

# CITY OF POLSON COUNCIL WORKSHOP

Commission Chambers

March 27, 2014

6:00 p.m.

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

**Others present (that voluntarily signed in):** Elsa Duford, Rory Horning, Andrew Speer, Diane Speer, City Department Heads: Fire Chief John Fairchild, Building Inspector Mike Howke, Police Chief Wade Nash, and Water/Sewer Superintendent Tony Porrizzo.

## **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. REVIEW PROJECTS AND SET GOALS FOR 2014:** City Manager Mark Shrives presented the following power point presentation to the Commission. This workshop is a follow up to the workshop that was conducted on February 24, 2014.

## CITY COMMISSION WORK SESSION MARCH 27, 2014

Mayor  
Heather Knutson  
City Commissioners

Ward 1	Ward 2	Ward 3
John Campbell	Jill Southerland	Dan Morrison
Todd Erickson	Stephen Turner	Ken Sier

2/24/2014

## AGENDA

- Discuss Next Steps
- 2013 Objectives
- Review Project Lists
- Build on 2013 Objectives
- City Commission Discussion
- Discuss Next Steps

2/24/2014

## NEXT STEPS

- Consolidate all Project Lists
- Follow up meeting with Commission to prioritize or rank projects that will require coordination with other agencies and/or organizations **(Create Committees as Needed)**
- Other Ideas

2/24/2014

## 2013 OBJECTIVES - NOT RANKED

- Develop and Maintain Sustainable Practices/Principles and Systems
  - Planning - Intergovernmental Cooperation - Funding/Revenue Streams
- Create and Maintain a Welcoming, Positive Friendly Environment
- Develop and Maintain a Clear Financial Picture
  - Financial Systems Updated - CIP - Economic Efficiency
- Develop and Maintain Positive Intergovernmental and Stakeholder Relationships
  - Tribes - County - Businesses - Civic Groups
- Create Long Term Vision for the Future
  - Sense of Place - Who should we/do we attract
- Create a Clean, Safe Environment
  - Wastewater Plant - Stormwater

2/24/2014

## 2013 OBJECTIVES - NOT RANKED

- Deliver Consistent High Level of Public Safety
  - Fire Department (volunteers - maintain and increase)
  - Police
  - Utilities - (Stormwater - Hydrants)
- Maintain, Repair, Reconstruct and Augmentation of Public Infrastructure
  - Streets (Funding by SID or gas tax - Reconstruction - Maintain Good Streets)
  - Access to Lake - Trails - Telecommunications - Internet - Utilities

2/24/2014

## 2013 OBJECTIVES - NOT RANKED

- Promote Economic Development
  - Build Partnerships
  - Create Assessable Information
  - City Government as Creator Environment that Accommodates Business
  - Consistent Deliverables
  - Visitors and Convention Bureau
  - Recruitment
  - Access to Flathead Lake
    - Boat Launches - Trails - Parks - Docks
  - Events
    - Saltish Point Concerts
    - Year Round Events
    - Parks - to Support Events

2/24/2014

## PROJECT LISTS

Immediate (1-4 months)	Short to Medium (4 months to 2 years)	Long Term (2 to 5 years)
<b>Administration</b>	<b>Administration</b>	<b>Administration</b>
<ol style="list-style-type: none"> <li>1. Replace carpet in front area of City Hall</li> <li>2. Put in vending machine</li> <li>3. Install message board outside City Hall for Notices</li> <li>4. Credit card machine</li> <li>5. Postage machine</li> <li>6. Travel Policy</li> <li>7. Cash handling policy</li> <li>8. Purchasing/Accounts payable policy</li> <li>9. Update Personnel Policy Handbook</li> <li>10. Update job descriptions</li> <li>11. Telephone-CenturyLink (Request for Information)</li> </ol>	<ol style="list-style-type: none"> <li>1. New Printer/Copier</li> <li>2. Update network to Microsoft Exchange Server</li> <li>3. Website development (ongoing)</li> <li>4. PA system and/or upgraded phone system</li> <li>5. Live streaming of council meetings</li> <li>6. Step &amp; Ladder development for wages</li> <li>7. Computer replacement rotation</li> <li>8. Codification</li> </ol>	<ol style="list-style-type: none"> <li>1. Planning for new facility</li> </ol>

