

# CITY OF POLSON COMMISSION MEETING AGENDA

**COMMISSION CHAMBERS**

**October 5, 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. September 17-30, 2015 claims

b. City Commission Continuance Preliminary Budget Public Hearing Meeting Minutes

September 21, 2015

c. City Commission Meeting Minutes September 21, 2015

**6. CITY MANAGER COMMENTS**

City Manager Mark Shrives

**NEW BUSINESS**

**7. APPROVE CITY MANAGER MARK SHRIVES EMPLOYMENT AGREEMENT**

Mayor Heather Knutson

**8. APPROVE THE FY 2015-2016 SEASON GOLF PASS PRICES**

City Manager Mark Shrives

**9. APPROVE THE CITY MANAGER TO SIGN AGREEMENT WITH POLSON RURAL FIRE DEPARTMENT FOR DISPERSING AND CONTINUED USE OF JOINTLY OWNED ASSETS.**

City Manager Mark Shrives, Fire Chief Clint Cottle

**10. WALMART FINAL SUBDIVISION PACKAGE PRELIMINARY REVIEW**

Planner Kyle Roberts

**11 ADJOURN**

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

10/01/15  
10:05:07

City of Polson  
Claim Details by Fund, Account  
For the Accounting Period: 9/15

Page: 1 of 7  
Report ID: AP100Z

For doc #s from 122077 to 122187

5a.

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
1000 General All-Purpose Fund	321072 Admin/Impact Fee	4942 DAVID TEMPLETON	ADMN-REFUND ADMIN FE	170.80
1000 General All-Purpose Fund	341080 Subdivision Review Fee	3891 LANDMARK SURVEYING	PLANNING-LAND SURVEY	113.10
1000 General All-Purpose Fund	410200 Executive Services	000317 MONTANA LEAGUE OF CITIES	EXECUTIVE-H.KNUTSON	150.00
1000 General All-Purpose Fund	410200 Executive Services	4895 8x8, INC.	EXECUTIVE-TELEPHONE	34.81
1000 General All-Purpose Fund	410360 Municipal Court	4895 8x8, INC.	COURT-TELEPHONE SERV	29.32
1000 General All-Purpose Fund	410360 Municipal Court	4895 8x8, INC.	COURT-SHARED TELEPHO	32.82
1000 General All-Purpose Fund	410360 Municipal Court	2031 DENNIS DEVRIES	COURT-DD TRAVEL MEAL	115.00
1000 General All-Purpose Fund	410360 Municipal Court	3848 MONTANA LEGISLATIVE	COURT-2015 MCA FULL	350.00
1000 General All-Purpose Fund	410360 Municipal Court	000010 CENTURYLINK	COURT-SHARED FAX	20.85
1000 General All-Purpose Fund	410360 Municipal Court	4920 OFFICE DEPOT, INC	COURT-SHARED OFFICE	7.50
1000 General All-Purpose Fund	410400 Administrative Services	4895 8x8, INC.	ADMIN-TELEPHONE SERV	66.63
1000 General All-Purpose Fund	410400 Administrative Services	4605 THIRD EYE TECHNOLOGIES,	ADMIN-WORK ON C.M. E	62.50
1000 General All-Purpose Fund	410500 Financial Services	4895 8x8, INC.	FINANCE-TELEPHONE SE	58.64
1000 General All-Purpose Fund	410500 Financial Services	000150 PETTY CASH FUND	FINANCE-MISC PURCHAS	31.19
1000 General All-Purpose Fund	410500 Financial Services	000150 PETTY CASH FUND	CASH OVRAGE	-0.40
1000 General All-Purpose Fund	410500 Financial Services	3025 FIRST BANKCARD	FINANCE-CREDIT CARD	1.87
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000080 FLATHEAD NEWSPAPER GROUP	FACILITIES-ANNUAL SU	38.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4895 8x8, INC.	FACILITIES-TELEPHONE	150.75
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000011 MISSION VALLEY POWER	FACILITIES-CITY HALL	238.25
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000011 MISSION VALLEY POWER	FACILITIES-FIRE HALL	143.40
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000011 MISSION VALLEY POWER	FACILITIES-HVAC SYST	189.64
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000010 CENTURYLINK	FACILITIES-FAX SERVI	38.60
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4920 OFFICE DEPOT, INC	FACILITIES-PAPER	107.96
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000150 PETTY CASH FUND	FACILITIES-MISC PURC	13.76
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	2943 CLICK HERE DESIGNS	FACILITIES-ADDT'L EM	10.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	2943 CLICK HERE DESIGNS	FACILITIES-ADDT'L EM	10.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	2943 CLICK HERE DESIGNS	FACILITIES-ADDT'L EM	10.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	2943 CLICK HERE DESIGNS	FACILITIES-WEB DOMAI	22.50
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4924 PITNEY BOWES	FACILITIES-SEALING S	102.46
1000 General All-Purpose Fund	420140 Crime Control and	3025 FIRST BANKCARD	POLICE-K-9 SUPPLIES	27.92
1000 General All-Purpose Fund	420140 Crime Control and	3025 FIRST BANKCARD	POLICE-K-9 SUPPLIES	41.49
1000 General All-Purpose Fund	420140 Crime Control and	4788 G. W., INC	POLICE-HOLSTER FOR M	95.85
1000 General All-Purpose Fund	420140 Crime Control and	3857 STANFORD POLICE &	POLICE-BOOTH UNIFORM	1,064.00
1000 General All-Purpose Fund	420140 Crime Control and	3857 STANFORD POLICE &	POLICE-UNIFORM GFROE	712.30
1000 General All-Purpose Fund	420140 Crime Control and	4895 8x8, INC.	POLICE-SHARED TELEPH	32.81
1000 General All-Purpose Fund	420140 Crime Control and	4895 8x8, INC.	POLICE-TELEPHONE SER	210.85
1000 General All-Purpose Fund	420140 Crime Control and	000011 MISSION VALLEY POWER	POLICE-STORAGE SHED	24.21
1000 General All-Purpose Fund	420140 Crime Control and	4605 THIRD EYE TECHNOLOGIES,	POLICE-REPLACE LAPTO	37.50
1000 General All-Purpose Fund	420140 Crime Control and	4605 THIRD EYE TECHNOLOGIES,	POLICE-MONITOR	80.00
1000 General All-Purpose Fund	420140 Crime Control and	2074 VERIZON WIRELESS	POLICE-CELL PHONE SE	348.36
1000 General All-Purpose Fund	420140 Crime Control and	000010 CENTURYLINK	POLICE-SHARED FAX	20.84
1000 General All-Purpose Fund	420140 Crime Control and	4920 OFFICE DEPOT, INC	POLICE-SHARED OFFICE	13.38
1000 General All-Purpose Fund	420140 Crime Control and	000150 PETTY CASH FUND	POLICE-MISC PURCHASE	11.63
1000 General All-Purpose Fund	420140 Crime Control and	4941 KENT D. BRUCE CO., LLC	POLICE-INNER EDGE XL	609.00
1000 General All-Purpose Fund	420140 Crime Control and	3848 MONTANA LEGISLATIVE	POLICE-2015 MCA FULL	350.00
1000 General All-Purpose Fund	420140 Crime Control and	000085 SOUTHSHORE VETERINARY	POLICE-ANIMAL IMPOUN	168.00
1000 General All-Purpose Fund	420400 Fire Protection and	000020 PROVIDENCE HEALTH &	FIRE-GEMBALA, P FF E	89.00
1000 General All-Purpose Fund	420400 Fire Protection and	4148 MUNICIPAL EMERGENCY	FIRE-GAGE, PRESS DUA	356.36
1000 General All-Purpose Fund	420400 Fire Protection and	4895 8x8, INC.	FIRE-TELEPHONE SERVI	29.32
1000 General All-Purpose Fund	420400 Fire Protection and	000010 CENTURYLINK	FIRE-FIREHALL TELEPH	41.58
1000 General All-Purpose Fund	420400 Fire Protection and	4920 OFFICE DEPOT, INC	FIRE-EXPO ERASER	7.79
1000 General All-Purpose Fund	420400 Fire Protection and	4920 OFFICE DEPOT, INC	FIRE-DRY ERASE BOARD	29.99

