

# CITY OF POLSON COUNCIL MEETING

Commission Chambers

March 3, 2014

7:00 p.m.

**ATTENDANCE:** Mayor Heather Knutson, City Commissioners: John Campbell, Todd Erickson, Ken Siler, Jill Southerland, Stephen Turner, City Manager, Mark Shrives, and City Clerk Cora Pritt.

**ABSENT:** Commissioner Dan Morrison

**Others present (that voluntarily signed in):** Rory Horning, Dr. Linda Reksten, Superintendent Polson School District, Andrew Speer, Diane Speer.

## 1. CALL TO ORDER

Mayor Knutson called the meeting to order. The pledge of allegiance was recited.

## 2. APPROVAL OF PROPOSED AGENDA

Before the motion and vote is taken Mayor Knutson makes corrections to the Agenda. Item No. 9 will require a vote although it is not indicated on the Agenda. Item No. 11 will be moved prior to the Executive Session. **Commissioner Turner motioned to approve the Proposed Agenda with the corrections. Commissioner Campbell seconded. No discussion from Commission or Public. VOTE: Unanimous Motion carried**

## 3. APPROVAL OF CITY COMMISSION MEETING MINUTES FEBRUARY 19, 2014-

**Commissioner Southerland had the following corrections: page 2, Heart and Soul Project-there is an additional space; page 2, Agenda Item #6-the word ticker should read ticket, page 3, first line should read use not used. Commissioner Siler motioned to approve the City Commission Meeting Minutes February 19, 2014 with changes. Commissioner Siler second. Commission Discussion None Public Comment: none VOTE- Commissioner Campbell Abstained VOTE: Unanimous Motion passed.**

## 4. APPROVAL OF CITY COMMISSION MEETING MINUTES FEBRUARY 20, 2014-

**Commissioner Southerland motioned to approve the City Commission Meeting Minutes February 20, 2014 with changes. Commissioner Turner second. Commission Discussion None Public Comment: Bonnie Manicke, Secretary of the Rural Fire District Board requested the following changes; The City of Polson City/Rural Fire District Board should read Rural Fire District Board on all pages, also Matt Sissler's name spelling should be corrected. VOTE- Mayor Knutson, Commissioner Southerland, and Erikson voted to approve minutes. Commissioners Campbell, Turner, & Siler Abstained VOTE: Tabled until next meeting.**

## 5. CONSENT AGENDA-

### FEBRUARY 14-26 CLAIM

Commissioner Campbell questioned the dollar amount of the Mission Valley Power claim for the Parks Department. Commission Campbell inquired why the usage was so high since there is nothing going on at the parks. There was a brief discussion, and City Clerk Cora Pritt went and got the actual claim for Commissioner Campbell to review. City Manager Mark Shrives commented that there would be a

review and we would report back the findings of the review. **Commissioner Campbell motion to approve the Consent Agenda. Commissioner Turner second. Public Discussion: None VOTE: Unanimous motion carried**

