

CITY OF POLSON COMMISSION MEETING AGENDA

COMMISSION CHAMBERS

June 20, 2016

6:00 P.M.

1. CALL TO ORDER

Mayor Knutson

2. PLEDGE OF ALLEGIANCE

Mayor Knutson

3. APPROVAL OF PROPOSED AGENDA

Mayor Knutson

4. PUBLIC COMMENT ON SIGNIFICANT MATTERS TO THE PUBLIC **NOT ON THE AGENDA (address items to the Chair. Commission takes no action on items discussed)**

5. CONSENT AGENDA

- a. June 1-17, 2016 claims
- b. City Commission Written Summary Public Hearing Meeting Minutes June 6, 2016
- c. City Commission Electronic Public Hearing Meeting Minutes June 6, 2016
- d. City Commission Written Summary Meeting Minutes June 6, 2016
- e. City Commission Electronic Meeting Minutes June 6, 2016
- f. Approve City Manager to coordinate with the Polson Chamber of Commerce 4th of July activities
- g. Declare Parks Department vehicle as surplus property

6. CITY MANAGER COMMENTS

City Manager Mark Shrives

OLD BUSINESS

7. REIMBURSEMENT REQUEST

City Manager Mark Shrives

NEW BUSINESS

8. ECONOMIC DEVELOPMENT COUNCIL RESORT TAX PRESENTATION

Rich Forbis, Carlisa London, Gerry Browning

9. ANDERSON BROADCASTING REQUEST DECIBEL WAIVER, CLOSURE OF KOOTENAI LOOP FOR JULY 3RD CONCERT IN SACAJAWEA PARK

Steve Pickel

10. APPROVE ENCROACHMENT ORDINANCE NO. 2016-TBD

City Manager Mark Shrives

11. APPROVE STUTZMAN'S FURNITURE PUBLIC RIGHT-OF-WAY ENCROACHMENT REVOCABLE PERMIT

Chriss Stutzman

12. APPROVE RESOLUTION NO 2016-TBD A RESOLUTION APPROVING POLICY FOR REFUND OF ANNUAL GOLF COURSE USE FEES

City Manager Mark Shrives, Golf Director Roger Wallace

13. APPROVE RESOLUTION NO. 2016-TBD TO CHANGE RATES FOR USERS OF THE CITY OF POLSON MUNICIPAL SEWER SYSTEM.

City Finance Officer Cindy Dooley

14. APPROVE TIME EXTENSION SID IMPROVEMENT AGREEMENT

City Manager Mark Shrives, City Planner Kyle Roberts

15. STRATEGIC PLAN DISCUSSION

City Manager Mark Shrives

16. ADJOURN

The City of Polson encourages public participation in its public meetings and hearings. In doing so the City holds its meetings in handicapped accessible facilities. Any persons desiring accommodations for a handicapping condition should call the City Clerk at 883-8203 for more information.

5a.

For doc #s from 124353 to 124526

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
1000 General All-Purpose Fund	214550 Deposits Payable -	999999 RICHARD BEAUCHAMP	FACL-CLEAN UP DEPOSI	100.00
1000 General All-Purpose Fund	214550 Deposits Payable -	999999 DANETTE NISTLER	FACL-CLEANING DEP RE	100.00
1000 General All-Purpose Fund	410200 Executive Services	4895 8x8, INC.	EXEC-TELEPHONE SERVI	34.92
1000 General All-Purpose Fund	410200 Executive Services	4743 WEX BANK	EXEC-T ERICKSON	26.14
1000 General All-Purpose Fund	410360 Municipal Court	4895 8x8, INC.	CORT-TELEPHONE SERVI	29.40
1000 General All-Purpose Fund	410360 Municipal Court	4895 8x8, INC.	CORT-SHARED TELEPHONE	18.70
1000 General All-Purpose Fund	410360 Municipal Court	4880 ACCESS MONTANA	CORT-INTERNET SERVIC	15.00
1000 General All-Purpose Fund	410360 Municipal Court	2031 DENNIS DEVRIES	CORT-CITY JUDGE CONT	1,650.00
1000 General All-Purpose Fund	410360 Municipal Court	2075 MONTANA MAGISTRATES	CORT-JUDGE ANNUAL DU	200.00
1000 General All-Purpose Fund	410360 Municipal Court	3025 FIRST BANKCARD	CORT-DD TRAVEL LODGI	291.69
1000 General All-Purpose Fund	410400 Administrative Services	4895 8x8, INC.	ADMN-TELEPHONE SERVI	86.78
1000 General All-Purpose Fund	410400 Administrative Services	4880 ACCESS MONTANA	ADMN-INTERNET SERVIC	15.00
1000 General All-Purpose Fund	410400 Administrative Services	4743 WEX BANK	FACL-CITY MANAGER UN	59.62
1000 General All-Purpose Fund	410400 Administrative Services	2074 VERIZON WIRELESS	ADMN-C.M. CELL PHONE	29.67
1000 General All-Purpose Fund	410400 Administrative Services	3025 FIRST BANKCARD	FACL-DELL WIRELESS K	38.49
1000 General All-Purpose Fund	410400 Administrative Services	3025 FIRST BANKCARD	ADMN-MS TRAVEL LODGI	194.46
1000 General All-Purpose Fund	410500 Financial Services	4895 8x8, INC.	FINC-TELEPHONE SERVI	58.80
1000 General All-Purpose Fund	410500 Financial Services	4880 ACCESS MONTANA	FINC-INTERNET SERVIC	15.00
1000 General All-Purpose Fund	410500 Financial Services	3025 FIRST BANKCARD	FINC-CD TRAVEL LODGI	503.65
1000 General All-Purpose Fund	410500 Financial Services	000282 QUILL CORPORATION	FINC-RECHRGBL BATTER	44.98
1000 General All-Purpose Fund	411100 Legal Services	4820 M RICHARD GEBHARDT	FACL-CONTRCT CITY AT	2,000.00
1000 General All-Purpose Fund	411100 Legal Services	4850 MORIGEAU LAW PLLC	FACL-CITY ATTY CONTR	2,000.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4895 8x8, INC.	FACL-TELEPHONE SERVI	93.72
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000877 JOHNCO STORAGE	FACL-STORAGE UNIT 7/	75.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000080 FLATHEAD NEWSPAPER GROUP	FACL-AD FOR PRA	42.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000080 FLATHEAD NEWSPAPER GROUP	FACL-NOTICE BOARD VA	80.25
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000080 FLATHEAD NEWSPAPER GROUP	FACL-NOTICE BOARD VA	128.55
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	2234 ACE HARDWARE/ TREMPER'S	FACL-SPRAYER, INS KI	16.97
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	2234 ACE HARDWARE/ TREMPER'S	FACL-SURG PROTECTOR	31.99
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	2234 ACE HARDWARE/ TREMPER'S	FACL-FURNITURE POLIS	5.98
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	2234 ACE HARDWARE/ TREMPER'S	STRT-ANCHOR, DRILL BI	11.03
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	2234 ACE HARDWARE/ TREMPER'S	STRT-REMODEL SUPPLIE	39.45
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	2234 ACE HARDWARE/ TREMPER'S	STRT-LATEX PAINT (FA	28.99
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	2234 ACE HARDWARE/ TREMPER'S	STRT-POLYCUT BLADES	9.99
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	2234 ACE HARDWARE/ TREMPER'S	STRT-KEY KWIKSET (FA	6.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	1925 VALLEY BUSINESS SYTEMS	FACL-COPIER 3232 CLN	120.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	1925 VALLEY BUSINESS SYTEMS	FACL-COPIER 305 CLN/	35.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000282 QUILL CORPORATION	FACL-AAA RECHRGBATTE	18.90
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000282 QUILL CORPORATION	FACL-RUBBER BANDS	6.29
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000282 QUILL CORPORATION	FACL-FOLGERS COFFEE-	16.78
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000282 QUILL CORPORATION	FACL-PAPER	75.57
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000044 REPUBLIC SERVICES #889	FACL-WASTE DISPOSAL	58.68
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	3025 FIRST BANKCARD	FACL-FILE OUT TABS B	32.40
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	3025 FIRST BANKCARD	FACL-NOTICE BOARD	152.96
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000359 STATE OF MONTANA SURPLUS	FACL-FILING CABINETS	30.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	1925 VALLEY BUSINESS SYTEMS	FACL-REPAIR FAX MACH	35.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4922 PURCHASE POWER	FACL-POSTAGE	1,207.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4924 PITNEY BOWES	FACL-POSTAGE METER S	139.98
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000282 QUILL CORPORATION	FACL-CALCULATOR TAPE	12.47
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4936 ZOERENE GEMBALA	FACL-CLEANING SUPPLY	33.48
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4936 ZOERENE GEMBALA	FACL-CLEANING SUPPLY	13.97
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	3025 FIRST BANKCARD	FACL-SOLC BACKRGRND	14.50

For doc #s from 124353 to 124526

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	999999 WILLIAM HAGY	FACL-VND MACH BRK RO	200.00
1000 General All-Purpose Fund	420140 Crime Control and	4895 8x8, INC.	POLC-TELEPHONE SERVI	215.78
1000 General All-Purpose Fund	420140 Crime Control and	4895 8x8, INC.	POLC-SHARED TELEPHON	18.69
1000 General All-Purpose Fund	420140 Crime Control and	4880 ACCESS MONTANA	POLC-INTERNET SERVIC	15.00
1000 General All-Purpose Fund	420140 Crime Control and	4880 ACCESS MONTANA	POLC-DEDICATED LINE	57.94
1000 General All-Purpose Fund	420140 Crime Control and	4605 THIRD EYE TECHNOLOGIES,	POLC-REMOVE DRIVES	18.75
1000 General All-Purpose Fund	420140 Crime Control and	000080 FLATHEAD NEWSPAPER GROUP	POLC-AD MT LAW ENFRC	35.00
1000 General All-Purpose Fund	420140 Crime Control and	000080 FLATHEAD NEWSPAPER GROUP	POLC-GRAD GUIDE	66.00
1000 General All-Purpose Fund	420140 Crime Control and	000080 FLATHEAD NEWSPAPER GROUP	POLC-SPECIAL OLYM ST	35.00
1000 General All-Purpose Fund	420140 Crime Control and	4743 WEX BANK	POLC-FUEL 5/1-31/16	2,192.85
1000 General All-Purpose Fund	420140 Crime Control and	2234 ACE HARDWARE/ TREMPER'S	POLC-SAW KEYHOLE, BL	12.48
1000 General All-Purpose Fund	420140 Crime Control and	2234 ACE HARDWARE/ TREMPER'S	POLC-PADLOCK	19.98
1000 General All-Purpose Fund	420140 Crime Control and	2234 ACE HARDWARE/ TREMPER'S	POLC-FORD KEY	10.50
1000 General All-Purpose Fund	420140 Crime Control and	2074 VERIZON WIRELESS	POLC-I PHONES	387.86
1000 General All-Purpose Fund	420140 Crime Control and	3614 THE CAR WASH/GROGAN'S	POLC-VEH WASH 5/1-31	80.28
1000 General All-Purpose Fund	420140 Crime Control and	4849 JOHN DEERE FINANCIAL	POLC-K-9 SUPPLY	4.36
1000 General All-Purpose Fund	420140 Crime Control and	000282 QUILL CORPORATION	POLC-TAPE LABEL LARG	17.63
1000 General All-Purpose Fund	420140 Crime Control and	000282 QUILL CORPORATION	POLC-POP UP NOTES	21.82
1000 General All-Purpose Fund	420140 Crime Control and	000282 QUILL CORPORATION	POLC-SELF-STICK NOTE	5.03
1000 General All-Purpose Fund	420140 Crime Control and	000282 QUILL CORPORATION	POLC-6X9 ENVELOPES	26.89
1000 General All-Purpose Fund	420140 Crime Control and	000044 REPUBLIC SERVICES #889	POLC-SHARED WASTE DI	27.93
1000 General All-Purpose Fund	420140 Crime Control and	4684 WASH N' GO, LLC	POLC-VEH WASH 5/1-31	101.98
1000 General All-Purpose Fund	420140 Crime Control and	000359 STATE OF MONTANA SURPLUS	POLC-DESK	75.00
1000 General All-Purpose Fund	420140 Crime Control and	3968 WAL MART STORES, INC.	POLC-2 PICTURE FRAME	8.96
1000 General All-Purpose Fund	420140 Crime Control and	3968 WAL MART STORES, INC.	POLC-TRAINING SUPPLI	9.98
1000 General All-Purpose Fund	420140 Crime Control and	3968 WAL MART STORES, INC.	POLC-K9 SUPPLIES	39.46
1000 General All-Purpose Fund	420140 Crime Control and	3968 WAL MART STORES, INC.	POLC-MISC SUPPLIES	22.45
1000 General All-Purpose Fund	420140 Crime Control and	000190 MOTOROLA COMMUNICATIONS	POLC-EQUIPOMNT NEW VE	6,394.80
1000 General All-Purpose Fund	420140 Crime Control and	000282 QUILL CORPORATION	POLC-DUST-OFF 2 PK	18.99
1000 General All-Purpose Fund	420400 Fire Protection and	4895 8x8, INC.	FIRE-TELEPHONE SERVI	29.40
1000 General All-Purpose Fund	420400 Fire Protection and	4880 ACCESS MONTANA	FIRE-INTERNET SERVIC	15.00
1000 General All-Purpose Fund	420400 Fire Protection and	4605 THIRD EYE TECHNOLOGIES,	FIRE-PREP FOR NEW CO	18.75
1000 General All-Purpose Fund	420400 Fire Protection and	4605 THIRD EYE TECHNOLOGIES,	FIRE-INITIAL SETUP O	131.25
1000 General All-Purpose Fund	420400 Fire Protection and	4605 THIRD EYE TECHNOLOGIES,	FIRE-FINISH INSTALL	206.25
1000 General All-Purpose Fund	420400 Fire Protection and	4208 MAHUGH FIRE & SAFETY, LLC	FIRE-HOSE GASKETS	56.10
1000 General All-Purpose Fund	420400 Fire Protection and	4208 MAHUGH FIRE & SAFETY, LLC	FIRE-VALVE ASSEMBLY	713.40
1000 General All-Purpose Fund	420400 Fire Protection and	4743 WEX BANK	FIRE-FUEL 5/1-31/16	123.93
1000 General All-Purpose Fund	420400 Fire Protection and	2234 ACE HARDWARE/ TREMPER'S	FIRE-FASTENERS	18.00
1000 General All-Purpose Fund	420400 Fire Protection and	001541 L.N. CURTIS & SONS	FIRE-20" BULLET CHAI	295.42
1000 General All-Purpose Fund	420400 Fire Protection and	000359 STATE OF MONTANA SURPLUS	FIRE-DESK, TABLE	75.00
1000 General All-Purpose Fund	420400 Fire Protection and	3025 FIRST BANKCARD	FIRE-PATCHES	119.00
1000 General All-Purpose Fund	420400 Fire Protection and	3025 FIRST BANKCARD	FIRE-DELL TOWER & MO	1,245.10
1000 General All-Purpose Fund	420400 Fire Protection and	3025 FIRST BANKCARD	FIRE-3 CONF REGISTRA	507.00
1000 General All-Purpose Fund	420400 Fire Protection and	3968 WAL MART STORES, INC.	FIRE-GATORADE & BOTT	175.84
1000 General All-Purpose Fund	420400 Fire Protection and	000011 MISSION VALLEY POWER	FIRE-FIRE SIREN 705	12.00
1000 General All-Purpose Fund	420400 Fire Protection and	001632 POLSON RURAL FIRE	FIRE-BUYOUT OF JT PU	10,000.00
1000 General All-Purpose Fund	420540 Land Use	4895 8x8, INC.	PLNG-TELEPHONE SERVI	29.40
1000 General All-Purpose Fund	420540 Land Use	4895 8x8, INC.	PLNG-SHARED TELEPHON	28.69
1000 General All-Purpose Fund	420540 Land Use	4880 ACCESS MONTANA	PLNG-INTERNET SERVIC	15.00
1000 General All-Purpose Fund	420540 Land Use	4743 WEX BANK	PLNG-FUEL 5/1-31/16	31.85
1000 General All-Purpose Fund	420540 Land Use	1959 A & R TROPHIES	PLNG-NAME PLATES	45.00
1000 General All-Purpose Fund	430240 Road and Street	4880 ACCESS MONTANA	STRT-SATELITE @ 1003	28.97

For doc #s from 124353 to 124526

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
1000 General All-Purpose Fund	430240 Road and Street	2234 ACE HARDWARE/ TREMPER'S	STRT-FASTENERS	9.60
1000 General All-Purpose Fund	430240 Road and Street	2234 ACE HARDWARE/ TREMPER'S	STRT-FASTENERS	0.70
1000 General All-Purpose Fund	430240 Road and Street	2074 VERIZON WIRELESS	STRT-CELL PHONE SERV	137.53
1000 General All-Purpose Fund	430240 Road and Street	1935 NORTH WEST PARTS	STRT-ASST. VESTS	121.40
1000 General All-Purpose Fund	430240 Road and Street	1935 NORTH WEST PARTS	STRT-CREDIT DUE TO O	-5.40
1000 General All-Purpose Fund	430240 Road and Street	000044 REPUBLIC SERVICES #889	STRT-WASTE DISPOSAL	27.92
1000 General All-Purpose Fund	430240 Road and Street	000359 STATE OF MONTANA SURPLUS	STRT-CABINETS	50.00
1000 General All-Purpose Fund	430240 Road and Street	3025 FIRST BANKCARD	STRT-RADIATOR REPAIR	225.00
1000 General All-Purpose Fund	430240 Road and Street	3025 FIRST BANKCARD	STRT-GAUGE ASSEMBLY, B	381.50
1000 General All-Purpose Fund	430240 Road and Street	4927 KALMONT DISTRIBUTORS INC	STRT-DOORS/FRAME FIN	575.50
1000 General All-Purpose Fund	430240 Road and Street	4208 MAHUGH FIRE & SAFETY, LLC	STRT-HYDRANT GATE VA	272.00
1000 General All-Purpose Fund	430240 Road and Street	4825 IBS, INC	STRT-ASST. MISC PROD	433.10
1000 General All-Purpose Fund	430240 Road and Street	4864 SNAP ON TOOLS	STRT-MISC PURCHASE	76.40
1000 General All-Purpose Fund	460430 Parks	4895 8x8, INC.	PRKS-TELEPHONE SERVI	58.80
1000 General All-Purpose Fund	460430 Parks	4880 ACCESS MONTANA	PRKS-INTERNET SERVIC	15.00
1000 General All-Purpose Fund	460430 Parks	4880 ACCESS MONTANA	PRKS-SATELITE SERVIC	28.97
1000 General All-Purpose Fund	460430 Parks	4743 WEX BANK	PRKS-FUEL 5/1-31/16	393.45
1000 General All-Purpose Fund	460430 Parks	2074 VERIZON WIRELESS	PRKS-CELL PHONE SERV	38.97
1000 General All-Purpose Fund	460430 Parks	000044 REPUBLIC SERVICES #889	PRKS-WASTE DISPOSAL	540.76
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PRKS-J CAMPBELL PARK	12.00
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PRKS-SACAJAWEA WLK P	41.94
1000 General All-Purpose Fund	460430 Parks	3025 FIRST BANKCARD	PARK-WATER WANDS	65.85
Total for Fund:				37,647.93
2020 Police Municipal Services	420140 Crime Control and	001071 ST. PATRICK HOSPITAL	POLC-215CR0026092	689.00
2020 Police Municipal Services	420140 Crime Control and	4329 BISHOP SIGNWORKS	POLC-GRAPHICS FOR #1	655.00
2020 Police Municipal Services	420140 Crime Control and	2074 VERIZON WIRELESS	POLC-AIRCARDS & NOTE	400.16
2020 Police Municipal Services	420140 Crime Control and	999999 MICHAEL HINGISS	POLC-USED MOTOROLA R	150.00
2020 Police Municipal Services	420140 Crime Control and	000666 WESTERN POLICE SUPPLY	POLC-BATTERY	130.80
2020 Police Municipal Services	420140 Crime Control and	000085 SOUTHSHORE VETERINARY	POLC-ANIMAL IMPOUND	173.00
2020 Police Municipal Services	420140 Crime Control and	4329 BISHOP SIGNWORKS	POLC-PATROL CAR NUMB	15.00
2020 Police Municipal Services	420140 Crime Control and	3025 FIRST BANKCARD	POLC-6 PAINT MARKERS	26.21
2020 Police Municipal Services	420140 Crime Control and	3025 FIRST BANKCARD	POLC-LITHIUM ION BAT	107.79
Total for Fund:				2,346.96
2394 Building Code Enforcement	420500 Protective Inspections	4895 8x8, INC.	BLDG-TELEPHONE SERVI	29.40
2394 Building Code Enforcement	420500 Protective Inspections	4895 8x8, INC.	BLDG-SHARED TELEPHON	28.69
2394 Building Code Enforcement	420500 Protective Inspections	4880 ACCESS MONTANA	BLDG-INTERNET SERVIC	15.00
2394 Building Code Enforcement	420500 Protective Inspections	4743 WEX BANK	BLDG-FUEL 5/1-31/16	44.65
2394 Building Code Enforcement	420500 Protective Inspections	000359 STATE OF MONTANA SURPLUS	BLDG-DESK	200.00
Total for Fund:				317.74
2402 Light Maintenance	430263 Street Lighting	000011 MISSION VALLEY POWER	FACL-N END MAIN ST L	167.19
Total for Fund:				167.19
2710 Kids Safety/POLICE/FIRE	420400 Fire Protection and	3025 FIRST BANKCARD	FIRE-PATCHES	250.00

