

**A REGULAR COMMISSION MEETING OF THE LEWISTOWN CITY COMMISSION
ON JUNE 15, 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: Doney, Dunnington, Hewitt, Loomis, Oldenburg and Turk.

APPROVAL OF MINUTES

Chairman Doney stated that without objection and based on the corrections the June 1, 2020 minutes are approved.

COURTESIES

There were none.

PROCLAMATIONS

There were none.

BOARD AND COMMISSION REPORTS

Commissioner Hewitt reported that she attended the recent Airport Board meeting. Commissioner Hewitt explained that the Poplar airport has some FFA money that may be available for the Lewistown Airport. The funds will go to rehabilitating the apron in front of the big hangar. It is hoped that the A2 apron will be done soon it is a very small apron.

Commissioner Loomis reported that he attended the recent Park and Recreation Board last Wednesday. Mr. Robert Snyder came to the meeting and asked to remove his request for a revival this year in the City Park. Commissioner Loomis reported that the pool has had some serious pipe breaks prior to opening. The swimming pools opening day was today and it was noted that staffing could be a problem this year at the pool but it appears there are a lot of people stepping up to work. The swimming pool will have limited hours. Commissioner Loomis reported that Creekside is nearing completion. The Civic Center is open from 7 am to 7 pm, people must sanitize and sign in when entering the Civic Center. Peak Electric came in and changed the light bulbs in the Civic Center to LED so that should help with the lighting expense.

There is a work night planned at East Fork on June 24th. Commissioner Loomis reported that the East Fork Campground has collected about \$500.

Commissioner Doney reported that the Library Board will be meeting this Thursday.

CITY MANAGER REPORT

City Manager Holly Phelps reported on the following issues:

At this time all the City departments are open to the public. The swimming pool, Civic Center and Library are all open. Some of locations have modified hours and additional hours, but the public has access to all the various City services. Library Director Dani Buehler reported that the Library opened to the public June 2nd. It is going very well, there are updated health and safety rules that are posted everywhere and because of good community communications there has been a lot of good interactions with the community. Library Director Buehler reported that they are averaging about 150 patrons a day in the Library which primarily circulation traffic. The number of public computers available has been reduced significantly, the comfortable seating has been taken away and are asking patrons to limit their time to 30 minutes. Patrons are asked to wear masks when going into the stacks to browse. The summer reading program starts tomorrow.

The opening of the pool has not gone as smoothly. The pool had a leak in the piping that required the staff to dig up concrete in two locations. The repairs have been made and everything is on schedule to open on June 15th. The park department did some additional maintenance that included painting and sealing the brick on the north wall of the bathhouse building.

Commented [CoL1]:
Commented [CoL2R1]:

The Park and Recreation Director Jim Daniels and the City Manager met with the local sanitarian regarding summer activities that are planned to occur at our parks. The sanitarian is working with these groups one on one to come up with a plan that can safely facilitate each specific activity. These plans will need to be submitted to the Park and Recreation Director before the City will approve the event.

East Fork camping is being frequently utilized. City staff have been up there on a regular basis. The roads have been graded and the water is on. The Park and Recreation Board is planning again a work night later this month at East Fork.

Construction around the area is in full swing. There are many projects going at the same time and within the same areas. The 6th Avenue project is underway. The Street Improvement project is also underway.

PUBLIC COMMENT – non agenda items

Mr. Robert Snyder addressed the Commission asking if the Commission has two meetings a month. Commissioner Doney answered yes. Mr. Snyder stated his address is 1307 W Broadway located in Ward I. Mr. Snyder stated he wanted to express his concern over regulations and

enforcement of COVID restrictions. Mr. Snyder explained some statistics with regard to 2019 flu season deaths and 2020 Flu season Covid-19 reported deaths. Mr. Snyder stated that we are enforcing the CDC and the Governors recommendations at the penalty of businesses being shut down, activities being shut down or required to social distance. Mr. Snyder commented on the number of coronavirus cases since February. City Manager Phelps stated she would like to remind the Commission and the public that the health district is tasked with implementing those regulations and did pass a resolution at the end of May stating they were not going to enforce the health codes. It is in the best interest of the public to follow the regulations and recommendations but will not be enforced. Commissioner Doney commented that she is unaware that the City has shut any businesses down.

CONSENT AGENDA

Commissioner Oldenburg 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 May 29, 2020 to May 31, 2020 for a total of \$15,575.88 and June 1, 2020 to June 11, 2020 for a total of \$222,902.63.

