

CITY OF POLSON COMMISSION MEETING AGENDA

COMMISSION CHAMBERS

November 2, 2015

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. October 15-29, 2015 claims
- b. Cancelled Claim October 28, 2015
- c. City Commission Meeting Minutes October 19, 2015

OLD BUSINESS

6. APPROVE SECOND READING OF ORDINANCE NO. 2015-011 TO ADOPT CHAPTER 15. ARTICLES 1 AND 2. PARKS AND RECREATION TO THE CITY OF POLSON BOOK OF ORDINANCES

City Manager Mark

7. APPROVE CITY MANAGER MARK SHRIVES EMPLOYMENT AGREEMENT

Mayor Heather Knutson

NEW BUSINESS

8. INFORMATION ONLY-LOCAL GOVERNMENT REVIEW STUDY COMMISSION RECOMMENDATION AND FINDINGS.

Jane Irwin

9. ROBERT WOOD JOHNSON FOUNDATION-CULTURE OF HEALTH AWARD APPLICATION

Mayor Heather Knutson

10. 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 122330 to 122447

5a.

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
1000 General All-Purpose Fund	214550 Deposits Payable -	999999 MELEA BIRD	FACILITIES-CLEANING	100.00
1000 General All-Purpose Fund	410200 Executive Services	4895 8x8, INC.	EXECUTIVE-TELEPHONE	34.81
1000 General All-Purpose Fund	410360 Municipal Court	000023 GULL PRINTING	COURT-SIGNATURE STAM	27.95
1000 General All-Purpose Fund	410360 Municipal Court	4895 8x8, INC.	COURT-TELEPHONE SERV	29.32
1000 General All-Purpose Fund	410360 Municipal Court	4895 8x8, INC.	COURT-SHARED TELEPHO	32.82
1000 General All-Purpose Fund	410360 Municipal Court	000010 CENTURYLINK	COURT-SHARED FAX	21.14
1000 General All-Purpose Fund	410400 Administrative Services	4895 8x8, INC.	ADMIN.-TELEPHONE SER	66.63
1000 General All-Purpose Fund	410400 Administrative Services	4458 SHARI A. JOHNSON, PE	ADMN-ENGINEER SERVIC	278.51
1000 General All-Purpose Fund	410400 Administrative Services	000317 MONTANA LEAGUE OF CITIES	ADMN-MS CONF REGISTR	150.00
1000 General All-Purpose Fund	410500 Financial Services	4895 8x8, INC.	FINANCE-TELEPHONE SE	58.64
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4896 DAWN'S FLOWER DESIGNS	FACILITIES-B SMITH S	50.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000011 MISSION VALLEY POWER	FACILITIES-CITY HALL	253.65
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000011 MISSION VALLEY POWER	FACILITIES-FIRE HALL	153.22
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000011 MISSION VALLEY POWER	FACILITIES-HVAC SYST	90.34
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4895 8x8, INC.	FACILITIES-TELEPHONE	150.75
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000026 POLSON AUTO PARTS, INC.	FACILITIES-BATTERY F	94.12
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4848 PLUMBER TOM'S	FACILITIES-LADIES RS	50.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000034 WESTERN BUILDING CENTER	FACILITIES-HEX SCR,	4.51
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	3068 WALMART COMMUNITY CREDIT	FACILITIES-32G SD CA	19.86
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	2943 CLICK HERE DESIGNS	FACILITIES-MAINTENAN	41.25
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	2943 CLICK HERE DESIGNS	FACILITIES-ADDT'L EM	10.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	2943 CLICK HERE DESIGNS	FACILITIES-ADDT'L EM	10.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	2943 CLICK HERE DESIGNS	FACILITIES-ADDT'L EM	10.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	2943 CLICK HERE DESIGNS	FACILITIES-DOMAIN HO	22.50
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000010 CENTURYLINK	FACILITIES-FAX MACHI	39.07
1000 General All-Purpose Fund	420140 Crime Control and	000023 GULL PRINTING	POLICE-CARDS GFROERE	49.95
1000 General All-Purpose Fund	420140 Crime Control and	000011 MISSION VALLEY POWER	POLICE-STORAGE SHED	30.72
1000 General All-Purpose Fund	420140 Crime Control and	4895 8x8, INC.	POLICE-TELEPHONE SER	210.85
1000 General All-Purpose Fund	420140 Crime Control and	4895 8x8, INC.	POLICE-SHARED TELEPH	32.81
1000 General All-Purpose Fund	420140 Crime Control and	000724 COSNER COMTECH	POLICE-DEPOT REPAIR	399.00
1000 General All-Purpose Fund	420140 Crime Control and	000724 COSNER COMTECH	POLICE-DEPOT REPAIR	399.00
1000 General All-Purpose Fund	420140 Crime Control and	4133 ASSOCIATION OF MONTANA	POLICE-LEGISLATIVE G	350.00
1000 General All-Purpose Fund	420140 Crime Control and	000023 GULL PRINTING	POLICE-ABANDON VEH N	169.95
1000 General All-Purpose Fund	420140 Crime Control and	4605 THIRD EYE TECHNOLOGIES,	POLICE-AVG INSTLL LA	56.02
1000 General All-Purpose Fund	420140 Crime Control and	000026 POLSON AUTO PARTS, INC.	POLICE-HALOGEN CAPSU	8.46
1000 General All-Purpose Fund	420140 Crime Control and	000026 POLSON AUTO PARTS, INC.	POLICE-HALOGEN CAPSU	25.38
1000 General All-Purpose Fund	420140 Crime Control and	000026 POLSON AUTO PARTS, INC.	POLICE-ASSORTED PROD	34.65
1000 General All-Purpose Fund	420140 Crime Control and	000026 POLSON AUTO PARTS, INC.	POLICE-HALOGEN CAPSU	77.28
1000 General All-Purpose Fund	420140 Crime Control and	000877 JOHNCO STORAGE	POLICE-CONSULT FEE R	37.50
1000 General All-Purpose Fund	420140 Crime Control and	2074 VERIZON WIRELESS	POLICE-CELL PHONE SE	260.44
1000 General All-Purpose Fund	420140 Crime Control and	000724 COSNER COMTECH	POLICE-CARRY HOLDER	28.00
1000 General All-Purpose Fund	420140 Crime Control and	4049 D & D CUSTOMS AND	POLICE-ONE WAY SIGN	45.00
1000 General All-Purpose Fund	420140 Crime Control and	3068 WALMART COMMUNITY CREDIT	POLICE-K-9 SUPPLIES	14.96
1000 General All-Purpose Fund	420140 Crime Control and	3068 WALMART COMMUNITY CREDIT	POLICE-K-9 SUPPLIES	35.80
1000 General All-Purpose Fund	420140 Crime Control and	2255 BLUMENTHAL UNIFORMS &	POLICE-UNIFORM ACCES	535.00
1000 General All-Purpose Fund	420140 Crime Control and	000046 BEACON TIRE CENTER	POLICE-VEH #10 TIRE	12.00
1000 General All-Purpose Fund	420140 Crime Control and	000010 CENTURYLINK	POLICE-SHARED FAX	21.13
1000 General All-Purpose Fund	420146 Police Municipal Services	001526 THE HUNTING SHACK, INC.	POLICE-AMMUNITION	1,080.00
1000 General All-Purpose Fund	420230 Care and Custody of	000552 LAKE COUNTY SHERIFF'S	POLICE-POLICE BOARDI	6.00
1000 General All-Purpose Fund	420400 Fire Protection and	001541 L.N. CURTIS & SONS	FIRE-BATTERY	77.91
1000 General All-Purpose Fund	420400 Fire Protection and	3306 POLSON PROPANE	FIRE-FUEL IN ALLEY T	84.89
1000 General All-Purpose Fund	420400 Fire Protection and	4895 8x8, INC.	FIRE-TELEPHONE SERVI	29.32

For doc #s from 122330 to 122447

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
1000 General All-Purpose Fund	420400 Fire Protection and	001541 L.N. CURTIS & SONS	FIRE-BATTERY PACK	94.94
1000 General All-Purpose Fund	420400 Fire Protection and	4329 BISHOP SIGNWORKS	FIRE-INSTAL REPLCMNT	547.50
1000 General All-Purpose Fund	420400 Fire Protection and	3025 FIRST BANKCARD	FIRE-2 MOTOROLA MINI	449.00
1000 General All-Purpose Fund	420400 Fire Protection and	3025 FIRST BANKCARD	FIRE-4 MOTOROLA HT 1	1,021.80
1000 General All-Purpose Fund	420400 Fire Protection and	001541 L.N. CURTIS & SONS	FIRE-TURN OUT COAT,P	3,500.00
1000 General All-Purpose Fund	420400 Fire Protection and	001541 L.N. CURTIS & SONS	FIRE-D HANDLE	15.37
1000 General All-Purpose Fund	420540 Land Use	000023 GULL PRINTING	PLANNING-ROBERTS BUS	89.95
1000 General All-Purpose Fund	420540 Land Use	4895 8x8, INC.	PLANNING-TELEPHONE S	58.64
1000 General All-Purpose Fund	420540 Land Use	4458 SHARI A. JOHNSON, PE	PLANNING-RED LION ST	92.83
1000 General All-Purpose Fund	420540 Land Use	4458 SHARI A. JOHNSON, PE	PLANNING-MODDERMAN S	46.42
1000 General All-Purpose Fund	420540 Land Use	3025 FIRST BANKCARD	PLANNING-BS TRAVEL L	95.16
1000 General All-Purpose Fund	420540 Land Use	3025 FIRST BANKCARD	PLANNING-KR TRAVEL L	333.63
1000 General All-Purpose Fund	430240 Road and Street	3736 BILL D. SMITH	STREETS-REIMBURSE CD	53.00
1000 General All-Purpose Fund	430240 Road and Street	000011 MISSION VALLEY POWER	STREETS-CITY SHOP	139.94
1000 General All-Purpose Fund	430240 Road and Street	000034 WESTERN BUILDING CENTER	STREETS-14W MINI TWS	9.39
1000 General All-Purpose Fund	430240 Road and Street	000034 WESTERN BUILDING CENTER	STREETS-MARKING WHIT	11.98
1000 General All-Purpose Fund	430240 Road and Street	000034 WESTERN BUILDING CENTER	STREETS-1GAL BACKSVR	19.99
1000 General All-Purpose Fund	430240 Road and Street	000034 WESTERN BUILDING CENTER	STREETS-ROUND FILE	14.95
1000 General All-Purpose Fund	430240 Road and Street	000034 WESTERN BUILDING CENTER	STREETS-CHAIN, QUICK	25.50
1000 General All-Purpose Fund	430240 Road and Street	4878 MARCUSSEN EQUIPMENT	STREETS-REPAIR TRUCK	1,103.00
1000 General All-Purpose Fund	430240 Road and Street	4878 MARCUSSEN EQUIPMENT	STREETS-INSTALL UNIT	7,696.00
1000 General All-Purpose Fund	460430 Parks	2520 CITY OF POLSON BUILDING	PARKS-PLAN REVIEW BP	73.23
1000 General All-Purpose Fund	460430 Parks	2520 CITY OF POLSON BUILDING	PARKS-BLDG PERMIT#54	209.25
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PARKS-CITY PARKS	310.22
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PARKS-KERR DAM/BB FI	2.15
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PARKS-SACAJAWEA PARK	9.57
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PARKS-1ST ST E WTR S	55.81
1000 General All-Purpose Fund	460430 Parks	4895 8x8, INC.	PARKS-TELEPHONE SERV	58.64
1000 General All-Purpose Fund	460430 Parks	000063 LAKE COUNTY TREASURER	PARKS-2015 FLTHD IRR	90.00
1000 General All-Purpose Fund	460430 Parks	000026 POLSON AUTO PARTS, INC.	PARKS-TAIL LAMP, HAL	11.20
1000 General All-Purpose Fund	460430 Parks	000046 BEACON TIRE CENTER	PARKS-PLUG TIRE	6.00
1000 General All-Purpose Fund	460430 Parks	3068 WALMART COMMUNITY CREDIT	PARKS-ANTI-FREEZE/MO	114.12
1000 General All-Purpose Fund	460430 Parks	3068 WALMART COMMUNITY CREDIT	PARKS-COFFEMAKER	69.00
1000 General All-Purpose Fund	460430 Parks	3068 WALMART COMMUNITY CREDIT	PARKS-COFFEE	16.96
1000 General All-Purpose Fund	460430 Parks	3068 WALMART COMMUNITY CREDIT	PARKS-ANTIFREEZE	20.64
			Total for Fund:	22,376.89
2020 Police Municipal Services	420140 Crime Control and	000750 JOHN A. STEVENS	POLICE-REIMBURSE FOR	117.42
			Total for Fund:	117.42
2211 Skate Park Fund	460430 Parks	4458 SHARI A. JOHNSON, PE	PARKS-SKATE PARK RFP	185.67
			Total for Fund:	185.67
2390 Drug Forfeiture Fund	420140 Crime Control and	4844 S & K TRIBAL POLICE DTF	POLICE-DTF #215cr000	659.34
			Total for Fund:	659.34
2394 Building Code Enforcement	420500 Protective Inspections	4895 8x8, INC.	BUILDING-TELEPHONE S	29.32
2394 Building Code Enforcement	420500 Protective Inspections	2074 VERIZON WIRELESS	BUILDING-CELL PHONE	32.38

For doc #s from 122330 to 122447

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
			Total for Fund:	61.70
2401 Light Maintenance	430263 Street Lighting	000011 MISSION VALLEY POWER	FACILITIES-ST LGHTS	1,442.19
			Total for Fund:	1,442.19
2402 Light Maintenance	430263 Street Lighting	000011 MISSION VALLEY POWER	FACILITIES-ST LGHTS	796.22
			Total for Fund:	796.22
2810 Police Training Fund	420140 Crime Control and	2342 LAKE COUNTY COMMUNITY	POLICE-WN CLASS REGI	100.00
			Total for Fund:	100.00
2820 Gas Apportionment Tax	430240 Road and Street	000916 WHEALON CONSTRUCTION	STREETS-SLAB POURED	818.00
2820 Gas Apportionment Tax	430240 Road and Street	000026 POLSON AUTO PARTS, INC.	STREETS-HOSE CLAMP	6.42
2820 Gas Apportionment Tax	430240 Road and Street	000026 POLSON AUTO PARTS, INC.	STREETS-WINDSHIELD W	9.56
2820 Gas Apportionment Tax	430240 Road and Street	000026 POLSON AUTO PARTS, INC.	STREETS-BRUSH	17.87
2820 Gas Apportionment Tax	430240 Road and Street	4849 JOHN DEERE FINANCIAL	STREETS-TRI-BALL MOU	49.98
2820 Gas Apportionment Tax	430240 Road and Street	4849 JOHN DEERE FINANCIAL	STREETS-MALLETS	9.98
2820 Gas Apportionment Tax	430240 Road and Street	4049 D & D CUSTOMS AND	STREETS-SIGN PRODUCT	60.00
2820 Gas Apportionment Tax	430240 Road and Street	000093 RDO EQUIPMENT CO	STREETS-HYGARD OIL	148.70
2820 Gas Apportionment Tax	430240 Road and Street	4355 TITAN MACHINERY	STREETS-PLATE WEAR,	475.06
2820 Gas Apportionment Tax	430240 Road and Street	4355 TITAN MACHINERY	STREETS-5GAL HY-TRAN	155.00
2820 Gas Apportionment Tax	430240 Road and Street	2547 TREASURE STATE CONCRETE	STREETS-CRS-2	1,128.90
2820 Gas Apportionment Tax	430240 Road and Street	2547 TREASURE STATE CONCRETE	STREETS-3/8 CHIPS	219.02
2820 Gas Apportionment Tax	430240 Road and Street	2547 TREASURE STATE CONCRETE	STREETS-CRS-2	653.20
2820 Gas Apportionment Tax	430240 Road and Street	2547 TREASURE STATE CONCRETE	STREETS-WOVEN FABRIC	453.60
2820 Gas Apportionment Tax	430240 Road and Street	2547 TREASURE STATE CONCRETE	STREETS-3/8 CHIPS	199.59
2820 Gas Apportionment Tax	430240 Road and Street	2547 TREASURE STATE CONCRETE	STREETS-WOVEN FABRIC	1,360.80
2820 Gas Apportionment Tax	430240 Road and Street	2547 TREASURE STATE CONCRETE	STREETS-WOVEN FABRIC	453.60
2820 Gas Apportionment Tax	430240 Road and Street	2547 TREASURE STATE CONCRETE	STREETS-WINTER CLEAN	177.50
			Total for Fund:	6,396.78
5010 Golf Fund	214600 Retainage Payable	4929 BJORN JOHNSON	GOLF PRO-RETAINAGE	-2,055.26
5010 Golf Fund	460446 Golf Course -	000048 MIDLAND IMPLEMENT CO.	GOLF MAINT-TORO GLOW	73.43
5010 Golf Fund	460446 Golf Course -	000048 MIDLAND IMPLEMENT CO.	GOLF MAINT-TORO PUMP	383.32
5010 Golf Fund	460446 Golf Course -	2094 WILBUR ELLIS COMPANY	GOLF MAINT-BULK SIMP	16,744.80
5010 Golf Fund	460446 Golf Course -	000011 MISSION VALLEY POWER	GOLF MAINT-GOLF SHED	252.63
5010 Golf Fund	460446 Golf Course -	000011 MISSION VALLEY POWER	GOLF MAINT-25 HP PUM	0.00
5010 Golf Fund	460446 Golf Course -	000011 MISSION VALLEY POWER	GOLF MAINT-60 HP PUM	154.95
5010 Golf Fund	460446 Golf Course -	000011 MISSION VALLEY POWER	GOLF MAINT-155 HP PU	143.57
5010 Golf Fund	460446 Golf Course -	000011 MISSION VALLEY POWER	GOLF MAINT-BAYVEIW P	1,169.59
5010 Golf Fund	460446 Golf Course -	4895 8x8, INC.	GOLF MAINT-TELEPHONE	29.32
5010 Golf Fund	460446 Golf Course -	000063 LAKE COUNTY TREASURER	GOLF MNT-1ST 1/2 201	441.75
5010 Golf Fund	460446 Golf Course -	000063 LAKE COUNTY TREASURER	GOLF MNT-1ST 1/2 201	442.07
5010 Golf Fund	460446 Golf Course -	000063 LAKE COUNTY TREASURER	GOLF MNT-1ST 1/2 201	1,410.04
5010 Golf Fund	460446 Golf Course -	3992 PAT NOWLEN	GOLF MAINT-PN TRAVEL	78.00
5010 Golf Fund	460446 Golf Course -	3992 PAT NOWLEN	GOLF MAINT-PN REIMB	-35.00
5010 Golf Fund	460446 Golf Course -	4946 NATALIA ARLINT	GOLF MAINT-NA TRAVEL	78.00

