

# CITY OF POLSON COUNCIL MEETING

Commission Chambers

March 17, 2014

7:00 p.m.

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

**Others present (that voluntarily signed in):** Lori Benner, Elsa Duford, Beth Hoel, Drew Hoel, Rory Horning, Kevin Johnson, Shari Johnson, Paul London, Bonnie Manicke, Irene Marchello, Lou Marchello, Andrew Speer, Gordon Zimmerman.

## 1. CALL TO ORDER

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

## 2. APPROVAL OF PROPOSED AGENDA

Commissioner Campbell motioned to approve the Proposed Agenda. Commissioner Erikson seconded. No discussion from Commission or Public. **VOTE: Unanimous Motion carried**

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

Commissioner Siler motioned to approve the City Commission Meeting Minutes February 20, 2014. Commissioner Southerland second. Commission Discussion None Public Comment: none **VOTE- Commissioners Campbell and Erikson Abstained VOTE: 5 ayes Motion carried.**

## 4. APPROVAL OF CITY COMMISSION MEETING MINUTES FEBRUARY 24, 2014-

Commissioner Campbell motioned to approve the City Commission Meeting Minutes February 24, 2014. Commissioner Southerland second. Commission Discussion None Public Comment: none **VOTE- Commissioner Siler Abstained VOTE: 6 ayes Motion carried.**

## 5. APPROVAL OF CITY COMMISSION MEETING MINUTES MARCH 3, 2014-

Commissioner Turner motioned to approve the City Commission Meeting Minutes March 3, 2014. Commissioner Siler second. Commission Discussion-Mayor Knutson made the following changes: On Item #4, please change the vote to reflect who voted for the item. On Item #9 please add the following: 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. Public Discussion: Elsa Duford commented on the minutes from February 19, 2014 meeting. In the *Valley Journal* it was reported that the Local Government Study Commission of \$14, 500.00 will be budgeted for the study. Elsa questioned whether this would be a budget item or a mill levy. City Manager Mark Shrives answered that the primary election has to occur first before anything will be determined. Elsa asked how this would be explained to the public so that they would understand before the vote. City Manager Mark Shrives answered that if the study is voted for, and then there will be a mill levy. Rory Horning-commented that this makes a great point for not having action minutes. There are times of clarification and you made a good point for that. Mr. Horning further stated that he hoped that the Mayor will keep that in mind as that is discussed.

**Commissioner Turner amended his motion to approve the minutes of March 3, 2014 with the changes from the Mayor. Commissioner Siler second. VOTE: Commissioner Morrison abstained 6 ayes Motion carried.**

**6. CONSENT AGENDA-Claims February 27, 2014 to March 11, 2014-Commissioner Turner motioned to approve the consent agenda. Commissioner Campbell second. Commission Discussion:** Mayor Knutson asked the City Manager about the Golf Pass refund. City Manager Mark Shrives explained that the \$50.00 deduction was the administrative charge. No Public Comment **VOTE: Unanimous Motion passed.**

**7. CITY MANAGER COMMENTS-** City Manager Mark Shrives gave the following comments:

Follow up on electric bill questioned at a previous meeting. There was a comparison to last year's electric bill and the two bills matched. The item in question was due to the fact that the description line on the claim cut off the entire description. It included all the City parks.

Street Department budget, with the overtime required due to the amount of snow plowing, \$2,075.00 was budgeted for overtime. However, with the extra snow plowing, we spent \$4, 047.00. Overtime wise we are \$1,972.00 over on what was budgeted. This will be absorbed in the overall department budget. From a budgeting standpoint it is good to know how we will need to budget in the future. The de-icer chemical we budgeted \$20,000.00 and have spent \$18,000.00 so we are not too bad there.

Reminder, there is a workshop scheduled for the 27<sup>th</sup>. MMIA Regional Training is the 26<sup>th</sup>.

