

CITY OF POLSON

COMMISSION MEETING

Commission Chambers

December 21, 2015

7:00 p.m.

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

OTHERS PRESENT (who voluntarily signed in): Lita Fonda, Bonnie Manicke, and Lee Manicke

CALL TO ORDER: (00:01) Mayor Knutson called the meeting to order. The Pledge of Allegiance was recited. Roll call was taken.

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

PUBLIC COMMENT ON SIGNIFICANT MATTERS TO THE PUBLIC **NOT ON THE AGENDA (01:14)-none**

CONSENT AGENDA (01:33)-(a). December 1-16, 2015 claims, (b). City Commission meeting Minutes December 7, 2015. (c.) Bank Reconciliations July 2014-December 2014. **Commissioner Southerland motion to approve the consent agenda. Commissioner Erickson second.** City Commission discussion: Commissioner Siler asked for clarification on the claim to Lake County Sheriff's office for \$35,000.00 City Manager Shrives answered it was the City's annual invoice for dispatch. Commissioner Siler questioned the \$3,400.00 claim paid for the Impala tow. City Manager Shrives answered it is an accumulation of tow charges. Public Comment: none. **VOTE: Unanimous Motion carried**

CITY MANAGER COMMENTS (03:16)-City Manager Shrives commented that the City of Polson will be hosting the Montana Municipal Interlocal Authority (MMIA) training seminar in February 2016. This training session will also include the Local Government Center and the Montana League of Cities and Towns. This will be an informative training session. The County Commissioners as well as State Representatives are also being invited to attend. Due to the size of potential attendees the City of Polson is looking for a larger venue to hold the training session. The location will be announced once confirmed. Also, March 2-4, 2016 is the Executive Forum in Bozeman, MT. This is hosted by MMIA. City Manager Shrives read a thank you note from the Olsons' to the Water/Sewer Department for their hard work during the recent water main break on Hillcrest Dr. Mayor Knutson also thanked the team for their hard work. The loan from the Golf Fund to pay back the Sewer Fund for the loan of \$342,700.00. The Golf Fund loan will be in the amount of \$406,700.00 from Glacier Bank. The Glacier Bank Board will vote on the loan and will send a letter by December 31, 2015. Commissioner Campbell asked about the payback. City Manager Shrives replied that the payback from the Golf Fund to the Sewer Fund is January 6, 2016. Should there be a need to extend this date, it will be done at the January 4, 2016 Commission meeting.

Mayor Knutson updated the Commission on the Robert Wood Johnson Grant. The City of Polson was one of 42 applications selected from 188 applications for phase II.

APPROVE THE SPECIAL USE PERMIT REQUEST FOR A DIALYSIS CLINIC MEDICAL FACILITY ON BEHALF OF LITTLEJOHN ENGINEERING ASSOCIATES (11:33)-City Planner Kyle Roberts presented this agenda item. This is Special Use Permit #15-09. The application is to construct a dialysis clinic medical facility for outpatient use. The facility will be approximately 7200 sq. feet and have 36 parking spaces. The majority of the patients coming to the facility will arrive via a

shuttle. The primary access will be from Ridgewater Drive via two driveways, one entrance and one exit. Traffic will flow in one direction. The Planning Staff recommends approval with amendments to Condition of Approval #5 and #11. Condition #5 should read; Applicant's drainage and stormwater runoff management plans shall be reviewed and approved by the City Engineer prior to issuance of a building permit. An inspection shall be completed and approved by the City Engineer prior to issuing a Certificate of Occupancy is issued. It may be necessary to complete a SWPP from Montana Department of Environmental Quality. Condition #11 should read TWO major trees. **Commissioner Turner motion to approve the Special Use Permit request for a dialysis clinic medical facility on behalf of Littlejohn Engineering Associates, Phillip Piercy, along with the Conditions of approval as described in the staff report attached with modification to Condition #5 as stated by our Mayor dealing with the wording and Condition #11 requiring two trees rather than four trees. Commissioner Southerland second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