For doc #s from 122330 to 122447

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
5010 Golf Fund	460446 Golf Course -	4946 NATALIA ARLINT	GOLF MAINT-NA REIMB	-35.00
5010 Golf Fund	460446 Golf Course -	000048 MIDLAND IMPLEMENT CO.	GOLF MAINT-TORO SPRI	315.77
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GOLF MAINT-BATTERY,	133.25
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GOLF MAINT-ASSORTED	145.40
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GOLF MAINT-BARS LEAK	17.46
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GOLF MAINT-NAPA BATT	90.94
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GOLF MAINT-BATTERY	110.94
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GOLF MAINT-CORE DEPO	-18.00
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GOLF MAINT-BATTERY	80.11
5010 Golf Fund	460446 Golf Course -	2074 VERIZON WIRELESS	GOLF MAINT-CELL PHON	176.17
5010 Golf Fund	460446 Golf Course -	000034 WESTERN BUILDING CENTER	GOLF MAINT-SEWER SNA	61.60
5010 Golf Fund	460446 Golf Course -	000034 WESTERN BUILDING CENTER	GOLF MAINT-4X8 OSB N	522.27
5010 Golf Fund	460446 Golf Course -	000034 WESTERN BUILDING CENTER	GOLF MAINT-AIR COMPR	275.00
5010 Golf Fund	460446 Golf Course -	000034 WESTERN BUILDING CENTER	GOLF MAINT-CREDIT AI	-275.00
5010 Golf Fund	460446 Golf Course -	1864 CHS/MOUNTAIN WEST	GOLF MAINT-FUEL	343.04
5010 Golf Fund	460446 Golf Course -	1864 CHS/MOUNTAIN WEST	GOLF MAINT-FUEL	503.33
5010 Golf Fund	460446 Golf Course -	000046 BEACON TIRE CENTER	GOLF MAINT-TUBE, TIR	96.00
5010 Golf Fund	460446 Golf Course -	000046 BEACON TIRE CENTER	GOLF MAINT-TUBE, TIR	236.00
5010 Golf Fund	460447 Golf Course - Pro Shop	000011 MISSION VALLEY POWER	GOLF PRO-PRO SHOP/ST	147.95
5010 Golf Fund	460447 Golf Course - Pro Shop	4895 8x8, INC.	GOLF PRO-TELEPHONE S	29.32
5010 Golf Fund	460447 Golf Course - Pro Shop	4458 SHARI A. JOHNSON, PE	GOLF PRO-CART STORAG	1,717.45
5010 Golf Fund	460447 Golf Course - Pro Shop	4929 BJORN JOHNSON	GOLF PRO-CAR STORAGE	41,105.17
5010 Golf Fund	460447 Golf Course - Pro Shop	4929 BJORN JOHNSON	GOLF PRO-1% CGR	-390.50
5010 Golf Fund	460447 Golf Course - Pro Shop	4425 DEPARTMENT OF REVENUE	GOLF PRO-1% CGR GOLF	390.50
5010 Golf Fund	460447 Golf Course - Pro Shop	000010 CENTURYLINK	GOLF PRO-TELEPHONE S	161.90
5010 Golf Fund	460460 G. C. Restaurant O & M	4664 CHARTER COMMUNICATIONS	GOLF REST-BUSINESS T	95.16
5010 Golf Fund	460460 G. C. Restaurant O & M	000011 MISSION VALLEY POWER	GOLF REST-T10204 MET	299.03
5010 Golf Fund	460460 G. C. Restaurant O & M	000010 CENTURYLINK	GOLF REST-TELEPHONE	123.35
Total for Fund:				65,769.82
5210 Water Fund	430500 Water Utilities	4895 8x8, INC.	WATER-TELEPHONE SERV	50.78
5210 Water Fund	430500 Water Utilities	000063 LAKE COUNTY TREASURER	WATER-2015 FLTHD IRR	93.00
5210 Water Fund	430500 Water Utilities	000063 LAKE COUNTY TREASURER	WATER-2015 FLTHD IRR	132.55
5210 Water Fund	430500 Water Utilities	3068 WALMART COMMUNITY CREDIT	WATER-SHOP SUPPLIES	47.95
5210 Water Fund	430500 Water Utilities	3025 FIRST BANKCARD	WATER-UPS POSTAGE	14.22
5210 Water Fund	430500 Water Utilities	3025 FIRST BANKCARD	WATER-CD/TP CLASS RE	306.00
5210 Water Fund	430500 Water Utilities	3025 FIRST BANKCARD	WATER-CD/TP TRAVEL L	298.11
5210 Water Fund	430530 Source of Supply and	000011 MISSION VALLEY POWER	WATER-WELLS, BOOSTER	3,025.36
5210 Water Fund	430530 Source of Supply and	000011 MISSION VALLEY POWER	WATER-RIVERSIDE REST	22.38
5210 Water Fund	430530 Source of Supply and	000011 MISSION VALLEY POWER	WATER-RIVERSIDE LIFT	12.81
5210 Water Fund	430530 Source of Supply and	2554 ODYSSEY AUTOGLASS	WATER-'04 SILVERADO	92.50
5210 Water Fund	430530 Source of Supply and	000011 MISSION VALLEY POWER	WATER-WELLS 6 & 7	619.65
5210 Water Fund	430550 Transmission and	3306 POLSON PROPANE	WATER-FUEL HILLCREST	37.47
5210 Water Fund	430550 Transmission and	4458 SHARI A. JOHNSON, PE	WATER-1ST/2ND ST E M	278.51
5210 Water Fund	430550 Transmission and	000026 POLSON AUTO PARTS, INC.	WATER-OIL FILTER, AI	15.24
5210 Water Fund	430550 Transmission and	000026 POLSON AUTO PARTS, INC.	WATER-LAMP, STRT PGT	37.14
5210 Water Fund	430550 Transmission and	000026 POLSON AUTO PARTS, INC.	WATER-PLUG	3.30
5210 Water Fund	430550 Transmission and	000026 POLSON AUTO PARTS, INC.	WATER-RAINX DEICER	4.45
5210 Water Fund	430550 Transmission and	000026 POLSON AUTO PARTS, INC.	WATER-BATTERY ACCES,	16.82
5210 Water Fund	430550 Transmission and	000026 POLSON AUTO PARTS, INC.	WATER-GAUGE	52.66
5210 Water Fund	430550 Transmission and	3306 POLSON PROPANE	WATER-PROPANE HWY 35	103.61

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Fund	Department Name (Account)	Vendor #/Name	Description	Amount
5210 Water Fund	430550 Transmission and	3306 POLSON PROPANE	WATER-PROPANE 7TH AV	90.90
5210 Water Fund	430550 Transmission and	3306 POLSON PROPANE	WATER-CITY SHOP 7TH	61.52
5210 Water Fund	430550 Transmission and	000046 BEACON TIRE CENTER	WATER-TIRE REPAIR	12.00
5210 Water Fund	430550 Transmission and	2434 MISSION VALLEY AUTO, INC.	WATER-'98 F-150 REPA	87.26
5210 Water Fund	430550 Transmission and	000010 CENTURYLINK	WATER-DSPNSR, WELL 6	216.37
5210 Water Fund	430550 Transmission and	2547 TREASURE STATE CONCRETE	WATER-STREET PATCHIN	5,040.00
5210 Water Fund	430550 Transmission and	2547 TREASURE STATE CONCRETE	WATER-BOGEY DR ASPHA	2,325.00
5210 Water Fund	430570 Customer Accounting and	4006 HD SUPPLY WATERWORKS,	WATER-AUGUST METERS	459.52
5210 Water Fund	430570 Customer Accounting and	1780 BLACK MOUNTAIN SOFTWARE,	WATER-MAINT EMAIL UB	19.00
Total for Fund:				13,576.08
5310 Sewer Fund	430600 Sewer Utilities	4895 8x8, INC.	SEWER-TELEPHONE SERV	50.78
5310 Sewer Fund	430600 Sewer Utilities	2434 MISSION VALLEY AUTO, INC.	SEWER-'98 F-150 REPA	87.26
5310 Sewer Fund	430600 Sewer Utilities	3068 WALMART COMMUNITY CREDIT	SEWER-SHOP SUPPLIES	47.96
5310 Sewer Fund	430600 Sewer Utilities	3025 FIRST BANKCARD	SEWER-UPS POSTAGE	14.22
5310 Sewer Fund	430600 Sewer Utilities	3025 FIRST BANKCARD	SEWER-CD/TP CLASS RE	306.00
5310 Sewer Fund	430600 Sewer Utilities	3025 FIRST BANKCARD	SEWER-CD/TP TRAVEL L	298.11
5310 Sewer Fund	430600 Sewer Utilities	3025 FIRST BANKCARD	SEWER-HD 25-3500 CAB	39.99
5310 Sewer Fund	430630 Collection and	3411 WESTERN STATES EQUIPMENT	SEWER-WEST SHORE ATS	1,055.58
5310 Sewer Fund	430630 Collection and	3306 POLSON PROPANE	SEWER-PROPANE	15.11
5310 Sewer Fund	430630 Collection and	4290 STELLAR INDUSTRIAL	SEWER-LOW PRESSURE S	3,429.02
5310 Sewer Fund	430630 Collection and	000011 MISSION VALLEY POWER	SEWER-PUMP/LIFT STAT	3,414.94
5310 Sewer Fund	430630 Collection and	2554 ODYSSEY AUTOGLASS	SEWER-'04 SILVERADO	92.50
5310 Sewer Fund	430630 Collection and	4458 SHARI A. JOHNSON, PE	SEWER-SEWER BACKUPS	1,485.36
5310 Sewer Fund	430630 Collection and	000026 POLSON AUTO PARTS, INC.	SEWER-CHUCK, TIRE GA	18.71
5310 Sewer Fund	430630 Collection and	000026 POLSON AUTO PARTS, INC.	SEWER-BIT CT	37.12
5310 Sewer Fund	430630 Collection and	000026 POLSON AUTO PARTS, INC.	SEWER-LUCAS TRANS FI	11.88
5310 Sewer Fund	430630 Collection and	000026 POLSON AUTO PARTS, INC.	SEWER-ENDR LED FLX A	23.69
5310 Sewer Fund	430630 Collection and	000026 POLSON AUTO PARTS, INC.	SEWER-EXTND LIFE ANT	9.99
5310 Sewer Fund	430630 Collection and	000026 POLSON AUTO PARTS, INC.	SEWER-PICK SET, PLIE	12.76
5310 Sewer Fund	430630 Collection and	3306 POLSON PROPANE	SEWER-PROPANE 7TH AV	90.89
5310 Sewer Fund	430630 Collection and	3306 POLSON PROPANE	SEWER-CITY SHOP 7TH	61.53
5310 Sewer Fund	430630 Collection and	3306 POLSON PROPANE	SEWER-TUNDRA SWN LFT	171.47
5310 Sewer Fund	430630 Collection and	2547 TREASURE STATE CONCRETE	SEWER-STREET PATCHIN	5,040.00
5310 Sewer Fund	430630 Collection and	2547 TREASURE STATE CONCRETE	SEWER-BOGEY DR ASPHA	2,325.00
5310 Sewer Fund	430640 Treatment and Disposal	4458 SHARI A. JOHNSON, PE	SEWER-LAGOON PROJECT	46.42
5310 Sewer Fund	430670 Customer Accounting and	4006 HD SUPPLY WATERWORKS,	SEWER-AUGUST METERS	459.52
5310 Sewer Fund	430670 Customer Accounting and	1780 BLACK MOUNTAIN SOFTWARE,	SEWER-MAINT EMAIL UB	19.00
Total for Fund:				18,664.81
5390 Stormwater Project Fund	430235 Storm Drainage	4458 SHARI A. JOHNSON, PE	STORM-4TH AVE FOLLOW	92.83
Total for Fund:				92.83
Total:				130,239.75

City of Polson
Fund Summary for Claims
For the Accounting Period: 10/15

Fund/Account	Amount
1000 General All-Purpose Fund	
101000	\$22,376.89
2020 Police Municipal Services Levy	
101000	\$117.42
2211 Skate Park Fund	
101000	\$185.67
2390 Drug Forfeiture Fund	
101000	\$659.34
2394 Building Code Enforcement	
101000	\$61.70
2401 Light Maintenance District #19	
101000	\$1,442.19
2402 Light Maintenance District #20	
101000	\$796.22
2810 Police Training Fund	
101000	\$100.00
2820 Gas Apportionment Tax Fund	
101000	\$6,396.78
5010 Golf Fund	
101000	\$65,769.82
5210 Water Fund	
101000	\$13,576.08
5310 Sewer Fund	
101000	\$18,664.81
5390 Stormwater Project Fund	
101000	\$92.83
Total:	\$130,239.75

10/28/15
13:51:50

City of Polson
Listing of Cancelled Documents
For the Period: 10/15 - 10/15

Page: 1 of 1
Report ID: L190

56.

Document #	User ID	# of Lines	Accounting Period	Amount	Vendor	Period Cancelled (if different than accounting period)
CL 121869	cind	1	8/15	20,090.87	001161 JENSEN BACKHOE INC.	10/15
CL 121870	cind	1	8/15	34,910.08	001161 JENSEN BACKHOE INC.	10/15
Number of Cancelled		CL's:	2			

CITY OF POLSON COMMISSION MEETING

50.

Commission Chambers

October 19, 2015

7:00 p.m.

ATTENDANCE: Mayor Heather Knutson, Commissioners Campbell, Turner, Siler, City Manager Mark Shrives, City Clerk Cora Pritt

ABSENT: Commissioners Donovan, Erickson, Southerland

OTHERS PRESENT (who voluntarily signed in): Elsa Duford, Lita Fonda, Shauna Johnson, Mike Lies, Bonnie Manicke, Lee Manicke, Irene Marchello, Lou Marchello, Tony Porrazzo, Matt Seeley and Tana Seeley.

CALL TO ORDER: (00:12) Mayor Knutson called the meeting to order. The Pledge of Allegiance was recited. Roll call was taken.

APPROVAL OF PROPOSED AGENDA (01:10) – Prior to approval of the Proposed Agenda, Mayor Knutson removed Agenda Item No. 8 due to further details that need to be taken care of. **Commissioner Siler motion to approve the proposed agenda. Commissioner Campbell second.** City Commission discussion: none Public comment: none The Mayor also explained that the Executive Session that was originally scheduled for this meeting had in fact been moved to Monday, October 26 at 6:30 p.m.

VOTE: Unanimous Motion carried

PUBLIC COMMENT ON SIGNIFICANT MATTERS TO THE PUBLIC **NOT ON THE AGENDA (02:24)-none**

CONSENT AGENDA (02:47)-(a). October 1-14, 2015 claims, (b). City Commission Meeting Minutes October 5, 2015, (c) Wal-Mart Final Plat Approval, (d). Approve WRDA Letters to Senator Tester, Senator Daines, and Congressman Zinke. Before the vote, City Planner Kyle Roberts gave an update to the Wal-Mart Final Plat Approval: Condition #14 has not been met. This is the No Parking signs that will need to be put up. The Final Plat can be approved, but the plat will not be signed until the signs are put up. **Commissioner Campbell motion to approve the consent agenda. Commissioner Turner second.** City Commission discussion: none Public Comment: none **VOTE: Unanimous Motion carried**

CITY MANAGER COMMENTS (04:33): City Manager Shrives commented that the City had been awarded the TSEP Grant for the Preliminary Report Water System in the amount of \$15,000.00 City Manager Shrives read Dennis DeVries resignation letter from the City County Planning Board. Since Mr. DeVries had been hired as the City Judge, he voluntarily resigned his position. **Commissioner Campbell motion to accept Dennis DeVries resignation from the City County Planning Board and to proceed with the advertisement for a new member. Commissioner Turner second.** City Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

APPROVE SECOND READING OF ORDINANCE NO 2015-010 TO ADOPT CHAPATER 14. ARTICLES 1-6 FIRE PREVENTION AND PROTECTION TO THE CITY OF POLSON BOOK OR ORDINANCES (08:22)-City Manager Shrives presented this agenda item. The Commission was given a red-line version with corrections. **Commissioner Siler motion to approve the 2nd reading of the Ordinance Number 2015-010 to adopt Chapter 14, Fire Prevention and Protection Articles 1. In General, Article 2. Fire Code, Article 3. Offenses Concerning Firefighting Operations, Article 4. Open Burning, Article 5. Fireworks, Article 6. Reserved to the City of Polson Book of Ordinances. Commissioner Campbell second.** City Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

APPROVE RESOLUTION 2015-024 EXTRA MILE DAY 2015 PROCLAMATION (12:12)-Mayor Knutson presented this agenda item. The City of Polson has participated in this proclamation for several years. This year Mayor Knutson recognized Matt Seeley for his enthusiasm, spirit of community, and all the time he volunteers in making Polson a better community in which to live. For going the extra mile. Mayor Knutson also thanked Tana Seeley, Matt's wife for her role in assisting Matt in his many endeavors for the community. **Commissioner Campbell motion to approve Resolution 2015-TBD to proclaim November 1, 2015 as Extra Mile Day and highlight Matt Seeley for being a great example of these efforts within our community. Commissioner Siler second.** Commission discussion: none Public comment: **Ken Avison** requested that the motion be stated again. **VOTE: Unanimous Motion carried**

APPROVE THE POLSON REDEVELOPMENT AGENCY (PRA) 2014-2015 ANNUAL REPORT (19:18)-PRA President Ken Avison and City Finance Officer Cindy Dooley presented this agenda item. Ken Avison, "I would just like to mention Lou Marchello his presence here tonight. Lou is on our PRA Board and I just want to thank him for coming. Several reasons, my report is going to be pretty darn brief tonight. I know you will appreciate that. One of the reasons is, and I know you studied it carefully, is that I believe in your packets you were all sent the report. So just a quick test. I would like to thank Cindy Dooley for putting together the report. It's very, very comprehensive and I think explains our activities and our finances in a very, very fine manner so thank you Cindy. This past year the Polson Redevelopment Agency essentially has had no projects to bring you up to date on. A couple of I think fairly important issues at this point the Polson Redevelopment Agency no longer has an office or office staff and I'm trying to think Mark, the issue that took care of that now we're ah..." City Manager Shrives, "The ordinance that we passed took care of the auditor's concerns and then tonight we also have the correction to the Envision Polson document that created the separate agency." Ken Avison, "I guess I should clarify, we never had an office or office staff. Now we have (inaudible). Thanks Mark. So that's an issue. There has been a question about the audit necessity based on our committee and now that audit necessity has been taken care of. The audit will be done in conjunction with the City of Polson's audit. I'll just mention that the length of our TIF District (Tax Increment Financing District), our financing district is through 2025. So we have some time to go. Cindy will point out that we have some money but perhaps not for long. In terms of our concerns that's all you have to deal with. The tax situation in Lake County and all the way on down so we're not planning much other than when we get the proper information for the paving to you, and if it's approved we'd like to do that on Salish Point. Beyond that we have no plans. Again trying to be very conservative. I guess that's sort of a segway into Cindy is going to walk the Commissioners through the financial information and at this point I will call on Cindy. Unless there's questions of me." Commissioner Siler, "I'd like to say that I appreciate your map. Now we know what you've covered." Ken Avison, "Thank you. Now you know what the TIF District is. Yeah, it's a very comprehensive report. So, Cindy if I can call on you. Once again thank you for your diligence in preparing this report." Mayor Knutson, "Thank you Ken." City Finance Officer Cindy Dooley, "In your packet you have the Annual Report. I will just kind of remind everyone again that the Polson Redevelopment Agency was created as part of the Urban Renewal Plan. And so Urban Renewal area is an area that's considered blighted. One of the ways to improve a blighted district is through tax increment financing, which is what the City of Polson did. And so basically a TIF is taking a base value, which for our district is 2002 as the growth in the taxes value. That growth gets segregated out and sent to a separate fund. And then the TIF District uses that money to improve the district. And so projects that the City does, or if there somehow we partner with private, then basically that is supposed to then go back and help to increase the value in that district. And so it kind of feeds on itself. Most districts last 15 years. Our district is now extended out to 2025 because we have debt. We took out tax increment bonds a couple of years ago and so we're currently paying on those. So basically I just tried to include some documentation in the first part of the report. The requirement that there is an annual report. And then just a history of the Polson Redevelopment Agency. And as we just talked about, I added a paragraph here this year that talks about the FY2014 audit. We had to make a change based on wording that's in the Consider the Possibilities document, and you will see that later as an agenda item this evening. So the

