

# CITY OF POLSON COMMISSION AGENDA

COMMISSION CHAMBERS

June 1, 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. Claims May 14-28, 2015
- b. City Commission Workshop Minutes May 18, 2015
- c. Finance Officer Bank Reconciliation April 30, 2014
- d. Finance Officer Bank Reconciliation May 31, 2014

**6. CITY MANAGER COMMENTS**

City Manager Mark Shrives

OLD BUSINESS

**7. APPROVE ORDINANCE Ord #2015-006 AN ORDINANCE TO ADOPT CHAPTER 3, ARTICLES 4. STORMWATER, ARTICLE 5. UTILITY POLES, ARTICLE 6. PUBLIC WORKS STANDARDS AND ARTICLE 7. INFRASTRUCTURE REBATE TO THE CITY OF POLSON BOOK OF ORDINANCES.**

City Manager Mark Shrives

**8. APPROVE A RESOLUTION SETTING IMPACT FEE COLLECTION LEVELS (tabled at the May 18, 2015 meeting)**

City Manager Mark Shrives

NEW BUSINESS

**9. EMERGENCY ORDINANCE AND ORDINANCE TO ADOPT CLOSURE HOURS FOR CITY PARKS**

City Manager Mark Shrives

**10. AWARD THE BID FOR THE POLSON PUBLIC WATER SUPPLY WELL NO. 8 PROJECT TO THE APPARENT LOW BIDDER, O'KEEFE DRILLING COMPANY IN AN AMOUNT OF \$89,810.00, PENDING FINAL APPROVAL OF FUNDING AGENCIES AND COMPLETION OF REFERENCE CHECKS AND TO AUTHROIZE THE CITY MANAGER TO EXECUTE ALL NECESSARY CONTRACTS.**

City Manager Mark Shrives, Water/Sewer Superintendent Tony Porrizzo

**11. AWARD THE BID FOR THE POLSON NEW GOLF CART STORAGE BUILDING TO THE APPARENT LOWEST BIDDER, PENDING FINAL APPROVAL OF FUNDING AGENCIES AND COMPLETION OF REFERENCE CHECKS AND TO AUTHROIZE THE CITY MANAGER TO EXECUTE ALL NECESSARY CONTRACTS.**

City Manager Mark Shrives

**12. APPROVE A RESOLUTION TO ADOPT FEE FOR STORM WATER UTILITY SYSTEM.**

City Manager Mark Shrives, Water/Sewer Superintendent Tony Porrazzo

**13. APPROVE A RESOLUTION ADOPTING STATE PROCUREMENT POLICY**

City Manager Mark Shrives

**14. ADJOURN**

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City of Polson  
Claim Details by Fund, Account  
For the Accounting Period: 5/15

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Report ID: AP100Z

For doc #s from 120755 to 120862

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
1000 General All-Purpose Fund	214550 Deposits Payable -	999999 RICHARD BEAUCHAMP	FACILITIES-CLEAN DEP	100.00
1000 General All-Purpose Fund	410200 Executive Services	4895 8x8, INC.	EXECUTIVE-TELEPHONE	29.19
1000 General All-Purpose Fund	410200 Executive Services	4895 8x8, INC.	EXECUTIVE-TELEPHONE	29.19
1000 General All-Purpose Fund	410360 Municipal Court	4895 8x8, INC.	COURT-TELEPHONE SERV	29.19
1000 General All-Purpose Fund	410360 Municipal Court	4895 8x8, INC.	COURT-SHARED TELEPHO	32.69
1000 General All-Purpose Fund	410360 Municipal Court	4895 8x8, INC.	COURT-TELEPHONE SERV	29.19
1000 General All-Purpose Fund	410360 Municipal Court	4895 8x8, INC.	COURT-SHARED TELEPHO	32.69
1000 General All-Purpose Fund	410400 Administrative Services	4895 8x8, INC.	ADMIN-TELEPHONE SERV	71.98
1000 General All-Purpose Fund	410400 Administrative Services	4895 8x8, INC.	ADMIN-TELEPHONE SERV	71.98
1000 General All-Purpose Fund	410500 Financial Services	000282 QUILL CORPORATION	FINANCE-OFFICE SUPPL	12.83
1000 General All-Purpose Fund	410500 Financial Services	4605 THIRD EYE TECHNOLOGIES,	FINANC-CITY CLERK S	87.50
1000 General All-Purpose Fund	410500 Financial Services	4895 8x8, INC.	FINANCE-TELEPHONE SE	58.38
1000 General All-Purpose Fund	410500 Financial Services	4895 8x8, INC.	FINANCE-TELEPHONE SE	58.38
1000 General All-Purpose Fund	410500 Financial Services	4680 CINDY DOOLEY	FINANCE-EXTERNAL HAR	69.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	3847 SAFEGUARD BUSINESS	FACILITIES-DEPOSIT B	118.40
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000011 MISSION VALLEY POWER	FACILITIES-CITY HALL	225.25
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000011 MISSION VALLEY POWER	FACILITIES-FIRE HALL	141.53
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000011 MISSION VALLEY POWER	FACILITIES-HVAC SYSY	232.88
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000011 MISSION VALLEY POWER	FACILITIES-CREDIT	-0.03
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4895 8x8, INC.	FACILITIES-BAL OF IN	129.99
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4895 8x8, INC.	FACILITIES-TELEPHONE	166.80
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4895 8x8, INC.	FACILITIES-UNASSIGNED	28.81
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4895 8x8, INC.	FACILITIES-TELEPHON	166.80
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4895 8x8, INC.	FACILITIES-UNASSIGNED	28.81
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000282 QUILL CORPORATION	FACILITIES-BREAK ROO	29.97
1000 General All-Purpose Fund	420140 Crime Control and	000282 QUILL CORPORATION	POLICE-FILE CABINET	171.25
1000 General All-Purpose Fund	420140 Crime Control and	000282 QUILL CORPORATION	POLICE-HP CYAN INK	26.63
1000 General All-Purpose Fund	420140 Crime Control and	000282 QUILL CORPORATION	POLICE-HP COLOR MAGE	194.09
1000 General All-Purpose Fund	420140 Crime Control and	000011 MISSION VALLEY POWER	POLICE-STORAGE SHED	28.02
1000 General All-Purpose Fund	420140 Crime Control and	4895 8x8, INC.	POLICE-SHARED TELEPH	32.68
1000 General All-Purpose Fund	420140 Crime Control and	4895 8x8, INC.	POLICE-TELEPHONE SER	138.33
1000 General All-Purpose Fund	420140 Crime Control and	4895 8x8, INC.	POLICE-SHARED TELEPH	32.68
1000 General All-Purpose Fund	420140 Crime Control and	4895 8x8, INC.	POLICE-TELEPHONE SER	204.33
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	000023 GULL PRINTING	POLICE-MC CLINTOCK C	49.95
1000 General All-Purpose Fund	420140 Crime Control and	000282 QUILL CORPORATION	POLICE-DVD 100PK	24.99
1000 General All-Purpose Fund	420140 Crime Control and	000282 QUILL CORPORATION	POLICE-HP LASER CYAN	174.01
1000 General All-Purpose Fund	420140 Crime Control and	4159 REXEL INC, d/b/a PLATT	POLICE-PULL ROPE	281.84
1000 General All-Purpose Fund	420140 Crime Control and	000034 WESTERN BUILDING CENTER	POLICE-3D PADLOCK	81.48
1000 General All-Purpose Fund	420140 Crime Control and	000034 WESTERN BUILDING CENTER	POLICE-GOLD STAR SCR	12.29
1000 General All-Purpose Fund	420140 Crime Control and	000034 WESTERN BUILDING CENTER	POLICE-FIR SEL, HAND	35.57
1000 General All-Purpose Fund	420140 Crime Control and	000034 WESTERN BUILDING CENTER	POLICE-HANDY PAK	7.55
1000 General All-Purpose Fund	420400 Fire Protection and	001566 MSU FIRE SERVICES	FIRE-O'SULLIVAN,BISH	390.00
1000 General All-Purpose Fund	420400 Fire Protection and	4895 8x8, INC.	FIRE-TELEPHONE SERVI	29.19
1000 General All-Purpose Fund	420400 Fire Protection and	4895 8x8, INC.	FIRE-TELEPHONE SERVI	29.19
1000 General All-Purpose Fund	420400 Fire Protection and	000026 POLSON AUTO PARTS, INC.	FIRE-5W30 OIL SYN	34.74
1000 General All-Purpose Fund	420400 Fire Protection and	000026 POLSON AUTO PARTS, INC.	FIRE-NAPA BATTERY	103.67
1000 General All-Purpose Fund	420400 Fire Protection and	000026 POLSON AUTO PARTS, INC.	FIRE-BATTERY DEPOSIT	-15.00
1000 General All-Purpose Fund	420400 Fire Protection and	001566 MSU FIRE SERVICES	FIRE-O'SULLIVAN TRAI	75.00
1000 General All-Purpose Fund	420540 Land Use	4895 8x8, INC.	PLANNING-TELEPHONE S	34.80
1000 General All-Purpose Fund	420540 Land Use	4895 8x8, INC.	PLANNING-TELEPHONE S	34.80
1000 General All-Purpose Fund	430240 Road and Street	4476 MIKE JOHNSON UPHOLSTRY	STREETS-MATERIAL FOR	210.25

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For doc #s from 120755 to 120862

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
1000 General All-Purpose Fund	430240 Road and Street	000011 MISSION VALLEY POWER	STREETS-CITY SHOP	149.27
1000 General All-Purpose Fund	430240 Road and Street	4159 REXEL INC, d/b/a PLATT	STREETS-TRAFFIC POST	953.49
1000 General All-Purpose Fund	430240 Road and Street	4159 REXEL INC, d/b/a PLATT	STREETS-2PK TAPE	16.75
1000 General All-Purpose Fund	430240 Road and Street	000034 WESTERN BUILDING CENTER	STREETS-ELBOW, ADAPT	6.45
1000 General All-Purpose Fund	430240 Road and Street	000034 WESTERN BUILDING CENTER	STREETS-DUCT TAPE	5.98
1000 General All-Purpose Fund	430240 Road and Street	000034 WESTERN BUILDING CENTER	STREETS-CAULK	5.29
1000 General All-Purpose Fund	460430 Parks	4476 MIKE JOHNSON UPHOLSTRY	PARKS-DRIVER SEAT RE	120.00
1000 General All-Purpose Fund	460430 Parks	3713 CARSTENS SURVEYING & WDC,	PARKS-BLA SURVEY FIE	535.00
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PARKS-CITY PARKS	274.15
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PARKS-KERR DAM/BB FI	2.03
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PARKS-SACAJAWEA PARK	9.07
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PARKS-1ST ST E WATER	98.67
1000 General All-Purpose Fund	460430 Parks	000302 WESTLAND SEED INC.	PARKS-LB ATHLETIC MI	255.00
1000 General All-Purpose Fund	460430 Parks	4895 8x8, INC.	PARKS-TELEPHONE SERV	58.38
1000 General All-Purpose Fund	460430 Parks	4895 8x8, INC.	PARKS-TELEPHONE SERV	58.38
1000 General All-Purpose Fund	460430 Parks	000026 POLSON AUTO PARTS, INC.	PARKS-SPATTER, LOCK	24.73
1000 General All-Purpose Fund	460430 Parks	000026 POLSON AUTO PARTS, INC.	PARKS-ASSORT PRODUCT	27.52
1000 General All-Purpose Fund	460430 Parks	000026 POLSON AUTO PARTS, INC.	PARKS-TUBING, MICRO	21.78
1000 General All-Purpose Fund	460430 Parks	000034 WESTERN BUILDING CENTER	PARKS-5G SATIN CLEAR	165.27
1000 General All-Purpose Fund	460430 Parks	000034 WESTERN BUILDING CENTER	PARKS-F/L SELECT	9.33
1000 General All-Purpose Fund	460430 Parks	000034 WESTERN BUILDING CENTER	PARKS-PVC, BASIC THE	17.89
1000 General All-Purpose Fund	460430 Parks	000034 WESTERN BUILDING CENTER	PARKS-FASTENERS	7.47
			Total for Fund:	7,302.91
2020 Police Municipal Services	420140 Crime Control and	4768 BRAZOS TECHNOLOGY CORP	POLICE-MAINT OF SOFT	2,050.00
			Total for Fund:	2,050.00
2222 Park Donations -	460430 Parks	4786 McCRUMB CONSTRUCTION,	PARKS-INTERPRETIVE S	5,056.88
2222 Park Donations -	460430 Parks	4786 McCRUMB CONSTRUCTION,	PARKS-1% CGR	-50.57
2222 Park Donations -	460430 Parks	4425 DEPARTMENT OF REVENUE	PARKS-1% MC CRUMB IN	50.57
			Total for Fund:	5,056.88
2394 Building Code Enforcement	420500 Protective Inspections	4895 8x8, INC.	BUILDING-TELEPHONE S	29.19
2394 Building Code Enforcement	420500 Protective Inspections	4895 8x8, INC.	BUILDING-TELEPHONE S	29.19
2394 Building Code Enforcement	420500 Protective Inspections	2074 VERIZON WIRELESS	BUILDING-CELL PHONE	32.38
			Total for Fund:	90.76
2401 Light Maintenance	430263 Street Lighting	000011 MISSION VALLEY POWER	FACILITIES-STREET LG	1,351.08
			Total for Fund:	1,351.08
2402 Light Maintenance	430263 Street Lighting	000011 MISSION VALLEY POWER	FACILITIES-STREET LG	754.40
			Total for Fund:	754.40
2810 Police Training Fund	420140 Crime Control and	4914 MONTANA POLICE PROTECTIVE	POLICE-WN MPPA CONF	175.00
2810 Police Training Fund	420140 Crime Control and	2654 WADE A. NASH	POLICE-WN TRAVEL MEA	51.00

