

CITY OF POLSON COMMISSION MEETING AGENDA

COMMISSION CHAMBERS

July 6, 2016

7:00 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 18-30, 2016 claims
- b. City Commission Written Summary Meeting Minutes June 20, 2016
- c. City Commission Electronic Meeting Minutes June 20, 2016
- d. City of Polson Liquor License for Fiscal Year 2016-17

6. CITY MANAGER COMMENTS

City Manager Mark Shrives

OLD BUSINESS

7. REIMBURSEMENT REQUEST

City Manager Mark Shrives

NEW BUSINESS

8. CONFEDERATED SALISH, & KOOTENAI PUBLIC AUTHORITY LETTER OF ACKNOWLEDGEMENT

Gabe Johnson, CSKT Roads Program Manager

9. APPROVE THE FIRST READING OF ORDINANCE NO. 2016-TBD TO AMEND THE REVISED ZONING REGULATIONS FOR THE CITY OF POLSON 2016 DEVELOPMENT CODE

City Planner Kyle Roberts

10. APPROVE STRATEGIC PLAN

City Manager Mark Shrives

11. 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.

For doc #s from 124527 to 124667

5a.

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
1000	General All-Purpose Fund 410360 Municipal Court	4356 NATIONAL JUDGES	CORT-JUDGE DEVRIES A	90.00
1000	General All-Purpose Fund 410360 Municipal Court	000010 CENTURYLINK	CORT-SHARED FAX	24.22
1000	General All-Purpose Fund 410360 Municipal Court	1925 VALLEY BUSINESS SYTEMS	CORT-TASKALFA 3050 P	1,165.00
1000	General All-Purpose Fund 410360 Municipal Court	4605 THIRD EYE TECHNOLOGIES,	CORT-REPAIR JUDGE CO	56.25
1000	General All-Purpose Fund 410400 Administrative Services	4006 HD SUPPLY WATERWORKS,	ADMIN-ON SITE SERVIC	75.00
1000	General All-Purpose Fund 410400 Administrative Services	4458 SHARI A. JOHNSON, PE	ADMN-SIDEWALK ORDINA	62.12
1000	General All-Purpose Fund 410400 Administrative Services	4458 SHARI A. JOHNSON, PE	ADMN-UNDERGRD PETRO	62.12
1000	General All-Purpose Fund 410500 Financial Services	4605 THIRD EYE TECHNOLOGIES,	FINC-MOVE DATA FROM	93.75
1000	General All-Purpose Fund 410500 Financial Services	3830 MMCTFOA	FINC-C PRITT MEMBERS	50.00
1000	General All-Purpose Fund 410500 Financial Services	3830 MMCTFOA	FINC-C DOOLEY MEMBER	50.00
1000	General All-Purpose Fund 410500 Financial Services	000150 PETTY CASH FUND	FINC-MISC PURCHASES	24.47
1000	General All-Purpose Fund 411200 Facilities (Shared Costs)	4159 REXEL INC, d/b/a PLATT	FACL-REMODEL SUPPLIE	9.30
1000	General All-Purpose Fund 411200 Facilities (Shared Costs)	4159 REXEL INC, d/b/a PLATT	FACL-REMODEL SUPPLIE	4.98
1000	General All-Purpose Fund 411200 Facilities (Shared Costs)	4159 REXEL INC, d/b/a PLATT	FACL-REMODEL SUPPLIE	32.29
1000	General All-Purpose Fund 411200 Facilities (Shared Costs)	000011 MISSION VALLEY POWER	FACL-CITY HALL	268.96
1000	General All-Purpose Fund 411200 Facilities (Shared Costs)	000011 MISSION VALLEY POWER	FACL-FIRE HALL	151.24
1000	General All-Purpose Fund 411200 Facilities (Shared Costs)	000011 MISSION VALLEY POWER	FACL-HVAC SYSTEM	202.23
1000	General All-Purpose Fund 411200 Facilities (Shared Costs)	4550 TROY JENSEN ELECTRIC, LLC	FACL-REMODEL OUTLETS	456.08
1000	General All-Purpose Fund 411200 Facilities (Shared Costs)	999999 FLINT PLUMBING INC	FACL-WATR TANK TO NE	227.75
1000	General All-Purpose Fund 411200 Facilities (Shared Costs)	4849 JOHN DEERE FINANCIAL	FACL-POLYOLEFIN SWIV	85.96
1000	General All-Purpose Fund 411200 Facilities (Shared Costs)	4628 SUPERIOR LAMP INC	FACL- 9 LIGHTBULBS	348.66
1000	General All-Purpose Fund 411200 Facilities (Shared Costs)	4605 THIRD EYE TECHNOLOGIES,	FACL-CONSULT CABLING	130.00
1000	General All-Purpose Fund 411200 Facilities (Shared Costs)	999999 ULINE-ATTN ACCOUNTS	FACL-SAFETY MIRRORS	159.20
1000	General All-Purpose Fund 411200 Facilities (Shared Costs)	001107 VALLEY GLASS INC	FACL-1-WAY MIRROR	346.43
1000	General All-Purpose Fund 411200 Facilities (Shared Costs)	000034 WESTERN BUILDING CENTER	FACL-FIR, DRYWALL, S	348.11
1000	General All-Purpose Fund 411200 Facilities (Shared Costs)	000034 WESTERN BUILDING CENTER	FACL-DRYWALL, TORX B	7.86
1000	General All-Purpose Fund 411200 Facilities (Shared Costs)	000034 WESTERN BUILDING CENTER	FACL-JOINT KNIFE, FA	28.57
1000	General All-Purpose Fund 411200 Facilities (Shared Costs)	000034 WESTERN BUILDING CENTER	FACL-STUD, SELECT FI	10.93
1000	General All-Purpose Fund 411200 Facilities (Shared Costs)	000034 WESTERN BUILDING CENTER	FACL-FIR SELT, BEADE	23.52
1000	General All-Purpose Fund 411200 Facilities (Shared Costs)	000034 WESTERN BUILDING CENTER	FACL-DURABEAD	3.56
1000	General All-Purpose Fund 411200 Facilities (Shared Costs)	000034 WESTERN BUILDING CENTER	FACL-DROPCLTH, MASK	68.81
1000	General All-Purpose Fund 411200 Facilities (Shared Costs)	000034 WESTERN BUILDING CENTER	FACL-BEADEx TAP COMP	9.64
1000	General All-Purpose Fund 411200 Facilities (Shared Costs)	000034 WESTERN BUILDING CENTER	FACL-ASST PAINTING S	164.00
1000	General All-Purpose Fund 411200 Facilities (Shared Costs)	000034 WESTERN BUILDING CENTER	FACL-PAINTER PAD, PA	8.28
1000	General All-Purpose Fund 411200 Facilities (Shared Costs)	000034 WESTERN BUILDING CENTER	FACL-MOLDING	192.00
1000	General All-Purpose Fund 411200 Facilities (Shared Costs)	000034 WESTERN BUILDING CENTER	FACL-ASST PAINTING S	23.23
1000	General All-Purpose Fund 411200 Facilities (Shared Costs)	000034 WESTERN BUILDING CENTER	FACL-PRIMED COL CSG	278.72
1000	General All-Purpose Fund 411200 Facilities (Shared Costs)	000034 WESTERN BUILDING CENTER	FACL-PAINT	319.70
1000	General All-Purpose Fund 411200 Facilities (Shared Costs)	000034 WESTERN BUILDING CENTER	FACL-PUTTY, FINISH N	16.48
1000	General All-Purpose Fund 411200 Facilities (Shared Costs)	000034 WESTERN BUILDING CENTER	FACL-BEADEx, TAPE	11.93
1000	General All-Purpose Fund 411200 Facilities (Shared Costs)	000034 WESTERN BUILDING CENTER	FACL-NAIL STOP, WALL	6.98
1000	General All-Purpose Fund 411200 Facilities (Shared Costs)	000034 WESTERN BUILDING CENTER	FACL-PAINT, MIXING C	121.67
1000	General All-Purpose Fund 411200 Facilities (Shared Costs)	4936 ZOERENE GEMBALA	FACL-CLEANING SUPPLI	55.97
1000	General All-Purpose Fund 411200 Facilities (Shared Costs)	000010 CENTURYLINK	FACL-FAX SERVICE	44.29
1000	General All-Purpose Fund 411200 Facilities (Shared Costs)	000150 PETTY CASH FUND	FACL-MISC PURCHASE	0.62
1000	General All-Purpose Fund 420140 Crime Control and	000011 MISSION VALLEY POWER	POLC-STORAGE SHED	30.27
1000	General All-Purpose Fund 420140 Crime Control and	000011 MISSION VALLEY POWER	POLC-1ST ST E STORAG	12.08
1000	General All-Purpose Fund 420140 Crime Control and	2937 G & M AUTO TECH, INC	POLC-VEH #5 OIL CHAN	41.00
1000	General All-Purpose Fund 420140 Crime Control and	2937 G & M AUTO TECH, INC	POLC-VEH #7 OIL CHAN	41.00
1000	General All-Purpose Fund 420140 Crime Control and	2937 G & M AUTO TECH, INC	POLC-VEH #7 RECHARGE	80.99
1000	General All-Purpose Fund 420140 Crime Control and	2937 G & M AUTO TECH, INC	POLC-VEH #10 OIL CHA	46.00
1000	General All-Purpose Fund 420140 Crime Control and	2937 G & M AUTO TECH, INC	POLC-'10 EXPO OIL CH	46.00

For doc #s from 124527 to 124667

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
1000 General All-Purpose Fund	420140 Crime Control and	2937 G & M AUTO TECH, INC	POLC-VEH #15 OIL CHA	46.00
1000 General All-Purpose Fund	420140 Crime Control and	2937 G & M AUTO TECH, INC	POLC-VEH #4 BATTERY	119.97
1000 General All-Purpose Fund	420140 Crime Control and	2937 G & M AUTO TECH, INC	POLC-VEH #8 OIL CHAN	46.00
1000 General All-Purpose Fund	420140 Crime Control and	2937 G & M AUTO TECH, INC	POLC-VEH #10 FUEL PU	623.40
1000 General All-Purpose Fund	420140 Crime Control and	2937 G & M AUTO TECH, INC	POLC-VEH #9 REPLACE	290.46
1000 General All-Purpose Fund	420140 Crime Control and	2937 G & M AUTO TECH, INC	POLC-'10 IMPALA BATT	409.32
1000 General All-Purpose Fund	420140 Crime Control and	2937 G & M AUTO TECH, INC	POLC-VEH #9 BATTERY	130.88
1000 General All-Purpose Fund	420140 Crime Control and	2074 VERIZON WIRELESS	POLC-CELL PHONE SERV	203.27
1000 General All-Purpose Fund	420140 Crime Control and	3068 WALMART COMMUNITY CREDIT	POLC-2 PICTURE FRAME	8.96
1000 General All-Purpose Fund	420140 Crime Control and	3068 WALMART COMMUNITY CREDIT	POLC-TRAINING SUPPLI	9.98
1000 General All-Purpose Fund	420140 Crime Control and	3068 WALMART COMMUNITY CREDIT	POLC-K9 SUPPLIES	39.46
1000 General All-Purpose Fund	420140 Crime Control and	3068 WALMART COMMUNITY CREDIT	POLC-MISC SUPPLIES	22.45
1000 General All-Purpose Fund	420140 Crime Control and	000020 PROVIDENCE HEALTH &	POLC-216CR0005489 BL	95.00
1000 General All-Purpose Fund	420140 Crime Control and	000020 PROVIDENCE HEALTH &	POLC-216CR0007447 BL	95.00
1000 General All-Purpose Fund	420140 Crime Control and	000020 PROVIDENCE HEALTH &	POLC-216CR00009734 B	95.00
1000 General All-Purpose Fund	420140 Crime Control and	000020 PROVIDENCE HEALTH &	POLC-216CR0005140 BL	95.00
1000 General All-Purpose Fund	420140 Crime Control and	2554 ODYSSEY AUTOGLASS	POLC-VEH #10 WINDSHI	245.00
1000 General All-Purpose Fund	420140 Crime Control and	000010 CENTURYLINK	POLC-SHARED FAX	24.22
1000 General All-Purpose Fund	420140 Crime Control and	1925 VALLEY BUSINESS SYTEMS	POLC-TASKALFA 3050 P	2,330.00
1000 General All-Purpose Fund	420140 Crime Control and	2255 GALLS, LLC-D.B.A.	POLC-ONE LINE BRASS	15.78
1000 General All-Purpose Fund	420140 Crime Control and	000020 PROVIDENCE HEALTH &	POLC-215CR0018607 ER	129.00
1000 General All-Purpose Fund	420140 Crime Control and	4909 BCN2WEB	POLC-EMBROIDERY DEPT	490.00
1000 General All-Purpose Fund	420140 Crime Control and	3610 VINCENT RIVER, PH.D.,	POLC-PRE-EMPLYMNT EV	715.00
1000 General All-Purpose Fund	420230 Care and Custody of	000552 LAKE COUNTY SHERIFF'S	POLC-PRISONER BOARDI	3.00
1000 General All-Purpose Fund	420400 Fire Protection and	000281 BISHOP INSURANCE SERVICE	FIRE-VFIS COVERAGE R	3,587.00
1000 General All-Purpose Fund	420400 Fire Protection and	000259 PETER BISHOP	FIRE-CLOTH ALLW 1/1-	90.00
1000 General All-Purpose Fund	420400 Fire Protection and	2932 MARTIN GLASSON	FIRE-CLOTH ALLW 1/1-	90.00
1000 General All-Purpose Fund	420400 Fire Protection and	3958 BRUCE GERLACH	FIRE-CLOTH ALLW 1/1-	90.00
1000 General All-Purpose Fund	420400 Fire Protection and	4533 KEVIN STRAUB	FIRE-CLOTH ALLW 1/1-	90.00
1000 General All-Purpose Fund	420400 Fire Protection and	4883 DAVID SIMONS, JR	FIRE-CLOTH ALLW 1/1-	90.00
1000 General All-Purpose Fund	420400 Fire Protection and	3270 TERRY GEMBALA	FIRE-CLOTH ALLW 1/1-	90.00
1000 General All-Purpose Fund	420400 Fire Protection and	3269 CHRIS MCGUINNESS	FIRE-CLOTH ALLW 1/1-	90.00
1000 General All-Purpose Fund	420400 Fire Protection and	4503 RYAN NELSON	FIRE-CLOTH ALLW 1/1-	90.00
1000 General All-Purpose Fund	420400 Fire Protection and	4954 CHAD MORGAN	FIRE-CLOTH ALLW 1/1-	90.00
1000 General All-Purpose Fund	420400 Fire Protection and	4690 DALE RAMESAR	FIRE-CLOTH ALLW 1/1-	90.00
1000 General All-Purpose Fund	420400 Fire Protection and	4385 RANDY DOSS	FIRE-CLOTH ALLW 1/1-	90.00
1000 General All-Purpose Fund	420400 Fire Protection and	3665 JODI O'SULLIVAN	FIRE-CLOTH ALLW 1/1-	90.00
1000 General All-Purpose Fund	420400 Fire Protection and	4977 ROBYN SMITH	FIRE-CLOTH ALLW 1/1-	90.00
1000 General All-Purpose Fund	420400 Fire Protection and	3876 KEITH PAUL	FIRE-CLOTH ALLW 1/1-	90.00
1000 General All-Purpose Fund	420400 Fire Protection and	4365 PATRICK GEMBALA	FIRE-CLOTH ALLW 1/1-	90.00
1000 General All-Purpose Fund	420400 Fire Protection and	2858 BRIT SCHLIEP	FIRE-CLOTH ALLW 1/1-	90.00
1000 General All-Purpose Fund	420400 Fire Protection and	3495 STEVE MCCOY	FIRE-CLOTH ALLW 1/1-	90.00
1000 General All-Purpose Fund	420400 Fire Protection and	4852 BLAKE HOLMAN	FIRE-CLOTH ALLW 1/1-	90.00
1000 General All-Purpose Fund	420400 Fire Protection and	4775 REGGIE HEISER	FIRE-CLOTH ALLW 1/1-	90.00
1000 General All-Purpose Fund	420400 Fire Protection and	4776 JAMES MC KEE	FIRE-CLOTH ALLW 1/1-	90.00
1000 General All-Purpose Fund	420400 Fire Protection and	4601 JULIE SISLER	FIRE-CLOTH ALLW 1/1-	90.00
1000 General All-Purpose Fund	420400 Fire Protection and	4378 MATT SISLER	FIRE-CLOTH ALLW 1/1-	90.00
1000 General All-Purpose Fund	420400 Fire Protection and	4162 JANE CLAPP	FIRE-CLOTH ALLW 1/1-	90.00
1000 General All-Purpose Fund	420400 Fire Protection and	2937 G & M AUTO TECH, INC	GLFM-99 FORD F350 EN	189.36
1000 General All-Purpose Fund	420400 Fire Protection and	2937 G & M AUTO TECH, INC	GLFM-'06 K1500 OIL C	46.00
1000 General All-Purpose Fund	420400 Fire Protection and	3068 WALMART COMMUNITY CREDIT	FIRE-GATORADE & BOTT	175.84
1000 General All-Purpose Fund	420400 Fire Protection and	2547 TREASURE STATE CONCRETE	FIRE-USE OF SCALE	5.00