Follow up about the meeting with MDoT. We discussed Main Street. We talked about swapping Main Street with First Street West. For several years this has been a handshake agreement. For several years we have handled the maintenance and snow removal on Main Street and MDoT has handled First Street West. We are trying to formalize the agreement; #1. The maintenance of it. The longer term is to swap those two streets. So, we would take responsibility for Main St. and MDoT would take responsibility for First Street West. We also discussed the fact that the investment that the City made in Main Street we would like to recoup some of that investment from some work that MDoT would do on First Street West. We think we will be able to get the short term piece done, the maintenance agreement fairly quickly. Long term is just a little bit more process with MDoT. There's been a lot of discussion about downtown signage, business district type signage. This has turned into a fairly easy fix. Ken Avison is going to be working with MDoT to identify the signage to provide business district or appropriate signs to point people to downtown. Community Interest Signing, we discussed that. There is currently a Community Gateway signing policy in the process of going through the State. It is moving along pretty quickly. We should be working with MDoT and get that done pretty quickly. We have identified that the path that goes under the bridge that snowplows going across the bridge throw snow onto the path. This shouldn't be a problem with anyone being present on the bridge, but it is a problem with the de-icer and has a potential to damage the concrete. We are looking at ideas on how to minimize that for both safety and the concrete itself. We also talked about the triangular area between Bayshore and Bayview Drive. MDoT is looking at that. It is MDoT's Right-of-Way. One of our questions was, from Commissioner Campbell, could we put any signage there from the Golf Course and Restaurant. There is a possibility that there is a specific type of signage that MDoT does allow. We are working on that. We discussed the Transportation Assistance Grant that the school system was given. We talked about how we may be able to work together through that. We are working through the details. It was a very good meeting. There was no discussion.

**8. WASTEWATER TREATMENT PLANT UPDATE-** City of Polson Water/Sewer Superintendent Tony Porrazzo gave a brief history on the project. He then introduced the other presenters: Shari Johnson- Civil Engineer, Kevin Johnson-Dowl HKM, Lori Benner of Nittney Grant. Mr. Porrazzo also thanked the City Staff members, Finance Officer Cindy Dooley, Assistant Water Superintendent Ashley Walker, Water/Sewer Clerk Forrest Niemeyer and City Clerk Cora Pritt for their assistance. The following is the powerpoint presentation:

3/17/2014

3/17/2014

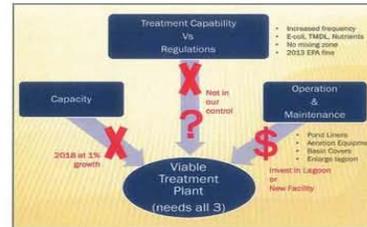
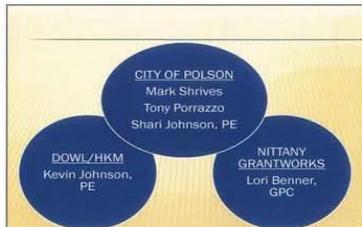


**EXISTING SYSTEM**

- ◊ Lagoon based treatment built in the 1950's
- ◊ Upgraded and added to over the years

*The City's goal has not changed, but over time conditions have*

- ◊ Goal: to provide wastewater treatment that supports community health & growth while maintaining regulatory compliance



1

2

3/17/2014

3/17/2014

**Discussion Outline**

1. Existing System Description
2. Driving Criteria For Improvements
3. Introduce Mechanical Wastewater Treatment Process
4. Present Conceptual Alternatives Under Consideration
5. Current Cost Estimates
6. Project Schedule

City of Polson

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**City of Polson**

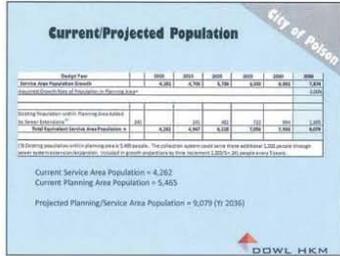
Wastewater Treatment Facility Headworks  
And Treatment Process Selection & Design

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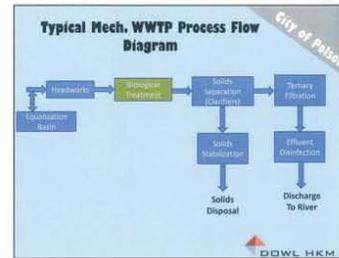
- ### Regulatory Criteria
- City of Polson
- Secondary Treatment Standards
  - Water Quality Standards
  - Total Maximum Daily Loads
  - Non-Degradation Limits
  - Numeric Nutrient Criteria
  - Water Re-use Criteria
  - NPDES Permit (EPA) – 5-Year Cycles
- 