For doc #s from 120755 to 120862

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
Total for Fund:				226.00
2820 Gas Apportionment Tax	430240 Road and Street	4530 GLACIER LAKE SAND &	STREETS-3/8" WASHED	118.08
2820 Gas Apportionment Tax	430240 Road and Street	000026 POLSON AUTO PARTS, INC.	STREETS-FITTINGS	5.65
2820 Gas Apportionment Tax	430240 Road and Street	000026 POLSON AUTO PARTS, INC.	STREETS-1QT AFT 4 TR	9.58
2820 Gas Apportionment Tax	430240 Road and Street	000026 POLSON AUTO PARTS, INC.	STREETS-STOPLIGHT BU	4.99
2820 Gas Apportionment Tax	430240 Road and Street	4849 JOHN DEERE FINANCIAL	STREETS-PS SMTH RODS	39.25
2820 Gas Apportionment Tax	430240 Road and Street	4436 LES SCHWAB TIRES	STREETS-TIRES REPAIR	85.72
2820 Gas Apportionment Tax	430240 Road and Street	2547 TREASURE STATE CONCRETE	STREETS-3/4 RECYCLE	935.75
Total for Fund:				1,199.02
2953 NW Drug Task Force	420140 Crime Control and	3635 ADAMSON INDUSTRIES CORP.	POLICE-SIREN, HIDE A	344.85
2953 NW Drug Task Force	420140 Crime Control and	4471 WHELEN ENGINEERING	POLICE-LED LIGHTS; R	232.20
Total for Fund:				577.05
5010 Golf Fund	460446 Golf Course -	4810 PACIFIC POWER GROUP	GOLF MAINT-ASST PART	556.84
5010 Golf Fund	460446 Golf Course -	000011 MISSION VALLEY POWER	GOLF MAINT-GOLF SHED	256.73
5010 Golf Fund	460446 Golf Course -	000011 MISSION VALLEY POWER	GOLF MAINT-60 HP PUM	182.08
5010 Golf Fund	460446 Golf Course -	000011 MISSION VALLEY POWER	GOLF MAINT-155 HP PU	142.26
5010 Golf Fund	460446 Golf Course -	000011 MISSION VALLEY POWER	GOLF MAINT-BAYVIEW P	1,517.48
5010 Golf Fund	460446 Golf Course -	4895 8x8, INC.	GOLF MAINT-TELEPHONE	29.19
5010 Golf Fund	460446 Golf Course -	4895 8x8, INC.	GOLF MAINT-TELEPHONE	29.19
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GOLF MAINT-SERP. BEL	112.45
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GOLF MAINT-HYDRAULIC	72.51
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GOLF MAINT-HD OIL, S	9.30
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GOLF MAINT-LOOM-SPLI	67.81
5010 Golf Fund	460446 Golf Course -	2074 VERIZON WIRELESS	GOLF MAINT-CELL PHON	133.06
5010 Golf Fund	460446 Golf Course -	000046 BEACON TIRE CENTER	GOLF MAINT-TUBE	8.00
5010 Golf Fund	460446 Golf Course -	000046 BEACON TIRE CENTER	GOLF MAINT-TUBE, SEA	41.25
5010 Golf Fund	460446 Golf Course -	000046 BEACON TIRE CENTER	GOLF MAINT-TIRE REPA	10.00
5010 Golf Fund	460446 Golf Course -	1864 CHS/MOUNTAIN WEST	GOLF MAINT-FUEL	427.85
5010 Golf Fund	460446 Golf Course -	1864 CHS/MOUNTAIN WEST	GOLF MAINT-FUEL	603.10
5010 Golf Fund	460446 Golf Course -	1864 CHS/MOUNTAIN WEST	GOLF MAINT-FUEL	450.00
5010 Golf Fund	460446 Golf Course -	1864 CHS/MOUNTAIN WEST	GOLF MAINT-FUEL	466.01
5010 Golf Fund	460446 Golf Course -	4681 DSG TAG SYSTEMS	GOLF MAINT-TAG 150 M	200.00
5010 Golf Fund	460446 Golf Course -	000048 MIDLAND IMPLEMENT CO.	GOLF MAINT-FIPT SADD	46.80
5010 Golf Fund	460446 Golf Course -	000048 MIDLAND IMPLEMENT CO.	GOLF MAINT-DRIVE ASS	389.88
5010 Golf Fund	460446 Golf Course -	000048 MIDLAND IMPLEMENT CO.	GOLF MAINT-FIPT SADD	60.70
5010 Golf Fund	460446 Golf Course -	001725 LAKE COUNTY SOLID WASTE	GOLF MAINT-CLASS 3 C	21.00
5010 Golf Fund	460446 Golf Course -	2466 UNITED LABORATORIES INC	GOLF MAINT-CLEANER &	847.75
5010 Golf Fund	460446 Golf Course -	000034 WESTERN BUILDING CENTER	GOLF MAINT-WASH OUT	95.64
5010 Golf Fund	460446 Golf Course -	000034 WESTERN BUILDING CENTER	GOLF MAINT-RENT TREN	123.00
5010 Golf Fund	460446 Golf Course -	000048 MIDLAND IMPLEMENT CO.	GOLF MAINT-ASST SPEA	164.47
5010 Golf Fund	460447 Golf Course - Pro Shop	000011 MISSION VALLEY POWER	GOLF PRO-PRO SHOP/SE	150.89
5010 Golf Fund	460447 Golf Course - Pro Shop	4895 8x8, INC.	GOLF PRO-TELEPHONE S	29.19
5010 Golf Fund	460447 Golf Course - Pro Shop	4895 8x8, INC.	GOLF PRO-TELEPHONE S	29.19
5010 Golf Fund	460447 Golf Course - Pro Shop	4912 CAMERON MILTON, PGA	GOLF PRO-PROMO GOLF	315.00
5010 Golf Fund	460447 Golf Course - Pro Shop	000316 WALLACES GOLF SHOP	GOLF PRO-CITY SHARE	479.71
5010 Golf Fund	460448 Golf Course - Carts	1864 CHS/MOUNTAIN WEST	GOLF PRO-FUEL	444.43

For doc #s from 120755 to 120862

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
5010 Golf Fund	460448 Golf Course - Carts	1864 CHS/MOUNTAIN WEST	GOLF PRO-FUEL	268.16
5010 Golf Fund	460448 Golf Course - Carts	1864 CHS/MOUNTAIN WEST	GOLF PRO-FUEL	271.47
5010 Golf Fund	460448 Golf Course - Carts	001594 JOHNSON DISTRIBUTING	GOLF MAINT-CLUB CAR	34.87
5010 Golf Fund	460450 Golf Course Restaurant	3233 FOOD SERVICES OF AMERICA	GOLF REST-FOOD SUPPL	1,083.76
5010 Golf Fund	460450 Golf Course Restaurant	3233 FOOD SERVICES OF AMERICA	GOLF REST-KITCHEN SU	62.92
5010 Golf Fund	460450 Golf Course Restaurant	4905 GEORGE'S DISTRIBUTING INC	GOLF REST-ASST WINES	195.38
5010 Golf Fund	460450 Golf Course Restaurant	3233 FOOD SERVICES OF AMERICA	GOLF REST-ASST FOOD	195.67
5010 Golf Fund	460450 Golf Course Restaurant	3233 FOOD SERVICES OF AMERICA	GOLF REST-ASST FOOD	427.94
5010 Golf Fund	460450 Golf Course Restaurant	4754 PEPSI-COLA BOTTLING OF	GOLF REST-ASST BEVER	302.46
5010 Golf Fund	460450 Golf Course Restaurant	4754 PEPSI-COLA BOTTLING OF	GOLF REST-ASST BEVER	22.50
5010 Golf Fund	460450 Golf Course Restaurant	3447 SUMMIT BEVERAGE	GOLF REST-ASST BEERS	401.50
5010 Golf Fund	460450 Golf Course Restaurant	3447 SUMMIT BEVERAGE	GOLF REST-ASST BEERS	293.97
5010 Golf Fund	460450 Golf Course Restaurant	3427 ZIP BEVERAGE	GOLF REST-BEER	23.20
5010 Golf Fund	460460 G. C. Restaurant O & M	4664 CHARTER COMMUNICATIONS	GOLF REST-CABLE TV, I	203.52
5010 Golf Fund	460460 G. C. Restaurant O & M	000011 MISSION VALLEY POWER	GOLF REST-METER T102	201.60
			Total for Fund:	12,501.68
5210 Water Fund	214600 Retainage Payable	000868 LHC, INC.	WATER-RETAINER	-12,598.91
5210 Water Fund	430500 Water Utilities	4895 8x8, INC.	WATER-TELEPHONE SERV	50.59
5210 Water Fund	430500 Water Utilities	4895 8x8, INC.	WATER-TELEPHONE SERV	50.59
5210 Water Fund	430530 Source of Supply and	000011 MISSION VALLEY POWER	WATER-WELLS, BOOSTER	2,236.83
5210 Water Fund	430530 Source of Supply and	000011 MISSION VALLEY POWER	WATER-RIVERSIDE LIFT	12.14
5210 Water Fund	430530 Source of Supply and	000011 MISSION VALLEY POWER	WATER-RIVERSIDE REST	52.50
5210 Water Fund	430530 Source of Supply and	4125 THOMAS DEAN & HOSKINS,	WATER-WATER MODELING	189.00
5210 Water Fund	430530 Source of Supply and	000011 MISSION VALLEY POWER	WATER-WELLS 6 & 7	776.83
5210 Water Fund	430550 Transmission and	4507 MT WATERWORKS, LLC	WATER-COMBO AIRVAC V	209.84
5210 Water Fund	430550 Transmission and	3411 WESTERN STATES EQUIPMENT	WATER-AUTO TRANFER S	2,465.00
5210 Water Fund	430550 Transmission and	2007 UTILITIES UNDERGROUND	WATER-UTIL LOCATE AP	23.72
5210 Water Fund	430550 Transmission and	2170 MT DEPT OF ENVIRONMENTAL	WATER-BONKOWSKI LIC	35.00
5210 Water Fund	430550 Transmission and	2170 MT DEPT OF ENVIRONMENTAL	WATER-CAPPAERT LIC R	35.00
5210 Water Fund	430550 Transmission and	2170 MT DEPT OF ENVIRONMENTAL	WATER-DAVIS LICENSE	35.00
5210 Water Fund	430550 Transmission and	2170 MT DEPT OF ENVIRONMENTAL	WATER-PARKER LIC REN	35.00
5210 Water Fund	430550 Transmission and	2170 MT DEPT OF ENVIRONMENTAL	WATER-PORRAZZO LIC R	35.00
5210 Water Fund	430550 Transmission and	2170 MT DEPT OF ENVIRONMENTAL	WATER-WALKER LICENSE	35.00
5210 Water Fund	430550 Transmission and	000026 POLSON AUTO PARTS, INC.	WATER-'08 FORD FILTE	76.57
5210 Water Fund	430550 Transmission and	000026 POLSON AUTO PARTS, INC.	WATER-15W40 OIL	67.88
5210 Water Fund	430550 Transmission and	000026 POLSON AUTO PARTS, INC.	WATER-ASSORTED PRODU	147.09
5210 Water Fund	430550 Transmission and	000026 POLSON AUTO PARTS, INC.	WATER-OIL STABL 32OZ	9.99
5210 Water Fund	430550 Transmission and	000026 POLSON AUTO PARTS, INC.	WATER-SPARK PLUGS	6.02
5210 Water Fund	430550 Transmission and	000026 POLSON AUTO PARTS, INC.	WATER-ANTI-FREEZE	4.84
5210 Water Fund	430550 Transmission and	4006 HD SUPPLY WATERWORKS,	WATER-CURB BOX	402.15
5210 Water Fund	430550 Transmission and	4006 HD SUPPLY WATERWORKS,	WATER-BUR BOX, BALL	172.35
5210 Water Fund	430550 Transmission and	4006 HD SUPPLY WATERWORKS,	WATER-TAPPING SLEEVE	907.99
5210 Water Fund	430550 Transmission and	4006 HD SUPPLY WATERWORKS,	WATER-2" CURB STOPS	784.37
5210 Water Fund	430550 Transmission and	4006 HD SUPPLY WATERWORKS,	WATER-8" MATERIALS	6,469.15
5210 Water Fund	430550 Transmission and	2547 TREASURE STATE CONCRETE	WATER-KWATAQNUK PROJ	289.83
5210 Water Fund	430550 Transmission and	2597 FEDERAL LICENSING INC.	WATER-LICENSE RENEWA	62.00
5210 Water Fund	430550 Transmission and	000868 LHC, INC.	WATER-WATER MAIN IMP	251,978.22
5210 Water Fund	430550 Transmission and	000868 LHC, INC.	WATER-1% CGR	-2,393.79
5210 Water Fund	430550 Transmission and	4425 DEPARTMENT OF REVENUE	WATER-1% CGR WATER M	2,393.79
5210 Water Fund	430570 Customer Accounting and	3761 MASTER METER SYSTEMS	WATER-ANNUAL PHONE S	750.00

