistown, Montana, do hereby proclaim May 12, 2020, as Arbor Day in Lewistown, and encourage citizens to participate in appropriate activities and to take advantage of the benefits of the parks and other natural areas in our community.

### **BOARD AND COMMISSION REPORTS**

Commissioner Hewitt reported that there will be an Airport Board meeting on Wednesday at 3 pm.

Commissioner Byerly reported that the Central Montana Health District will meet on February 20, 2020

Commissioner Loomis reported that the Park and Recreation Board will meet on Wednesday at 7 p.m.

### **CITY MANAGER REPRORT**

City Manager Holly Phelps reported on the following issues:

The challenging conditions have kept the Public Works Department very busy. The Street Department has been out there plowing, sanding, doing maintenance on signs and storm drainage and when the weather permits have even bladed streets. The Street Department is ready for winter whenever it decides to show up.

The staffing at the City of Lewistown currently has just one position open. This is the Planning Director position. This position is being advertised over the next few weeks. The Public Works Department just completed interviews for the mechanic position and the position has been offered and accepted.

A leak was discovered in the public restrooms at City Hall. One of the pipes had corroded in the wall. Maintenance staff has worked to clean up the mess and address the moisture. Maintenance staff is working with several contractors to get the restrooms put back in service.

Some tree removal and tree trimming projects have been completed recently. The Library did have the trees in front of the library trimmed. The Cemetery staff is working to remove the dead trees in the Cemetery.

The final tally for the K-9 fundraiser is in and after expenses they raised just over \$20,950. There are still some donations trickling in. The City Manager did ask the Finance Officer to verify with the City's auditors and they confirmed that revenue and expenses from the fundraiser should be ran through the City accounts.

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

There were none.

## **CONSENT AGENDA**

Commissioner Loomis made the motion to approve the consent agenda and Commissioner Hewitt seconded the motion. The motion passed unanimously. The consent agenda was the acknowledgement of the claims that have been paid from January 16, 2020 to January 29, 2020 for a total of \$37,376.57.

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

1. Discussion and action on allowing City staff to submit the annual Certified Local Government Grant Application to the Montana State Historic Preservation Office and the authorization to enter into a grant agreement once the grant is approved

City Manager Phelps explained that the City is planning on submitting a grant to the Montana State Historic Preservation Office for the Certified Local Government grant. This is the funding for the historic preservation office and the City will be applying for the maximum amount of \$5,500. City Manager Phelps stated that the in-kind match is donation of time from the historic resources commission. The City must commit a historic office and Historic Preservation Officer. Commissioner Dunnington made the motion to approve allowing City staff to submit the annual Certified Local Government Grant Application to the Montana State Historic Preservation Office and the authorization to enter into a grant agreement once the grant is approved 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 appointing Kyle Dubbs to the Historic Resources Commission for an additional two-year term

City Manager Phelps explained that Mr. Kyle Dubbs is currently a member on the Historic Resources Commission and is just finishing his first term. Mr. Dubbs is a native of Lewistown and is an engineer for the Montana Department of Transportation and is a very valuable asset to the commission. Mr. Dubbs is interested in serving an additional term. Commissioner Oldenburg made the motion to approve appointing Kyle Dubbs to the Historic Resources Commission for an additional two-year term and Commissioner Byerly 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 reappointing Adele Longfellow to Lewistown's Design Review Board for an additional three-year term

City Manager Phelps explained that the Design Review Board is responsible for the City's sign ordinance. Ms. Adele Longfellow is willing to serve another term and interested in being reappointed. Commissioner Oldenburg made the motion to reappoint Adele Longfellow to Lewistown's Design Review Board for an additional three-year term 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.

4. Discussion and action on appointing three members of the Commission to work on the City Manager's contract

City Manager Phelps explained that her current contract expires February 28<sup>th</sup> and is looking for three Commissioners to assist with putting together another contract. Commissioner Byerly and Dunnington volunteered to serve on the committee. Commissioner Loomis also volunteered. Commissioner Hewitt made the motion to appoint Commissioners Byerly, Dunnington and Loomis to work on the City Manager's contract 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.

**CITIZENS' REQEUSTS**

There were none.

**COMMISSIONER'S MINUTE**

Commissioner Oldenburg reported that Dawson Community College has signed on to provide services at the education center.

Commissioner Byerly reported that the Port Authority is meeting next Wednesday and everyone is welcome to come. Commissioner Byerly reported that Mr. Mickelson from Dawson Community College will be addressing the Port Authority. Commissioner Byerly stated that Ms. Sara Hudson from Snowy Mountain Development Corporation will be in attendance to talk about what Port Authorities can and cannot do. She will also be talking about the difference between economic development and community development.

Commissioner Hewitt reported that she enjoyed the Council on Aging report update and the Chamber letter.

**ADJOURNMENT**

Chairman Doney adjourned the meeting.

Dated this 3<sup>rd</sup> day of February, 2020.

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Gayle Doney, Commission Chairman

ATTEST:

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Nikki Brummond, City Clerk