**6. CITY MANAGER COMMENTS-**

City of Polson Wastewater System Improvements  
Schedule of Meetings & Notices

2/27/2014

Date	Task	Who
3-Mar Monday	City Manager inform the council of a pending notice/article in the newspaper regarding a very general update to the public about the status of the pending wastewater system improvements. Indicate the council will receive some update materials for the project by March 7. Indicate DOWL HKM will present update at March 17 meeting and a public meeting will be held April 7	Tony to provide info to Mark and Mark to present to council
7-Mar Friday	Distribute small package to council with update on the wastewater project with alternatives under review, brief schedule of near term and long term plans. Provide draft of the newspaper notice.	DOWL HKM to provide materials for packet and draft newspaper notice by EOD March 6. Tony to distribute to council
7-Mar Fri	Provide article to newspaper (by Fri noon for legal) - or- by Monday March 10 for paper article	Tony P. to provide article to paper
13-Mar Thur	Publish article in the newspaper	Leader
17-Mar Monday	Provide update to the council during meeting; Discuss brief history, work since June of 2014, alternatives under review, project schedule, expected costs, resulting rates, funding approach?	Shari Johnson & DOWL HKM
21-Mar Fri	Provide notice of public meeting to paper	City to Provide Notice to Paper
27-Mar Thur	First Notice of Public Meeting to discuss WW project	Leader
2-Apr Thursday	Provide information to City for council packets including draft newsletter to go out after Apr 7 public meeting	DOWL HKM to provide packet information & draft newsletter
3-Apr Thur	Second Notice of Public Meeting to discuss WW project	Leader
4-Apr Fri	Provide EA Advertisement to Paper	DOWL HKM to provide notice and copies of the EA to City; City to provide add to the paper
7-Apr Monday	Public meeting to present PER and apparent best alternative, projected costs, resultant rates, funding plan	Shari, DOWL HKM, Nittany
9-Apr Wed	Send newsletters	City/Tony
10-Apr Thur	Publish first of two EA notices in newspaper	Leader
17-Apr Thur	Publish second of two EA notices in newspaper	Leader
21-Apr Monday	Council Adopt PER, Accept EA, Resolution to submit TSEP App, Resolution to submit RRGL app	Council
24-Apr Thur	Last day to receive comment on EA	
2-May Fri	TSEP Applications due (postmarked by)	
15-May Thur	RRG Applications due	

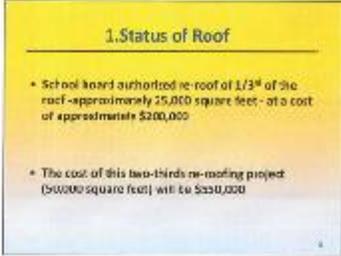
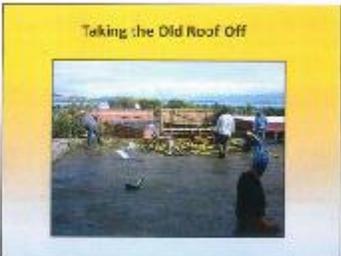
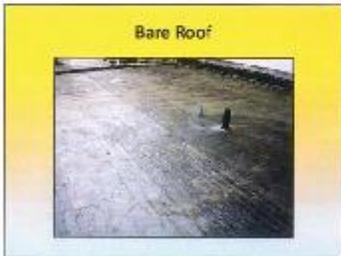
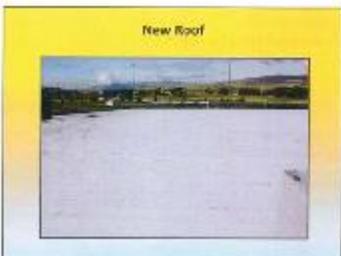
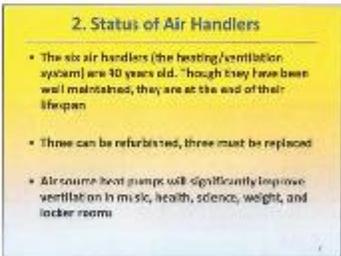
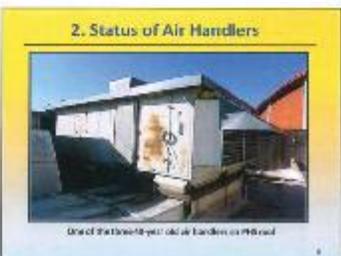
**OLD BUSINESS**

7. **JUNE 2013 CASH REPORT**-City Finance Officer Cindy Dooley presented the following :