For doc #s from 122077 to 122187

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
1000 General All-Purpose Fund	420400 Fire Protection and	000150 PETTY CASH FUND	FIRE-MISC PURCHASES	4.96
1000 General All-Purpose Fund	420540 Land Use	4895 8x8, INC.	PLANNING-BALANCE OF	29.15
1000 General All-Purpose Fund	420540 Land Use	4895 8x8, INC.	PLANNING-TELEPHONE S	58.64
1000 General All-Purpose Fund	420540 Land Use	4383 BETH SMITH	PLANNING-BS TRAVEL M	55.00
1000 General All-Purpose Fund	420540 Land Use	4383 BETH SMITH	PLANNING-BS TRAVEL M	204.70
1000 General All-Purpose Fund	420540 Land Use	4939 KYLE ROBERTS	PLANNING-KR TRAVEL M	73.00
1000 General All-Purpose Fund	420540 Land Use	4835 SANDS SURVEYING, INC	PLANNING-CONTRACT PL	942.50
1000 General All-Purpose Fund	420540 Land Use	000150 PETTY CASH FUND	PLANNING-MISC PURCHA	97.12
1000 General All-Purpose Fund	420540 Land Use	4458 SHARI A. JOHNSON, PE	PLANNING-ATM SUP #15	120.69
1000 General All-Purpose Fund	420540 Land Use	4458 SHARI A. JOHNSON, PE	PLANNING-COMM CHURCH	241.37
1000 General All-Purpose Fund	420540 Land Use	4458 SHARI A. JOHNSON, PE	PLANNING-DIALYSIS ST	482.74
1000 General All-Purpose Fund	420540 Land Use	3025 FIRST BANKCARD	PLANNING-BS CLASS RE	99.00
1000 General All-Purpose Fund	420540 Land Use	3025 FIRST BANKCARD	PLANNING-KR CLASS RE	195.00
1000 General All-Purpose Fund	420540 Land Use	3025 FIRST BANKCARD	PLANNING-KR MAP MEMB	65.00
1000 General All-Purpose Fund	430240 Road and Street	000011 MISSION VALLEY POWER	STREETS-CITY SHOP	122.31
1000 General All-Purpose Fund	430240 Road and Street	000034 WESTERN BUILDING CENTER	STREETS-8OZ WHITE CH	1.79
1000 General All-Purpose Fund	430240 Road and Street	000034 WESTERN BUILDING CENTER	STREETS-ROUND FILES	11.96
1000 General All-Purpose Fund	430240 Road and Street	000034 WESTERN BUILDING CENTER	STREETS-RV ANTI-FREE	29.70
1000 General All-Purpose Fund	430240 Road and Street	000034 WESTERN BUILDING CENTER	STREETS-RV ANTI-FREE	14.85
1000 General All-Purpose Fund	430240 Road and Street	3025 FIRST BANKCARD	STREETS-EQUIP SUPPLI	69.99
1000 General All-Purpose Fund	460430 Parks	4895 8x8, INC.	PARKS-TELEPHONE SERV	58.64
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PARKS-CITY PARKS	334.57
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PARKS-KERR DAM/BB FI	2.08
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 WTR S	45.32
1000 General All-Purpose Fund	460430 Parks	000026 POLSON AUTO PARTS, INC.	PARKS-HIGH FRQ CHRGR	59.97
1000 General All-Purpose Fund	460430 Parks	000026 POLSON AUTO PARTS, INC.	PARKS-BAT CABLES, PRI	23.65
1000 General All-Purpose Fund	460430 Parks	000034 WESTERN BUILDING CENTER	PARKS-PRE-MIX CONCRE	10.42
1000 General All-Purpose Fund	460430 Parks	000034 WESTERN BUILDING CENTER	PARKS-VARIETY PRODUC	56.34
1000 General All-Purpose Fund	460430 Parks	000034 WESTERN BUILDING CENTER	PARKS-PATTERN WAND	11.49
Total for Fund:				10,253.15
2001 Fire Impact Fees	420400 Fire Protection and	4942 DAVID TEMPLETON	ADMN-REFUND FIRE IMP	485.50
Total for Fund:				485.50
2002 Parks Impact Fees	460430 Parks	4942 DAVID TEMPLETON	ADMN-REFUND PARK IMP	510.00
Total for Fund:				510.00
2020 Police Municipal Services	420140 Crime Control and	3025 FIRST BANKCARD	POLICE-FRIDG EVIDENC	764.99
2020 Police Municipal Services	420230 Care and Custody of	000552 LAKE COUNTY SHERIFF'S	POLICE-DETENTION	15.00
Total for Fund:				779.99
2211 Skate Park Fund	460430 Parks	4458 SHARI A. JOHNSON, PE	PARKS-SKATE PARK ENG	120.69
Total for Fund:				120.69
2310 Tax Increment District	470210 Administration	4458 SHARI A. JOHNSON, PE	PRA-SALISH PT PARKIN	120.69

For doc #s from 122077 to 122187

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
			Total for Fund:	120.69
2386 Street Permits Revenue	214500 Deposits payable -	4938 J & J EXCAVATING AND	STREETS-EXCAV PERMIT	880.00
2386 Street Permits Revenue	214500 Deposits payable -	4940 RICHARD & JOYCE NORMAN	STREETS-REFUND APP F	50.00
2386 Street Permits Revenue	214500 Deposits payable -	4940 RICHARD & JOYCE NORMAN	STREETS-REFUND SEWER	250.00
2386 Street Permits Revenue	214500 Deposits payable -	4940 RICHARD & JOYCE NORMAN	STREETS-REFUND ROAD	1,920.00
2386 Street Permits Revenue	214500 Deposits payable -	4940 RICHARD & JOYCE NORMAN	STREETS-REFUND ADMIN	108.50
2386 Street Permits Revenue	214500 Deposits payable -	4940 RICHARD & JOYCE NORMAN	STREETS-REFUND DEP F	1,920.00
			Total for Fund:	5,128.50
2394 Building Code Enforcement	420500 Protective Inspections	4895 8x8, INC.	BUILDING-TELEPHONE S	29.32
2394 Building Code Enforcement	420500 Protective Inspections	2074 VERIZON WIRELESS	BUILDING-CELL PHONE	32.41
			Total for Fund:	61.73
2395 Tree Fund	480150 Tree Conservation	4611 ALL TREE SERVICES, LLC	STREETS-TREE REMOVAL	2,790.00
			Total for Fund:	2,790.00
2401 Light Maintenance	430263 Street Lighting	000011 MISSION VALLEY POWER	FACILITIES-ST LGHT-0	1,366.61
			Total for Fund:	1,366.61
2402 Light Maintenance	430263 Street Lighting	000011 MISSION VALLEY POWER	FACILITIES-ST LGHT-0	754.40
			Total for Fund:	754.40
2810 Police Training Fund	420140 Crime Control and	001567 MONTANA BOARD OF CRIME	POLICE-WN CONF REGIS	100.00
			Total for Fund:	100.00
2820 Gas Apportionment Tax	430240 Road and Street	000026 POLSON AUTO PARTS, INC.	STREETS-HEAVY DUTY T	119.00
2820 Gas Apportionment Tax	430240 Road and Street	000026 POLSON AUTO PARTS, INC.	STREETS-QUALITY HTR	3.12
2820 Gas Apportionment Tax	430240 Road and Street	000046 BEACON TIRE CENTER	STREETS-TUBE	19.95
2820 Gas Apportionment Tax	430240 Road and Street	2367 ZUMAR INDUSTRIES, INC.	STREETS-SUPPLIES	33.86
			Total for Fund:	175.93
2943 RCDI/Growth Policy	420540 Land Use	4835 SANDS SURVEYING, INC	PLANNING-GROWTH POLC	525.00
			Total for Fund:	525.00
4530 TIFD City Dock & Walkpath	214600 Retainage Payable	4786 McCRUMB CONSTRUCTION,	FACILITIES-RELEASE R	3,100.83
4530 TIFD City Dock & Walkpath	470120 Construction	4786 McCRUMB CONSTRUCTION,	FACILITIES-FINAL PYM	6,188.39
4530 TIFD City Dock & Walkpath	470120 Construction	4786 McCRUMB CONSTRUCTION,	FACILITIES-1%CGR	-92.89
4530 TIFD City Dock & Walkpath	470120 Construction	4425 DEPARTMENT OF REVENUE	FACILITIES-1% CGR PI	92.89
			Total for Fund:	9,289.22
5010 Golf Fund	214600 Retainage Payable	4929 BJORN JOHNSON	GOLF PRO-RETAINAGE	-3,227.50