## PROJECT LISTS

Immediate (1-4 months)	Short to Medium (4 months to 2 years)	Long Term (2 to 5 years)
<b>Administration</b>	<b>Administration</b>	<b>Administration</b>
<ol style="list-style-type: none"> <li>12. Evaluations</li> <li>13. Job Description</li> <li>14. Personnel Policy (Review &amp; Update)</li> <li>15. City Website</li> <li>16. COPS Grant Management</li> <li>17. TSEP Grant Management (Calendar Program)</li> <li>18. Heart &amp; Soul Transition (Re-evaluation)</li> <li>19. Cell Phone-Verizon (Re-evaluation)</li> <li>20. Receptionist Training</li> <li>21. Safety Training</li> </ol>	<ol style="list-style-type: none"> <li>9. Policies (Evaluation, Review &amp; Creation)</li> <li>10. Printers (Re-evaluation)</li> <li>11. HVAC System (Completion)</li> <li>12. Network (Completion)</li> <li>13. Computer (Re-placement Schedule)</li> <li>14. Office Furniture (Re-placement Schedule)</li> </ol>	

## PROJECT LIST

Immediate (1-4 months)	Short to Medium (4 months to 2 years)	Long Term (2 to 5 years)
<b>Parks</b>	<b>Parks</b>	<b>Parks</b>
<p>Replace wooden entrance signs with recycled plastic ones.</p> <p>Reroof Sports Complex restroom and Sacajawea irrigation shed.</p> <p>Construct a concrete pad along the north side of the restroom building at Boettcher Park.</p> <p>Replace wooden bleachers at Sports Complex</p>	<p>Continue Carol Sherick Trail to connect with Skyline Trail.</p> <p>Replace all wooden entrance signs with recycled plastic ones.</p> <p>Plant replacement trees in parks and throughout all the city streets.</p> <p>Pave &amp; expand the parking lots at Boettcher Park.</p>	<p>Enlarge, remodel or replace Riverside restroom to handle current use capacity.</p> <p>Install new playground equipment at O'Maley and the Sports Complex.</p> <p>Convert Jorgenson/Hegle Park into an arboretum with outdoor classroom &amp; interpretive signage and trail.</p> <p>Establish &amp; sustain an Urban/Community Forestry Program including an Forestry Master Plan.</p>
2/24/2014		

## PROJECT LISTS

Immediate (1-4 months)	Short to Medium (4 months to 2 years)	Long Term (2 to 5 years)
<b>Police Department</b>	<b>Police Department</b>	<b>Police Department</b>
<ol style="list-style-type: none"> <li>1. Drug task Force</li> <li>2. K-9 program</li> <li>3. Electronic tickets</li> <li>4. Volunteer program</li> <li>5. Launched Polson Police Facebook page</li> <li>6. Research Grant Funding</li> </ol>	<ol style="list-style-type: none"> <li>1. Safety day project</li> <li>2. Police website</li> <li>3. Police personnel patrol and investigations</li> <li>4. Update police equipment</li> <li>5. Research Grant Funding</li> </ol>	<ol style="list-style-type: none"> <li>1. Facilities</li> <li>2. School Resource Officer</li> <li>3. Research Grant Funding</li> </ol>
<b>Fire Department</b>	<b>Fire Department</b>	<b>Fire Department</b>
<ol style="list-style-type: none"> <li>1. Training facility</li> </ol>	<ol style="list-style-type: none"> <li>1. New Station</li> <li>2. Satellite Station South end of town</li> <li>3. Recruitment/Retention for volunteers</li> </ol>	<ol style="list-style-type: none"> <li>1. Water tender purchase</li> <li>2. 312 Replacement</li> </ol>

## PROJECT LIST

Immediate (1-4 months)	Short to Medium (4 months to 2 years)	Long Term (2 to 5 years)
<b>Golf Course</b>	<b>Golf Course</b>	<b>Golf Course</b>
<ol style="list-style-type: none"> <li>1. Equipment Replacement Schedule</li> <li>2. Old 9 Irrigation Renovation</li> </ol>	<ol style="list-style-type: none"> <li>1. Private Cart Storage Building</li> </ol>	<ol style="list-style-type: none"> <li>1. Driving Range Tee</li> <li>2. Renovation Practice Facility</li> </ol>