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5210 Water Fund	430570 Customer Accounting and	4006 HD SUPPLY WATERWORKS,	WATER-MAY METERS	4,593.79
5210 Water Fund	430570 Customer Accounting and	000023 GULL PRINTING	WATER-LETTERS & ENVE	153.61
			Total for Fund:	260,553.98
5310 Sewer Fund	430600 Sewer Utilities	4895 8x8, INC.	SEWER-TELEPHONE SERV	50.58
5310 Sewer Fund	430600 Sewer Utilities	4895 8x8, INC.	SEWER-TELEPHONE SERV	50.58
5310 Sewer Fund	430600 Sewer Utilities	2170 MT DEPT OF ENVIRONMENTAL	SEWER-BONKOWSKI LIC	35.00
5310 Sewer Fund	430600 Sewer Utilities	2170 MT DEPT OF ENVIRONMENTAL	SEWER-CAPPAERT LIC R	35.00
5310 Sewer Fund	430600 Sewer Utilities	2170 MT DEPT OF ENVIRONMENTAL	SEWER-DAVIS LICENSE	35.00
5310 Sewer Fund	430600 Sewer Utilities	2170 MT DEPT OF ENVIRONMENTAL	SEWER-PARKER LIC REN	35.00
5310 Sewer Fund	430600 Sewer Utilities	2170 MT DEPT OF ENVIRONMENTAL	SEWER-PORRAZZO LIC R	35.00
5310 Sewer Fund	430600 Sewer Utilities	2170 MT DEPT OF ENVIRONMENTAL	SEWER-WALKER LICENSE	35.00
5310 Sewer Fund	430630 Collection and	000011 MISSION VALLEY POWER	SEWER-PUMP/LIFT STAT	2,982.98
5310 Sewer Fund	430630 Collection and	2007 UTILITIES UNDERGROUND	SEWER-UTIL LOCATE AP	23.71
5310 Sewer Fund	430630 Collection and	3103 JIM MORELLI ELECTRIC LLC	SEWER-WORK ON DUCHAR	80.00
5310 Sewer Fund	430630 Collection and	000026 POLSON AUTO PARTS, INC.	SEWER-BAT FILL	5.59
5310 Sewer Fund	430630 Collection and	000026 POLSON AUTO PARTS, INC.	SEWER-NAPA BATTERY	102.29
5310 Sewer Fund	430630 Collection and	1848 RUSSELL INDUSTRIES INC	SEWER-GR 3 PH PFR SY	217.26
5310 Sewer Fund	430630 Collection and	2597 FEDERAL LICENSING INC.	SEWER-LICENSE RENEWA	62.00
5310 Sewer Fund	430640 Treatment and Disposal	2466 UNITED LABORATORIES INC	SEWER-HAND SANITIZER	208.88
5310 Sewer Fund	430640 Treatment and Disposal	4769 XYLEM DEWATERING	SEWER-PUMP RENTAL-LA	5,431.50
5310 Sewer Fund	430670 Customer Accounting and	3761 MASTER METER SYSTEMS	SEWER-ANNUAL PHONE S	750.00
5310 Sewer Fund	430670 Customer Accounting and	4006 HD SUPPLY WATERWORKS,	SEWER-MAY METERS	4,593.79
5310 Sewer Fund	430670 Customer Accounting and	000023 GULL PRINTING	SEWER-LETTERS & ENVE	153.61
			Total for Fund:	14,922.77
			Total:	306,586.53

City of Polson  
Fund Summary for Claims  
For the Accounting Period: 5/15

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Fund/Account	Amount
1000 General All-Purpose Fund	
101000	\$7,302.91
2020 Police Municipal Services Levy	
101000	\$2,050.00
2222 Park Donations - Restricted	
101000	\$5,056.88
2394 Building Code Enforcement	
101000	\$90.76
2401 Light Maintenance District #19	
101000	\$1,351.08
2402 Light Maintenance District #20	
101000	\$754.40
2810 Police Training Fund	
101000	\$226.00
2820 Gas Apportionment Tax Fund	
101000	\$1,199.02
2953 NW Drug Task Force	
101000	\$577.05
5010 Golf Fund	
101000	\$12,501.68
5210 Water Fund	
101000	\$260,553.98
5310 Sewer Fund	
101000	\$14,922.77
Total:	\$306,586.53

5b.

# CITY OF POLSON CITY COMMISSION WORKSHOP

Commission Chambers

May 18, 2015

6:00 p.m.

**ATTENDANCE:** Mayor Heather Knutson, Commissioners Campbell, Erickson, Morrison, Siler, and Southerland. City Manager Shives, City Clerk Cora Pritt

**ABSENT:** Commissioner Turner

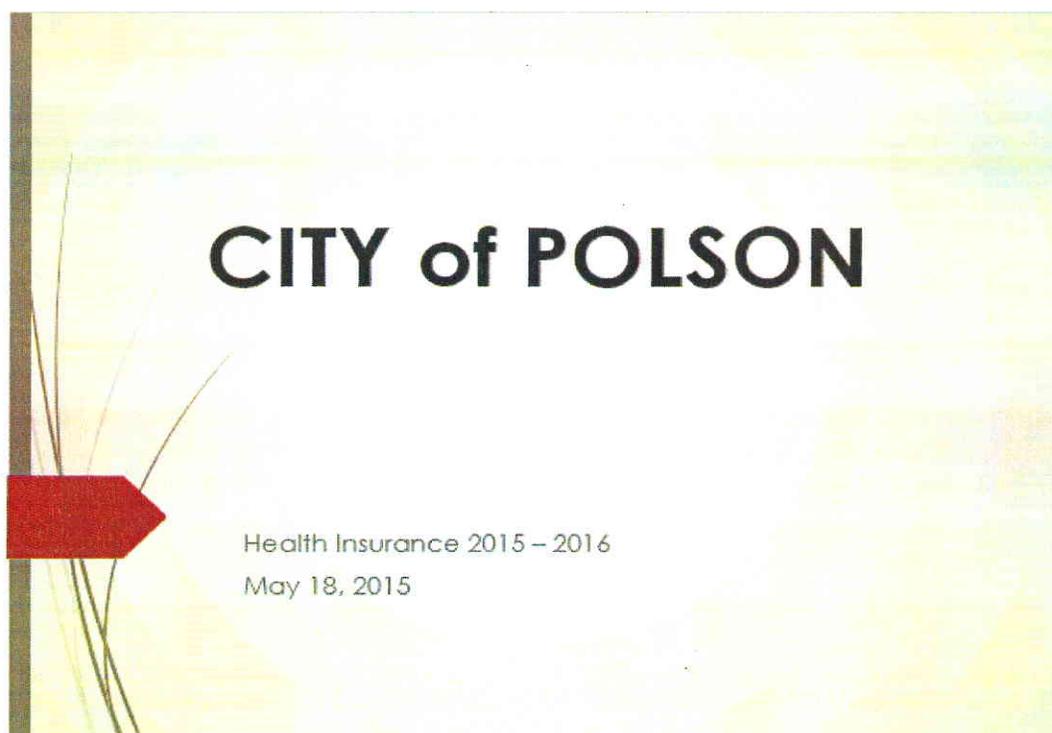
**OTHERS PRESENT** (who voluntarily signed in): Ardrene Sarracino

**CALL TO ORDER: (00:03)** Mayor Knutson called the meeting to order. The Pledge of Allegiance was recited. Roll call was taken.

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

**PUBLIC COMMENT ON SIGNIFICANT MATTERS TO THE PUBLIC NOT ON THE AGENDA ( 1:23)-none**

**CITY OF POLSON HEALTH INSURANCE INFORMATION**-City Manager Mark Shives provided the following power point presentation. Payne West Insurance Agent Robert Turner was also present.





## 2015–2016 Benefit Renewal

- Medical Carriers Compared
  - Blue Cross Blue Shield
  - Pacific Source
  - Providence Network



## 2015–2016 Benefit Renewal

- Unchanged Charges
  - Delta Dental
  - VSP Vision
  - United Heritage
    - Life Insurance

## 2015–2016 Benefit Renewal

- ▶ Current vs. Renewal BCBS
  - ▶ HDHP (Health Saving Account)
    - ▶ -19% Savings
  - ▶ 80/20
    - ▶ +6% Increase
- ▶ Total Savings
  - ▶ About \$2,000 per month

## 2015–2016 Benefit Renewal

- ▶ Current vs. Renewal BCBS
  - ▶ HDHP (Health Saving Account)
    - ▶ -19% Savings
  - ▶ 80/20
    - ▶ +6% Increase
- ▶ Total Savings
  - ▶ About \$2,000 per month

## 2015–2016 Benefit Renewal

	OLD HDHP	NEW HDHP
Employee Deductible	\$ 5,000.00	\$ 6,000.00
Spouse/Family	\$ 5,000.00	\$ 6,000.00
Additional out of pocket maximum		
Employee	\$ 1,250.00	\$ 350.00
Spouse/Family	\$ 1,250.00	\$ 350.00
Total Cost		
Employee	\$ 6,250.00	\$ 6,350.00
Spouse/Family	\$ 12,500.00	\$ 12,700.00
Includes basic Dental		
Preventative 100% covered		
Prescriptions go toward deductible		
Employee contribution to premium	\$ 15.00	\$ 20.00
Employer H S A contribution	\$ 50.00	\$ 100.00

## 2015–2016 Benefit Renewal

	OLD 80/20	NEW 80/20
Employee Deductible	\$ 1,000.00	\$ 1,000.00
Spouse/Family	\$ 1,000.00	\$ 1,000.00
Additional out of pocket maximum		
Employee	\$ 2,000.00	\$ 2,000.00
Spouse/Family	\$ 2,000.00	\$ 2,000.00
Total Cost		
Employee	\$ 3,000.00	\$ 3,000.00
Spouse/Family	\$ 6,000.00	\$ 6,000.00
NO Dental included Employee paid		
Preventative 100% covered		
Prescriptions NOT toward deductible		
Employee contribution to premium	\$ 75.00	\$ 80.00
H S A NOT allowed		

Spouse/Family 100% employee paid



## 2015–2016 Benefit Renewal

- ▶ Benefit Changes
  - ▶ HDHP (Health Saving Account)
    - ▶ Out-of-Pocket Maximum
      - ▶ +\$100 (Individual)
      - ▶ \$6,350
  - ▶ 80/20
    - ▶ Out-of-Pocket Maximum
      - ▶ No change
      - ▶ \$3,000



## 2015–2016 Benefit Renewal

- ▶ Employee Contribution Increase
  - ▶ HDHP (Health Saving Account)
    - ▶ Monthly Deductible
      - ▶ Increase \$5.00
      - ▶ Total \$20.00
  - ▶ 80/20
    - ▶ Monthly Deductible
      - ▶ Increase \$5.00
      - ▶ Total \$80.00

**Mayor Knutson asks for a Motion to Adjourn. (01:02:43) Commissioner Campbell motion to adjourn. Commissioner Erickson second. VOTE: Unanimous Motion carried.**

**ADJOURN: 6:28 p.m.**

\_\_\_\_\_  
**Heather Knutson, Mayor**

**ATTEST:** \_\_\_\_\_  
**Cora E. Pritt, City Clerk**

5c

**CITY OF POLSON**  
**FINANCE OFFICER BANK RECONCILIATION**  
**April 30, 2014**

GENERAL LEDGER CASH REPORT BALANCE	\$ 4,660,646.34
PLUS PAYROLL LIABILITIES ACCRUED BUT NOT PAID	\$ <u>42,623.87</u>
ADJUSTED GENERAL LEDGER BALANCE	<u><u>\$ 4,703,270.21</u></u>
GLACIER BANK OPERATING ACCOUNT	\$ -
PLUS GOLF RESTAURANT DEPOSIT IN TRANSIT	\$ 1,851.75
PLUS GOLF COURSE DEPOSIT IN TRANSIT	\$ 4,348.00
MINUS OUTSTANDING PAYROLL CHECKS	\$ (8,894.38)
MINUS OUTSTANDING CLAIM CHECKS	\$ (98,980.33)
MINUS OUTSTANDING PAYROLL ACH TRANSACTIONS	\$ (33,836.70)
PLUS GLACIER BANK REPURCHASE ACCOUNT	\$ 3,825,845.56
PLUS 1 FIRST CITIZENS BANK CD	\$ 1,006,515.86
PLUS EDWARD JONES MONEY MARKET	\$ 4,692.19
PLUS FIRST CITIZENS BANK SAVINGS ACCOUNT	\$ 481.26
PLUS PETTY CASH AND CASH DRAWERS	\$ <u>1,247.00</u>
DEMAND ACCOUNTS & INVESTMENTS	<u><u>\$ 4,703,270.21</u></u>

Reconciliation for Bank Account GLACIER BANK - \*\*\*\*\*089 & \*\*\*\*\*113

Reconciliation Period 4/14

Account # \*\*\*\*\*089 & \*\*\*\*\*113

Cash Account 101000 - Cash - Operating  
Cash Account 101010 - Cash - Sinking and Interest  
Cash Account 102215 - Cash - Golf Rev. Bond 1998 S&I  
Cash Account 102216 - Cash - Rev Bond Sinking & Interest  
Cash Account 102220 - Cash - Revenue Bond Reserve  
Cash Account 102230 - Cash - Surplus Reserve  
Cash Account 102240 - Cash - Replacement/Depreciation  
Cash Account 102250 - Cash Impact Fee/Restricted  
Cash Account 102300 - Cash - Customer Deposits  
Cash Account 103000 - Petty Cash  
Cash Account 103010 - Cash Drawer

