

CITY OF POLSON

COMMISSION MEETING MINUTES

Commission Chambers

September 9, 2020

7:00 p.m.

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

OTHERS PRESENT (who voluntarily signed in): Gerry Browning, Dave, David C., Cindy Dooley, Lita Fonda, Scott Heisel, Maria Hirsch, Murat Kalinyaprak, Will Lambson, Lee Manicke, Ed Meece, Kristi Neimeyer, Preston Parish, Kyle Roberts, and Jim Thaden

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 (01:17) –**Commissioner Howlett 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 (02:10) – none

CONSENT AGENDA (02:28) - a. June 30, 2020 Claims, b. August 15-31, 2020 Claims, c City Commission Electronic Public Hearing Minutes August 17, 2020, d. City Commission Written Summary Public Hearing Minutes August 17, 2020, e City Commission Electronic Meeting Minutes August 17, 2020, f. City Commission Written Summary Meeting Minutes August 17, 2020, g City Commission Electronic Workshop Minutes August 20, 2020, h. City Commission Written Summary Workshop Minutes August 20, 2020, i City Commission Electronic Public Hearing Minutes August 24, 2020 @ 6:30 p.m., j. City Commission Written Summary Public Hearing Minutes August 24, 2020 @ 6:30 p.m. , k City Commission Electronic Public Hearing Minutes August 24, 2020 @ 7:15 p.m., l. City Commission Written Summary Public Hearing Minutes August 24, 2020 @ 7:15, m. City Commission Electronic Special Meeting Minutes September 3, 2020, n. City Commission Written Summary Special Meeting Minutes September 3, 2020. **Commissioner Howlett motion to approve the Consent Agenda. Commissioner Moll second.** Commission discussion: Commissioner Martin asked about the \$153,000.00 payment to Montana Municipal Interlocal Authority. City Finance Officer Dooley answered it was the Premium for the year. Public comment: none **VOTE: Unanimous Motion carried**

Prior to the City Manager Comments, Mayor Briney commented that the City of Polson sends condolences to the Avison family in the recent passing of Ken Avison. He was a man of many talents. Ken was a strong supporter of education in the schools. He will be missed in the community.

CITY MANAGER COMMENTS (06:54) - Interim City Manager Wade Nash commented that during the recent wind storm the Riverside City Park dock was damaged. The park is open but the dock is closed. Also, a life-long member of the community sent a letter complimenting the Park staff for the excellent condition of the parks. All of the parks all over town are in great condition and a wonderful place for people to gather.

LAKE COUNTY COMMUNITY DEVELOPMENT CORPORATION-PARTNERS YEAR-END REPORT (10:05)-Marie Hirsch, Lake County Community Development Corporation presented this agenda item. Marie gave the following report:

Lake County Community Development as your Partner

LCCDC is a 501c3 nonprofit community development organization that serves Lake, Mineral and Sanders Counties and a portion of the Flathead Indian Reservation and oversees a variety of economic development projects throughout the western region.

Experienced staff oversee 4 programs: 1) Community Development, 2) Business Development, 3) Cooperative Development and 4) Food Economy Development, which includes our fully functioning food processing center. Total staff is 15 people with 3 in Administration, 3 in Business Development, 1 in Cooperative Development and 8 staff currently in the Mission Mountain Food Enterprise Center.

We host a nearly \$5.0 million revolving loan fund to support business start-up and expansion and, as resources allow, proactively sponsor business development workshops and one-on-one counseling to businesses in the region.

We work with various federal, state, local and private funding sources to procure dollars to support our activities. This report gives you an overview of fiscal year 2020, which ended June 30, 2020.

All of LCCDC's activities roll out of the Comprehensive Economic Development Strategy (CEDS) -- this is a local economic development plan that guides the economic growth of an area. As a regional CRDC we are required to prepare and submit this document to the MT Department of Commerce. LCCDC's CEDS document is the result of a planning process that involves broad community participation to identify strengths, threats and opportunities across the tri-county region.