PRA has contributed to the Streetscape project. They financed the Sacajawea retaining wall upgrade and walk path. And they have also contributed to the walk path under the bridge and the City dock construction. So those are the projects and then as Ken mentioned the other project they are looking at right now is the paving of the Salish Point. So the next couple of documents are not totally easy to read, but Resolution #739 set up the Urban Renewal Area and then Ordinance #591 actually established the Urban Renewal Plan and got the Consider the Possibilities document adopted and that started the Polson Redevelopment Agency. Now for the first eight years the TIF District didn't receive any money because of some errors in how the TIF or the increment was being calculated. So in, I think it was what did I put? 2008 or 2009, the City received one lump sum payment of \$90,000.00 for all of the back years and then ever since then we have been receiving an increment every year. And then you will notice we did include the map area that has the Tax Increment District. So it mainly extends down Main Street, and then back up towards Riverside Park, the Salish Point area, then it kind of excludes a few areas like the school district and then it picks up some of the residential area. And then the Ordinance 2015-009, as Mark mentioned before, that is the one now that clarified that the PRA is an agency just like any of our other boards. They are not a separate corporate body themselves. So we defined that. So the next part just is a narrative of all of the assets and liabilities that the PRA has. So I will just kind of go thru these. The total cash assets at the end of the year for FY2015, that would be June 30, 2015, there was \$409,688.00. There were taxes due from Lake County of \$12,659.00. Then for liabilities, things that the TIF District owes, there was accounts payable of \$541.00, for mailing costs. There was interest payables so as the debt is paid we accrue interest every month to help pay on the debt. So that was \$7,963.00. We owe, we did owe Lake County \$27,877.00 for the negative increment and I think we've talked about this off and on that the personal property, although law changes in effect, the personal property. The cost, the value of the personal property that dropped below the base value. And so, at this point the door swings both ways. So that means that the TIF District is now giving money back to all the other districts that contribute. So we have to give money back to the County, the school district, and the City because of the negative increment. They do get money back from the State to help compensate for that but as you can see its \$27,877 and the money they get back from the State is about \$13,000.00 so it doesn't quite make up the difference. Then the deferred tax revenue, this is just an accounting off-set. It off-sets the tax receivables and then as the money comes in this account gets reduced. So for long-term liabilities the principal portion of the long-term debt for the next fiscal year is \$58,902.00 and the principle portion of the debt remaining is \$655,956.00. So that debt was five separate tax increment bonds issued on August 15, 2013 in a total of \$800,000.00. They're at 2.987% and we pay semi-annually. The remaining term on those is ten years." Commissioner Campbell, "Cindy before you move on, that TIF fund due to Lake County is that a one-time deal because of this reassessment?" Cindy Dooley, "No. It's kind of an on-going. Every year that personal property, the value is dropping lower and lower below the base and so it's going to keep increasing. I mean it certainly isn't going to increase enough to off-set the real estate. The incremental always over-all still be a positive number. But it will keep increasing every year." Commissioner Campbell, "But I guess our big concern will be the debt for the next ten years." Cindy Dooley, "No. We should be fine with the debt. There is a caveat in the law too if that were to happen. We can adjust the base value so that we always have enough increment to make the debt payment." Mayor Knutson, "That's what I was going to ask. So we're not looking at doing that yet is what you're saying?" Cindy Dooley, "What's that?" Mayor Knutson, "You're not looking at doing that at this time?" Cindy Dooley, "Oh no. We don't need to do that right now." Mayor Knutson, "Okay." Commissioner Turner, "So what about the payback to the school and then you said the City? Is that in?" Cindy Dooley, "School and City and the County." Commissioner Turner, "Is that also yearly?" Cindy Dooley, "I'm sorry." Commissioner Turner, "Is that payment also yearly or two years or where does that come?" Cindy Dooley, "Well, it's kind of what happens is Lake County just kind of holds that money. And then as the increment, the positive increment comes in, they just kind of off-set it. So we don't actually write Lake County a check. They just kind of, and then all of a sudden it goes positive again in November and we're back good. So that's kind of how that works. And then this was the incoming expenses for 2015. So you'll notice I'm going to just point out a couple of things on this. The fund income for last year was \$196,015.00. That was the tax increment revenue. You'll notice that we budgeted only \$75,000.00 for this FY2016 year. The reason these two are so different is if you look on

the next page I attached the Certified Value for 2014 and the Certified Value for 2015. Under number six there the TIF District, you can see the Incremental Value in 2014 was \$319,631.00 and for this year it's \$127,361.00. Big difference. Big difference. And that's as a result of the reappraisal. So it's still positive. The numbers still positive so there'll still be increment. I just wanted to point that out. Then I did a complete, like a project cash flow analysis on the Fund 4530 which is the Walking Path and the City Dock Construction. That project started in FY2013. So zero is the starting cash balance. We received \$800,000.00 in Revenue Bonds. Transfers from the TIF District fund was \$63,450.00 and then there was interest earnings of \$1,402.00. So it had total cash available of \$864,852.00. Then we paid out to Mc Crumb during this fiscal year \$811,011.00. The engineering \$28,552.00. Bond Counsel \$13,164.00 and the miscellaneous, which is Mission Valley Power, \$75.00. So the total outlay was \$852,802.00, which left a cash balance as of June 30th of \$12,050.00. We just made the final payment to Mc Crumb for \$9,289.00 and Shari, she hasn't submitted her final bill, but we think it's about \$450.00. So that's going to leave about \$2,311.00 which we will then transfer to pay on the debt service. And then the last is just the actual financial statements that the MCA requires. So these are in the form of the Balance Sheet and a Statement of Revenues and Expenses. So it just pretty much reiterates the narrative." Mayor Knutson, "Okay. Does anyone have any questions for Ken or Cindy or Lou? No. Okay. Thank you for the report. Can I get a motion to approve the report?" **Commissioner Turner motion to approve the PRA 2014-2015 Annual Report. Commissioner Siler second.** Commission discussion: none Public comment: **Lee Manicke**, "Ward II. First thing, fixing this thing. A lot better. There's no feed-back in the back of the room now. So it's a lot better. I think I'd like to add a few things that I think some of this report is a little skimpy. It has been in the past. One thing, State Statute mentions that it is very clear that the report is supposed to be in by September 30th. So we're delinquent about 18 days. This is the third year in a row that we've been delinquent in our report. It doesn't seem to be a big concern. I think we ought to follow State Statutes. Make an effort to get this done right by September 30th. I don't have page numbers but I hope you can follow along. Agenda item, first page of this, down toward the bottom there, there's a comment that says, TIF only effects the way that taxes once collected are distributed. This statement appears very often. It's been in a couple of letters you've sent out to the people in the TIF District. The most recent one was signed by the Mayor and Mr. Avison. It came out in early June asking whether or not we was interested in listening to a discussion from an outsider. This comment, once collected, again it's kind of tempting. It's not telling the whole story. The Tax Increment District, make no mistake about it, is a tax increase. This is not really stated in there. It ought to be stated over and over to let people know. In that letter there was a comment that said that tax dollars accrue from new development. Well that's partially true or is true. New development can be broken into a couple of broad categories. One is that new development that was caused or created because of the PRA or some activity of the PRA. Or another is new development that is going to happen anyway. Whether or not the PRA was in existence. In the case of Polson that's new development that creates taxable value. And the PRA has not created any development in Polson that has created new taxable value. All of the new development that has added to the increment value is going to happen irrespective of whether or not there was a PRA. And there's a couple of other things that accrue money to the PRA. One of them is incremental value. As it increases more money comes into the PRA or as this year, it decreases. It decreases so the incremental goes down. But that should also be mentioned that that is the reason for increase and where the money comes from. It also comes from an increase in mil levy. The incremental value increases, the mil levy has gone up almost 181mils. That's for this years, generated about \$23,000.00, which is a good portion of what's come. That really ought to be said. Now, when we have a mil levy, a bond issue from the school, or a mil levy, a vote for the mil levy, if it passes, also is a mil levy for increasing the tax increment value. The taxes on the increment value. That's never stated to the public. That's never stated in any bond issue. We've had several bond issues of police donation, the swimming pool, the library, the sheriff's office, and they've all, none of the people ever got up and said if you vote for this you're also voting for money for the tax increment district. They're not telling the whole story. I don't know how you can have a bond issue and not tell the people the truth. I think that's a, not only the City, but the schools, the County, I think if it happens, the City ought to have the integrity to tell the voters, put it on the ballot, it's going to increase the, some of the money's not just going to where the bond issue says it's going to go towards the tax increment district. Cindy mentioned that the City

received \$90,000.00 for 2009 and if you look at one of her reports there's still \$2, 473.00 that's still out there from that 2009 payment. I think after six years it's probably time to go up and get that money and figure out what's going on and why we're not getting it. Bring it in here. I don't know if the County is paying any taxes on it or any interest on it. I think they ought to get it down here and figure out what's going on with that. There's some problems going on since the inception. You brought the map up and there's a tract of land that's included in the tax increment district that is in Lake County. It is not Lake County school district and it's not in the City of Polson. It's in the County. The City has been charging those people not only taxes for tax increment district, but they've been charging the City taxes on that. For a while that went away from the efforts of someone else in the City government, but now it's back again. Those people are paying taxes to the City. I don't know if they're paying taxes to the City but they are paying, they're in a separate district now, all their own, and they're paying money to the PRA. Somebody ought to go up there and get that fixed. I know you're working on these properties where you don't know whether it's been annexed or not but the people say they're not annexed. The property owner at one meeting a while ago, got up in the back of the room, during the Council meeting, and said I'm in the County. I'm not in the City. Why are you taxing me for the City? At that time Mr. Marchello sat where Mr. Campbell is and went right over his head. Went over the head of everybody at the Council. Nobody has ever done anything about that. Nobody looks at this and sees exactly what's going on. Somebody ought to do that at some time. I occasionally go to PRA meetings when they're there. Not all of them so I, last May I went down and asked for a copy of the minutes at City Hall. I was given a folder, a manila folder, loose leaf. The last minutes that were in there were October 1, 2014. I went down today and asked for them again. It was the same file and got the file. It was the same. They said well they're now transcribed to (inaudible) and tin on a disc. But Cora didn't happen to be there. Nobody else knew where they were. So I made two trips looking for the minutes to read them. To see what's going on. They're not there. I don't know if they're on a disc or not. But anyway, they weren't available last May and they weren't available today. I've attended some of the meetings and there needs to be some work there. This group doesn't accept suggestions or criticism very well. Particularly if they come from me. If they know that I've held opposition to this but I made some suggestions that helped them out quite a bit over the years. It took a long time to get some of them. At first they weren't doing these reports. It took about three years of telling them that's what the Statute says, do the report. Then they started doing the report and they started doing it as of October 1 rather than as of July 1. They finally got it straight and they're finally doing a lot better job now. But they're not following the Constitution in the way they conduct the meeting. It's not an open meeting. They don't ask for public comment prior to a vote. They do ask for public comment at the end of the meeting but not prior to any vote. The minutes that they do have are non-informative. They don't say very much. I think it's a, I think some of the blame lies with Council. This one, past Councils, this City Manager, past City Managers and also the PRA. They need to be doing a better job. They're spending a lot of our money, recommending spending a lot of our money and there's very little input from the public. There's very little asking for public input in bringing (inaudible). We don't get to vote on this. They're just going to spend \$125, or 26 thousand dollars on this paving a parking lot that probably doesn't need to be paved. We don't get to vote on it. We never got to vote on the tax increment district urban renewal to start with. Never came to the public to vote. So I think that you, the City Manager and the PRA people better go to the back room or wherever you do your thinking and think what's going on here. Start doing a better job with the PRA and how it's administered." Mayor Knutson, "Thank you Mr. Manicke. Always providing us overall insight and information to consider." Lee Manicke, "What'd you say Ken?" Ken Avison, "I said Thanks Lee." Lee Manicke, "You added something to that." Mayor Knutson, "I'm sorry. Excuse me." Lee Manicke, "You said son of a bitch." Ken Avison, "No I didn't." Mayor Knutson, "Excuse me." Lee Manicke, "You're lying." Mayor Knutson, "Excuse me. Okay. Thank you for your comments Mr. Manicke. Do I have any additional public comment? Yes. Please. Just to make sure, state your name and address or ward if you would." **Elsa Duford**, "I guess my comments follow a little bit along what Lee said but on a different topic. At the last meeting Cindy was going over the amendments to the budget. And so I stopped at City Hall one day and asked her what this was about. She did give me a copy of the amendments. And one of my concerns looking through this was I didn't see anything on here that was related to the Study Commission. And so when I asked her, she said well you'd have to go through the budget piece by piece

looking for these numbers which was not something that was on my list of things to do. But my question is the Study Commission, when they were, the budget was prepared, they were, had a long list of proposed expenses that they anticipated. That ended up totaling \$14,500.00. So looking at this budget, and it's on page 28, of this budget, and for supplies they have a figure of \$500.00, for purchased services \$9,940.00, education and travel dues \$3,060.00 and election services \$1,000.00 which totals \$14,500.00. My question is based on the list they provided and then they, at the meeting I attended, they decided that they didn't need to hire a secretary and the treasurer would be Cindy Dooley who is the Financial Director. So they didn't need those two things. I don't have that list that they prepared handy and what we need to know as tax payers one of the items on there was a court reporter and I think to hire an attorney. Mayor Knutson, "I'm sorry. I just going to pause for one second if you don't mind. Hold that thought for a second. We're referring to the agenda item No. 10 that is on the PRA and approving the Annual Report. We don't have this information. It's not included in the PRA information. So I apologize but we're not on that agenda item." Elsa Duford, "Can I continue anyway? Even if it's not on the agenda?" Mayor Knutson, "We will not be able to answer you tonight. None of us are prepared at all to reflect on this and we're working on another agenda item. It actually will make it a little bit more confusing for everyone if the minutes reflect a change of subject. So if you wouldn't mind, I'm really sorry, I just want to make sure that we stay as clear as possible in our minutes." Elsa Duford, "Okay. That's fine." Mayor Knutson, "And I'm really sorry Elsa. We can certainly circle back or if you want to email me directly. I will be happy to look into that or call me directly. I'll be happy to." Elsa Duford, "Who do I talk to? Cindy?" Mayor Knutson, "Maybe you should start with Cindy. I will be happy to coordinate with Cindy if that will be okay." Elsa Duford, "Okay. I tried to call Cindy late this afternoon and it was probably too late to get a response this afternoon." Mayor Knutson, "Okay." Elsa Duford, "This is something the public does need to know. And so even if I brought it up at the wrong time..." Mayor Knutson, "I certainly understand, I apologize, and I just want to make sure that we stay as concise and on top of (inaudible) as possible." Elsa Duford, "(Inaudible) with PRA." Mayor Knutson, "Okay." Elsa Duford, "Okay. Alright. Thank you." Mayor Knutson, "Thank you. Any further public comment regarding Agenda Item No. 10 to approve the PRA 2014-15 Annual Report?" Commissioner Siler, "Ken's got his hand up." Mayor Knutson, "Ken. Yes, please comment please." **Ken Avison**, "I would just like to charge the Council to pass our report. I guess my only comment really has to do with it is just so easy to criticize. Conversations go on all over town about why people don't step up and do things. The hours that are put in by our organization, I guess I've set here and question why but that will be an on-going discussion in my head. Thank you." Mayor Knutson, "Thank you Ken. Any additional public comment on agenda item No. 10? Okay. Then with that I've got a motion from Commissioner Turner with a second from Commissioner Siler to approve. We've done Commission discussion, Public comment and we are going to vote." **VOTE: Unanimous Motion carried**

Mayor Knutson opened the Public Hearing for the Budget Amendment Fiscal Year 2014-2015- (53:09) City Finance Officer Cindy Dooley presented this agenda item. When the budget was formulated only an estimate and the City tries to stay within the budget as much as possible. Sometimes additional revenue comes in and that revenue is spent. Sometimes expenses exceed the budget. The 11 funds that required amending were listed in the Resolution. These amendments only effect the General Fund. The cash reports given included the amended amounts. **There was no public comment given during the public hearing. Mayor Knutson closed the Public Hearing.**

APPROVE RESOLUTION TO APPROPRIATE MONEY AND PROVIDE FOR THE PAYMENT OF DEBTS AND EXPENSES FOR THE CITY OF POLSON IN FISCAL YEAR 2014-2015 AS DETAILED ON EXHIBIT A OF THE RESOLUTION (58:49)-City Finance Officer Cindy Dooley presented this agenda item. There was one correction to the Resolution. The date should read October 19, 2015 not October 15th. **Commissioner Campbell motion to approve Resolution to appropriate money and provide for the payment of debts and expenses for the City of Polson in fiscal year 2014-2015 as detailed on Exhibit A of the resolution. Commissioner Turner second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

APPROVE REVISION TO CONSIDER THE POSSIBILITIES FOR POLSON DOCUMENT WHICH CREATED THE POLSON REDEVELOPMENT AGENCY (01:00:25)-City Finance

Officer Cindy Dooley presented this agenda item. Cindy Dooley, "So earlier this year when we were conducting the FY14 audit, we asked the auditor to look at our Consider the Possibilities document and how it related to the need for a bi-annual audit. And so she read over that document and in her audit findings she stated that the Polson Redevelopment Agency implementation document, which is the Consider the Possibilities document, and the actual functioning of the Polson Redevelopment Agency are not aligned. Basically we've been offering that agency as an advisory board right from the beginning. But all of our documents indicated that we would be operating it more as a separate body corporate. And so the first thing we did then was consult with the City Attorney, City Manager, myself, PRA President Ken Avison was decided to just continue operating the way they are as an advisory board and so we passed the Ordinance 2015-009, which is attached, to actually state that. So it is now clarified that they are an advisory board similar to other advisory boards. And then in addition to that we have to change the Consider the Possibilities for Polson Document, which is our Urban Renewal (inaudible). We just have to change it to move it into alignment. So the first nine sections or first six sections of Chapter nine, so that would be sections 9.1 through 9.6 were basically rewritten. And unfortunately we don't really have a red line copy on this because we don't have a word format of this document. So we just basically kind of re-did it. I will point out a few things. The City itself is now basically the Agency. So wherever the wording of the Agency is talked about that's actually really the City Commission. And then..." Mayor Knutson, "Are you saying when it refers to the Polson Redevelopment Agency?" Cindy Dooley, "Yes." Mayor Knutson, "You're referring to the City Commission there?" Cindy Dooley, "So, you see, let's see, in 9.2 under Administration..." Mayor Knutson, "Yeah. That's where I was looking as well." Cindy Dooley, "So the City Commission and then you will see in parenthesis now it says; as Agency. So basically anywhere it talks about the Agency will do, the Agency that's actually the City Commission now." Mayor Knutson, "So PRA/City Commission is what you are referring to here." Cindy Dooley, "Kind of. Yes. The PRA is just an advisory board, but the City Commission is actually like running the TIF District." Mayor Knutson, "Okay. I'm wondering if that needs to be more clear so when you are referring to a Polson Redevelopment Agency shall be organized, do you mean that the committee would we want to refer to it as a board or.." Cindy Dooley, "This is the way Rich wrote it. And so..." Commissioner Campbell, "What you look at, the Annual Program and Budget 9.3 it starts out with Agency and tells a description of what they do but then it says it has to be approved by the City Commission." Mayor Knutson, "So we're doing both." Cindy Dooley, "So you're kind of both." Mayor Knutson, "I think we need, I think we should..." Cindy Dooley, "You are the Agency. But ultimately you are the Agency." Mayor Knutson, "Well in that case then I think we should have the Agency Board or something to that affect." Cindy Dooley, "Okay." Mayor Knutson, "Differentiates it from the City Commission. And I think we may want to indicate somewhere on this that if we're referring to the Polson Redevelopment Agency we can use the term City Commission, PRA/City Commission." Cindy Dooley, "Kind of interchange." Mayor Knutson, "Somehow interchange. It has to be reflective because it's very confusing if I didn't, if I hadn't heard you just say that. I would have never guessed that that's what that means right there. And I want to make sure that it's really clear." City Manager Shives, "Let me suggest you table this. We'll go back to Rich and (NOTE: Inaudible. Multiple persons speaking at once.) Mayor Knutson, "I didn't pick that up when I read it so I think it would be good to look at that. Okay." Cindy Dooley, "Okay." Mayor Knutson, "Did you have any other comments before we do that?" Cindy Dooley, "Just the only other big change was that 9.4. It no longer says bi-annual audit. It just says audit. And then it just basically states that the City will audit the activities as part of its annual citywide audit. And the information is just to be included as part of the City's financial information. And it's not a separate we would call a component unit. A component unit would have to take their financial information separately from the City's. We are saying that's not the case. All the financial information will be combined with the City's other information." Commissioner Turner, "Why would we do it that way? Set up doing it on its own?" Cindy Dooley, "What's that?" Commissioner Turner, "Why would we do it with the City's instead of separating it out?" Cindy Dooley, "Because they're not a what we call a component unit. So they were a separate body corporate on their own. But you maintain some elements of control over them. Then they could be considered a separate operating body and would have

