

A REGULAR COMMISSION MEETING OF MARCH 16, 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 explained that due to the change of location and no flag there would be no pledge of allegiance.

ROLL CALL

Present were Commissioners: Doney, Dunnington, Hewitt, Loomis, Oldenburg and Turk. Commissioner Byerly was absent due to surgery today.

APPROVAL OF MINUTES

Chairman Doney stated that without objection and based on the corrections the March 2, 2020 minutes are approved.

COURTESIES

There were none,

PROCLAMATIONS

There were none.

BOARD AND COMMISSION REPORTS

Commissioner Loomis reported that the Park and Recreation Board met on March 3rd. It is hoped that Creekside Park will be completed the end of May. The Creekside conditions for exclusive use and special events and associated fees policy was approved by the Park and Recreation Board. Mr. Bill Berg talked with the Park and Recreation Board about the possibility of constructing a multi-use building between the pool and ice rink, he would like to use some of the Recreation District funds and volunteer labor. The capital improvement list for the recreational district for the pool and civic center was reviewed. Some of the items are the downstairs women's locker room, the installation of new lockers and upgrade showers. Recreation Director is working with Mr. Brian Milne on different issues with the pool and one thing that is being discussed is LED lights for night time swimming. The other items to be done prior to the opening of the pool is a privacy room in the women's bathroom and some new shade structures. There is a split tree in Frank Day Park and will removed in the next couple of weeks.

Commissioner Doney reported that the Library Board met today to discuss the Coronavirus situation. Some of the board members were at the Library and some of them met telephonically and it was determined that the Library will be closed for the next two weeks. The board will meet on March 26th to assess the situation. Library Director Dani Buehler was on the telephone and reported that

the Library will be closed the next two weeks and during those next two weeks the Library will be working closely with the Library community in Montana to figure out how to clean books and materials. The Library staff will also be in the library deep cleaning over the next couple of weeks. Ms. Buehler commented that the goal is to be able to open the Library and to serve the community and not spread germs.

Commissioner Hewitt reported that the Airport Board met last Wednesday and the deed from WTI has been filed. The plan for the WTI building is to lease it and there are some interested parties. The Airport Board will not know how effective the new propane heat will be until next week. The Airport did get two radios from the City and the airport manager is still going to look for more radios and a base station. The Montana Department of Commerce has instituted a law that new advertising signs must be within 1,000 feet of their business.

CITY MANAGER REPORT

City Manager Holly Phelps reported on the following issues:

There will be a work session on March 30th beginning at 6 pm. The work session will be to discuss goals and work on setting priorities for the upcoming budget year. The budget process will be reviewed also. There will be some time spent on looking at budget reports and explaining what each of them mean and answering any questions. Due to the current situation of COVID-19 we will not hold the work session and will work to send the information out electronically.

The first of the Census surveys were sent out in the mail this week. People can respond by mail, online or by phone. The Montana Census will occur between mid-March or July. People can also go to the Library to access tablets to fill out the census survey. The Library applied for and was awarded a grant to purchase tablets to be used to complete the Census paperwork. Libraries across the state will also host Census events in April.

The Police and Fire Departments have been participating in the discussions with local health officials on preparing for the Coronavirus. The departments have worked to establish reasonable trigger points for their departments and how they respond to specific situations if those trigger points are met. The departments have already made some changes to how they respond to certain situations. The Civic Center and the Library are closed to the public. The Library and City Office are making sure their customers know that they can pay water bills or renew library books over the phone. The City Manager will push out a public service announcement that reminds people not to flush napkins, wipes or other items down their toilets. We are also encouraging staff to wash their hands and stay home if they are ill. We are also assessing the risk of outside training and attendance at various conferences to prevent the spread of any illnesses. The Public Works Department is practicing social distancing and cleaning the vehicles upon entering and exiting. Only one employee in a vehicle at one time and limiting public access to public works as well. There was some discussion regarding public meetings and how to move forward.

PUBLIC COMMENT – non agenda items

Mr. Bill and Ann Routh were in attendance and addressed the Commission regarding the chlorination of the water on a full-time basis. Commissioner Doney explained that we are working on a preliminary engineering report and it was reviewed at the last meeting the possible options for chlorination on a full-time basis. Commissioner Doney stated that the Commission has not made a

final decision. Mr. Routh asked why all the pipes can not be fixed so that we do not have to worry about this problem. City Manager Phelps answered that this is not an option at this time and DEQ is requiring full time disinfection. Mr. Routh stated that the City knows where it is coming from and it is the main lines. City Manager Phelps explained that there has been no hot spot or specific location all the negative tests have been all over the system. Commissioner Doney stated that one issue is the money and the other issue is that DEQ has stringent guidelines and are going to force the City to follow. Commissioner Loomis commented that the Commission would love to see this issue of chlorination go away. The report from Robert Peccia is on the City's website at cityoflewistown.net. City Manager Phelps explained that the City is applying for another Treasure State Endowment Program grant and there will be another public hearing in the next couple of weeks depending on the health situation. The public hearing will be announced for the public to attend.