For doc #s from 124527 to 124667

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
1000 General All-Purpose Fund	420400 Fire Protection and	4979 RESPONSE EQUIPMENT	FIRE-LADDER 2317 REP	7,763.80
1000 General All-Purpose Fund	420400 Fire Protection and	000150 PETTY CASH FUND	FIRE-MISC PURCHASE	19.80
1000 General All-Purpose Fund	420400 Fire Protection and	1879 THE UPS STORE	FIRE-SHIPMENT	27.37
1000 General All-Purpose Fund	420540 Land Use	4458 SHARI A. JOHNSON, PE	PLAN-COFFEE KIOSK O/	62.12
1000 General All-Purpose Fund	420540 Land Use	4458 SHARI A. JOHNSON, PE	PLAN-SHORE SLUMP PRO	62.12
1000 General All-Purpose Fund	420540 Land Use	000150 PETTY CASH FUND	PLNG-MISC PURCHASE	3.97
1000 General All-Purpose Fund	430240 Road and Street	4298 BLUE TARP FINANCIAL, INC	STRT-AIR HOSES	262.69
1000 General All-Purpose Fund	430240 Road and Street	000011 MISSION VALLEY POWER	STRT-CITY SHOP	132.21
1000 General All-Purpose Fund	430240 Road and Street	4849 JOHN DEERE FINANCIAL	STRT-BATTERIES, TARP	100.98
1000 General All-Purpose Fund	430240 Road and Street	4458 SHARI A. JOHNSON, PE	STRT-SIDEWLK 4TH AVE	93.18
1000 General All-Purpose Fund	430240 Road and Street	000034 WESTERN BUILDING CENTER	STRT-MARKING-RED, OR	11.98
1000 General All-Purpose Fund	430240 Road and Street	000034 WESTERN BUILDING CENTER	STRT-ASST SUPPLIES F	16.64
1000 General All-Purpose Fund	430240 Road and Street	000034 WESTERN BUILDING CENTER	STRT-ASST SHOP SUPPL	22.94
1000 General All-Purpose Fund	430240 Road and Street	000034 WESTERN BUILDING CENTER	STRT-DRYWALL SCREWS	3.18
1000 General All-Purpose Fund	430240 Road and Street	4978 FLATHEAD GARAGE DOOR LLC	STRT-REPAIR OPENER E	85.00
1000 General All-Purpose Fund	430240 Road and Street	000150 PETTY CASH FUND	STRT-MISC PURCHASE	14.00
1000 General All-Purpose Fund	460430 Parks	000048 MIDLAND IMPLEMENT CO.	PRKS-TORO COUPLING S	381.98
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PRKS-CITY PARKS	355.94
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PRKS-KERR DAM/BB FIE	2.20
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PRKS-SACAJAWEA PARK	9.57
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PRKS-1ST ST E WATR S	46.03
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PRKS-BOETTCHER PARK	25.04
1000 General All-Purpose Fund	460430 Parks	000026 POLSON AUTO PARTS, INC.	PRKS-AIR FILTER, HYD	116.09
1000 General All-Purpose Fund	460430 Parks	000034 WESTERN BUILDING CENTER	PRKS-SELECT FIR, SCR	12.14
1000 General All-Purpose Fund	460430 Parks	000046 BEACON TIRE CENTER	PRKS-PLUG TIRE	8.00
Total for Fund:				28,212.54
2020 Police Municipal Services	420140 Crime Control and	3857 STANFORD POLICE &	POLC-DRESS COAT PATC	14.00
2020 Police Municipal Services	420140 Crime Control and	3857 STANFORD POLICE &	POLC-RETURN HAT	-41.95
2020 Police Municipal Services	420140 Crime Control and	000150 PETTY CASH FUND	POLC-MISC PURCHASES	101.54
Total for Fund:				73.59
2394 Building Code Enforcement	420500 Protective Inspections	2074 VERIZON WIRELESS	BLDG-CELL PHONE SERV	32.48
Total for Fund:				32.48
2401 Light Maintenance	430263 Street Lighting	000011 MISSION VALLEY POWER	FACL-STRT LGHT-03016	1,442.19
Total for Fund:				1,442.19
2402 Light Maintenance	430263 Street Lighting	000011 MISSION VALLEY POWER	FACL-STRT LGHT-03016	796.22
Total for Fund:				796.22
2820 Gas Apportionment Tax	430240 Road and Street	000241 NORMONT EQUIPMENT CO.	STRT-THROTTLE CABLE	289.54
2820 Gas Apportionment Tax	430240 Road and Street	4818 PIONEER CHEMICAL SUPPLY	STRT-2000LB SUPER SA	3,494.25
2820 Gas Apportionment Tax	430240 Road and Street	1860 PIONEER RESEARCH	STRT-ENVIRO PRO	998.75
2820 Gas Apportionment Tax	430240 Road and Street	3306 POLSON PROPANE	STRT-FILL 20 LB CYLI	10.00
2820 Gas Apportionment Tax	430240 Road and Street	4806 LAKE COUNTY ROADS DEPT	STRT-SHARED ROAD PUL	1,250.00
2820 Gas Apportionment Tax	430240 Road and Street	000026 POLSON AUTO PARTS, INC.	STRT-5W20 OIL	26.28

For doc #s from 124527 to 124667

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
2820 Gas Apportionment Tax	430240 Road and Street	000026 POLSON AUTO PARTS, INC.	STRT-OIL FILTER	4.20
2820 Gas Apportionment Tax	430240 Road and Street	000026 POLSON AUTO PARTS, INC.	STRT-HEAVY DUTY 30QT	8.76
2820 Gas Apportionment Tax	430240 Road and Street	000026 POLSON AUTO PARTS, INC.	STRT-OIL FILTER RETU	-0.60
2820 Gas Apportionment Tax	430240 Road and Street	000026 POLSON AUTO PARTS, INC.	STRT-BULB	11.50
2820 Gas Apportionment Tax	430240 Road and Street	2554 ODYSSEY AUTOGLASS	STRT-'04 TRUCK WINDS	213.56
2820 Gas Apportionment Tax	430240 Road and Street	2547 TREASURE STATE CONCRETE	STRT-CRS-2	584.80
2820 Gas Apportionment Tax	430240 Road and Street	2547 TREASURE STATE CONCRETE	STRT-3/8 CHIPS	111.51
Total for Fund:				7,002.55
2875 Police Federal Grants	420140 Crime Control and	3857 STANFORD POLICE &	POLC-M SCOTT CONCEAL	994.00
2875 Police Federal Grants	420140 Crime Control and	3857 STANFORD POLICE &	POLC-J STEVENS CONCE	1,118.00
Total for Fund:				2,112.00
2953 NW Drug Task Force	420140 Crime Control and	4868 NORTHWEST DRUG TASK FORCE	POLC-4TH QTR PMT TO	11,917.41
Total for Fund:				11,917.41
5010 Golf Fund	460446 Golf Course -	1864 CHS/MOUNTAIN WEST	GLFM-FUEL	423.91
5010 Golf Fund	460446 Golf Course -	000011 MISSION VALLEY POWER	GLFM-GOLF SHED	216.78
5010 Golf Fund	460446 Golf Course -	000011 MISSION VALLEY POWER	GLFM-25 HP PUMP	2.99
5010 Golf Fund	460446 Golf Course -	000011 MISSION VALLEY POWER	GLFM-60 HP PUMP	238.69
5010 Golf Fund	460446 Golf Course -	000011 MISSION VALLEY POWER	GLFM-155 HP PUMP	86.79
5010 Golf Fund	460446 Golf Course -	000011 MISSION VALLEY POWER	GLFM-BAYVIEW PUMP ST	1,423.83
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GLFM-NAPA BATTERY	37.77
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GLFM-SYN GREASE, OIL	144.16
5010 Golf Fund	460446 Golf Course -	2074 VERIZON WIRELESS	GLFM-CELL PHONE SERV	148.46
5010 Golf Fund	460446 Golf Course -	1864 CHS/MOUNTAIN WEST	GLFM-FUEL	581.22
5010 Golf Fund	460446 Golf Course -	000644 CITY OF POLSON WATER	GLFM-COURSE RESTROOM	42.13
5010 Golf Fund	460446 Golf Course -	000644 CITY OF POLSON WATER	GLFM-COURSE RESTROOM	52.54
5010 Golf Fund	460446 Golf Course -	000644 CITY OF POLSON WATER	GLFM-COURSE RESTROOM	483.80
5010 Golf Fund	460446 Golf Course -	000644 CITY OF POLSON WATER	GLFM-COURSE RESTROOM	617.00
5010 Golf Fund	460446 Golf Course -	2547 TREASURE STATE CONCRETE	GLFM-3/4 RECYCLE	336.02
5010 Golf Fund	460446 Golf Course -	2547 TREASURE STATE CONCRETE	GLFM-GREENS SAND	290.00
5010 Golf Fund	460446 Golf Course -	000034 WESTERN BUILDING CENTER	GLFM-PITCH CONNECTOR	67.39
5010 Golf Fund	460446 Golf Course -	000034 WESTERN BUILDING CENTER	GLFM-FIR SEL, TREATE	130.20
5010 Golf Fund	460446 Golf Course -	000034 WESTERN BUILDING CENTER	GLFM-FIR SELECT	30.16
5010 Golf Fund	460446 Golf Course -	000034 WESTERN BUILDING CENTER	GLFM-PRODUCT RETURNE	-26.40
5010 Golf Fund	460446 Golf Course -	000046 BEACON TIRE CENTER	GLFM-TURF TRAC, TUBE	108.25
5010 Golf Fund	460446 Golf Course -	000010 CENTURYLINK	GLFM-TELEPHONE SERVI	44.81
5010 Golf Fund	460447 Golf Course - Pro Shop	1925 VALLEY BUSINESS SYTEMS	GLFP-HP BLACK TONER	95.00
5010 Golf Fund	460447 Golf Course - Pro Shop	000011 MISSION VALLEY POWER	GLFP-PRO SHOP/ST LGH	195.52
5010 Golf Fund	460447 Golf Course - Pro Shop	3866 OFFICE MAX CONTRACT INC.	GLFP-PAPER ROLL	9.56
5010 Golf Fund	460447 Golf Course - Pro Shop	1864 CHS/MOUNTAIN WEST	GLFP-FUEL	431.70
5010 Golf Fund	460447 Golf Course - Pro Shop	000644 CITY OF POLSON WATER	GLFP-PRO SHOP WATER	126.90
5010 Golf Fund	460447 Golf Course - Pro Shop	000010 CENTURYLINK	GLFP-TELEPHONE SERVI	178.03
5010 Golf Fund	460447 Golf Course - Pro Shop	000316 WALLACES GOLF SHOP	GLFP-MAY CITY SHARE	773.03
5010 Golf Fund	460450 Golf Course Restaurant	3233 FOOD SERVICES OF AMERICA	GLFR-FOOD SUPPLY	754.55
5010 Golf Fund	460450 Golf Course Restaurant	3447 SUMMIT BEVERAGE	GLFR-ASST BEER	457.13
5010 Golf Fund	460450 Golf Course Restaurant	3447 SUMMIT BEVERAGE	GLFR-CREDIT EMPTY KE	-90.00
5010 Golf Fund	460450 Golf Course Restaurant	4754 PEPSI-COLA BOTTLING OF	GLFR-ASST BEVERAGES	261.25

Claim Details by Fund, Account
For the Accounting Period: 6/16

For doc #s from 124527 to 124667

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
5010 Golf Fund	460450 Golf Course Restaurant	3427 ZIP BEVERAGE	GLFR-ASST BEERS	269.40
5010 Golf Fund	460450 Golf Course Restaurant	4905 GEORGE'S DISTRIBUTING INC	GLFR-ASST BEVERAGES	191.48
5010 Golf Fund	460450 Golf Course Restaurant	4480 SYSCO MONTANA, INC.	GLFR-FOOD SUPPLY	1,650.33
5010 Golf Fund	460450 Golf Course Restaurant	4480 SYSCO MONTANA, INC.	GLFR-KITCHEN SUPPLY	305.84
5010 Golf Fund	460450 Golf Course Restaurant	4754 PEPSI-COLA BOTTLING OF	GLFR-ASST BEVERAGES	35.00
5010 Golf Fund	460450 Golf Course Restaurant	4754 PEPSI-COLA BOTTLING OF	GLFR-ASST BEVERAGES	200.62
5010 Golf Fund	460450 Golf Course Restaurant	3447 SUMMIT BEVERAGE	GLFR-ASST BEERS	616.75
5010 Golf Fund	460450 Golf Course Restaurant	3233 FOOD SERVICES OF AMERICA	GLFR-FOOD SUPPLY	427.34
5010 Golf Fund	460450 Golf Course Restaurant	3233 FOOD SERVICES OF AMERICA	GLFR-KITCHEN SUPPLY	108.28
5010 Golf Fund	460450 Golf Course Restaurant	3233 FOOD SERVICES OF AMERICA	GLFR-FOOD SUPPLY	348.47
5010 Golf Fund	460450 Golf Course Restaurant	3233 FOOD SERVICES OF AMERICA	GLFR-KITCHEN SUPPLY	18.30
5010 Golf Fund	460450 Golf Course Restaurant	4480 SYSCO MONTANA, INC.	GLFR-FOOD SUPPLY	470.75
5010 Golf Fund	460450 Golf Course Restaurant	4480 SYSCO MONTANA, INC.	GLFR-KITCHEN SUPPLY	79.50
5010 Golf Fund	460450 Golf Course Restaurant	3233 FOOD SERVICES OF AMERICA	GLFR-FOOD SUPPLY	321.23
5010 Golf Fund	460450 Golf Course Restaurant	3427 ZIP BEVERAGE	GLFR-ASST BEERS	538.50
5010 Golf Fund	460450 Golf Course Restaurant	000316 WALLACES GOLF SHOP	GLFR-SNACKS	226.82
5010 Golf Fund	460460 G. C. Restaurant O & M	4664 CHARTER COMMUNICATIONS	GLFR-TV/INTERNET SER	96.05
5010 Golf Fund	460460 G. C. Restaurant O & M	3306 POLSON PROPANE	GLFR-FUEL	204.96
5010 Golf Fund	460460 G. C. Restaurant O & M	000011 MISSION VALLEY POWER	GLFR-REST MTR T10204	366.91
5010 Golf Fund	460460 G. C. Restaurant O & M	3468 MONTANA DEPARTMENT OF	GLFR-BEER/WINE LIC R	400.00
5010 Golf Fund	460460 G. C. Restaurant O & M	000644 CITY OF POLSON WATER	GLFR-RESTAURANT WATE	126.90
5010 Golf Fund	460460 G. C. Restaurant O & M	000010 CENTURYLINK	GLFR-TELEPHONE SERVI	123.74
Total for Fund:				15,800.34
5210 Water Fund	430500 Water Utilities	4458 SHARI A. JOHNSON, PE	WATR- EXCAVATION CON	15.53
5210 Water Fund	430500 Water Utilities	4458 SHARI A. JOHNSON, PE	ADMN-ENGINEER CONSUL	465.90
5210 Water Fund	430530 Source of Supply and	2554 ODYSSEY AUTOGLASS	WATR-PICK UP 3500 WI	195.00
5210 Water Fund	430530 Source of Supply and	000011 MISSION VALLEY POWER	WATR-WELLS, BOOSTER	2,810.07
5210 Water Fund	430530 Source of Supply and	000011 MISSION VALLEY POWER	WATR-RIVERSIDE RESTR	59.91
5210 Water Fund	430530 Source of Supply and	000011 MISSION VALLEY POWER	WATR-RIVERSIDE LIFT-	12.81
5210 Water Fund	430530 Source of Supply and	4458 SHARI A. JOHNSON, PE	WATR-EAST WELL PROJE	93.18
5210 Water Fund	430530 Source of Supply and	000011 MISSION VALLEY POWER	WATR-WELLS 6 & 7	873.92
5210 Water Fund	430530 Source of Supply and	3713 CARSTENS SURVEYING & WDC,	WATR-UTILITY EASEMEN	630.00
5210 Water Fund	430530 Source of Supply and	4880 ACCESS MONTANA	WATER-BORE HWY 35	4,480.00
5210 Water Fund	430540 Purification and	1988 HAWKINS, INC.	WATR-ADJUST PUMP #1	1,086.49
5210 Water Fund	430550 Transmission and	3306 POLSON PROPANE	WATR-FUEL 7TH AVE	55.10
5210 Water Fund	430550 Transmission and	4793 AUTOZONE, INC	WATR-FUEL FILLER NEC	31.45
5210 Water Fund	430550 Transmission and	4806 LAKE COUNTY ROADS DEPT	WATR-SHARED ROAD PUL	1,250.00
5210 Water Fund	430550 Transmission and	000026 POLSON AUTO PARTS, INC.	WATR-ASST WIRES, SEA	135.11
5210 Water Fund	430550 Transmission and	000026 POLSON AUTO PARTS, INC.	WATR-HARNES	123.36
5210 Water Fund	430550 Transmission and	000026 POLSON AUTO PARTS, INC.	WATR-TAIL LAMP	29.24
5210 Water Fund	430550 Transmission and	000026 POLSON AUTO PARTS, INC.	WATR-BULB , ELEC TAP	7.78
5210 Water Fund	430550 Transmission and	000026 POLSON AUTO PARTS, INC.	WATR-AGC-10 FUSE	2.33
5210 Water Fund	430550 Transmission and	4458 SHARI A. JOHNSON, PE	WATR-CENTER ADD'N	1,257.85
5210 Water Fund	430550 Transmission and	4458 SHARI A. JOHNSON, PE	WATR -DOWNTOWN LOOPI	124.24
5210 Water Fund	430550 Transmission and	4458 SHARI A. JOHNSON, PE	WATR-COSTS - COPIES	137.36
5210 Water Fund	430550 Transmission and	4006 HD SUPPLY WATERWORKS,	WATR-1" RESETTER	282.86
5210 Water Fund	430550 Transmission and	4820 M RICHARD GEBHARDT	WATR-DWNTWN LOOP PRO	275.00
5210 Water Fund	430550 Transmission and	4006 HD SUPPLY WATERWORKS,	WATR-RESTOCK SUPPLY	631.72
5210 Water Fund	430550 Transmission and	4848 PLUMBER TOM'S	WATR-REPAIR WTR LINE	605.00
5210 Water Fund	430550 Transmission and	000046 BEACON TIRE CENTER	WATR-ALL TERRAIN TIR	349.14

For doc #s from 124527 to 124667

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
5210 Water Fund	430550 Transmission and	000046 BEACON TIRE CENTER	WATR-4 TIRES MT/BAL	60.00
5210 Water Fund	430550 Transmission and	000010 CENTURYLINK	WATR-DSPNSR & WELL #	231.35
5210 Water Fund	430570 Customer Accounting and	4006 HD SUPPLY WATERWORKS,	WATR-THK RUBBER WT W	5.50
5210 Water Fund	430570 Customer Accounting and	4006 HD SUPPLY WATERWORKS,	WATR-METER PITS	1,170.15
5210 Water Fund	430570 Customer Accounting and	4006 HD SUPPLY WATERWORKS,	WATR-REGISTER CHANGE	10,498.52
5210 Water Fund	430570 Customer Accounting and	000150 PETTY CASH FUND	WATR-MISC PURCHASE	1.15
Total for Fund:				27,987.02
5310 Sewer Fund	430600 Sewer Utilities	4458 SHARI A. JOHNSON, PE	SEWR- EXCAVATION CON	15.53
5310 Sewer Fund	430600 Sewer Utilities	4458 SHARI A. JOHNSON, PE	SEWR-MMIA MTG SEWER	186.36
5310 Sewer Fund	430600 Sewer Utilities	4458 SHARI A. JOHNSON, PE	ADMN-ENGINEER CONSUL	465.90
5310 Sewer Fund	430630 Collection and	3306 POLSON PROPANE	SEWR-FUEL 7TH AVE	55.10
5310 Sewer Fund	430630 Collection and	4793 AUTOZONE, INC	SEWR-FUEL FILLER NE	31.44
5310 Sewer Fund	430630 Collection and	000011 MISSION VALLEY POWER	SEWR-PUMP/LIFT STATI	2,935.82
5310 Sewer Fund	430630 Collection and	000026 POLSON AUTO PARTS, INC.	SEWR-BLK CT, FLAME P	64.68
5310 Sewer Fund	430630 Collection and	000026 POLSON AUTO PARTS, INC.	SEWR-BLK CT	37.12
5310 Sewer Fund	430630 Collection and	000026 POLSON AUTO PARTS, INC.	SEWR-SPLASH GUARD-DO	29.99
5310 Sewer Fund	430630 Collection and	4458 SHARI A. JOHNSON, PE	SEWR-CENTER ADD'N	1,257.85
5310 Sewer Fund	430630 Collection and	4458 SHARI A. JOHNSON, PE	SEWR-COSTS - COPIES	137.37
5310 Sewer Fund	430630 Collection and	000010 CENTURYLINK	SEWR-TELEPHONE SERVI	203.82
5310 Sewer Fund	430630 Collection and	000010 CENTURYLINK	SEWR-LAGOON/LAB PHON	120.94
5310 Sewer Fund	430640 Treatment and Disposal	4820 M RICHARD GEBHARDT	SEWR-WW TREATMENT RE	135.00
5310 Sewer Fund	430670 Customer Accounting and	4006 HD SUPPLY WATERWORKS,	SEWR-THK RUBBER WT W	5.50
5310 Sewer Fund	430670 Customer Accounting and	4006 HD SUPPLY WATERWORKS,	SEWR-METER PITS	1,170.15
5310 Sewer Fund	430670 Customer Accounting and	4006 HD SUPPLY WATERWORKS,	SEWR-REGISTER CHANGE	10,498.51
Total for Fund:				17,351.08
7120 Fire Disability & Pension	420400 Fire Protection and	000361 POLSON FIRE DEPT. RELIEF	FIRE-INS APPT ANNUAL	13,357.35
Total for Fund:				13,357.35
Total:				126,084.77

CITY OF POLSON COMMISSION MEETING

5b

Commission Chambers

June 20, 2016

6:00 p.m.