The following is a summary of LCCDC's activities tied specifically to Business and Community Development.

1. Supporting Businesses – Regional coverage of Lake, Mineral and Sanders Counties:
LCCDC's Business Development Center (BDC) helps local businesses grow and attracts new businesses. Actions to meet these goals can help businesses create jobs, encourage entrepreneurship, enhance fiscal sustainability by expanding and diversifying the tax base, and improve quality of life with new services and amenities.
 - a. LCCDC provides business development Technical Assistance for new and expanding businesses through one-on-one consultation and workshops. In the

spring of 2020 we helped 104 regional businesses with COVID-19 specific assistance; 50 of those clients are located in Polson.

CLIENT TECHNICAL ASSISTANCE - BDC	<u>FY 2020</u>
Total Clients Receiving 1-on-1 TA	211
Polson Clients Receiving 1-on 1 TA	87
Hours of TA provided to Polson clients	1,153
Percentage of TA Clients from Polson	41%

- b. Hours on consulting services provided to Polson area clients ranging from developing a business plan to managing cash flow, hiring employees, setting up and managing their accounting system, development and implementation of marketing strategy and gaining access to business capital. Our spring workshops were cancelled due to COVID-19; however, we are working on transitioning to online models to continue to provide training in these essential areas.

WORKSHOPS AND ON-SITE TRAINING	<u>FY 2020</u>
Regional Workshops	28
Total Workshop Attendees (Regionally)	229
Workshop Attendees (Polson)	39

- c. LCCDC convenes resources, gathers data, and secures lending capital for new and expanding businesses. Please note that in FY 2020, LCCDC closed 4 business loans within the TIF district.

LCCDC LOAN PORTFOLIO ACTIVITY	<u>FY 2020</u>
Total Loans Made by LCCDC	15
Total Dollar Value of Loans	\$1,334,440
Total Loans Made in Polson	6
Total Dollar Value Loans Made in Polson	\$711,283
Based on dollar Value -- %	53%
Based on Number of Loans -- %	40%
Federal, State and Private Leverage	\$3,775,557
Total Leverage in Polson in 2020	\$2,756,760

- d. LCCDC provides fee-based grant research/writing, management services for new and expanding businesses including collection of survey data and feasibility studies.

<u>State Grants to Polson Businesses</u>	<u>FY 2020</u>
Big Sky Trust Fund Job Creation Awards	No open Applications
Jobs Created by the Awards	N/A

Big Sky Trust Fund Feasibility Study (Polson Businesses)	2 Awards to Polson Businesses Totaling \$20,000 plus 1:1 Match
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2. Community Development – Regional coverage of Lake, Mineral and Sanders Counties:
- a. Provide Technical Assistance to community champions and fee-based grant research/writing/management services for community projects including conducting feasibility studies.

<u>OTHER POLSON COMMUNITY PROJECTS</u>	<u>FY 2020</u>
LCCDC applied to become and EDA District	Approval Pending
LCCDC recertified as a State of Montana Certified Regional Development District providing services across the 3-county region	Effective until 2022

- b. Work with regional governments as needed on infrastructure priorities:
- Roads – LCCDD assisted Lake County with a grant for road repairs through EDA, this grant unfortunately was not awarded.
 - Broadband expansion taking place across Sanders County with Blackfoot.
 - Housing -- Research models for cooperatives to address growth areas and develop organizational capacity to provide cooperative development services in growth areas. Engaged in funding affordable housing feasibility studies for Mineral and Sanders counties. Work closely with Lake County Housing Authority.
- c. Represent the economic development perspective at various venues serving in the role of convener, advocate, educator, and data collector. LCCDC hosts Leadership Flathead Reservation and currently over half of the students in the program are from Polson. The class of 2020 will be finalized once we are able to convene in groups of 25 or more. The class of 2021 is suspended. We will reconvene in summer of 2021 with the advisory committee for the Fall of 21 kick-off.

