

**A REGULAR COMMISSION MEETING OF THE LEWISTOWN CITY COMMISSION  
ON OCTOBER 19, 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 say the Pledge to the Flag.

**ROLL CALL**

Present were Commissioners: Doney, Dunnington, Hewitt, Loomis, Oldenburg and Turk.  
Commissioner Day participated via zoom.

**APPROVAL OF MINUTES**

Chairman Doney stated that without objection and based on the corrections the October 5, 2020 minutes are approved.

**COURTESIES**

There were none.

**PROCLAMATIONS**

There were none.

**BOARD AND COMMISSION REPORTS**

Commissioner Hewitt reported that she attended the Airport Board meeting. The snowblowers for the runways are fixed and ready to go for the season. Commissioner Hewitt stated that they have not heard from the contractor that is completing the roof on the pilot's lounge and hope to have it completed soon. The OPI would like to cap the CPI in the lease at 5%. The Bureau of Land Management is ready to renew their lease and would like a 50-year lease but the FAA will only allow 20-year lease. Pete and Nigel are checking on the large door for the main hangar the door rollers are not equipped for the weather. Commissioner Hewitt reported that the Chokecherry Jam had a great turn out and have asked to use the area again next year and the Airport Board has approved it for next year.

Commissioner Loomis reported that the Park and Recreation Board met on October 14<sup>th</sup>. There was some discussion on a spiritual site that is located at the south end of the Frog Ponds and will be asking Mr. Mahlen to come and talk with the board. The remodel of the women's locker room at the Civic Center is continuing and it will be paid from the Fergus County Recreation

District. The Breed Creek bridge is here and still needing to be installed and the installation will be paid by the Friends of the Trails. Commissioner Loomis reported that the ROC group is working on adding more wayfinding signs. City Manager Phelps explained that they were working on the wording for signage for Hansen Creek, Big Spring Hatchery and East Fork. Commissioner Oldenburg asked if there is going to be any wayfinding signage for the Skate park. City Manager Phelps explained that when the City completed the wayfinding signage in the City the Skate Park was not completed and will work to get some signage.

Commissioner Doney reported that the Library Board met on October 15<sup>th</sup>. The Library's lift has received a variance for the State and to replace it will be very costly. The Library will be able to continue to use it with the variance. The Library Board is working on the Library Directors evaluation. Commissioner Doney reported that the Library Director has elected as the secretary/treasurer for the Montana Library Association, which is great. The Library will be closed for the Thanksgiving Holiday.

Commissioner Day reported that there will be a Central Montana Health District meeting on November 19<sup>th</sup>.

### **CITY MANAGER REPORT**

City Manager Holly Phelps reported on the following issues:

The Public Works Department will start leaf cleanup on October 26, 2020. There is a leaf pickup schedule and that information will be shared with the newspaper and radio. The schedule will also be available on the City's website.

The Police Department is working on parking issues prior to the winter season. They are also continuing to address long term and recreational vehicle parking.

The Police Department and Dispatch have made it through their first week of Zeurcher training. There were a couple of technical issues, both the officers and dispatchers received the necessary training and had were able to get any questions answered. The training for the Dispatch and Sheriff's office continues next week. They will begin using the software in November.

Public Works is in the process of installing new 2-hour parking signage in the downtown. Previously the City installed stickers that addressed the 2-hour parking limit. These stickers are now hard to read and few and far between. Improving the signage informs the public of the parking limits, as well as, allows the Police Department the ability to enforce these parking restrictions.

**PUBLIC COMMENT** – non agenda items

### **CONSENT AGENDA**

Commissioner Oldenburg asked about the claim to Central Montana Paint and Glass for 301 W Broadway and what it was for. City Manager Phelps answered that the window at the 301 W Broadway building had been broken again.

Commissioner Hewitt made the motion to approve the consent agenda and Commissioner Dunnington seconded the motion and the motion passed unanimously. The consent agenda was the acknowledgement of the claims that have been paid from October 1, 2020 to October 15, 2020 for a total of \$15,905.13.

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

1. Discussion and action on appointing Donna Strouf to the Historic Resources Commission for an additional two-year term

City Manager Phelps explained that there has been a vacancy on the Historic Resources Commission (HRC) for some time. The HRC and the City have been working to find a replacement. City Manager Phelps stated that Ms. Donna Strouf recently retired from First Bank and has been very active over the years with the museum and the Central Montana Historical Association. Ms. Strouf has been attending the meetings recently and enjoys the local history. City Manager Phelps recommends that Ms. Donna Strouf be appointed to the HRC. Commissioner Oldenburg made the motion to appoint Donna Strouf to the Historic Resources Commission for a two-year term and Commissioner Loomis 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 Resolution No. 4038, a resolution adopting revised rules of procedure for the Lewistown City Commission

City Manager Phelps explained that the revisions to the rules of procedure were the details of the layout of the agenda portion was correct, ability to add additional comment at during the meetings and the ability to have the meetings at different time or locations with proper notice. There were no huge changes just procedural updating and making sure it is an accurate reflection of what we have been doing. Commissioner Turk made the motion to approve Resolution No. 4038, a resolution adopting revised rules of procedure for the Lewistown City Commission 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.

3. Discussion and action on approving the 2020-2021 School District No. 1 agreement

City Manager Phelps explained that this is a long-standing agreement between the City of Lewistown and the Lewistown School District for the use of recreational facilities and equipment. City Manager Phelps further explained that even though our Park and Recreation Director is no longer the school's Athletic Director the Civic Center is still utilized for the high school activities and there is equipment that the City uses for their activities such as lining the soccer fields. There is a 1.8% increase in the amount and the School District does want to move forward with this agreement. Commissioner Oldenburg asked about the relationship between the Recreation Director and the Buildings and Grounds Supervisor. City Manager Phelps explained yes with regards to the Civic Center and their programs. Commissioner Oldenburg made the motion to approve the 2020-2021 School District No. 1 agreement and Commissioner Dunnington seconded the motion. Commissioner Loomis asked again the relationship between the Recreation Director and Building and Grounds Supervisor. City Manager Phelps answered that the Recreation Director is the liaison to communicate with the Buildings and Grounds supervisor for the use of space or equipment. 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 approving Resolution No. 4039, a resolution appointing successor trustees to Lewistown Tourism Business Improvement District No. 1

City Manager Phelps explained that at the last Tourism Business Improvement District (TBID) meeting the board brought forward a couple of recommendations. The first recommendation is for Mr. David Wigginton, the representative for The Yogo, has asked for Mr. Vince Mistretta to replace him on the board for the remainder of his term. The second recommendation is for a representative on the board for the Trails End. The Trails End currently does not have a representative on the board and would like to appoint Delisha Patel for a four-year term. City Manager Phelps explained that these are the recommendations from the TBID board and would recommend Commission approval. Commissioner Turk made the motion to approve Resolution No. 4039, a resolution appointing successor trustees to Lewistown Tourism Business Improvement District No. 1 and Commissioner Loomis 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 explained that he was late to the meeting because he was unable to call in to the meeting. City Manager Phelps explained that he has the wrong phone number and the correct information is on the agenda.

**COMMISSIONER'S MINUTE**

Commissioner Turk asked about the deck that is being asked for on the Glacier Tavern. City Manager Phelps explained that they have all the documentation they need to move forward with the plans. City Manager Phelps stated that we have done something like this in the past for a fire escape.

**ADJOURNMENT**

Chairman Doney adjourned the meeting.

Dated this 19<sup>th</sup> day of October, 2020.

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Gayle Doney, Commission Chairman

ATTEST:

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Nikki Brummond, City Clerk