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

OTHERS PRESENT (who voluntarily signed in): Bill Barron, Tali Barron, Gerry Browning, Garth Cox, Linda Cox, Elsa Duford, Mark Evertz, Rich Forbis, Marie Hirsch, Carlisa London, Bonnie Manicke, Lee Manicke, Julane Matejovsky, Melissa Michel, and Tony Porrazzo

CALL TO ORDER: (00:04) Mayor Knutson called the meeting to order. The Pledge of Allegiance was recited. Roll call was taken.

Prior to the Approval of the Proposed Agenda, Mayor Knutson made a correction to Agenda Item #10. There needs to be the word Emergency add to the wording of the agenda item.

APPROVAL OF PROPOSED AGENDA (00:51) –Commissioner Turner motion to approve the proposed agenda with the amendment to the wording of Agenda Item #10. Commissioner Donovan second. Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

PUBLIC COMMENT ON SIGNIFICANT MATTERS TO THE PUBLIC NOT ON THE AGENDA (01:52)-none

CONSENT AGENDA (02:19)-(a). June 1-17, 2016 claims (b). City Commission written Summary Public Hearing Meeting Minutes June 6, 2016, (c). City Commission electronic meeting 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. **Commissioner Southerland motion to approve the Consent Agenda. Commissioner Coutts second.** Commission discussion: Commissioner Siler asked what the \$10,000.00 claim to the Rural Fire Department was for. City Manager Shrives replied it was for a compressor. Commissioner Siler asked for a report on the financial side of the division between the City and the Rural Fire department. Public comment: Rich Forbis asked the Commission to approve the City Manager to coordinate with the Polson Chamber of Commerce for the 4th of July activities. Elsa Duford, Ward III commented she wished to add to her comments she made during the June 6 Public Hearing regarding the article that Mayor Knutson had published in the *Valley Journal* June 1, 2016. The article pertained to the rate increase for the sewer rates. The rate increase will put a lot of pressure on a lot of people. Mayor Knutson requested that the City needs to obtain the Certificate of Liability Insurance from Steve DuPuis for the 4th of July Fireworks Display. **VOTE: Unanimous Motion carried**

CITY MANAGER COMMENTS (07:33)-City Manager Shrives commented on the following: Polson Police Officer Devon McCrea will be leaving the City of Polson Police Department. June 24th will be her last day. Devon will be missed. The Police Department will have an open recruitment to fill the vacancy. City Manager Shrives requested a budget committee of 3 of the Commissioners be formed to be a part of the City budget meetings and then report back to the Commission, similar to the committee that was formed for the insurance meetings. There will be approximately 3 meetings. Mayor Knutson, Commissioner Turner and Commissioner Southerland volunteered to be on the committee.

REIMBURSEMENT REQUEST- (09:38)-City Manager Shrives presented this agenda item. City Engineer Shari Johnson, Dennis Duty, Mike Maddy, and City Manager Shrives met to discuss the reimbursement request. There was a two hour meeting and the decision was that there needs to be another meeting to happen prior to the July 6, 2016 Commission meeting. There will be additional research and review and then a recommendation will be brought to the July 6th Commission meeting.

ECONOMIC DEVELOPMENT COUNCIL RESORT TAX PRESENTATION (10:48)-Economic Development Council (EDC) members Gerry Browning, Rich Forbis, and Carlisa London presented this agenda item. The EDC presented the following power point presentation to the Commission:



The slide is titled "City of Polson Economic Development Council" and "Resort Tax Informational Presentation". It features a decorative border with a stylized landscape and a vertical graphic on the right side. The text on the right side lists the members of the Polson Economic Development Council, which is an advisory board to the City Commission organized in May 2015. The members listed are Becky Dupuis (Chairman), Paul Briney, Gerry Browning, Louis Cross, Rich Forbis, Carlisa London, Jill Southerland (Commission representative), and Cindy Dooley (Staff representative). A note indicates that one open seat and one term renewal are currently being advertised.

City of Polson
Economic Development Council

**Resort Tax
Informational Presentation**

Polson Economic Development Council
Advisory Board to the City Commission
Organized in May, 2015

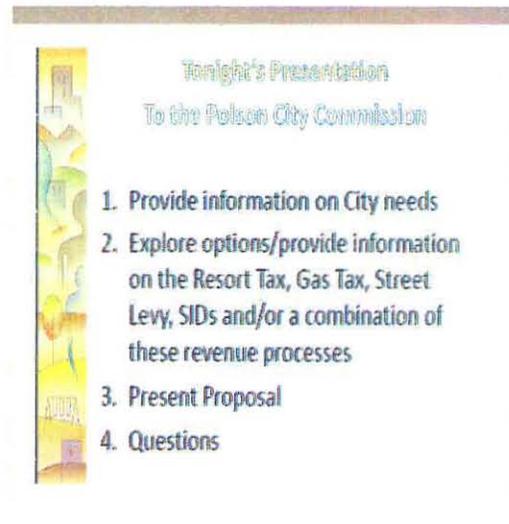
Members:
Becky Dupuis, Chairman
Paul Briney
Gerry Browning
Louis Cross
Rich Forbis
Carlisa London
Jill Southerland, Commission representative
Cindy Dooley, Staff representative
*One open seat and one term renewal currently
being advertised*



The slide is titled "Goals of the Economic Development Council". It features a decorative border with a stylized landscape and a vertical graphic on the left side. The text lists four goals: creating a diversified council, formulating and reviewing an Economic Development Plan, developing and enhancing the economic strength of the city, and exploring funding options.

Goals of the Economic Development Council

- Create a diversified council consisting of business leaders, economic development leaders and others
- Formulate and review an Economic Development Plan for the City
- Develop and enhance the economic strength of the city of Polson
- Explore funding options to help with needs expressed by the community



The slide is titled "Tonight's Presentation To the Polson City Commission". It features a decorative border with a stylized landscape and a vertical graphic on the left side. The text lists four items for the presentation: providing information on city needs, exploring options for revenue processes, presenting a proposal, and answering questions.

**Tonight's Presentation
To the Polson City Commission**

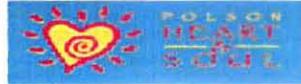
1. Provide information on City needs
2. Explore options/provide information on the Resort Tax, Gas Tax, Street Levy, SIDs and/or a combination of these revenue processes
3. Present Proposal
4. Questions



What is the City's #1 Challenge? It's all about the Streets!



This was also the Heart & Soul project's #1 governance value concern that came from the neighborhood meetings.



↓
Main Street Streetscape project funded by CTEP, Sidewalk loan fund, SID and Tax Increment funding



Current Street Department Funding

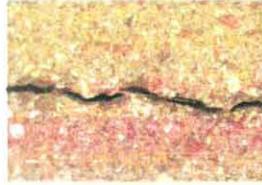
- **General Fund (tax dollars) operating expenditures have averaged \$184,591 per year over the last 4 years**
 - Pays personnel costs
 - Pays administrative and operating costs for the department
 - Pays utilities, repairs and maintenance
 - Pays additional winter costs of snow removal
- **In addition, equipment totaling \$258,430 has been purchased with grant funds in the amount of \$195,845 and \$62,585 in tax dollars over the last 4 years**

Fuel Tax allocation revenue – City receives an average of \$99,000 per year (15-70-101 MCA)

- Total State Fuel tax dollars to allocate to incorporated cities and towns each year is \$10,360,000.
- Polson's allocation is less than 1% of this amount!
- Can be used for construction, reconstruction, maintenance and repair of the City's streets and equipment used to maintain the streets
- Currently this allocation is just enough each year to snow plow and de-ice the streets, durapatch the potholes, stripe the streets, pay for small paving jobs and set aside some money for future equipment purchases, down payments or debt service



Current Street Issues



Lineal cracking on streets allows water to seep in. This pushes the asphalt up and leads to more cracking. Chip sealing on good streets can prevent further cracking. Streets like 3rd Street will need total reconstruction.



3rd Street

Current Street Issues

Fourth Avenue street slopes down to the curb

Curbs are disintegrating on numerous streets



How much does a reconstructed street cost?

- To rebuild **one block** of street it costs about \$300,000 including curb, sidewalk, storm drain, asphalt and engineering fees.
- Costs are rising every year
- The current City street department budget does not have enough funding for reconstruction!



What are the options for funding streets?

- **Do nothing and allow the streets to disintegrate**
 - However, survey results have shown that streets are the #1 concern for citizens
- **Raise city taxes through a special levy (requires vote)**
 - Only city taxpayers will pay for the street reconstruction and maintenance but others will drive on the street
- **Implement SIDs (special improvement districts) on a street-by-street or defined area of streets for street reconstruction**
 - Only property owners adjacent to the street will pay the SID but others will drive on the street
- **Street Maintenance Districts**
 - Property owners adjacent to the street are assessed to maintain the streets for chip sealing, seal coating, overlay, etc.
- **Look for other sources of revenue**
 - Grant funding is virtually nil for street reconstruction
 - 2 cent gas tax option (requires vote)
 - Montana resort tax option (requires vote)



How would the City implement a street tax levy?

- This would be a referendum (meaning it is proposed by the legislative body) ballot measure to assess all real property taxpayers in the City's taxing jurisdiction
- It would be a general levy based on assessed value of real property in the city
- The funds would be used for street maintenance and reconstruction
- For tax year 2015, one mill is worth \$8,858 in the City of Polson. This value will hopefully increase in tax year 2016 after certified values are received in August, 2016
- To raise approximately \$500,000 in tax year 2015 would have required raising 56.45 mills.
- Taxpayer A with a \$100,000 assessed value residence would have paid \$76.21 in tax year 2015
- Taxpayer B with a \$200,000 assessed value residence would have paid \$152.42 in tax year 2015
- Taxpayer C with a \$300,000 assessed value residence would have paid \$228.62 in tax year 2015
- Taxpayer D with a \$400,000 assessed value residence would have paid \$304.83 in tax year 2015



What is a Special Improvement District (SID) and a Street Maintenance District?

- An **SID** is created by the Resolution process of the government
- An **SID** is created for a legally defined area in the City and includes only the property owners in that area. Property owners have the opportunity to protest the creation of the district.
- The property owners are assessed for the cost of the street reconstruction or other improvement that benefits their property.
- Assessment can be based on assessed property value, equal amount per parcel, square footage, lineal foot or a combination of these methods
- The City currently has one SID – SID #42 commonly known as Streetscape. Assessment was based on lineal foot with annual assessments ranging from \$606.25 to \$3,395.00 per year over 15 years
- A **Street Maintenance District** can be one city-wide district or multiple districts for chip sealing, seal coating, overlay, curb and gutter repair, etc.
- A **Street Maintenance District** is first created by ordinance which outlines a method of maintenance and how the maintenance is paid and then follows the SID resolution process



What are the other Options Available?

- County governments can put forth a ballot measure for a 2 cent gas tax to be added at the pump
- This is voted on by citizens that reside in that County
- The revenue is split 50% to the County and 50% to the incorporated cities in that County and is used for street maintenance and reconstruction
- The tax is collected by the distributor (retail outlet) and remitted to the County
- Possible legislation may be brought to the 2017 legislature to have the tax added at the wholesale level and remitted by the wholesaler to the County government
- A resort tax measure can be placed on the ballot by cities, towns or districts that qualify for designation as a resort area
- This is voted on by citizens that reside in that city, town or district



Why does resort tax exist in Montana?

“Resort taxes serve the function of creating a funding source for designated resort areas to finance a variety of services.”

“It allows communities with high numbers of visitors, but relatively few residents, to manage the wear-and-tear on **local infrastructure** without overburdening **local citizens.**”

*Northern Rocky Mountain RCD (Resource, Conservation & Development)



Montana Resort Tax Law

MCA - Title 7, Chapter 6, Part 15

A resort community is defined as:

- an incorporated city with a population of less than 5,500 according to the most recent federal census
- derives the primary portion of its economic well being from employment related to the recreational and personal needs of persons traveling to or through the municipality
- has been designated by the department of commerce (DOC) as a resort community

The city of Polson meets these requirements:

- Census population at 2010 is 4,488
- Has tourist related employment as the primary source of economic well being based on DOC analysis
- Received resort community designation on March 20, 2009 and was reaffirmed by DOC on May 21, 2015

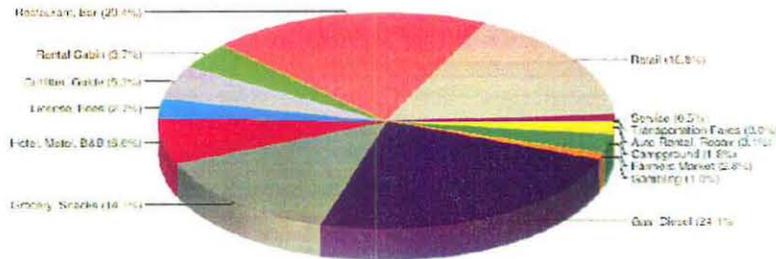


History of Resort Tax in Polson

- A resort tax measure was presented to the City of Polson electorate on November 3, 2009, following several meetings and a public hearing. The measure was presented as a 3% tax for a ten year term, payable by non-exempt persons for use by the City for funding any activity, undertaking or administrative service that the municipality is authorized by law to perform.
- The measure was defeated by a vote of 186 For and 956 Against
- The City paid for a Resort Tax Community Assessment that was completed in June, 2014 that reviewed the cities and districts that currently have a resort tax and their issues faced in getting the tax approved and the implementation challenges and successes since approval. This study is available on the City's website at: <http://www.cityofpolson.com/pdf/MRTA.pdf>
- The EDC reviewed the study and began formulating a renewed presentation on the resort tax in May, 2015 as a source of funding for street reconstruction.
- The first town hall meeting was held on August 19, 2015

Travelers Expenditures – Lake Co.

2014 Nonresident Expenditure % for Lake County: \$32,467,000



Top 5:

1. Gas	\$7,863,000	24.1%
2. Restaurant/Bar	\$6,640,000	20.4%
3. Retail	\$5,474,000	16.8%
4. Groceries & Snacks	\$4,591,000	14.1%
5. Hotel, Motel, B&B	\$2,164,000	6.6%

This slide
courtesy of
Glacier
Country
Montana

The EDC's suggested luxury items



Attractions:

- Arcades
- Bowling
- Concerts
- Golf
- Movies and Live Theater
- Rodeos
- Gate admissions and concessions

Rentals:

- Autos, trucks, trailers, RVs, etc.
- Conference, convention or event rooms
- Pavilions and park shelters
- Marina boat slips
- Party and tent rentals
- Golf, ski and sports equipment
- Motorcycles, bicycles, ATVs, etc.
- Movie videos and games
- Boats, jet skis, etc.

Services:

- Guides and outfitters:
Hunting, fishing, rafting, horseback rides, etc.
- Wedding and event planners
- Catering services

Retail Sales of the following:

- Batteries and film
- Cameras and supplies
- Books, including used books
- Candles
- Clothing
- Curtos, decorative boxes and vases
- Cut flowers and floral arrangements
- Artificial flowers, trees and plants
- Finished craft items, including items sold at craft fairs
- Fireworks
- Gifts, gift tags, gift boxes and wrapping paper
- Jewelry and artwork
- Magazines and greeting cards
- Makeup and supplies, tanning lotions
- Motorcycles, boats, jet skis, etc.
- Perfume, cologne
- Pictures and picture frames, posters, etc.
- Records, tapes, CDs, videos, DVDs
- Secondhand items, antiques, pawn shop items
- Souvenirs, imprinted and gift items
- Sporting goods including used and consignment
- Tobacco, tobacco products, e-cigarettes and delivery systems
- Toys
- Food delivery charges, but not tips
- Chips, nuts and seeds, granola bars, jerky
- Foodstuffs intended for immediate human consumption
- Soft pop, gum and candy
- Vending machine items
- Alcoholic beverages sold by the drink or as retail

City of Polson EDC list as of 05/05/2015



Options for the Tax

- Flexible Rate: 0% to 3% - EDC suggesting 3%
- Year-round or Seasonal? – EDC suggesting April 1st thru September 30th collection dates each year
- Sunset provision: Standard term is 20 years – EDC suggesting 20 years
- One Special Revenue Fund of the City for all collections and disbursements of the tax (revenue would not be placed in the General Fund)
- City of Polson would collect and disburse all funds
- EDC would advise City Commission on spending funds



What about Tribal Exemptions?

- Tribal enterprises on the reservation are not required to collect state or local taxes such as a bed tax or resort tax.
- Enrolled tribal members of the Confederated Salish and Kootenai tribes are not required to pay state and local employment taxes, excise taxes or property taxes (for property in trust or owned by the CSKT) while living and working on the Flathead Indian Reservation.
- Enrolled tribal members do pay the state gasoline tax but the State of Montana has an agreement to share the gasoline tax with the CSKT government.
- Enrolled tribal members would be required to show identification to be exempt from the resort tax similar to requirements in the state of Washington for Montana residents requesting exemption from Washington sales tax
- Merchants would retain signed documentation for the exempt sale
- It would **not** be the merchant's responsibility to identify tribal members exempt from the tax – this is the tribal member's responsibility.



Some Resort Tax Pros and Cons

PROS

- Improve Polson's appearance with beautiful streets and sidewalks
- Capture tourist dollars that are going untapped
- Provide funds to promote Polson as a destination spot
- Provide property tax relief
- Could receive bed tax money if CVB started

CONS

- **Merchant Concerns:**
 - Business may decrease
 - Sale issues if not using POS system
 - Bookkeeping issues
 - Similar business outside city won't collect tax
 - Tribal exemption
 - Audit concerns
- **Public Concerns:**
 - Local citizens may pay majority of the tax
 - Tribal exemption
 - It's a tax



What are the steps to implementation of a resort tax?