For doc #s from 124353 to 124526

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
			Total for Fund:	250.00
2720 Police Donations	420140 Crime Control and	3025 FIRST BANKCARD	POLC-GIFT CARD	25.00
			Total for Fund:	25.00
2810 Police Training Fund	420140 Crime Control and	3025 FIRST BANKCARD	POLC-MG TRAVEL LODGI	484.88
2810 Police Training Fund	420140 Crime Control and	3025 FIRST BANKCARD	POLC-CA TRAVEL LODGI	484.88
2810 Police Training Fund	420140 Crime Control and	3142 ALAN BOOTH	POLC-AB TRAVEL MEALS	132.00
2810 Police Training Fund	420140 Crime Control and	2654 WADE A. NASH	POLC-WN TRAVEL MEALS	132.00
			Total for Fund:	1,233.76
2820 Gas Apportionment Tax	430240 Road and Street	4743 WEX BANK	STRT-FUEL 5/1-31/16	633.12
2820 Gas Apportionment Tax	430240 Road and Street	4559 TOOLS PLUS INDUSTRIES	STRT-ASST MISC PRODU	395.05
2820 Gas Apportionment Tax	430240 Road and Street	4953 CURRIER'S CERTIFIED	STRT-SNOW DEFLECTOR	245.00
2820 Gas Apportionment Tax	430240 Road and Street	4818 PIONEER CHEMICAL SUPPLY	STRT-DIESEL TREATMEN	199.50
			Total for Fund:	1,472.67
3542 SID #42 Streetscape Main	490300 Special Improvement Bonds	4668 GLACIER BANK	FINANCE-SID #42 PMT	22,065.06
3542 SID #42 Streetscape Main	490300 Special Improvement Bonds	4668 GLACIER BANK	FINANCE-SID #42 PMT	11,047.27
			Total for Fund:	33,112.33
5010 Golf Fund	460446 Golf Course -	4895 8x8, INC.	GLFM-TELEPHONE SERVI	29.40
5010 Golf Fund	460446 Golf Course -	4880 ACCESS MONTANA	GLFM-SATELITE SERVIC	77.94
5010 Golf Fund	460446 Golf Course -	2234 ACE HARDWARE/ TREMPER'S	GLFM-POTTING SOIL, C	47.90
5010 Golf Fund	460446 Golf Course -	2234 ACE HARDWARE/ TREMPER'S	GLFM-ASST. MISC PROD	43.47
5010 Golf Fund	460446 Golf Course -	2234 ACE HARDWARE/ TREMPER'S	GLFM-ASST. MISC PROD	20.28
5010 Golf Fund	460446 Golf Course -	4849 JOHN DEERE FINANCIAL	GLFM-ENDRUN	712.00
5010 Golf Fund	460446 Golf Course -	4849 JOHN DEERE FINANCIAL	PEAT MOSS, TRAPSTIK	79.94
5010 Golf Fund	460446 Golf Course -	001145 MISSOULA TEXTILE SERVICES	GLFM-LAUNDRY	17.98
5010 Golf Fund	460446 Golf Course -	001145 MISSOULA TEXTILE SERVICES	GLFM-LAUNDRY	11.66
5010 Golf Fund	460446 Golf Course -	001145 MISSOULA TEXTILE SERVICES	GLFM-LAUNDRY	23.15
5010 Golf Fund	460446 Golf Course -	001145 MISSOULA TEXTILE SERVICES	GLFM-LAUNDRY	11.66
5010 Golf Fund	460446 Golf Course -	2323 R & R PRODUCTS, INC.	GLFM-FIBER TOW DRAG	718.20
5010 Golf Fund	460446 Golf Course -	000044 REPUBLIC SERVICES #889	GLFM-WASTE DISPOSAL	126.86
5010 Golf Fund	460446 Golf Course -	1864 CHS/MOUNTAIN WEST	GLFM-FUEL	337.51
5010 Golf Fund	460446 Golf Course -	1864 CHS/MOUNTAIN WEST	GLFM-FUEL	492.31
5010 Golf Fund	460446 Golf Course -	4856 PRESTIGE FLAG	GLFM-US. PIN FLAG	843.25
5010 Golf Fund	460446 Golf Course -	1864 CHS/MOUNTAIN WEST	GLFM-FUEL	542.58
5010 Golf Fund	460446 Golf Course -	4229 HOMETOWN PLUMBING LLC	GLFM-REPAIR RESTRM L	1,910.06
5010 Golf Fund	460447 Golf Course - Pro Shop	000076 LINK'S MANAGEMENT, INC.	GLFP-PRO CONTRCT SER	10,048.76
5010 Golf Fund	460447 Golf Course - Pro Shop	2234 ACE HARDWARE/ TREMPER'S	GLFP-SIGNAL HORN, AD	73.96
5010 Golf Fund	460447 Golf Course - Pro Shop	2234 ACE HARDWARE/ TREMPER'S	GLFP-FLY TRAP DISP	27.96
5010 Golf Fund	460447 Golf Course - Pro Shop	2234 ACE HARDWARE/ TREMPER'S	GLFP-YLW JACKET DISP	13.98
5010 Golf Fund	460447 Golf Course - Pro Shop	2234 ACE HARDWARE/ TREMPER'S	GLFP-WASP & HORNET	17.96
5010 Golf Fund	460447 Golf Course - Pro Shop	001145 MISSOULA TEXTILE SERVICES	GLFP-LAUNDRY	15.72
5010 Golf Fund	460447 Golf Course - Pro Shop	001145 MISSOULA TEXTILE SERVICES	GLFP-LAUNDRY	4.00
5010 Golf Fund	460447 Golf Course - Pro Shop	001145 MISSOULA TEXTILE SERVICES	GLFP-LAUNDRY	5.87

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Fund	Department Name (Account)	Vendor #/Name	Description	Amount
5010 Golf Fund	460447 Golf Course - Pro Shop	001145 MISSOULA TEXTILE SERVICES	GLFP-LAUNDRY	4.00
5010 Golf Fund	460447 Golf Course - Pro Shop	1925 VALLEY BUSINESS SYTEMS	GLFP-BLK TONER	95.00
5010 Golf Fund	460447 Golf Course - Pro Shop	1925 VALLEY BUSINESS SYTEMS	GLFP-LAPTOP BACK TO	35.00
5010 Golf Fund	460447 Golf Course - Pro Shop	000044 REPUBLIC SERVICES #889	GLFP-PRO SHOP WASTE	112.21
5010 Golf Fund	460447 Golf Course - Pro Shop	1864 CHS/MOUNTAIN WEST	GLFP-FUEL	365.41
5010 Golf Fund	460447 Golf Course - Pro Shop	4664 CHARTER COMMUNICATIONS	GLFP-BUSINESS INTERN	69.99
5010 Golf Fund	460447 Golf Course - Pro Shop	4912 CAMERON MILTON, PGA	GLFP-NEW PASS HLDR F	70.00
5010 Golf Fund	460447 Golf Course - Pro Shop	000011 MISSION VALLEY POWER	GLFP-GLF CAR STORAGE	90.53
5010 Golf Fund	460447 Golf Course - Pro Shop	000011 MISSION VALLEY POWER	GLFP-DWNSTAIRS METER	121.15
5010 Golf Fund	460447 Golf Course - Pro Shop	1864 CHS/MOUNTAIN WEST	GLFP-FUEL	195.05
5010 Golf Fund	460447 Golf Course - Pro Shop	3025 FIRST BANKCARD	GLFP- ADVERTISING	40.00
5010 Golf Fund	460450 Golf Course Restaurant	3490 MONTANA TAVERN	GLFR-ICENSEE MBRSHIP	100.00
5010 Golf Fund	460450 Golf Course Restaurant	3233 FOOD SERVICES OF AMERICA	GLFR-FOOD SUPPLY	304.75
5010 Golf Fund	460450 Golf Course Restaurant	3233 FOOD SERVICES OF AMERICA	GLFR-FOOD SUPPLY	231.02
5010 Golf Fund	460450 Golf Course Restaurant	3233 FOOD SERVICES OF AMERICA	GLFR-FOOD SUPPLY	238.04
5010 Golf Fund	460450 Golf Course Restaurant	4754 PEPSI-COLA BOTTLING OF	GLFR-ASST BEVERAGES	182.40
5010 Golf Fund	460450 Golf Course Restaurant	3427 ZIP BEVERAGE	GLFR-ASST BEERS	437.15
5010 Golf Fund	460450 Golf Course Restaurant	000185 SUPER 1 FOODS	GLFR-FOOD SUPPLY	21.70
5010 Golf Fund	460450 Golf Course Restaurant	000185 SUPER 1 FOODS	GLFR-KITCHEN SUPPLY	17.37
5010 Golf Fund	460450 Golf Course Restaurant	000185 SUPER 1 FOODS	GLFR-FOOD SUPPLY	10.00
5010 Golf Fund	460450 Golf Course Restaurant	3233 FOOD SERVICES OF AMERICA	GLFR-CS SAMPLE FRZ	0.01
5010 Golf Fund	460450 Golf Course Restaurant	3233 FOOD SERVICES OF AMERICA	GLFR-FOOD SUPPLY	399.99
5010 Golf Fund	460450 Golf Course Restaurant	4905 GEORGE'S DISTRIBUTING INC	GLFR-GINGER BEER	87.00
5010 Golf Fund	460450 Golf Course Restaurant	4905 GEORGE'S DISTRIBUTING INC	GLFR-ASST. WINES	115.06
5010 Golf Fund	460450 Golf Course Restaurant	4480 SYSCO MONTANA, INC.	GLFR-FOOD SUPPLY	660.22
5010 Golf Fund	460450 Golf Course Restaurant	4480 SYSCO MONTANA, INC.	GLFR-KITCHEN SUPPLY	298.85
5010 Golf Fund	460450 Golf Course Restaurant	3427 ZIP BEVERAGE	GLFR-BEER	65.00
5010 Golf Fund	460450 Golf Course Restaurant	3427 ZIP BEVERAGE	GLFR-BEER	348.00
5010 Golf Fund	460450 Golf Course Restaurant	3447 SUMMIT BEVERAGE	GLFR-PRODUCT RETURNE	-60.00
5010 Golf Fund	460450 Golf Course Restaurant	3447 SUMMIT BEVERAGE	GLFR-ASST BEER BEVER	1,196.36
5010 Golf Fund	460450 Golf Course Restaurant	3447 SUMMIT BEVERAGE	GLFR-DEPOSIT JOCKEY	620.00
5010 Golf Fund	460450 Golf Course Restaurant	3447 SUMMIT BEVERAGE	GLFR-ASST BEER	228.00
5010 Golf Fund	460450 Golf Course Restaurant	3447 SUMMIT BEVERAGE	GLFR-DPOSIT CREDIT	-780.00
5010 Golf Fund	460450 Golf Course Restaurant	3447 SUMMIT BEVERAGE	GLFR-ASST BEERS	82.90
5010 Golf Fund	460450 Golf Course Restaurant	3447 SUMMIT BEVERAGE	GLFR-ASST BEERS	904.96
5010 Golf Fund	460450 Golf Course Restaurant	3233 FOOD SERVICES OF AMERICA	GLFR-FOOD SUPPLY	399.99
5010 Golf Fund	460450 Golf Course Restaurant	3233 FOOD SERVICES OF AMERICA	GLFR-FOOD SUPPLY	182.18
5010 Golf Fund	460450 Golf Course Restaurant	3233 FOOD SERVICES OF AMERICA	GLFR-FOOD SUPPLY	451.61
5010 Golf Fund	460450 Golf Course Restaurant	4480 SYSCO MONTANA, INC.	GLFR-FOOD SUPPLY	419.87
5010 Golf Fund	460450 Golf Course Restaurant	4480 SYSCO MONTANA, INC.	GLFR-KITCHEN SUPPLY	96.60
5010 Golf Fund	460450 Golf Course Restaurant	4754 PEPSI-COLA BOTTLING OF	GLFR-ASST BEVERAGES	514.51
5010 Golf Fund	460450 Golf Course Restaurant	4754 PEPSI-COLA BOTTLING OF	GLFR-PEPSI BEVERAGE	38.00
5010 Golf Fund	460450 Golf Course Restaurant	3447 SUMMIT BEVERAGE	GLFR-BEER	139.00
5010 Golf Fund	460450 Golf Course Restaurant	3427 ZIP BEVERAGE	GLFR-ASST BEERS	189.30
5010 Golf Fund	460460 G. C. Restaurant O & M	3306 POLSON PROPANE	GLFR-FUEL FOR REST.	144.00
5010 Golf Fund	460460 G. C. Restaurant O & M	001145 MISSOULA TEXTILE SERVICES	GLFR-LAUNDRY	37.92
5010 Golf Fund	460460 G. C. Restaurant O & M	001145 MISSOULA TEXTILE SERVICES	GLFR-LAUNDRY	18.10
5010 Golf Fund	460460 G. C. Restaurant O & M	001145 MISSOULA TEXTILE SERVICES	GLFR-LAUNDRY	37.30
5010 Golf Fund	460460 G. C. Restaurant O & M	001145 MISSOULA TEXTILE SERVICES	GLFR-LAUNDRY	27.72
5010 Golf Fund	460460 G. C. Restaurant O & M	000044 REPUBLIC SERVICES #889	GLFR-RESTAURANT WAST	112.21
5010 Golf Fund	460460 G. C. Restaurant O & M	3025 FIRST BANKCARD	GLFR-NEW UPRIGHT FRE	799.98
5010 Golf Fund	460460 G. C. Restaurant O & M	3025 FIRST BANKCARD	GLFR-HATCO RELIEF VA	81.42

For doc #s from 124353 to 124526

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
Total for Fund:				26,851.19
5210 Water Fund	214100 Refunds Payable	999999 JENNIFER PHILLIPS	WATR-DEPOSIT REFUND	58.54
5210 Water Fund	430500 Water Utilities	4895 8x8, INC.	WATR-TELEPHONE SERVI	48.10
5210 Water Fund	430500 Water Utilities	4880 ACCESS MONTANA	WATR-INTERNET SERVIC	15.00
5210 Water Fund	430500 Water Utilities	4880 ACCESS MONTANA	WATR-SATELITE @ 715	38.97
5210 Water Fund	430500 Water Utilities	4605 THIRD EYE TECHNOLOGIES,	WATR-CORRECT W/S CLR	9.38
5210 Water Fund	430500 Water Utilities	3025 FIRST BANKCARD	WATR-DELL TOWER & MO	561.76
5210 Water Fund	430500 Water Utilities	3025 FIRST BANKCARD	WATR-SPYHUNTER VIRUS	14.99
5210 Water Fund	430500 Water Utilities	3025 FIRST BANKCARD	WATR-DELL TOWER & MO	431.76
5210 Water Fund	430500 Water Utilities	3025 FIRST BANKCARD	WATR-DELL ACCESSORY	38.49
5210 Water Fund	430500 Water Utilities	3025 FIRST BANKCARD	WATR-25 GALLON SPRAY	75.00
5210 Water Fund	430500 Water Utilities	3025 FIRST BANKCARD	WATR-OFFICE 365 SOFT	49.50
5210 Water Fund	430500 Water Utilities	3025 FIRST BANKCARD	WATR-JC LODGING CRED	-14.45
5210 Water Fund	430530 Source of Supply and	3713 CARSTENS SURVEYING & WDC,	WATR-WELL #8 UTILITY	3,650.00
5210 Water Fund	430530 Source of Supply and	000011 MISSION VALLEY POWER	WATR-715 7TH AVE W	112.31
5210 Water Fund	430540 Purification and	000101 MONTANA ENVIRONMENTAL	WATR-LAB COLIFORM BA	96.00
5210 Water Fund	430540 Purification and	000188 HACH COMPANY	WATR-TEST KITS	159.64
5210 Water Fund	430550 Transmission and	000693 MONTANA RAIL LINK, INC.	WATR-700' LONG WTR P	173.00
5210 Water Fund	430550 Transmission and	4743 WEX BANK	WATR-FUEL 5/1-31/16	132.23
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-FASTENERS	2.50
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-LG G GRIP NITRI	4.99
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-PVC SAW	19.99
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-GREATSTUFF FOAM	14.58
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-ASST MISC PRODU	15.06
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-39 GAL BAGS	7.99
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-ASST PRODUCT	27.14
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-ASST. BATTERIES	41.47
5210 Water Fund	430550 Transmission and	2074 VERIZON WIRELESS	WATR-CELL PHONE SERV	174.82
5210 Water Fund	430550 Transmission and	000282 QUILL CORPORATION	WATER-ENVELOPE MOIST	3.85
5210 Water Fund	430550 Transmission and	000044 REPUBLIC SERVICES #889	WATR-SHARED WASTE DI	15.05
5210 Water Fund	430550 Transmission and	1879 THE UPS STORE	WATR-SHIPMENT	13.04
5210 Water Fund	430550 Transmission and	000098 MANGELS MACHINE WORKS	WATR-BOX TUBE, CUTTI	90.00
5210 Water Fund	430550 Transmission and	4006 HD SUPPLY WATERWORKS,	WATR-REDUCER, BUSHIN	65.52
5210 Water Fund	430550 Transmission and	2007 UTILITIES UNDERGROUND	WATR-MAY 2016 UTIL L	31.40
5210 Water Fund	430560 Geographical Information	4895 8x8, INC.	W G.I.S.-TELEPHN SER	14.70
5210 Water Fund	430560 Geographical Information	2074 VERIZON WIRELESS	W.G.I.S.-CELL PHONE	26.08
5210 Water Fund	430560 Geographical Information	3025 FIRST BANKCARD	GIS-SPYHUNTER VIRUS	20.00
5210 Water Fund	430560 Geographical Information	3025 FIRST BANKCARD	GIS-REFURB HP PAVILI	159.50
5210 Water Fund	430560 Geographical Information	3025 FIRST BANKCARD	GIS-WARRANTY PLAN PA	23.00
5210 Water Fund	430560 Geographical Information	000282 QUILL CORPORATION	W.G.I.S.-DVD-R 4.7GB	12.50
5210 Water Fund	430570 Customer Accounting and	000005 POSTMASTER	WATR-BILLING RESERVE	315.00
5210 Water Fund	430570 Customer Accounting and	4006 HD SUPPLY WATERWORKS,	WATR-JUNE METERS	1,457.74
Total for Fund:				8,206.14
5310 Sewer Fund	430600 Sewer Utilities	4895 8x8, INC.	SEWR-TELEPHONE SERVI	48.09
5310 Sewer Fund	430600 Sewer Utilities	4880 ACCESS MONTANA	SEWR-INTERNET SERVIC	15.00
5310 Sewer Fund	430600 Sewer Utilities	4880 ACCESS MONTANA	SEWR-SATELITE @ 715	38.97
5310 Sewer Fund	430600 Sewer Utilities	4605 THIRD EYE TECHNOLOGIES,	SEWR-CORRECT W/S CLR	9.37
5310 Sewer Fund	430600 Sewer Utilities	3025 FIRST BANKCARD	SEWR-DELL TOWER & MO	561.75