## PROJECT LIST

Immediate (1-4 months)	Short to Medium (4 months to 2 years)	Long Term (2 to 5 years)
<b>Water &amp; Sewer</b>	<b>Water &amp; Sewer</b>	<b>Water &amp; Sewer</b>
<ol style="list-style-type: none"> <li>1. New Well Downtown looping project.</li> <li>3. Maintenance and paint - well house &amp; booster station buildings.</li> <li>4. Two small main replacement jobs in Lewis addition; 8<sup>th</sup> Ave West, City Center Addition - 1<sup>st</sup> East 13<sup>th</sup> Ave to 11<sup>th</sup> Ave East.</li> <li>5. Sewer study ongoing.</li> <li>6. Quick connections on all small lift stations for portable gen set.</li> </ol>	<ol style="list-style-type: none"> <li>1. New Well 4<sup>th</sup> Ave East from Main Street to Hwy 93 - Water main and hopefully a lot more.</li> <li>2. Hillside Reserve Replacement project. Genset for wells 6 &amp; 7. \$38,000.00 Today's price.</li> <li>4. Sewer head works and study continuance.</li> <li>5. Storm project - Riverside filtration or pump to sports complex</li> <li>6. 4<sup>th</sup> Ave storm ideas.</li> </ol>	<ol style="list-style-type: none"> <li>1. Sewer treatment plant</li> <li>2. More wells? Hopefully not.</li> <li>3. Sewer infrastructure model and upgrades.</li> <li>4. Hwy 35 to Clearview loop?</li> </ol>

### PROJECT LIST

Immediate (1-6 months)	Short to Medium (6 months to 2 years)	Long Term (2 to 5 years)
<b>Planning</b>	<b>Planning</b>	<b>Planning</b>
<ol style="list-style-type: none"> <li>1. Training (Legislative, Industry, management)</li> <li>2. Employee Evaluation</li> <li>3. Budget – Submit w/ Rates</li> <li>4. Re-write processes and procedures. Finalize with City Manager and City Attorney. Annexations – (applications, processes &amp; recording)</li> <li>5. Re-write – various checklists and fee schedules</li> </ol>	<ol style="list-style-type: none"> <li>1. Training (Legislative, Industry, management)</li> <li>2. PDC (CCPB &amp; CC) Finalize and adopt.</li> <li>3. Award Growth Policy First Minor Update finalize and adopt.</li> <li>4. Annexations – applications, processes &amp; recording</li> </ol>	<ol style="list-style-type: none"> <li>1. Purchase Vehicle for Planning only.</li> <li>2. Planning Office for Assistant Planner Thomas Fleming Training</li> <li>3. Purchase Planning Color Copier</li> <li>4. 2<sup>nd</sup> hire Assistant Planner as City continues to grow.</li> <li>5. Look to implementing affordable housing &amp; funding.</li> </ol>

### PROJECT LIST

Immediate (1-6 months)	Short to Medium (6 months to 2 years)	Long Term (2 to 5 years)
<b>Building Department</b>	<b>Building Department</b>	<b>Building Department</b>
<ol style="list-style-type: none"> <li>1. Update permit applications with check boxes.</li> <li>2. Digitizing forms for easy submittal and online permit processing.</li> <li>3. New web page!</li> </ol>	<ol style="list-style-type: none"> <li>1. Training: <ul style="list-style-type: none"> <li>- Mechanical Cert. for commercial &amp; residential.</li> <li>- Plumbing certification from uniform plumbing code.</li> <li>- Electrical certification for commercial &amp; residential.</li> <li>- Energy Code certification.</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Get budget back into the black.</li> <li>2. New vehicle.</li> </ol>

### PROJECT LIST

Immediate (1-6 months)	Short to Medium (6 months to 2 years)	Long Term (2 to 5 years)
<ol style="list-style-type: none"> <li>1. Impact Fee Review</li> <li>2. Fire Department Evaluation</li> <li>3. Action Minutes</li> <li>4. City Council Rules</li> <li>5. NIMS Compliance</li> <li>6. City Website</li> <li>7. Heart &amp; Soul Transition (Calendar Program)</li> <li>8. Budget</li> <li>9. Commission Meeting Start Time</li> <li>10. Review Planning and Building Fee Schedule</li> <li>11. Local Government Review</li> <li>12. Security Cameras in City Hall</li> </ol>	<ol style="list-style-type: none"> <li>1. Gas Tax</li> <li>2. Resort Tax</li> <li>3. Convention &amp; Visitors Bureau</li> <li>4. Business License</li> <li>5. City Logo</li> <li>6. Polson Development Code</li> <li>7. Ordinance Codification</li> <li>8. Records Management (Sidewalk)</li> <li>9. School District Technical Assistance Grant</li> <li>10. Polson Airport Land Acquisition</li> <li>11. Participate in School District Facilities Planning</li> </ol>	<ol style="list-style-type: none"> <li>1. City Facilities Plan</li> </ol>