to show their financials separately from the rest of the City. So for example, like in Missoula, The Missoula Redevelopment Agency, they are a separate body corporate. And so their information is all shown separately from the City's. It's not blended together with all the rest of the City's financial information. They operate, they have a staff, they have their own building, you know all of that." Commissioner Campbell, "So when we had the Polson Redevelopment Corporation, that's separate from the City." Cindy Dooley, "That was. Yep." Mayor Knutson, "We'll still receive this report that reflects..." Cindy Dooley, "You will still see ..." Mayor Knutson, "The work of the agency. Separately." Commissioner Campbell, "I think it's the wording, using the word Agency in two different ways there." Cindy Dooley, "Yeah." Commissioner Campbell, "Clear that up." Mayor Knutson, "Okay." Cindy Dooley, "Okay? So we'll ask for some more clarification on that then." Mayor Knutson, "Great. So can I get a motion to table Agenda Item number 13?" **Commissioner Turner, "I'll make a motion to table Item 13 on the agenda." Commissioner Siler, "Second."** Mayor Knutson, "I've got a motion from Commissioner Turner with a second from Commissioner Siler. Any Commission discussion? Do I have any Public comment on tabling Agenda Item number 13? Please. Yes." Lee Manicke, "Ward II. These are mainly suggestions. I don't know how to point out suggestions for improvement without pointing out weakness. If that is taken as criticism, so be it. Look at paragraph 9.5. The Planning Department shall file annually with the City Commission. Do we really want a Planning Department to be the one that's filing with the City Commission? Cindy Dooley, "Can I answer that?" Lee Manicke, "Yes. Please" Cindy Dooley, "Okay. Yes because it has to do a lot with the Development Code and the Growth Policy. We have to make sure all of that is kind of combined together. So the Planning Department is the over-seer." Lee Manicke, "That's your annual report Cindy." Mayor Knutson, "I read that as the Planning Department was going to be the liaison with this, with the PRA. Cindy, as our Finance Officer, will be preparing reports for us but I guess I read that as the Planning Department was going to be the liaison with this group similar to having, how we have Cindy as a liaison for another committee that we have, different liaisons. That's how I read that Mr. Manicke." Lee Manicke, "Will that go to the Planning Board? Is that what we're talking about? That department or is there something else?" Mayor Knutson, "I believe this will come directly to the City Commission for approval of the PRA's activities. That's how I read it. I might be misinterpreting this." City Manager Shrives, "Essentially I've been the liaison and as we went through this, it made sense that the Planning Department would be the liaison because of the development projects that are going on. Obviously Cindy will still be part of the financial side of it. But that's why we made that change." Mayor Knutson, "Okay." Lee Manicke, "On 9.6, the Redevelopment Plan implemented per Montana Statute 7-15-4221-2, The Urban Renewal Plan may be modified by Ordinance. So, I think you got to, if that's correct, you gotta back up and have this done by an Ordinance rather than just a motion. That goes on into paragraph 5, A plan may be modified by procedures set for in 7-15-4212 thru 7-15-4219 with the inspection of the reduction of the Urban Renewal Plan. That was a procedure that was done to create the plan. That's a public hearing, notice to everybody in writing, and a public hearing before the Planning Board and additional things. Or the plan may be modified by the procedure set for in the plan. The procedure set forth in the plan was the one I just read to you. The Redevelopment Plan may be amended according to the Montana State Statutes so there's nothing else in the plan other than the State Statutes how this should be modified. That would be by ordinance. The Annual Report, again State Statutes as I stated earlier, are specific date to be done, September 30th and not October 19th. I think you need to go back a little bit. There's a document that's titled *Montana Tax Increment Finance Manual 2012* and it says plans may be amended and amends may include changes in administrative structure such as creation, dissolution or a separate Urban Renewal of a separate Urban Renewal Agency. What we're doing here is dissolution of a separate Urban Renewal Agency, and that's again, you gotta go back to State Statutes to do that. It's rather complicated I know but that's what the, I read the State Statutes. One more thing. In the State Statutes there's provision to remove Commissioners from the PRA board for dereliction of duty. I strongly recommend that you exercise that authority, maybe a couple of times. Mayor Knutson, "Okay." Lee Manicke, "Just to be clear, I walked past Mr. Avison and he said Thanks Lee son of a bitch. If you want to know whether you should action minutes or not, you can put it in the minutes just like that. That's the way I heard it." Mayor Knutson, "Excuse me. I am you know, I can't hear. I would please ask you to sit down. I don't want to get into a debate on that topic. If you..." Lee Manicke, "You want

me to read this little sign.” Mayor Knutson, “I completely agree, I honestly, I completely agree with that sign and I support that sign. At this point Mr. Manicke I am not going to debate what he did or didn’t say. I’ll certainly visit with you after the meeting and we can talk about it but I don’t, I didn’t hear what he had to say and I’m sorry I can’t add value to that at this point. But thank you, I do appreciate your point.” Lee Manicke, “I said loudly what he said and at that time if you hadn’t heard him, you surely heard me. You should have picked up that gavel and rapped it damn sharp on the table. And again when he said that.” Mayor Knutson, “Noted. Okay. Thank you. Okay. Do I have any additional public comment? Okay I will go ahead. I’ve got a motion from Commissioner Turner with a second from Commissioner Siler to table Agenda Item number 13. Do I have any additional Commission discussion?”
VOTE: Unanimous Motion carried

APPROVE SPECIAL USE PERMIT #15-07 WESTSHORE ESPRESSO (01:14:15)-City Planner Kyle Roberts presented this agenda item. This application was brought before the City County Planning Board at their October 13, 2015 meeting. This project is a mobile espresso coffee shop to be located on US Highway 93 on the west side of Polson. Vehicle traffic is accessible. The applicants will require a letter from Montana Department of Transportation (MDoT). Planning Staff recommends approval with 19 Conditions of Approval. Commissioner Campbell questioned why the two years to hook up to City water/sewer. Why not now? Commissioner Campbell further commented that this Special Use Permit is an after the fact. The coffee shop is already on site. City Manager Shrives commented that the applicant had gone thru the process of obtaining a Special Use Permit. Commissioner Campbell commented that the port-a-potty is a violation of City Ordinance. City Planner Roberts commented that he was not aware of the ordinance. Commissioner Campbell commented that the applicant needs to be hooking up to City water/sewer. It is available. Mayor Knutson suggested a temporary allowance. Commissioner Campbell questioned who would police it? Water/Sewer Superintendent Tony Porrazzo commented that the owner of the property has put in an application with the MDoT. City Manager Shrives suggested that the item be tabled until these questions could be answered. **Commissioner Siler motion to table Agenda Item number 14 until Monday, October 26, 2015. Commissioner Campbell second.** Commission discussion: none Public comment: **Lita Fonda** thanked Commissioner Campbell for pointing out that this was an after the fact Special Use Permit. **VOTE: Unanimous Motion carried.**

APPROVE SPECIAL USE PERMIT #15-08 101 WHITEWATER PLACE BUILDING (01:34:18)-City Planner Kyle Roberts presented this agenda item. This will be a multi-use building that will be operational Monday – Saturday, 10:a.m.-6:00 p.m. There was a key issue with the parking. The applicant will have additional parking in the adjacent parking lot. This will provide for spill-over parking. The City County Planning Board recommends approval. **Commissioner Campbell motion to approve the Special Use Permit request for a four unit, multi-use building on behalf of Nate Modderman along with the Conditions of approval as described in the staff report attached. Commissioner Siler second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

APPROVE DOWL/HKM ENGINEERING TASK ORDER #4 IN THE AMOUNT OF \$2,243,000.00 (01:40:51)-City Manager Mark Shrives presented this agenda item. This will be the final task order and will go thru the completion of the project. We have received proposal on the SBR. Kevin Johnson is working through those. There are three proposals, look at those and schedule interviews. After the first of the year, Kevin Johnson will come back and update the Commission. Mayor Knutson has requested quarterly updates. Commissioner Campbell asked if the City would have to borrow funds. City Manager Shrives answered that yes, the City will have to start borrowing money. The grants have brought down the amount of potential rate increase numbers. **Commissioner Turner motion to approve the Dowl/HKM Engineering Task Order #4 in the amount of \$2,243,000.00. Commissioner Siler second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried.**

(01:44:58) Mayor Knutson asked the Commission if there were any items that needed full minutes or will action minutes suffice. Commissioner Siler and Commissioner Campbell commented that Agenda

Items 10 and Commissioner Turner requested agenda item number 13 be full minutes. All else, action minutes.

Adjourn. (01:46:43) Commissioner Campbell motion to adjourn. Commissioner Turner second. Commission discussion: none Public Comment: none VOTE: Unanimous Motion carried.

ADJOURN: 8:47 p.m.

Heather Knutson, Mayor

ATTEST: _____
Cora E. Pritt, City Clerk

CITY OF POLSON COMMISSION AGENDA ITEM SUMMARY

Agenda Item Number: 6 (Motion) Second reading of Ordinance Number 2015-011 to adopt Chapter 15, Parks and Recreation Articles 1. In General-Reserved, Article 2 Park Regulations, To the City of Polson Book of Ordinances.

Commissions meeting Date: November 2, 2015

Staff Contact: Mark Shrives.

AGENDA ITEM SUMMARY: This Agenda Item requests City Commission adoption of Ordinance Number 2015-011 to adopt Chapter 15, Parks and Recreation Articles 1. In General-Reserved, Article 2 Park Regulations, To the City of Polson Book of Ordinances.

BACKGROUND: Several months ago it was proposed to review and recodify the City of Polson Municipal Code. Rather than rewrite the entire code and then adopt all of the code at one time, based on staff recommendation, the City Commission directed that we move forward with the recodification process and adopt the new code in pieces when completed.

ANALYSIS: City staff has also reviewed the additions and changes and have provided their input.

FINANCIAL CONSIDERATIONS: None

STAFF RECOMMENDATION: Staff recommends approval of the 2nd reading of Ordinance 2015-011

SUGGESTED MOTION: *I make a motion to approve the 2nd reading of the Ordinance Number 2015-011 to adopt Chapter Chapter 15, Parks and Recreation Articles 1. In General-Reserved, Article 2 Park Regulations, To the City of Polson Book of Ordinances.*

ATTACHMENTS:

1. Ordinance with Chapter 15, Articles 1, and 2

ORDINANCE Ord # 2015-011

**AN ORDINANCE TO ADOPT
CHAPTER 15. ARTICLES 1 AND 2. PARKS AND RECREATION
TO THE CITY OF POLSON BOOK OF ORDINANCES**

WHEREAS, the City Commission of Polson has determined that it is in the best interests of the citizens of Polson to reestablish, rewrite and reauthorize the Ordinances of the City;

WHEREAS, the Commission recognizes the most expeditious way of adopting such Ordinances is by adoption in a near sequential manner over a term of months to give the Commission and the public time to review the material;

WHEREAS, it appears in the best public interest that the following ordinances be adopted for the City of Polson;

NOW, THEREFORE, BE IT ORDAINED by the City of Polson that the following Articles of the Ordinances of the City of Polson be adopted in full as attachments hereto:

CHAPTER 15. PARKS AND RECREATION

ARTICLE 1. GENERAL-RESERVED

ARTICLE 2. PARK REGULATIONS

The clerk is hereby instructed to codify this Ordinance and to place the same in the Book of Ordinances of the City of Polson.

Date: 09/21/15

First Reading: 5 ayes nays abstentions 2 absent

Date:

Second Reading: ayes nays abstentions

Effective Date:

Mayor

Attest:

City Clerk

CHAPTER 15. PARKS AND RECREATION

ARTICLE 1. GENERAL-RESERVED

ARTICLE 2. PARK REGULATIONS

Sec. 15.02.010. Intent.

Sec. 15.02.020. Definitions.

Sec. 15.02.030. Park prohibitions.

Sec. 15.02.040. Park use/general standards for reserved use of a park or recreational facility.

Sec. 15.02.050. Park and recreational facility reservation permits; application; alcohol waiver.

Sec. 15.02.060. Standards of issuance of reservation permit.

Sec. 15.02.070. Sale of articles or services within a park or recreational facility/permits.

Sec. 15.02.080. Requirement for liability insurance, bonding or other security/clean up deposit.

Sec. 15.02.090. Revocation of permit.

Sec. 15.02.100. Fees.

Sec. 15.02.110. Park property; regulations authorized.

Sec. 15.02.120. Reserved.

Sec. 15.02.130. Regulations pertaining to wheeled recreational devices.

Sec. 15.02.140. Skateboard facility regulations.

Sec. 15.02.150. Reserved.

Sec. 15.02.160. Enforcement.

Sec. 15.02.170. Violations, penalties.

Sec. 15.02.180. Appeal procedure.

Sec. 15.02.190. Judicial review.

Sec. 15.02.200. Hours of operation of parks.

Sec. 15.02.210. Traffic control.

Sec. 15.02.220. Dock Control.

Sec. 15.02.221. City commission—Park development.

Secs. 15.02.230-15.02199. Reserved.

Sec. 15.02.010. Intent.

The provisions of this article shall apply to all park lands in the city, whether dedicated, deed, or otherwise acquired for park purposes, and to all facilities designated for city recreational purposes. Each application for use of a park or recreational facility shall be reviewed on a case-by-case basis. This article seeks to impose reasonable time, place and manner controls in an appropriate and limited manner upon events and facility uses for which permits are required. This article shall be administered in a manner that seeks to allow for expression, assembly, and the exercise of religious rights in accordance with applicable constitutional and statutory limits and controls.

Sec. 15.02.020. Definitions.

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

1. "Aggrieved person" means a person who can demonstrate a specific, personal and legal interest in the final decision of an application for a permit issued under this article, as distinguished from a general interest such as is the concern of all members of the community, and which interest would be specifically and personally prejudiced by the decision or benefited by its reversal.
2. "Animal" shall have the meaning stated by ordinance.
3. "Director" means the director of parks and recreation.
4. "Domestic animals" means those animals which live in or about the habitations of people or which contribute to the support of people and include but are not limited to the following: horses, cows, sheep, ducks, geese, chickens, dogs, cats, goats, and other tamed animals.
5. "Fireworks" shall have the meaning stated by ordinance.
6. "Park" means a park, playground, recreation facility/complex, or any other area in the city, developed or undeveloped, owned or used by the city, and devoted to active or passive recreation.
7. "Public assembly" means any meeting, march, demonstration, picket line, rally, or gathering of more than 75 persons for a common purpose as a result of prior planning that affects or may reasonably be expected to affect the normal flow or regulation of pedestrian or vehicular traffic within a park or recreational facility, or occupies any park or recreational facility in a place open to the general public.
8. "Recreational facility" means a building, structure, place, sports field or other location within a park or under the management of the city.
9. "User group" means any group or organization that is given use of a park for an extended period of time through a park user group agreement.
10. "Vehicle" means any device in, upon or by which any person or property may be transported or drawn including snowmobiles. The term "vehicle" shall include any trailer in tow of any size, kind or description. Exception is made for bicycles, baby strollers and carriages, wheelchairs, and vehicles in the service of the city parks and recreation division.

Sec. 15.02.030. Park prohibitions.

- A. It is unlawful for any person in a park or in or adjacent to a recreational facility to:
 1. Mark, deface, disfigure, injure, tamper with or displace or remove any buildings, bridges, tables, benches, fireplaces, grills, railings, paving or paving material, water lines, equipment, signs, drinking fountains, swimming or wading pools or other park or recreational facility property, improvements or appurtenances whatsoever, real or personal;
 2. Fail to cooperate in maintaining restrooms and washrooms in a neat and sanitary condition. No person over the age of six years shall use the restrooms and washrooms designated for the opposite sex;
 3. Dump dirt, grass and tree clippings or dig, remove, plant or deposit any soil, rock, sand, stones, trees, shrubs or plants or other wood or materials, or make any

- excavation by tool, equipment or other means or agency except as authorized by the director;
4. Construct or erect any building or structure of whatever kind, whether permanent or temporary, or run or string any public utility into, upon or across park or recreational facility property, except on special written permit issued hereunder;
5. Damage, cut, carve, mark, transplant or remove any plant, or injure the bark, dig in or otherwise disturb grass areas, or in any other way injure the natural beauty or usefulness of any area;
6. Climb any tree or walk, climb, stand or sit upon buildings, monuments, statues, vases, planters, fountains, railings, fences or upon any other structure not designated or customarily used for such purpose;
7. Attach any rope, cable, structure, device or other contrivance to any tree, fence, railing, bridge, bench, building or other structure unless otherwise posted. This prohibition does not include locking bicycles to the foregoing mentioned structures as long as no damage is done to the structure and so long as the bicycle does not interfere with the use and enjoyment of the park by others, and so long as the bicycle is not locked to the structure for a period of time not to exceed 24 hours;
8. Litter or fail or refuse to deposit litter in provided garbage receptacles. Where receptacles are not provided, all such rubbish or waste shall be carried away from the park by the person responsible for its presence and properly disposed of elsewhere. Dumping of household or commercial garbage into park trash receptacles is prohibited and shall be deemed a theft of services and carry the appropriate punishment;
9. Being in possession of glass objects in the parks or adjacent to a recreational facility. Break glass objects and then fail to remove broken glass and safely dispose of the broken glass in such fashion so as not to cause injury to persons or property;
10. Cause or permit any domestic animal to run loose, or fail to keep such animal under restraint, in any park or other open space area designated by the commission as an area requiring restraint. Further, every owner or person having custody of said dog or other animal shall remove and properly dispose of the animal's solid waste (fecal material). Except for the removal of waste, this subsection shall not apply to service animals authorized under the Americans with Disabilities Act;
11. Tie or hitch an animal to any tree or plant;
12. Pasture or pen any animal, domesticated or wild, except as authorized by the director;
13. Hunt, molest, harm, frighten, kill, trap, pursue, chase, tease, shoot or throw missiles at any animal, nor remove from the park or have in his possession any animal, or the eggs or nest, or young of any animal. An exception to the foregoing is made in that snakes known to be poisonous may be killed on sight. An exception is further made to fishing where allowed by the state department of fish, wildlife and parks. This regulation does not apply to officers of state or local government duly acting within the course and scope of their duties;
14. Ride a horse except on designated horse trails;
15. Start a fire except in facilities installed and provided for such purpose, or to fail to completely extinguish a fire upon leaving the park;

16. Camp or park a vehicle overnight except in designated camping areas or with written permission from the director;
 17. Display, offer to sell, or sell any article or service without first obtaining a permit from the director pursuant to this article;
 18. Bring or discharge any firearm, air gun, bow and arrow, slingshot, atlatl, spear, boomerang or any other form of potentially dangerous weapon into a park or recreational facility;
 19. Be in a park or recreational facility after being closed, either because of the night closure or closure following public notice or posting;
 20. Possess or bring fireworks into a park or adjacent to a recreational facility, or cause the fireworks to be ignited or exploded in a park or adjacent to a recreational facility;
 21. Operate a skateboard, roller skate, inline skate, or ride a bike or similar recreational device with wheels on or against any city-owned table, bench, structure, tennis court, bike rack, parking stop, retaining wall, fountain, statue, railing, stage, or other improvement which may suffer damage by such use;
 22. Operate a skateboard, roller skate, inline skate, or ride a bike or similar recreational device with wheels on or in any pavilion, except as authorized by section 15.02.130
 23. Practice golf with real golf balls in any park;
 24. Drive, operate or park any vehicle or trailer on park lands or trails/pathways, except as authorized by the director;
 25. Within any park, paint trees, bushes, buildings, parking lot surfaces, or sidewalks;
 26. Allow an animal, other than service animals, in a recreational facility.
 27. Subject to the terms and conditions of these ordinances, the use or consumption of alcoholic beverages within the parks is prohibited.
 28. Fishing anywhere in Travis Dolphin Dog Park and swimming off of or near the dock or shore of Travis Dolphin Dog Park.
- B. The director may create additional prohibitions which may be applicable to one or more parks or recreation facilities.

Sec. 15.02.040. Park use/general standards for reserved use of a park or recreational facility.

The following standards apply to the use, including the reserved use, of all parks and recreational facilities:

1. *Reservation priority.* Unless reserved according to the park reservation procedure, established in section 15.02.050, the use of the park or portion thereof by the public shall be on a first-come, first-served basis.
2. *Scope.* Only parks and recreational facilities designated by the director may be reserved for exclusive use.
3. *Tents, canopies, inflatable structures.* Approval must be granted by the director for the use of, and prior to the assembly of, any tents, canopies, shade structures, inflatable toys, etc., within a park.