For doc #s from 122077 to 122187

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
5010 Golf Fund	214600 Retainage Payable	4929 BJORN JOHNSON	GOLF PRO-1% CGR	-613.22
5010 Golf Fund	460446 Golf Course -	3025 FIRST BANKCARD	GOLF MAINT-INK CARTR	56.48
5010 Golf Fund	460446 Golf Course -	4810 PACIFIC POWER GROUP	GOLF MAINT-OIL, CABLE	123.53
5010 Golf Fund	460446 Golf Course -	000048 MIDLAND IMPLEMENT CO.	GOLF MAINT-GLOW PLUG	47.77
5010 Golf Fund	460446 Golf Course -	4895 8x8, INC.	GOLF MAINT-TELEPHONE	29.32
5010 Golf Fund	460446 Golf Course -	000011 MISSION VALLEY POWER	GOLF MAINT-GOLF SHED	326.88
5010 Golf Fund	460446 Golf Course -	000011 MISSION VALLEY POWER	GOLF MAINT-25 HP PUM	16.68
5010 Golf Fund	460446 Golf Course -	000011 MISSION VALLEY POWER	GOLF MAINT-60 HP PUM	343.30
5010 Golf Fund	460446 Golf Course -	000011 MISSION VALLEY POWER	GOLF MAINT-155 HP PU	512.33
5010 Golf Fund	460446 Golf Course -	000011 MISSION VALLEY POWER	GOLF MAINT-BAYVIEW P	1,281.91
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GOLF MAINT-HYD FILTE	11.26
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GOLF MAINT-WELDING R	11.31
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GOLF MAINT-HOSE END,	33.58
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GOLF MAINT-OIL FILTE	8.86
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GOLF MAINT-VARIETY F	1,266.91
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GOLF MAINT-MM HX SKT	14.63
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GOLF MAINT-KIT	122.52
5010 Golf Fund	460446 Golf Course -	1864 CHS/MOUNTAIN WEST	GOLF MAINT-FUEL	581.59
5010 Golf Fund	460446 Golf Course -	1864 CHS/MOUNTAIN WEST	GOLF MAINT-FUEL	456.35
5010 Golf Fund	460446 Golf Course -	2074 VERIZON WIRELESS	GOLF MAINT-CELL PHON	209.37
5010 Golf Fund	460446 Golf Course -	2323 R & R PRODUCTS, INC.	GOLF MAINT-LAPPING C	234.03
5010 Golf Fund	460446 Golf Course -	000010 CENTURYLINK	GOLF MAINT-TELEPHONE	153.10
5010 Golf Fund	460446 Golf Course -	000644 CITY OF POLSON WATER	GOLF MAINT-COURSE RE	42.13
5010 Golf Fund	460446 Golf Course -	000644 CITY OF POLSON WATER	GOLF MAINT-COURSE RE	52.54
5010 Golf Fund	460446 Golf Course -	000644 CITY OF POLSON WATER	GOLF MAINT-COURSE RE	125.00
5010 Golf Fund	460446 Golf Course -	000644 CITY OF POLSON WATER	GOLF MAINT-COURSE RE	109.87
5010 Golf Fund	460447 Golf Course - Pro Shop	3025 FIRST BANKCARD	GOLF PRO-ADVERTISING	40.00
5010 Golf Fund	460447 Golf Course - Pro Shop	4895 8x8, INC.	GOLF PRO-TELEPHONE S	29.32
5010 Golf Fund	460447 Golf Course - Pro Shop	000011 MISSION VALLEY POWER	GOLF PRO-PRO SHOP/ST	206.35
5010 Golf Fund	460447 Golf Course - Pro Shop	000011 MISSION VALLEY POWER	GOLF REST-METER T102	435.79
5010 Golf Fund	460447 Golf Course - Pro Shop	000011 MISSION VALLEY POWER	GOLF PRO-CART STORAG	738.41
5010 Golf Fund	460447 Golf Course - Pro Shop	000010 CENTURYLINK	GOLF PRO-TELEPHONE S	163.23
5010 Golf Fund	460447 Golf Course - Pro Shop	000316 WALLACES GOLF SHOP	GOLF PRO-AUGUST CITY	2,644.22
5010 Golf Fund	460447 Golf Course - Pro Shop	001518 INSTY PRINTS	GOLF PRO-2016 CITY D	46.00
5010 Golf Fund	460447 Golf Course - Pro Shop	001518 INSTY PRINTS	GOLF PRO-2016 SEASON	77.61
5010 Golf Fund	460447 Golf Course - Pro Shop	4458 SHARI A. JOHNSON, PE	GOLF PRO-CART STORAG	2,051.65
5010 Golf Fund	460447 Golf Course - Pro Shop	000644 CITY OF POLSON WATER	GOLF PRO-PRO SHOP W/	306.30
5010 Golf Fund	460447 Golf Course - Pro Shop	4929 BJORN JOHNSON	GOLF PRO-GOLF CAR ST	64,550.00
5010 Golf Fund	460447 Golf Course - Pro Shop	4425 DEPARTMENT OF REVENUE	GOLF PRO-1% CGR GOLF	613.22
5010 Golf Fund	460448 Golf Course - Carts	1864 CHS/MOUNTAIN WEST	GOLF PRO-FUEL	214.57
5010 Golf Fund	460448 Golf Course - Carts	1864 CHS/MOUNTAIN WEST	GOLF PRO-FUEL	20.79
5010 Golf Fund	460450 Golf Course Restaurant	3427 ZIP BEVERAGE	GOLF REST-ASST BEER	53.20
5010 Golf Fund	460450 Golf Course Restaurant	3233 FOOD SERVICES OF AMERICA	GOLF REST-FOOD SUPPL	20.00
5010 Golf Fund	460450 Golf Course Restaurant	3233 FOOD SERVICES OF AMERICA	GOLF REST-FOOD SUPPL	146.78
5010 Golf Fund	460450 Golf Course Restaurant	3233 FOOD SERVICES OF AMERICA	GOLF REST-FOOD SUPPL	379.66
5010 Golf Fund	460460 G. C. Restaurant O & M	000010 CENTURYLINK	GOLF REST-TELEPHONE	124.44
5010 Golf Fund	460460 G. C. Restaurant O & M	4664 CHARTER COMMUNICATIONS	GOLF REST-INTERNET S	54.11
5010 Golf Fund	460460 G. C. Restaurant O & M	000644 CITY OF POLSON WATER	GOLF REST-RESTAURANT	306.30
Total for Fund:				75,552.48
5201 Water Impact Fees	430500 Water Utilities	4834 COUGAR RIDGE DEVELOPMENT	WATER-2ND & 3RD QTR	12,440.25

For doc #s from 122077 to 122187

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
5201 Water Impact Fees	430500 Water Utilities	4942 DAVID TEMPLETON	ADMN-REFUND WATER IM	1,655.00
			Total for Fund:	14,095.25
5210 Water Fund	430500 Water Utilities	4895 8x8, INC.	WATER-TELEPHONE SERV	50.78
5210 Water Fund	430500 Water Utilities	000620 ANTHONY G. PORRAZZO	WATER-AP TRAVEL MEAL	80.50
5210 Water Fund	430500 Water Utilities	4845 COLE DAVIS	WATER-CD TRAVEL MEAL	80.50
5210 Water Fund	430500 Water Utilities	3025 FIRST BANKCARD	WATER-CELL PHONE;CHA	53.92
5210 Water Fund	430530 Source of Supply and	000011 MISSION VALLEY POWER	WATER-WELLS, BOOSTER	3,689.72
5210 Water Fund	430530 Source of Supply and	000011 MISSION VALLEY POWER	WATER-RIVERSIDE REST	15.38
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-WELLS 6 & 7	1,283.04
5210 Water Fund	430550 Transmission and	3306 POLSON PROPANE	WATER-FUEL HWY 35 LO	76.93
5210 Water Fund	430550 Transmission and	4006 HD SUPPLY WATERWORKS,	WATELR-RESTOCK INVEN	2,640.60
5210 Water Fund	430550 Transmission and	000416 MONTANA RURAL WATER	WATER-ANNUAL MEMBERS	125.00
5210 Water Fund	430550 Transmission and	000026 POLSON AUTO PARTS, INC.	WATER-VARITY PRODUCT	19.39
5210 Water Fund	430550 Transmission and	000026 POLSON AUTO PARTS, INC.	WATER-EXTRACTOR KIT	14.99
5210 Water Fund	430550 Transmission and	000026 POLSON AUTO PARTS, INC.	WATER-STARTING FLUID	9.99
5210 Water Fund	430550 Transmission and	000010 CENTURYLINK	WATER-DSPNSR, WELL 6	216.45
5210 Water Fund	430550 Transmission and	4006 HD SUPPLY WATERWORKS,	WATER-RESTOCK INVENT	3,211.37
5210 Water Fund	430550 Transmission and	000034 WESTERN BUILDING CENTER	WATER-COUPPLINGS, GAL	37.74
5210 Water Fund	430550 Transmission and	000034 WESTERN BUILDING CENTER	WATER-WASP&HORNET SP	4.99
5210 Water Fund	430550 Transmission and	000034 WESTERN BUILDING CENTER	WATER-MISC PRODUCT	34.32
5210 Water Fund	430550 Transmission and	000034 WESTERN BUILDING CENTER	WATER-SCOR-BOARD	139.95
5210 Water Fund	430570 Customer Accounting and	1780 BLACK MOUNTAIN SOFTWARE,	WATER-MP-59 EMAIL BI	250.00
5210 Water Fund	430570 Customer Accounting and	4006 HD SUPPLY WATERWORKS,	WATER-METERS-SEPT	2,151.36
			Total for Fund:	14,199.06
5301 Sewer Impact Fees	430600 Sewer Utilities	4942 DAVID TEMPLETON	ADMN-REFUND SEWER IM	765.50
			Total for Fund:	765.50
5310 Sewer Fund	430600 Sewer Utilities	4895 8x8, INC.	SEWER-TELEPHONE SERV	50.78
5310 Sewer Fund	430600 Sewer Utilities	000620 ANTHONY G. PORRAZZO	SEWER-AP TRAVEL MEAL	80.50
5310 Sewer Fund	430600 Sewer Utilities	4845 COLE DAVIS	SEWER-CD TRAVEL MEAL	80.50
5310 Sewer Fund	430600 Sewer Utilities	3025 FIRST BANKCARD	SEWER-CELL PHONE;CHA	53.92
5310 Sewer Fund	430630 Collection and	000416 MONTANA RURAL WATER	SEWER-ANNUAL MEMBERS	125.00
5310 Sewer Fund	430630 Collection and	000011 MISSION VALLEY POWER	SEWER-PUMP/LIFT STAT	3,011.72
5310 Sewer Fund	430630 Collection and	000026 POLSON AUTO PARTS, INC.	SEWER-VARIETY PRODUC	80.79
5310 Sewer Fund	430630 Collection and	000026 POLSON AUTO PARTS, INC.	SEWER-SAFETY GLOVES	25.98
5310 Sewer Fund	430630 Collection and	000026 POLSON AUTO PARTS, INC.	SEWER-VARIETY PRODUC	26.39
5310 Sewer Fund	430630 Collection and	000026 POLSON AUTO PARTS, INC.	SEWER-BLK NITRILE GL	95.28
5310 Sewer Fund	430630 Collection and	000026 POLSON AUTO PARTS, INC.	SEWER-EAR PLUGS, COR	74.76
5310 Sewer Fund	430630 Collection and	000010 CENTURYLINK	SEWER-LAGOON LAB PHO	106.89
5310 Sewer Fund	430630 Collection and	000010 CENTURYLINK	SEWER-LAGOON SHOP PH	189.54
5310 Sewer Fund	430630 Collection and	4458 SHARI A. JOHNSON, PE	SEWER-SWR REPLACE BL	482.74
5310 Sewer Fund	430630 Collection and	4458 SHARI A. JOHNSON, PE	SEWER-SEWER BACKUPS	603.43
5310 Sewer Fund	430630 Collection and	000046 BEACON TIRE CENTER	SEWER-TIRE REPAIR	30.00
5310 Sewer Fund	430640 Treatment and Disposal	000150 PETTY CASH FUND	SEWER-MAIL PROJ 101	7.70
5310 Sewer Fund	430670 Customer Accounting and	1780 BLACK MOUNTAIN SOFTWARE,	SEWER-MP-59 EMAIL BI	250.00
5310 Sewer Fund	430670 Customer Accounting and	000150 PETTY CASH FUND	SEWER-MISC PURCHASE	20.35