**CITY OF POLSON  
FINANCE OFFICER BANK RECONCILIATION  
June 30, 2013**

GENERAL LEDGER CASH REPORT BALANCE	\$ 4,695,224.20
PLUS PAYROLL LIABILITIES ACCRUED BUT NOT PAID	\$ <u>4,651.47</u>
ADJUSTED GENERAL LEDGER BALANCE	<u><u>\$ 4,699,875.67</u></u>
GLACIER BANK OPERATING ACCOUNT	\$ -
PLUS GOLF RESTAURANT DEPOSIT IN TRANSIT	\$ 4,566.40
PLUS GOLF COURSE DEPOSIT IN TRANSIT	\$ 18,913.00
PLUS FINANCE DEPOSIT IN TRANSIT	\$ 360.00
PLUS UTILITY BILLING DEPOSIT IN TRANSIT	\$ 3,800.00
MINUS OUTSTANDING PAYROLL CHECKS	\$ (55,525.48)
MINUS OUTSTANDING CLAIM CHECKS	\$ (153,344.07)
MINUS PAYROLL ACH TRANSACTIONS	\$ (18,869.14)
PLUS GLACIER BANK REPURCHASE ACCOUNT	\$ 3,893,601.73
PLUS 1 FIRST CITIZENS BANK CD	\$ 1,000,000.00
PLUS EDWARD JONES MONEY MARKET	\$ 4,692.16
PLUS FIRST CITIZENS BANK SAVINGS ACCOUNT	\$ 481.07
PLUS PETTY CASH AND CASH DRAWERS	\$ <u>1,200.00</u>
DEMAND ACCOUNTS & INVESTMENTS	<u><u>\$ 4,699,875.67</u></u>

**8. UPDATE ON POLSON HIGH SCHOOL BOND PROJECT-**Dr. Linda Reksten, Superintendent Polson School District gave the following powerpoint presentation:

<p style="text-align: right;">3/3/2014</p> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> <p style="text-align: center;">1</p>	<p style="text-align: right;">3/3/2014</p> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> <p style="text-align: center;">2</p>
<p style="text-align: right;">3/3/2014</p> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> <p style="text-align: center;">3</p>	<p style="text-align: right;">3/3/2014</p> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> <p style="text-align: center;">4</p>

**9. APPROVE RESOLUTION NO. 1054 THE MAYORS DAY OF RECOGNITION FOR NATIONAL SERVICE-**Mayor Knutson presented this item. April 1, 2014 is The Mayors Day of Recognition for National Service. This will be a nationwide recognition. The City of Polson is also including those persons who have served at a local level as well as a national level. There will be a ceremony on April 1<sup>st</sup> to read the Proclamation recognizing National and Local Service in our community, as well as a ceremony to recognize former mayors who have served Polson. A plaque with the names of the mayors will be dedicated at that time. Following the presentation of information and the plaque, we will enjoy cake and coffee. This event will be held at the North Lake County Library at 10:00 a.m. on April 1. **Commissioner Campbell motioned to approve Resolution No. 1054 The Mayors Day of Recognition for National and Local Service. Commissioner Turner second.** Commission Discussion: None Public Discussion: None  
**VOTE: Unanimous Motion carried**

**11. PUBLIC COMMENT ON SIGNIFICANT MATTERS TO THE PUBLIC **NOT** ON THE AGENDA.** Rory Horning-commented on a subject that he had commented on in previous Council meetings. Mr. Horning appreciated that his Request for Public Information for the Letter of Resignation from James Raymond was given to him. However, Mr. Horning stated that he requested the wrong information. The information that he wanted was the terms, conditions, and stipulations of Mr. Raymond's resignation.

Commissioner Erickson thanked the Streets Department for all their hard work in clearing the snow during the recent bad weather.

Mayor Knutson asked City Manager Mark Shrives if the Commission wanted to go in to Executive Session. City Manager Mark Shrives answered yes. Mayor Knutson asked if this was litigation between two governmental agencies. City Manager Shrives answered no. Mayor Knutson then asked does 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 answered that as the Chief Administrative Officer of the City of Polson he believes that the City's strategy in litigation should not be disclosed and it would adversely affect the City if it were disclosed. Mayor Knutson then stated that based upon the representations of the City Manager, she finds that the Commission should close its meeting into executive session so that they may discuss the litigation strategy of pending, threatened or actual litigation. She further commented that she believed that the Commission will be discussing this matter for approximately 15 minutes. Thereafter, we will reconvene the meeting only to adjourn the meeting.

**12. RECESS**

**10. EXECUTIVE SESSION**

**14. RECONVENED AT 8:07 P.M.**

**Mayor Knutson requests a motion to adjourn. Commissioner Southerland motion to adjourn. Commissioner Siler second. Commission Discussion: none Public discussion: none  
Vote: Unanimous Motion Carried**

**ADJOURN: 8:08 P.M.**

\_\_\_\_\_  
Mayor Heather Knutson

ATTEST:

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Cora E. Pritt, City Clerk