4. *Public address or sound systems.*
 - a. Public address and/or sound systems may be used within parks with the approval of the director. The sound system cannot be used for more than three consecutive hours in any park except as provided in subsection A.4.b of this section. The use of amplified sound shall be limited to the hours between 12:00 noon and 9:00 p.m.
 - b. Music may be played inside a structure with the exception of a park shelter located in a park or in a recreational facility as long as it cannot be heard outside the structure. All music shall end by 10:00 p.m.
5. *Marking the grounds.* Approval shall be obtained from the director prior to the use of any turf paint within any park. Only water-based turf paint shall be used on any turf. Only chalk shall be used on impervious surfaces such as sidewalks and asphalt.
6. *Park user group agreements.* The director may enter into agreements with various park user groups, with the fee for such agreements established by the director.
 - a. Admission fees may be charged for events held in conjunction with a park user group agreement if approved by the director and listed in the agreement.
 - b. Articles, food, beverages or service may be sold for events held in conjunction with a park user group agreement, if so noted in the agreement.
7. *Parking.* Parking spaces at a park or recreational facility are not reserved with a park reservation permit, and all parking is on a first-come, first-served basis. Park reservation permits may be denied if available parking is inadequate for the number of participants expected.
8. *Power generators.* The director may require a person holding a reservation permit to provide a power generator. The use of a power generator is subject to the restrictions in subsection A.4 of this section.
9. *Portable toilet facilities.* The director may require a person holding a reservation permit to provide portable toilet facilities. The director shall determine how many such facilities are needed and the timeframe in which they must be present. If the facilities are not removed within the timeframe established, the city may remove them and all costs associated with removal shall be charged to the applicant.
10. *Admission fees.* An admission fee to a permitted event cannot be charged without written approval from the director.
11. *Litter removal.* A person holding a reservation permit shall pick up and properly dispose of all types of litter within the buildings and grounds.
12. *Additional rules.* The director may establish additional rules governing the use of a park or recreational facility by the public or a person holding a reserved use permit.

Sec. 15.02.050. Park and recreational facility reservation permits; application; alcohol waiver.

- A. A person seeking a park or recreational facility reservation permit shall file an application with the director on forms provided by the city. Applicants must be at least 18 years of age. If an open container waiver is requested the applicant must be at least 21 years of age.

- B. An application for a reservation permit shall be filed with the director no less than 15 working days and not more than 180 days before the event is proposed to commence. The director may waive the minimum filing period and accept an application filed within a shorter period if, after due consideration of the date, time, place, and nature of the event, the anticipated number of participants, and the city services required in connection with the event, the director determines the granting of a waiver will not unduly burden city services or interfere with any other previously approved or applied for event. If the reservation fee for the shelter is not received 5 days before the reservation, then the reservation is considered cancelled.
- C. The application shall be made on a form provided by the city and shall include all information the director deems relevant to the requested event.
- D. If 75 or more participants are expected for the event, a public assembly permit shall also be required and may be issued by the director pursuant to the standards and criteria adopted by the commission.
- E. Waiver of open alcoholic beverage container. ~~Per section 4.04.030,~~ Public drinking or display or exhibition of open alcoholic beverages (open containers) is prohibited in public parks and recreational facilities. A waiver of this requirement may be granted per these ordinances provisions of section 4.04.050. A separate alcohol permit application and fee are required and the permit must be physically present when the facility is being used.

Sec. 15.02.060. Standards of issuance of reservation permit.

- A. The director shall issue a permit, subject to any conditions deemed necessary and reasonable, as provided for herein when, from consideration of the application and such other information as may otherwise be obtained, the director finds:
 1. The application is complete and sets forth accurately and in sufficient detail the information required for consideration;
 2. The conduct of the event will not unduly inconvenience either the public in using adjacent public areas normally open for general public use or the city in the conduct of governmental operations;
 3. The possibility of the event causing any noise which unreasonably disturbs, injures, or endangers the comfort, repose, health, peace or safety of reasonable persons of ordinary sensitivity, as further discussed in chapter 16, article 6;
 4. The conduct of the event will not require the diversion of so great a number of city police officers to properly police the event as to prevent normal police protection of the city. In the event that this diversion could occur, the permit holder for the event may be required to provide their own security;
 5. The conduct of the event is not reasonably likely to cause injury to persons or property;
 6. Adequate sanitation and other required health facilities are or will be made available;
 7. There is sufficient parking near the site of the event, or other arrangements made for transportation, to accommodate the number of vehicles reasonably expected;
 8. Such event is not for the primary purpose of advertising any product, goods, or event that is primarily for private profit, unless a park user agreement is entered into per section 15.02.040.A.6;

- B. An event may be limited as to the number of participants in the interest of adequacy of facilities.
- C. Unless otherwise agreed by the applicant, the director shall act on an application within 15 working days after determining that the application is complete.

Sec. 15.02.070. Sale of articles or services within a park or recreational facility/permits.

For the purpose of maintaining control of park or recreational facility use, the following standards and procedures are adopted in the public interest for issuing permits to sell articles or services in connection with either a community-oriented event approved by the commission or an event established pursuant to a park user group agreement.

- 1. A person seeking issuance of a permit to sell articles or services shall file an application with the director with the following information no less than 15 working days and not more than 180 days prior to the date requested:
 - a. Name, age, telephone number, and address of applicant;
 - b. Name and address of sponsor of activity;
 - c. Day and hours for which permit is desired;
 - d. The park or portion thereof for which the permit is desired;
 - e. Purpose of the request for permit or nature of activity;
 - f. Name and address of person responsible for cleanup, if different from applicant or sponsor.
- 2. Standards of issuance of permit to sell articles or services within a park or recreational facility.
 - a. In addition to the standards listed in section 15.02.060, in issuing a permit to sell articles or services the director shall consider whether:
 - (1) The proposed activity or use of the park or recreational facility is appropriate for the named park or facility and will not unreasonably interfere with or detract from the public's use and enjoyment of the park;
 - (2) The proposed activity or uses that are reasonably anticipated will not include violence, crime, or disorderly conduct;
 - (3) The proposed activity will not entail extraordinary or burdensome expense on the city;
 - (4) The facilities desired have not been reserved for other use on the date and hour requested in the application; and
 - (5) That the sale of articles or services is not primarily for private profit and provides a community benefit.
 - b. Applications meeting these standards will be issued on a first-come, first-served basis.

Sec. 15.02.080. Requirement for liability insurance, bonding or other security/clean up deposit.

- A. To avoid interference with protected rights of speech and assembly, any requirement imposed for surety for performance (including but not limited to insurance, bonding, or monetary deposits) shall be based upon needs directly associated with the event and not on the basis of possible disruption of the event by protestors or other persons who might be opposed to the speech or assembly. Such restriction, however, shall not apply where the director determines that the event is being scheduled so as to unduly and unnecessarily create a potential for counter-protest or disruption or interference with public health, safety, welfare, or order.
- B. A permittee under this article, including a person or entity entering into a park user group agreement, shall obtain commercial general liability insurance covering the permittee and/or the permittee's organization for all activities related to the event or permit, including but not limited to setup, the event itself, and all cleanup activities. The insurance policy shall contain no exceptions or exclusions for activities conducted under or related to the permitted activities. The permittee shall name the city, its officers, and employees as additional insureds on a primary non-contributory basis. The additional insured coverage shall be in a form acceptable to the city. To the extent reasonably possible, such additional insured coverage shall be in the minimum amounts of \$750,000.00 per claimant and \$1,500,000.00 per occurrence.
- C. The insurance requirements of this section are in addition to and separate from any other obligations contained in this section or article or in a permit issued under this article.
- D. Applicants for a permit under this article shall agree in writing to defend, hold the city and its employees and officials harmless and indemnify the city, its employees and officials, for any and all claims, lawsuits or liability, including attorneys' fees and costs allegedly arising out of loss, damage or injury to a person or a person's property occurring during the course of, in preparation of, or in any way pertaining to the permitted event which is caused by the conduct of employees or agents, including guests, of the permit holder.
- E. The director may grant a waiver to the requirements of this section for city-sponsored events or when the director determines the event does not present a substantial or significant public liability or property damage exposure for the city, its officers, agents and employees. The director shall consider the applicant's proven financial inability to obtain the required coverage. When the director considers requests for waivers, the director shall base the decision on the factual circumstances presented by the applicant and decide the specific request on its merits. The cleanup deposit shall be set in the discretion of the director and will be forfeit for inadequate cleanup in the sole discretion of the director.

Sec. 15.02.090. Revocation of permit.

The director, city manager, the chief of police, or the fire chief shall each have independent authority to instantly revoke or suspend any permit issued under this article:

1. Upon a violation of the conditions imposed in the permit;
2. Upon violation of this article or any other provision of law;
3. When a public emergency arises where the municipal resources required for that emergency are so great that deployment of municipal personnel, equipment or services

required for the permit would have an immediate and adverse effect upon the welfare and safety of persons or property.

Such revocation shall take effect immediately, and the director, city manager, chief of police, or fire chief shall promptly notify the permittee of revocation. After revocation, the permittee may not conduct the event, or if the event has commenced, shall immediately cause the event to be terminated in a safe, proper manner.

Sec. 15.02.100. Fees.

A nonrefundable fee shall be paid to cover administrative costs of processing permits. All fees under this article shall be set by commission resolution and included in the Schedule of Fees. The director may require a deposit for the rental of any park or recreational facility. If the director requires a deposit for the rental of any park, the director shall establish standards for return and forfeit.

Sec. 15.02.110. Park property; regulations authorized.

The city commission shall have the right to adopt reasonable regulations for the government of the public parks in the city, and no person shall violate any of such regulations.

Sec. 15.02.120. Reserved.

Sec. 15.02.130. Regulations pertaining to wheeled recreational devices, excluding the skate park.

- A. No person shall use or place a ramp, jump, or any other device used to force a skateboard, roller skate, inline skate, bike or similar recreational device with wheels off the pavement on the grounds of any city-owned parking lot, park or sidewalk.
- B. The city commission may, by resolution, designate areas within city parks in which operation of skateboards, roller-skates, in-line skates, bikes and similar recreational devices with wheels is permitted during specified times.
- C. The operation of skateboards, roller skates, inline skates, bikes and similar recreational devices with wheels may also be permitted in designated areas during specially authorized events pursuant to section 15.02.050

Sec. 15.02.140. Skateboard facility regulations.

- A. No person shall use or place additional obstacles or other materials, such as ramps, jumps, or any other device onto any city-owned skateboard facility.
- B. Motorized vehicles are prohibited from using any city-owned skateboard facility.
- C. The hours of operation for skateboard facilities shall be commensurate with the operation of all other park facilities, and shall be clearly posted. All skateboard facilities will be closed during periods of inclement weather.
- D. Protective equipment: helmets, pads and guards are strongly recommended.

- E. The use of food or drink, water excluded, is prohibited on the skating surface of all skateboard facilities. No glass containers are allowed.
- F. Use of smoking products are prohibited within the fenced area of the skateboard facility.

Sec. 15.02.150. Reserved.

Sec. 15.02.160. Enforcement.

This article shall be enforced by the police department. In addition this article may be enforced by injunction, restraining order, declaratory relief, or such other order as may be imposed by a court with appropriate jurisdiction.

Sec. 15.02.170. Violations, penalties.

Any person violating the provisions of any section of this article or any provision or requirement of a permit issued hereunder shall be subject to the general penalties provided by these ordinances. Nothing herein shall be deemed to prevent the city from pursuing an additional action in law or equity to recover unreimbursed costs associated with a permit or unpermitted event.

Sec. 15.02.180. Appeal procedure.

- A. An aggrieved person shall have the right to appeal the director's decision of a permit to the city manager. Prior to filing of an appeal with the city manager, the appellant shall, within five business days of the director's decision, request the director reconsider the decision. The director shall have five days to issue a decision on the request to reconsider.
- B. An aggrieved person may, only after complying with subsection A of this section, file a written appeal with the commission through the city clerk with a copy to the city manager not later than five days after the city manager's decision. The appeal to the commission shall state with specificity the grounds for the appeal. The commission shall hear the appeal at the next regularly scheduled meeting following the accepted notice of appeal, provided that the receipt of the notice is received prior to the deadline for submission of new agenda items.
 - 1. The appeal hearing shall be limited to the grounds stated in the appeal unless the commission for good cause determines to hear other issues or concerns.
 - 2. The appellant, applicant (if not the appellant), the city manager and other persons directly affected may speak or submit evidence at the hearing. Public comment will be accepted.
 - 3. The commission shall make a determination on the appeal at the meeting, unless the applicant agrees to a continuance. The city clerk shall issue the commission's decision in writing to the applicant either by personal delivery, or regular or electronic mail.

Sec. 15.02.190. Judicial review.

After complying with the requirements of section 15.02.180, an aggrieved person may file a request for judicial review of a decision by the city commission pursuant to this article. The request for review shall be filed no later than 30 days after the commission's action.

Sec. 15.02.200. Hours of operation of parks.

- A. *Hours.* All parks shall be open to the public every day of the year subject to the exceptions established herein.
- B. *General closure.* Any section or part of any park may be closed to the public by the director. Notice of closing shall be posted in a conspicuous manner.
- C. *Night closure.* No person without written permission of the director shall be physically present within the boundaries of any park between the hours of 11:00 PM and 6:00 AM (April 1 – October 31) and between the hours of 10:00 PM and 7:00 AM (November 1 – March 31), except in designated camping areas.
- D. *Maintenance Hours.* Maintenance hours in the parks shall be May 1st to September 15th, from 7:00 AM until dusk. The facilities will be signed appropriately informing the public of impending seasonal closures.

Sec. 15.02.210. Traffic control.

- A. No person shall drive any vehicle through the park or upon park roads at a rate of speed exceeding 15 miles per hour or at such speeds as may be established by the director.
- B. Vehicles shall not be driven or parked off designated roads and parking areas without the written permission of the director.
- C. All persons shall obey the traffic laws of the state and the city.

Sec. 15.02.220. Dock Control.

Where allowed, dockage of boats at city dock facilities shall be limited to a period not to exceed five (5) consecutive days followed by a period of at least seven (7) days in which the boat will not be docked at the city facilities. Boats operating as a concessionaire shall be operated in accordance with the contract/permit issued by the city. The only facility allowing overnight dock moorage is the east Salish Point dock. Overnight moorage shall be prohibited at all other city-owned dock facilities. There is no boat moorage allowed without written permission from the director at the docks at Boettcher Park. Owners of the boats found in violation of these provisions shall be subject to the general penalty provided in the city ordinances.

Sec. 15.02.221. City Manager—Park development.

The city manager shall authorize any conceptual changes, new development, or redevelopment aspects of changes in all city parks proposed by the staff. New buildings, renovations, or conceptual changes will be presented to the city manager before construction or implementation.

Secs. 15.02.230-15.0299. Reserved.

**POLSON CITY MANAGER
EMPLOYMENT AGREEMENT**

THIS AGREEMENT dated on this _____day of November, by and between the City of Polson, a municipal corporation, with offices at 106 1st Street East, Polson, MT 59860, hereinafter referred to as "City" and Mark Shrives, 45 Bogey Drive, Polson, MT 59860, hereinafter referred to as "Employee.

WHEREAS, the City wishes to employ the services of Employee as City Manager of the City of Polson, and

WHEREAS, the City and Employee desire to provide for certain procedures, benefits and requirements regarding the employment of Employee by the City; and

WHEREAS, Employee wishes to accept employment as City Manager of the City under the terms and conditions cited herein.

WITNESSETH:

IN CONSIDERATION of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. Duties

- A. City agrees to employ Employee as the City Manager of the City of Polson to perform all duties as specified by law, the City Charter, ordinances and resolutions and to perform such other duties as assigned by the Polson City Commission.
- B. City expects that Employee will attend and observe such meetings of subordinate City advisory boards as necessary for the full and proper execution of Employee's duties, or as may be directed from time to time by the Commission.
- C. Employee warrants that he will perform such duties with the highest degree of skill and judgment in accordance with accepted standards for the profession.
- D. City and Employee agree that Employee is exempt from the compensatory time requirement of the Polson Personnel Policy Manual, and is required to manage his work hours and duties in such manner so as to meet the requirements of Section 1.A., above.

2. Salary

- A. Base Salary: The annual salary of Employee shall be \$83,902.50. The salary is payable in twenty-six bi-weekly installments and at the same time that other salaried employees are paid. City will review salary in February of each year and can make adjustments to be effective July 1st.

- B. Nothing in this term shall be construed by Employee as a right to continued employment beyond the term specified in each employment agreement as the same may from time to time be agreed.
- C. The base salary paid by City shall be in addition to any cost of living adjustment, if any such increase is approved by the City Commission from year to year.

3. Term of Employment

- A. Employee's term of employment shall begin November 1, 2015 and expire, unless renewed, on October 31, 2016.
- B. Nothing in this agreement shall prevent, limit, or otherwise interfere with the right of the City Commission, by an affirmative vote of four members of the City Commission, to terminate the services of Employee at any time either for City's convenience or for the default of Employee, subject only to provisions set forth in Section 4 of this Agreement.
- C. Employee shall be bound by the terms of the Polson Personnel Policy Manual, as existing and as the same may be amended from time to time except as the same may otherwise provided herein. In the event of conflict between this agreement and the Polson Personnel Policy Manual, this agreement will control.

4. Termination by City

- A. City may terminate employment of Employee without cause pursuant to this Agreement or the Polson Personnel Policy Manual by giving written notice of termination to Employee by certified or registered mail, return receipt requested or personally as more fully explained in Section 16.
- B. City may terminate Employee for cause as a result of violation of any of the City's policies or directives, because of action involving personal gain, or moral turpitude. Employee shall receive notice of any charges against Employee, and possible sanctions being considered. Employee shall also be advised of the date and time when City will consider charges and possible sanction. Employee will be afforded an opportunity to refute the charges, either orally or in writing, before the City and to have representation of his choice at the hearing. Options, available to the City, other than termination include oral or written reprimand, or suspension with pay. If the Employee is terminated for cause, severance will not be paid. In some situations, rather than termination for cause, an agreement for resignation may be reached. In this event, severance shall not be included in the agreement for resignation.

In addition to the above, grounds for removal may include:

- i. Incompetency, inefficiency, or inattention to or dereliction of duty;
- ii. Dishonesty, intemperance, immoral conduct, insubordination, or discourteous treatment of the public or of fellow employees;

- iii. Any other willful failure of good conduct tending to injure the public service; and,
 - iv. Neglect of duty and/or excessive absence.
- C. For the purpose of this agreement, "termination by City" shall be deemed to have occurred upon the following events, or any of them:
- i. A majority of the governing body (four members of the City Commission) votes to terminate Employee at a duly authorized public meeting.
 - ii. If City, the citizens by vote duly and regularly had or the Montana Legislature acts to amend any provisions of the code pertaining to the role, powers, duties, authority, responsibilities of Employee's position that substantially changes the form of government, Employee shall have the right to declare that such amendments constitute termination.
 - iii. If City reduces the base salary, compensation or any other financial benefit of Employee, unless it is applied in no greater percentage than the average reduction of all department heads, such action shall constitute a breach of this agreement and will be regarded as a termination.
 - iv. A breach of contract declared by either party, subject to a 30 day cure period for either Employee or City. Written notice of a breach of contract shall be provided in accordance with the written notice provisions of this contract contained in Section 16.

5. Severance Pay

- A. A severance payment shall be paid to Employee when employment is terminated without cause as defined in Section 4. If Employee is terminated without cause, City shall provide a severance payment equal to six months' salary at the current rate of pay together with the value of any then-existing accrued vacation and applicable portion of sick leave (hereinafter referred to as "severance"). This severance shall be paid out according to the Polson Personnel Policy Manual unless otherwise agreed to by City and Employee.
- B. Severance shall be paid to Employee when the Agreement is considered lapsed under the following conditions:

Employee will request from City at least six months prior to expiration of this Agreement whether the City anticipates, in good faith, that a renewal of the contract of employment will be given to Employee. The City will respond within fifteen (15) days thereafter. If the City shall respond in the affirmative, the parties will commence negotiations for such renewal. If the City does not extend its offer of further employment the Agreement will lapse at the expiration of its term. If the City fails to bargain in good faith or refuses to negotiate thereafter without sufficient cause, the City will pay Employee the severance pay stated in Subsection 5. A. above.

6. Termination by Employee

Employee may terminate his employment with City by written notice of termination to City by certified, registered mail or in person following written notice provisions contained in Section 16. Employee shall provide a minimum of 90 days' notice unless City and Employee agree otherwise. In the event of such termination, Employee shall not be entitled to receive any severance. Employee shall be entitled to receive accrued vacation and the applicable portion of sick leave accumulations to the effective date of resignation in accordance with the Polson Personnel Policy Manual.

