

**CITY COMMISSION SPECIAL MEETING MINUTES
WORK SESSION
CITY HALL - CITY COMMISSION CHAMBERS
TUESDAY, APRIL 7, 2009, 6:30 P.M.**

ATTENDANCE: Polson City Commission: Bruce Agrella, Jim Sohm, Mike Lies, Elsa Duford, Fred Funke, present. Jules Clavadetscher absent. Mayor Lou Marchello presiding. City Attorney and Acting City Manager James Raymond present.

Mayor Lou Marchello called the meeting to order.

APPROVAL OF PROPOSED AGENDA: Motion made by Commissioner Sohm, seconded by Commissioner Agrella, to approve the proposed agenda. Motion carried unanimously.

DEVELOP GOALS AND EVALUATION TRAINING FOR THE CITY MANAGER POSITION: Mayor Marchello referred to the information provided by James Raymond, including the Annual Evaluation of the City Manager, the duties from the city manager contract and the duties from the Charter. He asked Commissioner Sohm, who he noted has done extensive research relating to the city manager position and in preparing for this meeting. Commissioner Sohm explained that this is the first of two meetings to establish goals and update the evaluation form for the city manager position. He explained sections of the Annual Evaluation of the City Manager from pages 46 thru 50 of the Transition Plan. He provided the commission with a list of seventeen city manager duties which are posted on the City's website, and include three new duties that were recently approved to be added by the City Commission. He clarified that the City Commission is responsible for the timely completion of the city manager's evaluation and according to the charter, during the first year or employment, must complete a six month and a one year evaluation. Commissioner Lies asked how the City Manager Search Committee is proceeding with the search for city manager candidates. Commissioner Sohm stated that out of 35 applicants they recently chose 7 finalists on who they will conduct telephone references and compile their results at their next meeting on April 14th. The interviews for the three finalists are scheduled for Friday, May 1 along with an open house at the golf course restaurant 5:30 p.m. to 7:00 p.m. The City Commission will be asked to complete an evaluation form for each applicant who is interviewed and they may meet in executive session to review their evaluations and decide on a salary level. The purpose of this meeting is to get input from the city commissioners to include more specific goals for each category on pages 49 and 50 of the City Manager Performance Evaluation Form. He asked that each commissioner provide, by the next meeting, at least three clear and measurable goals to be considered for evaluating the city manager. James Raymond asked to review the additions before they are distributed and advised that the evaluation form be finalized before the city manager interviews on May 1. The City Commission agreed to hold their second work session meeting to finalize the evaluation form on Wednesday, April 22, 2009 at 6:30 p.m.

PUBLIC COMMENT ON MATTERS OF SIGNIFICANT INTEREST TO THE PUBLIC NOT ON THE AGENDA: Acting City Manager James Raymond updated the commission on the Water and Sewer Department's rate structure analysis which is being done by Carl Brown Consulting, LLC. The study shows that some portions of the City water that is being pumped is

not billed out. Some of that is explained by water use for irrigation in the parks and the coin op, but they hope to lower that percentage by adding more meters. The consultant will make a presentation to the City Commission at the mid May meeting. The study further shows that the sewer rates will probably need to be increased and the water rates could be lowered. On another subject, there is also a need to create a storm water utility district, in order to build up a reserve to install a storm water system throughout the City. The few that currently exist were cleaned out and made functional when Jay Henry was City Manager but flow into either the Lake or the City's sewer system. The City received notice from DEQ that the flow into the Lake will need to be discontinued in the near future, although when that will happen is not clear, and the City will have to provide treatment of the storm water. The storm water utility district could be set up with each ratepayer paying so much per month, creating a reserve of funds to work with. He will provide further information to the commission on the process of creating the storm water utility district. Commissioner Duford expressed concern that the residents can't water their lawns but subdivisions are being approved that use up more water. The dry lawns take away from the beauty of the Polson area that we try to promote. James Raymond clarified that some amount of unmetered water is common but they will be working on reducing that amount.

No public was present at this meeting.

Meeting adjourned at 7:08 p.m.

Lou Marchello, Mayor

ATTEST: _____
Aggi G. Loeser, City Clerk