For doc #s from 124353 to 124526

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
5310 Sewer Fund	430600 Sewer Utilities	3025 FIRST BANKCARD	SEWR-SPYHUNTER VIRUS	15.00
5310 Sewer Fund	430600 Sewer Utilities	3025 FIRST BANKCARD	SEWR-DELL TOWER & MO	431.75
5310 Sewer Fund	430600 Sewer Utilities	3025 FIRST BANKCARD	SEWR-DELL ACCESSORY	38.49
5310 Sewer Fund	430600 Sewer Utilities	3025 FIRST BANKCARD	SEWR-25 GALLON SPRAY	74.99
5310 Sewer Fund	430600 Sewer Utilities	3025 FIRST BANKCARD	SEWR-OFFICE 365 SOFT	49.50
5310 Sewer Fund	430600 Sewer Utilities	3025 FIRST BANKCARD	SEWR-JC LODGING CRED	-14.44
5310 Sewer Fund	430630 Collection and	000080 FLATHEAD NEWSPAPER GROUP	SEWR-ITB SEWR SYSTEM	63.00
5310 Sewer Fund	430630 Collection and	000080 FLATHEAD NEWSPAPER GROUP	SEWR-SEWER SYSTM RAT	61.34
5310 Sewer Fund	430630 Collection and	4743 WEX BANK	SEWR-FUEL 5/1-31/16	544.18
5310 Sewer Fund	430630 Collection and	000101 MONTANA ENVIRONMENTAL	SEWR-LAB, BOD	47.00
5310 Sewer Fund	430630 Collection and	000101 MONTANA ENVIRONMENTAL	SEWR-AMMON, BOD, COL	187.00
5310 Sewer Fund	430630 Collection and	000101 MONTANA ENVIRONMENTAL	SEWR-LAB, BOD	47.00
5310 Sewer Fund	430630 Collection and	000101 MONTANA ENVIRONMENTAL	SEWR-LAB, BOD	47.00
5310 Sewer Fund	430630 Collection and	000101 MONTANA ENVIRONMENTAL	SEWR-LAB, BOD	47.00
5310 Sewer Fund	430630 Collection and	4975 DITCH WITCH NORTHWEST	SEWER-UTILIGUARD	4,000.00
5310 Sewer Fund	430630 Collection and	2074 VERIZON WIRELESS	SEWR-CELL PHONE SERV	174.82
5310 Sewer Fund	430630 Collection and	4756 J&M TRANSPORTATION	SEWR-COURIER SERV	36.00
5310 Sewer Fund	430630 Collection and	4756 J&M TRANSPORTATION	SEWR-COURIER SERV	36.00
5310 Sewer Fund	430630 Collection and	4756 J&M TRANSPORTATION	SEWR-COURIER SERV	36.00
5310 Sewer Fund	430630 Collection and	4756 J&M TRANSPORTATION	SEWR-COURIER SERV	36.00
5310 Sewer Fund	430630 Collection and	2007 UTILITIES UNDERGROUND	SEWR-MAY 2016 UTIL L	31.40
5310 Sewer Fund	430630 Collection and	000011 MISSION VALLEY POWER	SEWR-715 7TH AVE W	112.31
5310 Sewer Fund	430640 Treatment and Disposal	000044 REPUBLIC SERVICES #889	SEWR-SHARED WASTE DI	15.05
5310 Sewer Fund	430640 Treatment and Disposal	4976 NASH ENTERPRISES INC	SEWR-CLEAN STORM DRA	5,675.20
5310 Sewer Fund	430660 Geographical Information	4895 8x8, INC.	S G.I.S. -TELEPHN SE	14.70
5310 Sewer Fund	430660 Geographical Information	2234 ACE HARDWARE/ TREMPER'S	SEWR-ANCHR WEDGE, C-	93.46
5310 Sewer Fund	430660 Geographical Information	2234 ACE HARDWARE/ TREMPER'S	SEWR-FASTENERS	0.94
5310 Sewer Fund	430660 Geographical Information	2234 ACE HARDWARE/ TREMPER'S	SEWR-GREAT STUFF	7.29
5310 Sewer Fund	430660 Geographical Information	2074 VERIZON WIRELESS	S.G.I.S.-CELL PHONE	26.07
5310 Sewer Fund	430660 Geographical Information	3025 FIRST BANKCARD	GIS-SPYHUNTER VIRUS	19.99
5310 Sewer Fund	430660 Geographical Information	3025 FIRST BANKCARD	GIS-REFURB HP PAVILI	159.50
5310 Sewer Fund	430660 Geographical Information	3025 FIRST BANKCARD	GIS-WARRANTY PLAN PA	23.00
5310 Sewer Fund	430660 Geographical Information	000282 QUILL CORPORATION	S.G.I.S.-DVD-R 4.7GB	12.49
5310 Sewer Fund	430670 Customer Accounting and	000005 POSTMASTER	SEWR-BILLING RESERVE	315.00
5310 Sewer Fund	430670 Customer Accounting and	4006 HD SUPPLY WATERWORKS,	SEWR-JUNE METERS	1,457.74
Total for Fund:				14,594.95
Total:				126,225.86

CITY OF POLSON COMMISSION PUBLIC HEARING

5b

Commission Chambers

June 6, 2016

5:30 p.m.

ATTENDANCE: Mayor Knutson, Commissioners Donovan, Erickson, Siler, Southerland and Turner, City Manager Mark Shrives, and City Clerk Cora Pritt

ABSENT: Commissioner Coutts

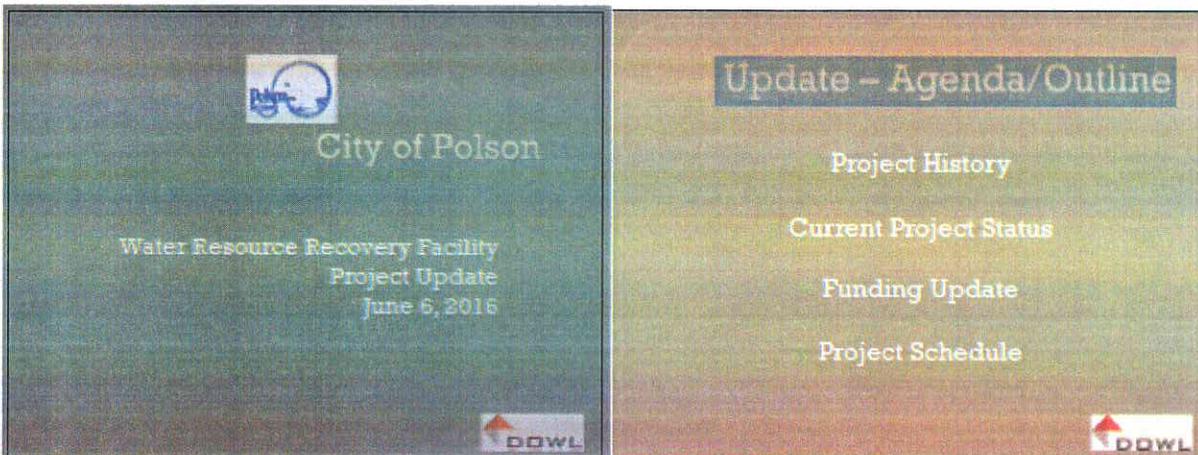
OTHERS PRESENT (who voluntarily signed in): Grace Battle, Elsa Duford, Carolyn Hall, Eric Hall, Kevin Johnson, Dennis LaBont, Bonnie Manicke, and Lee Manicke

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

APPROVAL OF PROPOSED AGENDA (00:51) - Commissioner Erickson motion to approve the proposed agenda. Commissioner Southerland second. Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

PUBLIC COMMENT ON SIGNIFICANT MATTERS TO THE PUBLIC NOT ON THE AGENDA (01:23)- none.

PROPOSAL TO CHANGE RATES FOR USERS OF THE CITY OF POLSON MUNICIPAL SEWER SYSTEM (02:05)-Kevin Johnson, DOWL Engineer gave a brief history of the waste water treatment facility and the reason for the sewer rate increase.



Project History Review

Discharge Permit Renewal – (Jan 1, 2013 – Dec 31, 2017)

- New Disinfection Limits, Pending Nutrient Limits
- Higher Level of Treatment Required

Wastewater Facility Plan & Grant Applications - Completed April 2014

- Selected the Membrane Bioreactor Treatment Process

Meeting with EPA – August 2014

- Requested Clarity on Pending Discharge Limits (Nitrogen/Phosphorous Levels)

September 2014 - Revised Option to (Sequencing Batch Reactor – SBR)



Project History Review

Amended the Wastewater Facility Plan – March 2015

Complete Pre-Design Report – June 2015

Headworks Equipment Procurement – June/July 2015

SBR Equipment Procurement – August/Sept 2015

Currently in Final Design



Equipment Procurement

Headworks Equip. Procurement Complete

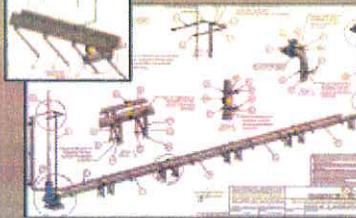
- Shop Drawing Review Complete
- Screens & Grit Removal



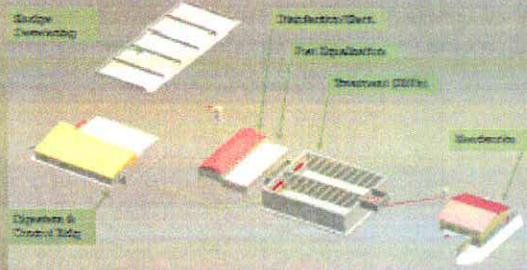
Equipment Procurement

SBR (Biological Process) Procurement

- Submittals Review/Approval In Process



Current Design



- Deleted Influent Pump Station
- Deleted Overflow Pond
- Replaced Post EQ/TV Resizing
- Gravity Flow to and Out of Facility



Treatment Project Funding Summary

Project Funding Summary	
Total Project Cost	\$77,330,000
TNEP Grant	\$750,000
FFY03 Grant	\$125,000
CLF02 Grant	\$475,000
SDF Loan Program	\$400,000
Local Contribution	\$7,230,000
SDF Loan - Balance of Funding	\$74,905,000



Other Capital Improvements

Item Description	Total Price
Collection System Improvements - Summary	
10th Street Water Meter Upgrade (Priority 1A) (Priority 2)	\$ 250,000
Collection Mains to 10th Street (Priority 2)	\$ 75,000
10th Street LIF Station (Priority 2)	\$ 150,000
10th Street LIF Station (Priority 2)	\$ 150,000
10th Avenue LIF Station	\$ 17,200
10th Avenue LIF Station & Force Main (Priority 4)	\$ 625,000
20th Street Main Over-Depth (Priority 1 - 10th Street to 20th Street)	\$ 300,000
Total Estimated Construction Costs =	\$ 1,600,000
Det. Inspector, Const Admin	\$ 200,000
Const Admin	\$ 17,000
Estimated Total Project Cost =	\$ 1,800,000

From 2014 PER - Master Plan (PER)
Additional Existing Sewer Capacity Challenges \$888



Project Sewer Rate Summary

User Rate Basis	Rate
Average Sewer Rate at Beginning of Planning	\$ 20.86
Increase in 2015	\$ 22.01
Proposed Step 1 of 2 Additional Increases	\$ 14.00
Proposed Step 2 of 2 Additional Increases	\$ 9.18
Estimated Final Rate Needed	\$ 65.64



Schedule

Design - In Process

- 60-day DEQ Review (July - Aug, 2016)
- 30-days; Comment Response and DEQ Approval

Bidding Sept/Oct 2016

- 30-day Bid Period
- 30-days to Contracts; Notice to Proceed (Nov 1)

Construction

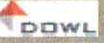
- 18-month Construction Period
- Startup (April 2018)
- Decommission Existing Lagoons




City of Polson

Water Resource Recovery Facility

Questions?



MAYOR KNUTSON OPENS THE PUBLIC HEARING (26:04)

Grace Battle- Ward I commented that she has lived at her current residence for 24 years. She had a conversation with Water/Sewer Superintendent Tony Porrazzo today regarding the meter reading. The minimum usage on the meters is 1,000. Being a single person one does their fair share of conserving but the person is still charged for 1,000 gallon usage. Consider changing the minimum to 500 gallons. This would aide people set on a fixed income. If people keep the usage to under 1,000 they should not be charged the base rate.

Cecil LaFromboise-Ward III- commented that she has been a homeowner for 5 years. The water increase was significant to the household. Being a single mother with children this increase will make it difficult to pay the bill. It is going to hurt a lot of families on fixed income.

Elsa Duford-Ward I-complimented Mayor Knutson on her recent article published in the paper. Elsa reminded the Commission of the last meeting that was held on the rate increase and the number of people who spoke out against the rate increase. People on fixed income were going to be strapped to pay the increase. How are the people on fixed going to pay this increase? Will there be a deal made with the City? Also the usage on the new construction how will that impact the current system? Mayor Knutson commented that the current system is able to handle the additional sewage. There are 4 lagoons still active. Elsa commented to please remember the little people.

Brandy Wallace-Ward III-commented that after the new plant is completed what then? Will there be a reduction? Mayor Knutson commented that the rates will not be reduced. The monies will go toward the operations and maintenance.

Carolyn Hall-Ward III commented that she understands the cost of building the treatment plant. What was presented was the cost of constructing the plant and that was the reason for the increase. Even after it is built and put into operation it will still be at that rate for the individuals? Mayor Knutson commented that yes the rate will still be the same. Carolyn commented that she did not understand why the rate would not decrease once the plant was operational. Mayor Knutson explained that the rates are for the construction and the operation and maintenance of the plant once completed. City Manager Shrives commented that it is also servicing the debt, 14.3 million. It is a 30 year loan so the rates will help service that debt. Carolyn comments that this will be significant to young families and just does not see hope.

Chelsie Weston-Ward II-commented that she would like to know why the increases are coming? Why is the plant being built where it is and what will the cost of operation per month be once the plant is built? Once the debt is paid off 30 years down the road, what will the cost of operation be? Could this be put on the website for educational purposes and the power point presentation.

MAYOR KNUTSON CLOSED THE PUBLIC HEARING AT 6:15 P.M. (45:42)

Mayor Knutson states that the proposal for the final rate will come at the June 20th Commission meeting.

Adjourn. (46:10:) Commissioner Turner motion to adjourn. Commissioner Donovan second.

Commission discussion: none Public Comment: none **VOTE: Unanimous Motion carried.**

ADJOURN: 6:46 p.m.

ATTEST: _____

Mayor Heather Knutson

Cora E. Pritt, City Clerk

CITY OF POLSON COMMISSION MEETING

5d

Commission Chambers

June 6, 2016

7:00 p.m.

ATTENDANCE: Mayor Knutson, Commissioners Donovan, Erickson, Siler, Southerland and Turner, City Manager Mark Shrives, and City Clerk Cora Pritt

ABSENT: Commissioner Coutts

OTHERS PRESENT (who voluntarily signed in): Elsa Duford, Dennis Duty, Shari Johnson, Bonnie Manicke, Lee Manicke, Danette Nistler, Stephen Niblack, and Tony Porrazzo

CALL TO ORDER: (00:01) Mayor Knutson called the meeting to order. The Pledge of Allegiance was recited. Roll call was taken.

APPROVAL OF PROPOSED AGENDA (00:50) – Prior to the motion, Mayor Knutson noted the correction the number sequence. There was a duplication of the number 9. So the agenda was corrected to read 9, 10, and 11. **Commissioner Erickson motion to approve the proposed agenda with the revision to the numbers. Commissioner Southerland second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

PUBLIC COMMENT ON SIGNIFICANT MATTERS TO THE PUBLIC NOT ON THE AGENDA (01:41)-none

CONSENT AGENDA (02:09)-(a). May 13-31, 2016 claims (b). City Commission written Summary Meeting Minutes May 16, 2016, (c). City Commission electronic meeting Minutes May 16, 2016 (d). City Attorney contract. **Commissioner Southerland motion to approve the Consent Agenda. Commissioner Donovan second.** Commission discussion: Mayor Knutson questioned the Water/Sewer duplicate claims. City Manager Shrives explained that the Water Dept. purchased a generator and the Sewer Dept. had also purchased a generator. Commissioner Erickson questioned a statement in the City Attorney's contract regarding retaining records. City Manager Shrives replied that the records are kept at the attorney's office and that the City has copies. Should the City Attorney no longer be under contract with the City for whatever reason, the records would be returned to the City. Public comment: none **VOTE: Unanimous Motion carried**

CITY MANAGER COMMENTS (05:20)-City Manager Shrives commented on the following: the Water/Sewer Project Center Addition, 4th & 5th Ave. has begun. Sandry Construction moved their equipment in and the project will take 45 days.