10/01/15  
10:05:08

City of Polson  
Claim Details by Fund, Account  
For the Accounting Period: 9/15

Page: 6 of 7  
Report ID: AP100Z

For doc #s from 122077 to 122187

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
5310 Sewer Fund	430670 Customer Accounting and	4006 HD SUPPLY WATERWORKS,	SEWER-METERS SEPT	2,151.36
			Total for Fund:	7,547.63
			Total:	144,621.33

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Fund/Account	Amount
1000 General All-Purpose Fund	
101000	\$10,253.15
2001 Fire Impact Fees	
101000	\$485.50
2002 Parks Impact Fees	
101000	\$510.00
2020 Police Municipal Services Levy	
101000	\$779.99
2211 Skate Park Fund	
101000	\$120.69
2310 Tax Increment District	
101000	\$120.69
2386 Street Permits Revenue	
101000	\$5,128.50
2394 Building Code Enforcement	
101000	\$61.73
2395 Tree Fund	
101000	\$2,790.00
2401 Light Maintenance District #19	
101000	\$1,366.61
2402 Light Maintenance District #20	
101000	\$754.40
2810 Police Training Fund	
101000	\$100.00
2820 Gas Apportionment Tax Fund	
101000	\$175.93
2943 RCDI/Growth Policy	
101000	\$525.00
4530 TIFD City Dock & Walkpath project	
101000	\$9,289.22
5010 Golf Fund	
101000	\$75,552.48
5201 Water Impact Fees	
101000	\$1,655.00
102250	\$12,440.25
5210 Water Fund	
101000	\$14,199.06
5301 Sewer Impact Fees	
101000	\$765.50
5310 Sewer Fund	
101000	\$7,547.63
Total:	\$144,621.33

56.

# CITY OF POLSON COMMISSION CONTINUANCE PRELIMINARY BUDGET PUBLIC HEARING MEETING

Commission Chambers

September 21, 2015

6:30 p.m.

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

**ABSENT:** Commissioners Campbell and Turner

**OTHERS PRESENT** (who voluntarily signed in): Peter Daniels, Bonnie Manicke, and Lee Manicke

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

**APPROVAL OF PROPOSED AGENDA (00:47) - 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 (01:16)-Peter Daniels-** commented on the Polson Landing affordable housing project. Mr. Daniels stated that we don't need is a group of investors inspired by profits. City Hall is searching for revenue so why give away potential revenue. This project is a mistake to consider. If such a project were to be built in Mission Bay or Skyline, it would drop the property values in the immediate areas.

**Mayor Knutson re-opened the Public Hearing. (04:38)**

City Manager Shrives asked City Finance Officer Cindy Dooley to present the updated changes to the Fiscal Year 2016 Preliminary Budget. Kalispell Regional Medical Center was added to the taxable value. This changed the newly taxable. Red Lion and Walgreens were both excluded. City Finance Officer Cindy Dooley reported on the following updated changes: The mills went from 139.51 down to 139.04 due to the changes in the newly taxable value. Existing tax payers will pay a little bit less. The fund balance is now over 16.67 due to the new taxable value and the decrease in the salary reserve. The Cash Reserve is at 16.78% for the General Fund. COLA (Cost of Living Allowance) has now been put into the budget. The Revenue Budget Report increased \$8,049.00 for General Fund. Page 3: Permissive Levy Fund was decrease to \$96,000.00. Page 4: change in taxes allowed an increase in the Police Municipal Service Levy \$1,742.00. Page 8: TIF District was too high. There was a decrease of \$43,000.00. Page 9: An additional \$913.00 was added to the Permissive Medical taxes. Interest revenue was added to the Drug Forfeiture Fund. Page 14: added interest earnings for the Police Donation Fund, \$10.00. Page 18: Streetscape Debt Service Bond Principal \$70,000.00 added penalty and interest estimated at \$500.00. A total change amount of \$33,536.00. Expenditure Budget: page 7: Salary Reserve deducted \$11,702.00. Page 18: Fund 3542 principle payment \$50,000.00 interest \$21,000.00 for a total of \$71,000.00. Page 24: GIS (Geographical Information System) an increase of \$1,000.00 for GIS certification classes for Forrest Neimeyer in Water and also in Sewer (page 27) for a total of \$2,000.00. Printed amounts result in the amount of \$ -9,618.00, plus the \$71,000.00. Net Increase Total is \$61,382.00 The Final Budget will be presented during the regular Commission meeting later this evening.

Public Comment: **Bonnie Manicke**, Ward II, commented that she presumed the budget remains the same as the previous budget submitted for administration charges from the Enterprise Funds. The Water/Sewer administrative charges seen to be excessive in comparison to the Golf Fund. Mayor Knutson commented that yes, the charges are the same. Bonnie also commented about the Golf Fund contribution of \$30,000.00 annually. This amount needs to be the same as the Water/Sewer.

**Mayor Knutson closed the Public Hearing (24:50)**

**Adjourn. (24:54) Commissioner Donovan motion to adjourn. Commissioner Erickson second.**  
Commission discussion: none Public Comment: none **VOTE: Unanimous Motion carried.**

**ADJOURN: 6:55 p.m.**

\_\_\_\_\_

**Heather Knutson, Mayor**

**ATTEST:** \_\_\_\_\_

**Cora E. Pritt, City Clerk**

# CITY OF POLSON COMMISSION MEETING

5c.

Commission Chambers

September 21, 2015

7:00 p.m.

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

**ABSENT:** Commissioners Campbell, Turner

**OTHERS PRESENT** (who voluntarily signed in): Kara Bishop, Pete Bishop, Alex Burkhalter, Trip Burns, R. Jack Clapp, Elsa Duford, Leanna Fillmer, Una Rose Graham, Tim Howard Sr., Scott Kiser, Jack Konitz, Mike Lies, Bonnie Manicke, Fred Nelson, Jerry Peterson, Tony Porrazzo, Stephen Stanley, Jeff Walla.

**CALL TO ORDER: (00:05)** Mayor Knutson called the meeting to order. The Pledge of Allegiance was recited. Roll call was taken.

**APPROVAL OF PROPOSED AGENDA (01:00) - Commissioner Southerland motion to approve the proposed agenda. Commissioner Erickson second.** City Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

**PUBLIC COMMENT ON SIGNIFICANT MATTERS TO THE PUBLIC NOT ON THE AGENDA (01:32)-Bob Martin**-Mission Bay Road Committee thanked the City of Polson and the City Streets Department for their assistance with the Hawk Dr. repair. The Mission Bay Home Owners Association purchased the materials and the City provided the labor. The repairs and chip sealing were completed in a professional and timely manner. Mr. Martin did request that the City enforce the weight limit on that road so that the repairs might last longer. Commissioner Siler recognized Mr. Doug Wold and the boy scouts that were present. The scouts are working toward a Community Merit badge. One requirement was that the scouts attend a Commission meeting. The scouts are; Ethan McCauley, Brogan Nice, Michael Smith, and Trey Wyman.

