

# CITY OF POLSON

## CITY COMMISSION MEETING

Commission Chambers

April 20, 2015

7:00 p.m.

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

**ABSENT:** Commissioners Campbell and Morrison

**OTHERS PRESENT** (who voluntarily signed in): Jordon Bautister, Marc Carstens, Elsa Duford, Dennis Duty, Lita Fonda, Madeline Hewston, Boyce Jordan., Murat Kalinyaprak, Moriah Lundeen, Bonnie Manicke, Ann Moderie, Link Moderie, Bradley Pickler, Joslyn Shackelford, Barbra Stone, Russell Stone, Thomas Wallace.

**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 (00:50) Commissioner Southerland 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 ( 1:26)-Russell Stone** asked why the County did not chip seal Skyline Drive before the City annexed it. City Manager Shrives explained that the City already had a maintenance agreement for Skyline Drive prior to the drive being annexed. The City will get the Gas Tax monies which will be approximately \$5,000.00. **Dennis Duty** thanked the Mayor & Commissioners for their support of the Water Compact.

**CONSENT AGENDA: (3:41) a.** Claims April 1-15, 2015, b. City Commission Meeting Minutes April 6, 2015, c. City Commission Public Hearing Minutes March 23, 2015, d. City Commission Meeting Minutes March 23, 2015, e. Transfer of Ownership and Location All-Alcoholic Beverages License No. 15-860-3867-001 to Rainbow Point Polson, LLP, 209 Ridgewater Drive. **Commissioner Turner motion to approve the Consent Agenda. Commissioner Siler second.** Commission Discussion: none Public comment: none. **VOTE: Unanimous Motion carried**

**CITY MANAGER COMMENTS (4:40)** City Manager Shrives commented on:

Filing date for Election in November Open May 4, 2015 Closes July 2, 2015

Co-ordinating with County dates for the Polson Development Code Re-write. City Manager will be meeting with the Commissioners on Thursday, the 23<sup>rd</sup>. The following are preliminary dates; May 12-City County Planning Board review the final document, June 1-the Draft to the City Commission & County Commission, July 13-Joint Public Hearing, July 20-City would adopt the Polson Development Code.

City is currently updating the Growth Policy. The County would need to adopt the current Growth Policy or adopt the new Growth Policy.

Budget FY 2015-16 meeting dates have been changed. The new meeting dates will be: May 18-Health Insurance meeting; June 22-Budget meeting with Commission & Department Heads, July 20-Budget Presentation/Public Hearing, August 17-Adopt the Budget. All meetings will begin at 6:00 p.m.

Copy of Fire Report-there will be a discussion and give an update.

Asked Parks Director Karen Sargeant to give an update on the Lights at Riverside & Sacajawea Parks. Also the Interpretive Signs status

**APPROVE THE FINDINGS OF FACT REGARDING THE PRELIMINARY PLAT REQUEST FOR A TWO-LOT MAJOR SUBDIVISION AS DESCRIBED AND MOTION TO APPROVE THE PRELIMINARY PLAT REQUEST FOR A TWO LOT MAJOR SUBDIVISION WITH ATTACHED CONDITIONS OF APPROVAL (16:57)**-Contract Planner Erica Wirtala presented this agenda item. This item is also known as the “Walgreen Subdivision”. Lot 1 will contain Walgreen while Lot 2 is undeveloped. The Parent Tract defines this as a major subdivision. Lot 1 has water/sewer hook-ups. Lot 2 will be required access and a utility easement. The Road has been built to City standards but will remain a private road. Maintenance will be on the owners of the property. The City County Planning Board has recommended approval. There are 23 total Conditions of Approval with Condition #3 amended to read: that the commencement of the landscape buffer be done at the time of the Special Use Permit application. There are two motions one for the Finding of Facts, the other motion is to approve the project. **Commissioner Southerland motion to approve the Findings of Fact regarding the preliminary plat request as proposed by C.A.P. Polson for a two-lot major subdivision as described above. Commissioner Siler second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried. Commissioner Siler motion to approve the preliminary plat request as proposed by C.A.P. Polson for a two-lot major subdivision with the attached Conditions of Approval described above as amended. Commissioner Erickson second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