### What is a Nutrient?

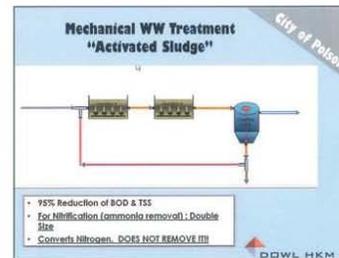
City of Polson

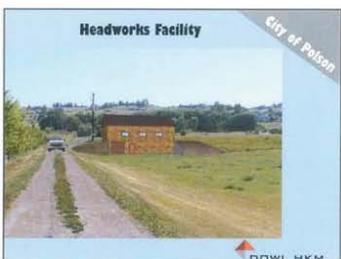
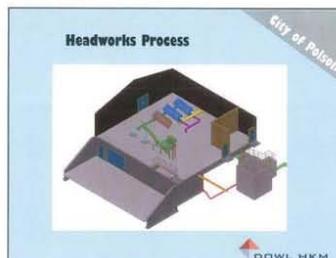
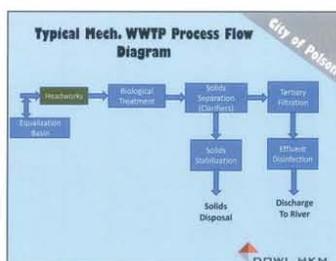
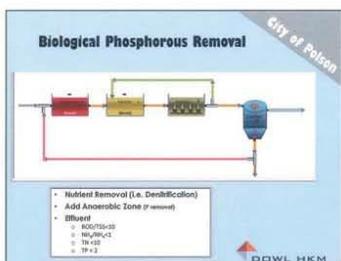
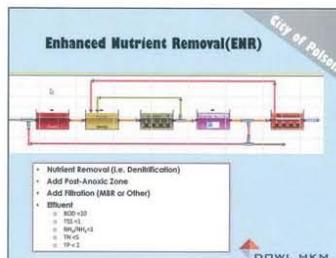
- Total Nitrogen and Total Phosphorous

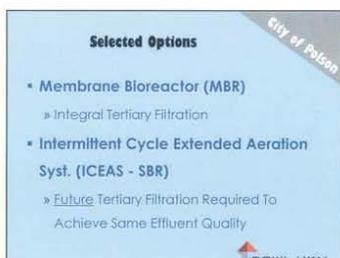
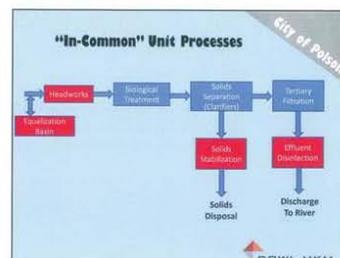
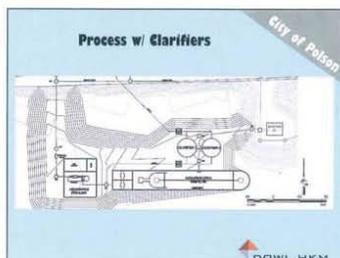
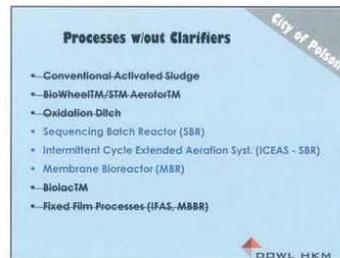
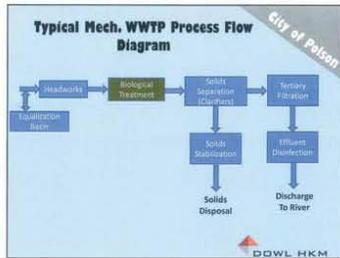
*"The purpose of numeric nutrient criteria is to help control the undesirable effects of "eutrophication" in surface waters. Eutrophication is the enrichment of a stream or lake by nitrogen and phosphorous. Presence of these nutrients increases plant and algae growth and decay and the consequential changes to the water quality that occur as a result."*



- ### In-Stream Numeric Nutrient Criteria (Variance)
- City of Polson
- For facilities < 1 million gallons per day:
  - By 2014 (or first receipt of general nutrient standards variance): 15 mg TN/L, 2.0 mg TP/L
  - Next permit cycle (5 years later): 12 mg TN/L, 2.0 mg TP/L
  - Next permit cycle (5 years later): 10 mg TN/L, 1.0 mg TP/L
  - Next permit cycle (5 years later): 8 mg TN/L, 0.8 mg TP/L
- 







**MBR Considerations**

- No Future Unit Processes Required
- Enclosed (portion could be outside)
- More Expensive Equipment
- Higher Operations Costs

