

CITY OF POLSON COMMISSION MEETING

Commission Chambers

May 2, 2016

7:00 p.m.

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

ABSENT: Mayor Heather Knutson

OTHERS PRESENT (who voluntarily signed in): Tali Barron, Cheryl Cross, Jane Dickson, Elsa Duford, Jaelyn Ellenwood, Janalee Ellenwood, Bonnie Manicke, Lee Manicke, Steve Rudh, and Robyn Smith

CALL TO ORDER: (00:04) Commissioner Turner called the meeting to order. Roll call was taken. The Pledge of Allegiance was recited.

APPROVAL OF PROPOSED AGENDA (01:04) - Commissioner Coutts motion to approve the proposed agenda. Commissioner Southerland second. Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

PUBLIC COMMENT ON SIGNIFICANT MATTERS TO THE PUBLIC **NOT ON THE AGENDA (02:02)-Jane Dixon**, 608 Main St. Suite B, commented about the business on the corner of 7th & Main St. Jane posted a comment “if you want to clean up Polson, start at that corner”, on social media. The parties involved in that corner are now trying to put Jane out of business. The feral cats now occupy the business and this is stinking up the neighborhood and an eyesore. It is up to Polson to fix this. **Steve Rudh-** County resident commented about an article that was published in the *Independent* this week about Lake County and its concerned citizens. There is a lot of weird stuff occurring and no one seems to know what is going on. Also, the proposed Tourist Tax is a horrible idea. It will distract from people trying to run their businesses normally. We don’t need more obstacles to jump over to make a buck. **Tali Barron**, 219 Main commented about the proposed Resort Tax. Tali personally delivered to City Hall an article that was published listing persons opposed to the Resort Tax. There will be more names added to the list the next time the advertisement is published. **Elsa Duford-Ward 3** commented about the fact that the City County Planning Board minutes from April 12, 2016 which fit in with the last Commission meeting on the 18th. This was a disadvantage to the people who spoke. Without adequate minutes that pertain to a particular item that is going to be discussed, the public is not informed. Also it was such a short time from the City County Planning Board meeting it didn’t give anyone a chance to review the minutes. Also, are the written minutes the official or the unofficial minutes? City Manager Shrives commented that he will be addressing that subject during his City Manager Comment portion of the agenda.

CONSENT AGENDA (10:04)-(a). April 15-28, 2016 claims, (b). City Commission meeting Minutes April 18, 2016, (c). Establish an effective date for Special Use Permit #16-01. **Commissioner Southerland motion to approve the Consent Agenda. Commissioner Donovan second.** Commission discussion: none Public comment **VOTE: Unanimous Motion carried.**

CITY MANAGER COMMENTS (11:00)-City Manager Shrives commented on the following: on the question of the official meeting minutes the City Attorney has given the following opinion;

Memorandum

To: Mark Shrives, Polson City Manager

From: M. Richard Gebhardt, City Attorney

Re: Posting of Audio/Visual Recording of Commission meetings

You have requested a memorandum opinion on the issue of posting the audio/video recording of the Commission meetings to the City website.

As you are aware, the audio recording of commission meetings is considered by ordinance to be the official and complete minutes of its meetings. However, the recording is not considered official until it has been adopted at a subsequent meeting into the records of the City as the official meeting minutes. Also, the Commission requires that action minutes or summary minutes be kept that show, for the record, an outline of the substance of the meeting.

When the Mayor calls for the action minutes to be read or reviewed, she is actually asking for a verification of the action minutes as accurately portraying the business of the Commission. The action minutes are then corrected, if necessary, to reflect the business conducted. The minutes adopted, or corrected, as read should, specifically, adopt the audio/video recording of the meeting as the official minutes of the meeting. I have not reviewed any minutes since we adopted the ordinance but would ask that we initiate the above and formally call for the adoption of the recording as the official minutes each time the motion for approval is called for by the Mayor.

As to the secondary question as to whether the minutes may be posted on the website immediately after the meeting, I would advise you that it would be a "best practices" policy to post the recording if the Clerk is technologically able to do so. If the public has an opportunity to review prior to the subsequent meeting, the Clerk's summary minutes could be checked for accuracy without additional staff time.

Again, the recording is not the official minutes until it is formally adopted as the minutes in a subsequent meeting, after correction, if necessary.

The Rate Hearing Schedule for 2016 Water & Sewer Rate Increase has been distributed for the Commission review and approval. There will be a Hearing on June 6, 2016 beginning at 5:30 p.m. Publish the hearing notice on May 19th, 26th, and June 2, 2016. Notices to customers will be mailed starting May 16th – 25th. The Resolution to Adopt Rates will be on the Agenda June 20, 2016 City Commission Meeting.

The Budget process has started. The Commission needs to either pick a date for a workshop to review health insurance or put a committee of 3 together to meet with Mark, Cindy, and Ardrene before May 24th. The Commission decided to form a committee: Commissioners Coutts, Erickson and Southerland volunteered.