Balance from Bank Statement	3,825,845.56
Deposits in Transit	0.00
Outstanding Checks	-107,874.71
Other Cash Items	-33,836.70
OS Payroll Liabilities	-42,623.87
Adjusted Bank Balance	3,641,510.28
General Ledger Balance	4,660,646.34
Manual Adjustments	1,006,515.86 - CD - First Citizens Bank 4,692.19 - Edward Jones Money Market Account 481.26 - First Citizens Bank Savings Account 4,348.00 - Golf Course Deposits in Transit 1,851.75 - Golf Restaurant Deposits in Transit 1,247.00 - Petty cash & Cash Drawers
Total Manual Adjustments	1,019,136.06
Difference	0.00
Total checks and other credit items cleared:	602,896.84
Total deposits and other debit items cleared:	220,070.45

City of Polson  
Cash Report by Fund/Account  
For the Accounting Period: 4/14

Funds 1000-7120

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
1000 General All-Purpose Fund						
101000 Cash - Operating	232,987.17	37,332.77	26.51	1,452.97	179,267.16	89,626.32
103000 Petty Cash	200.00	0.00	0.00	0.00	0.00	200.00
103010 Cash Drawer	100.00	0.00	0.00	0.00	0.00	100.00
Total Fund	233,287.17	37,332.77	26.51	1,452.97	179,267.16	89,926.32
2001 Fire Impact Fees						
102250 Cash Impact Fee/Restricted	16,684.68	5.93	0.00	1,020.00	0.00	15,670.61
2002 Parks Impact Fees						
102250 Cash Impact Fee/Restricted	18,389.36	1,029.56	0.00	0.00	0.00	19,418.92
2020 Police Municipal Services Levy						
101000 Cash - Operating	62,736.89	5,367.65	0.00	3.51	43,472.38	24,628.65
2170 Airport						
101000 Cash - Operating	5.22	0.00	0.00	0.00	0.00	5.22
2210 Parks/Salish Point						
101000 Cash - Operating	25,621.20	8.72	0.00	0.00	0.00	25,629.92
2211 Skate Park Fund						
101000 Cash - Operating	197.90	0.11	0.00	0.00	29.97	168.04
2212 Cultural Trust Grant						
101000 Cash - Operating	101.48	0.70	0.00	0.00	0.00	102.18
2213 Dog Park/Travis Dolphin						
101000 Cash - Operating	1,124.24	0.62	0.00	0.00	59.97	1,064.89
2214 Rotary Donation						
101000 Cash - Operating	166.89	0.09	0.00	0.00	0.00	166.98
2215 Hanging Basket Maintenance						
101000 Cash - Operating	-648.05	0.00	0.00	0.63	0.00	-648.68
2216 Parkland Subdivision Fee (formerly 7060)						
101000 Cash - Operating	139,694.25	78.48	0.00	0.00	0.00	139,772.73
2218 Carol Sampson Sherick Trail Memorial Fund						
101000 Cash - Operating	824.52	0.47	0.00	0.00	0.00	824.99
2219 Parks Donations						
101000 Cash - Operating	25,941.36	9.15	0.00	0.00	3,647.27	22,303.24
2221 Eagle Scout Project Fund						
101000 Cash - Operating	2,238.13	0.45	0.00	0.00	2,226.25	12.33
2222 Park Donations - Restricted						
101000 Cash - Operating	8,056.81	1.62	0.00	0.00	0.00	8,058.43
2310 Tax Increment District						
101000 Cash - Operating	161,961.88	6,520.34	0.00	0.00	0.00	168,482.22
102220 Cash - Revenue Bond Reserve	40,000.00	0.00	0.00	0.00	0.00	40,000.00
Total Fund	201,961.88	6,520.34				208,482.22
2372 Permissive Medical Mills						
101000 Cash - Operating	7,477.54	799.54	0.00	0.00	0.00	8,277.08
2386 Street Permits Revenue						
101000 Cash - Operating	4,826.97	301.98	0.00	0.00	0.00	5,128.95
2390 Drug Forfeiture Fund						
101000 Cash - Operating	-66.99	410.82	50.00	0.01	90.62	303.20
2394 Building Code Enforcement						
101000 Cash - Operating	-47,395.34	685.76	0.00	23.69	5,342.36	-52,075.63
2395 Tree Fund						

Funds 1000-7120

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
101000 Cash - Operating	3,685.88	2.25	0.00	0.00	0.00	3,688.13
2401 Light Maintenance District #19						
101000 Cash - Operating	18,644.87	240.73	0.00	0.00	1,351.08	17,534.52
2402 Light Maintenance District #20						
101000 Cash - Operating	3,388.44	3.06	0.00	0.00	953.04	2,438.46
2500 Weed Cleanup Maintenance Fund						
101000 Cash - Operating	21,481.02	10.69	0.00	0.00	0.00	21,491.71
2510 Sidewalk Loan Fund						
101000 Cash - Operating	61,745.39	34.55	0.00	0.00	0.00	61,779.94
2701 Fire Barnowsky Estate Donation						
101000 Cash - Operating	371.11	0.20	0.00	0.00	0.00	371.31
2702 Fire Training Center Donations						
101000 Cash - Operating	15,093.75	7.18	0.00	0.00	0.00	15,100.93
2703 Fire Memb. Donation Fund						
101000 Cash - Operating	3,449.65	1.12	0.00	0.00	406.90	3,043.87
2710 Kids Safety/POLICE/FIRE						
101000 Cash - Operating	498.04	0.28	0.00	0.00	0.00	498.32
2720 Police Donations						
101000 Cash - Operating	1,495.27	3.40	0.00	0.00	0.00	1,498.67
2810 Police Training Fund						
101000 Cash - Operating	17,972.03	5.01	0.00	0.00	779.43	17,197.61
2820 Gas Apportionment Tax Fund						
101000 Cash - Operating	21,117.19	8,340.01	159.77	0.00	11,254.92	18,362.05
2876 POLICE FEDERAL C.O.P.S. GRANT						
101000 Cash - Operating	707.63	0.00	0.00	0.00	2,579.24	-1,871.61
2932 Parks ARRA Recycle Grant						
101000 Cash - Operating	441.36	0.63	0.00	0.00	0.00	441.99
2943 RCIDI/Growth Policy						
101000 Cash - Operating	5,664.41	3.17	0.00	0.00	0.00	5,667.58
3500 SPECIAL ASSESSMENT DEBT-Revolver Fund						
101000 Cash - Operating	154,524.17	86.47	0.00	0.00	0.00	154,610.64
3542 SID #42 Streetscape Main St. Imp. Project						
101010 Cash - Sinking and Interest	16,410.92	3,558.31	0.00	0.00	0.00	19,969.23
102220 Cash - Revenue Bond Reserve	37,500.00	0.00	0.00	0.00	0.00	37,500.00
Total Fund	53,910.92	3,558.31				57,469.23
4520 Streetscape/Main St. Imp. Project						
101000 Cash - Operating	4,671.98	2.62	0.00	0.00	0.00	4,674.60
4530 TIFD City Dock & Walkpath project						
101000 Cash - Operating	224,515.04	45.08	325.76	0.00	7,227.04	217,658.84
5010 Golf Fund						
101000 Cash - Operating	92,480.62	99,142.20	519.19	107.05	73,615.94	118,419.02
102216 Cash - Rev Bond Sinking & Intere	43,660.96	0.00	8,732.17	52,393.13	0.00	0.00
102230 Cash - Surplus Reserve	123,310.01	150.40	0.00	0.00	0.00	123,460.41
102240 Cash - Replacement/Depreciation	25,140.40	0.00	0.00	0.00	0.00	25,140.40
103010 Cash Drawer	747.00	0.00	0.00	0.00	0.00	747.00
Total Fund	285,338.99	99,292.60	9,251.36	52,500.18	73,615.94	267,766.83
5201 Water Impact Fees						
101000 Cash - Operating	0.00	4,870.00	0.00	0.00	4,870.00	0.00

City of Polson  
Cash Report by Fund/Account  
For the Accounting Period: 4/14

Funds 1000-7120

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
102250 Cash Impact Fee/Restricted	257,266.50	156.02	0.00	4,870.00	0.00	252,552.52
Total Fund	257,266.50	5,026.02		4,870.00	4,870.00	252,552.52
5210 Water Fund						
101000 Cash - Operating	148,895.32	55,826.44	450.00	31.36	36,339.19	168,801.21
102216 Cash - Rev Bond Sinking & Intere	12,061.68	0.00	1,507.71	0.00	0.00	13,569.39
102220 Cash - Revenue Bond Reserve	18,979.00	0.00	0.00	0.00	0.00	18,979.00
102230 Cash - Surplus Reserve	8,979.30	555.65	0.00	0.00	0.00	9,534.95
102240 Cash - Replacement/Depreciation	840,771.03	0.00	0.00	0.00	0.00	840,771.03
102300 Cash - Customer Deposits	13,990.25	550.00	0.00	0.00	450.00	14,090.25
103010 Cash Drawer	200.00	0.00	0.00	0.00	0.00	200.00
Total Fund	1,043,876.58	56,932.09	1,957.71	31.36	36,789.19	1,065,945.83
5301 Sewer Impact Fees						
102250 Cash Impact Fee/Restricted	62,499.12	32.08	0.00	0.00	0.00	62,531.20
5310 Sewer Fund						
101000 Cash - Operating	328,657.49	41,240.62	1,145.32	20,232.10	47,969.72	302,841.61
102240 Cash - Replacement/Depreciation	1,453,866.31	1,061.00	0.00	0.00	0.00	1,454,927.31
Total Fund	1,782,523.80	42,301.62	1,145.32	20,232.10	47,969.72	1,757,768.92
5390 Stormwater Project Fund						
101000 Cash - Operating	110,704.23	9,510.08	518.79	8.00	35.00	120,690.10
7120 Fire Disability & Pension (Third Class City)						
101000 Cash - Operating	14,510.65	2.91	0.00	0.00	0.00	14,513.56
Totals	4,871,324.13	277,996.92	13,435.22	80,142.45	421,967.48	4,660,646.34



Account Statement

MEMBER  
**FDIC**

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Date 4/30/14 Page 1  
Account Number

CITY OF POLSON  
106 1ST ST E  
POLSON MT 59860

CHECKING ACCOUNT

CHECKING		Check Safekeeping	
Account Number		Statement Dates	4/01/14 thru 4/30/14
Previous Balance	4,211,902.05	Days in the statement period	30
7 Deposits/Credits	107,205.08	Average Ledger	3,965,618.24
15 Checks/Debits	494,239.39	Average Collected	3,965,618.24
Service Charge	.00	Interest Earned	977.82
Interest Paid	977.82	Annual Percentage Yield Earned	0.30%
Ending Balance	3,825,845.56	2014 Interest Paid	4,108.36



Account Statement

MEMBER  
FDIC

P.O. Box 27 • Kalispell, MT 59903 • 1(800)735-4371

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Date 4/30/14 Page 1  
Account Number 187

CITY OF POLSON  
106 1ST ST E  
POLSON MT 59860

CHECKING ACCOUNT

CHECKING		Number of Enclosures	187
Account Number		Statement Dates	4/01/14 thru 4/30/14
Previous Balance	.00	Days in the statement period	30
103 Deposits/Credits	708,936.46	Average Ledger	.00
218 Checks/Debits	708,936.46	Average Collected	4,643.25-
Service Charge	.00		
Interest Paid	.00		
Ending Balance	.00		

CITY OF POLSON  
FINANCE OFFICER BANK RECONCILIATION  
May 31, 2014

5d

GENERAL LEDGER CASH REPORT BALANCE	\$ 4,626,451.42
PLUS PAYROLL LIABILITIES ACCRUED BUT NOT PAID	<u>\$ 21,678.58</u>
ADJUSTED GENERAL LEDGER BALANCE	<u><u>\$ 4,648,130.00</u></u>
GLACIER BANK OPERATING ACCOUNT	\$ -
PLUS GOLF RESTAURANT DEPOSIT IN TRANSIT	\$ 1,351.05
PLUS GOLF COURSE DEPOSIT IN TRANSIT	\$ 6,376.00
MINUS OUTSTANDING PAYROLL CHECKS	\$ (38,469.88)
MINUS OUTSTANDING CLAIM CHECKS	\$ (68,946.74)
MINUS OUTSTANDING PAYROLL ACH TRANSACTIONS	\$ (2,687.50)
PLUS GLACIER BANK REPURCHASE ACCOUNT	\$ 3,737,570.76
PLUS 1 FIRST CITIZENS BANK CD	\$ 1,006,515.86
PLUS EDWARD JONES MONEY MARKET	\$ 4,692.19
PLUS FIRST CITIZENS BANK SAVINGS ACCOUNT	\$ 481.26
PLUS PETTY CASH AND CASH DRAWERS	<u>\$ 1,247.00</u>
DEMAND ACCOUNTS & INVESTMENTS	<u><u>\$ 4,648,130.00</u></u>

05/20/15  
15:57:38

City of Polson  
Bank Reconciliation

Page: 1 of 1  
Report ID: BANKREC1

Reconciliation for Bank Account GLACIER BANK - \*\*\*\*\*089 & \*\*\*\*\*113

Reconciliation Period 5/14

Account # \*\*\*\*\*089 & \*\*\*\*\*113

Cash Account 101000 - Cash - Operating  
Cash Account 101010 - Cash - Sinking and Interest  
Cash Account 102215 - Cash - Golf Rev. Bond 1998 S&I  
Cash Account 102216 - Cash - Rev Bond Sinking & Interest  
Cash Account 102220 - Cash - Revenue Bond Reserve  
Cash Account 102230 - Cash - Surplus Reserve  
Cash Account 102240 - Cash - Replacement/Depreciation  
Cash Account 102250 - Cash Impact Fee/Restricted  
Cash Account 102300 - Cash - Customer Deposits  
Cash Account 103000 - Petty Cash  
Cash Account 103010 - Cash Drawer