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 February 28, 2020 to March 11, 2020 for a total of \$115,403.10.

REGULAR AGENDA – Resolutions, Ordinances and Other Action Items:

1. Discussion and action on approving Resolution No. 4022, a resolution adopting fees and charges for the Lewistown City Cemetery

City Manager Phelps explained that this resolution was discussed at the last meeting. This resolution does increase the fees of the cemetery substantially, the size of the headstones was clarified and language was added to allow for annual adjustments and it would come before the Commission each January. Commissioner Hewitt made the motion to approve Resolution No. 4022, a resolution adopting fees and charges for the Lewistown City Cemetery and Commissioner Turk 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. City Attorney Boettger commented that the fees will go into effect the same day as the recently approved Cemetery ordinance.

2. Discussion and action on confirming the City's Manager's appointment to the Library Board of Trustees for a five – year term

City Manager Phelps explained that she received two applications for the Library Board Trustee position. The first letter of interest was from Anne Tews, she is a retired fish biologist with FWP. Ms. Tews is active with the Trails committee and other local committees. City Manager Phelps stated that the second letter of interest received was from Jo McCauley, she is the new Lewistown Chamber Director. Ms. McCauley is new to town and would like to serve the community and she has served previously on a library board. City Manager Phelps explained that she talked with both the Library Director and the Chairperson of the Library Board, Mary Frieze and it was decided that Ms. Jo McCauley would be the best candidate. City Manager Phelps stated that she would recommend the appointment of Jo McCauley to the Library Board. Commissioner Loomis made the motion to confirm the City's Manager's appointment to the Library Board of Trustees for a five – year term 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. Commissioner Doney stated that Ms. Mary Baumstark is who has finished her term on the Library Board and was a great asset to the board and will be missed.

3. Discussion and action on appointing a new member to the City County Planning Board also known as the Zoning Commission for a two-year term

City Manager Phelps reported that two applicants for the City County Planning Board. The first applicant is Ms. Amy Ryan, she is the Center Director at Head Start, is a member of Kiwanis and is a board member on the Community Cupboard. City Manager Phelps comments that Ms. Ryan is relatively new to the community and would like to serve the community. The second applicant is Mr. Richard Battrick, he is retired, attends all of the Commission meeting and is familiar with the addresses in the town. Commissioner Dunnington made the motion to appoint Ms. Amy Ryan to the City County Planning Board also known as the Zoning Commission for a two-year term 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.

4. Discussion and action on reappointing Jennifer Thompson to the Board of Adjustment for another additional three-year term

City Manager Phelps explained that Ms. Jennifer Thompson has served two prior terms on the Board of Adjustment, she is always in attendance, does her research prior to making decisions and is willing to serve an additional term. Commissioner Turk made the motion to reappoint Jennifer Thompson to the Board of Adjustment for another additional three-year term 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.

5. Discussion and action on approving Creekside conditions for exclusive use and special events and associated fees

City Manager Phelps explained that in the packets was policy for Creekside conditions for exclusive use and special events. This was the Creekside committee's final commitment to the project. The committee wanted to establish procedures and fees schedules for the events at Creekside and to encourage use by locals, nonprofits, educational opportunities and allow for larger venues. A special event is defined as an event during which any of the following conditions occur: where exclusive use is desired, the public is charged an entrance fee, the event serves or charges for food, drinks or alcohol drinks, products are sold and/or City power is needed. The use will need to be coordinated with the Park and Recreation Department and must comply with City ordinances. The policy addresses the reservation policy and reservation requirements. The funds from the events at Creekside will be accounted for in a separate fund and will be used for the park. Commissioner Turk made the motion to approve Creekside conditions for exclusive use and special events and associated fees 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.

CITIZENS' REQUESTS

Mr. Richard Battrick informed the Commission that due to the coronavirus the Council on Aging was open today and is closed for the rest of the week and possibly next week. Mr. Battrick thanked the

City Manager for letting the Commission make a decision on the appointment to the City County Planning Board and not having a recommendation for the Commission.

COMMISSIONER’S MINUTE

Commissioner Oldenburg stated that the Economic Outlook Seminar will be held online and it free for everyone to participate. Commissioner Oldenburg thanked everyone that applies for and serves on the community boards.

Commissioner Doney commented that due to the situation with the coronavirus she encourages the public to make sure that they have they the correct information so there isn’t a lot of misinformation. This situation will be hard on Lewistown’s small businesses.

City Manager Phelps explained that the housing summit has been cancelled. City Manager Phelps asked the Commission to their emails and that she will send out information as she receives it. The City has a lot of support from the Montana League of Cities and Towns (MLCT) and Montana Municipal Insurance Authority (MMIA).

ADJOURNMENT

Chairman Doney adjourned the meeting.

Dated this 16th day of March 2020.

Gayle Doney, Commission Chairman

ATTEST:

Nikki Brummond, City Clerk