JOURNEY B-STREET CLOSURE 1ST ST WEST FROM 7TH AVE TO 8TH AVE (06:05)-Danette Nistler presented this agenda item. The Journey B Church is holding a Children's Carnival fund raiser on Saturday, June 11th from 11:00 a.m. -4:00 p.m. The street closure is to allow games and bouncy house to be set up in the street. The dog groom business is closed on Saturdays. The volunteers will park in the business parking lot. The neighbors have all agreed with the street closure. The City Streets Dept. has been asked to provide barricades for the closure. **Commissioner Siler motion to approve the street closure of 1st St West from 7th Ave to 8th Ave. Commissioner Southerland second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

FISCAL YEAR 2016 IMPACT FEE REPORT (09:06)-City Finance Officer Cindy Dooley presented this agenda item. This report is for Fiscal Year 2016, ending May 31, 2016. The format is the same as last two years. Over the last 10 years that the City has had Impact Fees, those fees have generated about 1.4 million dollars. In 2011 the City decreased the fees off the maximum rate allowed. The revenue loss has been \$370,705.00. The City is continuing to see a growth spurt in the non-residential area and the residential is beginning to pick up. There are four departments that get Impact Fees; Fire, Parks, Water & Sewer. The General Fund also takes a 5% administration fee as part of the Impact Fee. The recommendation based on the capital projects that the City has going, is to raise the Fire and Parks Impact Fees back up to 100%. They are currently at 60%. The Water & Sewer Impact Fees are at 100%. Commissioner Turner asked why those Impact Fees should be raised back to 100%. City Finance Officer Dooley explained that the Fire Department has several capital improvement purchases coming up. The department will need a new ladder truck. The Parks Department took a donation of land for a park and at this time there aren't much in the way of funds to turn it into a park. Impact Fee monies could be used to create that park. Commissioner Turner commented that if the City doesn't have the money for parks, then the City should not accept the land. City Manager Shrives commented that the land is adjacent to a walking trail and that the land was going to be used as a parking area for the trail. Polson Fire Chief Clint Cottle explained to the Commission the capital purchases the department would be needing to make in the future. There are a couple of 10 year old ladder trucks that are for sale that would get the department by for a few years. These trucks are in the neighborhood of \$400,000.00 A new ladder truck costs \$800,000-900,000.00. If the Impact Fees were at 100% it wouldn't fix the current situation but it would allow more options to replace it. Finding the money to make larger purchases is very difficult within the General Fund. In approximately 8 years the Frontline engine will need to be replaced. Commissioner Turner asked if there was any value in the current truck. Chief Cottle responded that they weren't real thrilled to be considering taking it as a trade. The truck is almost 20 years old. To fix the ladder truck, it will take \$15,000-20,000.00 to repair the ladder truck for service. City Finance Officer Dooley commented that this report is informational only, no motion is required.

APPROVE RESOLUTION NO. 2016-007 SETTING IMPACT FEE COLLECTION LEVELS

(20:05)-City Finance Officer Cindy Dooley presented this agenda item. The Ordinance allows the Commission to change the rates by Resolution. This Resolution being presented would raise all 4 the Impact Fee levels up to the 100% level. Water & Sewer are already at 100%. Anyone who has a building permit that has been applied for or issued by June 30, 2016 would still fall under Resolution 2015-017 and receive a 40% reduction in Fire and Parks. This Resolution would go into effect at the beginning of the new fiscal year, July 1, 2016. **Commissioner Erickson motion to approve Resolution No. 2016-007 to reinstate all impact fees to 100% of the calculated amount effective July 1, 2016.**

Commissioner Southerland second. Commission discussion: Commissioner Southerland asked Commissioner Turner if there had been any impact on new development with the raising of the impact fees on Water & Sewer. Commissioner Turner replied there's always concern. The people who are building in say Mission Bay are paying it. The first time home buyer has a lot of concern. Commissioner Turner explained his argument against impact fees. If a bare piece of land, which brings in tax base "A", has development then it will be calculated at base "B" and that tax will always be there. The City is still benefiting to new build. It doesn't affect the higher end but it does affect the lower end. It is financial. Commissioner Siler asked if lowering the impact fees stimulated new build. Mayor Knutson answered it did not. Commissioner Turner commented that since that action, the City has seen more commercial build. People are choosing to build in the County versus building in the City. Commissioner Southerland commented that she would feel more comfortable with a raise of maybe a step up or two. Mayor Knutson commented that the previous raise in the Water & Sewer impact fees was due to a need. If the need is the Fire then we could leave the Parks at 60% and raise the Fire up to 100%. Commissioner Donovan commented that he could support that. City Manager Shrives commented that the impact fees pay for capital improvements. Mayor Knutson asked for a motion to amend the official motion to 100% for Fire and 60% for Parks and leave Water & Sewer at 100%. **Commissioner Siler motion to amend the motion to impose and collect 60% for Parks and 100% for Fire, Water & Sewer. Commissioner Donovan second. VOTE: Commissioners Donovan, Erickson, Siler, and Southerland ayes**

Commissioner Turner nay Commission discussion: none Public comment: Dennis Duty, 33425 Hellroaring Road-it isn't just housing that affected by impact fees. Certainly commercial development are looking at impact fees. Once you get those folks in, you have property taxes from this point forward. When you have a multi-million dollar hotel that was just build, the margins are that close. If you run people off, then you lose that property tax. Before long, you just get the fees up to where you are running people off. You need to consider how it may impact the long term rather than just the short term. Clint Cottle, Fire Chief-commented that he just wanted to reiterate what was said earlier, being a public safety official that is what Chief Cottle is looking at. To be able to provide the best fire protection for the businesses and the residents. Further Commission discussion: Commissioner Turner commented that he hopes everyone listened to Dennis Duty because it is a very accurate point. It's a one-time deal, taxes will be there year after year. It will affect everything from commercial all the way down. The tax base is what we really continue to rely on. If we can grow that tax base the better off we're going to be. Mayor Knutson asked Finance Officer Dooley what her retail figures were based on. Finance Officer Dooley answered Valley Glass when they built. This is typical square footage and meter size. Commercial does not pay a Parks Impact Fee. Commissioner Turner commented that as a community we need to look at growth. Impact fees turn some people off. Commissioner Siler commented that when the City lowered the fees it didn't bring people but then the economy was bad. Mayor Knutson clarified that the motion on the table is **to impose and collect 60% for Parks and 100% for Fire, Water & Sewer. VOTE: Mayor Knutson, Commissioners Donovan, Erickson, and Siler ayes Commissioners Southerland and Turner nays Motion carried**

REIMBURSEMENT REQUEST (44:03)-Mike Maddy presented this agenda item. Mayor Knutson commented that this is not a legal proceeding. The City is trying to sort through the details of this particular situation so that the Commission can make a decision to move forward on behalf of the Commission. Also, with several different perspectives that are going to be presented there will be a more strict process just to make sure there is positive dialogue throughout. Mr. Maddy and his representatives will share their perspective, then the City will share their perspective and information, then Mr. Maddy and his representatives may follow up, then the City will be given a follow up opportunity as well. Throughout this process the Mayor asked the Commission to hold questions until the end as some of the questions may be answered during the presentations. If there are questions, write them down and we will ask after the whole first process has been completed. **Dennis Duty** spoke first, introduced the representatives that would be speaking and presented the background. Jeff Larson, engineer that worked on the project, Mike Maddy, and Mr. Bill VanCanagan. Dennis begins by reading a letter that he distributed to the Commission. In May of 2015 there was a request by the City to put in a water line and a pressure main in at the request of the City. The work was completed as instructed and were told that the City would reimburse for those costs. Once the bill was submitted nothing was done about getting the bill paid. Contact was made to the Commissioners in the ward and were told it couldn't be discussed. In February 2016 a letter was drafted under the instruction of Commissioner Turner explaining what was done and why. (Note: a copy of the letter was distributed to the Commission and Dennis reads excerpts the letter for the record). "Present at the meeting was Tony Porrazzo, Shari Johnson, Terry Gembala, Karen Sargent and City Manager Mark Shrives from the City. Dennis Duty, Jeff Larsen (engineer) and Johna Morrison (planning) representing the Developer. Since the meeting was organized by Shari, she started the discussion on capacity of the lift station and the commitments on the City to the Ridgewater Development. After much discussion, it was determined that there is capacity. Once all the volumes were discussed, it was agreed that the engineers would confirm all the calculation and continue with design of the infrastructure. It was brought up by the Sewer and Water Superintendent that the City should bring a water main down the easement that was contemplated by developers for new connection of the gravity flow sewer system. The gravity sewer line had to be moved as the existing line was now in the middle of two proposed commercial lots. A 15 foot wide easement was proposed for the sewer. It was brought to the attention of the group that once the sewer line was in place and the new dialysis clinic was built, it would be very costly to go back and put in a water main to serve the Violet Lane and State Highway properties. Those properties would one day be annexed and the City would be required to provide water, with no way to get it there with a water main. The developer agreed to increase the width

of the easement to 20 feet to allow the separation of the sewer and water lines and the ability of the City to have room to work on the lines if there were problems someday. It was noted that the new water line had no value to the developer, since all of his property was serviced by the main installed by the developer in Ridgewater Drive. The words I heard at the meeting from the City staff was this is a "no brainer". Let's get it done. **Tony Porrazzo** Water/Sewer Superintendent commented that the meeting went pretty much like Dennis said. Tony had taken Shari Johnson out and showed her where the new lift station would be built to catch the sewer before it came down Hwy 93. There are already 5 lift stations on Highway 93. 1 lift station is rotting and for 3 years Tony has been trying to get it fixed. There needs to be as much sewer as possible removed from Highway 93. When Ducharme Park lift stations fails, it is only 70 feet away from the lake, will go straight into the lake. Lakeview Village lift station workings are all in the wet well and can't be worked on. The cement is decaying and there are valves that can't be turned. If the golf course lift station fails, the bypass is to dump it straight into Lakeview Village. The best thing would be to get as much sewer off Highway 93 as possible. The proposed lift station would be put in at Red Lion. The lift station is between the second dialysis center and Red Lion hotel. We have the capability to change parts of the system. Riverside pumps up to the lagoons. This was an attempt to think ahead into the future. Tony commented that he has offered each Commissioner an opportunity to go with him and view what he is talking about. Commissioner Erickson is the only one that has done this. **Jeff Larsen**, engineer commented that he was a project engineer on the Ridge Water design. Any time a development puts in water/sewer mains, those mains have to be approved by Montana Department Environmental Quality (DEQ) and the City. In the original design there was no water main extending north in Lot 16C. In the 20 foot easement is an 8 inch water line. When the design was brought in to the meeting, Jeff commented that he was not aware that there was already a water line that serviced to the north. It was surveyed by Carstens Surveying. It was to provide service to the north that the City had provided. There was no benefit to the developers of Ridge Water. That was a complete, 100% benefit to the City of Polson. The design of the 8 inch water main was discussed at the meeting. As Jeff recalled, the City was willing to allow him to design it and the City would pay for it. The sewer force main that was installed was for future flexibility which would benefit the City. There had already been 120 residential lots allotted to the Walmart Lift stations so there was plenty of capacity to hook up the 3 commercial lots. At this point Ridgewater did not need the sewer force main or the water main. One issue that did come up is a water service. That was put in there as a design engineer for the plans. This is a sewer service, and has approved by the City and DEQ. Both of the mains are a benefit to the City. **Mike Maddy** commented that he has worked with Tony and the City for over 15 years on Ridgewater and relied on Tony's expertise of the water system and the sewer system. We rely on Tony when he says he needs something for somewhere else. On the Skyline project, they ended up putting in an 18" water line that goes all the way to Walmart because of other needs the City had. When he tells us to do something and he will pay for it we listen to him. There have been things that the City and Mr. Maddy haven't agreed on and this by far is the strangest problem that has been experienced with the City of Polson. This has been 13 months since the initial meeting and they still don't really know why the City isn't paying the bill. What they have wanted for 13 months is to understand why the City feels no obligation to pay this bill. Most important, they don't want to go to litigation. Ridge Water has no reason for the water line. It was at the request of the City. There were some common sense things done for the future.

Mayor Knutson then turns over to the City to make their comments. **Rich Gebhardt**, City Attorney commented that there was a massive miscommunication going on. Back when the invoice was presented, the City staff asked the City attorney to review the invoice to see if the correct individual was being paid and what was the City paying for. Mr. Maddy submitted a claim for the water from Jensen Backhoe. This invoice hasn't been paid. The obligation that the City has would be to Jensen not Mike Maddy. That was one thing that needed to be clarified as well as the invoice is for sewer not water that wasn't being paid. The 100 feet of poly pipe listed on the invoice would be used on a service line not a water or sewer extension. There were sewer services that the City was being asked to pay for too. The engineer was then asked to determine what the City was being asked to pay for, who the City was supposed to pay and get back to Mr. Gebhardt with an answer. Shari Johnson, as the engineer will have some responses.

Shari Johnson, City Engineer commented that she looked at the invoice and tried to determine what is water, sewer, main, and service. Shari distributed a spread sheet of the invoice and broke it out by department and cataloged the items. The 8" main line would have been a required size for the developer to have installed. There are no City users who would benefit from this main up stream at this time. Knife River would potentially be upstream but they are not on our system right now. Shari reviewed the following spread sheet:

RIDGEWATER DRIVE	Developer Record Drawings	Minnesota DEQ Regulations	City of Polson Standards	Analysis	Total Invoice Cost	Claim Request for City Payment
Sewer - Gravity	<ul style="list-style-type: none"> 703 LF of 8-inch main 4 Manholes 	<ul style="list-style-type: none"> Minimum Gravity Main Size is 8-inch consideration should be given to maximum anticipated capacity 	<ul style="list-style-type: none"> Same as DEQ Must extend across the full frontage of the property being developed 	<ul style="list-style-type: none"> Minimum DEQ size was used by developer 	\$ 9,167.50	50% \$ 4,633.75
Sewer - Force Main	<ul style="list-style-type: none"> 720 LF of 6-inch main 	<ul style="list-style-type: none"> Minimum Force Main Size is 4-inch Cleaning Velocity Minimum = 2.0 ft/s consideration should be given to maximum anticipated capacity 	<ul style="list-style-type: none"> Same as DEQ 	<ul style="list-style-type: none"> Design velocity at 4-inch = 3 ft/s at 6-inch was 2.3 ft/s Email discussion between Engineer's about pipe size states: "...since we don't know for sure how many lots may end up there... Dennis, why don't we go with 6", that way we know for sure, no matter what you do we will be ok" 	\$ 4,353.52	50% \$ 2,176.76
Sewer Services	<ul style="list-style-type: none"> 232 LF of 4-inch main 4 services (4-inch) 	<ul style="list-style-type: none"> Minimum Service Size is 4-inch 	<ul style="list-style-type: none"> Same as DEQ 	<ul style="list-style-type: none"> Minimum DEQ size was used by developer Services were to Lot 17C, Lot 16C, and 2 future lots to south of road Lot 16C was serviced from Lot 16C Easement 	\$ 550.36	50% \$ 275.18
Water Main	<ul style="list-style-type: none"> 20 LF of 6-inch main 1 fire hydrant Fittings (8-inch, 12-inch) 	<ul style="list-style-type: none"> Minimum Water Main Size is 6-inch Larger mains required for fire flow to maintain residual pressure 	<ul style="list-style-type: none"> Minimum Water Main Size is 8-inch Fire hydrant leads less than 50ft may be 6-inch Must extend across the full frontage of the property being developed 	<ul style="list-style-type: none"> Minimum DEQ & Polson Standard size was used by developer 	\$ 5,415.80	50% \$ 2,707.90
Water Services	<ul style="list-style-type: none"> 100 LF of 1-inch poly pipe 3 service (1-inch) 	<ul style="list-style-type: none"> No size requirement 	<ul style="list-style-type: none"> Individual services required 	<ul style="list-style-type: none"> Services were to Lot 17C, Lot 16C, and 1 future lot to south of road Lot 16C was serviced from Lot 16C Easement 	\$ 1,315.90	50% \$ 657.95
Water & Sewer Labor	<ul style="list-style-type: none"> All Water & Sewer Installation 			<ul style="list-style-type: none"> Labor would be nearly the same, no additional trenches were dug 	\$ 48,917.50	50% \$ 24,458.75
LOT 16C EASEMENT						
Water Main	<ul style="list-style-type: none"> 330 LF of 8-inch main 1 fire hydrant 	<ul style="list-style-type: none"> Minimum Water Main Size is 6-inch Larger mains required for fire flow to maintain residual pressure 	<ul style="list-style-type: none"> Minimum Water Main Size is 8-inch Fire hydrant leads less than 50ft may be 6-inch Must extend across the full frontage of the property being developed 	<ul style="list-style-type: none"> Minimum Polson Standard size was used by developer Water Main does not extend across full property frontage and was not configured for future extension. <ul style="list-style-type: none"> If City intended for an extension, requirement would be a 22-inch main to match main size on Ridgewater Drive Preliminary Engineering Report does not identify this area for an extension 	\$ 8613.20	100% \$ 8613.20
Water Services	<ul style="list-style-type: none"> 1 service (1-inch) 			<ul style="list-style-type: none"> Service provided to Nunlist Property. Appears existing service was abandoned and reconnected. 	\$ 375.17	100% \$ 375.17
Water Labor	<ul style="list-style-type: none"> Main & Water Service Installation 			<ul style="list-style-type: none"> Labor would be the same, no additional trenches were dug 	\$ 11,102.50	100% \$ 11,102.50
NO IDENTIFIED BENEFIT TO THE CITY OF POLSON BEYOND DEVELOPER RESPONSIBILITIES					TOTAL = \$89,911.04	TOTAL = \$55,000.96

The remainder of the discussion dialogue regarding this agenda item may be listened to on the official electronic recording that may be located on the city website.

(02:56:46) Commissioner Turner motion to table this until further discussion between both parties and all bills have been reviewed by June 20th. Commissioner Southerland second. City Commission discussion: none Public comment: none VOTE: Unanimous Motion carried

(03:04:20) Mayor Knutson asked if the Commission wanted full minutes or action minutes. Commission and Mayor determined that action minutes would suffice on the other agenda items.

Adjourn. (03:05:24) Commissioner Southerland motion to adjourn. Commissioner Siler second. Commission discussion: none Public Comment: none VOTE: Unanimous Motion carried.

ADJOURN: 10:05 p.m.

ATTEST: _____

Mayor Heather Knutson

Cora E. Pritt, City Clerk

CITY OF POLSON

CITY COMMISSION AGENDA ITEM SUMMARY

Agenda Item Number: Consent Agenda 5g.

Meeting Date: June 20, 2016

Staff Contact: Pat Nowlen, Interim Parks Superintendent; Cindy Dooley, Finance Officer

AGENDA ITEM SUMMARY: Declare Parks Department vehicle as surplus property

BACKGROUND: The Parks department purchased a 1994 Suzuki light truck in May 2009 with tax dollars. This is MMIA Insurance asset no. 090LV29.

ANALYSIS: This vehicle has outlived its usefulness for the City and is costing more in upkeep than it is worth. If declared surplus property it will be advertised locally and if not sold will be advertised on an auction website.

FINANCIAL CONSIDERATIONS: The vehicle was purchased for \$4,900. The City will put a reserve of approximately \$1,600 on the sale.

STAFF RECOMMENDATION: Declare vehicle as surplus property.