**APPROVE THE FINDINGS OF FACT REGARDING THE SPECIAL USE PERMIT REQUEST ON BEHALF OF THE POLSON YOUTH SOCCER ASSOCIATION FOR THE TWENTY ACRE PARCEL(27:55)**-Contract Planner Erica Wirtala presented this agenda item. This is Special Use Permit #15-02. The parcel was annexed in March 2015. The complex will consist of 4 competition size soccer fields, a concession stand/restroom facility, parking lots with ingress/egress driveways. The proposal will encompass 9 acres of the 20 acres. The primary access will be from Ridgewater Drive. The City County Planning Board recommends approval of this Special Use Permit. There are 19 Conditions of Approval. Commissioner Erickson asked about medical assistance on site. Erica answered that during tournaments there would be a courtesy ambulance present. Commissioner Erickson asked who would be contact to reserve parking spaces for campers. Applicant Representative Link Moderie answered that it would be first come, first serve bases. **Commissioner Turner motion to approve the Findings of Fact regarding the Special Use Permit request on behalf of the Polson Youth Soccer Association for the twenty acre parcel as described above. Commissioner Erickson second.** Commission Discussion: none Public comment: **Lita Fonda** asked about the zoning being changed from Medium Density Residential Zoning District to Highway Commercial Zoning District. Erica Wirtala answered that this project was best served as a Highway Commercial Zoning due to the fact that this is a private recreation. **VOTE: Unanimous Motion carried Commissioner Southerland motion to approve the Special Use Permit and its associated Conditions of Approval on behalf of the Polson Youth Soccer Association for the twenty acre parcel as described above. Commissioner Turner second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

**NEIGHBORHOOD WORKS MONTANA STATE HOME NON-COMPETITIVE DOWN PAYMENT ASSISTANCE PROGRAM PRESENTATION (39:45)**-Moriah Lundeen, Valley Bank presented this agenda item. This is a down payment assistance program through H.U.D. that helps first time home buyers with the down payment. This is a second mortgage that is due on sale loan. This is not a grant. Lake County has approved the program but in order for this to be used within the City limits, the City Commission has to approve the program. City Manager Shrives commented that the City portion of the paperwork is fairly minimal. There are a couple of forms that will need to be filled out. The program can be approved either a Resolution or a Letter of Support. The Commission would need to give the City Manager the authority to do a letter. **Commissioner Turner motion to approve the City Manager to**

**move forward with a Letter of Support. Commissioner Southerland second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

**APPROVE THE RESOLUTION AUTHORIZING USE OF THE ALTERNATE DESIGN/BUILD PROCUREMENT METHOD FOR EXPANSION OF THE SKATE PARK (43:33)**-Parks Director Karen Sargeant & City Engineer Shari Johnson presented this agenda item. Karen began by giving a history of the Skate Park and how the committee to build the facility was formed. The Skate Park was built with an anonymous donation. It is a 12,000 sq. foot facility. The Skate Park draws visitors from all over, including international visitors, as well as companies and professionals. Last year Jesse Vargas asked if there could be an expansion done on the Skate Park. The expansion would happen within the fenced area. The current users are thinking of future users and different skill levels. The new expansion would be built around the current course. City Engineer Shari Johnson explained that she would be in charge of the design/build portion of the project. Commissioner Southerland asked where the funding would come from. Parks Director Sargeant answered the funding would come from donations just as before. Commissioner Turner asked about a timeline. City Engineer Johnson answered the process would begin this year but construction would not be completed until next year. **Jesse Vargas** commented that he has been skateboarding for 9 years and he would like to see something for future generations to enjoy. Commissioner Erickson asked about input from the committee. Parks Director Sargeant answered that the list of features actually came from the committee. **Commissioner Turner motion to approve the Resolution authorizing use of the alternate Design/Build procurement method for expansion of the skate park. Commissioner Southerland second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

**REVIEW AND DISCUSS ECONOMIC DEVELOPMENT COUNCIL APPLICATIONS (01:03:24)**-City Manager Shrives presented this agenda item. This is to appoint a board that will make recommendations to the City Commission on various economic ideas. There were 12 applications received. Mayor Knutson commented that a few of the Commissioners have requested an opportunity to interview the applicants. The Mayor suggested sending an email with 3-4 questions to all of the applicants. The email would be sent out on Wednesday, with a reply needed back by Friday. The responses would then go out in the next Commission Agenda packet. The appointment of the Economic Development Council will be on May 4, 2015 during the Commission meeting along with the Commission Liaison appointment. Public Comment: **Murat Kalinyaprak** commented on the Resort Tax that will be the Economic Development Council first project. Mr. Kalinyaprak reminded the Commission that this subject was voted on in 2009 and was defeated by 84% of the votes. Mr. Kalinyaprak offered the documentation that he has since he was active in the election that year. Mr. Kalinyaprak also commented that if this issue is pushed by the City, there could be a legal challenge because of the definition of a Resort Town. **Lee Manicke** asked who the additional two names were since there were only 10 names listed in the agenda packet. City Manager Shrives answered Lou Cross & Becky DuPuis.

(01:27:34) 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. (01:27:50) Commissioner Turner motion to adjourn. Commissioner Erickson second. VOTE: Unanimous Motion carried.**

**ADJOURN: 8:30 p.m.**

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**Heather Knutson, Mayor**

**ATTEST:** \_\_\_\_\_  
**Cora E. Pritt, City Clerk**