Balance from Bank Statement	3,737,570.76
Deposits in Transit	0.00
Outstanding Checks	-107,416.62
Other Cash Items	0.00
OS Payroll Liabilities	-21,678.58
Adjusted Bank Balance	3,608,475.56
General Ledger Balance	4,626,451.42

Manual Adjustments	1,006,515.86 - CD - First Citizens Bank
	4,692.19 - Edward Jones Money Market
	481.26 - First Citizen Bank Savings Account
	6,376.00 - Golf Course Deposits in Transit
	1,351.05 - Golf Restaurant Deposits in Transit
	-2,687.50 - Dept of Revenue Payroll ACH Outstanding
	1,247.00 - Petty Cash & Cash Drawers

Total Manual Adjustments	1,017,975.86
--------------------------	--------------

Difference	0.00
------------	------

Total checks and other credit items cleared:	394,055.98
--	------------

Total deposits and other debit items cleared:	304,620.98
---	------------

Funds 1000-7120

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
<b>1000 General All-Purpose Fund</b>						
101000 Cash - Operating	89,626.32	107,100.30	1,191.86	0.40	149,564.37	48,353.71
103000 Petty Cash	200.00	0.00	0.00	0.00	0.00	200.00
103010 Cash Drawer	100.00	0.00	0.00	0.00	0.00	100.00
<b>Total Fund</b>	<b>89,926.32</b>	<b>107,100.30</b>	<b>1,191.86</b>	<b>0.40</b>	<b>149,564.37</b>	<b>48,653.71</b>
<b>2001 Fire Impact Fees</b>						
102250 Cash Impact Fee/Restricted	15,670.61	730.14	194.20	0.00	0.00	16,594.95
<b>2002 Parks Impact Fees</b>						
102250 Cash Impact Fee/Restricted	19,418.92	1,024.14	0.00	0.00	0.00	20,443.06
<b>2020 Police Municipal Services Levy</b>						
101000 Cash - Operating	24,628.65	5,373.54	0.00	0.00	10,536.21	19,465.98
<b>2170 Airport</b>						
101000 Cash - Operating	5.22	0.00	0.00	0.00	0.00	5.22
<b>2210 Parks/Salish Point</b>						
101000 Cash - Operating	25,629.92	5.46	0.00	0.00	0.00	25,635.38
<b>2211 Skate Park Fund</b>						
101000 Cash - Operating	168.04	0.04	0.00	0.00	0.00	168.08
<b>2212 Cultural Trust Grant</b>						
101000 Cash - Operating	102.18	0.02	0.00	0.00	0.00	102.20
<b>2213 Dog Park/Travis Dolphin</b>						
101000 Cash - Operating	1,064.89	0.23	0.00	0.00	0.00	1,065.12
<b>2214 Rotary Donation</b>						
101000 Cash - Operating	166.98	0.04	0.00	0.00	0.00	167.02
<b>2215 Hanging Basket Maintenance</b>						
101000 Cash - Operating	-648.68	0.00	0.00	0.14	17.25	-666.07
<b>2216 Parkland Subdivision Fee (formerly 7060)</b>						
101000 Cash - Operating	139,772.73	29.77	0.00	0.00	0.00	139,802.50
<b>2218 Carol Sampson Sherick Trail Memorial Fund</b>						
101000 Cash - Operating	824.99	0.18	0.00	0.00	0.00	825.17
<b>2219 Parks Donations</b>						
101000 Cash - Operating	22,303.24	4.75	0.00	0.00	1,030.52	21,277.47
<b>2221 Eagle Scout Project Fund</b>						
101000 Cash - Operating	12.33	0.00	0.00	0.00	0.00	12.33
<b>2222 Park Donations - Restricted</b>						
101000 Cash - Operating	8,058.43	1.72	0.00	0.00	0.00	8,060.15
<b>2310 Tax Increment District</b>						
101000 Cash - Operating	168,482.22	8,185.71	0.00	0.00	0.00	176,667.93
102220 Cash - Revenue Bond Reserve	40,000.00	0.00	0.00	0.00	0.00	40,000.00
<b>Total Fund</b>	<b>208,482.22</b>	<b>8,185.71</b>				<b>216,667.93</b>
<b>2372 Permissive Medical Mills</b>						
101000 Cash - Operating	8,277.08	2,017.61	0.00	0.00	0.00	10,294.69
<b>2386 Street Permits Revenue</b>						
101000 Cash - Operating	5,128.95	1,801.09	0.00	0.00	0.00	6,930.04
<b>2390 Drug Forfeiture Fund</b>						
101000 Cash - Operating	303.20	0.06	0.00	0.00	198.98	104.28
<b>2394 Building Code Enforcement</b>						
101000 Cash - Operating	-52,075.63	9,375.23	0.00	11.09	6,162.20	-48,873.69
<b>2395 Tree Fund</b>						

City of Polson  
Cash Report by Fund/Account  
For the Accounting Period: 5/14

Funds 1000-7120

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
101000 Cash - Operating	3,688.13	0.79	0.00	0.00	11.00	3,677.92
2401 Light Maintenance District #19						
101000 Cash - Operating	17,534.52	97.60	0.00	0.00	1,351.08	16,281.04
2402 Light Maintenance District #20						
101000 Cash - Operating	2,438.46	0.52	0.00	0.00	924.33	1,514.65
2500 Weed Cleanup Maintenance Fund						
101000 Cash - Operating	21,491.71	42.08	0.00	0.00	2,860.00	18,673.79
2510 Sidewalk Loan Fund						
101000 Cash - Operating	61,779.94	13.16	0.00	0.00	0.00	61,793.10
2701 Fire Barnowsky Estate Donation						
101000 Cash - Operating	371.31	0.08	0.00	0.00	0.00	371.39
2702 Fire Training Center Donations						
101000 Cash - Operating	15,100.93	3.22	0.00	0.00	0.00	15,104.15
2703 Fire Memb. Donation Fund						
101000 Cash - Operating	3,043.87	0.65	0.00	0.00	0.00	3,044.52
2710 Kids Safety/POLICE/FIRE						
101000 Cash - Operating	498.32	0.11	0.00	0.00	0.00	498.43
2720 Police Donations						
101000 Cash - Operating	1,498.67	0.32	0.00	0.00	0.00	1,498.99
2810 Police Training Fund						
101000 Cash - Operating	17,197.61	3.66	0.00	0.00	2,154.37	15,046.90
2820 Gas Apportionment Tax Fund						
101000 Cash - Operating	18,362.05	8,323.00	9.76	0.00	2,494.25	24,200.56
2876 POLICE FEDERAL C.O.P.S. GRANT						
101000 Cash - Operating	-1,871.61	6,178.02	0.00	0.00	2,343.27	1,963.14
2932 Parks ARRA Recycle Grant						
101000 Cash - Operating	441.99	0.09	0.00	0.00	0.00	442.08
2943 RCDI/Growth Policy						
101000 Cash - Operating	5,667.58	1.21	0.00	0.00	0.00	5,668.79
3500 SPECIAL ASSESSMENT DEBT-Revolving Fund						
101000 Cash - Operating	154,610.64	32.93	0.00	0.00	0.00	154,643.57
3542 SID #42 Streetscape Main St. Imp. Project						
101010 Cash - Sinking and Interest	19,969.23	811.64	0.00	0.00	0.00	20,780.87
102220 Cash - Revenue Bond Reserve	37,500.00	0.00	0.00	0.00	0.00	37,500.00
Total Fund	57,469.23	811.64				58,280.87
4520 Streetscape/Main St. Imp. Project						
101000 Cash - Operating	4,674.60	1.00	0.00	0.00	0.00	4,675.60
4530 TIFD City Dock & Walkpath project						
101000 Cash - Operating	217,658.84	46.35	0.00	0.00	1,000.00	216,705.19
5010 Golf Fund						
101000 Cash - Operating	118,419.02	91,578.78	100.50	15,067.68	89,112.21	105,918.41
102216 Cash - Rev Bond Sinking & Intere	0.00	0.00	8,732.19	0.00	0.00	8,732.19
102230 Cash - Surplus Reserve	123,460.41	56.86	0.00	0.00	0.00	123,517.27
102240 Cash - Replacement/Depreciation	25,140.40	0.00	0.00	0.00	0.00	25,140.40
103010 Cash Drawer	747.00	0.00	0.00	0.00	0.00	747.00
Total Fund	267,766.83	91,635.64	8,832.69	15,067.68	89,112.21	264,055.27
5201 Water Impact Fees						
102250 Cash Impact Fee/Restricted	252,552.52	2,345.98	0.00	0.00	306.20	254,592.30

City of Polson  
Cash Report by Fund/Account  
For the Accounting Period: 5/14

Funds 1000-7120

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
<b>5210 Water Fund</b>						
101000 Cash - Operating	168,801.21	58,090.51	700.00	21,979.94	34,358.34	171,253.44
102216 Cash - Rev Bond Sinking & Intere	13,569.39	0.00	1,507.71	0.00	0.00	15,077.10
102220 Cash - Revenue Bond Reserve	18,979.00	0.00	0.00	0.00	0.00	18,979.00
102230 Cash - Surplus Reserve	9,534.95	226.96	0.00	0.00	0.00	9,761.91
102240 Cash - Replacement/Depreciation	840,771.03	300.00	0.00	0.00	0.00	841,071.03
102300 Cash - Customer Deposits	14,090.25	400.00	0.00	0.00	700.00	13,790.25
103010 Cash Drawer	200.00	0.00	0.00	0.00	0.00	200.00
Total Fund	1,065,945.83	59,017.47	2,207.71	21,979.94	35,058.34	1,070,132.73
<b>5301 Sewer Impact Fees</b>						
102250 Cash Impact Fee/Restricted	62,531.20	988.12	306.20	0.00	0.00	63,825.52
<b>5310 Sewer Fund</b>						
101000 Cash - Operating	302,841.61	46,659.72	1,419.73	21,250.00	34,142.89	295,528.17
102240 Cash - Replacement/Depreciation	1,454,927.31	1,954.32	0.00	0.00	0.00	1,456,881.63
Total Fund	1,757,768.92	48,614.04	1,419.73	21,250.00	34,142.89	1,752,409.80
<b>5390 Stormwater Project Fund</b>						
101000 Cash - Operating	120,690.10	9,051.75	862.10	0.00	0.00	130,603.95
<b>7120 Fire Disability &amp; Pension (Third Class City)</b>						
101000 Cash - Operating	14,513.56	3.09	0.00	0.00	14,505.00	11.65
<b>Totals</b>	<b>4,660,646.34</b>	<b>362,862.55</b>	<b>15,024.25</b>	<b>58,309.25</b>	<b>353,772.47</b>	<b>4,626,451.42</b>



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Account Statement

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Date 5/30/14 Page 1  
Account Number

CITY OF POLSON  
106 1ST ST E  
POLSON MT 59860

CHECKING ACCOUNT

CHECKING		Check Safekeeping	
Account Number		Statement Dates	5/01/14 thru 6/01/14
Previous Balance	3,825,845.56	Days in the statement period	32
10 Deposits/Credits	138,637.73	Average Ledger	3,772,569.76
11 Checks/Debits	227,904.77	Average Collected	3,772,569.76
Service Charge	.00	Interest Earned	992.24
Interest Paid	992.24	Annual Percentage Yield Earned	0.30%
Ending Balance	3,737,570.76	2014 Interest Paid	5,100.60



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Date 5/30/14  
Account Number

Page 1

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CITY OF POLSON  
106 1ST ST E  
POLSON MT 59860

C H E C K I N G    P O C E N T			
CHECKING		Number of Enclosures	205
Account Number		Statement Dates	5/01/14 thru 6/01/14
Previous Balance	.00	Days in the statement period	32
142 Deposits/Credits	530,006.21	Average Ledger	.00
236 Checks/Debits	530,006.21	Average Collected	4,211.46-
Service Charge	.00		
Interest Paid	.00		
Ending Balance	.00		

**CITY OF POLSON  
COMMISSION AGENDA ITEM SUMMARY**

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Agenda Item Number: 7 (Motion) An Ordinance to adopt Chapter 3, Article 4. Stormwater, Article 5. Utility Poles, Article 6. Public Works Standards and Article 7. Infrastructure Rebate to the City of Polson Book of Ordinances  
Commissions meeting Date: June 1, 2015  
Staff Contact: Mark Shrives.

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**AGENDA ITEM SUMMARY:** This Agenda Item requests City Commission adoption of An Ordinance to adopt Chapter 3, Article 4. Stormwater, Article 5. Utility Poles, Article 6. Public Works Standards and Article 7. Infrastructure Rebate to the City of Polson Book of Ordinances. This will be the second reading of this Ordinance.