REGULAR AGENDA – Resolutions, Ordinances & Other Action Items:

1. Discussion and action on approving a one-year agreement between Fergus County and the City of Lewistown for the City Attorney's office

City Manager Phelps explained this is similar to the last agreement between the City and County regarding the City Attorney's office space. This agreement has been simplified somewhat by not breaking out the cost of each item, but setting a lump sum. The items are still addressed on the second page of the agreement item 4. The items covered under the agreement were briefly discussed. Commissioner Turk made the motion to approve a one-year agreement between Fergus County and the City of Lewistown for the City Attorney's office and Commissioner Dunnington 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 approving the Dispatch Communication Agreement between Fergus County and the City of Lewistown

City Manager Phelps explained that there has been a lot of time spent on this issue. The City has been doing full time dispatch since mid-December. The City Manager was meeting regularly with the Sheriff, County Commission and members of the Police department and dispatch. The meetings were to make sure things were running smoothly and there were no differences in procedure that would need to be addressed and overall, it has been going well. City Manager Phelps explained that the agreement is for a fiscal year and does outline the various things we are doing. The Sheriff's office is required to provide staffing for routing phone calls and walk in visits Monday through Friday 8 am to 5 pm. City Manager Phelps stated that this is a one-year agreement, with the inflationary increase and the County will be responsible for 50% of the annual maintenance contract for dispatch software, there will be semi annual meetings to make

sure things are working well. Commissioner Doney asked when the payment will be made. City Manager Phelps answered that it will be made in August. Commissioner Turk made the motion to approve the Dispatch Communication Agreement between Fergus County and the City of Lewistown 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.

3. Discussion and action on finalizing the questions and format the selection process for the Commissioner position

City Manager Phelps explained that the time line for filling the vacant Commissioner position was decided on at the last Commission meeting. At this Commission meeting we would like to discuss the format, process and identify the questions that you may want to ask. City Manager Phelps explained that there is a simple application that must be completed and then a resume and the application must be turned in to the City office by 4 pm on June 24th. City Manager Phelps further explained that after all the applications and resumes have been received the information will be put together and sent out to the Commission for review. We have set June 29th at 6:00 pm for the Commission to interview or ask questions of the potential candidate. Finance Officer Nikki Brummond asked about the questions and if she was to give the potential candidates the questions prior to the meeting and/or should I send a letter to each potential candidate to come to the meeting on June 29th at the same time or different times. Some discussion was held on how things have done in the past. Commissioner Oldenburg explained that she would like each candidate a set time to appear and schedule them approximately 20 minutes apart. Commissioner Oldenburg stated that she does not want them to be provided the questions, because we really don't want the candidate to read their answer or have someone help answer the question prior to the interview. Commissioner Oldenburg explained that we would want the candidate to respond from their own knowledge and feelings right then and there, which is what being on a board is about when addressing an answer. Commissioner Loomis asked how does the candidate know they are the one chosen. Finance Officer Brummond explained that on July 6th this will be an action item on the agenda and a Commissioner would make a motion to appoint whomever and then there would be a vote. All of the process needs to be done in a public setting. All candidates will be asked to be attendance at the July 6th meeting. There was discussion about what the Commission is looking for from the candidates. The Commission agreed that a resume is what they are looking for and would include work history, civic organizations, education and should be limited to one page. Commissioner Doney explained that she thinks there would be a scoring sheet for the application and resume. Commissioner Turk asked if the candidates can come in and listen to the other candidates' answers. Finance Officer Brummond answered they can. Commissioner Turk stated she does not like that and Finance Officer Brummond asked City Attorney Boettger if it was possible to prevent a candidate from coming in and listening to another candidates. City Attorney Boettger answered that you can not prevent anyone from coming in to listen it is a public meeting. Finance Officer Brummond explained that Commissioner Oldenburg suggested setting times for the interviews and that can be done. The Commissioners discussed several different questions that could be asked of the candidates. It was decided that five questions would be asked and the wording would be worked on and email it out to the Commission prior to the meeting. Mr. Richard Battrick addressed the Commissioner explaining that how he understood it was that he had to fill out the application and

submit a resume and a letter would be mailed also. Finance Officer Brummond answered that yes that was what I did tell you after the last meeting and now I have better instructions from the Commission on how to move forward.

CITIZEN’S REQUESTS

There were none.

COMMISSIONER’ S MINUTE

Commissioner Oldenburg asked where the City was at with the Community signage. City Manager Phelps answered that some signage is up but the signage in the downtown area will be done after the construction in the downtown area.

Commissioner Turk asked if there is any news on the Fair parade. City Manager Phelps answered that she has not seen any parade applications for the fair parade. Commissioner Turk asked is when the Zackus subdivision was annexed in was it grandfathered in. It is zoned residential. Commissioner Turk commented that the animals are gone and there is now commercial equipment there.

ADJOURNMENT

Chairman Doney adjourned the meeting.

Dated this 15th day of June, 2020.

Gayle Doney, Commission Chairman

ATTEST:

Nikki Brummond, City Clerk