

# CITY OF POLSON

## COMMISSION MEETING MINUTES

Commission Chambers

August 17, 2020

7:04 p.m.

**ATTENDANCE:** Mayor Briney, Commissioners, Howlett, Marchello, Martin, Pardini, Interim City Manager Wade Nash and City Clerk Cora Pritt

**ABSENT:** Commissioners Isbell, Moll

**OTHERS PRESENT** (who voluntarily signed in): Clint Cottle, Cindy Dooley, Karen Dunwell, Matthew Ellermann, Lita Fonda, Joan Hart, Emilie Henry, Cody Jensen, John Kellogg, Lee Manicke, Ed Meece, and Gayle Siemers

**CALL TO ORDER: (00:02)** Mayor Briney called the meeting to order. The Pledge of Allegiance was recited. Roll call was taken.

**APPROVAL OF PROPOSED AGENDA (02:55)** –**Commissioner Martin motion to approve the proposed agenda. Commissioner Marchello second.** Commission discussion: none Public comment none. **VOTE: Unanimous Motion carried**

**PUBLIC COMMENT ON SIGNIFICANT MATTERS TO THE PUBLIC NOT ON THE AGENDA (03:43)** – none

**CONSENT AGENDA (04:00)** - a. June 30, 2020 Claims, b. August 1-14, 2020 Claims, c. City Commission Electronic Meeting Minutes August 3, 2020, d. City Commission Written Summary Meeting Minutes August 3, 2020. **Commissioner Martin motion to approve the Consent Agenda. Commissioner Marchello second.** Commission discussion: Commissioner Martin asked about the \$9,800.00 claim if that was for the Collection System. City Finance Officer Dooley answered it was for the dispute with Swank. Public comment: none **VOTE: Unanimous Motion carried**

**CITY MANAGER COMMENTS (07:01)** - Interim City Manager Wade Nash commented that during the previous Commission meeting Commissioner Pardini had asked about the traffic speed sign. The sign was hit at 5:30 a.m. on August 3<sup>rd</sup>. The sign is used to collect data. It was purchased 4-5 years ago at a cost of \$3,000.00. There was also a trailer purchased to move the traffic speed sign. Commissioner Pardini commented that it is super that the sign collects data. The Polson Police Department issued two Heroic Citizen Awards. Each individual received a Letter of Recognition and a Polson Police Department Challenge Coin. Both incidents occurred on August 8, 2020. The first was Kristyn Sicilani-a retired nurse who assisted a Polson Police Officer is administering CPR until the ambulance arrived. The patient made a full recovery. The second was Mike Schallock who stopped to assist at a traffic accident. Mike cut the air bags to get to the victim. Mike then stabilized the victim who was having a seizure inside the crashed vehicle. The patient is recovering. Commissioner Martin thanked Interim City Manager Nash for recognizing these heroic acts of kindness. Interim City Manager Nash also commented that there will be a formal press release to be published in the local media. City Finance Officer Cindy Dooley is working to complete the Preliminary Budget for a workshop on Thursday, August 20<sup>th</sup>. The time of the meeting will be 5:00 p.m. Interim City Manager Nash also asked the Commission for their guidance on keeping City Hall closed. The Commission agreed it should remain closed for the time being. City Finance Officer Dooley also reminded the Commission of the Resort Tax Public Hearing and the Preliminary Budget Public Hearing to be held on Monday, August 24<sup>th</sup>. The first Public Hearing will be at 6:30 p.m. and the second Public Hearing at 7:15 p.m.

**ZONING VARIANCE REQUEST (VA#21-01) REDUCTION OF FRONT YARD SETBACK ALONG 1<sup>ST</sup> STREET WEST AT 101 4<sup>TH</sup> AVENUE WEST (20:17)** - City Planner Kyle Roberts presented this agenda item. The information on this request was presented during the Public Hearing. There isn't anything new to present. The request is for a variance to the 25 foot setback to 15 foot. **Commissioner Martin motion to approve the Zoning Variance Requesting a reduction of the front yard setback requirement from 25 feet to 15 feet on the corner lot of 101 4<sup>th</sup> Avenue West. Commissioner Marchello second.** Commission discussion: none Public comment: none **VOTE: Commissioner Howlett, Martin, Marchello, Mayor Briney Yes, Commissioner Pardini-No VOTE: 4 Yes, 1 No; Motion carried**

