

CITY OF POLSON COMMISSION MEETING

Commission Chambers

November 16, 2015

7:00 p.m.

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

ABSENT: Commissioner Turner

OTHERS PRESENT (who voluntarily signed in): Elsa Duford, Lita Fonda, Kevin Johnson- DOWL, Bonnie Manicke, and Lee Manicke,

CALL TO ORDER: (00:02) Mayor Knutson called the meeting to order. The Pledge of Allegiance was recited. Mayor Knutson then asked everyone to remain standing for a moment of silence to honor Polson Police Officer William Cleveland who passed away on November 15, 2015 from a battle with cancer. Roll call was taken.

APPROVAL OF PROPOSED AGENDA (02:38) - 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 (03:10)-none**

CONSENT AGENDA (03:33)-(a). November 1-12, 2015 claims, (b). City Commission Meeting Minutes November 2, 2015, **Commissioner Siler motion to approve the consent agenda. Commissioner Campbell second.** City Commission discussion: Commissioner Southerland asked if the two claim that were both \$399.99 for the Police department were duplicates. City Manager Shrives commented that there were two separate claims. Commissioner Siler asked why the difference in pay for the jurors. City Manager Shrives explained that the jurors who were chosen to sit on the jury were paid a higher amount. Public Comment: **Speaker did not identify herself.** She asked if the reports from the Study Commission had been submitted to the State. Mayor Knutson replied that either she or the City Manager would check with the Commission. **VOTE: Unanimous Motion carried**

CITY MANAGER COMMENTS (06:30) City Manager Shrives commented that the Dowl Task Order #4 is being amended to satisfy the requirements of the Community Development Block Grant. City Finance Officer Cindy Dooley and City Manager Shrives would be attending a CDBG workshop in Helena, MT on Thursday and Friday. The Polson Development Code Re-write update should be ready to be distributed in a couple of meetings. The draft will be distributed to the Commission, City County Planning Board members, and the Re-write Committee. The public hearings will be conducted in January 2016 and February 2016 and hope to have the document adopted in February 2016. The letters that were sent to the State Representatives and Congressman have resulted in a telephone call from Senator Daines and Representative Zinke. Senator Daines is going to check and see if there are any federal funds available to the City of Polson. The monies would be available sometime in January. The Street Department has located a Dodge 550 truck.. This is a used 2011 vehicle that will be used for plowing and sanding. There will also be a Resolution to approve a loan of \$65,000.00 for an inner-cap loan to purchase the truck. Mr. Lee Manicke asked if there will be copies of the Polson Development Code re-write given to the Re-write committee. City Manager Shrives answered that yes, the committee will be receiving a copy of the final draft.

APPROVE DOWL ENGINEERING AMENDMENT 1 TO TASK ORDER #4 (12:16)-This agenda item was presented by City Manager Shrives. The award of the Community Development Block Grant (CDBG) requires an amendment to the Task Order #4. There needs to be additional paperwork involved due to additional requirements. This will not result in additional funds. Dowl Engineer Kevin Johnson has to add four items for the Environmental Requirements. Commissioner Campbell asked if there would be an additional cost. City Manager Shrives replied no. It is already included. Commissioner Erickson asked when the project would go out to bid. City Manager Shrives answered the summer of 2016.

Commissioner Campbell motion to approve Dowl Engineering Amendment #1 to Task Order #4. Commissioner Southerland second. Commission discussion: none Public comment: none
VOTE: Unanimous Motion carried

APPROVE AWARD FOR THE SBR EQUIPMENT PROCUREMENT CONTRACT TO FLUIDYNE CORPORATION (14:37)-City Manager Shrives commented that the Commission were provided the Letter of Recommendation from Dowl Engineer Kevin Johnson. City Manager Shrives then asked Kevin to explain the process and answer any questions. Dowl Engineer Kevin Johnson gave a brief summary of the project to date: the Commission and City have approved and initiated the headworks. The award for the equipment was given to Huber Technology. Now the project is up to the point of the biological treatment Sequencing Batch Reactor (SBR). The bid was advertised and six proposals were received. The list was then narrowed down to the top three. The City of Polson also picked their top three. The applicants were scored by qualitative ranking and quantitative ranking. Fluidyne Corporation ranked the highest in both categories by Dowl and the City of Polson staff. The process will be a Notice of Award, submittal of a signed contract along with insurance, then a Notice to Proceed with shop drawing will be given. References were checked and there were no negative comments regarding Fluidyne Corporation. City of Polson Water/Sewer Superintendent Tony Porrazzo commented that his staff went thru the applications very thoroughly. **Commissioner Donovan motion to award the SBR Equipment procurement contract to Fluidyne Corporation in an amount of \$671,740.00 and to authorize the City manager to sign all required documents after Project Engineer review and City Attorney concurrence. Commissioner Erickson second.** Commission discussion: Commissioner Campbell commented that everyone has done their work. Public comment: none
VOTE: Unanimous Motion carried

APPOINT MARK MCGUYER TO THE CITY COUNTY PLANNING BOARD (37:58)-City Manager Shrives presented this agenda item. This appointment is to fill the remainder of Dennis DeVries term after his voluntary resignation from the City County Planning Board. The position was advertised and Mr. McGuyer was the only application that was received. **Commissioner Campbell motion to appoint Mark McGuyer to the City County Planning Board. Commissioner Donovan second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

(39:30) 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 suffice.

Adjourn. (39:46) Commissioner Siler motion to adjourn. Commissioner Southerland second. Commission discussion: none Public Comment: none **VOTE: Unanimous Motion carried.**

ADJOURN: 7:40 p.m.

Heather Knutson, Mayor

ATTEST: _____

Cora E. Pritt, City Clerk