- ✓ Be designated as a resort tax community
- ✓ Population under 5,500 as of last federal census
- ✓ Hold Public Meetings to inform public about the resort tax
 - ✓ EDC meetings with guest speakers
 - ✓ First town hall meeting held August 19, 2015 at the Middle School lunchroom
 - ✓ Presentations to business and civic organizations ongoing
- ➔ ○ Submit recommendation to the City Commission to place the resort tax measure on the ballot
 - Presentation by EDC to the City Commission
- Submit measure to the voters at a regularly scheduled election or a special election
 - EDC would recommend a general election ballot measure on November 8, 2016 (ballot measure would be submitted by August 15, 2016)
 - Continue information meetings, advertisement, brochures, etc. to educate
- If the resort tax is passed:
 - City Commission would pass a Resort Tax Ordinance to establish the law
 - City would work with vendors to establish collection methods
 - Collection would begin in April, 2017



Economic Development Council Proposal to City Commission

Place two referendum ballot measures on the November 8, 2016 general election ballot:

- The first ballot measure would ask the question of implementing a resort tax in the city limits of Polson:
 - City Commission would pass a Resolution placing the measure on the ballot (must be submitted to the Election Office by August 15, 2016 for the general election)
 - City Commission would pass a Resolution of Intent indicating the establishments and luxury items that would be taxed
 - City Commission would hold public information meetings, advertise and have brochures and other information available to educate the public
- The second ballot measure would ask the question of exceeding the City's statutory mill levy limit to fund the cost of reconstruction and preservation of the City's streets
 - City Commission would pass a Resolution placing the measure on the ballot (must be submitted to the Election Office by August 15, 2016 for the general election)
 - City Commission would hold public information meetings, advertise and have brochures and other information available to educate the public



Comparison of Resort Tax and Street Levy Ballot Measures

RESORT TAX

- Referendum ballot measure
- Primarily for street reconstruction and preservation
- Tax is on purchase of goods and services
- Collected by vendors
- Tax paid by tourists and local citizens
- Provides property tax relief
- Can fund promotion of Polson

STREET LEVY

- Referendum ballot measure
- Only for street reconstruction and preservation
- Tax is on real estate property in Polson
- Collected by County on property tax bill
- Tax paid only by property owners
- No property tax relief

Mayor Knutson thanked the Economic Development Council for all of their hard work. There were many meetings and a lot of personal time put into this subject. The presentation was very reflective and the City Commission conveyed sincere thanks for all the hard work. Mayor Knutson clarified the recommendation from the EDC: to place 2 referendums on the ballot in November 2016. Commission discussion: Commissioner Coutts asked if any of the other 9 cities/towns that have resort tax are located on an Indian Reservation. The EDC replied no. Commissioner Coutts then asked of the 32 million in tourist revenue in Lake County how much was spent in Polson. The EDC replied that the State only breaks down the figure by County. Commissioner Turner asked about the population if it goes above the 5500 allowed for a city to be designated a Resort Town would Polson lose that status. EDC answered no. Once the Resort Tax is implemented, there would be a 20 year time frame and then it would go back to the voters to decide to leave in place or remove. Mayor Knutson asked about the property tax relief. City Finance Officer Dooley replied that in the beginning there wouldn't be a substantial amount but over time the amount of relief would increase. Commissioner Donovan inquired about the grant possibilities that the businesses would be eligible for. EDC answered that it would be up to the individual businesses to apply for the grants. Public Comment: Bob Ricketts-commented that he is opposed to the Resort Tax. People will drive to Kalispell to keep from paying the 3% tax and it will cause businesses to close. Lou Anne Hoskinson-President Farmers Market- commented that she is opposed. Denny Wilson-Antique Emporium commented that he is opposed to the tax. It will be double taxation and create new problems. Bill Barron-commented that he was speaking on behalf of First Resort. The luxury taxes do not make sense. In 2 years this will be a ghost town if the resort tax passes. Melissa Michel commented that asking for Tribal I.D. is asking for the individual's federal bank account number. This is a security issue. Jackie Cripe-Jackie M's commented that she is opposed to the resort tax. She has had customers comment that they will stop shopping at her store if the tax passes. Linda Ronnell-inquired about raising the 500,000 to repair streets. Mayor Knutson explained that a mil levy would be another alternative to the resort tax. Mark Evertz-commented that he is opposed to the resort tax. Seniors living on fixed income will not be able to shop in Polson.

ANDERSON BROADCASTING REQUEST DECIBEL WAIVER, CLOSURE OF KOOTENAI LOOP FOR JULY 3RD CONCERT IN SACAJAWEA PARK (01:22:45)-Steve Pickel, Anderson Broadcasting presented this agenda item. There will be a fund raising concert for the Boys & Girls Club and the Mission Valley Christian Academy on Sunday, July 3, 2016 at Sacajawea Park and the applicant is requesting a decibel waiver, closure of Kootenai Loop for the concert. Mayor Knutson asked what time the concert would be held. Mr. Pickel answered that the concert would be from 6:00 p.m. – 10:30 p.m. There will also be a fireworks display after the concert. The fireworks will be discharged from a barge. Kootenai Loop would be closed during the concert for public safety. Mayor Knutson suggested closing Kootenai Loop from that morning so that boaters would not get trapped after the road was closed. Mayor Knutson made the suggested motion: **Approve decibel waiver from 6:00 p.m. – 11:00 p.m., Kootenai Loop will be closed from 6:00 a.m. to 11:00 p.m. July 3rd. Commissioner Turner so moved. Commissioner Donovan second.** Commission discussion-Commissioner Erickson commented about the sound level. The loud decibels are not a good thing. Mr. Pickel replied that the stage would be pointed toward the City. Anderson Broadcasting is looking into doing a simulcast so the music shouldn't be so loud. Public comment: none **VOTE: Unanimous Motion carried**

APPROVE EMERGENCY ENCROACHMENT ORDINANCE NUMBER 2016-TBD (01:32:29)-This agenda item was presented by City Manager Mark Shrives. This is actually a piece of Chapter 9 of the Recodification Ordinances. This subject matter goes back two years when there was a discussion about an Encroachment Ordinance and the need to put some parameters in place regarding businesses that use City property for their tables and chairs. It also covers other items but the table and chairs were discussed at that time. This ordinance has put a permit process in place and a fee. The City will coordinate with the business that want to put tables and chairs out. There is one correction: page 8, Section 9.05.100 under Fees, line 2, there should be a "p" in front of the word aid. Insurance will be a requirement. **Commissioner Coutts motion to approve the Emergency Ordinance and Ordinance to Adopt Article 5, Downtown Sidewalk Encroachment Permit Program. Ordinance Number 2016-TBD as a part of the City of Polson Book of Ordinances. Commissioner Southerland second.**

Commission discussion: Mayor Knutson commented on one of her concerns was that the administrated fee was acceptable but the per table fee of \$25.00 is not necessary to add that fee. The main thing is the insurance. Commissioners Siler and Southerland agreed. Commissioner Turner asked the reason for the \$25.00. City Manager Shrives commented that other cities have the per table fee. It is public space and we would be giving away public space. You would be providing additional space for a merchant to expand their space. Mayor Knutson commented that the administrative fee was necessary but the additional fee was not. City Manager Shrives commented that the Commission should make a motion to amend the motion that is currently on the table. **Commissioner Coutts amended his motion to approve the Ordinance and remove the \$25.00 per table fee as described in section 9.05.100 under Fees. Commissioner Southerland second.** Additional Commission discussion: Commissioner Coutts commented that it was a good idea to remove the per table fee. Commissioner Southerland commented that one of the restaurant businesses had commented that having the business license was going to put a hardship on the business. Commissioner Erickson asked if there was a restriction on the number of tables permitted. City Manager Shrives replied that there is a formula within the Ordinance. Public Comment: Lee Manicke, Ward II-commented that there was clarity needed on page 5 section 9.05.050, up above definition for Encroachment. It talks about non-substantial encroachment. Is there a difference? There is no definition for a substantial encroachment. It is confusing. It goes on in Paragraph 4 if reads if it is on a non-substantial encroachment occurring upon a state-designated primary or urban route. What are those? Highway 93 and Main Street or 1st Street West? Anyone on Main Street would have to name the State of Montana in the liability insurance. On page 7, Paragraph C-Liability insurance required in section 9.05.080.A.2.c-there is no such paragraph. There is liability required on page 5, 9.05.05 a million for each claim and 2 million for each occurrence. That is where you want to refer to. Is 2 million in liability insurance what the City wants for each business to have? Last page, under Paragraph A In addition to suspension or revocation under section 9.05.150, that section is reserved in the next section so that paragraph doesn't exist. You may want to go back to 110, that's where it discusses the revocation of the permit. Bonnie Manicke-Polson thanked the Mayor and the Commission for removing the \$25.00 per table fee. It adds a lot to Polson to have the outdoor seating. Bonnie requested that the other fee be removed as well. It is hard for Main Street to be in business as it is. The outside tables draw some attention to tourists walking by. Elsa Duford- Ward III- commented she was puzzled why the need for an emergency ordinance. In the past, the ordinance was strict to prohibit alcohol in Parks and displayed. That was the term used. Considering the background on a different ordinance are there definite people signed up to have alcohol on the streets? Certain restaurants? Mayor Knutson commented that there are people interested in it. Elsa commented how would this effect businesses downtown that have a liquor license? It is a contradiction. Mayor Knutson then turned the discussion back to the Commission for final discussion. Mayor Knutson commented that Mr. Manicke brought up some good comments and corrections. Those need to be implemented. There should also be conversation on the flower pots needing the two million dollar per occurrence on a claim. Does that make sense to have that on there? Commissioner Turner commented that it would be up to each individual business policy. It looks nice but if somebody gets hurt somebody has to pay. Commissioner Erickson commented that it is up to each business to verify with their insurance that those are covered. Mayor Knutson commented that if a business has items out in the City sidewalk, they are needing to have a permit for it. The City will be responsible for getting the Insurance Liability Certificate or the Encroachment Permit will not be given. Commissioner Siler commented that sandwich boards are an encroachment too. City Manager Shrives commented that sandwich boards will be addressed under the Sign Ordinance. Mayor Knutson commented that she was concerned about working with the businesses regarding the enforcement of this ordinance. Mayor Knutson requested a grace period and City Manager Shrives commented that a grace period of 30 – 45 days. Commissioner Turner requested a breakdown of the \$50.00 fee being charged. City Manager Shrives explained the process: there will be an inspection, additional enforcement, and normal processing fee. Mayor Knutson commented to leave the fee at \$50.00 after a discussion to either charge the business or a general tax payer fund. Commissioner Turner agreed. **Commissioner Coutts amended his amended motion to remove any reference to non-substantial and correct reference on page 7 to 9.05.080, to 0.05.050, paragraph 4 and correct page 9 Paragraph A from 150 to 110.**

Commissioner Southerland second. Mayor Knutson clarified the motion to be: Removal of table fee, Removal of non-substantial-reference page 7 & 9. VOTE Unanimous Motion carried.

APPROVE STUTZMAN'S FURNITURE PUBLIC RIGHT-OF-WAY ENCROACHMENT REVOCABLE PERMIT (02:05:36)-City Manager Shrives comments that since the Emergency Ordinance was passed, this item may be removed from the agenda. It will be dealt with administratively. **Commissioner Donovan motioned to remove Agenda Item #11. Commissioner Erickson second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

APPROVE RESOLUTION NO. 2016-TBD A RESOLUTION APPROVING POLICY FOR REFUND OF ANNUAL GOLF COURSE USE FEES (02:06:31)-This agenda item was presented by City Manager Mark Shrives and Golf Director Roger Wallace. This is regarding the policy of refunds of golf passes. Golf Director Roger Wallace took the matter to the Golf Board for discussion and to provide a policy that they felt met some of the issues that were brought up. The format is a little bit different because we are going to start adopting either City Commission Policies, done by Resolution and there will be internal policies that don't necessarily require City Commission action. The City is working on establishing several policies, i. e. Travel Policy. In the future you will see this format for City Commission policies. That is why this format looks a little bit different. Golf Director Roger Wallace addressed the actual policy and the process that the Golf Board went through. Roger commented that to preface comments, Mr. Cox's request was not contemplated when writing this policy. Mr. Cox's request should be dealt with by itself. The policy will apply as follows: The Golf Season Pass is defined as March 1 – October 31. This will be the baseline for applying for the roll-over. The trail pass and cart storage will not be refunded. Medical Condition – remained of the season. It takes playing 12 rounds to break even on the golf pass. For a roll-over or refund, a diagnosis much like Mr. Cox's would be required. A 1% down in case of illness or injury is a fair number. There will not be an admin fee or a charge for golf that had already been played. **Commissioner Donovan motion to approve Resolution number 2016-TBD, A resolution approving policy for refund of annual golf course user fees. Commissioner Southerland second.** Commission discussion: none Public Comment: Garth Cox-Ward III-commented that he thanked the Commission for their diligence is looking at this. Mr. Cox will not be able to play golf this season. Mr. Cox thanked the Commission for looking at this. **VOTE: Unanimous Motion carried**

APPROVE RESOLUTION NO. 2016-TBD TO CHANGE RATES FOR USERS OF THE CITY OF POLSON MUNICIPAL SEWER SYSTEM (02:17:12)-City Finance Officer Cindy Dooley presented this agenda item. With the new waste water treatment plant, the City knew the rates were going to be substantial for the rate payers, so there was a 3-tier increase put in place. There was a Resolution of Intent on May 16, 2016, a Public Hearing on June 6, 2016. This will be the first step increase to take effect on July 1st and would appear on the billing that goes out at the end of August. In order to keep moving forward on the SRF financing, this Resolution needs to be in place that states the rate increase is going to happen. The average increase for the 5,000 gallon user will be \$14.09 on this increase. The total utility bill will be about \$77.57. **Commissioner Southerland motion to approve Resolution No. 2016-TBD to change rates for users of the City of Polson Municipal Sewer System. Commissioner Turner second.** Commission discussion: Commissioner Southerland asked if the City had looked into possible aide for people not able to pay the increase. City Manager Shrives answered that there really isn't a plan out there for water/sewer like there is for heating. Commissioner Southerland asked Water/Sewer Superintendent Tony Porrazzo if the number of people who could not pay their increase had risen due to the increase a year ago. Mr. Porrazzo replied no, because the rates had been changed over to the owners. The payment is getting better but there is still a few people who have issues with the payment. It is watched closely. Commissioner Turner questioned the dates that the build start is 2018? City Manager Shrives replied that the bid for construction will occur in the fall of 2016, the construction will begin in the spring of 2017 with a finish in 2018. Mayor Knutson commented that this is a difficult situation to be in and the weight of that position is felt by all. Public comment: none **VOTE: Unanimous Motion carried**

APPROVE TIME EXTENSION SID IMPROVEMENT AGREEMENT (02:25:56)-This agenda item was presented by City Manager Mark Shrives and City Planner Kyle Roberts. There have been conversations with Mike Maddy, representing Cougar Ridge. This agreement was put in place last year when Phases 5 and 6 were put in place. This was to confirm construction of a road because the road had not been completed at that time. So a cash bond was put up. The current agreement is due to expire July 1, 2016. There are negotiations going on with potential developers so Cougar Ridge is requesting a time extension of this Subdivision Improvement Agreement. There is a letter of assurance of security from Glacier Bank. All of the conditions for the extension have been met to sign another Subdivision Improvement Agreement which would extend the current one for one more year. The funding would still be in place if the road is not completed. The City would rather have the developer build the road so this extension would work pretty well. The bank has agreed with this as well. **Commissioner Donovan motioned to approve the attached Subdivision Improvement Agreement with the condition that the Bank provide an Assurance of Security for an additional year prior to June 23, 2016. Commissioner Erickson second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

STRATEGIC PLAN DISCUSSION (02:29:30)-City Manager Shrives presented this agenda item. There will not be a vote on this item tonight. This is Strategic Plan that the City Staff has compiled. City Planner Kyle Roberts compiled the information from the department heads. These are the themes that came out of the Strategic Plan Workshop that was held in February of this year. Hopefully this will be brought back at the next Commission meeting for approval. This document will help in preparing the City budget in the coming year. Mayor Knutson clarified that this document is direction only. City Manager Shrives explained that the approval will be for strategy. Commissioner Erickson thanked City Manager Shrives and Commissioner Erickson commented it will be a good discussion tool. Mayor Knutson commented that this will also help in planning for long-term goals as well. Commissioner Siler commented on the renovation to City Hall office, it looks pretty good. We are using our own City staff to do the construction. City Manager Shrives commented that the renovation goal was to make the front offices more professional looking. There was no public comment.

(02:36:03) Mayor Knutson asked if the Commission wanted full minutes or action minutes. The Commission determined that action minutes would suffice.

Adjourn. (02:36:23) Before adjournment Mayor Knutson reminded everyone that the next meeting will be Wednesday, July 6th. **Commissioner Siler motion to adjourn. Commissioner Southerland second.** Commission discussion: none Public Comment: none **VOTE: Unanimous Motion carried.**

ADJOURN: 8:36 p.m.

Mayor Heather Knutson

ATTEST: _____

Cora E. Pritt, City Clerk

5d.

LIQUOR LICENSE APPLICATIONS
FY 2016-2017 AS OF JULY 1, 2017

<u>NAME OF ESTABLISHMENT</u>	<u>AMOUNT</u>	<u>DATE PAID</u>	<u>RECEIPT #</u>	<u>LIC #</u>
ALL BEVERAGE				
❖ CHINA GATE RESTAURANT	\$225	05/31/16	12796-2	1108
❖ LAKE BAR & CASINO	\$225	06/30/16	12814-66	1112
❖ MACKENZIE RIVER CO	\$225	06/22/16	12813-12	1113
❖ SPORTSPAGE LOUNGE	\$225	06/29/16	12816-8	1121
❖ SWANEE'S BAR & GRILL	\$225	06/15/16	12807-35	1123
❖ THE SALISH/FIESTA EN JAL	\$225	05/25/16	12794-9	1120
❖ VINE & TAP, LLC	\$225	06/08/16	12804-5	1126
NON-PROFIT / ALL BEVERAGE				
❖ ELKS CLUB	\$225	06/30/16	12816-11	1110
❖ VFW	\$218.95	06/02/16	12798-10	1125
BEER AND WINE				
❖ 4B'S RESTAURANT	\$200	06/03/16	12798-18	1106
❖ BIG CHEESE (Betty's & Stageline)	\$200	06/14/16	12807-29	1107
❖ D BERARDINIS WINERY	\$200	06/21/16	12813-8	1129
❖ OLD WORLD DELI	\$200	06/30/16	12816-11	1115
❖ PIER 93	\$200	05/23/16	12794-2	1116
❖ POLSON BAY GROCERY	\$200	06/17/16	12809-30	1118
❖ SAFEWAY STORE	\$200	06/07/16	12800-15	1119
❖ SUPER 1 FOODS	\$200	05/27/16	12794-24	1122
❖ THE COVE DELI & PIZZA	\$200	06/16/16	12809-5	1109
❖ TOWN PUMP OF POLSON	\$200	06/03/16	12798-17	1124
❖ WALGREENS #16084	\$200	05/31/16	12796-7	1127
❖ WALMART	\$200	06/01/16	12798-9	1128
BEER				
❖ GLACIER BREWING COMPANY	\$100	06/21/16	12813-6	1111
❖ MAIN STREET MARKET	\$100	06/14/16	12807-30	1114
❖ PIZZA HUT	\$100	06/06/16	12800-2	1117

CITY OF POLSON COMMISSION AGENDA ITEM SUMMARY

Agenda Item Number: 7 Ridgewater Development Reimbursement Request for Infrastructure Installation
Commission Meeting Date: July 6, 2016
Staff Contact: Mark Shrives.