**STORMWATER MAPPING EVENT (22:57)** -Emilie Henry, Big Sky Watershed Corps Member presented this agenda item. Emilie commented that Commissioner Pardini contacted her and asked her to give the Commission a presentation of what will be occurring on August 20<sup>th</sup> in the downtown area. The Big Sky Watershed Corps will be mapping the stormwater system. The event is to identify where the stormwater is going. Volunteers will be mapping the location of each storm drain, the manhole locations too. Once the data is collected it will be given to the Flathead Basin Corp. The information will also be shared with the City of Polson. Commissioner Pardini commented that she will be one of the volunteers and she encouraged other Commissioners to also volunteer.

**RESOLUTION 2020-TBD, A RESOLUTION OF THE POLSON CITY COMMISSION DECLARING CERTAIN PERSONAL PROPERTY AS SURPLUS AND AUTHORIZING ITS DISPOSAL (25:49)** - Cindy Dooley, Finance Officer presented this agenda item. The Polson Police Department have two vehicles a 2009 Chevy Impala and a 2010 Chevy Impala that will be declared surplus and sold at Gardner's Auction. **Commissioner Marchello motion to declare certain personal property as surplus and authorizing its disposal. Commissioner Howlett second.** Commission discussion: none Public Comment: none **VOTE: Unanimous Motion carried**

**PROPOSED REVISIONS TO THE POLSON REDEVELOPMENT AGENCY URBAN RENEWAL GRANT PROGRAM (27:29)** - City Planner Kyle Roberts presented this agenda item. Two years ago the Polson Redevelopment Agency created this Grant Program and the City Commission approved the program in the spring of 2018. The program has been working well, but there have been a few tweaks to the program. The last update was in the spring of 2019 which was approved by the Commission. This update is to clean up some of the terminology. The biggest change will be that the applications will remain open instead of the January-February or June-July application months. This was too restrictive. So the program will remain open during the fiscal year as long as there are funds for that fiscal year. The Polson Redevelopment Agency voted unanimously to approve the proposed changes. **Commissioner Martin motion to approve the proposed revisions to the Polson Redevelopment Agency Urban Renewal Grant Program. Commissioner Marchello second.** Commission discussion: Commissioner Martin commented that opening the program is a good thing as well as removing the Performa. City Planner Roberts also commented that the staff will begin a Sidewalk Loan Program. This will not be a grant but a loan. Public comment: none **VOTE: Unanimous Motion carried**

**URBAN RENEWAL DISTRICT WAYFINDING SIGNAGE PROPOSAL (33:31)** - City Planner Kyle Roberts presented this agenda item. One of the projects is a Wayfinding System for downtown that points out major assets and landmarks. The signage would be posted in the Tax Increment Funding District. The Urban Renewal Plan and the Polson Growth Policy both address the need for such signage. Polson Redevelopment Agency Chairperson Karen Dunwell reached out to Cygnet who has done the same work in Whitefish, Kalispell, Lewistown, and Helena. Karen received a quote of \$7,000.00 to design the signage. During the July 30<sup>th</sup> Polson Redevelopment Agency meeting the vote was unanimous to begin the project. **Commissioner Howlett motion to approve the hiring of Cygnet Strategies to design a City Wayfinding System as per the June 2020 proposal. Commissioner Marchello second.** Commission discussion: Commissioner Martin asked if there would be any additional funding provided from other entities i.e.-Tribal, or private businesses. Karen Dunwell explained that the signage is

restricted according to Montana Department of Transportation and names are not permitted. The only names allowed are major historic sites. The signs will be posted on Montana Department of Transportation existing signs. The cost of the design and signage will be \$10,000.00. The City will only need 10 signs. The signs will be made by local companies. The signs will match other cities that have used Cygnet. The City logo is prohibited on the signage. Commissioner Howlett commented that the signs will be a wonderful addition. Karen Dunwell commented it will reduce confusion among visitors. Interim City Manager Nash thanked Karen for her time in this project. Mayor Briney also thanked Karen and commented it will be a great project. Public comment: Matthew Ellermann asked if the signs could also be a cell phone app. Could the signs be hooked to cell phones via an app.? Karen Dunwell commented that is a great suggestion and she will research it. **VOTE: Unanimous Motion carried**

