

A REGULAR COMMISSION MEETING OF THE LEWISTOWN CITY COMMISSION ON DECEMBER 7, 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: Day, Doney, Dunnington, Hewitt, Oldenburg and Turk. Commissioner Loomis participated via zoom.

APPROVAL OF MINUTES

Chairman Doney stated that without objection and based on the corrections the November 16, 2020 minutes are approved.

COURTESIES

There were none.

PROCLAMATIONS

There were none.

BOARD AND COMMISSION REPORTS

Commissioner Oldenburg reported that the Central Montana Foundation Board met virtually on November 24, 2020. The Board awarded a \$2,500 grant to the Central Montana Spirit of Christmas to provide toys and food to needy families over the holidays. The Board also awarded \$1,565 from the COVID19 Relief Grant for the SAVES Store to purchase a fogger to sanitize their donated merchandise and the shop in general.

Commissioner Hewitt reported that she attended the Airport Board meeting last Wednesday. The Airport is renting out the WTI tents and some of the OPI cars are stored under the tents. The camera system has been installed at the big hangar. Commissioner Hewitt explained that United Films would like to use one of the runways for four days. United Films would like to use runway 3 for a back drop to a movie. The COVID testing at the Rimby Hangar has been taken over by the Health District and better signage will be installed.

Commissioner Day reported that the Central Montana Health District (CMHD) met on November 19, 2020 virtually. Due to the situation of COVID at that time they were only able to present reports and announcements. The CMHD met again on December 3, 2020 and it was announced that the full time and part time position has been filled and they are still looking to fill another part time position. They are getting ready for the vaccines that will be arriving and looking for storage space. There will be more CARES funding coming from the State and the guideline changes coming from CDC, it appears the State

will not be adopting those changes. The Board approved the purchase of a van to help with mobile testing and vaccinations. Commissioner Day reported that typically the CMHD Board meets quarterly but due to the situation the board has decided to meet monthly and the first meeting is scheduled for the end of January.

Commissioner Loomis reported that the Park and Recreation Board met on December 2nd and discussed the Lewistown Trail Master Plan. The main goal of the master plan is to consolidate some of the sections and make it more identifiable for the public. The master plan will be beneficial when writing and applying for future grants. The Ice-Skating Association is having a hard time making ice and getting the rink going. There Ice-Skating Association has two tournaments scheduled in January. The Recreation Director is still working on the improvements to the women's locker room.

Commissioner Doney reported that the Library Board met virtually on November 19th. The Library is doing well and have mobile work stations in place, which makes it easier for an employee to work from home if necessary due to COVID. The Library will be presenting a retirement give to Nancy Watts next month.

CITY MANAGER REPORT

City Manager Holly Phelps reported on the following issues:

The Police Department has been using the Zurcher software for just over a month and the transition is going well. There have been a few kinks along the way but the software is very good and user friendly, but is very different from the previous software used by the department. This last week the tablets were installed in the cars and the officer will now be able to access the Zurcher system in the field.

The last week our K-9 Officer Shark came back to work. He does have few restrictions but has made a great progress towards a full recovery.

For the month of December, the Library will have the following hours: Christmas Eve open until noon, closed Christmas Day and open until noon on New Year's Eve.

The warm weather did prevent the hockey association from making ice, but they are hoping to try it this next week. They are all ready for the season and will be busy with two hockey tournaments. These tournaments will be held the first two weeks of the new year.

Public Works has begun looking at upcoming projects. Public Works Director JR Killham and the City Manager met with several representatives to discuss the City's urban route system and funding opportunities. Public Works will be installing new signage around town. Most of the signs will simply be replaced and reinstalled in the same location, but they are working on making improvements to traffic flow in a couple of locations.

The Park and Recreation Department has been working on the Trails Master Plan and it will be presented at the next Commission meeting. The plan will be emailed out and if anyone would prefer a printed copy please let the City Manager know.

PUBLIC COMMENT – non agenda items

Mr. Robert Snyder who resides at 1307 W Broadway addressed the Commission asking them to make decisions for our City that the Commission act within reason and responsibly and make decisions based on science with response to the COVID19. Mr. Snyder talked briefly about excess COVID deaths and

that they should have any meaning when looking at the statistics. Mr. Snyder encouraged the Park and Recreation Board to consider opening the restrooms at Creekside.

CONSENT AGENDA

Commissioner Oldenburg made the motion to approve the consent agenda and Commissioner Turk seconded the motion. The motion passed unanimously. The consent agenda was the acknowledgement of the claims that have been paid from November 14, 2020 to November 30, 2020 for a total of \$223,210.37

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

1. Discussion and action on awarding a bid for the purchase of “NFPA 2018 Standard, NFPA 1981 Compliant SCBA’s” for the Lewistown Fire Department

