

# CITY OF POLSON

## CITY COMMISSION MEETING

Commission Chambers

July 20, 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): Alex Burkhalter, Carol Daniels, Peter Daniels, Elsa Duford, Lita Fonda, Joan Hart, Bonnie Manicke, Donna Olson, Doug Olson, and Tony Porrazzo

**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 (00:55) - Commissioner Erickson motion to approve the proposed agenda. Commissioner Southerland second.** City Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

**PUBLIC COMMENT ON SIGNIFICANT MATTERS TO THE PUBLIC **NOT** ON THE AGENDA ( 1:28)-none**

**CONSENT AGENDA (01:48) - (a).** Additional June 2015 Claims (b). July 1-14, 2015 Claims, (c) City Commission Meeting Minutes July 6, 2015, **Commissioner Campbell motion to approve the Consent Agenda. Commissioner Erickson second.** City Commission discussion: none Public Comment: **Elsa Duford** questioned the two Ridgewater agenda items from the July 6, 2015 meeting. One project had 49 Conditions of Approval, and one had 47 Conditions of Approval. Elsa questioned why the difference. Mayor Knutson replied that she would look into the reason and get back with Elsa during the week.  
**VOTE: Unanimous Motion carried**

**CITY MANAGER COMMENTS (05:15)** – City Manager Shrives commented that he would be following up with the County Commissioners on their status of the Polson Development Code review. The Golf Car Storage project construction has begun. There was a problem that came up in the discovery of buried asphalt and other debris. This stopped work for a time until a solution could be found. The option to dig down was going to cost approximately \$60-70,000.00. The option to build up by compaction was looked at. This change order costs \$30,000.00. Commissioner Southerland asked about the status of the test well. City Manager Shrives answered that drilling had started. Water was located at 270 feet producing 300 gallons per minute. Mayor Knutson asked about the Polson Development Code Re-write status and what the possible questions the County Commissioners might have. Commissioner Erickson asked what the timeline is. City Manager Shrives stated he would be speaking with Dave DeGrandpre about the timeline and the County Commissioners about the questions and concerns they have.

**APPROVE FIRST CITIZEN’S BANK SPECIAL USE PERMIT #SUP15-05 (12:54)-Contract Planner Erica Wirtala presented this agenda item. This is new development in the Highway Commercial District. This is a drive-thru ATM, 625 ft building with no employee. It will be a 24/7 access stand-alone drive-thru. Located Lot 5C in the Ridgewater subdivision. There was a site review meeting with the City Staff on June 1, 2015. This project will be subject to strict HOA rules, no parking spots, no water/sewer but there will be irrigation factored in. Staff recommends approval of this Special Use Permit.**

Commissioner Siler questioned the penciled in Condition #17. Erica Wirtala answered that the City County Planning Board had discussed placing an additional Condition but decided not to. So, there is no Condition #17. Commissioner Erickson asked who would be in charge of the landscaping. Erica Wirtala answered that the bank would be responsible for landscaping. **Commissioner Southerland motion to approve the SUP request for an ATM facility on behalf of First Citizen's Bank along with the Conditions of Approval as described in the attached staff report. Commissioner Siler second.** City Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

**SPECIAL PRESENTATION JUDGE OLSON (22:15)** -Mayor Knutson presented Judge Olson with a plaque in honor of his service to the City of Polson and the citizens of Polson. Judge Olson is retiring July 31, 2015 after 12 years of service. Judge Olson thanked the Mayor and commented that it had been an honor to serve the Community of Polson. Judge Olson further stated that he could not have done the job without Court Clerk Joan Hart.

**SPECIAL PRESENTATION TO JOHN FAIRCHILD (24:20)** -Mayor Knutson presented John Fairchild with a plaque to commemorate his 23 years of service to the Polson Police Department, Polson Fire Department and the Community of Polson. John Fairchild stated that it had been an honor and he loved serving the citizens of Polson.