SUGGESTED MOTION: N/A – approve as part of the consent agenda

ATTACHMENTS: None

CITY OF POLSON

CITY COMMISSION AGENDA ITEM SUMMARY

Agenda Item Number: 8

Meeting Date: June 20, 2016

Council contact: Becky Dupuis, Chairman

AGENDA ITEM SUMMARY: Presentation from Economic Development Council on recommendation for street infrastructure funding by Council members Rich Forbis, Carlisa London and Gerry Browning.

BACKGROUND: The Economic Development Council (EDC) was organized in May, 2015. It is an advisory board to the City Commission. Its goals are to develop an economic plan for the city and to address needs expressed by the community and the City. One of the first tasks of the EDC was to research the possibility of a resort tax for street infrastructure funding as many of the City's streets are in very poor condition. The City paid for a resort tax study to look at how the tax has been implemented in other Montana cities, towns and districts. This study is available on the City's website at <http://www.cityofpolson.com/pdf/MRTA.pdf>. The EDC used this study as the basis for developing their proposal for the City Commission.

ANALYSIS: The EDC will outline their proposal in a PowerPoint presentation that will discuss the various funding options available to the City Commission.

FINANCIAL CONSIDERATIONS: The City currently does not have enough funding in the budget for street reconstruction and for preservation of existing good streets through chip sealing, seal coating, etc. The City will need to find additional funding through a gas tax, resort tax which would tax tourist spending in addition to local citizen spending and/or through taxes and assessments of City property owners. These options will be explored in the EDC presentation.

STAFF RECOMMENDATION: N/A.

SUGGESTED MOTION: None – information only

ATTACHMENTS: None

CITY OF POLSON
COMMISSION AGENDA ITEM SUMMARY

Agenda Item Number: 10 (Motion) Emergency Ordinance and Ordinance to Adopt Article 5, Downtown Sidewalk Encroachment Permit Program. Ordinance Number 2016 - _____
Commissions meeting Date: June 20, 2016
Staff Contact: Mark Shrives.

AGENDA ITEM SUMMARY: Adoption of) Emergency Ordinance and Ordinance to Adopt Article 5, Downtown Sidewalk Encroachment Permit Program. Ordinance Number 2016 - _____

BACKGROUND: It had been previously identified that an update to the encroachment ordinance was required to better control and regulate the use of the public space in the downtown area.

ANALYSIS: This Article was originally planned to be included as a part of Chapter 9, in the City's final book of codified ordinances. The remainders of the Articles for Chapter 9 are still undergoing staff review, but with summer fast approaching, it is appropriate to put this article in place now. If we advance through the normal process of a 1st and 2nd reading, we will be well into August before this ordinance will be in effect. It is also important to put into effect now, as there are already downtown merchants who are beginning to utilize the public space. This ordinance also allows the ability for a merchant to create a space outside their establishment where alcohol may be served within a designated area. A local business owner worked with City staff in the ordinances creation, and then presented it to the Polson Downton Business group. No comments were received after that presentation.

FINANCIAL CONSIDERATIONS: There will be some revenue received by the City as outlined in the Ordinance.

STAFF RECOMMENDATION: Staff recommends approval of Ordinance 2016-_____

SUGGESTED MOTION: *I make a motion to approve the Emergency Ordinance and Ordinance to Adopt Article 5, Downtown Sidewalk Encroachment Permit Program. Ordinance Number 2016 - _____ as a part of the City of Polson Book of Ordinances.*

ATTACHMENTS:

Ordinance Number 2016-____. Emergency Ordinance and Ordinance to Adopt Article 5, Downtown Sidewalk Encroachment Permit Program.

**EMERGENCY ORDINANCE AND ORDINANCE TO ADOPT
ARTICLE 5. DOWNTOWN SIDEWALK ENCROACHMENT PERMIT PROGRAM**

WHEREAS, the City of Polson finds that it has not adopted an encroachment permit process for the downtown area and the summer tourist season has required an immediate and necessary response to controlling encroachments upon the sidewalks on Main Street;

WHEREAS, the City Fire Chief and the City Building Inspector have recommended to this Commission that the use and occupancy by encroachments on Main Street could be considered an immediate hazard to persons and patrons if the same be uncontrolled;;

WHEREAS, the need for immediate action is necessary as Main Street becomes more and more congested with pedestrian traffic;

WHEREAS, the Commission seeks to adopt this ordinances as quickly as possible and to that end hears this matter as an emergency measure;

WHEREAS, it appears in the best public interest for the safety of our citizens, and their property that the Polson City Commission take the following action.

NOW, THEREFORE, BE IT ORDAINED, that the City of Polson adopts the following ordinance attached hereto and made a part hereof as if fully set forth here at as an emergency measure and to make its first reading as a permanent ordinance concurrent with such adoption.

BE IT FURTHER ORDAINED that all Ordinances or parts of Ordinances in so far as the same may precede or conflict with the above ordinance are hereby repealed and/or deleted.

BE IT FURTHER ORDAINED, that this ordinance is enacted as an emergency measure to alleviate the problems encountered and to expeditiously allow for the processing of encroachment applications and that such ordinance is also to be enacted as a permanent ordinance of the City of Polson. Upon the effective date of the permanent ordinance, the emergency ordinance shall expire forthwith.

BE IT FURTHER ORDAINED, the City Clerk is hereby instructed to codify this Ordinance in the Book of Ordinances and the City Attorney shall index the same in his discretion.

Emergency Effective Date: _____

First Reading Date: _____

Second Reading Date: _____

Heather Knutson, Mayor

Attest:

Attest:

Cora Pritt, Clerk

Approved as to form and content:

M. Richard Gebhardt, City Attorney

ARTICLE 5. DOWNTOWN SIDEWALK ENCROACHMENT PERMIT PROGRAM

Sec. 9.05.010. Purpose and intent.

Sec. 9.05.020. Definitions.

Sec. 9.05.030. Encroachment on public right-of-way prohibited.

Sec. 9.05.040. Exception for downtown business district.

Sec. 9.05.050. Encroachments; permit required.

Sec. 9.05.060. License or approval letter required.

Sec. 9.05.070. Uses permitted under this article.

Sec. 9.05.080. Notification of name or address change.

Sec. 9.05.090. Littering and trash removal.

Sec. 9.05.100. Fees.

Sec. 9.05.110. Suspension and revocation of permits.

Sec. 9.05.120. Appeal procedure.

Sec. 9.05.130. Enforcement; penalties; designated a municipal infraction.

Secs. 9.05.140-9.05.299. Reserved.

Sec. 9.05.010. Purpose and intent.

- A. It is the intent of the city commission, in enacting the ordinance from which this article is derived, to:
1. Serve and protect the health, safety and welfare of the general public;
 2. Regulate and control private uses and encroachments occurring upon public rights of way in the downtown business district of the city by establishing distinct criteria to permit and/or approve sidewalk encroachments; and
 3. Develop a fair and equitable program that will enhance the overall appearance, ambiance and environment of the downtown business district.

Sec. 9.05.020. Definitions.

- A. The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

1. "Block face" means one side of a street between two consecutive intersecting rights of ways, including alleys;
2. "Downtown business district" means boundaries of the Central Business Zoning District (CBZD),
3. "Commercial use" means any activity involving the sale of goods or services carried out for profit;
4. "City manager" means the Polson city manager and includes an authorized designee or representative;
5. "Encroachment" means any fixture or device including but not limited to a showcase, table, bench, rack, handcart, pushcart, sign, portable sign, stall, newspaper dispensers and publication racks, seating area, fence, barrier, or partition which intrudes into or invades the public sidewalk right-of-way and by its nature is temporary, non-exclusive and mobile and does not modify the material components of the public right-of-way;
6. "Portable sign" means any sign not permanently attached to the ground or other permanent structure, or a sign designed to be transported, including but not limited to signs designed to be transported by means of wheels and signs converted to A- or T-frames;
7. "Public right-of-way" means any area legally open to public use, including but not limited to, and projecting vertically skyward above, public streets, sidewalks, roadways, highways, parkways, alleys, or parks as well as areas surrounding and immediately adjacent to public buildings;
8. "Public use" means any normal use of the public right-of-way as distinguished from "exclusive use" as defined under this article;
9. "Side street" means all streets within the downtown business district that run in a east-west direction.
10. "Sidewalk" means all that area legally opened to public use as a pedestrian public way between the curblin and the legal building line of the abutting property;
11. "Sidewalk cafe" means any group of tables, chairs, benches, barriers or partitions, trash containers and suitable decorative devices maintained upon any part of the public right-of-way for use by an establishment with a valid food and drink permit in the sale to the public of food, refreshments, and beverages of all kinds and is not a sidewalk vending cart;
12. "Sidewalk display" means any showcase, table, bench, rack, sign, stall, kiosk, or any other fixture or device used for the purpose of displaying, exhibiting, carrying, transporting, storing, selling, or offering for sale any food, beverage, goods, wares, merchandise, event, or service upon a sidewalk;
13. "Sidewalk vending cart" means any handcart, pushcart, stall, or any other mobile device that is used for the purpose of displaying, exhibiting, carrying, transporting, storing, selling, or offering for sale any food, beverages, goods, wares, or merchandise upon a sidewalk;
14. "Temporary" means a period of six months or less.

Sec. 9.05.030. Encroachment on public right-of-way prohibited.

Except as otherwise provided by this Code, it is unlawful to obstruct the public rights of way of the downtown business district with debris, encumbrances or encroachments of any kind that hampers or interferes with the free and safe use or passage by the public.

Sec. 9.05.040. Exception for downtown business district.

Vendors doing business in the downtown business district shall be allowed to use city sidewalk as provided in this article.

Sec. 9.05.050. Encroachments; permit required.

Upon application, the city manager may authorize by written permit, subject to conditions, non-substantial encroachments to occur upon sidewalks in the downtown business district. Each permit must be renewed on an annual basis and the city manager shall have the right to refuse to renew any permits issued. All applications for non-substantial encroachments must include:

1. A completed downtown sidewalk encroachment revocable permit form including any necessary supporting materials;
3. A sketch depicting, as accurately as possible, the size and location of all requested encroachment items as well as other existing obstructions or improvements which would limit the free use of the sidewalk by pedestrians;
4. A certificate of liability insurance which names the city and (if non-substantial encroachment occurring upon a state-designated primary or urban route) the state as additional insureds. The insurance must provide a minimum coverage of \$1,000,000 for each claim and \$2,000,000 for each occurrence;
5. The permit holder shall agree in writing to indemnify, defend, and hold harmless the city and (if non-substantial encroachment occurring upon a state-designated primary or urban route) the state department of transportation and their employees and agents against all claims, liability, loss, damage, or expense incurred by the city and/or state department of transportation due to any injury to or death of any person or any damage of property caused by or resulting from the activities for which the permit is granted.

Sec. 9.05.060. License or approval letter required.

Any applicant intending to sell food or beverages must provide a copy of a food purveyor's license or an approval statement issued by the Lake County Sanitarian with the application for a permit under this article.

Sec. 9.05.070. Uses permitted under this article.

It is the permittee's responsibility to place any encroachments allowed under this article in a manner which ensures safe pedestrian and vehicular travel, complies with any conditions placed upon the permit, and to immediately correct any deficiencies noted by the city manager.

All items permitted pursuant to this article shall be placed not less than two feet from the curb, or not less than 18 inches from the curb when located on side streets that have no adjacent on-street parking, and leave a minimum of three (3) feet of sidewalk aisle clear and shall not interfere with vehicular sight triangles, and as necessary for safe vehicular traffic. Additionally, all encroachments permitted under this article will be built, installed, and maintained in such a manner as to ensure the safety of the public.

Permits may be issued under this article for the following uses:

1. *Benches*. Any benches must be placed flush to the corresponding building and must not project more than three feet into the sidewalk;
2. *Portable signs*. These signs must not exceed a height of five feet or a width of three feet, placed adjacent and perpendicular to the corresponding building and within four feet of the business entrance;
3. *Sidewalk displays*. With the exception of kiosks, displays must be placed flush against the building, must not exceed six feet in height, and must be within four feet of the business entrance;
4. *Kiosks*. Kiosks must not exceed seven feet in height and must be placed in a manner so as not to interfere with free flow of pedestrian and vehicular traffic;
5. *Bike racks*. Bike racks must not exceed a ten-bike capacity with five bikes per side and be placed so the parked bikes run parallel with the street;
6. *Sidewalk vending carts*. The cart must be no more than three feet wide, must be placed within 4.5 feet of the store face and may operate between 6:00 a.m. and 9:00 p.m. or until sunset, whichever occurs first. All signage must be attached to the cart and shall not exceed six feet in length. The city, at its discretion and upon request, may allow the use of a portable sign. Sidewalk vending carts will be allowed only in the CBDZ and not more than one cart will be allowed per city block face;
7. *Tables and chairs*. Tables used for the primary purpose of consuming food or beverages must be no more than four feet wide and set in a manner such that respective table and chair settings do not occupy more than five feet of total right-of-way width. Tables and chairs may be located building and/or curbside, subject to the provisions of section 9.05.130, and shall maintain at all times upon the public sidewalk a minimum three foot wide clear aisle for pedestrian movement;
8. *Hanging pots*. Pots for flowers or other miscellaneous items may be hung from the rods extending from the light poles only. The bottoms of all pots must not be lower than seven feet and shall not block street signs in any manner. No fee will be charged for a permit for hanging pots.
9. *Newspaper dispensers and publication racks*. Coin-operated newspaper dispensers and media publication racks and displays must be placed flush against the building and may not exceed four feet in height and shall be of a design quality approved by the city;
10. *Sidewalk cafe serving alcohol*.
 - a. All sidewalk cafes having an alcoholic beverage license shall be required to have the staff of the establishments owning such sidewalk cafes serve all food, alcoholic beverages and non-alcoholic beverages in the sidewalk cafe area only. Service of

alcoholic beverages in all sidewalk cafes shall be limited to persons seated at tables in the sidewalk cafe site. The serving of alcohol shall be served in a clear unbreakable container and not in glass or paper products. Any person serving alcohol must have received alcohol server training;

- b. The sidewalk cafe alcoholic beverage license issued by the state must include, as part of the licensed premises floor plan, the sidewalk cafe area, if required by the State of Montana. The use and operation of the sidewalk cafe area shall occur in accordance with the state-approved alcoholic beverage license and a copy of the license shall be kept on file with the city manager;
 - c. Liability insurance required in section 9.05.080.A.2.c will cover the sidewalk cafe area;
 - d. Each sidewalk cafe serving alcoholic beverages shall be responsible for policing the area of the sidewalk cafe to be sure that customers are of legal drinking age and that alcoholic beverages are not removed from the premises;
 - e. There shall be no sale of alcohol for consumption at a sidewalk cafe after 10:00 pm until normal opening of business each day. In addition, all containers of intoxicating beverages shall be removed from the tables of the sidewalk cafe and the sidewalk cafe area by 10:00 pm;
 - f. The sidewalk cafe area must be adjacent to the licensed building and shall be enclosed, except for ingress and egress entry points, by a temporary fence approved by the building inspector. The fence shall be:
 - (1) Black or of a color that matches the adjacent building; and
 - (2) At least three feet in height.
11. *Miscellaneous items.* The building inspector may permit other items as deemed appropriate. The building inspector shall place what restrictions the city manager deems necessary to ensure the safe passage for pedestrian and vehicular traffic.

Sec. 9.05.080. Notification of name or address change.

All permittees will ensure that a current and correct name, residential address and mailing address are on file with the city manager. Should either the permittee's name, business name or permittee's address provided on the application change, the permittee must notify the city manager within five working days of such change and provide the same with the accurate information.

Sec. 9.05.090. Littering and trash removal.

- A. Permittees will keep the sidewalks, roadways and other spaces adjacent to their sites or locations clean and free of paper, peelings and refuse of any kind generated from the operation of their business.
- B. Permittees engaged in food vending will make available a receptacle for litter. The permittee will regularly empty and maintain the receptacle and mark it appropriately to provide proper notice to the public of its purpose. Upon ceasing operations for the day,

permittees will ensure the area immediately adjacent to the site is thoroughly clean and free of debris.

Sec. 9.05.100. Fees.

- A. A \$50.00 annual fee (January–December), without proration, shall be charged for encroachments which shall be aid upon application or renewal of a downtown sidewalk encroachment revocable permit. In addition, a non-refundable fee of \$25.00, shall be charged for each table and chair set.

Sec. 9.05.110. Suspension and revocation of permits.

- A. The city manager may suspend or revoke any permit for encroachment issued under section 9.05.050 for any of the following reasons:
 - 1. Fraud, misrepresentation or a knowingly false statement contained in the application for the permit;
 - 2. Conducting any activity in any manner contrary to the conditions of the permit;
 - 3. Conducting any permit activity in such a manner as to create a public nuisance, cause a breach of the peace, constitute a danger to the public health, safety, welfare or morals, or interfere with the rights of abutting property owners;
 - 4. Failure to regularly empty and maintain a litter receptacle;
 - 5. Cancellation of the Lake County Health Department's authorization for a food or beverage vending unit; or
 - 6. Failure to comply with any provision in this article or any condition of approval required by the city manager.
- B. Should the city manager decide to exercise the rights given under this article, notice may be delivered in person or mailed by certified letter to the address provided on the application. The city manager shall state all reasons for the decision to revoke or suspend the permit and the length of the suspension, if any;
- C. The permittee will have three days from the date of receipt of the letter to file a written response to the manager's letter or to remove all items from the city's sidewalk. Failure to respond to the manager's letter or to remove the items from the city's sidewalk will be cause for the city manager to order the property removed by the police. The property shall be considered evidence and will not be returned until the resolution of any citation issued under this Code;
- D. Should the permittee fail to pick up the letter for a period of five working days after it has been mailed, the city manager may then direct the police to remove the permittee's property from the city's sidewalks;
- E. Should the city manager determine the permittee's property presents a safety hazard or requires immediate remedy, including but limited to sidewalk maintenance, then in that event, the city manager may order the property removed immediately by the police.

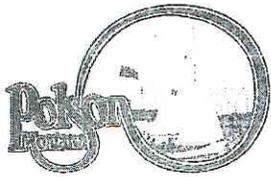
Sec. 9.05.120. Appeal procedure.

Any permittee will have the right to appeal the denial, suspension or revocation of any permit issued under this article 5 to the city commission. The permittee will make the appeal within ten days after receiving notice of the denial, suspension or revocation by filing a written notice with the city manager.

Sec. 9.05.130. Enforcement; penalties; designated a municipal infraction.

- A. In addition to suspension or revocation under section 9.05.150, a violation of this article is punishable in accordance with the general provisions of these ordinances. Each day of violation shall constitute a separate violation.
- B. The court may also order a permit revoked in addition to any other penalty imposed by the court.

Secs. 9.05.140-9.05.299. Reserved.