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### PROJECT LIST

Immediate (1-6 months)	Short to Medium (6 months to 2 years)	Long Term (2 to 5 years)
<ol style="list-style-type: none"> <li>13. City Commission Web Camera</li> <li>14. Golf Cart Ordinance</li> <li>15. Personnel Policy Manual Update</li> <li>16. City Dock &amp; Pier Path Project</li> <li>17. Finalize City Attorney Situation</li> <li>18. Grants</li> </ol>	<ol style="list-style-type: none"> <li>12. Grants</li> </ol>	<ol style="list-style-type: none"> <li>2. Grants</li> </ol>

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**DEVELOP AND MAINTAIN SUSTAINABLE PRACTICES/PRINCIPLES AND SYSTEMS**  
**PLANNING - INTERGOVERNMENTAL COOPERATION - FUNDING/REVENUE STREAMS**

- Development Code Rewrite
- Reviewing all Building and Planning Systems
- Continuing Dialogue with the County
- Reviewing Fee Schedules and Adjusting to Market Rates
- City Engineer and Attorney Fees being Paid by Applicant – Not City \$

3/27/2014 2013 Objectives

**CREATE AND MAINTAIN A WELCOMING, POSITIVE FRIENDLY ENVIRONMENT**

- Review Heart and Soul Findings
- Gateway Signage Committee
- Starting to Upgrade City Hall
  - Paint - Chairs

3/27/2014 2013 Objectives

**DEVELOP AND MAINTAIN A CLEAR FINANCIAL PICTURE**  
**FINANCIAL SYSTEMS UPDATED - CIP - ECONOMIC EFFICIENCY**

- Reviewing the way we do Budgeting
- Looking at Costs across the Board
- Capital Improvement Programs for all Departments
- Developing Equipment Replacement Schedules

3/27/2014 2013 Objectives

**DEVELOP AND MAINTAIN POSITIVE INTERGOVERNMENTAL AND STAKEHOLDER RELATIONSHIPS**  
**TRIBES - COUNTY - BUSINESSES - CIVIC GROUPS**

- Reaching out to and Participating with Various Governmental and Community Groups
  - Mayor – Commission – Staff
- Working with Rural Fire District on Fire Evaluation Study

3/27/2014 2013 Objectives

**CREATE LONG TERM VISION FOR THE FUTURE**  
**SENSE OF PLACE - WHO SHOULD WE/DO WE ATTRACT**

- Review Parks Project List
- Polson Development Code Rewrite

3/27/2014 2013 Objectives

**PROJECT LIST**

Immediate (1-6 months)	Short to Medium (6 months to 2 years)	Long Term (2 to 5 years)
Parks	Parks	Parks
Replace wooden entrance signs with recycled plastic ones. Reroof Sports Complex restroom and Sacajawea Irrigation shed. Construct a concrete pad along the north side of the restroom building at Boettcher Park. Replace wooden bleachers at Sports Complex	Continue Carol Sherick Trail to connect with Skyline Trail. Replace all wooden entrance signs with recycled plastic ones. Plant replacement trees in parks and throughout all the city streets. Pave & expand the parking lots at Boettcher Park.	Enlarge, remodel or replace Riverside restroom to handle current use capacity. Install new playground equipment at O'Maley and the Sports Complex. Convert Jorgenson/Hegle Park into an arboretum with outdoor classroom & interpretive signage and trail. Establish & sustain an Urban/Community Forestry Program including an Forestry Master Plan.

2/24/2014

**CREATE A CLEAN, SAFE ENVIRONMENT**  
**WASTEWATER PLANT - STORMWATER**

- Downtown Water Looping Project
- Wastewater Project
- Complete Accessible Safe Streets (CASS)

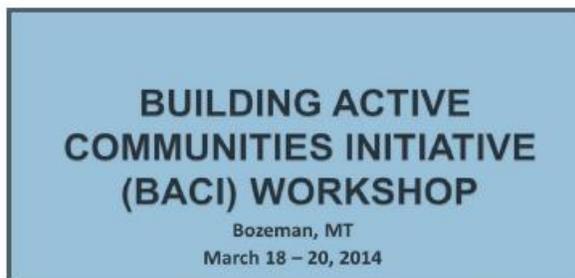
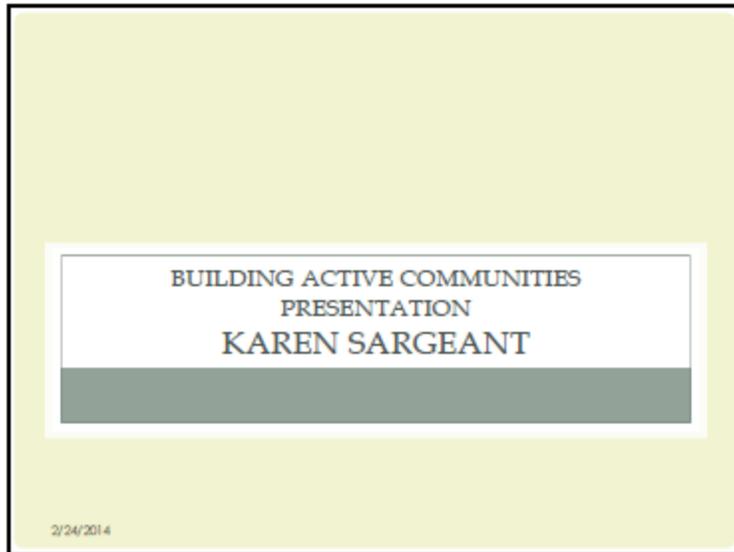
3/27/2014 2013 Objectives

