

CITY OF POLSON

CITY COMMISSION MEETING

Commission Chambers

March 23, 2015

7:00 p.m.

ATTENDANCE: Mayor Heather Knutson, Commissioners Campbell, Erickson, Morrison, Siler, Turner and City Manager Shrives, City Clerk Cora Pritt

ABSENT: Commissioners Southerland

OTHERS PRESENT (who voluntarily signed in): Lita Fonda, Dania Johnston, Ann Madone, Link Moderie, Tana Seeley, Joslyn Shackelford, Ric Smith, and Sarah Smith

CALL TO ORDER: (00:03) Mayor Knutson called the meeting to order. The Pledge of Allegiance was recited. Roll call was taken.

APPROVAL OF PROPOSED AGENDA (00:48)- Commissioner Campbell motion to approve the proposed agenda. Commissioner Erickson second. City Commission discussion: none
Public comment: none **VOTE: Unanimous Motion carried**

PUBLIC COMMENT ON SIGNIFICANT MATTERS TO THE PUBLIC **NOT ON THE AGENDA (1:21)-Mayor Knutson-** will be hosting an event at the Polson Bay Golf Course on April 2nd from 5:00 - 7:00 p.m. The event is in celebration of spring and opening of the Golf Course and Restaurant. If you come and enjoy a drink, you will also be given a free drink courtesy of the Mayor.

CONSENT AGENDA: (2:23) a. Claims March 1-18, 2015, b. City Commission Meeting **Minutes** March 2, 2015, c. Gordon Zimmerman resignation from City County Planning Board. **Commissioner Morrison motion to approve the Consent Agenda. Commissioner Siler second.** City Commission discussion: Mayor Knutson requested that the phrase “removing from the table.” be added to the motion on Ordinance 2015-002. Commissioner Siler pointed out that on Ordinance 2015-003 there is not a second on the motion. This needs to be corrected before approving the minutes. **Commissioner Morrison amended his motion to remove the City Commission Meeting Minutes March 2, 2015 from the Consent Agenda. Commissioner Siler second.** Public comment: none **VOTE: Unanimous Motion carried**

CITY MANAGER COMMENTS (7:05)- City Manager Shrives asked the Commission for policy direction regarding the remainder of the open alcohol at the golf course restaurant. The alcohol could not be sold with the liquor license. The City could still sell the hard alcohol since the All Beverage Liquor License is still operational for the City. The Commission agreed that hard alcohol beverages could still be sold. Also, on Thursday, March 19th the City Manager met with the County Commissioners to discuss a variety of issues and concerns. This meeting will become a monthly meeting. Some of the topics discussed were the issues with Skyline Drive, which the County still has control over, and the Polson Development Code Re-write, and confusion with mapping issues. Due to the County having stricter notice of meeting times, the schedule for the Development Code Re-write meetings will be re-written. The notices will be dual between the County and the City.

APPROVE RESOLUTION OF ANNEXATION AND ZONE CHANGE FOR POLSON YOUTH SOCCER ASSOCIATION, INC. (10:03) Contract Planner Erica Wirtala presented this agenda item. This is application number 15-02. An application for annexation of 20 acres of property located between Ridge Water Subdivision and Lake County Cemetery. This process was begun in December 2014. There have been two meetings with City staff and one presentation to Commission on the proposed

development of the property. A portion of the property will become soccer fields, a concession stand, rest rooms and parking facilities. The property is currently zoned medium density residential. Along with the annexation the applicants are requesting the zone be changed to Highway Commercial Zoning District. On April 14, 2015 the applicants will appear before the City County Planning Board for a Special Use Permit to have the plans approved. The property will be season in use. Staff recommends adoption of the Resolution of Annexation. Commissioner Siler congratulated the Polson Youth Soccer Association for winning the golf passes that the Polson Rotary raffled off. The Rotary Board approved the \$750.00 to the Polson Youth Soccer Association to pay for the Special Use Permit application. **Commissioner Turner motion to approve the Annexation and Initial Zoning request on behalf of the Polson Youth Soccer Association for the twenty acre parcel as described to be designated with the Highway Commercial Zoning District as per the staff report, the Findings of Fact and the substantial compliance of the twelve criteria for zone amendments. Commissioner Erickson second.** Commission discussion: none Public Comment: **Lita Fonda** commented that soccer is an excellent sport. Lita questioned the zone change not going before the City County Planning Board, and to encourage a lot of parking for the area. **VOTE: Unanimous Motion carried**

APPROVE RESOLUTION TO AUTHORIZE THE COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION (27:32) This agenda item was presented by City Manager Shrives. This is an approval to move forward with the application for the CDBG grant. **Commissioner Campbell motion to approve resolution authorizing submission of a Community Development Block Grant Application in support of the City's upcoming Wastewater Project. Commissioner Erickson second.** Commissioner Siler commented that all the projects presented were good projects but the wastewater project was selected due to the fact that all the studies had been met. City Manager Shrives commented that is correct. Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