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**Membrane Bioreactor**

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**Membrane Bioreactor Option**

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**Site Plan - SBR Option**

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**SBR (ICEAS) Considerations**

- Less Expensive Equipment
- Process Not Enclosed In Estimates
- Future Filtration Process Required
- Lower O&M Cost

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**Sequencing Batch Reactor**

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**SBR (ICEAS) Option**

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**So What is the Estimated Cost?**

- Basis of Cost Comparisons
  - » Capital Costs
  - » Operations & Maintenance
    - Labor, Power, Chemical, Membranes (MBR)
    - Labor - Same for Both Options
  - » 20-Year Present Worth (i.e. "Life Cycle")

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### Collection System

City of Poison

**Recommended Improvement Priorities**

Item Description	Total Price
<b>Collection System Improvements - Summary</b>	
14th Ave. Alley - Gravity Sewer	\$ 192,400
Clarity Sewer Main (along US/Chama Park on Hwy 93)	\$ 251,700
Collection Main to Golf Course LR (Priority 5)	\$ 87,500
Vine Main LR Station (Priority 1)	\$ 154,700
Lake View LR Station (Priority 2)	\$ 158,300
7th Avenue LR Station	\$ 17,500
Riverside Park LR Station & Force Main (Priority 4)	\$ 622,700
Sign-Line Main (then Golf Course & Lake View LR (Priority 3))	\$ 200,500
<b>Total Estimated Construction Cost =</b>	<b>\$ 1,680,000</b>

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### WWTP Estimated O&M Costs

City of Poison

	Sequence Batch Reactor (SBR)	SBR (w/ Filtration)	Membrane Bioreactor
O&M Cost - Headworks	\$ 34,026	\$ 34,026	\$ 34,026
O&M Cost - Solids Handling	\$ 29,245	\$ 29,245	\$ 29,245
O&M Cost - Biological Process	\$ 278,988	\$ 278,988	\$ 333,143
O&M Cost - Filtration	\$ -	\$ 233,176	\$ -
<b>Annual O&amp;M Cost =</b>	<b>\$ 442,259</b>	<b>\$ 575,435</b>	<b>\$ 696,514</b>

Preliminary!!

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### WWTP Estimated Capital Cost

City of Poison

	Sequence Batch Reactor (SBR)	SBR (w/ Filtration)	Membrane Bioreactor
Capital Cost - Headworks	\$ 3,317,895	\$ 3,317,895	\$ 3,317,895
Capital Cost - Solids Handling	\$ 2,461,000	\$ 2,461,000	\$ 2,461,000
Capital Cost - Biological Process	\$ 7,159,200	\$ 7,159,200	\$ 8,645,200
Capital Cost - Filtration	\$ -	\$ 3,518,800	\$ -
<b>Capital Costs - Total =</b>	<b>\$ 12,938,095</b>	<b>\$ 16,456,895</b>	<b>\$ 14,424,095</b>

Preliminary!!

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### WWTP - Est. 20-Yr Present Worth

City of Poison

	Sequence Batch Reactor (SBR)	SBR (w/ Filtration)	Membrane Bioreactor
Capital Costs - Total =	\$ 12,938,095	\$ 16,456,895	\$ 14,424,095
Annual O&M Cost =	\$ 442,259	\$ 575,435	\$ 696,514
<b>Total Present Worth Cost =</b>	<b>\$ 18,100,000</b>	<b>\$ 21,000,000</b>	<b>\$ 21,210,000</b>

Preliminary!!

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### Project Schedule

City of Poison

- Finalize Alternatives Analysis & Cost Estimating
- April 7 - Public Meeting (Select Preferred Alternative)
- April 21 - Adopt Resolutions to Accept PER, Submit TSEP, Accept EA
- May 2 & 15 - Grant Apps Due
- Summer 2014 - Equip. Procurement - Headworks & Design

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### Possible Sources of Funding

Funding Source	Type	Amount	Request Deadline
01 Treasure State Endowment Program	Competitive Grant	\$100,000 - \$250,000	Nov. 3, 2014
02 Renewable Resources Grant and Loan Program	Competitive Grant	\$250,000	Nov. 15, 2014
03 Water Community Development Block Grant Program	Competitive Grant	\$6 to \$1,100,000	19th 2014
04 Community Development Block Grant Program	Competitive Grant	\$400,000	April 2015*
05 State and Tribal Assistance Grants	Competitive Grant	\$500,000 - \$100,000	Varies**
06 Water Resource Development Act	Competitive Grant	\$500,000 - \$100,000	February 2014*
07A Rural Development	Competitive Grant	\$250,000 to request	Ongoing
07 State Rebuilding Fund	Grant	\$250,000 to request	Ongoing

\*Based on historical practice.

