

CITY OF POLSON COMMISSION MEETING

Commission Chambers

February 1, 2016

7:00 p.m.

ATTENDANCE: Mayor Heather Knutson, Commissioners Coutts, Donovan, Erickson, Siler, and Southerland, Turner, City Manager Mark Shrives, City Clerk Cora Pritt

OTHERS PRESENT (who voluntarily signed in): Lita Fonda, Kevin Johnson DOWL Engineer, Irene Marchello, Lou Marchello, Bonnie Manicke, Lee Manicke, and Tony Porrazzo

CALL TO ORDER: (00:00) Mayor Knutson called the meeting to order. The Pledge of Allegiance was recited. Roll call was taken.

APPROVAL OF PROPOSED AGENDA (00:46) - Commissioner Erickson motion to approve the proposed agenda. Commissioner Southerland second. City Commission discussion: none
Public comment: none **VOTE: Unanimous Motion carried**

PUBLIC COMMENT ON SIGNIFICANT MATTERS TO THE PUBLIC **NOT ON THE AGENDA (01:21)**-Commissioner Siler commented that interviews were conducted for 2 potential fire fighters; Robin Smith and Hal Christopher. Mayor Knutson commented that the January 2016 winner of the Polson Proud 2016 was Polson Rural Firefighter Will Widger. Will rescued a cat from a tree. His prize was a movie box.

CONSENT AGENDA (03:45)-(a). January 14-27, 2016 claims, (b). City Commission meeting Minutes January 20, 2016. (c.) Bank Reconciliations January – June 2015. **Commissioner Siler motion to approve the consent agenda. Commissioner Southerland second.** Commission discussion: Commissioner Turner inquired about the Quik E'Z Towing claims. Polson Police Chief Nash explained that police cruiser #9 had to have the engine replaced. Commissioner Southerland asked about the claim for installing windows. Police Chief Nash answered that new windows were installed at the City Shop. Commissioner Turner asked about the Sewer claim for \$67,174.00. Water/Sewer Superintendent Tony Porrazzo explained about the \$67,174.00 claim. That was procurement for the equipment for the new waste water treatment recovery facility. Public Comment: none. **VOTE: Unanimous Motion carried**

CITY MANAGER COMMENTS (07:46)-City Manager Shrives reminded the Mayor and Commissioners about the upcoming Regional Training on Wednesday, February 3rd. There will be a Strategic Planning workshop on February 27th. There should be a survey monkey sent from the Local Government Center who will be conducting the Strategic Planning workshop. Now that the City has transitioned over to the G.I.S. there was some media coverage last week regarding the new plotter that the City has acquired. City Employee Forrest Neimeyer is getting a G.I.S. certification from the Confederated Salish Kootenai College. Forrest recently completed all of his first quarter of classes and got an A in all of his classes. The Fire Department budgeted \$60,000.00 for a brush truck. This money is being paid out of Impact Fees. The Truck Committee recently located a truck in Texas. Chief Cottle and another fire fighter are going to inspect the truck, purchase it for \$37,000.00 and drive the truck back to Polson. A skid mount will need to be built to put on the back. It is a 2013 Ford. Melanie Smith, Tribal Social Service Department had a conversation with City Manager Shrives about the Handle with Care program that the Polson Police Department and the Polson School District recently began. Melanie Smith has asked the City for a Memorandum of Agreement to work with Tribal Social Services in a collaborative effort regarding Drug Endangered Children. Melanie Smith gave a brief presentation of the National Drug Endangered Children substance abuse program. This is an emotional subject matter. There was an awareness training that occurred in June 2015. The Handle Me with Care program came

from a six hour training program that Polson Police Department and Polson School Department attended. The Confederated Salish Kootenai Tribe was very excited about the Handle Me with Care and wanted to know how fast they could get the program implemented in their schools. In the first week of March there will be a training that will be open to the public. Drug endangered alliances make a huge difference where the program is working. Anyone who handles children and their families are encouraged to attend. City Manager Shrives commented that there is a requirement for the City staff to attend. There will be a couple of Polson Police officers attending. Mayor Knutson commented that this is an incredibly important issue within the community. If we all work together we can make a difference in these children's lives. In closing City Manager Shrives commented that Polson Police Chief Nash had posted his presentation to the Polson Police Facebook page. There has been a tremendous amount of comments from the statistics that were posted.

APPROVE DNRC RENEWABLE RESOURCE GRANT AGREEMENT (23:53)-City Manager Shrives presented this agenda item. This is the first agreement with one of the grant agencies. By accepting this agreement, we are accepting the grant. **Commissioner Turner motion to approve acceptance of the Renewable Resource Grant Agreement awarding the City a \$125,000.00 grant. Commissioner Erickson second.** Commission discussion: Commissioner Siler commented that it just proves that free money isn't free. Public comment: none VOTE: Unanimous Motion carried

WASTE WATER RECOVERY FACILITY UPDATE (25:25)-DOWL Project Engineer Kevin Johnson presented the following power point update on this project:



Project History Review

- Amended the Wastewater Facility Plan – March 2015
- Complete Pre-Design Report – June 2015
- Headworks Equipment Procurement – June/July 2015
- SBR Equipment Procurement – August/Sept 2015
- Currently in Final Design