Some good news to report from the Golf Department. There were 15 or 16 new golf cars that were purchased last year that had compression problems. Club Car is standing behind the warranty and replacing all of the cars with new cars.

There will be a pre-bid meeting on May 3rd to replace 3 or 4 blocks of sewer lines and moving a water line. The bids will be brought before the Commission at the next meeting.

There will be some personnel changes occurring in the Water/Sewer department. John Cappert, our current Main Water Operator, is leaving. His position will be posted in house first. There is a current employee that will more than likely apply for the position. In the event that happens, then that person's job will be posted in house. Also will be looking at expanding the Meter Tech. job description to include

Fire Department Hydrant maintenance program. Also as we move forward we now have a maintenance program for our water lines put in place. Every line will be inspected, jetted to try and avoid any sewer back-ups. This program will take a lot of man power and potentially mean a new position within the department to do the Hydrant program and to assist with the new maintenance program. This will require a hard look at the budget but this is a potential new position to be aware of.

OFFICER AND CITIZEN RECOGNITIONS PRESENTATION OF AWARDS (25:20) This agenda item was presented by Polson Police Chief Wade Nash. Chief Nash reminded everyone that the Polson Police Department will be sponsoring the Montana Special Olympics for Lake County.. The Special Olympics torch will arrive in Polson on May 12th and then a torch run will be conducted on May 13th. Then on May 18th Polson Police Department will be hosting the State of Montana Police Memorial Parade and Ceremony. Chief Nash presented the Polson Police Department Challenge Coin to Jaelyn along with a certificate and a gift card. Chief Nash read the following:

CHIEF OF POLICE, POLSON MONTANA

RECOGNITION FOR HEROIC CITIZENSHIP

to

Jaelyn Ellenwood

for services set forth in the following

Case # 216CR0005833 Suicidal Individual

CITATION

On the night of March 6, 2016, Ms. Ellenwood was traveling across the Armed Forces Memorial Bridge when she noticed an individual whom she initially thought was fishing over the side of the bridge. Ms. Ellenwood quickly realized that the individual was not fishing, but appeared to be preparing to jump off the bridge in an act of self-harm.

Ms. Ellenwood immediately parked her vehicle and ran to the individual. Ms. Ellen wood, without hesitation, reached over and grabbed the individual by the waist and pulled them back to safety. Another passerby noticed this interaction and telephoned 9-1-1. Officers arrived on scene at the time Ms. Ellenwood recovered the individual.

This incident may had resulted in a tragic outcome if it was not for Ms. Ellenwood's keen observations and swift reaction. Ms. Ellenwood without a doubt exhibited exceptional ethical values byway of citizenship. It is clear that caring is at the heart of her ethics, after witnessing her level of concern for her neighbors.

Her exceptional diligence and selfless devotion to others reflected great credit upon herself and were keeping with the highest traditions of the Polson Police Department. Thank you Ms. Ellenwood for your service.

W. Nash

Chief of Police

Polson Police Department

CHIEF OF POLICE, POLSON MONTANA

LIFE SAVING AWARD

to

Polson Police Officer Q. Fowler

for services set forth in the following

Case # 216CR0003159 Criminal Mischief

CITATION

On February 7, 2016, Officer Fowler and Captain Booth were dispatched to the Red Lion Inn in regards to a male that had not paid for an additional day. The clerk at the front desk explained the gentleman failed to check out at 12:00 PM and was refusing to answer the door. The management requested that police assist in removing the guest, since the male was exhibiting bizarre behavior in the early morning hours.

After several unsuccessful attempts of loud knocking and announcing "POLICE". The decision was made for the clerk to open the door with his universal key. When the door was opened Officer Fowler again announced police presence.

The room was a monstrosity, with every piece of furniture broken and miscellaneous items strewn about the floor. Officer Fowler saw through the shambles and recognized blood on the mattresses and wall. Sensing something was not quite right, Officer Fowler began searching through the chaotic clutter ever mindful of scene safety. He heard guttural noises and thrashing from the back of the room, without hesitation he asked Captain Booth to dispatch an ambulance.

The male was nude, lying face down, and twitching from side-to-side. His arms were locked and rigid as they aggressively swung about. Officer Fowler cleared the area of debris from around the man in distress.

Dangerous drugs and a used syringe were found near the man. Officer Fowler and Captain Booth suspected a drug overdose. The man then became unresponsive. Officer quickly turned the man unto his side, placing him in the "recovery" position and opened his airway. He kept his airway clear until the EMS crew arrived. The male was breathing but was still unresponsive; from time-to-time he would flail his arms and legs. Officer Fowler held him down while the EMS workers administered medication and began an IV. The medication relaxed the male and then he stopped breathing. Officer Fowler noticed the man stopped breathing and alerted the EMS workers. EMS started CPR. Officer Fowler assisted in administering CPR by rotating out with the EMS workers.