### Project Schedule (cont.)

City of Poison

- Bid/Construct Headworks - Spring 2015
- Initiate Design WWTP; Procure Equipment - Spring 2015
- Bid WWTP - Spring 2016
- Bid/Construct WWTP - 18 months (min)
- Compliance Schedule - July 2017
- No Time to Wastell

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8:55 p.m.-Recess for 5 minutes.

9:00 p.m.-RECONVENE

**9. APPROVE THE FINANCE OFFICER'S SECURITIES FOR PUBLIC FUNDS ON DEPOSIT REPORT FOR JUNE 30, 2013.** City Finance Officer Cindy Dooley gave the following presentation:

NOTE: The first \$250,000 of public funds on deposit is insured by FDIC. Effective July 1, 2010 FDIC issued a permanent deposit insurance coverage of \$250,000. Deposits in excess of the amount insured by the FDIC are secured by pledged securities held by a third party in the name of the City of Polson. The pledged securities must have a market value of at least 50% of the amount of deposits in excess of the amount insured. The loan pledges are held within the financial institution with periodic review of the principal amount outstanding.

**Section 7-6-207-MCA Deposit security** - The local governing body may require security only for that portion of the deposits which is not guaranteed or insured according to law and, as to such unguaranteed or uninsured portion, to the extent of: a). 50 percent of such deposits if the institution in which the deposit is made has a net worth to total assets ratio of 6 percent or more; or b). 100 percent if the institution in which the deposit is made has a net worth to total assets ratio of less than 6 percent.

The amount of collateral held for the City of Polson deposits at June 30, 2013 exceed or is at par the amount required by statute.

**SECURITIES PLEDGED FOR PUBLIC FUNDS ON DEPOSIT  
June 30, 2013**

FINANCIAL INSTITUTION	AMOUNT ON DEPOSIT*	AMOUNT OF SECURITIES PLEDGED
<b>Glacier Bank</b>		
Glacier Bank tri-party repurchase agmt **	\$ 3,893,601.73	
<b>TOTAL DEPOSITS</b>	<b>\$ 3,893,601.73</b>	\$ 1,825,563.31
PLUS FDIC Insurance		\$ 250,000.00
<b>TOTAL PLEDGES</b>		<b>\$ 2,075,563.31</b>
Amounts unpledged		\$ 1,818,038.42
**Self-collaterized pool		
<b>1ST CITIZENS BANK</b>		
1st Citizens Bank-Certificates of Deposit \$1,000,000 @ 0.65% Maturity 10/22/14	\$ 1,000,000.00	
1st Citizens Bank-Money Market Savings	\$ 481.07	
<b>TOTAL DEPOSITS</b>	<b>\$ 1,000,481.07</b>	\$ 2,601,795.48
PLUS FDIC Insurance		\$ 250,000.00
<b>TOTAL PLEDGES</b>		<b>\$ 2,851,795.48</b>
Amounts unpledged		\$ -

**DETAILED LISTING OF PLEDGED SECURITIES**  
**June 30, 2013**

<b>GLACIER BANK</b>	<b>AMOUNT</b>
<u>Municipal/School Bonds</u>	
Grove City Ohio/Municipal 399532KH2 Rate: 5.00% Maturity: 12/01/2033 Moody's Aa1	\$ 537,740.00
Western Res School 959404BV5 Rate: 4.75% Maturity: 01/15/2033 Moody's Aa2	\$ 1,030,440.00
<u>U.S. Government Agencies</u>	
FHLMC Gold Remic 2586 AJ 31393MQD6 Rate: 4.00% Maturity: 11/15/2017	\$ 210,434.96
GNMA POOL 2742 36202DBK6 Rate: 7.00% Maturity: 04/20/2029	\$ 46,948.35
<b>Glacier Bank Pledge Total:</b>	<b>\$ 1,825,563.31</b>