**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 1st reading of the Ordinance

**SUGGESTED MOTION:** *I make a motion to approve the 2<sup>nd</sup> reading of the Ordinance #2015-006 adopting Chapter 3, Article 4. Stormwater, Article 5. Utility Poles, Article 6. Public Works Standards and Article 7. Infrastructure Rebate to the City of Polson Book of Ordinances*

**ATTACHMENTS:**

1. Ordinance with Chapter 3, Articles 4,5,6,and 7

**ORDINANCE Ord #2015-006**

**AN ORDINANCE TO ADOPT  
CHAPTER 3, ARTICLES 4. STORMWATER,  
ARTICLE 5. UTILITY POLES, ARTICLE 6. PUBLIC WORKS  
STANDARDS AND ARTICLE 7. INFRASTRUCTURE REBATE  
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 3**

**ARTICLE 4. STORMWATER**

**ARTICLE 5. UTILITY POLES**

**ARTICLE 6. PUBLIC WORKS STANDARDS**

**ARTICLE 7. INFRASTRUCTURE REBATE**

All previous versions adopted by the City of Polson of these parts of the municipal code are hereby expressly repealed and replaced with these Ordinances. Any inconsistencies created in adopting such provisions are to be liberally construed in favor of the citizenry of the City.

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

**BE IT FURTHER ORDAINED**, that the clerk is hereby instructed to publish this Ordinance and to make the same available for public inspection and copying during normal business hours of the City.

Date: May 4, 2015

First Reading:      6   ayes    \_\_\_ nays    \_\_\_ abstentions     1   absent

Date: June 1, 2015

Second Reading:    \_\_\_ ayes    \_\_\_ nays    \_\_\_ abstentions

Effective Date: July 1, 2015

\_\_\_\_\_  
Mayor Heather Knutson

Attest:

\_\_\_\_\_  
City Clerk Cora E. Pritt

## ARTICLE 4. STORM WATER

- 3.04.010 Purpose
- 3.04.020 Definitions
- 3.04.030 Service Area
- 3.04.040 Operation Cost Determination
- 3.04.050 Monthly Storm Water Service Charge
- 3.04.060 Monthly Billing
- 3.04.070 Establishment of Fund
- 3.04.080 Flood Insurance
- 3.04.090 Cooperation with County
- 3.04.100 Coordination with Montana Department of Transportation
- 3.04.110 Submission of Plans by Developers
- 3.04.120 Responsibility for Accepted Storm Water Facilities
- 3.04.130 Applicability to Government Entities
- 3.04.140 Violations

### 3.04.010 Purpose.

The city commission finds that the establishment of a storm water utility system is necessary in order to decrease drainage related damage to public and private property; to promote the safety of public roads and rights-of-way, to further storm water management within the city; to address drainage issues related to new developments within the city; to minimize water quality degradation and soil erosion and sedimentation; to minimize adverse impacts on property owners adjacent to developing and developed land to minimize damage to existing street pavement; to reduce street maintenance and repair costs; to encourage the construction of permanent-type pavements; to preserve the quality of natural waters in the Flathead Basin; and to dispose of storm water which might otherwise collect and provide a breeding ground for mosquitoes and other disease carrying insects.

### 3.04.020 Definitions.

For the purposes of this chapter, the following words and phrases shall have the meanings indicated:

*-Code* means the city of Polson Municipal Code.

*-Developed Property* means property which has been altered from its natural state by the addition of any improvements such as buildings, structures, or other impervious area.

*-Fee or Storm Water Utility System Fee* means the charge established under this Chapter, as the same may be amended from time to time, and levied on owners of parcels or pieces of property to fund the costs of operating, maintaining, and improving the storm sewer system in the city.

*-Property Owner* means the property owner of record as listed in the State assessment roll. A property owner includes any individual, corporation, firm, partnership, or group of individuals acting as a unit, and any trustee, receiver, or personal representative.

*-Storm Water System Utility Fund or Fund* means the Fund created by this Chapter to

operate, maintain, and improve the city's storm water system.

*-Storm Water Management means* the planning, design, construction, regulation, improvement, repair, maintenance, and operation of facilities and programs relating to the storm water system.

*-Storm Water System means* the system or network of storm and surface water management facilities including but not limited to curbs, gutters, inlets, conduits, manholes, channels, ditches, drainage easements, retention and detention basin, infiltration facilities and other components as well as all natural waterways.

#### 3.04.030 Service Areas

The storm water utility system service area shall be:

A, Inclusive of all property annexed to the city and bounded by the incorporated city limits, as such limits may be adjusted by the city commission; and

B. The city reserves the right to plan for drainage improvements outside the service area. The city may also construct storm water improvements out of the service area, when needed as an integral part of the storm drain facilities located within the service area.

#### 3.04.040 Operation Cost Determination.

The city manager shall determine the total annual cost of operation and maintenance of the storm water system, including all maintenance, and shall develop an operating plan for the system. The total annual cost of operation and maintenance shall include, but need not be limited to, labor, repairs, equipment replacement, maintenance, necessary modifications, power, sampling, laboratory tests and a reasonable contingency fund.

#### 3.04.050 Monthly Storm Water Service Charge.

For the purpose of paying the cost of operation, maintenance, administration and routine functions of the existing city's storm water facilities and the operation, maintenance and administration of such future storm water facilities as may be established within, or without, the service area and to pay for the review of sewer plans, and the design, right-of-way acquisition and construction or reconstruction of storm sewer facilities, a monthly storm sewer service charge is imposed and made applicable to all developed property within the city limits. The cost shall be assessed to each parcel in the service area at the rate established by resolution of the commission.

#### 3.04.060 Monthly Billing

The monthly charge for city storm sewer service shall be included on the monthly bill for city water and/or sewer. The real property owner shall be responsible for the payment in full of the monthly bill for city storm sewer. Failure of the real property owner to pay the assessment will subject the property to the termination of water service as authorized pursuant to these ordinances and Montana law.

### 3.04.070 Establishment of Fund

All storm sewer charges shall be collected as provided in this Chapter and credited to a fund to be known as the "Stormwater System Fund", which Fund shall be at all times segregated and maintained by the city clerk on the books of the city as a separate and special fund. All revenues collected from the Storm Sewer Utility Fee, grants, permit fees and other charges collected shall be deposited to the Fund. The commission may make additional appropriations to the Fund. All disbursements from the Fund shall be for the following purposes: The acquisition by gift, purchase or condemnation of real and personal property, and interests therein, necessary to construct, operate, and maintain storm sewer facilities; all costs of administration and implementation of the stormwater management program, including the establishment of reasonable operating and capital reserves to meet unanticipated or emergency stormwater management requirements; engineering and design, debt service and related financing expenses, construction costs for new facilities, and enlargement or improvement of existing facilities; operation and maintenance of the storm sewer system; monitoring, surveillance, and inspection of storm water system facilities; water quality monitoring and water quality programs; retrofitting developed areas for pollution control; inspection and enforcement activities; billing and administrative costs; and all other activities which are reasonably required.

### 3.04.080 Flood Insurance.

Floods from storm drainage may occasionally occur which exceed the capacity of storm drainage sewer facilities constructed and maintained using funds made available under this ordinance. This ordinance does not imply that property liable for the rates and charges established in this ordinance will always be free from storm drainage flooding or flood damage. This ordinance does not purport to reduce the need or the necessity for the owner obtaining flood insurance and protecting the owner's property from storm drainage.

### 3.04.090 Cooperation with County.

The city shall, in all ways and within the limits of its powers, solicit Lake County, itself or by and through its several subordinate governing bodies, to cooperate in providing drainage facilities in storm drainage basins, or parts thereof, extending outside the city and in general to carry out the drainage plan developed therein. Maps showing all storm drainage basins and proposed facilities shall be furnished to the Lake County Commission for use in this matter.

### 3.04.100 Coordination with Montana Department of Transportation.

The city shall solicit the Montana Department of Transportation's financial participation in all storm drainage improvements constructed on or impacted by federal aid routes within the city limits. This solicitation shall be in accordance with any existing city/State Storm Drain Agreement.

### 3.04.110 Submission of Plans by Developers.

A. All developers applying for any of the following permits and/or approvals shall submit for approval a drainage plan prepared by a professional engineer with their application and/or request:

1. Major subdivision plat approval;

2. Minor subdivision plat approval.

B. Commencement of construction work under any of the above permits or applications shall not begin until such time as final approval of the drainage plan is obtained in accordance with the ordinance codified in this chapter.

C. The same plan submitted during one permit/approval process may be subsequently submitted with further required applications. The Plan shall be supplemented with such additional information as may be requested by the city of Polson planning staff or its city manager.

D. The plan requirement established in this section will apply except when the developer demonstrates to the satisfaction of the city staff and/or City-County Planning Board that the proposed activity or development:

1. Will neither seriously nor adversely impact the water quality conditions of any affected receiving bodies of water, and;
2. Will not alter the surface discharge location, alter the drainage pattern on adjoining properties, alter drainage patterns, increase the discharge, nor cause any other adverse effects in the drainage; and
3. Will not alter the subsurface drainage patterns, flow rates, and discharge points, nor result in any significant adverse effects to property or residents.

E. Drainage plans shall be prepared in accordance with the rules, regulations, and standards as the same then exists, and shall be consistent with the criteria set forth in this chapter.

F. At the time of approval of the drainage plan for the subject property, a schedule for inspection of construction and facilities will be established by the city planning staff.

3.04.120 Responsibility for Accepted Stormwater Facilities.

All stormwater facilities constructed, installed or provided hereunder within public right-of-way shall, upon acceptance by the city, become the property of the city, and the city thereafter shall be responsible for the operation and maintenance of the facilities. The city shall maintain all accepted public storm sewer facilities located within city-owned land, city rights-of-way and city easements. The city has the option to maintain other accepted public stormwater facilities located within or adjacent to the city. Such public facilities include, but are not limited to, open drainage ways and piped drainage ways constructed, expressly for use by the general public and as a part of the city stormwater facilities, bridges, roadside drainage ditches and gutters, flood control facilities, including detention and retention basins, dikes, overflow channels, and pump stations, that have been designed and constructed expressly for use by the public. Such public storm sewer facilities exclude facilities not accepted by the city for maintenance.

3.04.130 Applicability to Governmental Entities.

A. All governmental entities shall be required to submit a drainage plan and comply with the

terms of the ordinance codified in this chapter when developing and/or improving land including but not limited to, road construction and reconstruction, and other improvements that can affect stormwater within the city.

B. It is recognized that county, state and federal permit conditions may apply to the proposed action and that compliance with the provisions of the ordinance codified in this chapter does not constitute compliance with such requirements.

#### 3.04.140 Violations.

Violations of the ordinance codified in this Chapter is a misdemeanor and shall be punishable in accordance with the general penalties in the Polson Municipal Code. In addition to the foregoing penalty, and as set forth above, the city manager may, pursuant to such policies as that officer may develop, direct the supply of water or provision of sanitary sewer service to the premises to be discontinued from the premises where such violation is found in accordance with Section 7-13-4306 of the Montana Code Annotated. As an alternative method of enforcement, the city may initiate an action to enjoin any development undertaken in violation of the ordinance codified in this chapter by making application for an injunction in any court of competent jurisdiction.

(Ord. \_\_\_\_\_, Adopted June 19, 2009)

## ARTICLE 5. UTILITY POLES

Sec. 03.05.100. Location of poles and lines.

Sec. 03.05.110. Change of pole locations; city rights reserved.

Secs. 03.05.120-03.05.199. Reserved.

Sec. 03.05.100. Location of poles and lines.

- A. Wherever possible, lines shall be erected in alleys. Lines shall be laid out, wherever possible, so as to follow one side of the street or alley so that the number of street crossings and corners shall be reduced to the minimum.
- B. No poles except ornamental light poles shall be erected or maintained on Main Street, except where necessary to maintain municipal lamps and service wires:
- C. New pole locations shall be made under the direction of the director of public works and with the approval of the city commission.
- D. Where double-pole lines are necessary for light and power and for signal wires on one side of a street or alley, the construction shall be governed by the rules and specifications governing joint pole line construction.

Sec. 03.05.110. Change of pole locations; city rights reserved.

The city expressly reserves the right to order and enforce the change of location of any and all poles or appliances erected or maintained whenever the director of public works orders any such change of location, and such change of location shall be made at the expense of the person, company or corporation owning or using any such pole or appliance.

Secs. 03.05.120-03.05.199. Reserved.

## ARTICLE 6. PUBLIC WORKS STANDARDS

Sec. 03.06.100. Adoption of the Montana Public Works Standard Specifications.

Sec. 03.06.110. Adoption of City of Polson Modifications to the Montana Public Works Standard Specifications.

Sec. 03.06.120. Adoption of the city design standards and specifications policy.

Sec. 03.06.130. Amendment of Standards ~~of the city modifications to the MPVAWS and city design standards and specifications policy.~~

Secs. 03.06.140-03.06.199. Reserved.

Sec. 03.06.100. Adoption of the Montana Public Works Standard Specifications.

- A. The current edition of the Montana Public Works Standard Specifications (MPWSS), including all accompanying appendices, amendments and modifications adopted by the Association of General Contractors, Montana Chapter of the American Public Works Association and the Civil Engineers Council of Montana, and as amended from time to time, are adopted by reference and incorporated in this article as if fully set forth

herein, except as may be noted in this article, by future administrative order, or by any regulations not applicable to local government jurisdictions.

- B. One copy of the MPWSS shall be kept on file in the office of the city clerk and one copy shall be kept on file in the office of the director of public works.
- C. Any amendments or addendums adopted by the Association of General Contractors, Montana Chapter of the American Public Works Association and the Civil Engineers Council of Montana which apply to local government jurisdictions, including the adoption of the latest edition of MPWSS, shall become effective upon execution of an administrative order of the city manager unless a different effective date is specified in the administrative order.
- D. A copy of the amendment notification and the corresponding new edition will be kept in the offices of the city clerk and the director of public works.
- E. The Montana Public Works Standard Specifications as adopted in subsection A of this section are applicable within the city and to all projects falling under the supervision and jurisdiction of the director of public work.