FIRE DEPARTMENT UPDATE(25:18)-This agenda item was presented by Chief Clint Cottle. The biggest need since Chief Cottle began has been finding a better way to get the records organized. The incident reports were done by hand. The Fire Department has purchased a software program that will assist in writing and organizing incident reports, give a recap of call-outs, tract personnel and the equipment issued to each firefighter, track the expiration of the equipment, fire inspections for businesses, hoses, hydrants, general inventory, training and who attends. There is also an apparatus inventory check list. This will assist in keeping the cabinets stocked and help with re-order of product. Mayor Knutson asked about the cost. Chief Cottle commented that the software cost \$1,200.00 initially and \$150.00 annual fee. Commissioner Erickson asked who has access to each of the program. Chief Cottle answered that each program can be set up so that the access can be limited. The Officer in Charge will have access to write up the incident report once they return from a call-out. There is also a mapping program that tracts where the calls occur. This will help in determining the placement of a second fire station in the future. Four Fire Officers attended a leadership class December 14 to 18th. Three officers completed the course, one could not complete the course due to a medical issue within the family. There have been six committees formed to do busy projects this winter. Security measures have been taken in and around the fire hall as well as City Hall. Security cameras have been put in place at the entrances and a security door has been put in place between the changing area and the vehicles. There have been three new firefighters join the department. There are currently 30 volunteer firefighters. The ladder truck will cost between 40-50,000.00 to repair. The life cycle of such a vehicle is 20 years and this one is 17-18 years old. In the Spring Chief Cottle will begin looking at the FEMA grants that are made available. This grant would possibly aide in paying the salary of a Fire Inspector. Mayor Knutson thanked the Fire Department for all their hard work in putting up the new Christmas lights on the City tree. Chief Cottle responded by saying it was good training on using the ladder truck.

APPOINT JIM SIMPSON AS THE CITY OF POLSON REPRESENTATIVE TO THE LAKE COUNTY CONSERVATION DISTRICT BOARD OF SUPERVISORS (45:30)-City Manager Mark Shrives presented this agenda item. Mr. Simpson is a long time member of the Lake County Conservation District Board of Supervisors. He serves as the City Representative per the Montana Code Annotated Title 76, Chapter 15. The Conservation Board has requested that Mr. Simpson be re-appointed for another three year term representing the City of Polson. Commissioner Campbell commented that Mr. Simpson has served on the Lake County Conservation District Board from 10-15 years. Mr. Simpson presented the Swan Valley project to the Commission. **Commissioner Campbell motion to approve the following Board appointment. Mr. Jim Simpson to a three year term on the Lake County Conservation District Board of Supervisors, serving as the City of Polson representative to the Board of Supervisors, term to expire December 31, 2018. Commissioner Erickson second.** Commission discussion: none Public comment: none **VOTE Unanimous Motion carried**

Mayor Knutson commented that City Manager Shrives has asked that a meeting be closed to discuss the strategy of pending, threatened or actual litigation; Mayor Knutson asked if the litigation was between two governmental agencies. City manager Shrives replied no. Mayor Knutson asked if the discussion of

this legal matter in open meeting have the potential to adversely affect the City if the strategy to defend the matter is disclosed. City Manager Shrives replied yes. Mayor Knutson commented that based upon the representations of the City Manager, I find that the Commission should close its meeting into executive session so that we may discuss the litigation strategy of pending, threatened or actual litigation.” “I believe that we will be discussing this matter for 20 to 30 minutes. Thereafter, we will reconvene the meeting only to determine full or action minutes and to adjourn the meeting.

RECESS: 49:10 EXECUTIVE SESSION

RECONVENE: 49:18

(49:24) 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. (49:38) Commissioner Siler motion to adjourn. Commissioner Southerland second.
Commission discussion: none Public Comment: none **VOTE: Unanimous Motion carried.**

ADJOURN: 8:11 p.m.

Heather Knutson, Mayor

ATTEST: _____

Cora E. Pritt, City Clerk