<b>1st CITIZENS BANK</b>	<b>AMOUNT</b>
<u>Municipal/US Gov't Agency Bonds</u>	
Federal Home Loan Bank 313379DT3 Maturity: 06/08/2018	\$ 150,000.00
City of Shelby GO BNI 821787BD9 Maturity: 07/01/2019	\$ 165,000.00
<u>Loan Securities Confirmed 04/30/2013</u>	
Real Estate Loan #3015315 Maturity 05-01-2031	\$ 118,725.51
Real Estate Loan #3014171 Maturity 07-15-2029	\$ 18,714.09
Real Estate Loan #3017135 Maturity 12-01-2028	\$ 58,811.60
Real Estate Loan #3017395 Maturity 12-05-2030	\$ 157,129.29
Real Estate Loan #3013508 Maturity 08-01-2019	\$ 18,698.31
Real Estate Loan #23001310 Maturity 10-18-2027	\$ 49,934.94
Real Estate Loan #3016212 Maturity 08-15-2037	\$ 78,487.18
Real Estate Loan #1134487 Maturity 12-04-2016	\$ 182,091.14
Real Estate Loan #3017330 Maturity 04-29-2040	\$ 191,365.70
Real Estate Loan #3013014 Maturity 02-01-2026	\$ 43,087.48
Real Estate Loan #3016849 Maturity 04-01-2013	\$ 204,095.29
Real Estate Loan #3012104 Maturity 09-15-2023	\$ 64,049.97
Real Estate Loan #3017174 Maturity 12-06-2026	\$ 74,236.11
Real Estate Loan #3015497 Maturity 05-01-2026	\$ 339,081.46
Real Estate Loan #23001476 Maturity 11-01-2038	\$ 109,862.81
Real Estate Loan #3017408 Maturity 02-10-2026	\$ 58,424.60
USDA Loan #1137776 Maturity 11/01/2036	\$ 520,000.00
<b>1st Citizens Bank Pledge Total:</b>	<b>\$ 2,601,795.48</b>

Commissioner Campbell moved to approve the Finance Officer's Securities for Public Funds on Deposit report for June 30, 2013. Commissioner Siler second. Commission Discussion: none Public Discussion: none. VOTE: Unanimous Motion Carried.

**10. APPROVE RESOLUTION NO. 1055 TO PROVIDE MATCHING FUNDS FOR THE TSEP GRANT IN THE AMOUNT OF \$251,100.00-** City Finance Officer Cindy Dooley presented this item. Before the water project can proceed the City needs to show commitment to TSEP & DNRC that we have the matching funds on hand. **Commissioner Campbell motioned to approve Resolution No. 1055 to provide matching funds for the TSEP grant in the amount of \$251,100.00** Commissioner Turner second. Commission Discussion: none Public Discussion: None VOTE: Unanimous Motion carried

East Well project					
Administrative/Financial Costs					
Personnel Costs	-	-	-	3,000.00	3,000.00
Professional Services	-	-	-	9,870.00	9,870.00
Legal Costs	-	-	-	2,000.00	2,000.00
TOTAL ADMIN COSTS:	-	-	-	14,870.00	14,870.00
ACTIVITY COSTS:					
Land Acquisition	-	65,000.00	-	-	65,000.00
Preliminary Engineering	-	-	-	-	-
Engineering/Arch. Design	-	-	-	17,000.00	17,000.00
Construction Engr. Services	-	-	-	25,900.00	25,900.00
Construction	-	12,650.00	-	151,850.00	164,500.00
Contingency	-	-	-	24,700.00	24,700.00
TOTAL ACTIVITY COSTS	-	77,650.00	-	219,450.00	297,100.00
TOTAL COSTS	-	77,650.00	-	234,320.00	311,970.00
TOTAL TSEP/SRF PROJECT	100,000.00	625,000.00	565,000.00	251,100.00	1,541,100.00