106 1st Street E., Polson, MT 59860
406-883-8200 Fax 406-883-8238
www.cityofpolson.com



**CITY OF POLSON
PUBLIC RIGHT-OF-WAY ENCROACHMENT
REVOCABLE PERMIT**

New

Renew

Name of Applicant(s): Stutzman's Furniture

Name of Owner: Chriss Stutzman

Name of Business: Stutzman's

Location Address: 201 2nd St E

Mailing Address: Same

Phone: 406-319-2555 - Cell 406-319-2555 - 406-203-7742

GENERAL CONDITIONS:

1. The applicant must receive City Council approval
2. The location shall have a sidewalk with a minimum width of ten (10) feet.
3. This permit shall be valid for one year (April 1st to March 31st), and must be renewed annually.
4. A sketch must be provided that depicts the size and location of the requested item(s) within the right-of-way
5. This revocable permit is non-transferable and good for the listed item(s), business and address on the permit application
6. The City of Polson reserves the right not to renew permits
7. The owner must secure and furnish a certificate of liability insurance, with coverage of \$1,000,000 per occurrence naming the City of Polson as additionally insured
8. A minimum five-foot sidewalk aisle shall be maintained for pedestrian travel at all times
9. The item(s) shall be placed so as not to impede pedestrian traffic and/or safety
10. This permit is specific to the right-of-way in front of the business applying for the permit
11. The owner shall obey all state and local statutes and ordinances that are applicable to the encroachment.
12. The permittee shall indemnify the city against any and all liability, loss or damage that the city may suffer as a result of claims, demands, costs or judgments resulting from the item(s) in the public right-of-way.

CHECK APPROPRIATE BOX(S) FOR PERMITTED USE(S) THAT ARE BEING REQUESTED:

<input type="checkbox"/>	SIDEWALK SIGNAGE
<input type="checkbox"/>	SIDEWALK BENCH(S)
<input type="checkbox"/>	SIDEWALK BICYCLE RACK(S)
<input type="checkbox"/>	SIDEWALK DISPLAY(S)
<input type="checkbox"/>	SIDEWALK PLANTER(S) AND/OR TRASH RECEPTICLES
<input checked="" type="checkbox"/>	OTHER - ATTACH EXPLANATION AND SKETCH TO PERMIT

It is expressly understood and agreed that the undersigned agrees to maintain and leave all facilities in a clean, safe, and sanitary manner, at no cost to the City of Polson, and shall comply with all ordinances, conditions, statutes and regulations applicable thereto. Failure to do so will result in the undersigned paying all costs incurred by the City of Polson to return the premises to its original condition.

THE CITY OF POLSON RESERVES THE RIGHT TO REVOKE OR TERMINATE THIS PERMIT AT ANY TIME BY GIVING 30 DAYS WRITTEN NOTICE OF SUCH REVOCATION OR TERMINATION, EXCEPT THAT THE CITY MAY, AT ITS ELECTION, REVOKE OR TERMINATE THE PERMIT AT ANY TIME WITHOUT GIVING ANY NOTICE IF THE OWNER FAILS TO COMPLY WITH OR ABIDE BY EACH AND ALL OF THE PROVISIONS OF THIS PERMIT.

Further, the undersigned acknowledges that this special permit is active for the specified dates and times noted under the general conditions, and that the permit is nontransferable.

BY [Signature]

ACKNOWLEDGEMENT

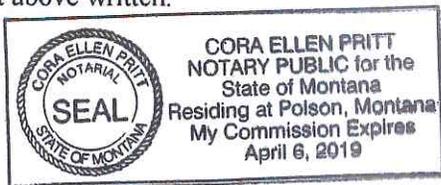
STATE OF MONTANA)
County of Lake) ss.

On this 10th day of June, 2016, before me, a Notary Public for the State of Montana, personally appeared

Chriss Stutzman

Known to me to be the person(s) whose name(s) are subscribed to the above instrument and acknowledged to me that they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial seal the day and year first above written.



Cora Ellen Pritt
Notary Public for the State of Montana

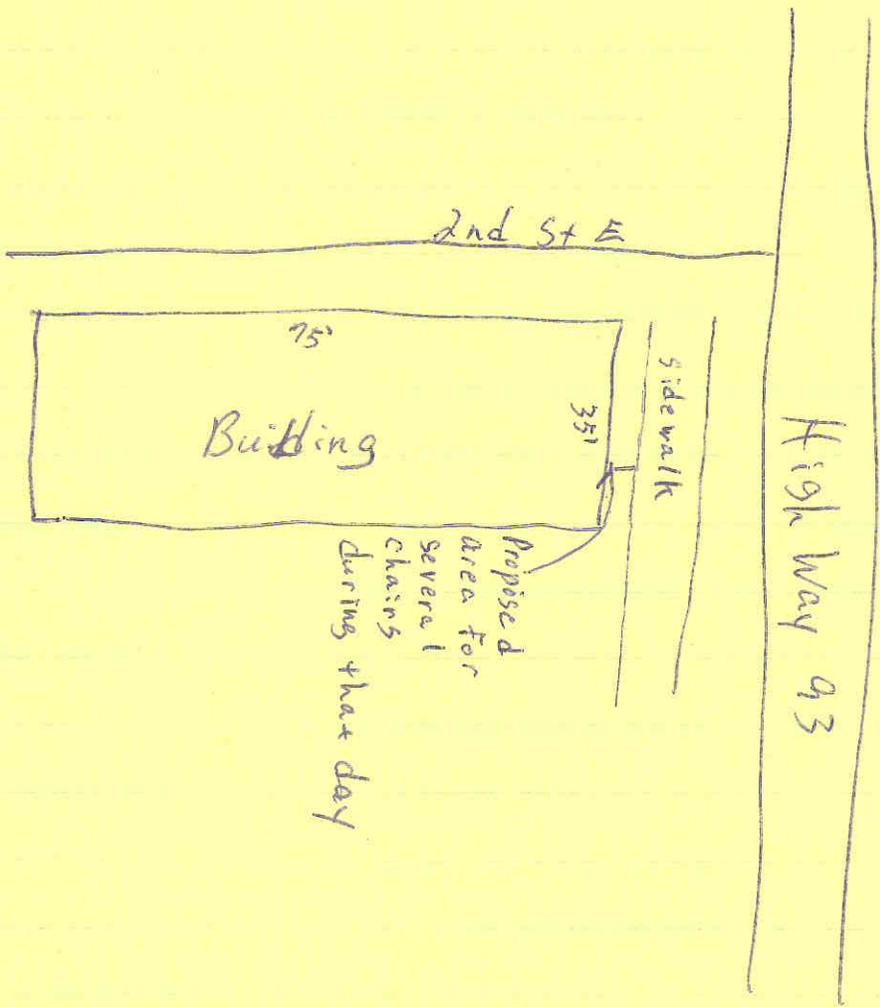
Residing at Polson, MT
My commission expires: April 6, 2016

PERMIT APPROVED ON THIS _____ OF _____, 20__.

PERMIT EXPIRES ON THE 31st DAY OF MARCH, 20__.

THE CITY OF POLSON

BY _____
MAYOR OF POSLON



CITY OF POLSON

CITY COMMISSION AGENDA ITEM SUMMARY

Agenda Item Number: *12* (MOTION REQUESTED) RESOLUTION NO. 2016-#____A
RESOLUTION APPROVING POLICY FOR REFUND OF ANNUAL GOLF COURSE USE FEES

Meeting Date: June 20, 2016

Staff Contact: Roger Wallace/Mark Shrives

AGENDA ITEM SUMMARY: This agenda item requests City Commission approval of a resolution (Attachment 1) that establishes the Polson bay Golf Course Refund Policy, identified as City Commission Policy Number Golf - 1.

BACKGROUND: Approximately 2 years ago, the City established a no refund policy regarding season Golf Passes. The Golf Board has received approximately 4 requests for refunds during that time period and has recommended denial, which was agreed to by the City Manager. The City Commission recently heard an appeal of that denial from a Citizen, who felt it was unfair to outright deny a refund without some consideration for the circumstances of the request. Based on the request, the City Commission asked that the no denial policy be reviewed and a policy be developed that would take into account extraordinary circumstances that may warrant a refund of some type.

ANALYSIS: The Golf Board and Golf Staff met to discuss and develop a policy that addressed the concerns of the golf patrons, but also allowed for appropriate budget planning into the future, as in one year, golf refunds totaled almost \$10,000, with most requests coming after the annual budget had been adopted, which then impacted the budget with these unexpected expenses. The Golf Board and Golf staff have developed a policy that will allow relief for the golf patrons as well as some stability in budget planning for the golf course. Attached as a part of the policy is a worksheet which will be used for any refund requests received. This will be kept on file for audit purposes. (Attachment 2)

FINANCIAL CONSIDERATIONS: At this time, the financial impacts of this policy cannot be evaluated, as those impacts will be driven by the number of refunds requested.

STAFF RECOMMENDATION: Staff recommends adoption of Resolution 2016 - _____ approving the policy for refund of annual golf course use fees. It is further recommended that any future City Commission Policies also be adopted by Resolution

SUGGESTED MOTION: *I move to approve Resolution Number _____. A Resolution approving policy for refund of annual golf course user fees.*

ATTACHMENTS:

1. Resolution 2016 # _____
2. City Commission Policy Number Golf -1

RESOLUTION NO. 2016-#_____

A RESOLUTION APPROVING POLICY FOR REFUND OF ANNUAL GOLF COURSE USE FEES

WHEREAS, the Polson Golf Board has received numerous requests for refund of annual golf course use fees and seeks to establish for itself and the City a uniform process to determine when and if a refund will be made after payment by a patron;

WHEREAS, the Polson Golf Board has submitted a proposed policy for adoption and the Commission has attached the same to this Resolution;

WHEREAS, the City Manager has reviewed the submitted policy and recommended that the Commission adopt the same as written;

WHEREAS, the City of Polson deems it in the best interests of the citizens of Polson and the patrons of the golf course to adopt a comprehensive and uniform process for the review and possible refund of prepaid golf course user fees;

NOW, THEREFORE, BE IT RESOLVED that the attached policy for the review and potential refund of patron fees for the golf course is adopted as the policy of the City of Polson.

BE IT FURTHER RESOLVED, that the City Clerk is hereby instructed to file this Resolution in the City's Book of Resolutions.

_____ayes _____nays _____abstentions

Date of Passage: _____

Effective Date: Immediately

Heather Knutson, Mayor

Attest:

Cora Pritt, Clerk

City Commission Policy

Policy Area: Polson Bay Golf Course
Title of Policy: Annual Pass Refund/Rollover Policy
Effective Date: June 20, 2016
Approved By: City Commission

Subject: Refund Policy
Policy Number: Golf - 1
Approved Date: June 20, 2016
Revision Date:

Resolution #

1. **Rational or Background to Policy:** This policy is has been implemented in order to establish very clear procedures and timelines to be followed by golf course personnel and the purchasers of season passes and/or annual cart rental passes when requesting a refund or roll-over of a season pass or cart rental pass.

2. **Policy Statement:** The following policy guidelines apply:
 - a. The Golf season is defined as March 1 – October 31.
 - b. No request for refund/roll-over will be considered after May 31.
 - c. Any refund/roll-over applies ONLY to Annual Golf Pass and Annual Cart Rental Pass.
 - d. To be eligible for refund/roll-over, only a medical condition/injury or death of the pass holder will be consideration for a refund or roll-over. A request for a medical refund or roll-over must be accompanied by a doctor’s diagnosis that precludes the individual from playing for the entire season.
 - e. No retroactive claims are to be considered. Effective date of this policy is upon City Commission approval.

3. **Procedures:** The following procedures will be followed when requesting a refund:

IN THE CASE OF ILLNESS OR INJURY

- a. A request letter dated prior to March 1, with proof of Doctor’s diagnosis, is eligible for a full roll-over. Said roll-over applies only to the original purchaser and will only be applied to the following year’s season pass. The person is then responsible to pay any difference in the pass price between the pass purchased and the price of the pass the following year.
- b. A request made between 3/1 and 5/31 will be prorated in the following manner:
 - Roll-over will be prorated by a percentage of 1% daily. The difference will be credited toward the following years season pass.

○ Example:

- A pass holder’s letter of request is dated April 13th, which is 44 days after the season begins (3/1).
- The pass holder paid \$619 for their season pass. 1% is \$6.19 per day deducted from his roll-over.
- The pass holder’s credit for their next year’s season pass would be \$346.64. (\$619 - \$272.36 (\$6.19 x 44 days))
- Assuming the next year’s season pass cost is \$650, then the individual would pay \$650 - \$346 (roll-over credit) = \$303.36

IN THE CASE OF DEATH

- a. Same request requirements as above apply. Date of death will be used rather than date of request letter, i.e., death prior to 3/1 full refund/roll-over or between 3/1-5/31 prorated.
- b. Survivor(s) may receive a refund or roll-over to a named survivor at their choice.

Refund Worksheet

Name of Passholder:

Receipt Number:

Pass Number:

Date of Season/Cart Pass Purchase

Date of Letter/Death

Amount Paid for Season Pass	\$	-	
Amount Paid for Cart Pass	\$	-	
Total Amount Paid			\$ _____ -
___ Days @ 1% per day	\$	-	
Total Days			
Total Deduction			\$ _____
Total Roll-Over Credit			\$ _____ -
or			
Total Refund (Death Only)			\$ _____ -

Submission of all documents:

Signature of Passholder/Submitter:

Signature of Director of Golf:

Signature of City Manager:

Additional Notes:

CITY OF POLSON

CITY COMMISSION AGENDA ITEM SUMMARY

Agenda Item Number: *13*
Meeting Date: June 20, 2016
Staff Contact: Cindy Dooley, Finance Officer

AGENDA ITEM SUMMARY: Approval of Resolution 2016-Res #____ A Resolution to Change Rates for Users of the City of Polson Municipal Sewer System.

BACKGROUND: The City is currently in the final design stage for construction of the wastewater mechanical treatment plant (WWTP). Construction will take place over the next two fiscal years. The project budget is currently at \$17,210,503. The City has obtained State grant funding in the amount of \$1,725,000 and has committed local funds of \$1,200,000. There is still a possibility that the City could receive a Federal WRDA grant in 2017. Based on the current funding package the City will finance the remaining cost with revenue bonds in the amount of \$14,285,503. Based on a rate study prepared by Carl Brown Consulting, LLC the City looked at existing sewer rates and then projected costs for servicing the debt on the WWTP, the increased cost of operating a mechanical plant, necessary reserves from bond covenants and replacement and depreciation reserves as-well-as other capital project costs based on projects recognized in the last Sewer system PER. The increase in the sewer rates was determined to be substantial and would be a huge burden on ratepayers if implemented all at once. The City passed a sewer rate increase at the September 3, 2014 meeting. It was noted at that meeting that this would not be the full increase that would be necessary and that additional increases would be implemented as new information regarding the plant construction became available. The initial increase and the pace of the project have allowed the City to not have to take out interim financing for the project and the necessary bond debt reserve has been set aside. Based on engineer estimates, as the next phase of the project starts, monthly costs will be in the range of \$700,000 to \$1,000,000 per month.

A Resolution of Intent to raise sewer rates was passed by the Commission on May 16, 2016. Notices were sent to all sewer customers and a public hearing was held on June 6, 2016 at 5:30 pm in the City Hall Council Chambers to hear public comment. Engineer Kevin Johnson from Dowl, LLC gave an overview of the project at the public hearing. The intent of the Commission is to raise the rates in two steps. Step 1 will be effective on July 1, 2016 and will be reflected in the August, 2016 customer bills. The second step is a maximum rate based on final cost information for the project. It is estimated that the step 2 increase would be placed in effect in the Spring of 2018.

ANALYSIS: The Step 1 increase for the average sewer customer based on 5,000 gallons of water usage will be \$14.09. This would be a monthly sewer bill of \$56.48. The total water, sewer and stormwater monthly charge would be \$77.57. The Step 2 maximum rate would increase the sewer billing another \$9.16. Attached is a rate comparison for the sewer system charges and a combined rate comparison for the Step 1 increases at various meter sizes and water usage levels. It is estimated that the Step 1 increase will generate \$445,000 in additional sewer revenue in FY17.

FINANCIAL CONSIDERATIONS: The Step 1 increase will be used for cash flow needs during construction, to pay the remaining balance on the local match commitment of \$1.2m, build up other reserves that may be required by the bond covenants and to pay other capital costs for the system including the replacement of old sewer mains.

STAFF RECOMMENDATION: Approve Resolution No. 2016-Res. #____.

SUGGESTED MOTION: *I move to approve Resolution No. 2016-Res. ____ to change rates for users of the City of Polson Municipal Sewer System.*

ATTACHMENTS: Attached scenarios dated 05/16/2016
Resolution No. 2016-Res. #____ with attached Exhibit A

City of Polson
 Sewer Rate Comparison - Step rates - 05/16/2016
 Prepared by Cindy M Dooley, CPA Finance Officer

The following are examples for various households and businesses

Scenario #1 Residential Household with 3/4" meter and 2,000 gallons average monthly useage
 Sewer billed on a winter average use of water

	Current Monthly Charge	Step 1	Step 1 Increase	Step 2 (Maximum)	Step 2 Increase
Base Rate	\$25.04	\$33.38	\$8.34	\$39.64	\$6.26
Sewer Usage	\$6.94	\$9.24	\$2.30	\$10.40	\$1.16
Total	\$31.98	\$42.62	\$10.64	\$50.04	\$7.42

Scenario #2 Residential Household with 3/4" meter and 5,000 gallons average monthly usage (average City of Polson customer)
 Sewer billed on a winter average use of water

	Current Monthly Charge	Step 1	Step 1 Increase	Step 2 (Maximum)	Step 2 Increase
Base Rate	\$25.04	\$33.38	\$8.34	\$39.64	\$6.26
Sewer Usage	\$17.35	\$23.10	\$5.75	\$26.00	\$2.90
Total	\$42.39	\$56.48	\$14.09	\$65.64	\$9.16

Scenario #3 Residential Household with 3/4" meter and 9,000 gallons average monthly usage (i.e. family with young children)
 Sewer billed on a winter average use of water

	Current Monthly Charge	Step 1	Step 1 Increase	Step 2 (Maximum)	Step 2 Increase
Base Rate	\$25.04	\$33.38	\$8.34	\$39.64	\$6.26
Sewer Usage	\$31.23	\$41.58	\$10.35	\$46.80	\$5.22
Total	\$56.27	\$74.96	\$18.69	\$86.44	\$11.48

Scenario #4 Commercial Eatery with 1.5" meter using 65,000 gallons in a month
 Sewer billed on actual use of water

	Current Monthly Charge	Step 1	Step 1 Increase	Step 2 (Maximum)	Step 2 Increase
Base Rate	\$36.50	\$48.66	\$12.16	\$57.79	\$9.13
Sewer Usage	\$225.55	\$300.30	\$74.75	\$338.00	\$37.70
Total	\$262.05	\$348.96	\$86.91	\$395.79	\$46.83

Scenario #5 Car Wash with 1.5" meter using 100,000 gallons in a month
 Sewer billed on actual use of water

	Current Monthly Charge	Step 1	Step 1 Increase	Step 2 (Maximum)	Step 2 Increase
Base Rate	\$36.50	\$48.66	\$12.16	\$57.79	\$9.13
Sewer Usage	\$347.00	\$462.00	\$115.00	\$520.00	\$58.00
Total	\$383.50	\$510.66	\$127.16	\$577.79	\$67.13

Scenario #6 Apartment complex with 3.0" meter using 156,000 gallons in a month
 Sewer billed on actual use of water

	Current Monthly Charge	Step 1	Increase	Step 2 (Maximum)	Increase
Base Rate	\$78.10	\$104.14	\$26.04	\$123.66	\$19.52
Sewer Usage	\$541.32	\$720.72	\$179.40	\$811.20	\$90.48
Total	\$619.42	\$824.86	\$205.44	\$934.86	\$110.00