City Manager Phelps explained that back in November the Fire Department went out for bid for 30 SCBA units. City Manager Phelps further explained that the City has been aware of the need for this equipment over the last few years. The Fire Chief has applied for a couple of grants to help fund this purchase but has not been successful in receiving any money. City Manager Phelps stated that the Fire Department received two bids. Fire Chief Joe Ward explained that the SCBAs are the tanks that go on a Fireman’s back when entering house fires. The SCBAs have a fifteen-year life and the City’s are at the end of their life cycle and are unable to get the tanks tested. Fire Chief Ward explained that he received two bids. One from Municipal Emergency Services (MES) and the other bid was from Big Sky Fire and Equipment. Fire Chief Ward briefly explained how he determined which equipment worked for the City’s firefighters and how he determined which bid he is recommending. Fire Chief Ward explained that there is now a fifteen-year warranty which is the life of the pack. Commissioner Doney asked that there is a statement on the that one of the bids did not meet the bid specs. Fire Chief Ward answered yes that is correct one of the reasons was the difference with the voice amplification system. Fire Chief Ward explained that he would like to recommend purchasing the equipment from Big Sky Fire and Equipment, which is a local vendor. Fire Chief Ward stated that the bid is a little more expensive, but the service is locally and works great for the department. Commissioner Doney agreed that she is very pleased that it is a local vendor. City Manager Phelps stated that is she recommends awarding the bid to Big Sky Fire, but the other component is how to pay for the equipment. City Manager Phelps further stated that there is also the partnership between the City of Lewistown Fire Department and the Lewistown Rural Fire District and essentially the expense to each department would be half. City Manager Phelps explained that if you recall this was not budgeted for and we were hopeful to be successful and be award some grant funding. City Manager Phelps further explained that it is her recommendation that the City move forward with an Intercap Loan through the State of Montana. The current interest rate is 2.5%, the rate varies each year and the, the maximum number of years is 15 or the life of the item. Commissioner Doney asked if the Finance Officer Nikki Brummond if she supports this recommendation. Finance Officer Brummond answered yes, she feels this is the best option, due to the City’s revenue flow. Fire Chief Ward explained that he has taken the same information to the Rural Fire District and they agree with recommendation. Commissioner Turk made the motion to approve awarding the bid for the purchase of “NFPA 2018 Standard, NFPA 1981 Compliant SCBA’s” for the Lewistown Fire Department from Big Sky Fire and Equipment and Commissioner Oldenburg seconded the motion. Commissioner Oldenburg commented that she is very pleased that we are able to use a local vendor. Commissioner Doney asked for questions from the audience and Commission. There being none, the question was called for and the motion passed unanimously.

2. Discussion and action on Resolution No. 4040, a resolution approving an application from Moccasin Mountain for TIF funds made to the Lewistown Tax Increment Financing District Board

City Manager Phelps explained this application for the Moccasin Mountain Art Gallery building. City Manager Phelps further explained that the Shobes came to the TIF board and asked for some funding. The funding is to remove the awning and install a new awning to match their other building. Some façade, windows and new signage. These grants are matched by the owner of the property. Commissioner Oldenburg stated there was a nice article in the newspaper recently talking about the TIF options. City Manager Phelps further commented that the TIF District has reached out to all businesses in the district. Commissioner Hewitt made the motion to approve Resolution No. 4040, a resolution approving an application from Moccasin Mountain for TIF funds made to the Lewistown Tax Increment Financing District 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 motion passed unanimously.

3. Discussion and action on Resolution No. 4041, a resolution approving an application from Snowy Mountain Development Corporation for TIF funds made to the Lewistown Tax Increment Financing District Board

City Manager Phelps stated that at the same TIF board meeting there was an application from Snowy Mountain Development Corporation SMDC for partial funding for planning activities. This is a needs assessment and feasibility study for the entire TIF district and focusing on retention of existing jobs and sustain existing businesses. This is a good time to look at what jobs are there and how COVID affected those jobs and businesses. The TIF Board did recommend awarding a \$12,500 grant for this project. Commissioner Dunnington made the motion to approve Resolution No. 4041, a resolution approving an application from Snowy Mountain Development Corporation for TIF funds made to the Lewistown Tax Increment Financing District Board and Commissioner 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 approving the RM88 records destruction document in accordance with Schedule 8, Municipal Records Schedules

City Manager Phelps explained that records retention is done on a regular basis and regulated by the State of Montana. There is schedule 8 that outlines what documents, records and reports are to be maintained and the retention period. City Manager Phelps explained that this document explains what is going to be destroyed in accordance with schedule 8. Finance Officer Brummond explained that there are permanent records that are maintained in another area of my office, there are some documents that will be coming before the Commission for approval that will be older than ten years and will need approval and secondary approval from the state. Finance Officer Brummond stated that she contracts with a company that comes on site, shred the documents and then taken off site. Commissioner Oldenburg made the motion to approve the RM88 records destruction document in accordance with Schedule 8, Municipal Records Schedules 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. Robert Snyder stated he would urge the Park and Recreation Board to see what it would take to unlock the bathrooms at Creekside.

COMMISSIONER’S MINUTE

Commissioner Loomis stated that he has gotten an email regarding the parking of vehicles on the boulevards. Commissioner Doney stated that the ordinance committee is working on the issue and hope to get the issue rectified.

Commissioner Day asked where the City Manager was at with the Attorney position. City Manager Phelps answered that we have received two applications and have discussed the County Attorney Sipe and it was decided to keep it open a little longer.

ADJOURNMENT

Chairman Doney adjourned the meeting.

Dated this 7th day of December, 2020.

Gayle Doney, Commission Chairman

ATTEST:

Nikki Brummond, City Clerk