**CONSENT AGENDA (05:59)-(a).** Additional August claim, (b). September 4-16, 2015 claims, (d). City Commission Meeting Minutes September 9, 2015, **Commissioner Siler motion to approve the consent agenda. Commissioner Southerland second.** City Commission discussion: none Public Comment: none **VOTE: Unanimous Motion carried**

**CITY MANAGER COMMENTS (06:42):** City Manager Shrives commented on the Polson Police Department Season of Service Blue Ribbon-numerous downtown businesses have reported to the Polson Chamber that they will be participating in this project. The Bull-a-Rama event that was held on September 19, 2015 to help Polson Police Officer William Cleveland, raised \$35,000.00. This money will be used toward William's medical expenses as well as family expenses. There will be a Spaghetti Dinner on Saturday, October 17, 2015 to benefit Officer Cleveland. City Manager Shrives then asked Polson Fire Chief Clint Cottle to give a brief update on the Fire Department. **Fire Chief Clint Cottle** commented on the transition that is occurring. The goal has not had service disrupted in any way. So far, this goal has been accomplished. The City Fire Department and the Rural Fire Department are working together under the County Wide Inter-Local agreement. Rural Board member Drew Hoel is working with Chief Cottle to inventory all of the equipment. New pager tones have been obtained from Steve Stanley. The pagers are being re-programmed and soon dispatch will be able to call out each department separately. The volunteers that were with the department when the decision was made were given three options; be a City only firefighter, a Rural only firefighter or be on staff for both. Currently 21 firefighters decided to be

City only. The remaining members decided to remain on both departments. Rural Board Chairman Jack Clapp and Drew Hoel are working with Chief Cottle on how best to move forward with the training schedule, meeting schedules, etc. In a nutshell, progress is being made. Morale has been improving.

**POLSON DEVELOPMENT CODE UPDATE (12:30)**-City Manager Shrives presented this agenda item. City Manager Shrives met with the County Commissioners to discuss the options. The County is still going through a legal review of the document. There is still no list of concerns. The County wants more time and the City wishes to move forward. The County would operate under the current Development Code while the City moves forward in adopting the new Development Code. The City County Planning Board would remain intact. The County Commissioners were comfortable with this direction. Mayor Knutson commented that while this is not a perfect solution, it is a direction that she could support. Commissioners Donovan, Erickson, Siler, and Southerland commented their support to move forward. Public comment: **Lee Manicke** commented that there are a wide range of costs that need to be pin downed. Should there be a time when the County merge's back into the Development Code who will pay for this cost? The County has commented that they are not going to pay for the cost. There should be something in writing as to who will pay for that service.

**APPROVE SECOND READING OF ORDINANCE NO. 2015-009 TO AMEND SECTION 2.05.510 TO CLARIFY THAT NO SEPARATE AGENCY IS CREATED FOR POLSON URBAN RENEWAL (17:33)**-City Manager Shrives presented this agenda item. This is the second reading of the Ordinance. This Ordinance is to clarify the concerns from the audit report. The City Attorney has stated that the policy needs to be amended. There are no changes required to the Ordinance. Mayor Knutson asked when the updated policy would presented to the Commission. City Manager Shrives commented that possibly by the next meeting on October 5<sup>th</sup>. **Commissioner Southerland motion to approve the second reading of Ordinance No. 2015-009 of the Municipal Code to clarify that no separate agency is created for Polson Urban Renewal. Commissioner Erickson second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

**APPROVE THE FIRST READING OF AN ORDINANCE TO ADOPT CHAPTER 14, FIRE PREVENTION AND PROTECTION ARTICLES 1. IN GENERAL, ARTICLE 2 FIRE CODE, ARTICLE3 OFFENSES CONCERNING FIREFIGHTING OPERATIONS, ARTICLE 4. OPEN BURNING, ARTICLE 5. FIREWORKS, AND ARTICLE 6. RESERVED TO THE CITY OF POLSON BOOK OF ORDINANCES (19:58)**-City Manager Shrives presented this agenda item. This is the next chapter in the re-codification of the Municipal Code. This is the first reading. Any questions or comments should be emailed to the City Manager. This will keep the process moving forward. **Commissioner Siler motion to approve the first reading of the Ordinance Chapter 14, Fire Prevention and Protection Articles 1. In General, Article 2. Fire Code, Article 3. Offenses concerning Firefighting Operations, Article 4. Open Burning, Article 5. Fireworks, and Article 6. Reserved to the City of Polson Book of Ordinances. Commissioner Donovan second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

**APPROVE THE FIRST READING OF AN ORDINANCE TO ADOPT CHAPTER 15, PARKS. ARTICLE 1. GENERAL-RESERVED ARTICLE 2. PARK REGULATIONS TO THE CITY OF POLSON BOOK OF ORDINANCES (23:03)** -City Manager Shrives presented this agenda item. This is the next chapter in the re-codification of the Municipal Code. This is the first reading. Any questions or comments should be emailed to the City Manager. This will keep the process moving forward. **Commissioner Erickson motion to approve the first reading of an Ordinance to adopt Chapter 15, Parks, Article 1. General-Reserved, Article 2. Park Regulations to the City of Polson Book of Ordinances. Commissioner Siler second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

**POLSON RURAL FIRE BOARD DISCUSSION: HOW WE MIGHT BEST SERVE THE COMMUNITY WITH REGARD TO THE POLSON RURAL FIRE DISTRICT AND CITY OF POLSON WORKING TOGETHER TO PROVIDE FIRE PROTECTION (24:30)**-Polson Rural Fire Board Chairman Jack R. Clapp presented this agenda item. The ESCI study completed 18 months ago concluded that to proceed, there needed to be only one organization. City Manager Shrives had Curt Belts do a study and the conclusion was the same. July 1, 2015 the City of Polson hired Clint Cottle as Interim Fire Chief. The Rural retained Chief Fairchild thru the fire season. John Fairchild's last day will be September 30<sup>th</sup>. The Rural Department will then advertise for a new chief. In the interim, the Rural will appoint a chief until one is hired. There was a proposal set forth to the City Manager and the Commission to form one fire district and implement the recommendations made by both studies. The Rural Department is open to discussion on moving forward and coming together. Mayor Knutson thanked Mr. Clapp for coming to the Commission meeting and discussing this subject matter. Currently at this time the organization is working in a positive direction and we are okay for a while. Mr. Clapp commented that if or when the Commission wanted to have a discussion on this subject the Rural Department would have an open door to any further conversation.

**AWARD CONTRACT FOR POLSON AIRPORT PAVEMENT MAINTENANCE PROGRAM (38:37)** -City Manager Shrives presented this agenda item. The City is part of an agreement with the County, Ronan, St. Ignatius, and Joint Airport Board. Recently the Airport Board completed negotiation with the Tribe over an easement that put in place the entire runway area at the Polson Airport. This also permitted the Airport Board to request grant funding to the FAA as a part of the Airport Improvement Program funding. The first project they put in for was to do the pavement of the runway. The City was asked to sign the contract since the City is a sponsor of the airport. This contract needed to come before the Commission before City Manager Shrives could sign off. Jeff Walla, the engineer for the project was asked to come to speak to the Commission regarding this project. **Jeff Walla**, KLMJ Engineering Kalispell, put out the bid to do maintenance and pavement of the runway. The FAA had cut off all funding until the land issue was dealt with. Now that that has been taken care of, the FAA is putting pressure on to complete this project. There were 3 bids received for this work; \$216,162.39, \$263,401.17, and \$295,478.16. The engineer's estimate was \$357,323.50. The Airport Board has made a recommendation to award the contract to Road Products Inc., Spokane, WA. **Commissioner Southerland motion to award the Polson Airport Pavement Maintenance Project to Road Products Inc. in an amount of \$216,162.39. In addition "The City of Polson has not had experience in DoT assisted contracts and therefore has been unable to create a listing of firms doing business with the City that are DBE or non-DBE qualified. Based upon the recommendation of the Lake County Joint Airport Board and the Project Engineer a Race Neutral Goal of 2.5% and a Race Conscious goal of 0% is established for the DBE requirements of the Contract. The Polson City Commission relies upon the representatives and the Project Contract statement that the Joint Airport Board has established a DBE Program in accordance with 49 CFR Part 26." I also motion to authorize the City Manager to sign all required documents after Project Engineer review and City Attorney concurrence. Commissioner Donovan second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

**APPROVE RESOLUTION ADOPTING CITY OF POLSON BUDGET FY2016 (45:47)**-City Finance Officer Cindy Dooley presented this agenda item. Department of Revenue changed the values. This increased the newly taxable property \$57,945.00. Now the newly taxable is \$75,016.00. This allowed a decrease in the mills to 139.04. The total appropriations will be \$10, 528,781.00. The budget is considered balanced because the appropriations do not exceed the beginning cash, plus the proposed revenues and the accounts receivables or accounts payable that are outstanding. The \$160,000.00 cash savings from last year General Fund due to lower expenditures than budgeted expenditures and \$150,000.00 has been re-appropriated into Fiscal Year 2016 budget. **Commissioner Erickson motion to**

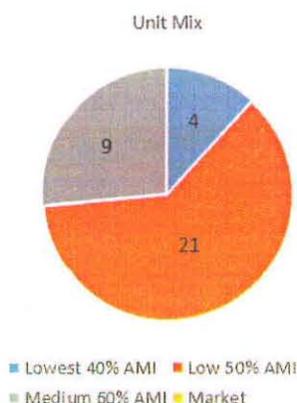
approved Resolution to adopt a budget for the City of Polson, Montana for the fiscal year 2015-2016. Commissioner Southerland second. Commission discussion: none Public comment: none  
**VOTE: Unanimous Motion carried**