AGENDA ITEM SUMMARY: Follow up from June 6, 2016 meeting regarding Ridgewater Development Request for Reimbursement for infrastructure installation.

BACKGROUND: Previous information as provided at June 6, 2016 City Commission Meeting

ANALYSIS: After the June 6, 2016 City Commission Meeting the City Manager, City Engineer, Mr. Mike Maddy and Mr. Dennis Duty met on June 15, 2016 to validate the costs that had been submitted for reimbursement and then to determine the appropriateness of the costs submitted based on Industry Standards. On June 24, 2016, the City Manager issued a letter stating that the water infrastructure that was installed did not appear to benefit the developer. In that same letter, it was not felt that the pressurized sewer line that had been installed provided any benefit to the City. On June 29, 2016, the City Manager, Mr. Maddy and Mr. Duty again met to discuss the points raised in the letter. At that meeting, they were asked to develop a letter of rebuttal to the previous letter. That letter has been included in the packet of information. We also discussed that although I had not agreed with the validity of all reimbursement costs that had been submitted, part of the motion that was made and passed at the June 6, 2016 City Commission Meeting was to in fact address the appropriateness of the costs as submitted. The revised costs submitted by Ridgewater Development are an attachment to their letter. The City Engineer is currently on vacation, but is working on developing a table addressing the appropriateness of the costs that were submitted based on Industry Standards. I will be able to provide that letter NLT July 7, 2016. I have also been informed by Mr. Maddy that he will provide me an additional reimbursement request document NLT Jul 7, 2016.

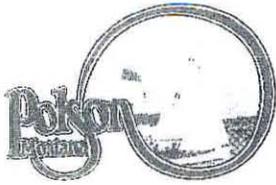
FINANCIAL CONSIDERATIONS: Unknown. Pending City Commission decision.

STAFF RECOMMENDATION: None

SUGGESTED MOTION: None

ATTACHMENTS:

1. City Manager letter with attachments dated June 24, 2016
2. Ridgewater Development letter dated June 30, 2016
3. Appropriateness of costs analysis to be provided NLT July 7, 2016 (will be provided to City Commission via email and posted to City website)
4. Additional Ridgewater Request Document to be provided NLT July 7, 2016 (will be provided to City Commission via email and posted to City website)



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



June 24, 2016

Mike Maddy
Dennis Duty

To Mr. Duty and Mr. Maddy,

Thank you for meeting last week, June 15th, to provide clarity and insight into your claims for the City to pay for the cost or partial cost of water and sewer utilities associated with Ridgewater Development, Phase VI. In attendance at the meeting were Mike Maddy, Dennis Duty, City Manager Mark Shrives, and City Engineer Shari Johnson. We left the meeting agreeing to do additional research in the city files to determine what was historically pledged for water and sewer capacity to Ridgewater and/or Cougar Ridge.

Below is a summary of what we found on the pledged capacity question along with our recommendation we will make to the City Commission. You are welcome to provide additional clarification or information to myself and the City Engineer.

Water Extension: At the June 15th meeting, you demonstrated that the 8" main between Lots 16C and 17C line did not benefit the development. It was explained by you that it was installed at the request of the City Water & Sewer Superintendent with the likely intent of perpetuating water service to the Ridgewater Phase 1, COS 6884, Parcel 1 (not in your ownership). This service line had been exposed during construction of the Red Lion and found, unbeknownst to you, to run across other development lots to connect somewhere on the previously installed water main by the development.

The City concurs that this does not appear to have been requested by the developer or of potential benefit to the development. Because of the size of the easement it will have limited value to either the City or Developer for future sewer or water uses. It will be our recommendation to the City Commission to agree to payment of the water line claim in the amount of \$20,090.87 as originally submitted on Invoice No. 8140.

Gravity Sewer: The revised invoice for gravity sewer presented for the June 15th meeting removed costs associated with the gravity sewer. All parties agreed that this gravity sewer was required for development and does not benefit existing City users.

It will be our recommendation to the Commission that the City does not participate in payment on the gravity sewer claim.

Pressurized Sewer: There was much unresolved discussion about the intent of the 6" sewer force main constructed as shown in the Phase VI record drawings. The assertion made at the meeting by Mr. Maddy was that he believed the City had pledged capacity for approximately 315 connections, all to be routed thru the Walmart Lift Station, thereby obligating the City to the force main improvement cost to

meet their commitments. The City offered to conduct a file research to explore what was historically pledged for water and sewer capacity. Below is a summary of what was found.

Attachment A is the Cougar Ridge application for 313 lots. The supporting information provided outlined the plan for wastewater in Item C. Three locations were identified for connection to the city sewer system and that the developer agreed to extend a sewer disposal line with technical guidance from the Water & Sewer Superintendent. The three locations listed were

- 15th Ave terminus,
- 11th Ave terminus,
- East side of US 93.

“East side of US 93” would match a description for the Walmart Lift Station, but is only one of the possible connection points discussed. Both 15th Ave and 11th Ave terminuses could be used as either gravity flow or force main connections depending on the development phase. There is no indication that all sewer flow was intended to run solely thru any one location.

Attachment B is a response letter from Cougar Ridge Subdivision’s representative to questions from Bob Fulton, City Engineer at that time. It clearly states the ability to use 11th Ave and 15th Ave for sewer extensions and connections.

Attachment C was provided by the applicant as proposed modifications to the preliminary plat including sewer connections at both 15th Ave and Highway 93.

Attachment D is correspondence from the City Engineer to the planning department with discussion about the Highway 93 sewer connection only being a pipe sleeve.

Attachment E is City Council Meeting Minutes from 2007 where improvements to 15th Ave are being discussed. Mr. Duty clarified that he had access to Hillcrest Drive and the Highway and that 15th would be gated off after the sewer was extended (presumably extended on 15th).

Attachment F is the latest conceptual plan received by the City for the Ridgewater development. It substantiates Mr. Duty’s statements in Attachment E that the development does have access to Hillcrest Drive, including utility placement. This added another potential route for sewer that appears to have been conceptualized at least as early as 2007.

In summary, the City did not find any documentation to support the June 15th discussion that the City had pledged capacity to be routed in its entirety thru the Walmart Lift Station. It was only one of the possible connection points in the documents reviewed. The other connection points can be used for either gravity or pressurized connections, subject to detailed city review.

The development application submittals demonstrate that this sewer force main installed in Phase VI supports potential future needs and flexibility for the development to continue. As discussed in previous meetings and the Phase VI design report, a lift station will be necessary in order to support the use of the force main to convey sewage to the proposed points of existing sewer service. No provision

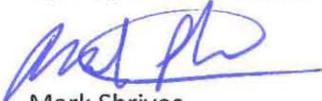
has been made for appropriate siting of the lift station and the City urges caution in making further development decisions until provisions are made. Of particular concern in future planning would be the actual site size needed for a lift station and to ensure that property is set aside if ownership of the hotel property were to change before a lift station were built on such property. It is my opinion, in consultation with the City Engineer, that a lift station could not be built on the Red Lion property because of the current size of the utility easement to be dedicated to the City. The placement of the future force main in that easement necessitates the abandonment of the water utility in order to connect a lift station to the force main with acceptable separation distances. The 20 foot easement is substandard and should not be accepted by the City for utility purposes.

It will be our recommendation to the City Commission that payment of the pressurized sewer claim not be paid.

If you feel we should meet again on the 27th, we can certainly keep that meeting as scheduled, but I'm not sure we will be able to accomplish much unless you have additional documentation that guaranteed all 313 sewer connections were actually pledged to the Walmart Lift Station.

As was discussed, this item will again be placed on the July 6, 2016 City Commission Agenda. I will also include this letter of recommendation, unless new information regarding the sewer issues is provided which may cause me to change my recommendation. If you would like to provide me a letter in agreement or rebuttal to my recommendations, I will certainly include it. Of course you will also have the ability to present your arguments in person. Again, these are only my recommendations to the City Commission, they of course have the ability to accept, deny or make any changes they desire.

Again, please let me know if we should continue to plan to meet on the 27th of June.



Mark Shrives
City Manager
City of Polson

COPY

1. Name of Subdivision SUGAR RIDGE
2. Location NEAR SW CITY LIMITS ALONG THE WEST SIDE OF US 93 ^{OLD} _{MILL} _{SITE}

A. Nearest town POLSON

B. Number of nearest State or Federal Highway US 93

C. Legal description (to 1/4 Section) SECTION _____ TOWNSHIP _____ RANGE _____ SEE ATTACHED MAPS

3. Name, address and telephone number of subdivider DREAM FIELD DEVELOPMENT -
MILE MADDY, 977 PARKVIEW DR POLSON MT 59860

4. Name, address and telephone of each person or firm providing professional services and information to the subdivider (i.e. attorneys, engineers and land surveyors).
OSPREY ENV - P.O. BOX 491 POLSON MT 59860 883-1420
CARSTEN SURVEYING - 108 B MAIN ST POLSON MT 59860 883-2672

5. Name, address and telephone number of person or firm which prepared environmental assessment.
OSPREY ENV, IN CONCERT WITH CARSTEN SURVEY, PREPARED THE
SUBDIVISION PACKAGE AND ENGINEERING TO DATE

6. Descriptive data:

A. Gross area of subdivision in acres 212 ACRES

B. Number of lots 313

C. Average lot size ~ 18,000 SQ. FEET

D. Minimum and maximum lot sizes MIN = 7000 SQ FT. MAX = ~ 2.5 ACRES

E. Lineal feet of streets ~ 3.8 MILES

F. Existing zoning HIGHWAY, MED. DENSITY, LOW DENSITY, & RURAL RESIDENTIAL

G. Proposed use:

Residential single family

Residential multi-family

Planned unit development

Mobile home park

Recreational vehicle park

Other (please describe) COMMERCIAL

7. Public review information:

A. How will this proposed subdivision affect agricultural lands?
NO AFFECT AND NO AGRICULTURAL USES ARE
EXISTING.

COPY

B. How will this proposed subdivision affect local services? PRELIMINARY
CORRESPONDENCE W/ SERVICE PROVIDERS INDICATE INCREASED
DEMAND FOR SUCH SERVICES IS ACCEPTABLE.

C. How will this proposed subdivision affect agricultural water users/facilities? NO AFFECT
AS PROPERTY HAS NEVER BEEN IRRIGATED.

D. How will this proposed subdivision affect wildlife and wildlife habitat? SITE IS
NOT PREFERRED HABITAT BY PROTECTED SPECIES.
OCCASIONAL USE BY GAME SPECIES IS LIKELY BUT
DEVELOPMENT WILL NOT REDUCE POPULATION SUCCESS.

E. How will this proposed subdivision affect public health and safety? NO AFFECT
AND MAY ASSIST THE CITY OF POLSON BY PROVIDING
NEW TRAFFIC ROUTE FOR EMERGENCY SERVICE
VEHICLES.

F. Describe the purpose of any easements that exist or are proposed on the property.
WATER, SEWER, AND EMERGENCY SERVICES
ACCESSES AND EASEMENTS ARE PROPOSED TO
FULLY & WISELY DEVELOP THESE PARCELS OF LAND.

G. Explain how you intend to provide Legal and Physical access to the subdivision.
LEGAL AND PHYSICAL ACCESS IS IN PLACE WITH TWO ALTERNATE
APPROACHES. FURTHER, CLAYTON DR., 15TH, AND/OR 11TH AVENUES
ARE PROPOSED. A NEW ACCESS TO HILLCREST IS ALSO INTENDED.

B. List of materials submitted with this application:

- A. PERMIT APPLICATIONS
- B. NARRATIVE INTRODUCTION
- C. MAPS
- D. COVENANTS
- E. PRELIMINARY PLAT FOR PHASE I.
- F. _____
- G. _____
- H. _____

I hereby depose and say that all the statements and information and the statements and information contained in all exhibits transmitted herewith are true. I hereby apply to County Commissioners of Lake County for approval of the preliminary plat for COVARR RIDGE Subdivision.

[Signature] - AGENT
Subdivider or Agent

FOR OFFICE USE ONLY

- 1. Application number _____
- 2. Date application submitted _____
- 3. Date by which Preliminary Plat must be approved or rejected _____

A4. See the Phase I mapping in the Maps & Drawing section. Plans and specifications are pending based upon city comment, and will be completed upon preliminary plat approval.

C. Wastewater Treatment

1. No individual wastewater systems are proposed.
2. No multiple family wastewater systems are proposed.
3. Public System - Existing
 - A1. The City of Polson's existing sewer system is to be used to serve the development. Tony Porrazzo is the current Water and Sewer Superintendent of the city.
 - A2. Based upon discussions with Mr. Porrazzo and review the recently complete sewer capacity summary (attached), the existing city system can support the proposed subdivision.

Existing city sewer services exist at the following locations:

1. 15th Ave terminus
2. 11th Ave terminus
3. East side of US 93

A3. Given the number of potential connection points to the subdivision, the developer agrees to extend a sewer disposal line that best fits the technical guidance from Mr. Porrazzo in his comments on this submittal.

A4. See the Phase I mapping in the Maps & Drawing section. Plans and specifications are pending based upon city comment, and will be completed upon preliminary plat approval.

D. Solid Waste

1. Collection and disposal of solid waste will be conducted through service from BFI Flathead Disposal.
2. BFI Flathead Disposal is located in Polson and Ronan, Montana.
3. N/A

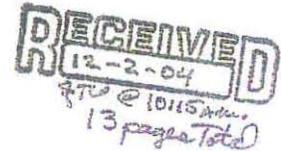
E. Drainage

1. Street and Roads
 - a. Disposal of storm run-off will be per DEQ standards. The development proposes to meet these standard within a Stormwater Management Plan (SMP) as submitted to DEQ. The preliminary plan is to use roadside swales and detention ponds to appropriately manage storm run-off from the roads. The SMP will be completed upon preliminary approval from City Council.
 - b. The roads within the subdivision and the potential extension of existing roads will be paved.



OSPREY ENVIRONMENTAL CONSULTING, P.C.
P.O. Box 491
Polson, Montana 59860
406.883.1430

December 1, 2004



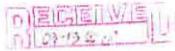
Joyce Weaver
Planner Official, City of Polson
City Hall - 106 First Street East
Polson, MT 59860

Dear Joyce,

Osprey Environmental Consulting, P.C. (Osprey) appreciates the opportunity to respond to Mr. Fulton's questions pertaining to the application material for Cougar Ridge Subdivision (CRS) at the southeast limits of the City of Polson (City). The CRS was presented as a 313-lot, 'master planned development' that encompasses approximately 212 acres with a Phase 1, 30-lot proposal. We understand that Mr. Fulton is the acting city engineer and appreciate any questions that arise during the subdivision process.

In order easily respond to Mr. Fulton's questions, I have included a copy of his November 30, 2004 letter. I have sequentially numbered his questions from page one to page six. The responses provided by Osprey will be numbered to match the numbers depicted on Mr. Fulton's letter. Thus, the responses follow:

1. Specific to the plan sheets of the application, the water and sewer lines were omitted unintentionally as a communication error of the proponents. All future maps and graphic representations of Phase 1 and subsequent phases will identify proposed water and sewer lines and proposed connections areas.
2. Claffey Drive water supply line extension was proposed and discussed with the City Water and Sewer Superintendent. The concept for this connection was to replace the existing 6-inch line with an 8-inch line from the 4-inch PRV terminus of the 8-inch line under Claffey. The proposal was also the remove the 4-inch PRV obviously to accommodate this extension. Thus, 6-inch line fire flow concerns would not exist. Osprey also discussed looping the Claffey Drivewater line extension to the water line at the east end to 15th Avenue through an easement between Phase 1 Lots 1 and 25. Apparently this utility easement was unintentionally omitted too.
3. This is partially answer in No. 2 above, but I will expand the answer to specifically address sanitary sewer extensions or connections. The proposed sewer service will connect to the existing City system on 11th Avenue to capitalize on topography from the Phase 1 Residential lots. As mentioned above, the utility easement was accidentally omitted between Lots 1 and 25. This proposed 30-foot easement could accommodate both water and sewer lines and separation distances. Sewer service could be connected at 15th Avenue, but a change is easement location would be required to use topography.