**APPROVAL OF PROPOSAL FOR ON DEMAND, AS NEEDED CONSTRUCTION SERVICES (25:48)** -City Manager Shrives presented this agenda item. There had been a discussion with the department heads about retaining someone to do excavation projects on an "as needed" basis. So a Request for Proposal was published. There needed to be fixed costs and various pieces of equipment. One proposal was received from Jensen Backhoe Inc. Commissioner Southerland asked if Jensen had enough equipment. City Manager Shrives answered yes. **Commissioner Donovan motion to award the on demand, as needed construction services contract to Jensen Backhoe. Commissioner Campbell second.** City Commission discussion: Commissioner Campbell commented that the fees were reasonable. Commissioner Donovan commented that Jensen Backhoe had recently done a job for him and they did a great job. Public Comment: **Peter Daniels** commented that there needs to be a time expiration date placed on the approval. Mayor Knutson commented that she liked that idea. City Manager Shrives pointed out that the contract is a one-year contract. **Mayor Knutson made an amendment to the motion to include the statement "a one year contract with a one year renewal option."** **VOTE: Unanimous Motion carried**

**AWARD HEADWORKS EQUIPMENT PROCUREMENT FOR WASTE WATER PROJECT (32:03)** -City Manager Shrives presented this agenda item. This is the next step in the Waste Water Treatment project. The Request for Proposal for the headworks equipment was published. Once a vendor is selected then that vendor will move forward with the design of the headworks. After visiting several sites in Colorado, there were changes made to the requirements. The City of Polson will have 2 screens instead of 3. This will be savings to the project. Once a vendor has been selected then a payment of 10% will be made to that vendor. When the shop drawing step has begun a second payment of 20% will be made. There will be no additional payments until construction begins. Staff recommends the award of the Headworks equipment go to Huber Technologies Inc. **Commissioner Siler motion to award the Headworks equipment contract to Huber Technologies Inc. in an amount of \$328,501.00 and to authorize the City Manager to sign all required documents after Project Engineer review and City Attorney concurrence. Commissioner Southerland second.** City Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried** City Manager Shrives commented that at the August 3, 2015 Commission meeting DOWL/HKM engineer Kevin Johnson will be giving a budget update on the Waste Water project.

**AFFORDABLE HOUSING-INTRODUCTION AND DISCUSSION WITH DEVELOPER OF a PROPOSED PROJECT (42:20)** -Alex Burkhalter presented this agenda item. City Manager Shrives introduced Alex Burkhalter and gave a little introduction. Mr. Burkhalter had come to City Manager Shrives with a proposed development of affordable housing. City Manager Shrives suggested that Mr. Burkhalter give a presentation to the Commission. This would be an affordable rental development for persons with low income but would not be a H.U.D. based project. This is a federal program with housing tax credits. The Montana Board of Housing oversees this project. There is a proposed 36 unit development for Polson. 26 units would be 2 bedroom and 10 units 3 bedroom. There would be one floor unit that is completely handicap accessible. Mr. Burkhalter is currently looking for a 3 acre location in Polson to consider for development. Once a location has been secured then Mr. Burkhalter will return to the Commission to give an update on the project. There will be restricted covenants for the tenants to follow. Commissioner Erickson asked what the criteria is for the site. Mr. Burkhalter answered that the site be located in close proximity to schools, shopping, have access to sidewalks or trails and public transportation, relatively flat and decent soil, good location and visibility, near collector. This will be a two story building. A similar project was built in Polson in 2002, Sunnyslope Vista Apartments. A senior housing development. Public comment: **Lee Manicke**, “Alex are these properties on the real estate tax role or are they tax exempt? Alex Burkhalter, “That’s a good question. They can receive a property tax exemption. It’s a statutory exemption. We would be seeking that.” Lee Manicke, “The reason I asked that, when this Sunnyslope Vista was brought on, I was on the Planning Board. The Planning Board, at that time, was assured that they would be on the tax role. The best I can tell now that half of it or part of it is on the actual role and part of it is not. You’ve got a lot of non-taxable property in Polson; churches, schools, government agencies, hospitals, tribal. I’d really caution you to be real careful about taking property off of the tax role for 45 years. You got people that are not just affordable housing but low income people that are paying taxes to subsidize somebody in affordable housing on a tax role. I am in favor of affordable housing but I think it needs to be on the tax role. If you do that, I think you should make some condition in that to put it on, state it stays on the tax role. Otherwise Alex I think you should go back to the drawing board and see if you can’t bring us a program back where it would be on the tax role.

**(01:09:30)** Mayor Knutson asked the Commission if there were any items that needed full minutes or will action minutes suffice. The general consensus was all to be Action Minutes.

**Adjourn. (01:09:50) Commissioner Siler motion to adjourn. Commissioner Southerland second. Commission discussion: none Public Comment: none VOTE: Unanimous Motion carried.**

**ADJOURN: 8:10 p.m.**

**ATTEST:** \_\_\_\_\_

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**Heather Knutson, Mayor**

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**Cora E. Pritt, City Clerk**