7. Performance Reviews

- A. City, by and through its Mayor, shall conduct an annual review of Employee's performance in March, 2016 subject to a process, form, criteria, and format for the evaluation which shall be mutually agreed upon by the City Commission and Employee.
- B. The process, at a minimum, shall include the opportunity for both parties to:
 - i. Prepare a written evaluation,
 - ii. Meet and discuss the evaluation and
 - iii. Present a written summary of the evaluation results.
- C. City will complete and deliver the final written evaluation to Employee within 30 days of the evaluation meeting. Upon mutual agreement with Employee, the City will provide the public with a summary of the evaluation results.

8. Retirement Benefits

Retirement benefits for Employee shall be the same as other City employees, that is, Employee shall be afforded the opportunity to participate in the Public Employees Retirement System (PERS), subject to the rules and regulations pertaining to such participation. Employee may opt out of PERS with the understanding that the City will contribute 8.27% of compensation to a retirement program of Employee's choosing, and this amount may be adjusted from time-to-time in accordance with the State of Montana adjustment or with the City Commission directed revision.

9. Health and Life Insurance Benefits

- A. City shall provide group health care benefits under the high deductible plan, consistent with those provided to all City employees. In the event Employee holds as a primary underwriter Veteran's Administration or other-sourced health care insurance, then and in that event City shall pay over to Employee a cash equivalent of 75% of the City's premium cost. This amount shall be adjusted annually in accordance with the City's premium cost.
- B. In addition, Employee will be covered under the City's workers compensation insurance plan.

- C. City shall pay the premium for a \$35,000 term life insurance on Employee's life, and the beneficiary shall be at the election of Employee.
- D. If allowed under the City's existing health insurance plan, and under the terms of this contract, City shall provide dental and vision insurance.

11. Vacation and Sick Leave

- A. Vacation time will be in accordance with the City Personnel Policy. In accordance with Montana law, the Employee will be credited with 16 years of agency service.
- B. Employee will accrue sick leave at the City rate of 3.692 hours bi-weekly.
- C. Employee is entitled to accrue all unused leave in the manner provided in the Polson Personnel Policy Manual.
- D. Employee shall be entitled to military reserve leave time pursuant to Federal and Montana State law and the Polson Personnel Policy Manual.

12. Employer Provided Vehicle

City will provide a City owned vehicle for exclusive use by Employee. Vehicle shall be used for City business and travel use only, with personal use being limited incidentally. City shall be responsible for paying for liability, property damage and comprehensive insurance and for the repair, maintenance and replacement of said vehicle. Employee will be responsible for reimbursement of personal use of said vehicle.

13. Professional Memberships, Conferences and Education

- A. City agrees to budget for and to pay Employee's membership dues and subscriptions for the following associations Montana League of Cities and Towns, International City/County Manager Association (ICMA), and Great Open Space City Managers Association (GOSCMA) which is desirable for Employee's continued professional participation, growth and advancement, and for the good of City.
- B. City acknowledges the value of having Employee participate and be directly involved in local civic clubs or organizations. As such, City agrees to budget for and to pay Employee's membership dues to civic organizations which he chooses to join including Rotary, Kiwanis, Lions or other similar service organizations.
- C. City also agrees to budget for and to pay, in an amount not to exceed \$3,000 annually, travel and subsistence expenses of Employee for short courses, institutes and seminars that are necessary for Employee's professional development and for the good of City including attendance at the national

GOSCOMA conference. All proposed expenses shall be approved by the City Commission as part of its annual budget.

14. Technology

City shall provide Employee with customary personal equipment including computer, software, fax/modem, and cell phone for Employee to perform the job and to maintain communication.

15. Indemnification

Employee indemnification shall be governed by MCA 2-9-305.

16. Written Notice Provisions

- A. Notices pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, certified mail or registered mail postage prepaid, return receipt requested, addressed as follows, or by hand delivery:

CITY: Mayor, City of Polson, 106 1st St. E, Polson, MT 59860

EMPLOYEE: Mr. Mark Shrives, 45 Bogey Drive, Polson, MT 59860

- B. Alternatively, notice required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as the date of deposit of such written notice in the course of transmission in the United States Postal Service.

17. General Provisions

- A. Integration: This Agreement sets forth and establishes the entire understanding between City and Employee relating to employment of Employee by City. Any prior discussions or representations by or between the parties are merged into and rendered null and void by the Agreement. The parties by mutual written agreement may amend any provision of this agreement during the term of the agreement. Such amendments shall be incorporated and made a part of this agreement.
- B. Binding Effect: This Agreement shall be binding on City and Employee as well as their heirs, assigns, executors, personal representatives and successors in interest.
- C. Severability: The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the removal or judicial modification of the invalid provision.
- D. Applicable Law: This Agreement shall be governed in all respects by the laws of the State of Montana.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed, in duplicate, the day and year first above written.

CITY OF POLSON

CITY MANAGER

Heather Knutson, Mayor

Mark Shrives

ATTEST:

Cora E. Pritt, City Clerk

Approved as to form and content:

M. Richard Gebhardt, City Attorney

CITY OF POLSON GOVERNMENT STUDY COMMISSION FINAL REPORT

8

TO THE CITIZENS OF THE CITY OF POLSON:

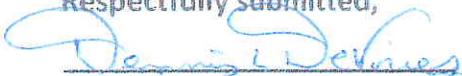
The City of Polson Government Study Commission, elected by the voters on November 7, 2014 presents this final report to the citizens of this city.

The purpose of the study commission as defined in state law is “to study the existing form and powers of our city government and procedures for delivery of local government services and compare them with other forms available under the laws of the state”.

In the conduct of their review, the study commission has sought advice, comments and information from a number of people in the city. Opinions and recommendations were solicited through interviews with local government officials, city staff, community organizations and groups and citizens. The transcripts of the interviews are attached, (pages 2 – 8). Two recommendations from the study commission are attached, (pages 9 – 10). All of the meetings of the commission, (held once a month since the election in 2014), were open to the public. A survey was available on the city’s website for anyone to offer input. Graphs depicting the survey responses are attached, (pages 11 – 18). A public hearing was held on 8/6/15 to allow the public to review the tentative report and offer input.

As a result of discussions held with the people and groups mentioned, the City of Polson Study Commission has concluded unanimously that the existing Commission – Manager with Charter form of government has served the City of Polson well since its organization in 2006, and will continue to do so in the future. We therefore recommend no changes in the current form of government.

Respectfully submitted,



Dennis Devries
Commission Chairman



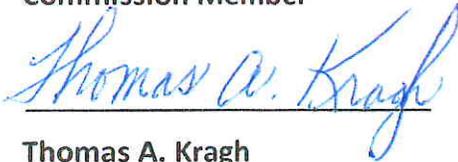
Jane Irwin
Commission Vice Chair



Wade Nash
Commission Member



Karen Sargeant
Commission Member



Thomas A. Kragh
Commission Member

City of Polson Government Review Study Commission

MEMORANDUM OF INTERVIEW OF POLSON CITY MANAGER MARK SHRIVES

On Friday, June 12, 2015, commencing at 9:00 am., Vice Chairperson Jane Irwin and Commissioner Thomas A. Kragh, representing the Polson City Government Review Commission, conducted an oral interview with Polson City Manager Mark Shrives.

Mr. Shrives was gracious with his time considering his very busy schedule and very open and helpful with his comments. It was a good, comfortable, well-rounded sharing of thoughts and opinions.

The interview primarily consisted of an overall discussion about the organizational effectiveness of the present form of City government as relates to his duties and responsibilities as City Manager with oversight and direction of all Polson City Departments. Also discussed were any changes he believed would better serve him in his position and the functioning of the respective departments under his supervision.

Mr. Shrives has had considerable experience working in high level administrative positions in several other municipalities with alternative forms of government. He believes the present Commission/Manager form of government to be well suited for Polson given the towns anticipated growth and expansion. He liked the idea of direct accountability, clear lines of authority and the local politics with its inevitable individual agendas, (which he acknowledged was still somewhat of a reality in small localities such as Polson), being greatly reduced.

The one potential organizational change he anticipated for the future was the creation of a new department to administer some of the work load he is presently handling. Mr. Shrive is in the process of preliminarily undertaking these steps and believes it can be handled with the present Charter and organization structure with no substantive change in the structure itself.

No changes in form or structure were suggested.

MEMORANDUM OF INTERVIEW OF POLSON CITY MAYOR HEATHER KNUTSON

On Thursday, July 2, 2015, commencing at 4:10 pm., Commission Vice Chairperson Jane Irwin and Commissioner Thomas A. Kragh, representing the Polson City Government Review Commission, conducted an oral interview with Polson City Mayor Heather Knutson. Mayor Knutson was gracious with her time and open with her comments.

The interview consisted of a free and open discussion of her perspective on the organizational effectiveness of the present form of Polson Commission/Manager City government. Also discussed were any changes she believed would better serve Polson and the community.

She very much liked the present Commission/Manager form of government. In a very articulate, straight forward manner she opined that she envisioned the present form of Polson City government to be structured much like that of a successful corporation. That is with a Board of Directors (the 7 member elected Commission), and a CEO (the Manager) directing and supervising respective Department Managers. Such organization promoted well defined structure, support and productivity by coordinating policy with action through consolidated authority.

By the selective "hiring" of a City Manager under contract and guided by the City Charter, it allows greater opportunity for emplacement of an individual with potentially a much more professional, focused skill set of qualifications and experience than might otherwise come about through the elective process.

No changes in form or structure were suggested.

One point that Mayor Knutson enthusiastically offered was, in her opinion, the substantial benefit of maintaining ongoing contact and the building of governmental relationships with The Tribes and Lake County Government. Certainly there are significant overlapping areas of governmental concern and for those to be effectively managed, trust and willing cooperation are essential.

MEMORANDUM OF INTERVIEW OF POLSON CITY COMMISSIONERS JOHN CAMPBELL AND JILL SOUTHERLAND

On Thursday, July 2, 2015, commencing at 3:30 pm., Commission Vice Chairperson Jane Irwin and Commissioner Thomas A. Kragh, representing the Polson City Government Review Commission, conducted oral interviews with Polson City Commissioners Mr. John Campbell and Mrs. Jill Southerland. These Commissioners were selected for interview because they represent the longest presently serving Commissioner and the newest, respectively. Each was gracious with their time and open with their comments.

The interviews consisted of a free and open discussion of their perspective on the organizational effectiveness of the present form of Polson Commission/Manager City government as relates to their elected Commissioner responsibilities. Also discussed were any changes they believe would better serve their departments and the community.

They very much liked the present Commission/Manager form of government. More specifically, both believed that, given the ongoing growth of Polson and ever increasing complexity of effectively and efficiently managing that growth, the present system promoted much greater professionalism. By that they meant greater and more focused experience, competence, communication and centralization of authority and decision making in managing the day-to-day municipal operations. They also believed that a City Manager was now cost effective in the operation of City government.

It is significant to note as part of this record that at one point in time, Mr. Campbell believed that the Commission/Manager form of organization was not well suited for the City of Polson. But having now experienced the organization and operation under the present form, Mr. Campbell now has changed his opinion and believes the Commission/Manager form best serves the City and endorses its continued operation.

No changes in form or structure were suggested.

MEMORANDUM OF INTERVIEWS OF POLSON CITY DEPARTMENT HEADS

On Wednesday, May 27, 2015, commencing at 9:30 am., Vice Chairperson Jane Irwin, Commissioner Thomas A. Kragh, and ex-officio Commission member, Mrs. Ardrene Sarracino, as representatives of the Polson City Government Review Commission, conducted scheduled oral interviews with certain Polson City Department Heads. Specifically those Department Heads interviewed were: Mr. David Simons (Polson City Building Official), Mr. John Fairchild (Polson City Fire Department Chief), Mr. Pat Nowlan (Polson City Golf Course Maintenance Superintendent), Mr. Terry Gembala (Polson City Streets Superintendent), Mrs. Cindy Dooley (Polson City Finance Officer), Ms. Cora Pritt (Polson City Clerk), and Mrs. Beth Smith (City Hall receptionist). Each Department Head was gracious with their time and open with their comments.

Commissioner Irwin opened the session by explaining the purpose of the interviews was to evaluate the operational effectiveness and efficiency of the present form of Polson City Government, to wit: Commission-City Manager.

It was expressly stated that the interviews were not and should not be considered as any type of examination or review of employee job performance. It was organizational, not personnel centered.

The format primarily consisted of two areas of inquiry that had been previously reviewed and unanimously approved by the Review Commission at its regularly scheduled meeting on April 13, 2015. In summary, the inquiries pertained to the organizational effectiveness of the present form of City government as relates to department responsibilities. And secondly, any suggested changes the Department Heads might offer to the present organization structure that might improve upon their ability to effectively and efficiently carry out their respective departmental duties.

In general, each Department Head believed that the present Commission-City Manager form of government provided a very good organizational structure for the operation of their respective departments. Some Department Heads expressly stated that they had worked under different past organizational forms of Polson City Government. Comparatively speaking, they stated that in their opinion the Commission-Manager form was far more streamlined, efficient and preferable. Likewise, the Commission-Manager organizational structure appeared to greatly reduce the range and influence of the "old boy" network that appeared so entrenched in the overall operation of Polson City Government in past times.

Department Heads now directly report to one person, the City Manager, rather than an assortment of officials who might have conflicting or limited special agendas that were not necessarily in furtherance of the best overall interest of the City or Department.

Likewise, Department Heads suggested no need for “substantive” changes in the present Commission-Manager form of government. In other words, they felt the system was functioning well and should remain.

It is noted that at the conclusion of the Department Head interviews as a group, a little period of time was spent with Polson City Fire Chief Fairchild to discuss the organizational interaction and cooperation between the Polson City Fire Department and the Confederate Salish and Kootenai firefighting departments.

It was recognized that the Polson City Police Department and the Tribal Law Enforcement Department have in place a standing operational agreement specifically designed to accommodate cross jurisdictional law enforcement issues. The concern we discussed with Chief Fairchild dealt with what organizational cooperative agreements were in place, if any, to handle jurisdictional issues involving Tribal trust properties and fire suppression.

Chief Fairchild advised of the excellent cooperative relationship his department had with Tribal counterparts and mentioned the existence of several cooperative agreements with County and area fire departments. However, he knew of no such formal agreement presently in place specifically involving the Tribes. Chief Fairchild indicated the working relationship between his department and the Tribes was almost exclusively dependent upon individual personal relationships. The Chief opined that he believed exploration of such a formal agreement for the future that would survive individual leadership personalities was an appropriate consideration for the Polson City Commission as part of any recommendation this instant Commission might offer to the City Commission as part of its Final Report.

At the conclusion of this initial set of interviews, it was agreed that a second round for remaining interviews would be scheduled for Monday June 1, 2015 at 10:00 am.

MEMORANDUM OF INTERVIEW OF POLSON CITY WATER AND SEWER
SUPERINTENDENT TONY PORRAZZO

On Monday, June 1, 2015, commencing at 10:00 am., Commissioner Thomas A. Kragh, representing the Polson City Government Review Commission, conducted an oral interview with Mr. Tony Porrazzo, (Polson City Water and Sewer Superintendent). Mr. Porrazzo was gracious with his time and open with his comments.

The interview consisted of a discussion about the organizational effectiveness of the present form of City government as relates to his departmental responsibilities. Mr. Porrazzo was quite emphatic as to his great preference for having one boss, the City Manager, as opposed to seven bosses under the former organizational structure where each official would try to assert their individual directions, wants and needs. He indicated he saw no substantive need to change the Commission-City Manager form now in place. He likes it just the way it is.

MEMORANDUM OF INTERVIEW OF POLSON CITY ASSISTANT CHIEF OF POLICE,
CLINT COTTLE AND PARKS LEAD MAINTENANCE WORKER, MIKE JOHNSON

On Friday, June 12, 2015, commencing at 8:30 am. Commission Vice Chairperson Jane Irwin and Commissioner Thomas A. Kragh, representing the Polson City Government Review Commission, conducted oral interviews with Polson Assistant Chief of Police Clint Cottle and Mr. Michael Johnson, representing the Polson Department of Parks. Each was gracious with their time and open with their comments.

It is noted that Karen Sargeant as Director of the Polson Parks Department and Chief Wade Nash of the Polson Police Department fully recused themselves from any involvement in this undertaking due to potential conflicts of interest with their respective departments and Commission duties. Both are elected members of this instant review Commission.

The interviews consisted of a discussion of the organizational effectiveness of the present form of City government as relates to their respective departments operations. Also discussed were any changes they believe would better serve their departments and the community.

Each very much liked the present Commission-Manager form of government as compared with their having worked under other governmental forms of organization in the past. Each believed the present system promoted much greater accountability, reliable structure, direct access to operational management/decision, and promoting much less involvement with "politics" in the running of their departments. In short, a much more professional approach to working.

No changes in form or structure were suggested.

City of Polson Government Review Study Commission

Recommendation #1 to the Polson City Commission

The City of Polson Government Review Study Commission looked at the three ward division boundaries that are the current alignment for the election of Polson City Commission members. It appeared to us that the number of voters in one ward was about 200 higher than another ward. (We understand that it should be determined by the number of residents and not the number of voters). We were not sure if the City Commissioner have ever looked at these numbers (or if they have been looked at recently) and have ever made adjustments to the ward boundaries. It appeared to us that as the City of Polson grows, the ward boundaries should be adjusted periodically so that the each Commissioner represents approximately the same number of citizens. For this reason, the City of Polson Government Review Study Commission recommends that the Polson City Commission set up a regular schedule to look at the number of citizens in each ward and if necessary adjust the boundaries after every ten year census.

City of Polson Government Review Study Commission

Recommendation #2 to the Polson City Commission

As a part of its Final Report, Montana law vests Government Review Commission members with the opportunity to submit individual or group recommendations directly to the City Commission that do not require substantive changes to the existing form of government or charter. My comments are respectfully offered in that light.

I am most likely not in the minority in recognizing that the Confederate Salish and Kootenai Tribes (Tribes) have a hugely significant presence and impact in Polson. As such, it would seem essential that there be ongoing mutual communication and interaction between officials of the City and Tribes in order to effectively provide high quality services to “all” Polson residents. In our work, we have learned that such mutuality does indeed occur but is generally conducted on an informal, personal relationship bases. Mayor Knutson spoke directly of this and the shared benefits derived. Such arrangements are certainly important and I would encourage continuation of this practice. However, in my opinion long term success requires adoption of more formal selective cooperative agreements that will survive beyond the inevitable changes in personnel. We already see this with the agreement between Polson City and Tribal law enforcement and is reported to work well.

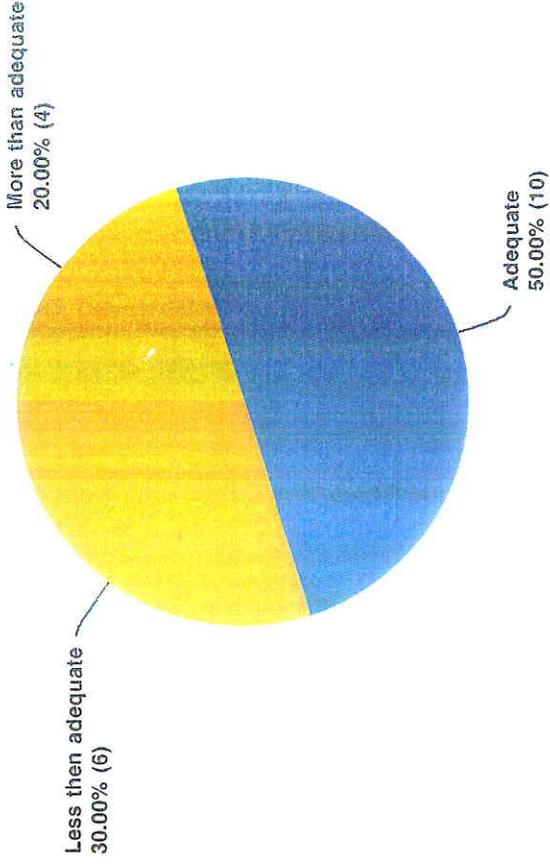
As a place to begin, I recommend consideration of an arrangement formally defining fire protection responsibilities. To date, firefighting cooperation (Polson/Tribes) seems to be working but that is no guarantee for the future. It is my understanding that Polson currently has in place such fire control agreements with several surrounding political entities and agencies, but not with the Tribes.