The following are examples for various households and businesses

Scenario #1 Residential Household with 3/4" meter and 2,000 gallons average monthly usage
 Sewer billed on a winter average use of water

	Current Monthly Charge	Step 1 Monthly Charge	Increase
Water Total	\$17.09	\$17.09	\$0.00
Sewer Total	\$31.98	\$42.62	\$10.64
Stormwater Total	\$4.00	\$4.00	\$0.00
Total Utility Bill	\$53.07	\$63.71	\$10.64

Scenario #2 Residential Household with 3/4" meter and 5,000 gallons average monthly usage (average City of Polson customer)
 Sewer billed on a winter average use of water

	Current Monthly Charge	Step 1 Monthly Charge	Increase
Water Total	\$17.09	\$17.09	\$0.00
Sewer Total	\$42.39	\$56.48	\$14.09
Stormwater Total	\$4.00	\$4.00	\$0.00
Total Utility Bill	\$63.48	\$77.57	\$14.09

Scenario #3 Residential Household with 3/4" meter and 9,000 gallons average monthly usage (i.e. family with young children)
 Sewer billed on a winter average use of water

	Current Monthly Charge	Step 1 Monthly Charge	Increase
Water Total	\$25.51	\$25.51	\$0.00
Sewer Total	\$56.27	\$74.96	\$18.69
Stormwater Total	\$4.00	\$4.00	\$0.00
Total Utility Bill	\$85.78	\$104.47	\$18.69

Scenario #4 Commercial Eatery with 1.5" meter using 65,000 gallons in a month
 Sewer billed on actual use of water

	Current Monthly Charge	Step 1 Monthly Charge	Increase
Water Total	\$186.73	\$186.73	\$0.00
Sewer Total	\$262.05	\$348.96	\$86.91
Stormwater Total	\$4.00	\$4.00	\$0.00
Total	\$452.78	\$539.69	\$86.91

Scenario #5 Car Wash with 1.5" meter using 100,000 gallons in a month
 Sewer billed on actual use of water

	Current Monthly Charge	Step 1 Monthly Charge	Increase
Water Total	\$338.28	\$338.28	\$0.00
Sewer Total	\$383.50	\$510.66	\$127.16
Stormwater Total	\$4.00	\$4.00	\$0.00
Total	\$725.78	\$852.94	\$127.16

Scenario #6 Apartment complex with 3.0" meter using 156,000 gallons in a month
 Sewer billed on actual use of water

	Current Monthly Charge	Step 1 Monthly Charge	Increase
Water Total	\$439.47	\$439.47	\$0.00
Sewer Total	\$619.42	\$824.86	\$205.44
Stormwater Total	\$4.00	\$4.00	\$0.00
Total	\$1,062.89	\$1,268.33	\$205.44

RESOLUTION NO. 2016- #_____

RESOLUTION TO CHANGE RATES FOR USERS OF THE CITY OF POLSON MUNICIPAL SEWER SYSTEM

RECITALS

WHEREAS, the City of Polson (City) has the power and authority, to regulate, establish, and change as it considers proper the rates, charges, and classifications imposed on utility services to its inhabitants and other persons served by its water and sewer systems (Section 69-7-101, et seq, MCA). Rates, charges and classifications must be reasonable and just;

WHEREAS, the City has completed a Preliminary Engineering Report (PER) and the Polson City Commission (Commission) has chosen to support, in the public interest, the construction of a mechanical wastewater treatment plant using a sequencing batch reactor treatment (SBR) process to replace the existing lagoon system in fiscal year 2016-17 and 2017-18 with preliminary and final design engineering and equipment procurement occurring in fiscal year 2015-16;

WHEREAS, the Commission has proposed to fund such capital improvements by the issuance of long term obligation bonds and accordingly, finds that it will be necessary and prudent for the City to collect revenues toward the repayment of such obligations;

WHEREAS, the Commission previously considered the need for the rate increases to cover the cost of reserve and debt service for the sewer improvements;

WHEREAS, the Commission, on September 3, 2014 held a public hearing upon the rate request and did not establish the full rate increase as suggested by the consultants and preferred to step the increases over the period of planning, designing and construction of the proposed improvements;

WHEREAS, the Commission established the sewer rates as found in the attached Exhibit A under Current Monthly Minimum Charge and Current Usage Rate Per 1,000 gallons and advised the public that further increases would be heard in the future as it became necessary;

WHEREAS, pursuant to Section 69-7-111, MCA, the Commission held a public hearing on June 6, 2016 on the issue of imposing, establishing, changing or increasing rates, fees, or charges for services or facilities;

WHEREAS, it appears in the best public interest for the improvement, maintenance and operation of the sewer system that the following be adopted.

NOW, THEREFORE, BE IT RESOLVED that the City Commission hereby adopts and establishes the following rates for the sewer system of the City of Polson:

Section 1. Sewer System Charges. The rate increase will occur in two steps. Effective July 1, 2016 the Sewer Service charges shall be changed to reflect the rates in Step 1 of Exhibit A attached hereto. When the final bids for construction of the wastewater treatment plant are received a further increase up to the rates listed in Step 2 of Exhibit A may be established.

Section 2. Determination of Annual Budget for the Water and Sewer Systems. At least once each year the City Commission shall determine the amount of money needed to pay the following costs of the Water and Sewer Systems:

- (a) payment of the reasonable expense of operation and maintenance of the systems;
- (b) administration of the systems;
- (c) the payment of principal and interest on bonded and/or other indebtedness of the systems: and
- (d) the establishment or maintenance of required reserves, including reserves needed for expenditures for depreciation and replacement of facilities, as may be determined necessary from time to time by the Commission or as covenanted in the ordinance or resolution authorizing any outstanding bonds of the systems.

The Commission, thereafter, shall establish rates and charges to meet the service capacity and demands of the ratepayers.

Section 3. Further Rate Increases. Subsequent adjustment to the rates and charges for the use of the Water and Sewer Systems will be made by resolution of the Commission in accordance with Montana law.

BE IT FURTHER RESOLVED THAT the City Clerk is hereby instructed to place this Resolution in the City of Polson Book of Resolutions and to hereinafter collect the charges established for the Sewer services.

PASSED AND ADOPTED by the City Commission of the City of Polson, Montana, this 20th day of June, 2016.

Effective Date: June 30, 2016

Heather Knutson, Mayor

ATTEST:

Cora E. Pritt, City Clerk

Approved as to form and content:

M. Richard Gebhardt, City Attorney

City of Polson
 Table of Proposed Sewer Rates - 05/16/2016
 Rates Initially Calculated by Carl Brown Consulting, LLC
 Information compiled by Cindy M Dooley, CPA Finance Officer

Proposed Increase has 2 steps

How to Use this Table*

- 1) Locate your meter size and whether you are charged on a winter average (residential) water usage or actual (commercial) water usage
- 2) Multiply usage times the usage rate for that line and add the monthly minimum charge to determine the charge for the month

SEWER							
Meter size	Usage Over (in thousands of gallons)	Current Monthly Minimum Charge	Current Usage Rate Per 1,000 Gallons	Step 1	Step 1	Step 2	Step 2
				Monthly Minimum Charge (Effective 07/01/16)	Usage Rate Per 1,000 Gallons (Effective 07/01/16)	Maximum Monthly Minimum Charge (Effective date TBD)	Maximum Usage Rate Per 1,000 Gallons (Effective date TBD)
3/4" - AVG	0.000	25.04	3.47	33.38	4.62	39.64	5.20
3/4" - ACT	0.000	25.04	3.47	33.38	4.62	39.64	5.20
1.0" - AVG	0.000	28.79	3.47	38.39	4.62	45.59	5.20
1.0" - ACT	0.000	28.79	3.47	38.39	4.62	45.59	5.20
1.5" - AVG	0.000	36.50	3.47	48.66	4.62	57.79	5.20
1.5" - ACT	0.000	36.50	3.47	48.66	4.62	57.79	5.20
2.0" - ACT	0.000	47.29	3.47	63.05	4.62	74.87	5.20
3.0" - ACT	0.000	78.10	3.47	104.14	4.62	123.66	5.20
4.0" - ACT	0.000	121.42	3.47	161.66	4.62	191.97	5.20
6.0" - ACT	0.000	244.51	3.47	326.01	4.62	387.13	5.20
Sewer Only - Residential		32.50		43.34		50.38	
Sewer Only - Commercial		170.42		227.22		264.14	

*Example

Customer has a 3/4" meter and has a winter average of 3,000 gallons per month.

- 1) Select the rates for the 3/4" meter - average (3/4" - AVG)
- 2) Multiply 3 times the usage rate. Add this amount to the minimum monthly charge for the total monthly sewer rate

TBD = To be determined

CITY OF POLSON

CITY COMMISSION AGENDA ITEM SUMMARY

Agenda Item Number: 14
Meeting Date: June 20, 2016
Staff Contact: Kyle Roberts, City Planner
Email: cityplanner@cityofpolson.com Phone: 406-883-8213

AGENDA ITEM SUMMARY: Approval by City Commission of a one-year extension to the Subdivision Improvement Agreement (SIA) for Phases 5 and 6 of Ridgewater Subdivision.

BACKGROUND: Cougar Ridge Development, LLC is requesting a one-year extension to the Phase 5 and 6 SIA.

The City is holding an SIA for Phases 5 and 6 of the Ridgewater Subdivision and is set to expire on July 1, 2016. These funds are being held until the completions of required public improvements are completed. During the City inspection of Phases 5 and 6, it was determined all improvements have been completed for Phase 6, but due to ongoing construction, all of the improvements for Phase 5 have not been completed.

ANALYSIS: Based on remaining improvements to be completed, it was determined that the value of remaining improvements are \$36,150. The City subdivision regulations require that a financial security of 125% of the estimated cost be provided, making the total amount \$45,187. That amount has been provided and is in a Bank Controlled Account at Glacier Bank.

FINANCIAL CONSIDERATIONS: \$45,187 is being held in a Bank Controlled Account and is set to expire on July 1, 2016.

STAFF RECOMMENDATION: Staff recommends approval of a one-year extension to the Subdivision Improvement Agreement for Phases 5 and 6 of the Ridgewater Subdivision with the condition that the Bank must provide assurance of security for an additional year prior to June 23, 2016.

SUGGESTED MOTION: *I MAKE A MOTION TO APPROVE THE ATTACHED SUBDIVISION APPROVEMENT AGREEMENT WITH THE CONDITION THAT THE BANK PROVIDE AN ASSURANCE OF SECURITY FOR AN ADDITIONAL YEAR PRIOR TO JUNE 23, 2016*

ATTACHMENTS: -Subdivision Improvement Agreement
-Cougar Ridge Development, LLC request for one-year SIA extension

Cougar Ridge Development, LLC
50230 Highway 93, Suite 4
Polson, MT 59860

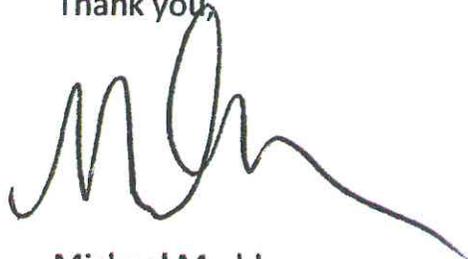
June 16, 2016

City Manager
City of Polson
106 1st Street East
Polson, MT 59860

Re: Extension of Letter Of Credit for Improvements

Due to the fact that sales of adjoining properties to our current Phase 5 and 6 are not firmed up yet and I want the extension of the infrastructure to be compatible with the new potential owners. Please accept this letter as a request to extend the Letter of Credit for improvements for 1 year.

Thank you,

A handwritten signature in black ink, appearing to read 'M Maddy', with a long horizontal flourish extending to the right.

Michael Maddy
Managing Member
Cougar Ridge Development, LLC

SUBDIVISION IMPROVEMENT AGREEMENT

THIS AGREEMENT, made and entered into this ___ day of _____, 2016, by and between the CITY COMMISSIONERS of the City of Polson, Montana, Party of the first part and hereinafter referred to as the CITY, and

Cougar Ridge Development, L.L.C., a Limited Liability Company
Located at 50230 U.S. Highway 93, Polson, MT 59860

Party of the second part and hereinafter referred to as DEVELOPER.

WITNESSETH:

THAT WHEREAS, the Developer is the owner and developer of a subdivision known as Ridgewater Subdivision, Whitewater Place improvements

Located at Ridgewater Subdivision, Ridgewater Drive & Whitewater Place, Polson, MT

And,

WHEREAS, the City has conditioned its approval of the final plan of Ridgewater Subdivision, Whitewater Place, upon the conditions as set forth in the preliminary plat of the subdivision being completed and all improvements, as cited in

“Exhibit A” ; and

WHEREAS, the City’s Subdivision regulations require that a subdivider shall provide a financial security of 125% of the estimated total cost of construction of said improvements; and

WHEREAS, the estimated total cost of construction of said improvements is the sum of \$45,187.50.

NOW THEREFORE, IN CONSIDERATION OF THE APPROVAL OF THE FINAL PLAT OF SAID SUBDIVISION BY THE City, the Developer hereby agrees as follows:

1. The Developer shall deposit as collateral with the City a financial security that has been deemed to be acceptable as determined by the City of Polson City Commissioners, in the amount of \$45,187.50. Said financial security shall have an expiration date of not less than sixty (60) days following the date set for completion of the improvements, certifying the following:
 - a. That the financial security guarantees funds in the sum of \$45,187.50, the estimated cost of completing the required improvements on Whitewater Place.
 - b. That if the Developer fails to complete the specified improvements within the required period, the financial security will be payable to the City immediately, and without further action, such funds as are necessary to finance the completion of those improvements up to the limit of the collateral credit stated in the financial security;
2. That said required improvements shall be fully completed by July 1, 2017.

3. That upon completion of the required improvements, the Developer shall cause to be filed with the City a statement certifying that:
 - a. All required improvements are complete.
 - b. That the improvements are in compliance with the minimum standards specified by the City for their construction and that the Developer warrants said improvements against any and all defects for a period of one (1) year from the date of acceptance of the completion of those improvements by the City.
 - c. That the Developer knows of no defects of those improvements.
 - d. That these improvements are free and clear of any encumbrances or liens.
 - e. That a schedule of actual construction costs has been filed with the City.
 - f. All applicable fees and surcharges have been paid.

4. The Developer shall cause to be filed with the City copies of final plans, profiles, grades and specifications of said improvements, with the certification of the registered professional engineer responsible for their preparation that all required improvements have been installed in conformance with said specifications.

IT IS ALSO AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS, TO-WIT:

That the Developer shall provide for inspection of all required improvements by a registered professional engineer before the Developer shall be released from the subdivision improvement agreement.

That if the City determines that any improvements are not constructed in compliance with the specifications, it shall furnish the Developer with a list of specific deficiencies and may withhold collateral sufficient to insure such compliance. If the City determines that the Developer will not construct any or all of the improvements in accordance with the specifications, or within the required time limits, it may withdraw the collateral in the financial security and employ such funds as may be necessary to construct the improvement or improvements in accordance with the specifications. The unused portions of the collateral shall be returned to the Developer.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year herein before written.

Cougar Ridge Development, L.L.C.

By _____

(title)

STATE OF MONTANA, COUNTY OF LAKE,

On this ____ day of _____, 2016, before me, a notary public for the State of Montana, personally appeared _____, known to me to be the _____ of

_____ whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal this day and year first above written

Notary public for the State of Montana
Residing at _____
My commissioner expires _____

CITY OF POLSON, CITY COMMISSIONERS
BY: _____
Mayor

ATTEST:
BY: _____
City Clerk

+++++

EXHIBIT B

List of incomplete improvements required by the conditions of approval as fixed to the preliminary plat by the City of Polson, City Commissioners, which includes all specifications necessary to secure completion of the improvements as installed. The City's Subdivision regulations require that a subdivider shall provide a financial security of 125% of the estimated total cost of construction of said improvements.

Larsen Engineering and Surveying, Inc., P.C.
P.O. Box 2071
1370 Airport Road
Kalispell, Mont. 59901
Phone: 406-752-7808

Civil Engineering and
Land Surveying

Engineer's Opinion of Probable Construction Cost
Whitewater Place, Commercial Subdivision; NE1/4 Section 11, T. 22 N., R. 20 W., P.M.M., Lake County, Montana

Item No.	Quan.	Unit	Unit Description	Engineer's Estimate	
				Unit Price (Figures)	Total Price (Figures)
1	241	LF	EXCAVATION AND ROAD GRADING WHITEWATER PLACE	\$15.00	\$3,615.00
2	241	LF	22' WIDE ROADWAY, ASPHALT, BASE AND CRUSHED, 22' WIDE PAVEMENT WHITEWATER PLACE	\$85.00	\$20,485.00
3	482	LF	CURB AND GUTTER BOTH SIDES WHITEWATER PLACE	\$15.00	\$7,230.00
4	241	LF	SIDEWALK ONE SIDE, WHITEWATER PLACE	\$20.00	\$4,820.00
5	1	EA	MAILBOX CLUSTER IN PLACE (OWNER SAYS IT ALREADY EXISTS)	\$0.00	\$0.00
SUBTOTAL					\$36,150.00
TOTAL PROJECT COST					\$36,150.00



Exhibit B

RECEIVED
JUL 30 2015

BY:

City of Polson Goal Theme 1: Community Outreach and Partnerships

CITY STRATEGY	ACTION	RESOURCES	YEAR	STATUS
Website and social media	Meet with each department and review department webpages	Department heads and staff	Year 1 and ongoing	
	Continually update webpages on regular basis			
The City's website can be a valuable tool for disseminating information that the public, tourists and new residents need if done properly. It can reduce the number of phone calls and walk-ins that must be dealt with each day.	Put in relevant photos	Personnel, Click Here Designs	Year 1	Ongoing
	Make it more attractive			
DEPARTMENT STRATEGY	Add fillable forms where possible along with ability to email form directly	RESOURCES	YEAR	Not started
	Create a Facebook account for the City to push agendas and news to the public			
GOLF & PARKS DEPT. The Golf Course website provides our customers with valuable information and assists greatly in our customer service and customer relations. The Golf Course facebook page is a great way to reach out to our customers and post tournament results and upcoming events, and is also used in advertising.	Maintain PBGC website and facebook page	Cameron	Ongoing	
	Update the website's section for golf maintenance, P&R	PBGC, P&R	Year 1	
GOLF & PARKS DEPT. Polson Bay Golf Course needs the capability to allow it customers to pay for season passes online from the website.	Integrate maintenance department into the facebook page	PBGC	Year 2	
	Expand to other social media outlets	PBGC	Ongoing	
GOLF & PARKS DEPT. Polson Bay Golf Course needs the capability to allow it customers to pay for season passes online from the website.	Determine options for credit card sales from golf course website	City Hall	Next 6 months	
	Plan for changes to website	Cameron, Cindy	Next 6 months December 2016	
POLICE DEPT. Social media provides a potentially valuable means of assisting the PPD and its personnel in meeting community outreach, problem-solving, investigative, crime prevention and related objectives.	Update the PPD website	PPD	Year 1	
	Establish a PPD policy for Social Media	PPD Policy #39 Social Media	Jan. 2016/Completed	
FIRE DEPT. Having an up-to-date web page (with member only sign in area included) and Facebook page would greatly increase the amount of information available to the public as well as keep PFD members more informed.	Maintain PPD FB Page	PPD	Ongoing	
	Explore potential use of Twitter, YouTube, LinkedIn, Instagram and similar vessels	PPD	Year 1	
FIRE DEPT. Having an up-to-date web page (with member only sign in area included) and Facebook page would greatly increase the amount of information available to the public as well as keep PFD members more informed.	Implement other social media vessels	PPD	Depends on out outcome of exploration	
	Update the PFD website	PFD members, Kyle	End of 2016	
FIRE DEPT. Having an up-to-date web page (with member only sign in area included) and Facebook page would greatly increase the amount of information available to the public as well as keep PFD members more informed.	Better utilize the PFD Facebook page	PFD members	In progress	
	Establish a PFD policy on use of Social Media	PFD policy committee, City Attorney	July 2016 - in progress	