Sec. 03.06.110. Adoption of City of Polson Modifications to the Montana Public Works Standard Specifications.

- A. The City of Polson Modifications to the MPWWS (modifications) as drafted by the director of public works are hereby adopted by reference and incorporated in this article as if fully set forth herein, except as may be noted in this article, by future administrative order, or by other amendment.
- B. One copy of the modifications shall be kept on file in the office of the city clerk and one copy shall be kept on file in the office of the director of public works of the city.
- C. The modifications, as adopted, are applicable within the city and to all projects falling under the supervision and jurisdiction of the director of public works.

Sec. 03.06.120. Adoption of additional city design standards and specifications.

- A. The city design ~~and specifications standards policy as drafted by the director of public works is are~~ hereby adopted by reference and incorporated in this article as if fully set forth herein, except as may be noted in this article, by future administrative order, or by other amendment.
- B. One copy of the **standards** shall be kept on file in the office of the city clerk and one copy shall be kept on file in the office of the director of public works.
- C. The **standards**, as adopted, is applicable within the city and to all projects falling under the supervision and jurisdiction of the director of public works.

Sec. 03.06.130. Amendment ~~of Standards. of the city modifications to the MPWWS and city design standards and specifications policy.~~

In the event that the State of Montana proposes amendments to the MPWWS standards or the city staff proposes modifications to the adopted city standards, the city manager may approve the changes and adopt them by issuance of an administrative order. The effective date of the changes shall be upon execution of the administrative order unless the order specifies otherwise. The city manager may also decline to adopt the changes. In the event the city manager declines to adopt the changes by administrative order, the city engineer may submit the proposals through the ordinance amendment procedure.

Secs. 03.06.140-03.06.199. Reserved.

## **ARTICLE 7. INFRASTRUCTURE REBATE**

Sec. 03.07.100. Rebate for privately financed water and/or sewer mainline extensions.  
Secs. 03.07.110-03.07.199. Reserved.

Sec. 03.07.100. Rebate for privately financed water and/or sewer mainline extensions.

- A. Private property owners may contract to install public water and/or sewer mains within public rights-of-way or public easements at their own expense after obtaining approval from both the city and state of Montana authorities, and obtaining applicable permits. Said utility mains must be installed in conformance with the rules and regulations of both the city and the state of Montana, and under the direction of the director of public works or water and sewer superintendent. The property owners shall grant to the city any and all easements required by the city for the operation and maintenance of any such utility lines which are connected to the city municipal utility systems.
- B. Conditioned upon acceptance and approval of the installed public utility mains provided under this section, the property owner who financed the installation, may request the city to establish a rebate for the cost of installation of such utility main lines, and shall file with the city such data as the city shall require to establish the rebate, itemizing all expenses in connection with the installation including construction and engineering costs.
- C. Upon acceptance and approval by the city of both the utility lines as installed, the itemization of expenses, and for a term of 20 years thereafter, a fund shall be established by the city for the purpose of collecting reimbursement funds from all property owners adjacent to the privately installed main, desiring to tap into such main. The amount of the rebate shall be a proportionate amount of installation cost determined by dividing the installation cost by the number of lots fronting on the main extension at the time the reimbursement fund is established. Any property owner desiring to tap into such utility main to connect a building or structure, shall not be issued a connection permit until the proportionate share of the rebate applicable to such property, as determined by the city, has been paid to the fund established therefore. This rebate is in addition to all other connection charges required by the city. In establishing the fund, the city takes no responsibility to monitor future

connections to the main for which the fund was established.

- D. The city shall establish a separate rebate fund for each approved utility main rebate as provided under this chapter and shall disburse the rebate funds when received, to the party who financed the installation, or to his heirs, successors, and assigns upon presentation of appropriate proof, and if no qualified payee can be located, the rebate funds so collected shall revert to the general funds of the city.

(Ord. 523, amended March 15, 2010, Ord. 655)

Secs. 03.07.110-03.07.199. Reserved.

# CITY OF POLSON

## CITY COMMISSION AGENDA ITEM SUMMARY

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Agenda Item Number: 8  
Meeting Date: June 1, 2015  
Staff Contact: Cindy Dooley, Finance Officer

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**AGENDA ITEM SUMMARY:** Approve Resolution No. 2015-\_\_\_\_ setting impact fee collection levels

**BACKGROUND:** Resolution No. 1059 was approved on May 19, 2014 setting the impact fee collection level at 50% of the total calculated fee effective July 1, 2014.

**ANALYSIS:** A schedule of impact fees for Residential Detached Housing and Residential Attached Housing per dwelling unit is attached which shows how much each benefit district (fire, parks, water and sewer) would receive at various percentages. Currently, the City is collecting 50% of the full calculated impact fees. The percentage rates for non-residential have been based on the building permit for Valley Glass and represents an average retail commercial establishment. Impact Fees for residential development are a set amount, whereas commercial development can be based on a number of different criteria that determines the fees. Information is being gathered from other cities with similar population to compare their impact fees to ours, but is not available for the agenda packet. It will be made available by Monday's meeting. The resolution was tabled at the May 18, 2015 City Commission meeting.

**FINANCIAL CONSIDERATIONS:** The current reduction in fees has created a revenue loss of \$299,730. The City is currently experiencing a growth spurt in non-residential development, but at the same time is faced with large capital improvements in the sewer funds and potential capital improvements for the fire, police and administrative departments. The impact fees have generated over \$1.14 million dollars since FY2007 to help ease the burden of new development.

**STAFF RECOMMENDATION:** Pass Resolution No. 2015-\_\_\_\_ to reinstate the impact fees to 100% of the calculated amount.

**SUGGESTED MOTION:** *I move to approve Resolution No. 2015-\_\_\_\_ to reinstate the impact fees to 100% of the calculated amount effective July 1, 2015.*

**ATTACHMENTS:** Percentage Report for Residential & Commercial Impact Fees  
Resolution No. 2015 - \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION SETTING IMPACT FEE COLLECTION LEVELS

WHEREAS, the City Council of the City of Polson, has adopted Ordinance 663, providing for the collection of impact fees together with administration and service charges; and,

WHEREAS, pursuant to paragraph 6.9 (c) of Ordinance 663, the City Council reserved the right to adjust by separate resolution, from time to time, the actual percentage of impact fee to be imposed; and

WHEREAS, the Council desires to adjust the impact fees to be imposed under Ordinance 663; and,

WHEREAS, the Council desires that this Resolution take effect as of July 1, 2015:

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF POLSON, MONTANA:**

1. The Building and Planning Department is instructed to impose and collect one hundred percent (100%) of the full impact fees assessable under Ordinance 663 found at Paragraph 6.9 therefore, net of any credits due the Applicant. If credits exceed the impact fee under this assessment, then no impact fee shall be due. A review of the formula will be conducted in the future to review residential rates.
2. Only Building permits that have been actually applied for or issued will be allowed to pay the 100% fee.
3. The five percent Administration Fee provided at 6.10 ( c ) of Ordinance 663 shall be assessed against the total amount of Impact Fee resulting from implementation of this Resolution.
4. This Resolution shall be effective as of July 1, 2015.
5. All Resolutions or part of resolutions in conflict herewith are hereby amended to the extent of any such conflict.

**PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_ 2015.**

\_\_\_\_\_  
Mayor, Heather Knutson

ATTEST:

\_\_\_\_\_  
Cora E. Pritt, City Clerk

**City of Polson**  
**Residential Impact Fees at Various Percentage Points**  
**Prepared by: Cindy M Dooley CPA, Finance Officer**

Residential Detached Housing

	100%	90%	80%	70%	60%	50%	40%	30%	20%	10%
Fire	\$ 971.00	\$ 873.90	\$ 776.80	\$ 679.70	\$ 582.60	\$ 485.50	\$ 388.40	\$ 291.30	\$ 194.20	\$ 97.10
Parks	1,020.00	918.00	816.00	714.00	612.00	510.00	408.00	306.00	204.00	102.00
Water	3,310.00	2,979.00	2,648.00	2,317.00	1,986.00	1,655.00	1,324.00	993.00	662.00	331.00
Sewer	1,531.00	1,377.90	1,224.80	1,071.70	918.60	765.50	612.40	459.30	306.20	153.10
Administrative Fee	341.60	307.44	273.28	239.12	204.96	170.80	136.64	102.48	68.32	34.16
<b>Total Impact Fees</b>	<b>\$ 7,173.60</b>	<b>\$ 6,456.24</b>	<b>\$ 5,738.88</b>	<b>\$ 5,021.52</b>	<b>\$ 4,304.16</b>	<b>\$ 3,586.80</b>	<b>\$ 2,869.44</b>	<b>\$ 2,152.08</b>	<b>\$ 1,434.72</b>	<b>\$ 717.36</b>

Residential Attached Housing per Dwelling Unit

	100%	90%	80%	70%	60%	50%	40%	30%	20%	10%
Fire	\$ 768.00	\$ 691.20	\$ 614.40	\$ 537.60	\$ 460.80	\$ 384.00	\$ 307.20	\$ 230.40	\$ 153.60	\$ 76.80
Parks	806.00	725.40	644.80	564.20	483.60	403.00	322.40	241.80	161.20	80.60
Water	2,617.00	2,355.30	2,093.60	1,831.90	1,570.20	1,308.50	1,046.80	785.10	523.40	261.70
Sewer	1,210.00	1,089.00	968.00	847.00	726.00	605.00	484.00	363.00	242.00	121.00
Administrative Fee	270.05	243.05	216.04	189.04	162.03	135.03	108.02	81.02	54.01	27.01
<b>Total Impact Fees</b>	<b>\$ 5,671.05</b>	<b>\$ 5,103.95</b>	<b>\$ 4,536.84</b>	<b>\$ 3,969.74</b>	<b>\$ 3,402.63</b>	<b>\$ 2,835.53</b>	<b>\$ 2,268.42</b>	<b>\$ 1,701.32</b>	<b>\$ 1,134.21</b>	<b>\$ 567.11</b>

City of Polson  
Commercial Impact Fees at Various Percentage Points  
Based on Valley Glass Building Permit with 3/4" meter  
Prepared by: Cindy M Dooley CPA, Finance Officer

Commercial Retail Building

	100%	90%	80%	70%	60%	50%	40%	30%	20%	10%
Fire	\$ 13,151.58	\$ 11,836.42	\$ 10,521.26	\$ 9,206.11	\$ 7,890.95	\$ 6,575.79	\$ 5,260.63	\$ 3,945.47	\$ 2,630.32	\$ 1,315.16
Parks	-	-	-	-	-	-	-	-	-	-
Water	3,313.00	2,981.70	2,650.40	2,319.10	1,987.80	1,656.50	1,325.20	993.90	662.60	331.30
Sewer	1,533.00	1,379.70	1,226.40	1,073.10	919.80	766.50	613.20	459.90	306.60	153.30
Administrative Fee	899.88	809.89	719.90	629.92	539.93	449.94	359.95	269.96	179.98	89.99
<b>Total Impact Fees</b>	<b>\$ 18,897.46</b>	<b>\$ 17,007.71</b>	<b>\$ 15,117.97</b>	<b>\$ 13,228.22</b>	<b>\$ 11,338.48</b>	<b>\$ 9,448.73</b>	<b>\$ 7,558.98</b>	<b>\$ 5,669.24</b>	<b>\$ 3,779.49</b>	<b>\$ 1,889.75</b>

# CITY OF POLSON

## CITY COMMISSION AGENDA ITEM SUMMARY

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Agenda Item Number: 9  
Subject: Approve Emergency Ordinance to adopt closure hours for City parks  
Meeting Date: June 1, 2015  
Staff Contact: City Manager Mark Shrives

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**AGENDA ITEM SUMMARY:** This Agenda Item requests approval of an Emergency Ordinance to adopt closure hours for City parks.

**BACKGROUND:** It has been assumed for several years that an ordinance existed establishing hours for City parks. It recently came to the City's attention that in fact no such ordinance exists establishing park hours. When the issue came to light and was researched by the Chief of Police, the Parks Superintendent and the City Attorney, an ordinance could not be found.

**ANALYSIS:** With the summer soon upon us, it is important to have an ordinance in place that will allow the police department to have the ability to properly enforce park hours. Adopting this ordinance as an emergency, will allow it to take effect immediately.

As a part of the codification process, other park related items were and are being considered, but it is important to move forward with this ordinance now. The Chief of Police and the Parks Superintendent have recommended the closure hours to be between 11:00 PM and 5:00 AM which will allow for later summer use of the park, particularly with the new lights at Sacajawea Park and to allow early morning walkers and fisherman to be in the park earlier in the morning.