**POLSON LANDING AFFORDABLE HOUSING PROJECT (52:03)** -This agenda item was presented by City Planner Kyle Roberts and Alex Burkhalter. Mayor Knutson asked for a motion to remove the agenda item from the tabled status. **Commissioner Siler motion to remove the Polson Landing Affordable Housing Project from being tabled. Commissioner Donovan second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried.** City Planner Kyle Roberts reminded the Commission and citizens that this project was presented at the September 9, 2015 Commission meeting. This is a 35 unit proposed housing project. The request for a soft loan to pay Impact Fees is not a viable option. The City of Polson Growth Policy does recommend affordable housing. A letter of support of the project and a representative to go to Helena to speak in favor of the project. Alex Burkhalter presented the following power point presentation:

## Housing Tax Credits

- The Housing Credit was created in 1986 by congress; administered by Montana Board of Housing
  - Approximately 26 Million into Montana each year
  - Trying to bring those dollars to Polson for affordable housing
  - 2016 has over \$100 Million in requests for Housing Credits, very competitive
- Nationally, since 1986
  - Responsible for 90% of affordable housing
  - Provided 2.5 Million rental units
  - Produces approximately 100,000 jobs each year

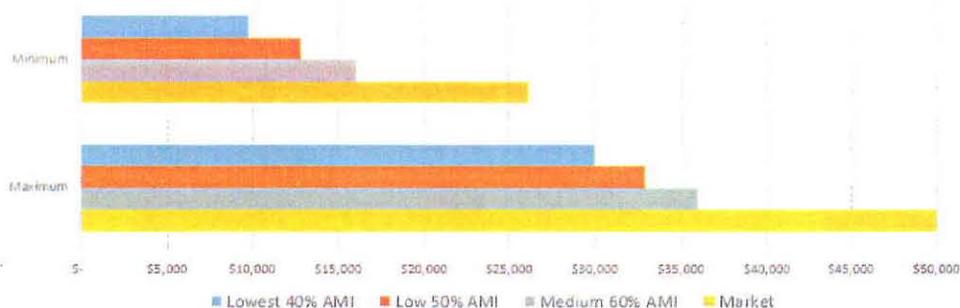
## Polson Landing – Unit Mix



**70% of the Units**  
are targeted at  
**Lowest 40% AMI Families**  
And  
**Low 50% AMI Families**  
Households.

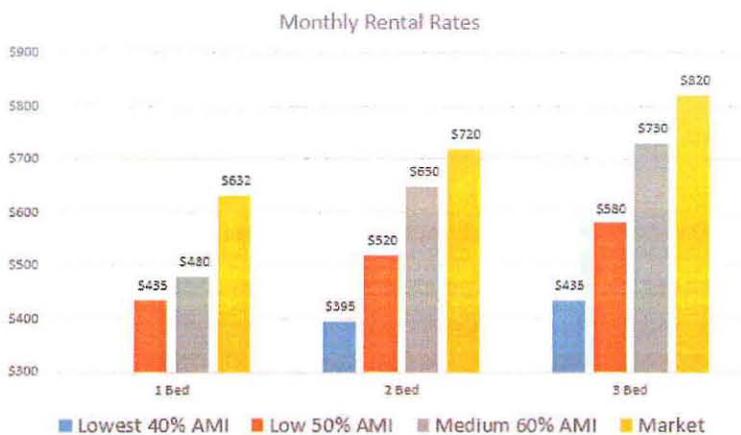
AMI = "Area Median Income"

## Polson Landing – Income Ranges



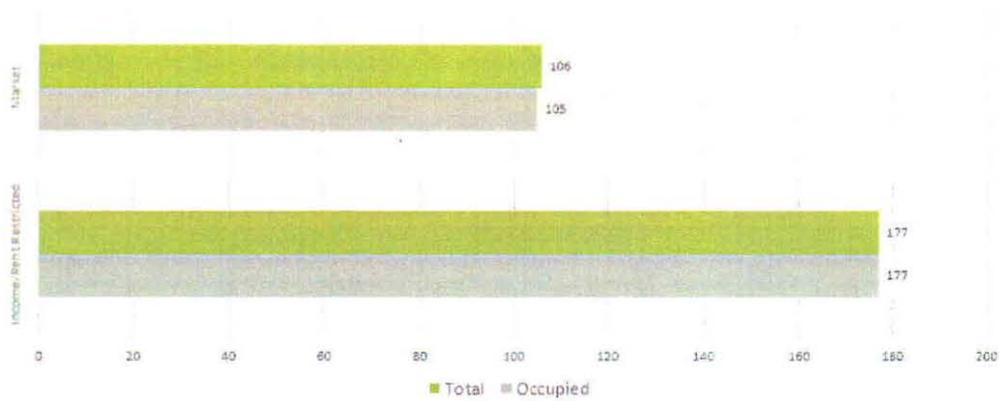
Polson Landing will serve those who can not afford market rate rents.

## Polson Landing – Rental Rates



**Lowest 40% AMI**  
And  
**Low 50% AMI**  
rents are  
significantly below  
Market.

## Existing Rental Units



All Income/Rent Restricted units are occupied with waiting lists

## City of Polson Residential Building Permits 2005 - 2015



Source: U.S. Census Bureau – Censtats/Property Dynamics Market Study September 2015

**MARKET STUDY SUMMARY-LOCATION OF ITEMS IN MARKET STUDY**

Average (comparable) Market Rent in Immediate Area: Reference Page A-17 & C-1

	Average Rent*	Net Adjusted Size/Rent:	Proposed (units):	Percent Error: Average Market
One bedroom unit:	\$ 800.00	\$ 800.00	\$ 417 & #10	18.25 % 17' -12' 2"
Two bedroom unit:	\$ 950.00	\$ 950.00	\$ 101,150 & #10	0 -10 % 17' -10' 2"
Three bedroom unit:	\$ 1000.00	\$ 1000.00	\$ 111,500 & #10	0 -14 % 17' -11' 2"

\* From our Property/Dynamics survey taken on September 2011

# of New Units Needed: 104 Reference Page A-16

Variety Rate: Reference Page A-17 & C-1

Year: 2011

Conventional Variety Rate: 0.0 %

Senior Tax Credit Variety Rate: NA

Family Tax Credit Variety Rate: NA

Low Income Variety Rate: 0.0 %

Family: 0.0 %

Senior: 0.0 %

Disability Variety Rate: 0.4 %

Total Units Surveyed: 170

Capex Rate: 11.7 % Reference Page A-11

(projected income @ 100% occupancy @ 100% more in density/proposed units)

Units Needed in Market Area: 104 Reference Page A-16

Absorption Rate: 11.7 % Time: 8 months Reference Page A-11

(proposed units missing LIH, market area units required)

Prepayment Rate: 2.4 % Reference page A-11

(assuming 2.0% units total eligible households)

Number of LIH units are senior households that can afford rent of proposed project:

154 Reference page A-11

Page: 2 of 11 Page: 1 of 1 Page: 1 of 1

Mayor Knutson commented that with the City of Polson having grown 13% since 2000 and that we are currently at capacity with the apartment complexes the City has, there is a need for additional affordable housing. **Commissioner Erickson motion to provide a letter of support for Polson Landing, and send a representative to Helena to speak in favor of Polson Landing to Montana Board of Housing. Commissioner Donovan second.** Commission discussion: none Public Comment: **Cindy Dooley, City Finance Officer** asked Alex Burkhalter if an application had been submitted. Mr. Burkhalter commented he had not. Cindy then asked Mr. Burkhalter to disclose the investors. Mr. Burkhalter commented that the investors are a nationwide syndication firms in example: U S Bank, Community Development Corporation, a division of US Bank, Boston Financial. **Lee Manicke** commented he is not opposed to affordable housing. Bozeman has an Ordinance on their City agenda that is creative for paying Impact Fees for single family residence. There are other ways of doing this type of project. Single Family Residence creates a sense of independence. Mr. Manicke also asked about the P.I.L.T. (Payment in lieu of taxes) is that just for the City or does that include the county, schools, etc. This needs to be defined. Mayor Knutson commented that that discussion has not occurred yet. **Una Rose Graham** questioned the size of the units. Mr. Burkhalter answered that the units will be 1 bed-700 sq. ft., 2 bedroom-950 sq. ft., and the 3 bedroom will be 12-1250 sq. feet. Una commented that the cost per unit seemed like a lot of money for a 1250 sq. ft. unit. **VOTE: Unanimous Motion carried**

**(01:40:55)** Mayor Knutson asked the Commission if there were any items that needed full minutes or will action minutes suffice. The Commission commented that action minutes would suffice.

**Adjourn. (01:41:29) Commissioner Southerland motion to adjourn. Commissioner Erickson second.** Commission discussion: none Public Comment: **Una Rose Graham** questioned why Mayor Knutson didn't ask for public comment on Agenda Item #11. Mayor Knutson replied that there was no vote being taken. Mayor Knutson further commented that at the next regularly scheduled Commission Meeting should anyone wish to comment on that agenda item, there will be opportunity made for public comment. **VOTE: Unanimous Motion carried.**

**ADJOURN: 8:44 p.m.**

**ATTEST:** \_\_\_\_\_

**Heather Knutson, Mayor**

**Cora E. Pritt, City Clerk**

**POLSON CITY MANAGER  
EMPLOYMENT AGREEMENT**

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

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

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

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

**WITNESSETH:**

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

**1. Duties**

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

**2. Salary**

- A. Base Salary: The annual salary of Employee shall be \$85,055.36. The salary is payable in twenty-six bi-weekly installments and at the same time that other salaried employees are paid. City will review salary in February of each year and can make adjustments to be effective July 1<sup>st</sup>.