<p><u>BUILDING & PLANNING DEPT.</u> Update the City website</p>	<p>Discuss with Kyle and Beth how to provide information that will apply to projects from the building and planning departments stand point</p>	<p>City Planner would be resource for website from the building and planning perspective</p>	<p>Year 1</p>	
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CITY STRATEGY	ACTION	RESOURCES	YEAR	STATUS
<p>Newsletter: have a biannual or even quarterly newsletter about happenings and news with the City. OR a letter published in the newspaper.</p>	<p>Keep a diary of what has happened and use that to write the letter and submit for publication</p>	<p>City Manager and department heads. Calendars, upcoming events, etc.</p>	<p>Year 1</p>	
<p>Do more to inform the public about the activities of the City. This will hopefully get more people engaged in the process and willing to serve on committees, etc.</p>	<p>Consider having a recurring section in the newspaper for dept heads/City Manager to provide public updates Do a City Manager survey at least once per year to see what issues/concerns people have in the City</p>	<p>Personnel, Valley Journal, Lake County Leader Personnel, Survey Monkey, newspapers, website</p>	<p>Year 1</p>	<p>Not started</p>
<p><u>DEPARTMENT STRATEGY</u> <u>WATER & SEWER DEPT.</u> Water and sewer can improve communications with the public by implementation informative letters through our billing system. We can also improve public awareness of the water and sewer dept. by the use of radio and newspaper</p>	<p>Establish an annual newsletter, to go out with the water bill, about the water and sewer dept.</p>	<p>City Hall, Gull printing, Insty Prints, USPS</p>	<p>Year 1</p>	<p>Project goal ASAP</p>

CITY STRATEGY	ACTION	RESOURCES	YEAR	STATUS
	<p><u>Town Hall Meetings</u></p>			
<p>Coordinate with the Commissioners from each Ward to conduct a Town Hall meeting. Publish the event, put on City website.</p>	<p>Once a quarter, have each ward conduct a Town Hall meeting</p>	<p>Commissioners</p>	<p>Year 2</p>	
<p>The Commission needs more outreach to their constituents.</p>	<p>Try to pick the same day and time each month or bi-monthly to host a meeting between commission and public by ward</p>	<p>Commission & Personnel</p>	<p>Year 1</p>	<p>Not started</p>
<p><u>DEPARTMENT STRATEGY</u> <u>BUILDING DEPT.</u></p>	<p><u>ACTION</u></p>	<p><u>RESOURCES</u></p>	<p><u>YEAR</u></p>	<p><u>STATUS</u></p>
<p>Coordinate with the Commissioners from each Ward to conduct a Town Hall meeting. Publish the event, put on City website.</p>	<p>Building Official could give a brief overview of projects being built at the present time</p>	<p>Building official and Beth can provide information as needed</p>		

DEPARTMENT STRATEGY	ACTION	RESOURCES	YEAR	STATUS
<p><u>POLICE DEPT.</u></p> <p>The PPD must participate in active listening sessions with the public in which it serves. The premise must be that officers enforce to law with the people not just on the people. The PPD understands that community policing requires the active building of positive relationships with members of Polson.</p>	Establish quarterly town hall meetings throughout 2016	PPD and City Council	Within six months	
	Advertise meetings	Print, radio and social media	Immediately following a set schedules for meetings	
	Set meeting agenda	PPD	Within six months	

DEPARTMENT STRATEGY	ACTION	RESOURCES	YEAR	STATUS
<p><u>FIRE DEPT.</u></p> <p>The use of a PIO would allow for more timely and accurate information released to the public.</p> <p><u>FIRE DEPT.</u></p> <p>Establishing and maintaining a fire safety program within the school system will benefit the PFD relationship within the community and ultimately save lives</p>	Use of PIO for announcement and info. to media & outreach			
	Establish a PFD PIO/Media Policy	PFD policy committee, City Attorney	July 2016 – In Progress	
	Identify and train a PIO	PFD members, recognized PFD PIO training	End of 2016	
	Identify and train a PFD member that can head the program	PFD members, National Fire Academy	In progress / End of 2016	
	Identify funding sources for training materials	PFD members	2016/2017 Budget Year	
	Work with schools to create a schedule (revolving around National Fire Safety Week)	PFD members, School principals	September 2016	

City of Polson Goal Theme 2: Planning and Annexation

DEPARTMENT STRATEGY	ACTION	RESOURCES	YEAR	STATUS
BUILDING & PLANNING DEPT. Planning Department Administrative policies and procedures	Update all application forms and respective fees	City Planner, Building Inspector, Building & Planning Tech.	Year 1	
	Create procedural checklist for each project process			
PLANNING DEPT. Education	MAP Conference and 2-3 other conferences a year for Kyle and Beth	List Serve, Local Gov. Center, Rich Gebhardt, MAP membership	Ongoing	
	Floodplain Admin. Conference. Courses with Rich Gebhardt			
CITY STRATEGY				
Annexation Policy Development				
Annexation Policy Development	Finish GP update	City Manager, department heads, other agencies	Year 1-2	Growth Policy currently being updated. Existing Extension of Services Plan
	Develop a Future Land Use Map			
	Meet with City Manager and departments			
Write and adopt annexation policy				
As the City moves toward either a Resort Tax or a City-wide Street Maintenance District, it will be important that the City has clear boundaries that do not include a patchwork of un-annexed areas.	Begin the process to annex wholly surrounded areas as this has precedent in the City	Personnel & Commission	Year 1-2	Not started
	Create a checklist for future annexations of large parcels that makes sure all questions are answered	Personnel	Year 1	
	Work with city commission and city attorney and grow with policy to develop an Annexation Policy.	City Commission, City Planner, City Attorney and other cities current policies	Year 1	
A policy that would include city expansion annexation, wholly surrounded annexation and annexation of properties that are receiving city services is needed to establish guidelines and procedures.	Make sure the policy addresses the need for fire service and whether or not the current fire department can provide needed services	ISO, NFPA, PFD Members	Year 1 - Ongoing	
DEPARTMENT STRATEGY				
GOLF & PARKS DEPT.				
Polson P&R recognizes the inevitable expansion of the City of Polson and that with that expansion, future parks, open areas, and possibly future golf course expansions may be necessary.	Identify Parks and Rec. department's needs and responsibilities associated with annexation.	P&R, City Staff	Year 1	
	Policy for P&R for annexed areas.			
Make sure that resources are available and funded, and that policies are implemented prior to annexation.			As annexation occurs	
DEPARTMENT STRATEGY				
ACTION				
RESOURCES				
YEAR				
STATUS				

<p>The PPD understands that with the anticipated growth of the economy; the prosperity will lead to further annexation. The PPD must be heard in implementing an Annexation Policy as the success of our economy is driven by the level of safety and harmony the people are comfortable with.</p>	<p><u>POLICE DEPT.</u> Implement a section in the policy that addresses the need for public safety. Establish a criteria for public safety implementation in annexed areas. A "formula" addressing calls for service, patrol zones, shift coverage, personnel and equipment. The formula must be needs based not geographical size based.</p>	<p>PPD PPD</p>	<p>Year 2 Year 2</p>	
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City of Polson Goal Theme 3: Funding and Finance

CITY STRATEGY	ACTION	RESOURCES	YEAR	STATUS
Resort Tax	Educate the public and hold meetings	Economic Development Committee, Representative from resort community	Year 1	
	Bring in someone from Red Lodge or other resort community in Montana			
	Await the recommendation of the Economic Dev. Committee			
The City qualifies as a resort tax area and should look at placing a ballot measure to ask residents to vote on a 3% tax.	Work with Economic Development Council (EDC) to bring a ballot measure initiative to the Commission	EDC, Personnel, Commission	Year 1	
	If passed, implement a plan to assist vendors in collection of the tax and to educate the public about the tax	Personnel	Year 1-2	

CITY STRATEGY	ACTION	RESOURCES	YEAR	STATUS
Mill Levy for building and public safety	Mill Levy for building and public safety			
	Work with Police, Fire Departments in getting grants to build Public Safety building	Grants, Public, Mayor & Commissioners, City Finance Officer	Year 3	
	Educate public during Town Meetings	Police/Fire	Year 1	Not started
	Provide concept drawings to be presented at public meetings	City Manager, Police/Fire, Finance Officer, Commission	Year 2-3	Not started

CITY STRATEGY	ACTION	RESOURCES	YEAR	STATUS
Establish clear boundaries for City with all properties annexed. Have a business license so the City has a documented list of businesses within the City limits.	Business license			
	Implement a business license on a calendar year basis	City Clerk, Finance Officer, Black Mountain Software	Year 1-2	Not started

CITY STRATEGY	ACTION	RESOURCES	YEAR	STATUS
Utilizing the many grants available would help with all aspects of city government	Grants			
	Identify grants that would be beneficial and we would be eligible for.	Department heads and personnel	Year 1	
	Explore having a city wide grant writer and administrator on staff.		Year 2	

City of Polson Goal Theme 4: Organizational Capacity Building

CITY STRATEGY	ACTION	RESOURCES	YEAR	STATUS
Leadership training & education				
Leadership training	Bring in persons for training from MMIA, Local Gov. Center, State of Montana	MMIA, Local Gov. Center, State of MT PERS	Ongoing	
The City needs to bring in a firm to work with the City as a whole on leadership skills, communication skills and co-worker skills before we can really get some of these other items accomplished.	Budget for training from the Local Government Center to address skill sets for employees Budget for department heads to attend leadership classes	\$ from annual levy, Local Govt Center, Personnel \$ from annual levy, Personnel	Year 1 Year 1-5	Not started Ongoing
Staff should attend classes to maintain certifications and/or to improve their job skills	Each dept. head provides a detailed budget of classes they and their staff want to attend each year Educate the Commission and public on complex issues through town hall meetings/workshops	Department heads Personnel, Commission	Year 1	Not started
DEPARTMENT STRATEGY				
FIRE DEPT.				
Leadership training is an essential part of any successful organization.	Provide leadership training to members that are already in leadership positions as well as those that are identified as potential future leaders.	PFD members, State Fire School, National Fire Academy, etc	Ongoing	
FIRE DEPT.				
With the challenges faced with a volunteer department and the turn-over it is imperative to provide good sound education to new members. It is also important to keep up to date on new firefighting tactics.	Implement PFD's own Firefighter 1 Academy Identify Funding for a fire tactics training facility Build a fire tactics training facility	PFD members, MT State Fire Academy Finley Point Fire, Grants, Donations PFD members, Architect, Street Dept., Engineer	In Progress – 18 months In Progress – 6 months 12 months	
BUILDING DEPT.				
Attend workshops and seminars when available	Continue to take classes to keep abreast of the changing codes, provide information to the contractors and public about these changes	State of Montana code conference, multiple options available some require travel others can be on-line	Yearly	
POLICE DEPT.				
As the scope of modern policing develops so does the need for more and better training. The skills and knowledge to deal with these issues requires a higher level of education as well as extensive and ongoing training in specific disciplines.	New-hire development In-service training Community policing Interpersonal & communication skills Bias/cultural awareness Drugs & pharmaceuticals Situational decision making Crisis intervention Procedural justice and impartial policing Trauma & victim services Mental health issues Analytical research & technology Promote college education	PPD, MLEA, MBCC, MINOA, local health care providers, CSKT Cultural Committee, internal training sessions and external programs as budget allows Flexibility with college enrolled team members	Year 1 Ongoing	
GOLF & PARKS DEPT.				
The Golf Course and Parks departments need qualified and educated people to perform complicated tasks. Continuing education and training is essential to these tasks and is essential in keeping up with an always evolving industry.	Continuing education Initial training Pesticide Applicators training	PPGCSA, GCSAA PBGCSA State, PPGCSA, GCSAA, industry	Ongoing As needed Yearly	

CITY STRATEGY	ACTION	RESOURCES	YEAR	STATUS
Succession Planning	Have department meetings on a regular basis.	City Manager, Finance Officer, Human Resources, City Clerk	Ongoing	
	Develop projects as a department			
The City should provide a smooth transition for employee replacements.	Each department needs to develop written procedures for their department's activities	Personnel	Year 1	Not started in some depts.
	ACTION	RESOURCES	YEAR	STATUS
GOLF & PARKS DEPT. Polson Parks and Recreation needs to plan for and implement for succession by qualified individuals. The quality of work/service will be greatly decreased in the case of extended absence if other people are not trained to take over other persons tasks.	Continuing training			
	Decrease specialization	Parks & Rec., PBGC		
	Hire people with potential for advancement	Parks & Rec., PBGC, City Manager, City attorney	Ongoing	
	Changes in Organizational charts			
POLICE DEPT. The PPD understands that succession planning increases the availability of experienced and capable team members and is critical in ensuring they are prepared to assume leadership roles as they become available.	Identify short term (5yfr) and long term (10yfr) anticipated vacancies	PPD		
	Identify those with the potential to assume greater responsibility	PPD, evaluations, mentorship program		
	Provide critical development experiences	PPD, mentorship program, internal & external training opportunities, PPD Policy #73 Special Assignments	Ongoing	
	Engage the leadership in supporting development of high-potential leaders	PPD		
FIRE DEPT. Succession Planning	Identify short term and long term potential vacancies of leadership positions.	PPD members	Ongoing	
	Teach, mentor and train younger members to be ready to assume leadership roles.	In house training, outside training, mentorship program		
FIRE DEPT. Providing a clear vision and goals to a department or city wide is essential so everyone knows where we are headed and what their role is.	Update and develop vision with short and long term goals to accomplish	PPD Officers and PPD members	Year 1	
	Evaluate short and long term goals to make sure they still are applicable		Ongoing	
CITY STRATEGY	ACTION	RESOURCES	YEAR	STATUS
Current with technology	Educate by attending classes.			
	Stay current with what is available.	Local Library, high school evening classes, CSKT college classes, seminars, workshops, conferences	Ongoing	
	Make an effort to keep software up to date			

Keeping up both hardware and software-wise is important to the future of the City.	Create inventory of all computers, monitors, laptops, etc. to determine obsolescence and rotation schedule	Personnel	Year 1-5	Not started
	Create inventory of all software with # of licenses, annual fees, etc. and update as needed. Purchase software to make employee jobs easier	Budget for software each year, Personnel		
PP&R and PBGC recognize the need to stay current with technology in order to remain efficient, competitive, and modern.	Continuing training	Resources	Year	Status
	Increase use of GPS on equipment and irrigation system for record keeping, equipment maintenance, and labor tracking.	Parks & Rec., PBGC	Ongoing	
GOLF & PARKS DEPT. PP&R and PBGC recognize the need to stay current with technology in order to remain efficient, competitive, and modern.	Purchase POGO soil moisture meter and GPS data logger.	POGO, PBGC	July 2016	
	Upgrade Site-Pro irrigation system central control system to LYNX Irrigation system central control system.	Midland Implement Toro, PBGC	April 2017, part of irrigation system for old nine project.	
POLICE DEPT. The PRD is cognizant of the fact that policing is modernizing and technology advances far more quickly than policies and law.	Maintain current technologies such as body worn cameras (BWC), laptops, e-ticket writers, etc.	PPD, PPD Policy #1 Digital Evidence		
	Continue seeking out new and useful technologies to safeguard evidence and aid investigations	PPD, Technology funding options such as donations and grants	Ongoing	
	Staying current on technology laws and crimes	PPD, MLEA, POST		

City of Polson Goal Theme 5: Infrastructure and Facilities

CITY STRATEGY	ACTION	RESOURCES	YEAR	STATUS
Develop implementation plan for Public Safety Building	Develop implementation plan for Public Safety Building			
	Develop implementation plan for Public Safety Building			
	Develop implementation plan for Public Safety Building			
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CITY STRATEGY	ACTION	RESOURCES	YEAR	STATUS
Server System (Exchange Server)	Get current quote on exchange server cost.	IT contact: Nathan	Year 2-3	
	Look at alternatives: i.e. Cloud network			
	Request bids from local/area firms to install a server network and hardware system	Personnel	Year 1	
The City currently runs a peer-to-peer network with employees maintaining most of their data on their own individual computer. The biggest issues are email and backups as most documents are public documents that could be asked for in a lawsuit. A dedicated server system with an email exchange server would solve some issues.	Budget for replacement of the system either in phases or all at once	\$ from annual levy, Personnel	Year 2	Not started

CITY STRATEGY	ACTION	RESOURCES	YEAR	STATUS	
	Streets and other Infrastructure				
Streets	State of MT Infrastructure program. Grants, Mill Levy, Gas Tax Ensure new streets up to standards w/ new development & conditions met.	Streets Dept; Engineer, Planning Dept; Finance Dept.	Year 1-5		
Streets	Revise impact fees to include the street department. Fee for all departments need to be reviewed and impact fee set at 100%	This should be something that can be done in-house without paying a consultant	Year 1		
	The dis-repair of our streets and sidewalks is an eyesore in the City. Fixing the streets would enhance the City's ability to attract tourists, new residents and businesses because the City itself would be more attractive. Walk-ability is important also, so providing a good network of sidewalks and trails is important also.	Place a resort tax ballot measure before the City residents to raise funds for street repair, maintenance and re-construction Pressure the County to place a 2 cent gas tax measure on the ballot	EDC, Commission, Personnel Personnel	Year 1 Year 2	Discussion in EDC ongoing Not started

DEPARTMENT STRATEGY	ACTION	RESOURCES	YEAR	STATUS
	Funding	Finance Dept., PBGC	Prior to Award Bid.	
	Connection pipe to 18 hole side.	PBGC, midland Imp., Jenson Backhoe	Fall of 2016 or early spring of 2017	
	Make changes to plans	PBGC, Bear Design	Nov-Dec 2016	
	Go out to bid	PBGC, Bear Design, PPGCSA, GCSAA, Shari	Feb. 2017	
	Award Bid		April 2017	
	Start construction	Contractor, Bear Design Group, PBGC	August 2017	
	Finish construction		Dec. 2017	
	Update water and S&S collection system Until the water sewer and storm system has been upgraded, as the foundation of any infrastructure, there is no practical reason to develop, till the upgrades are complete	City hall/ all depts.	Year 1	Active
	Water reservoir - failed structure inspection 5 years ago, can do no maintenance because of the condition must be replaced. Lakeview Village lift station needs replaced now	Outside sources	Year 1	Active
	Fire hydrant inspection, and placement for protection	City Hall	Year 1	Active