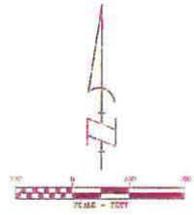
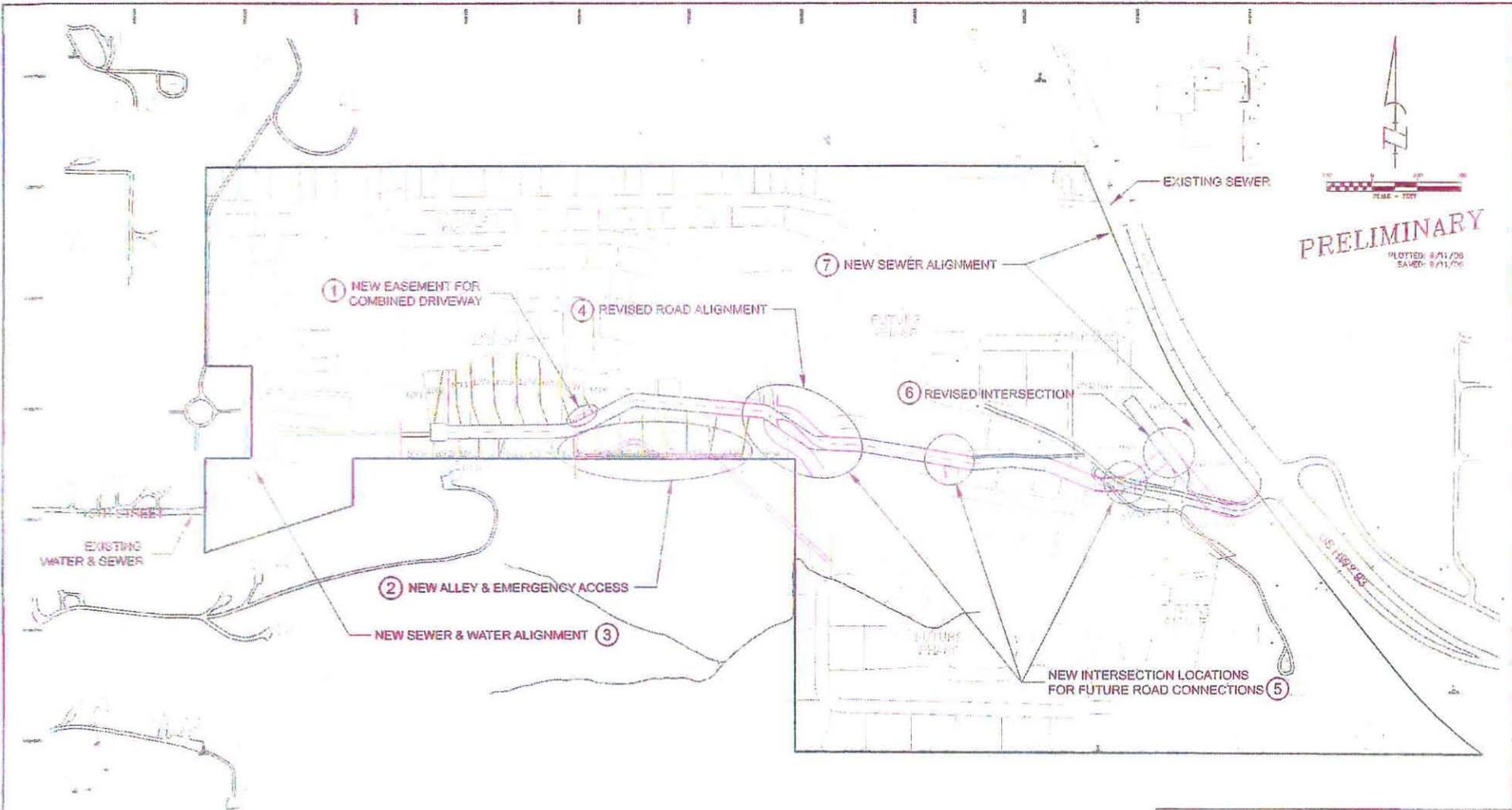


Cougar Ridge Subdivision
Phase I Modifications

The following modifications are proposed to the approved preliminary plat:

1. A new easement for a combined driveway serving lots 8 and 9. This change is necessary to get acceptable grades for the driveway access to lot 8.
2. A new easement and emergency access serving lots 10-17. This change is necessary to access these lots and the existing house on lot 13. The access is proposed as an alley, with a 16-foot paved surface and 2-foot gravel shoulders within a 20-foot easement. The alley will be designed to accommodate emergency vehicles with a "T" turn-around at the end. An emergency access will be provided across the property to the south connecting to streets constructed in a future phase (See attached plan & profile).
3. A new sewer and water alignment connecting to existing facilities on 15th Street. This change will better follow the existing topography.
4. A revised road alignment to better accommodate future road connections.
5. Revised intersection locations for future road connections to better fit with the existing topography.
6. A revised intersection configuration within the commercial area to better accommodate commercial traffic flow.
7. A new sewer alignment connecting to existing facilities on US Highway 93. This change will allow greater flexibility in future phases.

8/27/23 10:49



PRELIMINARY
PLOTTED: 8/11/23
SAVED: 8/11/23

**COUGAR RIDGE SUBDIVISION
PHASE I MODIFICATIONS
POLSON, MONTANA**

WGM GROUP, INC.
ENGINEERING • SURVEYING • PLANNING
3021 Palmer • (406) 728-4411
P.O. Box 14027 • Helena, MT 59604

PROJECT	09-24-24
FILE NO.	009126/0001/0001
DATE	08/11/23
DESIGNED BY	ALB
CHECKED BY	WJA
DATE	08/11/23
SCALE	AS SHOWN
SHEET	1 OF 1

Bob Fulton
406-883-9217
883-5696 FAX

September 15, 2006

Cora Pritt
Planning Department

RE: Changes to the Cougar Ridge Project

Cora,

In response to the information that you supplied yesterday, I would offer the following:

1. Tony has already informed the developer that there is no sewer at the northeast corner of the project. There is a pipe installed when the highway was improved, that can serve as a means for conveying sewage under that road. But there is no collection system on the east side of the highway to connect to the city system.
2. The new emergency access and alley were conceptually approved at a meeting a week or two ago with representatives of the developer, Joyce, the Mayor and I. However, I think it is important to point out that the grades proposed do not comply with the PDC standards.
3. The PDC standards specify a maximum 8% grade for streets. It was agreed at that meeting that grades could be rounded off to the nearest "integer" so the 8.4% could be considered in compliance. I understand this is not considered a street and there are no listed standards for "alleys" but the council should recognize the grades are in excess of the city standards.
4. The profile for the alley from station 0+35 to 6+00 shows a grade of 8.4% and a scaled cut of almost 10'. The from 6+00 to 7+60, the grade is shown as 5.437% although the elevations shown would require that to be a negative grade from elevation 3317.3 to 3308.6 in that section. Again in this section there appears to be a cut of almost 10'.

5. From station 6+00 to 10+90, the listed grade is 9.286%.
6. I would suggest that if the centerline profile could be maintained with a positive grade from 6+00 to the vicinity of 7+60, that there is a possibility that the 9.286% grade could be reduced to be more in line with the 8% maximum found in the PDC.
7. For example, if the elevation of the centerline at 7+60 could be raised to about the existing ground level at that station [my scaled dimension of the difference between the proposed 3308.6 and the "existing ground line at that station shows a cut of about 10'] to about 3318.6, then the grade from 6+00 to 7+60 would be a positive 0.8% and then from 7+60 to 10+90 the grade could be reduced to 6.26% rather than the 9.286% shown.

Those are my comments.


Bob Fulton

Encl.

Cc Dennis Duty, Mission Bay, via FAX

a letter to the Hillcrest residents giving them the exact cost and will put it on the City's website to try to resolve confusion. **Margie Hendricks** said she does not agree with charging the Hillcrest Drive property owners the impact fees. She stated that the discussions on impact fees were to charge new development, not apply it to 50 to 75 year old residential homes. There should be public hearings providing opportunity for public input and it should not be adopted without public comment. Many of the homes have been paying into the water system for many years. She questioned why the City was so anxious to annex Cougar Ridge before the impact fee was in place, now others will have to pay for the needed pipeline expansion. The impact fees charged are arbitrary and capricious. She asked that Council reconsider charging impact fees to the Hillcrest property owners, which she thought was for new development. **Lee Manicke** noted a correction in the placement of the decimal point for calculating the percentage in the water and sewer connection fee formula presented by James Raymond. The correction was acknowledged and will be changed. **Dennis Duty** asked if the new impact fee affected the existing developments that receive preliminary or final plat approval after April 19, 2007. **Mayor Clavadetscher** replied that if the fees were paid there is no charge to the developer but the new fees apply and would be paid when building permits are applied for. The impact fees and new water and sewer connections fees will apply to all new subdivision approvals. **Motion to approve Ordinance #627 carried unanimously.**

APPROVE \$13,000 EXPENDITURE FOR FEASIBILITY STUDY OF 15TH AVENUE EAST BY THOMAS, DEAN & HOSKINS: **Mayor Clavadetscher** asked Council to approve the \$13,000 expenditure, a quote presented by Thomas Dean and Hoskins engineering firm, for a feasibility study to come up with a solution for the safety issues raised by the property owners on 15th Avenue East. **Councilman Funke** said he would be in favor if the 7th Street storm drain extension was addressed in the study. **Mayor Clavadetscher** replied that the proposal is not intended to be specific and would address the storm water runoff. **Councilman Funke** questioned if the City should spend \$13,000 or more if they can't get a satisfactory solution for the road design. **Mayor Clavadetscher** replied that he is trying to provide the Council with alternatives then Council can make an informed decision. **Councilman Agrella** agreed that other roads also need improvements. **Mayor Clavadetscher** cautioned the Council that the cost estimate for a 7/10 of a mile walking trail was recently quoted at ¼ million dollars. He has no idea what this project might cost and will need to research grant options. **Councilman Lies** asked that the engineers use the existing surveys to cut down their estimated survey costs. Council agreed that the existing surveys should be utilized by TD&H. **Councilman Funke** suggested that Mayor Clavadetscher negotiate with TD&H to reduce the \$7,500 survey and right of way research part of the contract. **Motion made by Councilman Agrella, to authorize Mayor Clavadetscher to negotiate the Feasibility Study of 15th Avenue East with Thomas Dean & Hoskins to reduce the \$13,000 contract and bring the final proposal back to Council for final approval.** **Bob Williams** stated that he owns property on either side of the proposed option #2 and he will initiate a lawsuit because it will devalue his property. The City took jurisdiction and paved Hillside Court illegally, without Bob Fulton signing off on the project. It is a private road and the City created a private SID. There are a lot of issues that need to be resolved and this will not solve the problem. He questioned if the City and County discussed ownership of Hillside Court. Discussion followed regarding ownership of the road. **Carol Jones** noted that alternate #1 and #2 are too steep for the existing road. It is adequate for Westana and the existing development but it is unsafe to provide access for future subdivisions such as Keith's and Cougar Ridge and they should use 11th Avenue as suggested by the City County Planning Board. It should be the developer's responsibility to provide an alternate route and not be the City's cost. She suggested that the Keith's negotiate with Ingram and use 5th Street for their

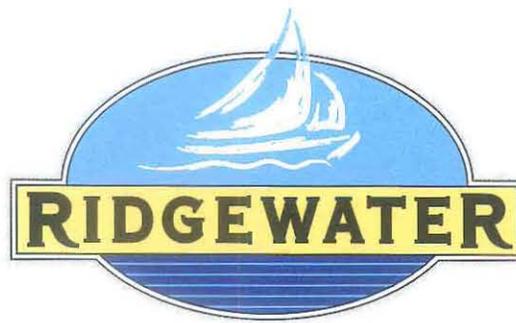
access, which would have no safety issues. **Dennis Duty** clarified that he has no intention to use 15th Avenue East for Ridgewater subdivision. He has access to Hillcrest Drive and the Highway and will gate off the road after the sewer line is extended. This agenda item has nothing to do with his subdivision. **Elsa Duford** assured Council that there are numerous surveys of 15th Avenue that have been prepared and paid for privately which would be available to the engineer. There is a wooden fence that is in the street right of way and it is verified by a recent survey. She felt that options #2 and #3 are not feasible because of the grade change. She asked that Council take the time to look at the road before they invest money in this study because she doesn't believe there is a feasible solution to the s curve in the road as Bob Fulton stated in the past. **Rory Horning** encouraged Council to save the taxpayers dollars by having the engineer use existing surveys of 15th Avenue East. He felt that people seeing the current route of excavation for the sewer pipe installation creates confusion. **Walter Zollers Jr.** said he sold his house on 15th Avenue East, telling the buyers with Council's assurance, that there would be no improvement of that road at this time and asked that Council not proceed with improvements. **Mayor Clavadetscher** replied that 15th Avenue has been called unsafe by homeowners and this is an effort to improve the road. **Dave Sheesley** assured Council that the survey stakes are in place and grades were shot by competent professionals and the City should not have to pay for surveying the road again. **Elsa Duford** asked how the project would be paid for. **Mayor Clavadetscher** replied that it is premature and either a grant or an SID would be considered after the residents are surveyed. **Murat Kalinyaprak** suggested they build a tunnel under the road. **Bob Williams** asked Council to take options #2 and #3 off because the City doesn't own the property, which is the first issue that needs to be solved. **Motion to approve authorizing the Mayor to negotiate with TD&H to reduce the survey cost of \$7,500 by using previously done surveys and present the final proposal to Council for their approval, carried unanimously.**

UPDATE ON TSEP GRANT FUNDING – CITY MATCH \$750,000: Water & Sewer Superintendent **Tony Porrazzo** informed Council that the City's application for TSEP funding is in the legislative approval process and according to John Brueggeman the money has been allocated and will be official when the bill is signed. The grant is for the City's water system improvements that were proposed in the Anderson Montgomery Engineering report prepared by Kevin Johnson. When the City is officially notified that it has been successful in its application for the TSEP grant the Council will need to approve a resolution to authorize \$750,000 in matching funds. It was clarified that this TSEP grant is for upgrading reservoirs, water mains, distribution lines and looping water lines according to the 2005 water study recommendations. **Rory Horning** asked how the water line from Ridgewater will provide adequate pressure to Mission View Drive residents. It was clarified that Wal Mart will build a pumping station. **Councilman Agrella** stated that the wells in Ridgewater need to be treated before they are utilized.

Meeting adjourned at 8:10 p.m.

Jules Clavadetscher, Mayor

ATTEST:
Aggi G. Loeser, City Clerk



June 30, 2016

Mr. Mark Shrives
City of Polson
106 1st Street East
Polson, MT 59860

Re: Response to Letter Dated June 24, 2016

Thank you for meeting with us today to clarify the direction we are headed to get this issue of payment for infrastructure in Ridgewater resolved. I also understand that this letter is directed to help the City Commission better understand our position on how the costs were determined as well as our response to your letter. I am not really sure how the past approval process is really relevant to the payment of the infrastructure that we completed at the direction of your staff, but I will address both.

First the Water Extension: I think we now mutually agree that the water extension was of no benefit to the development. The difference we have in what you put in your letter is the cost. I was asked to identify the costs by the Commission in the June 6, 2016 meeting and that I could identify all costs associated with these improvements, not just the Jensen Construction costs I submitted originally. I forwarded you the total costs as I was instructed in a June 22, 2016 email from Dennis Duty. The cost difference from \$20,090.87 to the \$24,681.27 includes engineering, surveying and sand to bed the water line. I have attached the spread sheet identifying these costs.

Second is the Pressure Sewer: We have relied on your Sewer and Water Superintendent for 20 years. He has in the past requested infrastructure improvements that were not needed immediately but the savings to the city would be future savings. I can give several examples, but one that immediately comes to mind is the crossing of the water main on Highway 93 during the reconstruction. He knew that someday the city would be taking water from other sources to the Clearview Heights water tank. I can only guess, but in my case, I understand he was concerned that in the future when Knife River and other developments on the east side of town proceed, it will be imperative to relieve not only the Wal Mart lift station but the others in town that will certainly reach capacity in the relatively near future. With this discussion, we did not question his instructions to put in the pressure line and the city would pay the additional costs of construction. After the June 6, 2016 city commission meeting, as instructed by the commission, I sat down with Steve Jensen and we jointly determined that it would be more than fair for me to pay two thirds of the construction of the two sewer lines. I just want it clear that Steve could not place the pressure line on top of the gravity line as was discussed by Ms. Johnson in the June 6th commission meeting. They are placed side by side therefore having to excavate a significantly larger trench, not allowing the use of the trench box which creates a safety issue for his crew. He therefore has to widen the trench so that sides do not cave in on his crew. Obviously, this requires more excavation of material and significantly more compaction of the trench. So you can see on the attached spreadsheet we have reduced the excavation and labor charges originally submitted from \$24,458.75 to \$16,142.78. We have added only the parts required for the pressure sewer, the engineering, surveying

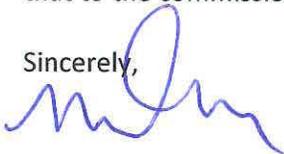
and bedding sand for a total of \$29,190.49. If you do the math, the cost to the city is just \$40 per foot. I don't think you could find anywhere else you could possibly get this done for this amount. I believe this is extremely fair to the city. Again, I want to be clear, the costs I have submitted are only those costs associated with the improvements that were requested by the city for me to put in the ground. This is the difference between what I originally submitted and what was ultimately done at the request of the city.

Now to address the letter: First let me say that Dennis Duty and I never claimed that all 313 approved connections must go through the Walmart lift station. We have always anticipated that there would be multiple locations where water and sewer would be connected to the city services. As a matter of fact, a portion of Phase 1 Residential is currently connected to 15th. If I were to try and connect all 313 approved connections to the Walmart lift station, we would have to build a lift station to get it back over the hill to Walmart. I would much prefer to use gravity when possible. That addresses Attachment A, which unfortunately does not have a date and is by no means an engineering proposal, just the original submittal for subdivision review. Attachment B is a response from the original engineers, prior to the preliminary subdivision review by the planning board. The final approval denied my subdivision access to 11th Avenue and 15th Avenue. The only access from the west was approved on Hillcrest. We have already completed the sewer improvements on to 15th as described on Attachment E. Since I was denied access to 11th, I have since determined that Hillcrest will be the best and only location for the sewer and water connections from the west side of the property. The rest of the attachments continue to illustrate that it was never contemplated to use only the Walmart lift station for all 313 connections. I think you and Shari totally misunderstood our conversation. What was claimed was that the city, by the approval of the Preliminary Plat, has agreed to supply capacity for 313 connections.

The question here is did I need the pressure sewer line that I installed at the request of the city. The answer is no! DEQ was ready to approve our Phase VI application once the city engineer sent them a letter stating that there was capacity for the 2 lot subdivision at the Walmart lift station. I did not need the pressure line to get the approval to move forward and may never need to lift sewage over the hill to a gravity line to Hillcrest. The city on the other hand, as your Water and Sewer Superintendent suggested in the June 6, 2016, may very well need the line to take the pressure off of the Walmart and other lift stations as future developments get approved on the east side of town. To suggest that the city not reimburse me for an improvement I do not need, but was requested by your staff that very well may be needed in the future by the city is appalling and most likely illegal.

I would like to be placed on the July 6th City Commission Agenda to have an opportunity to discuss this issue again with the commission. I am having a difficult time understanding having to spend my valuable time to defend our subdivision approval when in fact the city commission instructions were only to meet and agree what a fair cost was for the infrastructure I built for the city. After your review of the costs, I hope you agree that we have been extremely fair in allocating the costs and will convey that to the commissioners!

Sincerely,



Michael Maddy

RIDGEWATER REIMBURSEMENT COSTS
MIKE MADDY

WATER

Jensen Excavation	\$	20,090.87		
Larsen Engineering	\$	3,200.00		
Carstens Surveying	\$	920.00		
Treasure State (Sand)	\$	470.40		
TOTAL			\$	24,681.27

SEWER

Jensen Excavation	\$	16,142.78		
Parts	\$	4,405.51		
Larsen Engineering	\$	6,000.00		
Carstens Surveying	\$	1,525.00		
Treasure State (Sand)	\$	1,117.20		
TOTAL			\$	29,190.49

Mark Shrives

From: Michael Maddy <maddy@centurytel.net>
Sent: Tuesday, July 05, 2016 1:33 PM
To: 'Mark Shrives'
Cc: 'Dennis Duty'

Mark,

I finally got all the numbers together for our claim.

