

# CITY OF POLSON COMMISSION MEETING

Commission Chambers

August 15, 2016

7:00 p.m.

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

**ABSENT:** Commissioner Turner

**OTHERS PRESENT** (who voluntarily signed in): Elsa Duford, Mike Lies, 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. Commissioner Erickson advised Mayor Knutson that he would need to leave the meeting at approximately 7:15 p.m.

**APPROVAL OF PROPOSED AGENDA (00:54)** –Commissioner Donovan motion to approve the proposed agenda. Commissioner Coutts second. Commission discussion: none Public comment: none. **VOTE: Unanimous Motion carried**

**PUBLIC COMMENT ON SIGNIFICANT MATTERS TO THE PUBLIC NOT ON THE AGENDA (01:25** – none

**CONSENT AGENDA (01:47)** a. Additional June 2016 claims, b. August 1 - 11, 2016 Claims, c. City Commission Written Summary Meeting Minutes August 1, 2016, d. City Commission Electronic Meeting Minutes August 1, 2016, e. Time Extension Request Special Use Permit #15-07, Westshore Espresso **Commissioner Erickson motion to approve the Consent Agenda. Commissioner Southerland second.** Commission discussion: none Public Comment: none **VOTE: Unanimous Motion carried**

**CITY MANAGER COMMENTS (02:48)**-City Manager Shrives commented that the Montana League of Cities and Towns Conference October 5-7, 2016 will be in Missoula. Any of the Commission that wish to attend need to let either Mark or Cora know so that we can get you registered. Mayor Knutson requested to be registered. A comment regarding the August 1, 2016 meeting; the public did not recognize which of the Commissioners was speaking on the audio. Also, the City is looking into getting either tablets or laptops for the Commission so that we can begin doing electronic packets. City Planner Kyle Roberts went to Helena today and attended the Montana Board of Housing meeting. There were 19 housing projects similar to Polson Landing. Polson was one of eight chosen to submit an application. The projects will be awarded in January 2017. The Board will select between five to seven projects. Mayor Knutson commented that she had received a letter of support from the Mayor of Glendive, MT.

Mayor Knutson commented that it was approaching the time to review the City Manager's contract. There will be a committee formed as in the previous year to meet, then meet with City Manager Shrives, then hold an Executive Session. Commissioners Erickson and Donovan volunteer to be on the committee along with Mayor Knutson. The dates of the meetings will be determined at a later time.

**POLSON FIRE DEPARTMENT AWARDS (12:14)** –Fire Chief Clint Cottle presented this agenda item. *The Lake County Leader* conducts a “Best of Lake County” contest each year and this year two of Polson Firefighters were chosen as first and second Best Firefighters in all of Lake County. First place went to Pete Bishop, second place to Patrick Gembala.

Chief Cottle then recognized Mr. Mike Lies. Mike was working the community garden at the Catholic Church on July 5, 2016 when he noticed the grassfire that had begun burning near the walking path behind the church and Cherry Hill Apartments. Mike began extinguishing the fire with a garden hose until the Fire Department arrived on scene. Mike's quick action stopped the fire from spreading to the north towards the businesses and enabled the Fire Department to concentrate its attack on the south side getting the fire stopped before it reached the apartments. For Mike's courageous actions the Polson Fire Department presented him with a Certificate of Appreciation, Polson Fire Department Patch, and the Fire Department Challenge Coin. Mike Lies thanked the Fire Department for arriving on scene so quickly and extinguishing the fire.

**FISCAL YEAR 2017 PRELIMINARY BUDGET DISCUSSION (16:33)** – This agenda item was presented by City Manager Shrives and Finance Officer Cindy Dooley. City Finance Officer Dooley provided handouts to the Commission outlining the Determination of Permissive Levy for Group Benefits, Salary Schedule, and the Budgetary Accounting and Reporting System (BARS). Mayor Knutson asked if there would be a Revenue Compared with Expenditures for the 2016-2017 Budget. Finance Officer Dooley also presented this report. The Permissive Levy calculations assist in determining the number of mils needed to cover the health insurance for the employees. This year the maximum mils that the City can levy is 11.86 mils. The Preliminary Budget shows the increase from 10.5 mils last year to 11.5 mils for this year. The City has met the 16.67% cash reserve that was set by Ordinance. The City can begin the Capital Improvement Plan (CIP) and this would be a 5 year rolling plan for Capital Improvements. The reserves need to continue to grow in order to set the monies aside for the CIP. The Tax Increment District has a large negative of -57,405.00 that has to do with personal property in that district. In that district the values have dropped below the base year set in 2002. The Tax Increment Fund (TIF) is actually returning monies back to the other tax districts for personal property. This will continue to grow each year. The City is going to meet with the Department of Revenue to review some centrally assessed properties along with the County and School District. There are some centrally assessed properties in the TIF District that did not get picked up last year. The complete Salary Schedule is: 1% COLA (Cost of Living Adjustment) is about \$28,000.00 on the General Fund. On the Enterprise Funds: Golf is \$5,000.00 and Water/Sewer is \$6,000.00. The salary schedule shows the salary the position was paid in 2016 and the salary for 2017 that includes the 1% COLA. The Police Department are on a Matrix Schedule and everyone was moved up one step on July 1<sup>st</sup>. The COLA will be in addition to the Matrix increase. Commissioner Southerland commented about the Fire Department membership being down. The final current budget for Fire Protection and Control is going up 79%. Finance Officer Dooley explained that this is for the Building Official doing compliance inspections for General Fund. Commissioner Southerland then asked about the Drug Forfeiture Fund going down. City Manager Shrives explained this is due to the fact that there is only one officer now in the drug task force. The Police Department is working to put another officer on the drug task force. Commissioner Southerland inquired about the Licensing and Permitting, and Admin fees are going up. Finance Officer Dooley explained that the City is doing a better job at billing for engineering services. Commissioner Southerland commented that the credit card fees are going up. Finance Officer Dooley explained that more people are paying by a credit card. There are more City services that can be charged. Commissioner Southerland asked when the Golf Fund would be paying the Sewer Fund back. Finance Officer Dooley answered the date is April 15, 2017.

City Manager Shrives commented that the final budget will be adopted September 7, 2016. The Public Hearing continuance will be 6:30 p.m. September 7, 2016. The salary schedule, the drug task force, TIF District information and make any adjustments on the additional liability cost will be finalized.

Mayor Knutson thanked everyone for all of their hard work. The presentation this year was really helpful and made the budget easier to understand. Finance Officer Dooley commented that it was a team effort.

(46:01) Mayor Knutson asked if the Commission wanted full minutes or action minutes. The Commission determined that action minutes would suffice.

**Adjourn. (46:18) Commissioner Southerland motion to adjourn. Commissioner Donovan second.**  
Commission discussion: none Public Comment: none **VOTE: Unanimous Motion carried.**

**ADJOURN: 7:46p.m.**

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**Mayor Heather Knutson**

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

**Cora E. Pritt, City Clerk**