

CITY OF POLSON COMMISSION MEETING

Commission Chambers

October 3, 2016

7:00 p.m.

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

ABSENT: Commissioner Siler

OTHERS PRESENT (who voluntarily signed in): Elsa Duford, Bonnie Manicke, and Lee Manicke

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

APPROVAL OF PROPOSED AGENDA (00:49) –**Commissioner Turner motion to approve the proposed agenda. Commissioner Donovan second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

PUBLIC COMMENT ON SIGNIFICANT MATTERS TO THE PUBLIC **NOT ON THE AGENDA (01:30)** none

CONSENT AGENDA (01:45) (a).September 16-29, 2016 claims, (b).City Commission Written Summary Public Hearing Minutes September 19, 2016 (c). City Commission Electronic Public Hearing Meeting Minutes September 19, 2016, (d). City Commission Written Summary Meeting Minutes September 19, 2016, (e). City Commission Electronic Meeting Minutes September 19, 2016. (f). Mission Valley Elks Lodge Request for 2 Season Passes. **Commissioner Coutts motion to approve the Consent Agenda. Commissioner Southerland second** Commission discussion: Commissioner Coutts ask for clarification on the \$3500.00 claim. City Manager Shrives answered that is for the new sound system. Public Comment: Elsa Duford, Ward III commented about the Social Security Benefit date. The document was mailed in December 2015 regarding the year 2016. **VOTE: Unanimous Motion carried**

CITY MANAGER COMMENTS (05:08)-City Manager Shrives commented that the new sound system would be installed on the 7th of October. The Growth Policy will go to the City County Planning Board on October 11th and will hopefully be on the agenda in November for the Commission. The plan is to get the document adopted in November.

SECOND READING OF ORDINANCE 2016-005, CHAPTER 8 LAW ENFORCEMENT, TRAFFIC, AND VEHICLE REGULATIONS, ARTICAL 1 AND ARTICLE 2 TO POLSON BOOK OF ORDINANCES (07:06)- City Manager Shrives presented this agenda item. There were two versions in the packet; one had the corrections from the first reading, the second is the corrected copy and the ordinance. Mayor Knutson commented the red-line version was helpful to see the corrections. Commissioner Southerland commented there was one more typo on page 1, section 8.02.110 reads it shall he unlawful, should be; it shall be unlawful. **Commissioner Turner motion to approve the 2nd reading of the Ordinance 2016-005 adopting Chapter 8 Articles 1 and 2 of the City of Polson Book of Ordinances. Commissioner Southerland second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried.**

EXTENSION OF PROFESSIONAL SERVICES CONTRACT WITH NITTANY GRANT WORKS- (09:41) City Manager Shrives presented this agenda item. Lori Benner, Nittany Grant Works

has successfully assisted the City of Polson in obtaining several grants. This extension would keep Lori as the grant writer so that she can help the different departments in writing grants for their projects. This has been budgeted. Mayor Knutson requested some sort of tracking so that the Commission may keep up with how things are progressing. This report would be presented quarterly. City Manager Shrives commented that he had already asked Lori for such a report. **Commissioner Coutts motion to approve an extension of the professional services contract for Nittany Grant Works through July 1, 2018. Commissioner Turner second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

EXTENSION OF AUDITOR CONTRACT WITH COTE AND ASSOCIATES (12:29)-City Manager Shrives presented this agenda item. This extension would permit the City to continue with Jennifer Cote as the auditor. City Manager Shrives recommended another two years with Cote and Associates. **Commissioner Donovan motion to approve the Department of Administration Local Government Services Bureau Standard Audit Contract to engage Cote and Associates to conduct audit services for the City of Polson for FY2015-2016 audit and FY2016-2017 audit. Commissioner Turner second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

Mayor Knutson commented that next we are on to recess for a personnel Executive Session. This matter concerns the City Manager Contract. I have determined that the interest of the public and the knowledge of this contract clearly outweighs the interest of the employee's privacy. However, the City Manager has the right to request that the discussion of the contract be closed as a matter of personal privacy and if he exercises that right, the discussion will be closed. If the discussion is closed, upon its completion the Commission will reconvene into open session only to determine the action versus full minutes and to adjourn. The actual City Manager Contract will be presented at a future public meeting. I expect that the discussion will take approximately 30 minutes to 1 hour. At this point I would like to ask the City manager if he would wish for the discussion to be closed." City Manager Shrives, "Yes." Mayor Knutson, "Okay. Thank you. With that then we will go into recess."

RECESS: 7:17 P.M.

EXECUTIVE SESSION -PERSONNEL

RECONVENED: 7:56 P.M.

(15:33) Mayor Knutson asked if the Commission wanted full minutes or action minutes. The Commission determined that action minutes would suffice.

Adjourn. (15:44) Commissioner Donovan motion to adjourn. Commissioner Southerland second. Commission discussion: none Public Comment: none **VOTE: Unanimous Motion carried.**

ADJOURN: 7:56 p.m.

Mayor Heather Knutson

ATTEST: _____

Cora E. Pritt, City Clerk