Finally, on a personal note, I want to extend my sincere appreciation to the citizens of Polson for granting me the privilege of serving on this Commission. Likewise, it has be a wonderful experience serving alongside my fellow Commissioners who have my highest respect and admiration for their dedicated service. Thank you to all.

Thomas Alan Kragh,
Local Government Review Study Commissioner

Q1 How effective has the City Government been in maintaining public facilities?

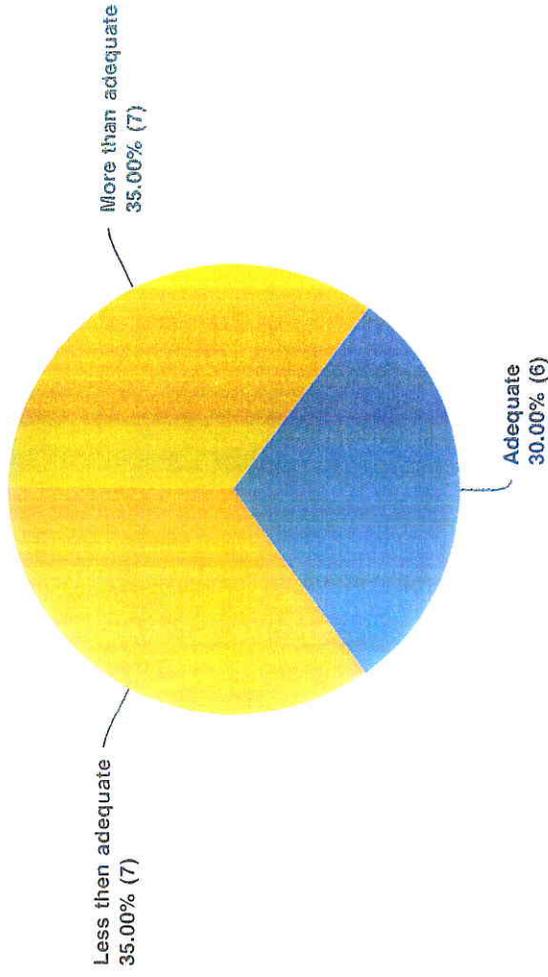
Survey Number: 20 - Skipper: 0



Answer Choices	Responses
More than adequate	20.00%
Adequate	50.00%
Less than adequate	30.00%
Total	20

Q2 How effective has the City Government been in maintaining public relations?

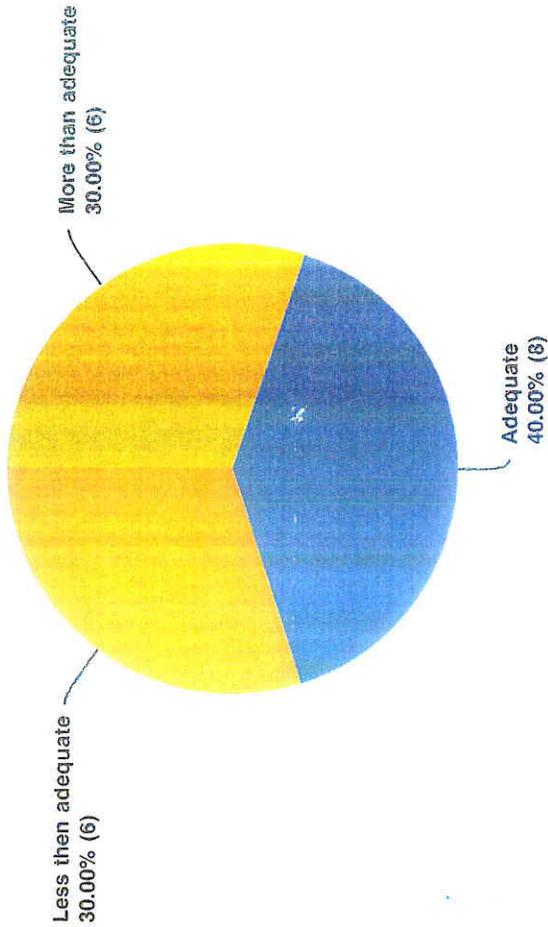
100% (10) Skipped: 0



Answer Choices	Responses
More than adequate	35.00%
Adequate	30.00%
Less than adequate	35.00%
Total	

Q3 How effective has the City Government been in handling any concerns you have?

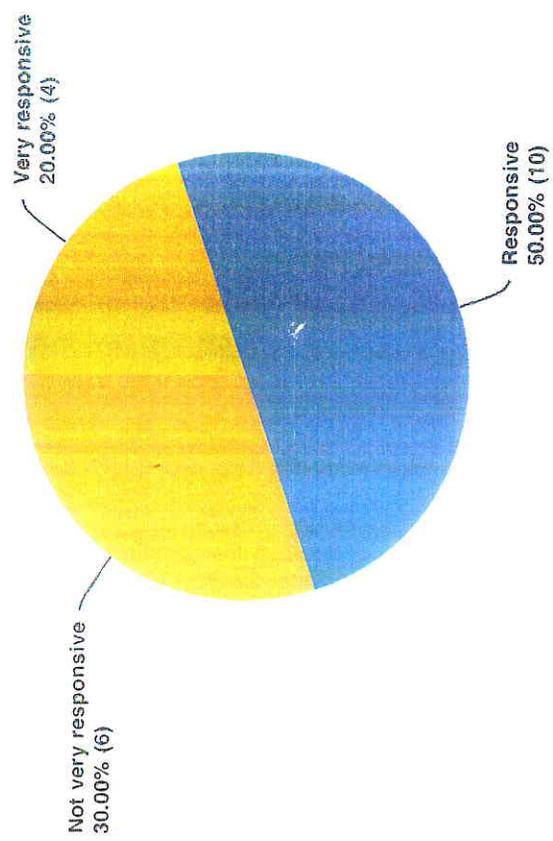
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Answer Choices	Responses
More than adequate	30.00%
Adequate	40.00%
Less than adequate	30.00%
Total	20

Q4 How responsive is City Government in meeting your needs?

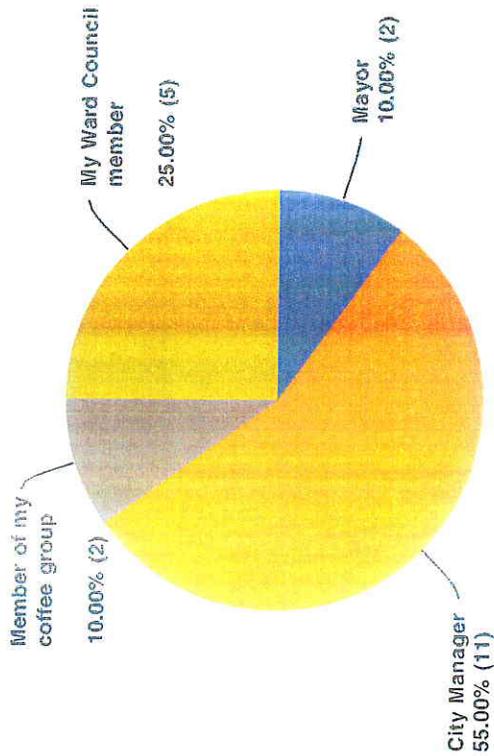
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Answer Choices	Responses
Very responsive	20.00%
Responsive	50.00%
Not very responsive	30.00%
Total	20

Q5 If you had a concern whom would you contact to address it?

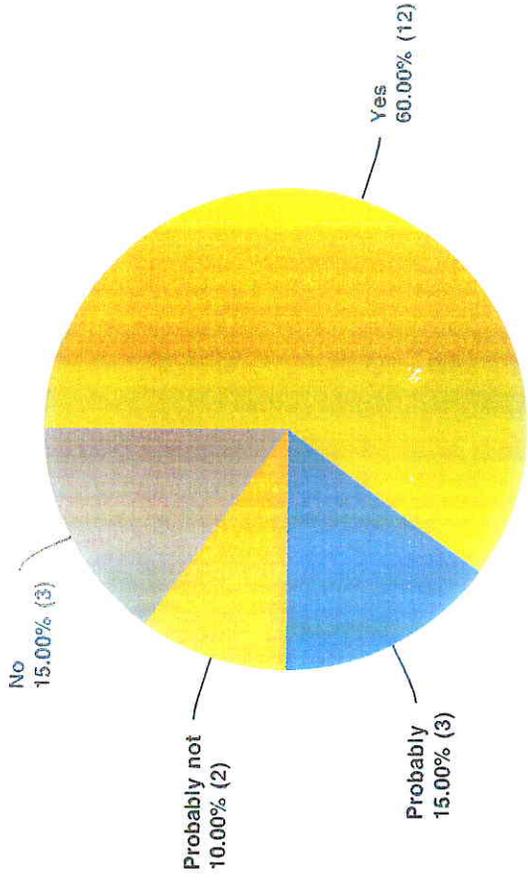
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Answer Choices	Responses
My Ward Council member	25.00%
Mayor	10.00%
City Manager	55.00%
Member of my coffee group	10.00%
Total	30

Q6 If you had a concern that needed to be handled by the City Council, the Mayor or the City Manager, do you believe they would listen to you and treat you fairly?

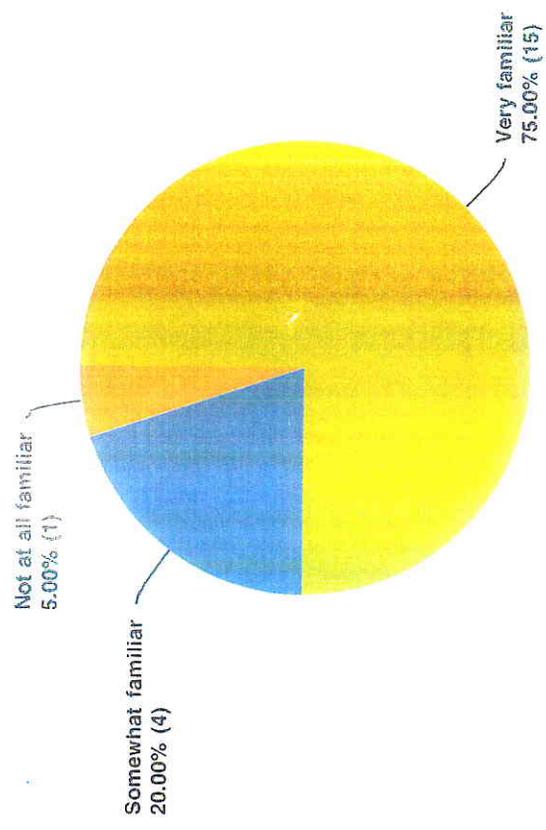
100% (15)



Answer Choices	Responses
Yes	60.00%
Probably	15.00%
Probably not	10.00%
No	15.00%
Total	

Q7 Currently the Polson City Government operates under a Charter, two elected representatives from each of the City's three Wards, an elected Mayor and a City Manager appointed by the City Council. Before you read this Survey how familiar were you with this form of government?

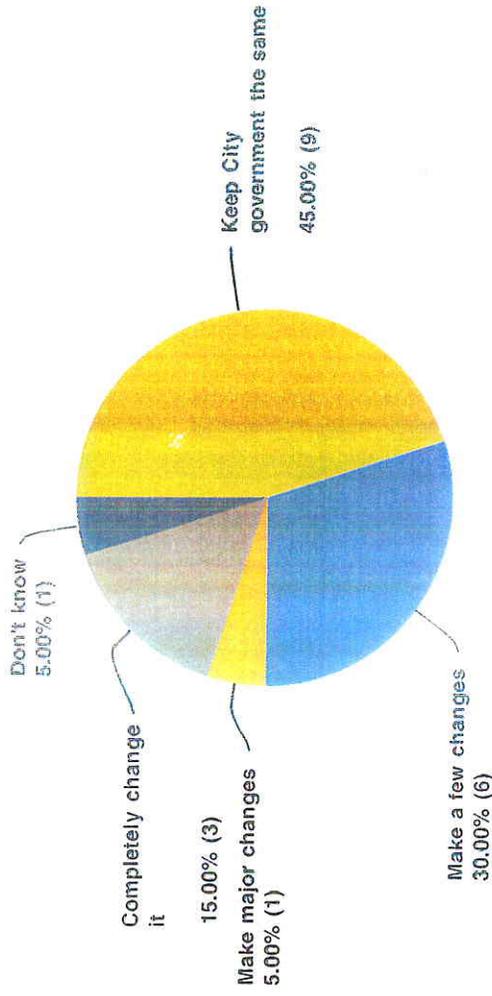
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Answer Choices	Responses
Very familiar	75.00%
Somewhat familiar	20.00%
Not at all familiar	5.00%
Total	16

Q8 If I had to vote tomorrow, I would vote to:

100% (20) Skipped: 0



Answer Choices	Responses
Keep City government the same	45.00%
Make a few changes	30.00%
Make major changes	5.00%
Completely change it	15.00%
Don't know	5.00%
Total	

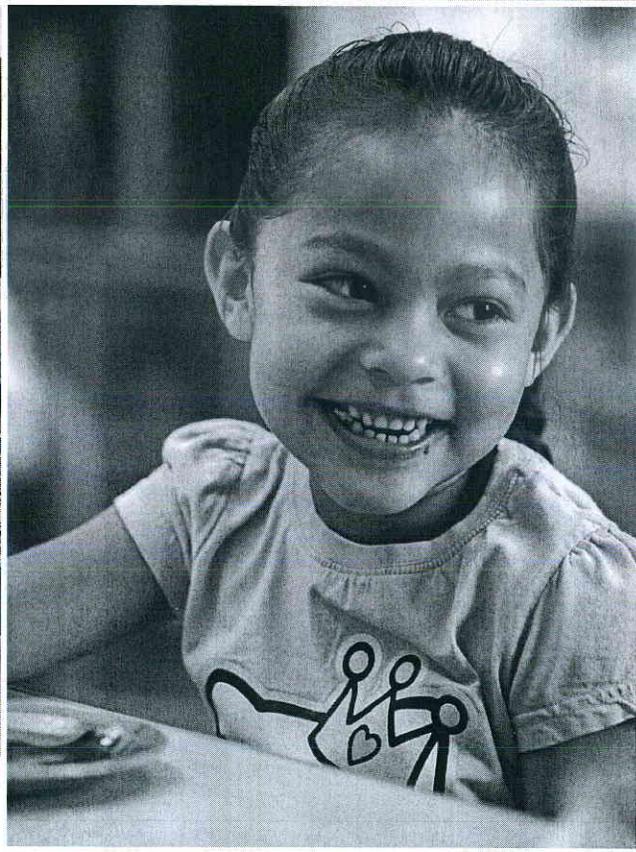
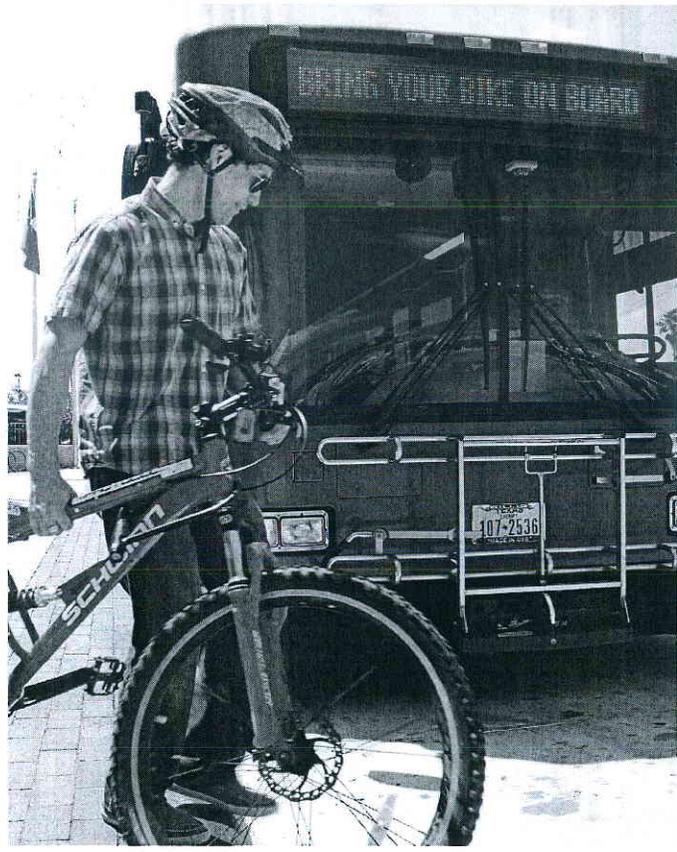


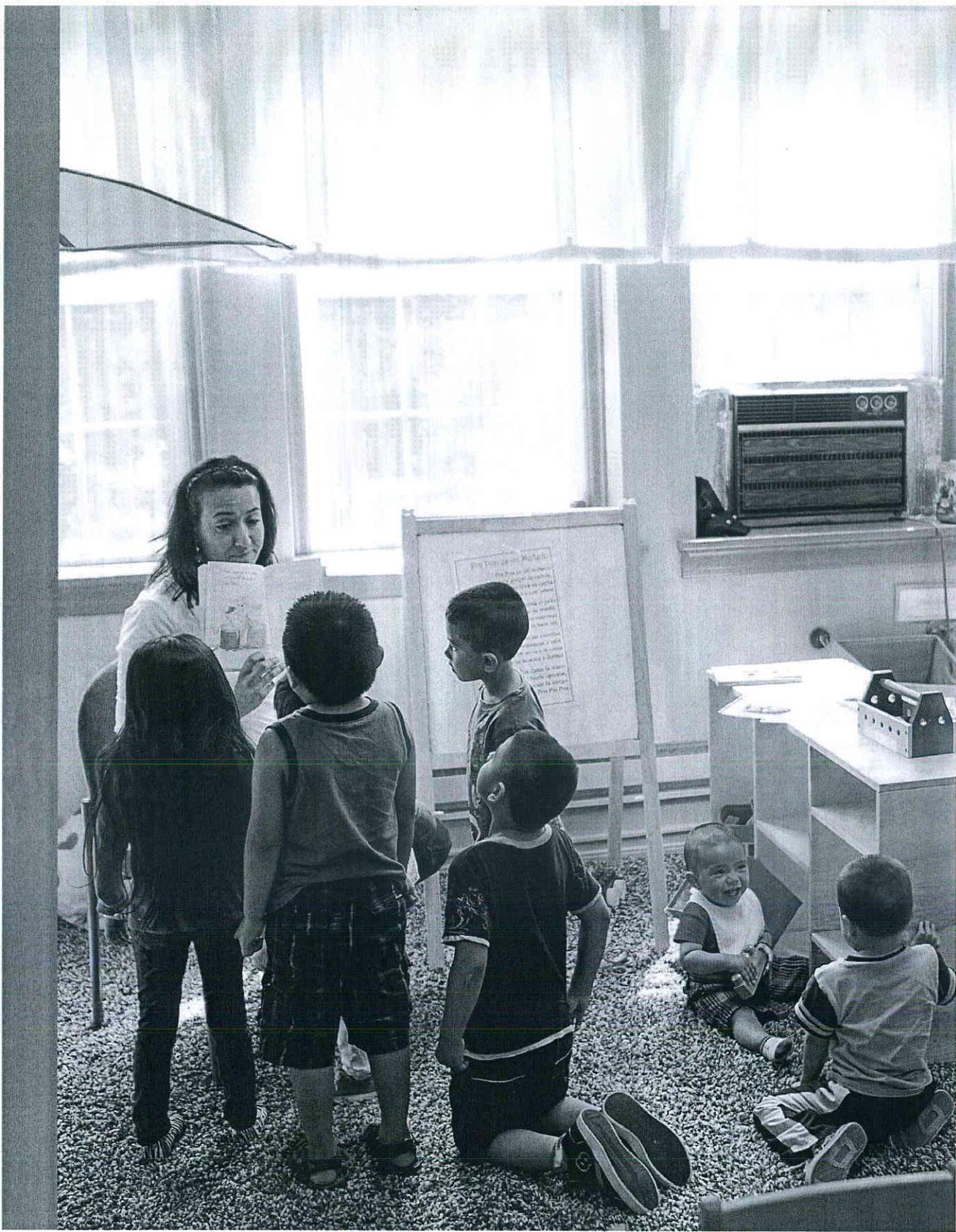
Robert Wood Johnson
Foundation

RWJF Culture of Health Prize

2016 CALL FOR APPLICATIONS

Application Deadline:
November 12, 2015 at 3pm ET





2015 winners

To be announced in October 2015
at the Robert Wood Johnson
Foundation in Princeton, NJ.