1. Water	\$24,681.27
2. Sewer	\$29,109.49
3. Attorney bill	\$ 2,769.27
4. Jeff Larsen [meeting]	\$ 819.50
5. Interest [Water and Sewer only 1 year]	\$ 3,232.30

Total Claim \$60,611.83

I feel the city is responsible for the outside cost as we handled it the only way the city would. They told us to retain an Attorney, they told us to bring Jeff to the meeting, they told us to break down all the bills, they told us we had to go this way because of "Other Problems outside of us". This should not take a year to be heard. The city staff told us to build sewer lines we don't need you were at the meeting. The sewer project cost us a total of \$92,186.21 to put in the two sewer lines 700 feet the share cost is we paid \$63,076.72 which is \$90.10 a foot and we are asking you to pay \$41.58 a foot as you can see the city got the better end of the deal as it would have cost us between \$50 and \$60 dollars a foot that we normally spend. We don't think it is fair but we will agree to it to settle it. And we still gave you the extra land for the water line for free.

Thanks, Mike

Mike Maddy Reimbursement Request
Analysis completed July, 5, 2016

Ridgewater Reimbursement Request	Amount Requested by developer	Appropriateness of Charges from City Engineer	Notes
Water			
Jensen Excavation	\$20,090.87	\$20,090.87	See Note 1
Larsen Engineering	\$3,200.00	\$3,056.00	See Note 2a
Carstens Surveying	\$920.00	Combined with Engineering	See Note 2b
Treasure State (sand)	\$470.40	\$470.40	See Note 3
Total	\$24,681.27	\$23,617.27	
Sewer			
Jensen Excavation	\$16,142.78	\$16,142.78	See Note 4
Parts	\$4,405.51	\$4,405.51	See Note 5
Larsen Engineering	\$6,000.00	\$3,567.00	See Note 6a
Carstens Surveying	\$1,525.00	Combined with Engineering	See Note 6b
Treasure State (sand)	\$117.20	\$117.20	See Note 7
Total	\$28,190.49	\$24,232.49	
	Total	Total	
	Water & Sewer	Water & Sewer	
	\$52,871.76	\$47,849.76	

**Mike Maddy Reimbursement Request
Analysis Completed July 5, 2016**

NOTES

Note 1 - from review of invoices, appears reasonable and ordinary

Note 2a - Engineering & Survey: No breakdown of hours. Analyzed using Rural Development tables for allowable percentages based on cost of construction; design survey & engineering should be approx. 10% ~ \$2000. See link.

Note 2b - Inspection: Full time inspection was not provided, no RD guidance to rely on. Part time inspection with response at same time as other subdivision work. Assume 10 hours max @100/hr = \$1000. No inspection results have been seen yet.

Note 3 - Sand - appears reasonable and ordinary

Note 4 - Approximately 1/3 of total project labor for sewer. Since pipe was in stick lengths and a shelved trench to go around manholes, appears reasonable and ordinary)

Note 5 - from review of invoices, appears reasonable and ordinary

Note 6a - Engineering & Survey: No breakdown of hours. Analyzed using Rural Development tables for allowable percentages based on cost of construction; design survey & engineering should be approx. 10% ~ \$2100. See link. Survey wouldn't be needed for design since survey was needed for gravity. There would have been some construction survey, but not much for a force main that is pressurized since stations would have been already part of gravity sewer work. Stations were the same in the plans.

Note 6b - Inspection: Full time inspection was not provided, no RD guidance to rely on. Part time inspection with response at same time as other subdivision work. Approximately 10 – 15 hr max = \$1500. No results have been seen yet.

Note 7 - Sand - appears reasonable and ordinary.

May 30, 2016

RE: Public Authority Letter of Acknowledgement

To Whom It May Concern:

The Confederated Salish & Kootenai Tribes of the Flathead Nation have identified portions of the Polson roadway system as identified on the attached table. These routes are used by Tribal members for school routes, mail routes, and routes to employment locations and are crucial to the Tribe’s access to goods and services and potential economic development.

The Municipality is currently responsible for the maintenance of these roads, and has sufficient funds to meet its maintenance responsibilities if and when a road section is improved. These roads are currently open to the public and will remain open to the public after they are added to the Flathead Nation Tribal Transportation Facility Inventory (NTTFI), formally Indian Reservation Roads Program. Allowing the Tribe to include these roads on the NTTFI simply allows the Tribe the opportunity to provide potential funding to future roadway improvement projects. In no way does this action render the Municipality less responsible for the road or in any way impact roadway ownership.

The Municipality understands the importance of this route to the Flathead Nation and is aware that this road may need improvement at present and in the future to maintain public safety. If the Tribe with full approval from the Municipality does perform roadway improvements to any of these sections of roadway, the Municipality agrees to continue the required maintenance on the roads as it is presently the Municipality’s responsibility.

Therefore, in accordance with 25 CFR, Part 170, Appendix C to Subpart C, Question 10 (3), the Confederated Salish & Kootenai Tribes of the Flathead Nation in conjunction with the Municipality is requesting the BIA DOT to accept the route(s) into the NTTFI.

Sincerely,

Confederated Salish & Kootenai Tribe Representative

Municipality Representative

Route Name	Route Number	Section	Ownership	Class	Length	County
Main St	6294	010	4-Urban	7 - City Collector	0.3	47-Lake
Main St	6294	020	4-Urban	7 - City Collector	0.5	47-Lake
Skyline Dr	6802	070	4-Urban	4 - Rural Maj Collec	1.6	47-Lake
Shoreline Dr.	6882	010	4-Urban	3 - Residential	0.4	47-Lake
Shoreline Dr.	6882	020	4-Urban	3 - Residential	0.1	47-Lake
Bayview Dr.	6993	010	4-Urban	3 - Residential	1.4	47-Lake
Skate Park Entrance	8870	010	4-Urban	9 - Other Trans Faci	0.1	47-Lake
Regatta Rd.	9012	010	4-Urban	5 - Rural Local	0.5	47-Lake
Kootenai Rd	9016	010	4-Urban	7 - City Collector	0.1	47-Lake
Kootenai Rd	9016	020	4-Urban	7 - City Collector	0.1	47-Lake
Kootenai Rd	9016	030	4-Urban	7 - City Collector	0.1	47-Lake
6th St W	9018	010	4-Urban	3 - Residential	0.2	47-Lake
19th Ave W	9019	010	4-Urban	3 - Residential	0.2	47-Lake
2nd St W	9020	010	4-Urban	3 - Residential	0.8	47-Lake
2nd St W	9020	020	4-Urban	3 - Residential	0.2	47-Lake
22nd Ave W	9021	010	4-Urban	3 - Residential	0.3	47-Lake
21st Ave W	9022	010	4-Urban	3 - Residential	0.2	47-Lake
20th Ave W	9023	010	4-Urban	3 - Residential	0.3	47-Lake
Woodbine Way	9024	010	4-Urban	3 - Residential	0.3	47-Lake
17th Ave	9025	010	4-Urban	3 - Residential	0.2	47-Lake
A Ave	9026	010	4-Urban	3 - Residential	0.2	47-Lake
B Ave	9027	010	4-Urban	3 - Residential	0.1	47-Lake
D St	9028	010	4-Urban	3 - Residential	0.1	47-Lake
C Ave	9029	010	4-Urban	3 - Residential	0.1	47-Lake
14th Ave	9030	010	4-Urban	3 - Residential	0.2	47-Lake
13th Ave	9031	010	4-Urban	3 - Residential	0.2	47-Lake
13th Ave	9031	020	4-Urban	3 - Residential	0.1	47-Lake
13th Ave	9031	030	4-Urban	3 - Residential	0.1	47-Lake
12th Ave	9032	010	4-Urban	3 - Residential	0.2	47-Lake
12th Ave	9032	020	4-Urban	3 - Residential	0.5	47-Lake
12th Ave	9032	030	4-Urban	3 - Residential	0.1	47-Lake
9th St E	9033	010	4-Urban	3 - Residential	0.1	47-Lake
1st St W	9034	010	4-Urban	3 - Residential	0.2	47-Lake
14th Ave	9035	010	4-Urban	3 - Residential	0.1	47-Lake
2nd St E	9036	010	4-Urban	3 - Residential	0.3	47-Lake
2nd St E	9036	020	4-Urban	3 - Residential	0.1	47-Lake
2nd St E	9036	030	4-Urban	3 - Residential	0.1	47-Lake
2nd St E	9036	040	4-Urban	3 - Residential	0.1	47-Lake
2nd St E	9036	050	4-Urban	3 - Residential	0.2	47-Lake
2nd St E	9036	060	4-Urban	3 - Residential	0.2	47-Lake
11th Ave W	9037	010	4-Urban	3 - Residential	0.2	47-Lake
11th Ave W	9037	020	4-Urban	3 - Residential	0.1	47-Lake
10th Ave W	9038	010	4-Urban	3 - Residential	0.3	47-Lake
9th Ave W	9039	010	4-Urban	3 - Residential	0.3	47-Lake
9th Ave W	9039	020	4-Urban	3 - Residential	0.2	47-Lake
8th Ave W	9040	010	4-Urban	3 - Residential	0.4	47-Lake
8th Ave W	9040	020	4-Urban	3 - Residential	0.1	47-Lake
6th street	9041	010	4-Urban	3 - Residential	0.1	47-Lake
6th Ave	9042	010	4-Urban	3 - Residential	0.4	47-Lake
6th Ave	9042	020	4-Urban	3 - Residential	0.2	47-Lake
6th Ave	9042	030	4-Urban	3 - Residential	0.3	47-Lake
6th Ave	9042	040	4-Urban	3 - Residential	0.1	47-Lake
4th St W	9043	010	4-Urban	3 - Residential	0.3	47-Lake

Route Name	Route Number	Section	Ownership	Class	Length	County
4th St W	9043	020	4-Urban	3 - Residential	0.1	47-Lake
5th Ave W	9044	010	4-Urban	3 - Residential	0.2	47-Lake
5th Ave W	9044	020	4-Urban	3 - Residential	0.1	47-Lake
5th Ave W	9044	030	4-Urban	3 - Residential	0.2	47-Lake
4th Ave W	9045	010	4-Urban	3 - Residential	0.1	47-Lake
4th Ave W	9045	020	4-Urban	3 - Residential	0.6	47-Lake
4th Ave W	9045	030	4-Urban	3 - Residential	0.4	47-Lake
3rd Ave W	9046	010	4-Urban	3 - Residential	0.2	47-Lake
3rd Ave W	9046	020	4-Urban	3 - Residential	0.1	47-Lake
3rd Ave W	9046	030	4-Urban	3 - Residential	0.2	47-Lake
5th St E	9047	010	4-Urban	3 - Residential	0.2	47-Lake
5th St E	9047	020	4-Urban	3 - Residential	0.4	47-Lake
5th St E	9047	030	4-Urban	3 - Residential	0.2	47-Lake
5th St E	9047	040	4-Urban	3 - Residential	0.2	47-Lake
5th St E	9047	050	4-Urban	3 - Residential	0.3	47-Lake
7th Ave E	9048	020	4-Urban	6 - City Min Arter	0.1	47-Lake
7th Ave E	9048	030	4-Urban	6 - City Min Arter	0.3	47-Lake
7th Ave E	9048	040	4-Urban	6 - City Min Arter	0.3	47-Lake
Hillcrest Dr.	9049	010	4-Urban	5 - Rural Local	1.1	47-Lake
1st Ave W	9050	010	4-Urban	3 - Residential	0.1	47-Lake
1st Ave E	9050	020	4-Urban	3 - Residential	0.1	47-Lake
5th St W	9051	010	4-Urban	3 - Residential	0.3	47-Lake
5th St W	9051	020	4-Urban	3 - Residential	0.1	47-Lake
3rd St W	9052	010	4-Urban	3 - Residential	0.1	47-Lake
3rd St W	9052	020	4-Urban	3 - Residential	0.2	47-Lake
3rd St W	9052	030	4-Urban	3 - Residential	0.1	47-Lake
Miriam Way	9053	010	4-Urban	3 - Residential	0.2	47-Lake
1st St E	9054	010	4-Urban	7 - City Collector	0.2	47-Lake
1st St E	9054	020	4-Urban	7 - City Collector	0.3	47-Lake
1st St E	9054	030	4-Urban	7 - City Collector	0.3	47-Lake
1st St E	9054	040	4-Urban	7 - City Collector	0.7	47-Lake
1st St W	9055	010	4-Urban	3 - Residential	0.4	47-Lake
Salish & Kootenai Pend D'Oreilles Loop	9056	010	4-Urban	9 - Other Trans Faci	0.2	47-Lake
16th Ave E	9057	010	4-Urban	3 - Residential	0.3	47-Lake
16th Ave E	9057	020	4-Urban	3 - Residential	0.3	47-Lake
16th Ave E	9057	030	4-Urban	3 - Residential	0.1	47-Lake
6th St E	9058	010	4-Urban	3 - Residential	0.4	47-Lake
Lund Ln	9059	010	4-Urban	3 - Residential	0.1	47-Lake
Skyline Ln	9060	010	4-Urban	3 - Residential	0.1	47-Lake
Skyline Ln	9060	020	4-Urban	3 - Residential	0.1	47-Lake
3rd St E	9062	010	4-Urban	3 - Residential	0.1	47-Lake
4th St E	9063	010	4-Urban	3 - Residential	0.2	47-Lake
Division St	9064	010	4-Urban	3 - Residential	0.3	47-Lake
10th Ave E	9065	010	4-Urban	3 - Residential	0.3	47-Lake
10th Ave E	9065	020	4-Urban	3 - Residential	0.2	47-Lake
7th St E	9066	010	4-Urban	3 - Residential	0.9	47-Lake
8th St E	9067	010	4-Urban	3 - Residential	0.5	47-Lake
8th St E	9068	010	4-Urban	3 - Residential	0.3	47-Lake
15th Ave E	9069	010	4-Urban	3 - Residential	0.7	47-Lake
15th Ave E	9069	020	4-Urban	3 - Residential	0.1	47-Lake
Hillside Ct	9070	010	4-Urban	3 - Residential	0.2	47-Lake
14th Ave E	9071	010	4-Urban	3 - Residential	0.1	47-Lake
14th Ave E	9072	010	4-Urban	3 - Residential	0.2	47-Lake

Route Name	Route Number	Section	Ownership	Class	Length	County
13th Ave E	9073	010	4-Urban	3 - Residential	0.5	47-Lake
11th St E	9075	010	4-Urban	3 - Residential	0.1	47-Lake
11th Ave E	9076	010	4-Urban	3 - Residential	1.0	47-Lake
11th St E	9077	010	4-Urban	3 - Residential	0.3	47-Lake
9th Ave E	9078	010	4-Urban	3 - Residential	0.2	47-Lake
5th Ave E	9079	010	4-Urban	3 - Residential	0.2	47-Lake
5th Ave E	9079	020	4-Urban	3 - Residential	0.1	47-Lake
4th St E	9080	010	4-Urban	3 - Residential	0.1	47-Lake
Weber Ave	9081	010	4-Urban	3 - Residential	0.1	47-Lake
Mission View Dr	9087	010	4-Urban	3 - Residential	0.6	47-Lake
Skyview Ln	9088	010	4-Urban	3 - Residential	0.6	47-Lake
Claffey Dr	9090	010	4-Urban	3 - Residential	0.4	47-Lake
Claffey Dr	9090	020	4-Urban	3 - Residential	0.3	47-Lake
Bayshore Dr	9091	010	4-Urban	3 - Residential	0.5	47-Lake
Bayshore Ln	9092	010	4-Urban	3 - Residential	0.1	47-Lake
Hogan Way	9093	010	4-Urban	3 - Residential	0.2	47-Lake
Litler Ln	9094	010	4-Urban	3 - Residential	0.1	47-Lake
Bogey Dr	9095	010	4-Urban	3 - Residential	0.1	47-Lake
N Bogey Dr	9096	010	4-Urban	3 - Residential	0.1	47-Lake
Timber Wolf Dr	9097	010	4-Urban	3 - Residential	0.2	47-Lake
Kari Lane	9284	010	4-Urban	3 - Residential	0.2	47-Lake
Alder Ln	9300	010	4-Urban	3 - Residential	0.1	47-Lake
Alder Ln	9300	020	4-Urban	3 - Residential	0.1	47-Lake
Ridgewater Dr	9301	010	4-Urban	7- City Collector	0.2	47-Lake
Long Lake Dr	9302	010	4-Urban	7- City Collector	0.4	47-Lake
Klondike Landing	9525	010	4-Urban	3 - Residential	0.1	47-Lake
10th Ave E	9527	010	4-Urban	3 - Residential	0.1	47-Lake
6TH ST E	9528	010	4-Urban	3 - Residential	0.3	47-Lake
9TH ST E	9529	010	4-Urban	3 - Residential	0.1	47-Lake
Hawk Dr	9530	010	4-Urban	3 - Residential	1.2	47-Lake
BOETTCHER PARK LN	9532	010	4-Urban	3 - Residential	0.1	47-Lake
BOGEY DR S	9533	010	4-Urban	3 - Residential	0.1	47-Lake
COUNTRY CLUB DR	9534	010	4-Urban	3 - Residential	0.4	47-Lake
MISSION BAY DR	9535	010	4-Urban	3 - Residential	0.3	47-Lake
MONTANA LANDING	9536	010	4-Urban	3 - Residential	0.2	47-Lake
MONTANA LANDING	9537	010	4-Urban	3 - Residential	0.1	47-Lake
RIVERSIDE PARK DR	9540	010	4-Urban	4 - Rural Maj Collec	0.1	47-Lake
S BAYSHORE DR	9543	010	4-Urban	3 - Residential	0.1	47-Lake
TUNDRA SWAN WAY	9546	010	4-Urban	3 - Residential	0.3	47-Lake
MISSION VIEW DR	9547	010	4-Urban	3 - Residential	0.2	47-Lake
Desmet Landing	9550	010	4-Urban	3 - Residential	0.1	47-Lake
Eagle Dr	9551	010	4-Urban	3 - Residential	0.5	47-Lake
Flathead River Rd	9552	010	4-Urban	3 - Residential	0.2	47-Lake
Crecent Landing	9553	010	4-Urban	3 - Residential	0.1	47-Lake

39.7

CITY OF POLSON

CITY COMMISSION AGENDA ITEM SUMMARY

Agenda Item Number: 9
Meeting Date: July 6, 2016
Staff Contact: Kyle Roberts, City Planner
Email: cityplanner@cityofpolson.com Phone: 406-883-8213

AGENDA ITEM SUMMARY: First reading of the ordinance to amend the revised zoning regulations for the City of Polson 2016 Development Code.

BACKGROUND: The 2016 Polson Development Code was adopted on April 4, 2016 and became effective 30 days after on May 5, 2016. Through utilization of the new code, staff has identified several administrative items in need of revision. The needed revisions are shown in 'track changes' in the attached document.

The revisions to be made are as follows:

- Insert "non-profits" in the HMZD Land Use table (page 41). "Non-profits" was included in the Land Use Table (Table II.1, page 7) but was unintentionally omitted from the HMZD Land Use table.
- Remove the pre-application from the Special Use Permit procedure (page 53). Based upon past experience, staff has determined that a pre-application is an unnecessary and time-consuming step in the Special Use Permit procedure. The Special Use Permit Procedure Flow Chart on page 56 will be updated to reflect this change.
- Remove inaccurate text from the Annexation section (page 59). The text inaccurately states that an annexation as well as its assigned zoning recommendation shall go to the Planning Board for its investigation and recommendation to the City Commission.
- Correct typos on pages 25 and 75.
- Change "pre-application form" to "Subdivision pre-application form" on page 117.