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

### **3. Term of Employment**

- A. Employee's term of employment shall begin October 15, 2015 and expire unless renewed on October 14, 2017.
- B. Nothing in this agreement shall prevent, limit, or otherwise interfere with the right of the City Commission, by an affirmative vote of four members of the City Commission, to terminate the services of Employee at any time either for City's convenience or for the default of Employee, subject only to provisions set forth in Section 4 of this Agreement.
- C. Employee shall be bound by the terms of the Polson Personnel Policy Manual, as existing and as the same may be amended from time to time except as the same may otherwise provided herein. In the event of conflict between this agreement and the Polson Personnel Policy Manual this agreement will control.

### **4. Termination by City**

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

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

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

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

## **5. Severance Pay**

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

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

## **6. Termination by Employee**

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

## **7. Performance Reviews**

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

## **8. Retirement Benefits**

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

## **9. Health and Life Insurance Benefits**

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

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

**11. Vacation and Sick Leave**

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

**12. Employer Provided Vehicle**

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

**13. Professional Memberships, Conferences and Education**

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

#### **14. Technology**

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

#### **15. Indemnification**

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

#### **16. Written Notice Provisions**

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

CITY: Mayor, City of Polson, 106 1<sup>st</sup> St. E, Polson, MT 59860

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

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

#### **17. General Provisions**

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

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

**CITY OF POLSON**

**CITY MANAGER**

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

\_\_\_\_\_  
Mark Shrives

ATTEST:

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

Approved as to form and content:

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

# CITY OF POLSON

## CITY COMMISSION AGENDA ITEM SUMMARY

---

Agenda Item Number: 8 (MOTION REQUESTED) 2016 Season Golf Pass Fees

Meeting Date: October 5, 2015

Staff Contact: Roger Wallace/Mark Shrives

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AGENDA ITEM SUMMARY: This agenda item requests City Commission approval of the 2016 Season Golf Pass Fees.

BACKGROUND: The City Commission annually approves the season golf pass fees after receiving a recommendation from the Golf Board. Historically we ask for approval at the first meeting in October

ANALYSIS: Find attached the 2016 Golf Season Pass Fees as proposed and approved by the Golf Board (Enclosure 1) Also find attached a copy of the 2015 Golf Season Pass Fees for comparison (Enclosure 2) as well as a spreadsheet comparing our proposed 2016 fees with the 2015 fees of other public access courses in Western Montana (Enclosure 3). The fees represent a 10% increase in all Adult Annual Golf Passes while leaving all other fees at 2015 levels. This is the second year of a three year plan to raise annual pass fees to a more realistic number. We raised 10% in '15, proposing 10% in '16 and are planning 5% in '17. This is also the last year there will be a difference in "in-city" vs. "out of city" season passes. We've been steadily narrowing the difference for the last three years. You'll notice the difference is only \$25 for a single and \$50 for a couple proposed for 2016.

FINANCIAL CONSIDERATIONS: See enclosure 2.

STAFF RECOMMENDATION: Based on Golf Board recommendation (Enclosure 4) of the new fees, staff recommends approval

SUGGESTED MOTION: *I move to set the 2016 Polson Bay Golf Course 2016 Season Pass Fees at the amount as noticed on the attached fee notice sheet.*

ATTACHMENTS:

Enclosure 1 – 2016 Season Pass Fee

Enclosure 2 – 2015 Season Golf Pass Fee

Enclosure 3 – Fee Comparison Sheet with Other Golf Courses in Western Montana

Enclosure 4 – Letter from Golf Board President Dave Cottingham

**POLSON BAY GOLF COURSE  
2016 SEASON PASS FEES NOTICE**

**SEASON PASS PURCHASED BEFORE FEBRUARY 28, 2016**

\*IN-CITY PER ADULT \$619  
\*IN-CITY COUPLE \$1176  
OUT-CITY PER ADULT \$644  
OUT-CITY COUPLE \$1226  
^IN-CITY 9-HOLE PASS PER ADULT \$509  
\*IN-CITY 9-HOLE PASS COUPLE \$968  
OUT-CITY 9-HOLE PASS PER ADULT \$534  
OUT-CITY 9-HOLE PASS PER COUPLE \$1018  
+JUNIOR (14 & UNDER) \$65 (15-18) \$95 (19-21 w/student ID) \$125  
(OUT OF COUNTY) \$125

- \*Couples must be solemnized married couples as defined by the State of Montana to include common law
- \*Defined as living or owning property within the city limits of Polson.
- ^Must pay the applicable 9-hole fee whenever playing the 18-hole course
- +Must be a student in Lake Co. schools or the child/grandchild of a current pass-holder

**ANNUAL FEES PURCHASED BEFORE FEBRUARY 28, 2016**

TRAIL FEE \$210  
CART PASS – SINGLE \$561  
CART PASS –ADDITIONAL SAME HOUSEHOLD \$207  
CART STORAGE – GAS \$470  
CART STORAGE – ELECTRIC \$540

**ALL ANNUAL FEE SALES ARE FINAL AND NOT SUBJECT TO REFUND**

PLEASE MAKE CHECKS PAYABLE TO: CITY OF POLSON  
111 BAYVIEW DRIVE  
POLSON, MT 59860

**\$20 Per Person MSGA Handicap Fee Payable To: Wallace's Golf Shop**

**Additional Checks Sent To Same Address Please!!**

**PLEASE RETURN WITH PAYMENT**

-----  
Name \_\_\_\_\_ Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Address \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Encl 1

# POLSON BAY GOLF COURSE 2015 SEASON PASS FEES NOTICE

## SEASON PASS PURCHASED BEFORE FEBRUARY 28, 2015

\*IN-CITY PER ADULT \$563  
\*IN-CITY COUPLE \$1070  
OUT-CITY PER ADULT \$613  
OUT-CITY COUPLE \$1145  
^IN-CITY 9-HOLE PASS PER ADULT \$463  
\*IN-CITY 9-HOLE PASS COUPLE \$880  
OUT-CITY 9-HOLE PASS PER ADULT \$513  
OUT-CITY 9-HOLE PASS PER COUPLE \$955  
+JUNIOR (14 & UNDER) \$65 (15-18) \$95 (19-21 w/student ID) \$125  
(OUT OF COUNTY) \$125

\*Couples must be solemnized married couples as defined by the State of Montana to include common law

\*Defined as living or owning property within the city limits of Polson.

^Must pay the applicable 9-hole fee whenever playing the 18-hole course

+Must be a student in Lake Co. schools or the child/grandchild of a current pass-holder

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POLSON, MT 59860

**\$20 Per Person MSGA Handicap Fee Payable To: Wallace's Golf Shop**

**Additional Checks Sent To Same Address Please!!**

**PLEASE RETURN WITH PAYMENT**

-----  
Name \_\_\_\_\_ Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Address \_\_\_\_\_

E-Mail Address \_\_\_\_\_

*Encl 2*

2015 Season Pass Comparison of 18+ Hole Regulation Golf Courses in Western Montana

Golf Course	CITY	Single	Couple	TF	CS/E	CS/G	CP single	CP couple
Glacier View	W. Glacier	475	N/A	100	60	60	N/A	N/A
King Ranch	Frenchtown	475	775	200	360	360	495	N/A
Anaconda Hills	Gt. Falls	510	955	280	N/A	N/A	675	N/A
Mission Mountain	Ronan	525	975	50	445	420	550	650
Whitefish Lake	Whitefish	525	980	190	330	300	N/A	N/A
Eagle Falls	Gt. Falls	565	1040	280	280	250	675	N/A
Cabinet View CC	Libby	590	1080	105	370	345	550	950
Larchmont	Missoula	595	885	460	N/A	N/A	480	860
Village Greens	Kalispell	599	1198	165	299	250	450	N/A
<b>Polson Bay GC</b>	<b>Polson</b>	<b>619</b>	<b>1176</b>	<b>210</b>	<b>540</b>	<b>470</b>	<b>561</b>	<b>768</b>
Marias Valley	Shelby	625	885	150	425	365	550	N/A
Hamilton	Hamilton	650	945	200	390	360	600	790
Buffalo Hill	Kalispell	699	N/A	195	215	175	600	N/A
Bill Roberts	Helena	700	1090	165	350	320	325	N/A
Fairmont Hot Springs	Anaconda	770	905	N/A	275	275	350	N/A
Northern Pines	Kalispell	775	1150	N/A	N/A	N/A	550	N/A
Old Works	Anaconda	825	1080	N/A	N/A	N/A	N/A	N/A
Fox Ridge	Helena	850	1300	300	N/A	N/A	600	N/A
Indian Springs	Eureka	900	N/A	175	N/A	N/A	450	N/A
Meadow Lake	Col. Falls	990	1900	475	N/A	N/A	N/A	N/A
Canyon River	Missoula	995	1590	200	N/A	N/A	N/A	N/A

\*CS does not include TF \*CS Outdoors

\*CP includes both seats

\*CP includes both seats

\*CS does not include TF

\*CS does not include TF

\*CS does not include TF

**\*2016 Early Buy Rates**

\*CS does not include TF \*CP in both seats

\*CS does not include TF \*CP in both seats

\*CP includes both seats

\*Property Owners Only

\*CR utilizes bundle pricing for un C & R

Prices represent current 2015 unlimited play rates on column 2 and 3.