**DELIVER CONSISTENT HIGH LEVEL OF PUBLIC SAFETY**  
**FIRE DEPARTMENT (VOLUNTEERS - MAINTAIN AND INCREASE)**  
**POLICE**  
**UTILITIES - (STORMWATER - HYDRANTS)**

- Fire Department
  - Fire Training Facility
  - Satellite Station
  - Truck 312 Replacement
  - Water Tender
  - NIMS Training
- Police Department
  - Drug Task Force
  - K9 Program
  - Volunteer Program
  - Electronic Ticketing
- Utilities
  - Projects as Previously Discussed

3/27/2014 2013 Objectives





### POLSON ACTION TEAM

- Karen Sargeant**  
Parks Director – City of Polson
- Mark Shrives**  
City Manager – Polson City Commissioners
- Tom McDonald**  
Fish, Wildlife Recreation & Conservation Division Manager – Confederated Salish & Kootenai Tribes
- Boone Goddard**  
Business Owner – Business Community & Media Journalists
- Dan Kinyon**  
Maintenance Director – Polson School District



### What Did We Learn & Do?

- ▶ Walking Audits
- ▶ Funding Strategies
- ▶ Benefits of Safe Accessible Streets (SAS)
- ▶ What other cities have accomplished from 2013 Workshop
- ▶ Visitability and Integrating Accessibility into Universal Design
- ▶ Technical Assistance, Mini-Grants from BACI & other available grants
- ▶ Economic Impacts of SAS

Developed two action items for the Polson Strategic Plan!

# Building an active Polson



## Our community has many assets

We are known for

- Flathead Lake
- Mission Mountains
- Friendly People



Our unique assets

- Waterfront Parks
- Aquatic Center
- Special Events



## We are most proud of ...



## And we have our challenges



# How can we create a more active Polson?

## Polson's Strategic Plan:

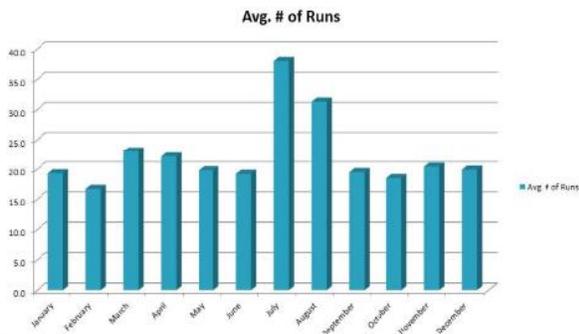
- ▶ Enact a Local Option Tax (Property Tax Relief & Street Improvement Program)
- ▶ Develop & Adopt a Safe Accessible Streets Policy (SAS) to be incorporated into the Polson Development Code (PDC) and the Polson Design & Construction Standards (PD&CS)

## Local Option Tax (Property Tax Relief & Street Improvement Program)

- ▶ Available funding for cities with less than 5,500 people.
- ▶ We meet the criteria for a resort community classification.
- ▶ We already collect a "bed tax" on lodging facilities to fund state tourism efforts.
- ▶ Provide some relief for our citizens in regards to property taxes.
- ▶ Lets the visitors help pay for infrastructure that they currently use for free.
- ▶ Funds would be earmarked for specific programs.