STAFF RECOMMENDATION: Staff recommends approval of the first reading of Ordinance Number 2016-___ to amend the revised zoning regulations for the City of Polson 2016 Development Code.

SUGGESTED MOTION: *I MAKE A MOTION TO APPROVE THE FIRST READING OF ORDINANCE NUMBER 2016-___ TO AMEND THE REVISED ZONING REGULATIONS FOR THE CITY OF POLSON 2016 DEVELOPMENT CODE.*

ATTACHMENTS: -Ordinance Number 2016-___
-2016 Polson Development Code text amendments

ORDINANCE Ord # 2016-_____
AN ORDINANCE TO AMEND THE
REVISED ZONING REGULATIONS FOR THE
CITY OF POLSON 2016 DEVELOPMENT CODE

WHEREAS, 76-2-301, MCA authorizes municipal zoning; and

WHEREAS, the City Commission of Polson recently adopted revisions in zoning regulations;

WHEREAS, it appears after further reading by staff and the public that certain amendments and corrections need to be made to the language of the adopted ordinance;

WHEREAS, the City Commission hereby finds that the proposed amendments as found in the attachment are reasonable and appropriate for the City of Polson and serves to clarify and correct the ordinance previously adopted.

NOW, THEREFORE, BE IT ORDAINED by the City Commission of the City of Polson, Montana that the amendments and clarifications attached hereto are adopted into the zoning regulations of the City of Polson. The Clerk is hereby instructed to make such insertions and to republish the same in the records of the City and on the City's website.

Date: _____

First Reading: _____ ayes _____ nays _____ abstentions

Date: _____

Second Reading: _____ ayes _____ nays _____ abstentions

Effective Date: _____

Mayor

Attest:

City Clerk

Table II.24. HMZD Land Use

Permitted Uses	Special Uses
Single-family and two-family dwelling	Hospital complexes
Multiple-family dwelling, up to 4 units per structure	Multiple-family dwelling, 5 to 8 units per structure
Medical offices, medical support services	Religious institutions – day care centers - schools
Community residential facilities, 8 or fewer residents - day care home	Community residential facilities, 9 or more residents
Public parks and recreation areas	Private parks and recreation areas
Home occupations up to 1 on site employee in compliance with IV.Z	Home occupations 2-4 on site employees in compliance with IV.Z
Social services, government, public safety/service, non-profits	Wireless communication facilities (see IV.DD)
Minor utility installations (see III.C.6)	
Bed and breakfasts (see IV.AA)	
Accessory uses customarily associated with the permitted and special permit uses	
Community gardens	

c. **Commercial Development.** Commercial uses should use the limited shoreline available to link local residents and travelers with the lake and river. Uses that can as effectively be located away from the shoreline should be. Also, the uses permitted in the RZD must pose no special threat to water quality. Examples of commercial uses that would be appropriate in the RZD include: i. hotels; ii. recreational vehicle parks; iii. restaurants – but not with drive-in service; iv. sporting goods sales and rentals; v. guide services; and, vi. marinas in compliance with **hg.**, below.

d. **Landscape.** There shall be a coherent planting plan for the entire development, with special attention given to the role of vegetated surfaces in channeling and absorbing surface runoff, and to the shoreline buffer, which shall serve as an effective vegetative filter strip. See IV.W for landscape requirements.

e. **Access to the Shore.** Any development that provides safe, continuous public pedestrian/bicycle access to or along the shoreline shall be permitted to increase its maximum building height from 35 to 50 feet. Examples of access that may qualify for this bonus include a public trail along the waterfront, a public park with parking, a restaurant open to the public with lakefront facilities, or similar. Award of such bonus does not eliminate the requirements of IV.C. for shoreline buffers.

f. **Outdoor Sales and Storage.** Outdoor sales, including outdoor dining areas, shall be permitted. Outdoor storage shall also be permitted but shall be screened from public view by any effective combination of the placement of buildings, landscaping, and screening fences or walls. Watercraft storage is exempt from the screening requirement. Temporary storage of construction materials and equipment being used for work in progress is exempted from this screening requirement.

- g. **Marinas.** A marina may be an appropriate use in the RZD, but because marinas involve extensive lakeshore disturbance and the handling of fuel and other potential contaminants, the developer shall be required to:
- i. Provide for a professionally prepared environmental assessment, including recommended mitigation measures;
 - ii. Provide plans sufficient to demonstrate compliance with the most current edition of National Fire Protection Association (NFPA) 303, *Fire Protection Standards for Marinas and Boatyards*, and other fire and building codes specifically applicable to marinas; and
 - iii. Provide shoreside pumpout facilities.

The need for an environmental assessment shall be established at the pre-during application review and the production of the assessment will follow the procedure provided for community impact reports in Chapter IV. Compliance with the appropriate city, and/or tribal Lakeshore Protection Regulations is also required.

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K. Special Use Permit Procedure. The special use permit procedure requires public review of developments that may have a significant impact on the landscape setting, public facilities, or neighboring land uses. Special uses are those that may be compatible with the land uses permitted by right in a zoning district, but require individual review of their location, scale, design, and configuration, and may include the imposition of conditions or mitigations in order to ensure the appropriateness of the use at a particular location within a given zoning district.

A special use permit application may be submitted along with a zoning amendment or subdivision application and review may take place concurrently.

~~1. Pre-Application. The purpose of this procedure is to ensure that a properly completed application is filed.~~

~~a. The developer shall submit to the administrator a properly completed pre-application form, supplementary materials, and fee adopted by the governing body.~~

~~b. The administrator shall, within 15 working days, conduct a pre-application review unless this time period is waived by the developer. The administrator shall provide written notice to the developer indicating what information must be submitted for the review to proceed. At any time during the review process the administrator may require additional information necessary to demonstrate compliance with these regulations.~~

~~c. Pre-application review is not a regulatory proceeding, but an opportunity for the applicant to be made aware of the requirements of these regulations. The need for a community impact report or environmental assessment shall also be determined at the pre-application review.~~

~~d. If the developer is willing to provide written notice waiving the 15-working day requirement in K.1.b., above, a pre-application review may take place before the city-county planning board during~~

~~the next public meeting for which notice may be published. At the meeting, the administrator, members of the public, and the planning board may provide feedback to the developer regarding compliance with these regulations, project design and issues to be addressed in the special use permit application.~~

21. Application.

- a. The developer shall submit a properly completed application form, preliminary plat or site plan, narrative describing the project in light of the evaluation criteria (see K.32, below), any supporting materials necessary to demonstrate compliance with these regulations, and the required application fee.
- b. Within 10 working days of receiving the application, supporting materials and fee, the administrator shall determine whether the application is complete and sufficient. When an application is determined incomplete or insufficient, the administrator shall provide written notice to the developer indicating what information must be submitted for the review to proceed.
- c. The administrator shall place a hearing on the proposed special use on the agenda of the next regular planning board meeting for which these notice requirements can be met, and at which time will allow for its proper consideration. Notice of the hearing shall be provided as follows:
 - i. By certified mail, at least 15 calendar days before the hearing, to the developer and all adjoining property owners (including purchasers of record under contract for deed);
 - ii. By newspaper publication, at least calendar 15 days before the hearing, one legal notice in the official newspaper; and
 - iii. By first class mail, at least 15 calendar days before the hearing, to all potentially affected public agencies and public utilities, and any person who has requested mail notice of such hearings and paid the annual fee for that service. All notices shall comply with III.M.
- d. The administrator shall prepare, or contract for preparation of a report that describes the proposed special permit use, its site, its context, and its compliance, or failure to comply, with the applicable requirements of these regulations. In preparation of the report, the administrator may seek input from the police, fire, parks, sewer and water, streets, solid waste and other departments as well as other agency and service providers including the Montana Department of Transportation, Polson School District, Mission Valley Power, Montana Department of Environmental Quality and others. In the report the administrator shall propose findings of fact and a recommendation of approval, approval with conditions or denial of the proposal for the planning board's consideration.
- e. The planning board shall conduct a hearing on the proposed special permit use following the procedure established in III.VI. At that hearing, the planning board shall review the particular facts and circumstances of the proposed special use and adopt findings of fact in support of its recommendation. If the board finds the application complies with the evaluation criteria in K.32, below it shall recommend approval of the application. If the planning board finds the application fails to comply, it shall recommend denial of the application. Conditions may be attached to a recommendation of approval of any special use permit, as provided in III.L.
- f. Following the public hearing, the administrator shall forward the public comments, report,

recommendation and findings to the City Commission.

g. The CC shall then consider the request at its next meeting for which public notice posting requirements can be met. At the meeting, the CC shall review the particular facts and circumstances of the proposed special use and adopt findings of fact in support of its decision. If the CC finds the application complies with the evaluation criteria in K.32., below it shall approve the application. If the CC finds the application fails to comply, it shall deny the application. Conditions may be attached to an approval of any special use permit, as provided in III.L.

h. Consideration of a special use permit application may be tabled for no more than 35 days.

i. The administrator shall notify the developer and other interested parties who have specifically requested such notice of the governing body's decision within 10 days after it is made.

32. Evaluation Criteria. The CC, after weighing and evaluating the proposed use in light of the criteria set forth below, shall grant a special use permit if the application, supplemental information, public hearing and other evidence demonstrate that:

a. The proposed use complies with the applicable specification standards, performance standards and the requirements of any base and overlay zoning districts in which the project is proposed;

b. The proposed use, including mitigation measures, shall have no more adverse effects on the health, safety, or welfare of persons living or working in the neighborhood, or shall be no more injurious to property or improvements in the neighborhood than would any other use generally permitted (including special permit uses) in the same district. In making such determination, consideration shall be given to the location, type, height, scale, layout, and the type and extent of landscaping and screening on the site, as well as measures proposed by the developer to minimize impacts to neighborhood;

c. Adequate facilities and services are, or will be, through the application of these regulations and the adoption of conditions, made available to serve the proposed use including police, fire, parks, sewer, water, streets, motorized and non-motorized transportation, drainage, solid waste, schools and other facilities and services as appropriate;

d. Adequate measures shall be taken as necessary to provide ingress and egress so designed as to minimize traffic hazards and to minimize traffic congestion on the public roads; and

e. The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke, runoff or glare.

43. Exemption from Special Use Permit Review. The administrator shall have the authority to waive special use permit review of development on parcels of land that have been subdivided in accordance with the Polson Development Code since 1993 when:

a. The use is listed as a special permit use in the zoning district (Chapter II.);

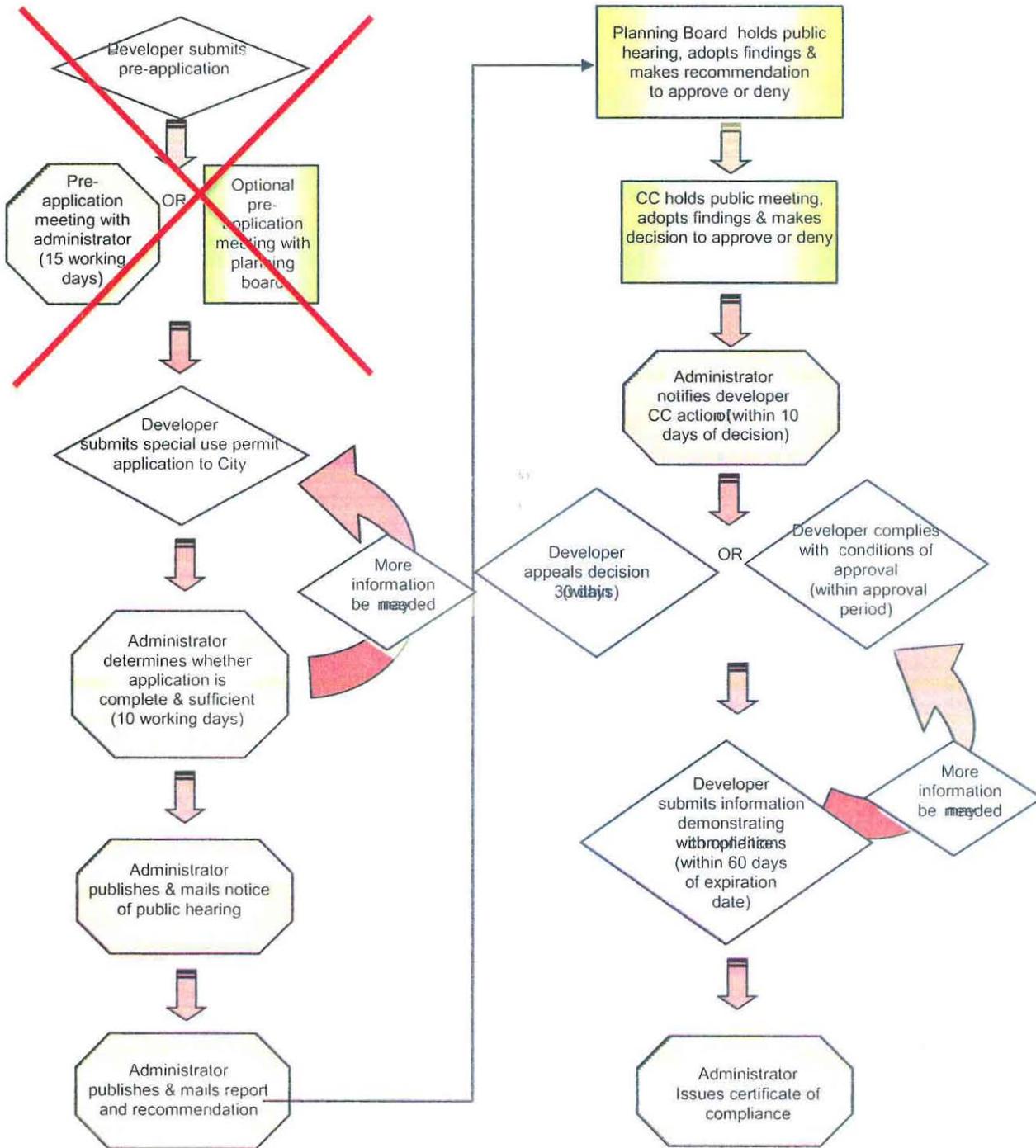
b. The use was contemplated and reviewed under the Polson Development Code and Montana Subdivision and Platting Act (Chapter VI);

c. The use is of the same or lesser scale as was contemplated during subdivision review. Scale shall be measured by traffic generation, water and sewer demand, storm drainage, signage and parking requirements; and

d. All elements of the preliminary subdivision approval are complied with.

After determining the proposed development meets the requirements for use of this exemption, the administrator shall process the development request as a permitted use through the issuance of a zoning conformance permit (see III.J.). The administrator's decision may be appealed to the BOA (see III.P.). Development shall comply with all portions of the current Polson Development Code.

Special Use Permit Procedure Flow Chart*



*This flow chart shows a typical special use permit application and review process. The administrator or board may require additional information during the review, applications may be amended and other changes in the process may occur.

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O. Annexation. Annexation of property into the city may occur prior to or in conjunction with a permit application according to the provisions of Title 7, Chapter 2, Parts 42 through 46, Montana Code Annotated. However, annexation does not guarantee permit approval. ~~All territory which may hereafter be annexed to the city shall be zoned at the time of annexation regardless of county-adopted zoning designation. Prior to such annexation and zoning, the Zoning Administrator shall have made a recommendation to the Planning Board, and the Planning Board shall have made its investigation and shall make a recommendation to the City Commission. Public hearings on the question of zoning shall be held in conjunction with the necessary annexation procedures. See section (R) below for the zoning procedures.~~

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C. Shoreline Buffers (20 feet in RZD). A shoreline buffer is a structural setback designed to protect water quality and the natural characteristics of the land/water interface where only limited development and vegetation disturbance is allowed to occur. It includes the 100-year floodplain or special flood hazard area, all wetlands adjacent to the shoreline, and the land area within 50 feet of the high water line of the lake or river. The Lakeshore Protection Regulations should be consulted prior to development within 20 feet of the high water mark of Flathead Lake.

1. Shoreline buffers shall be left in wetlands, riparian, hay meadow, or other vegetation capable of serving as an effective vegetative filter strip. Shoreline buffers may, however, be disturbed as follows:
 - a. Clearing and grading to prepare for plantings and other activities required to restore or enhance the beauty and function of wetlands and riparian areas;
 - b. Repair or replacement of existing irrigation works, roads, bridges, boat houses, pumping facilities, utility lines, and similar structures;
 - c. Construction of new roads, bridges, boat houses, pumping facilities, and utility lines, provided that the area disturbed by such work is minimized;
 - d. Construction of pedestrian and bicycle trails of a maximum 10 feet in width, including associated benches and picnic tables;
 - e. Installation of boat ramps, piers, docks, and observation decks provided that such structures disturb no more than 10% or 24 lineal feet of shoreline, whichever is less, of the lake frontage on any lot or parcel; and

- f. Development of marinas, as provided in Chapter II.PN.4.hg

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G. Pre-application Process.

1. Prior to submittal of a subdivision application, the subdivider shall submit a complete Subdivision pre-application form ~~(see Administrative Materials)~~, appropriate fee and the information

listed on the form to the Polson Building & Planning Department. Within 30 calendar days of receiving the complete Subdivision pre-application form, fee and supporting information, the subdivision administrator, acting as the authorized agent of the governing body to review subdivisions, and the subdivider and/or his or her agent(s) shall meet either in person or by telephone to discuss the proposed subdivision.

2. At the pre-application meeting, the subdivision administrator shall:
 - a. Identify, for informational purposes, the state laws, local regulations and growth policy provisions that may apply to the subdivision and review process including, but not limited to, zoning regulations, performance standards and floodplain regulations.
 - b. Provide the subdivider with a list of public utilities, those local, state and federal agencies, and any other entities, such as a homeowners association, that may have an interest in the subdivision that the subdivider will be required to contact prior to submitting a subdivision application and that the subdivision administrator may also contact. If, during the course of the subdivision review, the subdivision administrator contacts a public utility, agency or other entity that was not included on the list originally made available to the subdivider, the subdivision administrator shall notify the subdivider of the contact and timeframe for response.
 - c. Provide the subdivider with a list of information that must be submitted for a preliminary plat application to be deemed complete and sufficient for review. This does not limit the ability of the subdivision administrator to request additional information at a later time that will enable the subdivision administrator to determine whether the application is sufficient for review or to answer questions that emerge during the review process.
3. Unless the subdivider submits a subdivision application and preliminary plat within one year of the pre-application meeting, the subdivider must re-submit a complete Subdivision pre-application form, appropriate fee and the information as required in this section prior to submitting the subdivision application. The subdivision administrator has the discretion to extend this time period for one additional year if she/she determines the information contained in the Subdivision pre-application response would be the same based on site and area specific conditions and the regulations in effect at the time of the request.