Key:  
 TF=trail fee  
 CS/G=cart storage gas  
 CS/E=cart storage electric  
 CP=Annual Cart Pass

2015 Rates Only

\*All courses were verified through phone or online

Encl 3

RECEIVED  
SEP 17 2015  
BY: \_\_\_\_\_

September 17, 2015

Polson City Council  
106 1<sup>st</sup> Street East  
Polson, MT 59860

On September 16, 2015 at the Golf Board's monthly meeting the 2016 proposed rates were discussed and a vote of 4-0 recommending approval was passed.

It is difficult to compare our golf course with other courses because of the many variables. However, the analysis does show our rates to be in the middle and therefore very competitive.



Dave Cottington  
Golf Board Chairman

Encl 4

# CITY OF POLSON

## CITY COMMISSION AGENDA ITEM SUMMARY

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Agenda Item Number: 9 (Motion) Approve agreement with the Rural Fire District for dispersal of and continued use of jointly owned assets

Meeting Date: October 5, 2015

Staff Contact: Clint Cottle/Mark Shrives

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**AGENDA ITEM SUMMARY:** This is a request for the City Commission to pass the attached agreement with the Rural Fire District.

**BACKGROUND:** The City Commission has previously been informed last meeting that an agreement was being worked on to deal with assets that both departments have interest in. The larger items spoke about in the agreement were either purchased with donated money from the membership or through a FEMA grant that both departments were party to.

**ANALYSIS:** This agreement will allow the City and Rural fire departments to move forward and leave the Rescue apparatus fully functional for the City and the Brush Truck Fully functional for the Rural. This also gives both departments the ability to fill SCBA tanks and clean Personal Protective Gear in the future.

**FINANCIAL CONSIDERATIONS:** There will be future costs for the City Fire Department for equipping fire fighters and purchasing a second Type 6 truck in the future. This is the fairest way to distribute assets that were jointly owned.

**STAFF RECOMMENDATION** Approve attached agreement.

**SUGGESTED MOTION:** I move to approve the agreement for dispersal of and continued use of the jointly owned assets with the Rural Fire District and give the City Manager authority to sign after City Attorney review

**ATTACHMENTS:** Agreement

WHEREAS, the City of Polson (hereinafter "City") and the Polson Rural Fire District (hereinafter "Rural"), desire to address and resolve certain issues, they agree and covenant as follows.

First, the City and Rural desire to continue to cooperate with each other in an amicable fashion in providing emergency response services to their respective communities. For the past several years this has been through an Interlocal Agreement. During this period, various items of equipment were obtained jointly, by the City and Rural, or by the Membership. The City and Rural now desire to address some of the larger items while continuing to work together cooperatively to resolve the smaller items.

1. Rescue 300 - Rescue 300 was purchased with Membership funds. The City shall retain full ownership of Rescue 300. In addition, to ensure continuous response, the Rural shall relinquish whatever claim it may have to same including all equipment currently carried thereon, with the exception of 1 of the 2 Honda generators, one of which shall be given to the Rural.

2. Wildland Truck 316 - The chassis for 316 was purchased with Membership funds, the initial slide-in unit, including pump, boxes, etc., were provided by the Rural. Subsequently, there were upgrades done that were contributed to by the Membership, City, and Rural. As the truck was initially purchased for Wildland firefighting, ownership of 316 shall be by the Rural. In order to ensure continuous response, the City shall relinquish all claim thereto, including all equipment currently carried on 316, and shall transfer title to the Rural. The Rural will immediately add it to its insurance, etc. In addition, as the City recently purchased a hose reel for 316, the Rural will reimburse the City the cost of that hose reel in the amount of \$1230.00 said payment to be made upon or before transfer of title.

3. Fireboat and trailer - The Fireboat and trailer were purchased with Membership funds and updated over time with funds from Membership, the City, and the Rural. The City desires to donate the Fireboat and trailer to Lake County Search and Rescue. The Rural joins in this desire and waives any claim to same with the exception of the following. The Rural purchased the fire pump, draft hose, and nozzle/monitor and shall remove these items from the boat prior to it going to Search and Rescue. The City shall advise the Rural in advance of that taking place.

4. The SCBA Compressor and Cascade System ("Compressor") - The Compressor was purchased jointly by the City and Rural through a grant. The Compressor is currently housed at the City Station #1. The City and Rural have shared equally in maintaining and servicing the Compressor. The City and Rural agree to share the use of the Compressor going forward. The Compressor shall remain at City Station #1 and shall be available to the Rural when needed to fill SCBA bottles. Both the City and Rural shall share equally in any costs associated with ongoing service or maintenance for the Compressor.

5. The Extractor - The Extractor, a specialized heavy duty washing machine, was purchased jointly by the City and Rural. The Extractor is currently housed at the City Station #1. The City and Rural agree to share the use of the Extractor going forward. The Extractor shall remain at City Station #1 and shall be available to the Rural when needed to wash turnout gear. Both the City and Rural shall share equally in any costs associated with ongoing service or maintenance for the Extractor as well as in the costs for detergent or other supplies.

6. As to items #4 and #5 above, the City Department will be available during business hours for the use of the compressor and extractor to all Rural Fire Department Members. The City Department will make every effort to make the use

of the Compressor and extractor available after business hours (in case of emergency) by contacting a City Officer or Fire Chief to meet at the station. Similarly, the agreement for the use of the Compressor and Extractor shall be reviewed in 5 years, in October of 2020, with each party recognizing that each has a 50% interest in both the Compressor and Extractor. If either needs to be replaced or updated, than the City and Rural, shall amicably determine the best way to do so in light of recognition that each has a 50% interest and the value, if any, at that time.

7. The Rescue Raft - The Rescue Raft was purchased with Membership funds. The Rescue Raft and paddles are currently housed at Rural Station 4 and shall remain the property of the Rural. The City waives any claims to same.

8. The Exercise Equipment - The various items of Exercise Equipment were purchased by the Membership and are housed at City Station #1. This equipment shall remain at City Station #1 and shall be available for use by those members of the Rural who sign a waiver of liability.

9. Turnout Gear/PPE - In order to maintain response for all, the turnout gear/PPE shall stay with the individual firefighter, irrespective of who originally purchased it. The exception shall be the Big Arm Station: In the event individuals resign from the Big Arm Station, their turnout/PPE shall remain the Rural's unless specifically purchased by the City. In addition, if it is determined that any individuals will be volunteering for both the City and Rural, than the City and Rural agree that they will each provide an additional set of turnouts/PPE equal to one half of the number of persons serving both. For example, if 6 persons choose to serve both, the City would provide 3 additional sets and the Rural would provide 3 additional sets.

Nothing in the foregoing shall in any way impede or infringe upon the continued cooperation between the City and Rural in whatever form that shall take.

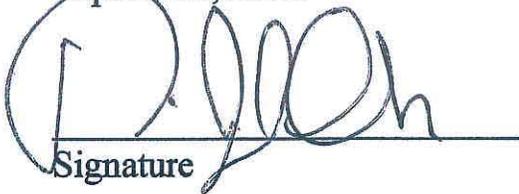
WHEREIN we agree to be bound by this agreement and affix our respective signatures:

FOR THE CITY of POLSON this \_\_\_\_\_ day of October, 2015

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name and Title

FOR THE POLSON RURAL FIRE DISTRICT this 23<sup>rd</sup> day of September, 2015:

  
Signature

R. Jack Clapp, Chief Polson Rural Fire Board  
Print name and Title

# CITY OF POLSON

## CITY COMMISSION AGENDA ITEM SUMMARY

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Consent Agenda Item Number: 10  
Meeting Date: October 5, 2015  
Staff Contact: Kyle Roberts, City Planner  
Email: [cityplanner@cityofpolson.com](mailto:cityplanner@cityofpolson.com) Phone: 406-883-8213

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**AGENDA ITEM SUMMARY:** Walmart Final Subdivision Package (Preliminary Review)

**BACKGROUND:** Walmart submitted a final subdivision package to the City on April 24, 2015. As such, Walmart is looking to get its final subdivision package approved by the City Commission and is scheduled to do so at the October 19<sup>th</sup> City Commission meeting.

**ANALYSIS:** Given the size and complexity of this final subdivision package, it is suggested that the City Commission conduct a preliminary review of the final subdivision package and provide staff with any questions the Commission may have.

Staff will research answers to questions and will present at the October 19<sup>th</sup> City Commission meeting. Depending on the nature and complexity of questions, the City may request that a representative from Pacland – the project’s engineering firm – be present at the October 19<sup>th</sup> meeting to answer questions.

**FINANCIAL CONSIDERATIONS:** None

**STAFF RECOMMENDATION:** Preliminary review and provide staff with questions for October 19<sup>th</sup> meeting.

**SUGGESTED MOTION:** Pending City Commission discussion

**ATTACHMENTS:** Walmart – Final Subdivision Package, April 24, 2015