## Impacts to Police Department

## Impacts to Fire Department



## Impacts to Parks & Trails

- ▶ Cherry Festival
- ▶ Car Show
- ▶ Festivals on the Flathead
- ▶ Farmers Market
- ▶ 3 on 3 Basketball
- ▶ Regional/State Sports Tournaments
- ▶ Fall & Spring Mack Days
- ▶ Regular Summer Population Surge

## Earmarked Fund Percentages

- ▶ 65% - Street Reconstruction/Repair (Using guidelines from SAS)
- ▶ 25% - Property Tax Relief for Polson Citizens
- ▶ 4% - Emergency Services (Police & Fire)
- ▶ 4% - Parks (Trails, pathways & facilities)
- ▶ 2% - Back to Merchants Collecting Tax

## How Do We Get It Done?

- ▶ Establish an Action/Implementation Team of Stakeholders made up of Our Current & Future Partners
- ▶ Using Grant Money, Hire a Consultant to Collect Pertinent Data from Cities That Have a Local Option Tax
- ▶ Team Will Determine What is to be Taxed & What Percentages to be Used for Earmarking Funds
- ▶ Bring to the Voters for Passage

## Safe Accessible Streets Policy

The goal of a safe accessible streets policy is to safely accommodate all roadway users: motorists, pedestrians, bicyclists, transit users, and people of all ages and abilities.



## How Do We Get It Done?

- ▶ Research Pertinent Data & Present Benefits of SAS Policy for Incorporation into PDC
- ▶ Develop a Polson Trails & Pathways Master Plan
- ▶ Continue PDC Rewrite
- ▶ Adopt the PD&CS for the City
- ▶ Review/Analyze SAS Policies from other Montana Cities and Towns
- ▶ City Commissioners adopt SAS Policy through Resolution

## Our Anticipated Timeline

**Enact a Local Option Tax** – Ready for ballots by either September, 2014 or March, 2015 for respective voting dates.

**Create a Safe Accessible Streets Policy** – have ready for adoption by Commissioners by October, 2014.

## Target Audiences

### Local Option Tax:

CSKT Chamber  
County PBC  
Businesses Commissioners  
Tribal Econ Dev PRA  
Parks Bd. Citizens  
Student Envision Polson

### Safe Accessible Streets Policy:

Developers Engineer  
Tribal Roads Planner  
Tribal Planner Streets  
Water & Sewer THA  
Parks Dept. Disabled  
Community  
MME  
Hospital/Health Dept.  
Senior Citizen  
Students

## Our current partners

- ▶ CSKT
- ▶ Lake County
- ▶ Polson School District & Students
- ▶ Business Community
- ▶ Citizens
- ▶ Service Organizations

## New partners to recruit

- ▶ Tribal Housing Authority
- ▶ Tribal Roads
- ▶ Community Foundations
- ▶ Chamber of Commerce
- ▶ MDOT
- ▶ Federal Agencies
- ▶ Private Non-Profits
- ▶ State Agencies

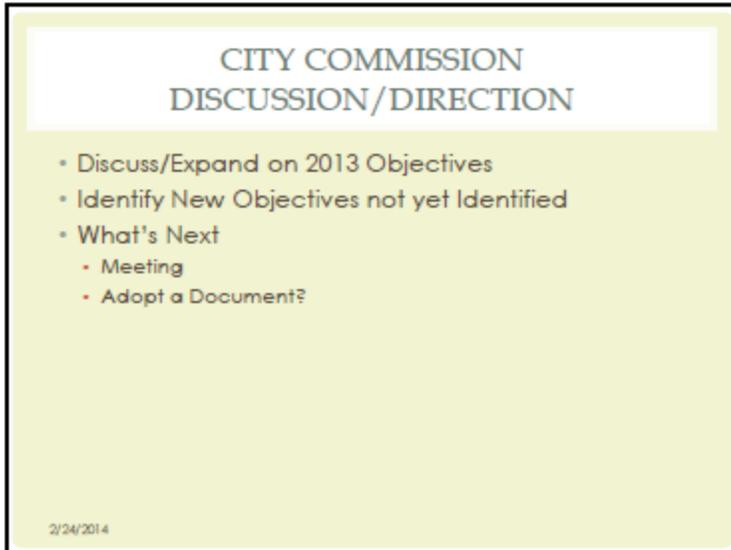
## Additional resources needed

- Data & Reports
- Articles & Books
- Additional Funding Sources
- GIS Mapping Resources

## 2014 OBJECTIVES ADDED TO 2013 OBJECTIVES

- Ordinance Codification
- Committees
  - Fire Evaluation Committee (in place)
  - Local Option Tax Committee (to be discussed)
- Future City Commission Work Sessions
  - Quarterly Meetings to Revisit Identified Priorities
  - City Council Rules (operating policies)
  - Action Minutes
  - Commission Meeting Start Time
  - Business License
  - City Logo
  - Complete Impact Fee Review
  - Future City Facilities