2014 winners

- Brownsville, TX
- Buncombe County, NC
- Durham County, NC
- Spokane County, WA
- Taos Pueblo, NM
- Williamson, WV

2013 winners

- Cambridge, MA
- Fall River, MA
- Manistique, MI
- Minneapolis, MN
- New Orleans, LA
- Santa Cruz County, CA

Potential applicants are encouraged to learn how winning communities are building a Culture of Health by visiting the *RWJF Culture of Health Prize* winners gallery: www.rwjf.org/prize.



THE ROBERT WOOD JOHNSON FOUNDATION (RWJF) CULTURE OF HEALTH PRIZE

The *RWJF Culture of Health Prize* honors and elevates U.S. communities that are making great strides in their journey toward better health.

The *RWJF Culture of Health Prize* recognizes and celebrates communities that have placed a priority on health and are creating powerful partnerships and deep commitments to make change – change that will enable all in our diverse society to lead healthier lives now and for generations to come. The Prize is awarded annually by RWJF to honor communities that are working to build a Culture of Health and to elevate the compelling stories of local leaders and community members who are coming together to implement solutions that give everyone the opportunity for a healthier life. A Culture of Health recognizes that health and wellbeing are greatly influenced by where we live, how we work, the safety of our surroundings, and the strength and connectivity of our families and communities – and not just by what happens in the doctor's office. The Prize honors those communities that are committed to not only providing access to good quality care, but also to providing opportunities for better health by transforming our neighborhoods, schools, and businesses so that good health flourishes everywhere.

In this fourth round of the competition, up to 10 winning communities will each receive a \$25,000 cash prize and have their success stories celebrated and shared broadly to inspire locally-driven change across the nation. Throughout the country, people are coming together with a shared vision and commitment to making needed and lasting changes to improve health in their communities. This is happening in cities and small rural towns, tribal reservations, places with tremendous resources and those with few resources to draw from, places with relatively good health outcomes and those with poor health statistics. **The invitation to apply for the Prize is extended to all U.S. communities working toward better health.**

The Prize application process is designed to add value to all communities that apply, regardless of the outcome. It challenges leaders and community members to pause, reflect on their collective accomplishments, and take a comprehensive look at their goals and plans for the future.

Based on their demonstrated capacity for and dedication to creating lasting change, representatives from winning communities will be expected to serve as ambassadors for building a Culture of Health across America – sharing their successes and challenges, learning from others, and networking locally, regionally, and nationally.



WHO IS ELIGIBLE TO APPLY?

The RWJF Culture of Health Prize honors whole U.S. communities; submissions representing the work of a single organization will not be considered.

To be eligible to apply for a prize, a community must be based in the United States* and fall into one of the following categories:

- Town, village, borough, and other local incorporated places
- City
- County or parish
- Federally-recognized tribes
- Native Hawaiian organizations serving and representing the interests of Native Hawaiians in Hawaii
- Region (such as contiguous towns, cities, or counties)

* Communities within U.S. territories are welcome to apply.

Neighborhoods, states, and unincorporated local communities are not eligible to apply.

With the exception of 2015 finalists and 2013-15 winners, all past applicants are eligible to reapply in 2016 (2015 finalists may reapply in 2017).

Communities will be asked to select primary and alternate contacts for their application. These individuals will indicate their affiliation, which could be a:

- Business
- Community coalition or resident group
- Hospital or health care organization
- Local foundation
- Government agency or department
- School
- Non-profit community-based organization

Each applicant community will be required to designate a local U.S. governmental entity or tax exempt public charity operating in its community to accept the \$25,000 Prize on the community's behalf, should they win. Community partners can decide together how to use the funds to benefit the community; budget reports to RWJF or University of Wisconsin Population Health Institute (UWPHI) on Prize expenditures are not required.

WHAT ARE JUDGES LOOKING FOR?

The RWJF Culture of Health Prize celebrates *what* communities have done as well as *how* they have done it.

When it comes to building a Culture of Health, the challenges are many and solutions seldom straightforward. However, evidence from community successes point to several key elements playing a vital role in catalyzing and sustaining positive change. Six elements or criteria are central to the RWJF Culture of Health Prize, serving as the lens through which all applicant communities' submissions are judged throughout the process. While all six criteria are important, special consideration is given to the first three criteria (Defining health in the broadest possible terms; Committing to sustainable systems changes and policy-oriented long-term solutions; and Cultivating a shared and deeply held belief in the importance of equal opportunity for health) throughout all stages of the review process.



RWJF CULTURE OF HEALTH PRIZE CRITERIA

1 Defining health in the broadest possible terms.

Building a Culture of Health means using diverse strategies to address the multiple factors that influence health. This includes raising awareness and catalyzing action in a manner that aligns with the *County Health Rankings* model of health (page 6) and its four health factor areas: access to and quality of clinical care, health behaviors, social and economic factors, and the physical environment. Applicant communities are encouraged to share how they are bringing this model to life in ways that demonstrate responsiveness to community needs, assets, and priorities, and that exemplify a balanced portfolio of activities across the health factors. Given the relative weight of the social and economic factors that influence health, judges are particularly interested in how communities are moving beyond merely targeting programs to populations in need to taking specific action to improve social and economic factors that lead to better health.

2 Committing to sustainable systems changes and policy-oriented long-term solutions.

Building a Culture of Health means making thoughtful, data-informed, and deliberate policy, programmatic, environmental, and systems changes focused on identified community priorities with a goal of sustaining the impact of these changes over time. This includes having a strategic approach to problem-solving that recognizes both the value of evidence as well as the promise of innovation. Applicant communities are encouraged to demonstrate how community members, leaders, and organizations across sectors are creating a common agenda by collectively identifying priorities and taking coordinated action to solve the health challenges facing their communities.

3 Cultivating a shared and deeply-held belief in the importance of equal opportunity for health.

Building a Culture of Health means creating a sense of community where all individuals feel they have a voice and a role to play in improving health. This includes a shared commitment to identifying and addressing gaps in opportunity that tend to disproportionately and negatively affect certain populations, such as ethnic minorities and those with limited English skills, those with lesser income, populations who have been historically underrepresented, people with disabilities and/or limited education. Applicant communities are encouraged to demonstrate how

they are fostering a community where all people feel a sense of security, belonging, and trust; and recognizing the power of collective problem-solving approaches that not only value the perspectives of all community members, but engage all, especially those most affected by poor health outcomes, in creating and implementing solutions.

4 Harnessing the collective power of leaders, partners, and community members.

Building a Culture of Health means that we are all working together to provide everyone with the opportunity for better health. This includes developing structures and strategies for buy-in, decision-making, and coordinated action; continuously communicating about health improvement efforts; and developing community leaders (including those with and without positional power) to foster collaboration, collective action, and authentic civic engagement. Applicant communities are encouraged to demonstrate how business, government, residents, and non-profit organizations are working together and across sectors and disciplines to improve health outcomes and how becoming healthy and staying healthy is valued by the entire community.

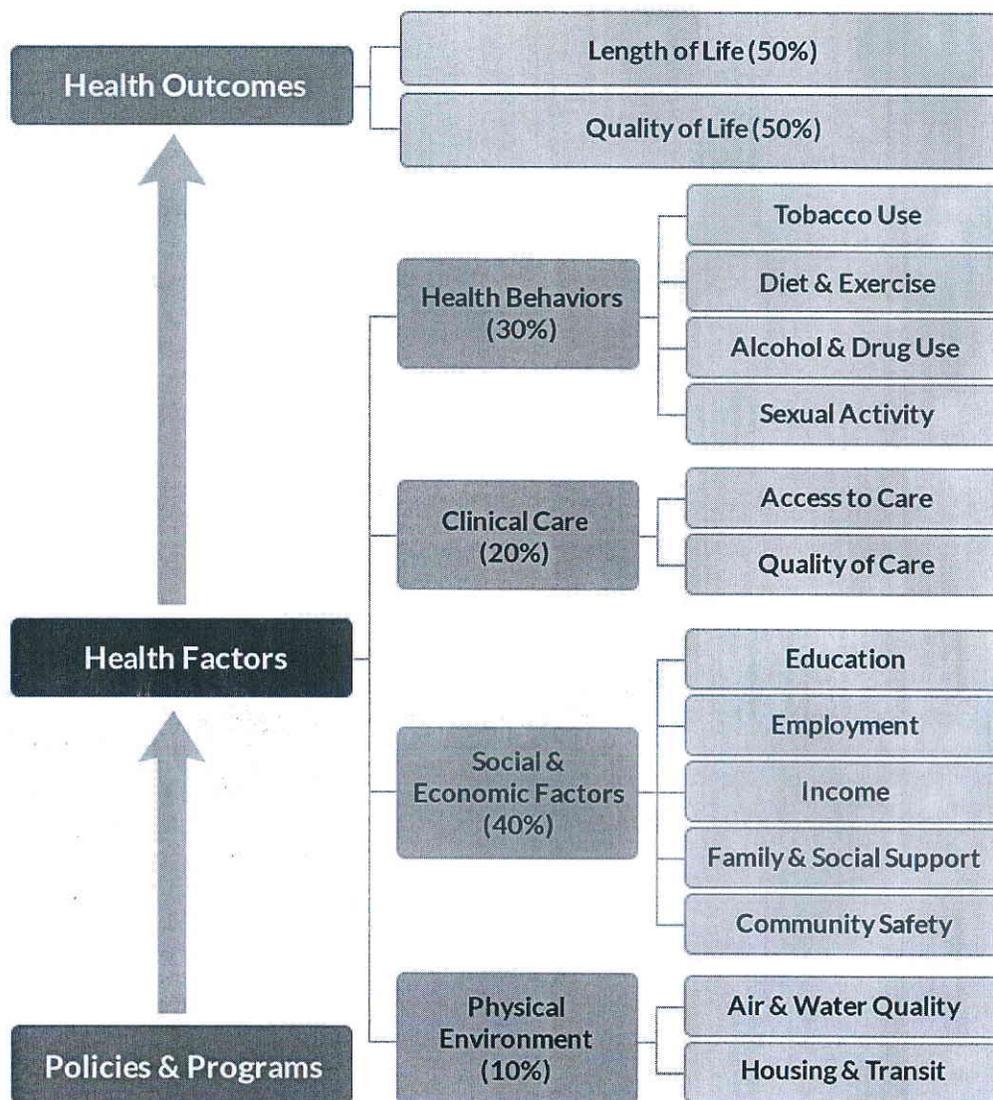
5 Securing and making the most of available resources.

Building a Culture of Health means adopting an enterprising spirit toward health improvement. This includes: the critical examination of existing and potential health investments, with an eye toward maximizing value; a focus on leveraging existing assets; and a strong belief that everyone in the community can be a force in health improvement. Applicant communities are encouraged to demonstrate how they are creatively approaching the generation, allocation, alignment, and mobilization of diverse financial and non-financial resources to evolve and sustain their health improvement efforts.

6 Measuring and sharing progress and results.

Building a Culture of Health means beginning with a destination in mind. This includes having a commitment to quality and impact in both how the work is done (process) and what impact is achieved (outcomes). Applicant communities are encouraged to demonstrate: how they are agreeing upon definitions of success based upon shared priorities; how they identify specific goals, use data and shared measurement to track progress and change course when progress is not evident; and how they communicate and celebrate successes along the way toward achieving better health outcomes.

COUNTY HEALTH RANKINGS MODEL



County Health Rankings model © 2014 UWPHI

WHAT DOES THE APPLICATION INVOLVE?

The *RWJF Culture of Health Prize* application process offers communities a valuable opportunity for collective reflection, refreshed action, and engagement of existing and new partners.

Communities should understand they are applying for a prize and not a grant. The Prize recognizes work that has already been accomplished so there is no required logic model, workplan, or budget. Because the Prize recognizes whole communities, applicants must think beyond their own individual organizations and initiatives. They must consider what has been accomplished across their entire community. To be competitive, it is imperative that applicants keep this community-wide focus in mind through all phases of the competition.

Phase I Application

For Phase I, applicant communities are asked to submit a brief essay up to five pages in length (Calibri, 11 point font, single-spaced, 1-inch margins) to:

1. Introduce their community
2. Describe when their journey began and what catalyzed collective action (such as an event, opportunity, or decision)
3. Showcase four accomplishments—specific policies, programs, or strategies—that best reflect their response to identified community needs and progress toward better health

When considering which accomplishments to include, applicant communities are encouraged to keep the following in mind:

- An accomplishment may be a relatively new or a well-established policy, program, or strategy. The application should convey the accomplishment's impact to date and/or expected future impact.
- An accomplishment may be an individual policy, program, or strategy or an integrated or closely-related collection of policies, programs, or strategies.
- While judges recognize the tremendous value of planning and convening processes, communities should NOT consider coalition development, community health assessments, or improvement plans as "accomplishments" for this submission.
- Applicant communities are encouraged to keep in mind that judges will assess submissions for evidence across all six criteria described on pages 4–5, and will have a particular interest in the extent to which accomplishments reflect the first three criteria:

The RWJF Culture of Health Prize has three distinct phases:

Phase I Application

All U.S. communities are invited to submit a Phase I Application, due November 12, 2015 (3 p.m. ET). Applicants will be notified of their status by December 14, 2015.

Phase II Application

Select applicant communities will be invited to compete for a finalist slot by submitting a Phase II Application, due January 25, 2016 (3 p.m. ET). Applicants will be notified of their status by March 4, 2016.

Site Visits with Finalist Communities

Finalist communities will be invited to participate in a site visit to take place between April 6 and June 15, 2016. Final decisions will be made following these visits. Winners are expected to be announced in fall 2016.

- Defining health in the broadest possible terms
- Committing to sustainable systems changes and policy-oriented long-term solutions
- Cultivating a shared and deeply-held belief in the importance of equal opportunity for health

Key Dates and Deadlines

November 12, 2015 (3 p.m. ET)

Phase I Applications (for all applicant communities) due.

December 14, 2015

Invitations extended to select applicant communities to submit Phase II Applications.

January 25, 2016 (3 p.m. ET)

Phase II Applications (for invited communities) due.

March 4, 2016

Invitations extended to finalist communities to participate in the Site Visit Phase.

April 6 – June 15, 2016

Site visits with finalist communities.

Fall 2016

National announcement of winners and celebration event.

To begin the application process, please visit www.rwjf.org/prize and use the “Apply Online” link. If you have not already done so, you will be required to register at <http://my.rwjf.org>. All applicants should log in to the system and familiarize themselves with the online submission requirements well before the submission deadline. Staff may not be able to assist all applicants in the final 24 hours before the submission deadline. In fairness to all applicants, the program will not accept late submissions.

Submission of an application gives permission to RWJF and UWPHI to feature components of the submission as part of its ongoing work to build a Culture of Health.

Phase II Application and Site Visits

A select group of Phase I applicant communities will be invited to compete for a finalist slot by submitting a Phase II Application.

For Phase II, invited community applicants will:

- Submit a second brief essay, building on the Phase I application, to provide judges with additional information about community health improvement efforts, with a focus on what they have done and how they have done it, including how the community is working in all four health factor areas as shown in the *County Health Rankings* model.
- Prepare a brief four-minute multimedia presentation that brings their community to life.
- Draft a site visit itinerary to give judges a sense of what they might see and who they might meet should their community be selected as a finalist.
- Designate a local governmental entity or U.S. tax exempt public charity operating within the community to accept the \$25,000 Prize on the community's behalf, should their community win.

Finalists will be invited to host a site visit.

Additional information for the Phase II and Site Visit phases can be found at the Frequently Asked Questions link at www.rwjf.org/prize. Detailed guidance will be provided to communities invited to advance in the competition.

HOW WILL WINNERS BE SELECTED?

The *RWJF Culture of Health Prize* will be awarded to up to 10 communities—each on its unique journey toward better health.

Every community can participate in the process of becoming healthier. Judges will evaluate each applicant individually, considering demonstrated progress relative to the Prize criteria in light of each community's unique challenges, opportunities, resources, and stage of health improvement efforts.

Judging will be conducted by program staff at RWJF and UWPHI along with a panel of expert national reviewers. Final decisions will be made by RWJF.

WHERE CAN MY COMMUNITY LEARN MORE ABOUT THE RWJF CULTURE OF HEALTH PRIZE?

Please visit us online at the web sites noted below, view our webinar, or contact us by email or phone. Please note that the FAQs linked below contain important details regarding the *RWJF Culture of Health Prize* and should be reviewed by each community before submitting an application.

Online resources:

RWJF Culture of Health Prize, FAQs and winners gallery:
www.rwjf.org/prize

2016 *RWJF Culture of Health Prize* Phase I Informational Webinar:

Join us for an informational webinar on the 2016 *RWJF Culture of Health Prize* Call for Applications on **September 10, 2015 from 3:00 – 4:00 p.m. ET**. To register and learn more, visit: <https://attendee.gotowebinar.com/register/1170370022207313665>. A recording of the webinar will be posted within a week at www.rwjf.org/prize.

Contact Information:

E-mail: prize@match.wisc.edu

Tel: 608-263-6983

Program Direction

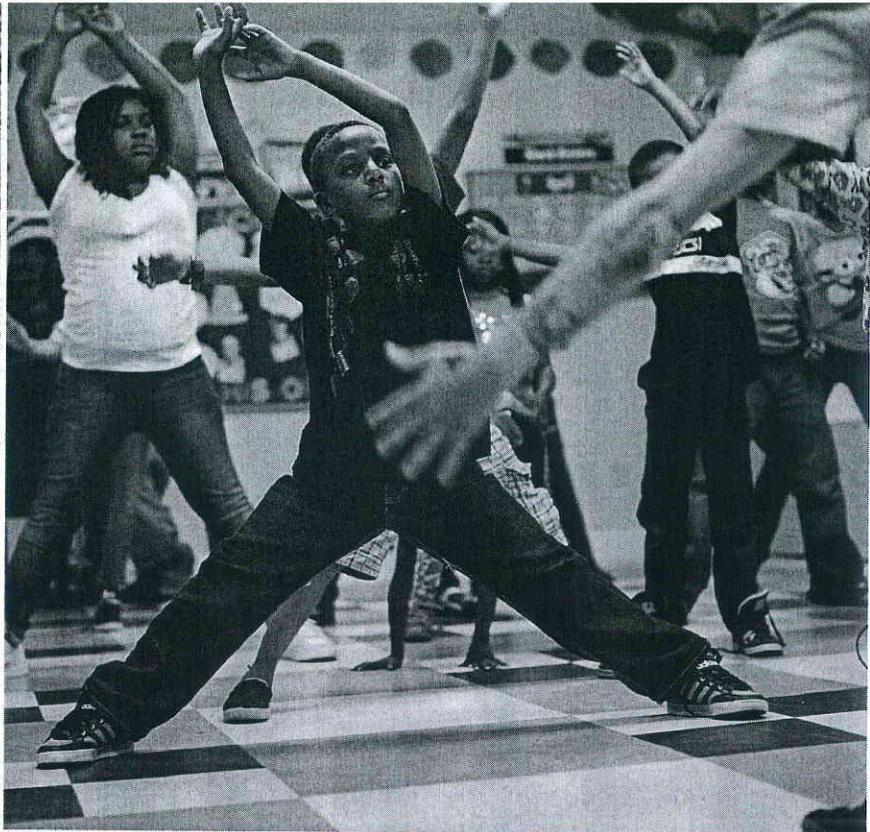
The *RWJF Culture of Health Prize* is a collaboration between the Robert Wood Johnson Foundation and the University of Wisconsin Population Health Institute.

Responsible staff members at the Robert Wood Johnson Foundation:

- **Abbey Cofsky**, senior program officer
- **Donald Schwarz**, director
- **Michelle Larkin**, interim vice president
- **Joe Marx**, senior adviser and senior communications officer

Responsible staff members on the *RWJF Culture of Health Prize* team at the University of Wisconsin Population Health Institute:

- **Carrie Carroll**, deputy director, *RWJF Culture of Health Prize*
- **Olivia Little**, community health improvement specialist
- **Karen Odegaard**, community health improvement specialist
- **Julie Willems Van Dijk**, director, *RWJF Culture of Health Prize*



University of Wisconsin
Population Health Institute
SCHOOL OF MEDICINE AND PUBLIC HEALTH



Robert Wood Johnson
Foundation