Equipment Procurement

- Headworks Equip. Procurement Complete
 - Grit Removal (Vortex Chamber; Grit Washer)



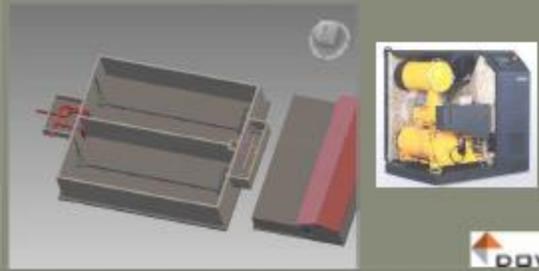
Equipment Procurement

- Headworks Equip. Procurement Complete
 - Shop Drawing Resubmittal in Process
 - Screens Selected (3 mm perf. plate, drum screen)

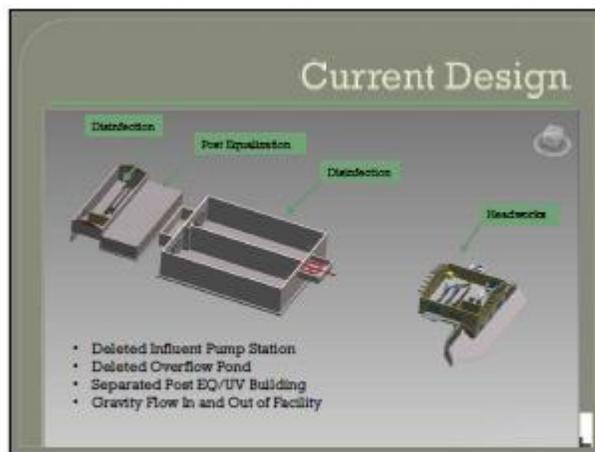
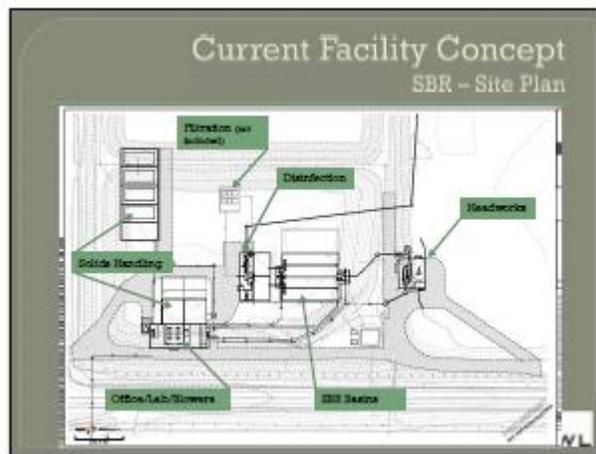


Equipment Procurement

- SBR (Biological Process) Procurement
 - Submittals in Process







Project Funding Summary

| Project Funding Summary | |
|--------------------------------------|---------------------|
| Total Project Cost | \$18,790,000 |
| TRSP Grant | \$750,000 |
| HRSA Grant | \$125,000 |
| CDPS Grant | \$650,000 |
| SRP Loan (Foreign) | \$600,000 |
| Local Contribution | \$1,200,000 |
| SRP Loan - Balance of Funding | \$13,665,000 |

WRDA Grant Possible - Amount ???

Project Sewer Rate Summary

| User Rate Basis | Projected User Rate |
|---|---------------------|
| Average User Rate at Start of Project | \$ 28.75 |
| April 2014 Prelim. Engr. Report & Grant Apps. | \$ 88.73 |
| With Change to the SBR Treatment Process (20-yr Loan) | \$ 72.41 |
| With Change to 30-year Loan | \$60-70 |

Initiate Rate Adjustment Process Soon

- Rate Hearing Process Completed Before Loan Can Close
- Time for Several Incremental Rate Adjustments
- Put Final Rate In Place After Bidding
- Loan Payments Don't Start Until Through Most of Construction



Schedule

Design - In Process

- 60-day DEQ Review (July - Aug, 2016)
- 30-days; Comment Response and DEQ Approval

Bidding September 2016

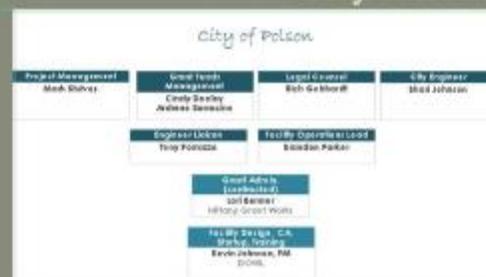
- 30-day Bid Period (Sept 2016)
- 30-days to Contracts; Notice to Proceed (Nov 1)

Construction

- 18-month Construction Period
- Startup (April 2018)
- Decommission Existing Lagoons



Project Team



Mayor Knutson thanked Kevin for the updated. There will be quarterly updates as the project proceeds.

(01:35:55) Mayor Knutson asked the Commission if there were any items that needed full minutes or will action minutes suffice. The Commission commented that action minutes would be sufficient on all agenda items.

Adjourn. (01:36:18) Commissioner Southerland motion to adjourn. Commissioner Donovan second. Commission discussion: none Public Comment: none **VOTE: Unanimous Motion carried.**

ADJOURN: 8:36 p.m.

Heather Knutson, Mayor

ATTEST: _____

Cora E. Pritt, City Clerk