2/24/2014



Mayor Knutson thanked City Manager Mark Shrives and Parks Director Karen Sargeant for their presentation to Council. Mayor Knutson then opened up the workshop for discussion among the Commission. Mayor Knutson thought that the quarterly workshops were a good idea, as well as establishing Council rules, and the Local Option Tax. Commissioner Campbell also agreed that the quarterly meetings would be a good idea. Commissioner Campbell asked if the projects could be narrowed down per department, and then listed as to what could be accomplished in the next year under the upcoming budget. Commissioner Campbell commented that regarding the Local Option Tax educate the public as much as possible. That was not the case the last time and if failed. City Manager Shrives explained that the example the City of Polson is using is the City of Whitefish Resort Tax. There will be a rebate given to the City residents. The majority of the funds will go toward improving the streets. Mayor Knutson stated that hearing success stories will also be valuable. City Manager Shrives explained that there are 3 mini-grants that would help in funding the consultant group that would be hired to collect the data for the City of Polson. Commissioner Erickson questioned the time constraint on determining which items would be taxable and which ones wouldn't. City Manager Shrives answered that the data would be collected by either the committee that would be formed or the consultant. This is the data that needs to be collected. Commissioner Southerland commented that the previous time, there was the question about the Tribe and what they were eligible to pay or not pay. City Manager Shrives answered that it was helpful in having Tom McDonald along at the workshop. Mr. McDonald was able to answer a lot of the questions about this. When the committee is formed, it will be helpful to include them, and have someone from the Tribe to represent them. Commissioner Siler asked if this tax will be seasonal or year round. City Manager Shrives answered he didn't know if it could be just seasonal or if it will need to be year round. That has yet to be determined. Elsa Duford commented that the argument last time was that the tourist would only pay it three months out of the year the residents would be paying year round. Andrew Speer questioned that a Polson super market would be required to collect a tax but a Ronan super market would not. City Manager Shrives answered that he didn't think grocery items would be taxed. Whitefish does not tax groceries. Mayor Knutson further commented that it would not include Ronan whatever the items were. Mayor Knutson explained that there will

be a lot of questions come up about this subject and that is why a consultant would be valuable. Commissioner Campbell stated that anyway we go about fixing the streets will require some sort of tax on the citizens. Either an S.I.D.(Special Improvement District) or Street Districts, it will be on your tax bill. Mayor Knutson pointed out that if we have a Local Option Tax this will bring in outside monies to help fund the repair to the City streets. Commissioner Southerland commented that it seems we need to get creative in meeting some of the issues that we are facing.

City Manager Mark Shrives summarized what he understood the City Commission wanted to do as a result of this workshop: Have quarterly workshops, Local Option Tax, and Capital Improvement Projects funding.

Commissioner Campbell requested that Riverside Park somehow be cleaned up. We need to promote Riverside Park. Piling up the snow looks ugly. Give the kids something to do in the winter. There used to be something to do at Riverside Park during the winter.

Parks Director Karen Sargeant asked for feed-back from the Commission regarding the Complete Accessible Safe Streets (CASS). Karen would like to move forward in developing the policy and get the policy integrated into the Polson Development Code. Commissioner Erickson expressed that he didn't fully understand the obstacles. The way the sidewalks are constructed downtown is confusing because you can be walking on the sidewalk and then there's nothing but dirt in front of you. The sidewalk just ends. This would need to be dealt with if we want a walking path community. Karen explained that the City of Polson is at the right size to begin this. It needs to be implemented at the Policy level down. We need to have something that when a builder or developer comes in, the policy would be in place along with the standards. The downtown would have to be retrofitted. This program gives suggestions on how to input the current infrastructure. The City of Polson has nothing in place for someone who is visually impaired. The policy would actually help traffic. There would be no surprises. Commissioner Campbell commented that the mood is here for such a policy. Karen emphasized the policy must be in place first. Commissioner Erickson asked if there is a bike trail map. City Manager Shrives answered that no there is not, and that was one of the things that was identified. Commissioner Turner asked about the maintenance and upkeep of the trails. Who would be responsible? Karen answered that there is some creative funding from the Local Option Tax being considered. The 4% that would go to Parks could be marked for trails. Mayor Knutson agreed that trails are an important part of the community and to bring back information to the Commission. Streets Superintendent Terry Gembala commented that currently the Streets Department plows the walking paths.