	<u>2018</u>	<u>2019</u>	<u>2020</u>
Total Attendees	25	23	20
Polson Attendees	11	7	12
% from Polson	44%	30%	60%

- d. Develop and maintain relationship including interagency (federal, state governments and tribal leadership). Collaborator, convener, and participant in regional agency projects, grants and programs.

- e. Facilitate one annual public meeting of needs in each County to inform local governments and the public on potential grant or funding programs and identify community needs. (Next meetings will be January of 2021)
 - f. Explore the coordination and leveraging of local tourism plans toward a regional tourism plan.
3. How does LCCDC's work with the City of Polson? We have provided the PRA/TIF district support, documented in quarterly reports since October of 2018. In the spring of 2020, the COVID impacts reflected that businesses were in need of one-on-one assistance to respond to the COVID opening requirements. LCCDC staff suspended PRA/TIF district outreach and pivoted to COVID response work. LCCDC has not billed the city for the technical assistance work in Polson since March 31. There are still several potential PRA/TIF district project opportunities; however, most businesses have requested that these be pushed out until after September.

We have visited with Kyle and will be reconvening on the topic of the PRA/LCCDC agreement to support PRA/TIF district projects once the new City Manager is in place. With businesses responding to COVID impacts, there has been no inquiry in our offices for PRA/TIF district technical assistance. LCCDC is always happy to assist the City with any referrals or requests for support or services that we can.

The document, "Consider the Possibilities" has long been a reference for City of Polson activities. We have all agreed that the document is definitely in need of updating. We look forward to working with the City, assisting in this project.

It is our hope that hearing this report today gives you the information to better understand the partnership we have had for the past two years, and to realize the community impact.

LCCDC is a non-profit that works with all the local and regional governments to achieve our mission, and support each community's goals and objectives. Each of the value statements ties to LCCDC's overall Mission "To enhance the quality of life and sustainable economic well-being of all residents of the communities we serve." Our mission supports the Heart & Soul Values identified in the work of the Orton Family Foundation award to the Greater Polson Community Foundation as showcased in the beautiful Lucite plaque hanging City Commission chambers. We look forward to another great year of serving the regional communities and showcasing for you next summer the impact in Polson.

GERRY BROWNING CANDIDATE OFR HOUSE DISTRICT 12 INTRODUCTION (22:40)-

Candidate Gerry Browning wanted to introduce herself to the Commission. Gerry has lived in Polson for over 30 years and owned businesses on Main Street. Gerry understands the challenges to the local business community. Gerry's outlook is to earn money and spend it wisely. Let's work together to work

out the issues and find answers. Commissioner Howlett commented that Gerry has all the qualifications to be a good representative. Mayor Briney commented that Gerry has some great kids. Gerry then asked if anyone had any questions. Murat Kalinyaprak asked how a democratic candidate could be in support of a Resort Tax. Gerry explained that she had been on the Economic Development Council and had researched Resort Tax. It is the least troublesome tax to the citizens of Polson. Interim City Commissioner asked Murat to please hold his questions and comments until the Resort Tax agenda item.

ERIC BARSNESS IMPACT FEE REVIEW/MODIFICATION REQUEST (37:37) – City Planner Kyle Roberts presented this agenda item. Mr. Barsness has requested that the Impact Fee be waived for his lot which he sub-divided. The sewer line was put in 16 years ago. An Impact Fee Review Board was assembled; Beth Smith, Ashley Walker, Wade Nash, Kyle Roberts and Commissioner Moll and Pardini. After reviewing the request, the Review Board reached a decision of denial of the request due to the fact it had exceeded the 10 years since the system had been improved. **Commissioner Howlett motion to not waive any assessed Impact Fees for Eric Barsness on Lot 3-1. Commissioner Martin second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