**FINANCIAL CONSIDERATIONS:** None

**STAFF RECOMMENDATION:** Adopt Emergency Ordinance

**SUGGESTED MOTION:** *I MOVE TO APPROVE AN EMERGENCY ORDINANCE TO ADOPT CLOSURE HOURS FOR CITY PARKS*

**ATTACHMENTS:**

1. Emergency Ordinance to adopt closure hours for City parks

Ordinance No. \_\_\_\_\_

**EMERGENCY ORDINANCE AND ORDINANCE TO  
ADOPT CLOSURE HOURS FOR CITY PARKS**

**WHEREAS**, the City of Polson finds that it is necessary to set certain hours that the city parks are closed to occupation in order to effectively manage such parks;

**WHEREAS**, the City has previously set these hours in the discretion of the Parks Superintendent and the City Commission wishes to enforce such hours by the force of a City Ordinance;

**WHEREAS**, the need for immediate action is necessary as the parks are currently facing additional summer usage that would adversely impact the park maintenance and preservation of its properties;

**WHEREAS**, the Commission seeks to adopt this ordinances as quickly as possible and to that end hears this matter as an emergency measure and its first reading for permanent adoption;

**WHEREAS**, it appears in the best public interest that the Polson City Commission adopt the hours of operation for park premises as stated herein;

**NOW, THEREFORE, BE IT ORDAINED**, that the City of Polson adopts the following ordinance:

**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 superintendent of parks and recreation. Notice of closing shall be posted in a conspicuous manner.
- C. *Night closure.*

Summer Months: May 1 – September 30

No person, without written permission of the superintendent of parks and recreation, shall be physically present within the boundaries of any park between the hours of 11:00 p.m. and 5:00 a.m. except in designated camping areas.

Winter Months: October 1-- April 30

No person, without written permission of the superintendent of parks and recreation, shall be physically present within the boundaries of any park between the hours of 8:00 p.m. and 6:00 a.m. except in designated camping areas.

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

**BE IT FURTHER ORDAINED** that this ordinance is enacted as an emergency measure and that such ordinance is also to be enacted as a permanent ordinance of the City of Polson. Upon the effective date of the permanent ordinance, the emergency ordinance shall expire forthwith.

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

Emergency Effective Date: \_\_\_\_\_

First Reading: \_\_\_ ayes \_\_\_ nays \_\_\_ abstentions

Second Reading: \_\_\_ ayes \_\_\_ nays \_\_\_ abstentions

Effective Date: \_\_\_\_\_

\_\_\_\_\_  
Heather Knutson, Mayor

Attest:

\_\_\_\_\_  
Cora E. Pritt, Clerk

Approved as to form and content:

\_\_\_\_\_  
M. Richard Gebhardt, City Attorney

# CITY OF POLSON

## CITY COMMISSION AGENDA ITEM SUMMARY

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Agenda Item Number: 10 (MOTION REQUESTED)

Meeting Date: June 1, 2015

Staff Contact: Tony Porrazzo/Mark Shrives

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**AGENDA ITEM SUMMARY:** Establishment of Apparent Low Bidder and recommend award of Base Bid for the City of Polson Public Water Supply Well No. 8 Project to O'Keefe Drilling Company of Butte, Montana.

**BACKGROUND:** The Polson Public Water Supply Well No. 8 project consists of two separate schedules. Schedule 1 includes drilling a 6-inch diameter test well to evaluate the production potential and water-quality of the underlying aquifer. After determining the aquifer is capable of providing in access of 250 gpm and suitable water quality, the contactor will proceed to Schedule 2 that consists of drilling and constructing a 10-inch production well in accordance with Montana Department of Environmental Quality requirements. The project is funded in part by a Treasure State Endowment Program (TSEP) grant in combination with funding from the City Water Reserve Fund.

Two local well drillers, Ace Well Drilling and All-West Well Drilling, and O'Keefe Drilling Company of Butte obtained copies of the bid documents and attended the pre-bid conference on April 16, 2015. Only one company submitted a bid by the date of the public opening of April 24, 2015. O'Keefe's bid is compared per bid item with the engineer's estimated cost and is summarized in the attached bid tabulation.

The apparent Low Bidder is O'Keefe Drilling Company

Low Bid amount is:

- O'Keefe's Bid = \$89,810.00
- Engineer's Estimate = \$86,770.00
  
- Difference \$ 3,040.00 or 3.5 percent difference

O'Keefe Drilling Company is not debarred from working on federal contracts.

Award recommendation conditional upon the following:

- Contractor satisfies all necessary insurance, bonding, solvency and capacity requirements
- Contractor satisfies the necessary DBE solicitation requirements. (O'Keefe has been contacted to complete this element)
- Funding agency approval
- Acquisition of any necessary tribal permits

**ANALYSIS:** *ONCE THE CITY COUNCIL APPROVES THE AWARD OF BID, IT MUST ALSO BE APPROVED BY THE FUNDING AGENCY AND WILL BE FINELIZED AFTER ALL NECCASSARY BACKGROUND CHECKS ARE MADE.*

**FINANCIAL CONSIDERATIONS:** Award of the Contract to O'Keefe Drilling Company obligates the City to pay only the unit rates for materials actually used on this project.

**STAFF RECOMMENDATION:** To award the Polson Public Water Supply Well No. 8 project to O'Keefe Drilling Company.

**SUGGESTED MOTION:** I move to award the bid for the Polson Public Water Supply Well No. 8 project to the apparent low bidder, O'Keefe Drilling Company in an amount of \$89,810.00, pending final approval of funding agencies and completion of reference checks and to authorize the City Manager to execute all necessary contracts.

**ATTACHMENTS:**

- Certified Bid Tabulations - Attached

**BID TABULATION: May 5, 2015**

**POLSON PUBLIC WATER SUPPLY WELL NO. 8**

Bid Item	Qty	Units	Description	Engineer's Estimate		O'Keefe Bid	
				Unit Price	Total Cost	Unit Price	Total Cost
<b>SCHEDULE 1</b>							
101	1	Lump Sum	Mobilization/Demobilization (max 4% Shedule 1)	\$ 6,500.00	\$ 6,500.00	\$ 400.00	\$ 400.00
102	250	L.F.	Drill borehole for 6-inch test well casing	\$ 30.00	\$ 7,500.00	\$ 24.00	\$ 6,000.00
103	250	L.F.	Furnish, install, temporary 6-inch steel casing for test well	\$ 21.00	\$ 5,250.00	\$ 12.00	\$ 3,000.00
104	1	Lump Sum	Removal and <u>Credit</u> for 6-inch steel casing	\$ (4,000.00)	\$ (4,000.00)	\$ 6.00	\$ 6.00
105	1	Lump Sum	Optional Test Well disinfection and steel cap (at the discretion of City)	\$ 1,375.00	\$ 1,375.00	\$ 900.00	\$ 900.00
				<b>SCHEDULE 1 TOTAL</b>			<b>\$ 10,306.00</b>
<b>SCHEDULE 2</b>							
106	38	L.F.	Drill borehole for 14-inch surface casing	\$ 160.00	\$ 6,080.00	\$ 165.00	\$ 6,270.00
107	38	L.F.	Furnish & install temporary 14-inch surface casing	\$ 75.00	\$ 2,850.00	\$ 74.00	\$ 2,812.00
108	212	L.F.	Drill borehole for 10-inch permanent well casing	\$ 70.00	\$ 14,840.00	\$ 72.00	\$ 15,264.00
109	250	L.F.	Furnish & install 10-inch diameter steel well casing	\$ 34.00	\$ 8,500.00	\$ 39.00	\$ 9,750.00
110	20	L.F.	Furnish & install 10-inch telescoping stainless steel well screen with 10-feet of tightwind overlap	\$ 178.00	\$ 3,560.00	\$ 183.00	\$ 3,660.00
111	32	Hours	Well development with drill rig	\$ 375.00	\$ 12,000.00	\$ 375.00	\$ 12,000.00
112	16	Sacks	Provide & install cement grout seal	\$ 140.00	\$ 2,240.00	\$ 140.00	\$ 2,240.00
113	1	Lump Sum	Furnish & install test pump rated for 500 gpm at 250 ft.	\$ 12,000.00	\$ 12,000.00	\$ 19,058.00	\$ 19,058.00
114	1	Lump Sum	Furnish & install temporary 6-inch discharge pipe	\$ 2,300.00	\$ 2,300.00	\$ 1,750.00	\$ 1,750.00
115	1	Lump Sum	Furnish & install, flowmeter, gate valve, misc. pipe & fittings	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
116	1	Lump Sum	Well plumbness & alignment test	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
117	1	Lump Sum	Well video inspection	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
118	1	Lump Sum	Well disinfection and steel cap	\$ 1,375.00	\$ 1,375.00	\$ 2,300.00	\$ 2,300.00
				<b>SCHEDULE 2 TOTAL</b>			<b>\$ 79,504.00</b>
				<b>TOTAL BID (SHEDULE 1 + 2)</b>			<b>\$ 89,810.00</b>

**CITY OF POLSON  
CITY COMMISSION AGENDA ITEM SUMMARY**

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Agenda Item Number: 12  
Subject: Approve Resolution to Adopt fee for Storm Water Utility System  
Meeting Date: June 1, 2015  
Staff Contact: City Manager Mark Shrives

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**AGENDA ITEM SUMMARY:** This Agenda Item requests City Commission approval of a resolution adopting a fee for the storm water utility system.

**BACKGROUND:** The City has previously established a storm water utility fee.

**ANALYSIS:** With the re-codification of the ordinances relating to the storm water utility system and with amendments to the same to provide that fees for the support of the system will be set by resolution in the City of Polson Schedule of Fees, this resolution re-establishes the current fee in place for the storm water system.

**FINANCIAL CONSIDERATIONS:** None. Fee has not changed from previous fee being charged

**STAFF RECOMMENDATION:** Approve Resolution Adopting a fee for the storm water utility system

**SUGGESTED MOTION:** *I MOVE TO APPROVE A RESOLUTION TO ADOPT A MONTHLY SERVICE AND SUPPORT FEE OF \$4.00 FOR THE STORM WATER UTILITY SYSTEM.*

**ATTACHMENTS:**

1. Resolution to adopt a fee for Storm water utility system

Resolution No.: RES# \_\_\_\_\_

**A RESOLUTION TO ADOPT FEE FOR STORM WATER UTILITY SYSTEM**

**WHEREAS**, the City of Polson has previously provided for the assessment of a monthly fee for the support and development of storm water utility system for the City of Polson;

**WHEREAS**, the City Commission has re-codified the ordinances relating to the storm water utility system and has amended the same to provide that fees for the support of the system will be set by resolution in the City of Polson Schedule of Fees;

**WHEREAS**, it appears in the best interests of the citizens of Polson, that reasonable and adequate fees be required for support of the storm water utility system and that it is unnecessary at this time to change the fees currently being levied for the system.

**NOW THEREFORE BE IT RESOLVED BY THE CITY OF POLSON**, that the following fee schedule for the storm water utility system within the City be adopted:

Monthly Service and Support Fee     \$4.00

All Resolutions or part of resolutions in conflict herewith are hereby amended to the extent of any such conflict.

The clerk is hereby instructed to place this Resolution in the Book of Resolutions and the City of Polson Schedule of Fees.

Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstentions \_\_\_\_\_

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_ 2015.

**EFFECTIVE DATE:** \_\_\_\_\_

\_\_\_\_\_  
Heather Knutson, Mayor

ATTEST:

\_\_\_\_\_  
Cora E. Pritt, City Clerk

**CITY OF POLSON  
CITY COMMISSION AGENDA ITEM SUMMARY**

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Agenda Item Number: 13  
Subject: Approve Resolution Adopting the State Procurement Policy  
Meeting Date: June 1, 2015  
Staff Contact: City Manager Mark Shrives

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**AGENDA ITEM SUMMARY:** This Agenda Item requests City Commission approval of a resolution adopting the State procurement Policy.

**BACKGROUND:** While reviewing the upcoming procurement of new golf carts for the Polson Bay Golf Course, I wanted to take advantage of the state of Montana procurement process in order to streamline our own process.

**ANALYSIS:** The adoption of the state procurement law and rules is required in order to take advantage of the states streamlined process.

**FINANCIAL CONSIDERATIONS:** None

**STAFF RECOMMENDATION:** Approve Resolution Adopting the State Procurement Policy

**SUGGESTED MOTION:** *I MOVE TO APPROVE A RESOLUTION ADOPTING STATE PROCUREMENT POLICY EMERGENCY ORDINANCE TO ADOPT CLOSURE HOURS FOR CITY PARKS*

**ATTACHMENTS:**

1. Resolution Adopting the State Procurement Policy

**RESOLUTION NO. Res-\_\_\_\_\_**

**A RESOLUTION ADOPTING STATE PROCUREMENT POLICY**

**WHEREAS**, the City Commission of the City of Polson, has determined that it is in the best interests of the City to secure, supplies, equipment, vehicles, services and other items in accordance with the guidelines set forth by the State of Montana;

**WHEREAS**, the City Commission wishes to simplify, clarify, and modernize the law governing procurement by the City;

**WHEREAS**, the City Commission wants to continue development of procurement policies and practices;

**WHEREAS**, the City Commission seeks to provide for increased public confidence in the procedures followed in public procurement;

**WHEREAS**, the City Commission wants to ensure the fair and equitable treatment of all persons who deal with the procurement system of the City;

**WHEREAS**, the City Commission wants to provide and foster effective, broad-based competition within the free enterprise system;

**WHEREAS**, it appears in the best public interest that the City adopt the State law and its regulations for the purchase of goods and services and as allowed at Section 18-4-124, MCA;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF POLSON, MONTANA:**

1. The City hereby adopts the provisions of State of Montana law at Sections 18-4-121, MCA and the regulations promulgated therefor in the procurement of supplies and services.
2. This Resolution shall be effective June 1, 2015.
3. All Resolutions or part of resolutions in conflict herewith are hereby amended to the extent of any such conflict.

Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstentions \_\_\_\_\_

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_ 2015.

\_\_\_\_\_  
Heather Knutson, Mayor

ATTEST:

\_\_\_\_\_  
Cora E. Pritt, City Clerk