Mayor Knutson brought up the subject of Business License. This has been brought up by the business community. They are in support of the City of Polson having some sort of business license. This should be explored in the coming year as well. City Manager Mark Shrives commented that he was surprised that the business community has mentioned this to him. Commissioner Campbell asked what is the purpose of the business license. Is it for inventory? Mayor Knutson answered yes she thought it was so that the businesses could know what we have. City Manager Shrives stated that it is something that will have to be worked on. Commissioner Erickson commented that it would be one way to have an inventory of the business and the competitors. City Manager Shrives commented that it would be a way to

partner with the Chamber of Commerce too. All the business information could be posted on the City website. This is a value to a business. The Chamber currently have their members posted on the website.

Mayor Knutson brought up one of the items that was listed on the Building/Planning project about streamlining the process. Mayor Knutson stated that she would be supportive of that idea. That would be a priority to be looked at.

Police Chief Wade Nash commented on the City being able to pay with a credit card or a debit card. City Manager Shrives answered that that is something that is being worked on for the new website. Also, to be able to pay on-line with a credit or debit card. The City is probably a couple of months out from having something done. Chief Nash commented that since the Police Department has begun issuing the electronic ticket, people are coming in wanting to pay with a debit or credit card or pay on-line. Commissioner Campbell asked what would the fee be attached to using a system like that. City Manager Shrives answered that that is what is currently being researched. City Finance Officer Cindy Dooley commented that as a government, we have the option to pass on the fee to those that uses this process.

Commissioner Southerland commented that she really likes this format of meeting and just talking. One of Commissioner Southerland's concerns is finding a better way to communicate with the constituents. The newspaper don't necessarily give all the facts. Commissioner Southerland asked how can we be more transparent and communicate better? Commissioner Campbell answered that the new emails are a step forward. Also, a telephone number in the phonebook is an easy thing to do. City Manager Shrives commented that there may be a City Information article in the paper from time to time. Mayor Knutson commented that she had recently met with them and they are open to publishing information. We are working with the local papers. City Manager Shrives suggested a City Facebook page. Police Chief Nash stated that the Police Department Facebook page is a big success and a way to communicate with the department. It works out very well. Commissioner Southerland mentioned the possibility of having a town hall meeting. City Manager Shrives offered to assist with any presentation the Commissioners may want to have if they do have a town hall meeting. Commissioner Turner stated that he had spoken with Dennis Anderson, and there would be time that could be set aside for Manager's Comments or Mayor's Comment to be broadcast on the radio. Maybe once a week or once a month. This would be a Public Service commentary.

City Manager Shrives stated to the Commission that there would be a document that puts together a timeline for the coming year. We made a fairly ambitious timeline for the resort tax. Getting it through the summer, possibly adopted in October, and on the ballot for November. There are a lot of questions that will have to be answered.

Commissioner Southerland questioned if the Commission would be discussing the Council Rules, action minutes, agenda, and meeting start time at a future workshop. City Manager Shrives answered that yes, at a future quarterly meeting.

PUBLIC COMMENT ON SIGNIFICANT MATTERS TO THE PUBLIC NOT ON THE AGENDA: Rory Horning commented on consider the amount of median income of the people you are talking about and the increase. When you start to look at this and all of the different requests for money, follow the example of mill levys. Everyone fakes out and fraudulently deals with the public. This mill levy is only so much on \$100,000.00 home and then you add up how many mills are actually added on to that \$100,000.00 home. In Lake County it's like 50 mills. So, you're not being really honest with the people. To not be honest tells me that gee you're really not firm on what it is you are trying to sell the public. You also need to realize that there are different costs and how they are pass on costs or how they are paid for by somebody else. The example that I am seeing tonight is that you have dollars that are being spent by paying for a City Attorney and City Engineer. We just pass it on. Well, it's because we take it off our books and we make your constituents pay. Why? There are a lot of fees and things that you request and yet, you look at your tax bill, you've paid for those departments. It's different if I am commercial, and am coming in and making money. Then you might charge me a fee. But if I'm a resident, and I've already paid a tax to have an employee sit in a department, don't you think I ought to get service for that fee? For that tax? Or do you want to double tax me? You know, when you start to talk about this, this isn't a perfect economy. When you want to talk about a resort tax and you want to talk about the difference between us and Whitefish, you have to look like a resort city. I tell you this because, not to be just an individual coming in here and mulling my words. I was raised in both Waikiki and Las Vegas, major resort cities of the world. The reason they do what they do is because they are resorts. They don't just call themselves resorts. There is a lot of difference in the approaches. Be real careful that your constituents, who the median income in Lake County is \$28,000.00. Government employees make \$45,000.00. That means that there are a lot of people, a lot of your constituents that are making a lot less than \$28,000.00 and that's scary.

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

**ADJOURN: 7:55 P.M.**

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

ATTEST:

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Cora E. Pritt, City Clerk