RESOLUTION 2020-TBD, PRESENTING THE QUESTION OF A RESORT TAX TO THE ELECTORS OF THE CITY OF POLSON ON A JANUARY 2021 SPECIAL ELECTION BALLOT (44:04)-City Finance Officer Cindy Dooley & City Planner Kyle Roberts presented this agenda item. There was a Public Hearing conducted with the Commission on August 24, 2020. The City has received good feedback. Also, the Economic Development Council met and updated the Luxury Items list and created a list of Exempt Items. Mayor Briney asked if the 25% Property Tax credit mentioned by Lee Manicke was considered. City Finance Officer Dooley answered yes, but the City would like more money to go to the streets. **Commissioner Martin motion to approve Resolution 2020-TBD, to present the question of a Resort Tax to the Electors of the City of Polson on a January 2021 Special Election Ballot. Commissioner Moll second.** Commission discussion: Commissioners Marchello, Martin, Howlett, Pardini, and Isbell all spoke in favor of the Resort Tax going before the Electors. Mayor Briney also agreed with the Commission. Public Comment: Murat Kalinyaprak commented that it seemed the Commission had already voted. Each Commissioner had expressed their vote. Mayor Briney pointed out that he had asked for Commission discussion. The Commission were only stating their opinion. There was no vote taken. Mr. Kalinyaprak commented that there was not enough time to participate in the Public Hearing. The figure of \$700,000 is exaggerated in Mr. Kalinyaprak opinion. There are no real numbers for Polson. **VOTE: Unanimous Motion carried**

CITY MANAGER EMPLOYMENT AGREEMENT-EDWIN MEECE (01:10:06)- City Finance Officer Cindy Dooley presented this agenda item. The contract will be a two year contract with a base salary of \$84,000.00 plus benefits. There will also be Performance Reviews. Mr. Meece will begin October 1, 2020. Mayor Briney thanked the Negotiation Committee, The Search Committee for their patience, and the office staff. This has been something of a grind. Commissioner Martin thanked the city staff and Wade Nash for stepping up. Wade has done an exceptional job. **Commissioner Martin motion to approve the City Manager Employment Agreement with Edwin R. Meece as presented in both form and substance. Commissioner Moll second.** Commission discussion: none Public Comment: Ed Meece thanked the Commission for this opportunity to participate. It will be an honor to serve. **VOTE: Unanimous Motion carried** Mayor Briney thanked Wade Nash for stepping in. Interim City Manager Nash commented that it was one month shy of two years and that he has learned a lot.

COMMISSIONER MARTIN RESIGNATION (01:17:07) – Mayor Briney presented this agenda item. Mayor Briney read Commissioner Martin’s Letter of Resignation stating the reason for the resignation was the fact that he is moving out of the area. Mayor Briney thanked Commissioner Martin for his service and expertise, especially during the construction of the wastewater recovery facility, you will be missed. Commissioner Martin commented that he will miss serving. He also endorsed David Coffman as an applicant for Commissioner Ward 2. Commissioner Howlett commented that she hated to see

Commissioner Martin leave. She respected his opinion. **Commissioner Marchello motion to accept Commissioner Martin's Resignation.** Commissioner Marchello commented he hated to see Commission Martin leave. They had some good times. **Commissioner Isbell second.** Commission discussion: Commissioner Isbell thanked Commissioner Martin. The Commission hates to see him go. Commissioner Moll wished Commissioner Martin good luck. It's been fun. Public comment: Gerry Browning wished Commissioner Martin well. She thanked the Commission for the Resort Tax. Interim City Manager Nash commented that he greatly appreciated working with Commissioner Martin. Commissioner Martin has listened to the citizens of Polson. He will be greatly missed. Murat Kalinyaprak commented that he lives in Ward 2. He won't be applying but this discussion brought back memories. **VOTE: 6 ayes 1 abstain. Motion carried**

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

Adjourn (01:24:14) - Commissioner Marchello motion to adjourn. Commissioner Howlett second. VOTE: Unanimous Motion carried.

ADJOURN: 8:24 p.m.

Mayor Paul Briney

ATTEST: _____
Cora E. Pritt, City Clerk