**RESOLUTION #2020-TBD, A RESOLUTION TO DE-ANNEX REMAINDER OF SKYVIEW SUBDIVISION PHASE 1-34.14 ACRES (50:54)** -City Planner Kyle Roberts presented this agenda item. The proposal is for a De-annexation out of the City. This acreage was previously owned by Steve Jensen and was going to be a subdivision. The preliminary plat was approved in 2006. This approval is set to expire on October 20, 2020. As part of the preliminary plat approval there were two City sewer mainlines and two City water mainlines installed. One water mainline traverses the property. The new owner, Cody Jensen, does not wish to develop the property. There will be a single family residence constructed and the owner will have horses which is currently prohibited in the city limits. The City Attorney's opinion is to permit the de-annexation. There is no staff recommendation. Mayor Briney asked why there is no staff recommendation. City Planner Roberts explained it is due to the septic system that the new owner wishes to install instead of connecting to city sewer. The Administrative Rules of Montana does permit a septic to be installed if the owner can show it costs three times more to hook up to city services. Mr. Jensen has obtained a quote to install the septic and it will cost less than the amount to hook up to city sewer. Commissioner Martin asked about the condition of easement. Did the developer pay for utilities and streets? City Planner Roberts explained the only infrastructure are the water/sewer lines. Commissioner Pardini asked if there is an annexation process if someone wanted to annex in to the city at a later time. City Planner Roberts explained that there is an annexation process. If the de-annex is approved the property would be under the county regulations. **Commissioner Martin motion to approve Resolution 2020-TBD, to De-Annex remainder of Skyview Subdivision Phase 1-34.14 acres with the condition that Mr. Jensen grant the City an easement for the water mainline that traverses the property in exchange for Mr. Jensen being able to connect to the City waterline. Commissioner Howlett second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

**CITY MANAGER CONTRACT NEGOTIATION PROCESS (01:03:12)** - Mayor Paul Briney presented this agenda item. The process was begun but became too time consuming. After researching the process, it was determined that it is the responsibility of the City Commission to be negotiating the contract. The City Attorney provided an outline for the Commission. This outline can be discussed or the Commission has the authority to organize a negotiating committee of 2 but no more than 3 Commissioners to negotiate with Mr. Meece or report no agreement. Most businesses and the school district has such committees that negotiate the contracts. Commissioner Marchello commented it is a good idea and he would volunteer to be on the committee. **Commissioner Howlett motion to create an ad hoc negotiating committee consisting of 2 or 3 Commissioners to attempt to reach a contract agreement with Mr. Ed Meece. Commissioner Marchello second.** Commission discussion: Mayor Briney commented to check the agenda packet to know what needs be negotiated. Commissioner Pardini commented that a team is a much better approach. Public Comment: Gayle Siemers asked if anyone had contacted Mr. Mercer. Mayor Briney answered it was mentioned. The negotiating committee should contact Mr. Mercer. Interim City Manager Nash stated that it would be a good idea to have City Finance Officer Dooley on the committee. She is familiar with the budget and what the City can afford. Mayor Briney agreed that the negotiating committee could invite anyone they choose to assist. Ed Meece thanked Mayor Briney for all he had done in the process. Mr. Meece further commented that he is looking forward to working with the committee. Good conversation to get things accomplished and then

the work will begin. **VOTE: Unanimous Motion carried** Commissioner Pardini volunteered Commissioner Moll to be on the committee. Commissioner Marchello commented that he had spoken with Commission Moll and Commissioner Moll had voiced his wish to be on the committee.

Prior to adjourning Mayor Briney asked the Commission if Action Minutes are agreeable. The Commission stated yes Action Minutes are agreeable.

**Adjourn (01:12:24) - Commissioner Howlett motion to adjourn. Commissioner Martin second. VOTE: Unanimous Motion carried.**

**ADJOURN: 8.16 p.m.**

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**Mayor Paul Briney**

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

**Cora E. Pritt, City Clerk**