City of Polson						S/10/2014
Waterline Project						
Administrative/ Finance Costs	Source: RRGL	Source: TSEP	Source: SRF	Source: Local	Total	
Personnel Costs	-	-	-	-	-	
Office Costs	-	-	-	-	-	
Professional Services	-	6,000	4,000	-	10,000	
Legal Costs	-	1,000	-	-	1,000	
Audit Fees	-	-	2,000	-	2,000	
Travel & Training	-	-	-	-	-	
Loan Fees	-	-	-	-	-	
Loan Reserves	-	-	33,870	4,130	38,000	
Refinance	-	-	-	-	-	
Bond Counsel & Related costs	-	-	15,000	-	15,000	
TOTAL ADMIN COSTS:	-	7,000	54,870	4,130	66,000	
ACTIVITY COSTS:						
Land Acquisition	-	-	-	-	-	
Preliminary Engineering	-	-	-	-	-	
Engineering/Arch. Design	50,000	33,000	-	-	83,000	
Construction Engr. Services	-	50,000	34,000	-	84,000	
Construction	50,000	457,350	315,140	12,650	835,140	
Contingency	-	-	160,990	-	160,990	
TOTAL ACTIVITY COSTS	100,000	540,350	510,130	12,650	1,163,130	
TOTAL COSTS	100,000	547,350	565,000	16,780	1,229,130	

**11. APPROVE RESOLUTION NO. 1056 ESTABLISHING A CITY COMMISSION SUB-COMMITTEE TO WORK WITH THE POLSON RURAL FIRE DISTRICT REGARDING THE CITY OF POLSON FIRE DEPARTMENT AND POLSON RURAL FIRE DISTRICT-**This agenda item was presented by City Manager Mark Shrives. This is a follow up from the joint meeting that we had with the Polson Rural Fire District Board. There was a joint decision to set up this committee. The Rural Fire District Board has already appointed two members to the Committee. City Manager Shrives recommendation is to appoint two elected officials to serve on this Committee as well. **Commissioner Erikson motioned to approve Resolution No. 1056. A resolution of the City Council of the City of Polson establishing a City Commission Sub-Committee to work with the Polson Rural Fire District regarding the City of Polson Fire Department and Polson Rural Fire District Agency Evaluation. Commissioner Southerland second.** Commission Discussion: none Public Discussion: none. **VOTE: Unanimous Motion Carried.**

Mayor Knutson then asked if there were any volunteers from the Commission who would serve on the sub-committee. Commissioners Turner and Siler volunteered. **Commissioner Morrison motioned to nominate Commissioner Turner and Commissioner Siler to the sub-committee. Commissioner Southerland second.** Commission Discussion: none Public Discussion: none **VOTE: Unanimous Motion carried.**

**12. APPROVE RESOLUTION NO. 1057 A RESOLUTION AMENDING ORDINANCE NO. 667 BY CHANGING THE EFFECTIVE DATE OF ORDINANCE NO. 667.** City Manager Mark Shrives presented this item. Ordinance No. 667 is the Police transfer to the Police Retirement System. Originally this was going to be effective with a retro-active date of July. When this was put in place the City was informed by the State that this is not permitted. So, the start date of the MPORS had to be adjusted for the Police Retirement. The additional funds committed will be looked into possibly health insurance or some other area to offset that. This is basically just changing the effective date of the ordinance. **Commissioner Turner motioned to approved Resolution No. 1057 an amendment of Ordinance No. 667 from September 16, 2013 to December 29, 2013. Commissioner Siler second.** Commission Discussion: none Public Discussion: none. **VOTE: Unanimous Motion Carried**

**13. PUBLIC COMMENT ON SIGNIFICANT MATTERS TO THE PUBLIC **NOT** ON THE AGENDA.** Rory Horning commented on a point of clarification this body will take no action on anything that is presented under Public Comment. Mayor Knutson answered that yes that is correct. This is a time of comment but no action is taken at this meeting. Mr. Horning further commented that it is because of public notice that an item is not discussed. Mayor Knutson answered that there may be an item that is brought up that is scheduled for action at a later date. Mr. Horning questioned what happened to the Main St. warranty work. Also, Mr. Horning stated that he asked for more clarification of Mr. Raymond's resignation. According to the letter of resignation it was to have been completed on December 23, 2013. City Manager Mark Shrives clarified the dates; on December 23, 2013 there was a verbal resignation that was accepted with the written resignation to be received by December 27, 2013. After the written resignation, between the attorneys, the final date is January, 2014. Mr. Horning asked that Mr. Shrives look into the date of approval versus the date that the check for \$21,000.00 was issued.

**Hearing no further comment, Mayor Knutson accepted a motion to adjourn. Commissioner Campbell motioned to adjourn. Commissioner Erikson second. Vote: Unanimous Motion carried.**

**ADJOURN: 9:22 P.M.**

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Mayor Heather Knutson

ATTEST:

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Cora E. Pritt, City Clerk