When the male was loaded into the back of the ambulance. His pulse stopped. He was then put hooked up to an AED in the back of the ambulance. The EMS crew was needed to treat the male in the back of the ambulance. Officer Fowler knew the condition of the man was grave so he drove the ambulance to the hospital while the EMS workers continued their life saving efforts. Officer Fowler remained with the male at the ER until he heard that his pulse had returned. Officer Fowler then returned to the Red Lion to assist in processing the crime scene.

Officer Fowler's expeditious response, keen attention to detail, and selfless devotion to a stranger's wellbeing were no doubt what saved that man's life. This outstanding performance, exceptional diligence and loyal devotion to duty reflected great credit upon Officer Fowler and were keeping with the highest traditions of the Polson Police Department.

W. Nash
Chief of Police
Polson Police Department

ACCEPT RESIGNATION FROM KEN AVISON, POLSON REDEVELOPMENT AGENCY

(34:44)-This agenda item was presented by City Manager Shrives. City Manager Shrives read Ken Avison's letter of resignation. Mr. Avison is stepping down from the Polson Redevelopment Agency due to recent illnesses. **Commissioner Southerland motion to accept Ken Avison's resignation from the Polson Redevelopment Agency. Commissioner Erickson second.** Commission discussion: Commissioner Southerland commented that Mr. Avison has volunteered so much time and wishes him well. Sad to lose him on this committee. Commissioner Donovan commented that Mr. Avison is a great community member. Commissioner Donovan had his school class write get well cards and mailed them to Mr. Avison. A lot of the children knew who he was because of his magic shows. Public comment: none **VOTE: Unanimous Motion carried**

ADMINISTER OATH OF OFFICE TO TWO VOLUNTEER FIREFIGHTERS (37:22)- Polson Fire Department Chief Clint Cottle presented this agenda item. Chief Cottle introduced and gave a little background on each new member: Robyn Smith and Chad Morgan. Robyn is a lifeguard at Mission Valley Aquatic. Chad Morgan is a former Polson Volunteer Firefighter and is now rejoining the department. Chad has 11 years of firefighting experience. In the absence of Mayor Knutson, City Clerk Cora Pritt administered the Oath of Office.

PACIFIC NORTHWEST RESOURCE MANAGEMENT SCHOOL PRESENTATION (41:41)-

This agenda item was presented by Water/Sewer staff member Brandon Parker. City Manager Shrives commented that he had requested that Brandon do a presentation of what he had studied during this 2 year course. Karen Sargeant had been the advocate for this course. There have been several other City employees that have attended this course as well. Brandon will talk about how this course will help him with his job. Brandon's job is Water/Sewer Operator. The school is located in Ft. Townsend, Washington. The program teaches the understanding of stewardship for developed land and natural resources, managing budgets, and communicating funding needs. The first year focuses mainly on developing a resource management plan. The participants are placed in groups and then asked to create the resource management plan for a fictitious park. There are different branches of government represented as part of this exercise. Between the first and second year each student is asked to create a resource management plan for one of their facilities. Brandon chose Wells 4 & 5 treatment plant. This consist of a booster station, 2 wells, and a 500,000 gallon reservoir tank. In these management plans you record all of your physical assets, inventory them. Anything that is going to need maintained; lightbulbs, to structures, building, anything like that. It is then broken down into service levels of how you are going to service them, how much they will be serviced, and how often. It is then broken down to maintenance activities which are really helpful out in the field. Basically it is an inventory of all of your activities and broken down into the descriptions of them. How often they have to be taken care of, how long it takes to do them, and how many times a year you have to do it. This would be a very useful tool out in the field. Helps keep track of service levels; how often things should be done. If something isn't looking good, then you can revert back too once a week, or once a month. The second year builds on the first year by focusing on building and managing a budget and maintenance information systems. There was a budget that the participants had to work with regarding the park. There was a budget cut and we had to figure out what could be cut, what could be spared as far as time and service level on certain maintenance levels. This is a mock exercise. This had to be brought in front of a council and they were not very friendly with what had to be cut. It was a very unique experience. Brandon commented that he enjoyed it and appreciated the City sending him there to learn this. It will be very useful and Brandon thanked the Commission for the opportunity to take the course. City Manager Shrives commented that one of the things that the Commission may not be aware of but as the City moves into the new wastewater treatment plant the plan is that Brandon will be moving over there to be the operator of that. Hopefully this 2 years will be something that Brandon can carry over to the wastewater plant. Commissioner Turner commented that education is always important and he was glad that Brandon had taken the time to do it.

(48:58) Commissioner Turner asked if the Commission wanted full minutes or action minutes. The Commission commented that action minutes would suffice.

Adjourn. (49:16) Commissioner Coutts motion to adjourn. Commissioner Donovan second.
Commission discussion: none Public Comment: none **VOTE: Unanimous Motion carried.**

ADJOURN: 7:49 p.m.

ATTEST: _____

Commissioner Stephen Turner

Cora E. Pritt, City Clerk