APPROVE RESOLUTION FOR MAYORS DAY FOR NATIONAL SERVICE RECOGNITION. (29:13) Mayor Knutson commented that the City of Polson participated in this event last year and she would like to do the same this year. The Mayor requested that the phrase National Service be changed to read National and Local Service. There will be a luncheon on April 7th at the Senior Community Center. The Proclamation will be read by the Mayor. **Commissioner Turner motion to approve the Resolution for Mayors Day for National and Local Service recognition. Commissioner Campbell second.** Commission discussion: Commissioner Campbell commented that this is a good opportunity to recognize our biggest service organization, the volunteer fire department. Public comment: none **VOTE: Unanimous Motion carried.**

APPROVE RESOLUTION PRELIMINARY ENGINEERING REPORT (PER) ADDENDUM #1- (32:00) City Manager Shrives presented this agenda item. This resolution would approve the change to the PER. The City of Polson had selected an MBR Wastewater Treatment facility. After several meetings, the selection was changed to an SBR System. In changing the type of facility to be constructed, there needs to be the addendum to the report. **Commissioner Campbell motion to approve the resolution accepting Addendum #1 to the Wastewater Preliminary Engineering Report dated April 2014 with direction to the City Manager to have further discussion with the Engineer about acceptance of septic sewage into this treatment plant from sewage haulers. Commissioner Erickson second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

APPROVE FIRST READING OF ORDINANCE TO ADOPT CHAPTER 3, ARTICLES 1-IN GENERAL, ARTICLE 2-WATER, ARTICLE 3-SEWER TO THE CITY OF POLSON BOOK OF ORDINANCES. (38:31) City Manager Shrives presented this agenda item. This is the first reading of

the next chapter of the Book of Ordinances. This process is updating the Book of Ordinances. Email any comments to the City Manager or stop by and discuss any proposed changes. **Commissioner Siler motion to approve the first reading of the Ordinance adopting Chapter 3, Articles 1, 2, and 3 of the City of Polson Book of Ordinances. Commissioner Campbell second.** Commission discussion: Commissioner Siler requested that page numbers be added to the document to help when looking up information. none Public comment: none **VOTE: Unanimous Motion carried**

RESORT TAX DISCUSSION (40:58) -Mayor Knutson presented this agenda item. The Resort Tax is only applied to resort locations that are under the population of 5500. Once that number is reached, the location automatically becomes ineligible to have a Resort Tax. There are several projects the monies could be used for. Tonight the discussion would be whether or not to form an Economic Development Council. This Council would go through the process and make the recommendation whether or not to put the Resort Tax on the ballot in November. The Council would consist of at the least five but no more than seven members. **The consensus of the Commission was to approve the formation of the Economic Development Council and to begin the application process for the Council.**

WHOLLY SURROUNDED PROPERTY ANNEXATION DISCUSSION (49:29)-City Manager Shrives presented this agenda item. There are 12-13 parcels located on Hillcrest Drive and Scenic Lane that currently have City water. Ordinance 637 gives direction for annexation of properties wholly surrounded. These lots have City services but are currently not in the City. Commissioner Campbell questioned the availability of sewer to the lots. Water/Sewer Superintendent Tony Porrazzo commented that there were stub outs already in place for the majority of the lots. There are two properties that would require a pump. Commissioner Turner questioned who would pay for the pumps. Mr. Porrazzo answered the home owner. City Manager Shrives commented that these properties are getting all of the City Services but are not paying City taxes. Mayor Knutson would like to know the compare the additional services vs the tax base. Mayor Knutson commented that the annexation is an option for the City it is not required.

Mayor Knutson would like to work with the individual homeowners on whether or not they want to be annexed. Public Comment: **Dennis Duty** commented that in Mission Bay the wholly surrounded properties that were on a septic system were required to annex into the City when the septic system would fail. It wasn't a force annexation but direction that in the future the homeowner would become City. Mayor Knutson commented that the matter would be addressed further.

RECESS (1:02:06)-Mayor Knutson recessed the Commission meeting for Executive Session. Recess was at 8:03 p.m.

EXECUTIVE SESSION ((1:03:45)-Personnel City Manager review

RE-CONVENE (1:04:00) Mayor Knutson re-convened the meeting at 9:12 p.m.

CITY MANAGER PERFORMANCE APPRAISAL REPORT (1:04:04)-Mayor Knutson read the report. **Commissioner Morrison motion to approve the City Manager Performance Appraisal Report. Commissioner Turner second.** Commission discussion: none Public Comment: **Finance Officer Cindy Dooley** requested that the pay increase go into effect at the beginning of the new Fiscal Year due to budget constraints. This request was agreed upon by the Mayor, Commission, and City Manager Shrives. **Water/Sewer Superintendent Tony Porrazzo** commented about the great job City Manager Shrives has been doing. Mr. Porrazzo considers it a pleasure to work with City Manager Shrives. **Chief of Police Wade Nash** commented that City Manager Shrives brings stability to the City. The stability has been lacking in the past. **Mayor Knutson noted the revision to the motion, to change the effective date until the first of the new Fiscal Year. VOTE: Unanimous Motion carried**

(1:13:51) Mayor Knutson then asked the Commission if there were any of the agenda items that should be detailed or are the Action Minutes okay. The Commission responded that Action Minutes on all of the agenda items would be appropriate.

Mayor Knutson asks for a Motion to Adjourn. (01:14:45) Commissioner Campbell motion to adjourn. Commissioner Erickson second. VOTE: Unanimous Motion carried.

ADJOURN: 9:23 p.m.

Heather Knutson, Mayor

ATTEST:

Cora E. Pritt, City Clerk