

# CITY OF POLSON COMMISSION MEETING

Commission Chambers

November 7, 2016

7:00 p.m.

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

**ABSENT:** Commissioner Marchello

**OTHERS PRESENT** (who voluntarily signed in): 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 (00:48)** –**Commissioner Donovan motion to approve the proposed agenda. Commissioner Turner second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

**PUBLIC COMMENT ON SIGNIFICANT MATTERS TO THE PUBLIC **NOT** ON THE AGENDA (01:18)** none

**CONSENT AGENDA (01:36)** (a).October 31-31, 2016 claims, (b).City Commission Written Summary Public Hearing Minutes October 17, 2016 (c). City Commission Electronic Public Hearing Meeting Minutes October 17, 2016, (d). **Commissioner Siler motion to approve the Consent Agenda Commissioner Southerland second.** Commission discussion: Commissioner Turner questioned a claim for \$7,214.00 to Black Diamond Builders. City Manager Shrives explained that was for the Streets Department outside oil tank containment area. Public comment: none **VOTE: Unanimous Motion carried**

**CITY MANAGER COMMENTS (03:13)**-City Manager Shrives commented that there had been a meeting with the grant writer and per the Commission request to track the progress, City Manager Shrives gave the following report; Fire Dept-grants for safety equipment, Police Dept-shared information on the Public Safety building., Parks Dept-Urban Forestry grant, Planning Dept-Transportation Alternative grants. The City is waiting to find out the timelines for the grants. The meeting with the Economic Development Council there will be an email sent out to the Commission to determine a date, then the EDC will be notified. It will be a workshop format. Mayor Knutson requested that maybe the workshop could be conducted an hour prior to the next Commission meeting. Mayor Knutson also commented that she liked the new website format.

**UPDATE ON TAX INCREMENT FINANCE DISTRICT (TIFD) 2016 PROPERTIES (08:27)**-this agenda item was presented by City Finance Officer Cindy Dooley. The TIFD was established in 2002. The section of town was determined to be blighted which is necessary in order to create a TIFD. The base value was established in 2002 which is the taxable value at the time the district was created. Each year the base value is distributed to the taxing jurisdictions within the TIFD which includes the State, County, Schools and City. The University 6 mil levy does not participate. The tax monies that come into the TIFD are used for projects within the district to bring improvements. Some of those improvements have been; Sacajawea Walking Path, Rebuilt City dock, built the walkway under the bridge, Streetscape, and the Riverside Park Staircase. At the time that tax bills were generated at Lake County, the City staff became aware that the methodology to compute the tax increment revenue for the City's TIFD had been changed by the Department of Revenue. The Department of Revenue did not notify the City of this

decision. Prior to 2016 tax bills, the tax increment was determined on a property-to-property basis. It will now be determined on the value of the district as a whole and the increment percentage is applied to each property in the district. The law is not clear on whether the increment needs to be calculated on a property-by-property basis or can be determined based on the value of the district as a whole. One benefit to this calculation will eliminate the negative values that are generated by personal property. Public Comment: Lee Manicke – Ward II- commented that more people need to be aware of this change. Glad to learn that the City is proceeding with caution. Thanked Cindy for bringing this matter up. The County Commissioner are aware of this too. The tax statement disbursement doesn't make sense. The tax bill is showing 8.5 times what it really is. The format needs to be changed. Mr. Manicke asked for the City support in getting this straight. The Department of Revenue and Black Mountain Software need to do a better job in showing what is being paid.

**AMENDMENT #1 FLUIDYNE CORPORATION SCOPE OF SUPPLY MODIFICATION TO CONTRACT (33:40)**-City Manager Shrives presented this agenda item. The scope of supply for the noted modifications to the project design. The current budgeted line item for the SBR equipment is \$757,990.00. Items would be moved from the Construction-General Contractor line item to the Fluidyne scope of supply. This would mean an increase of \$4,027.00. **Commissioner Coutts motioned to approve amendment #1 to the SBR Equipment procurement contract of Fluidyne Corporation and to authorize the City Manager to sign all required documents after Project Engineer review and City Attorney concurrence. Commissioner Southerland second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

**AMENDMENT #7 ENGINEERING SERVICES-DOWNTOWN WATER LOOPING PROJECT (37:42)**-City Manager Shrives presented this agenda item. This amendment is to clean up the paperwork. There were additional engineer costs. **Commissioner Southerland motion to approve Amendment #7 to the Agreement for Engineering Services between the City of Polson and Anderson-Montgomery Consulting, Inc. in the amount of \$1,976.00. Commissioner Donovan second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

**FIRST READING OF ORDINANCE 2016-TBD TO AMEND POLSON DEVELOPMENT CODE (39:20)**-City Planner Kyle Roberts presented this agenda item. There will be two reading of this Ordinance to amend the Development Code. The City County Planning Board has conducted a public hearing on the proposed amendments. The amendment complies. The staff recommends approval. **Commissioner Donovan motion to approve the first reading of Ordinance Number 2016-TBD to amend the revised zoning regulations for the City of Polson 2016 Development Code. Commissioner Siler second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

**RESOLUTION 2016-TBD TO ADOPT POLSON GROWTH POLICY (40:47)**-City Planner Kyle Roberts presented this agenda item. The first Growth Policy was adopted in 2006. The Growth Policy is a blueprint of how the residents would like to see the City grow. The Growth Policy provides guidance and a vision for growth. It is not a regulatory document but can be used to assist in obtaining goals. The first draft of the updated Growth Policy was presented to the City County Planning Board. A public hearing was held. The City County Planning Board recommends approval of the proposed Growth Policy. Mayor Knutson suggested including Confederated Salish & Kootenai Tribe as well as the corrections to Goal number 3 page 83-Economic Development Agencies-add Confederated Salish & Kootenai Tribe Development as well. Goal 5- "as needed" needs to be added under #2 5a2. Goal number 7 add Confederated Salish & Kootenai Tribe Development to 7a1. Goal number 8 A1-add the wording Resort Tax after the wording Local Option Sales Tax. Goal number 11a2 add "as necessary". **Commissioner Turner motion to adopt Resolution 2016-TBD adopting the City of Polson Growth Policy Update 2016 with the added corrections. Commissioner Coutts second.** Commission comment: none Public comment: Lee Manicke-Ward II commented that he was involved with the last

Growth Policy. The goals are still there. Same goals and procedures and a lot have been accomplished. Some no longer apply. A lot has been done. **VOTE: Unanimous Motion carried**

**(01:08:37)** Mayor Knutson asked if the Commission wanted full minutes or action minutes. The Commission determined that action minutes would suffice.

**Adjourn. (01:09:07) Commissioner Southerland motion to adjourn. Commissioner Donovan second.**

**VOTE: Unanimous Motion carried.**

**ADJOURN: 8:09 p.m.**

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**Mayor Heather Knutson**

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

**Cora E. Pritt, City Clerk**