

CITY OF POLSON COMMISSION MEETING AGENDA

COMMISSION CHAMBERS

December 7, 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. November 13-30, 2015 claims
- b. City Commission Special Meeting Minutes October 26, 2015
- c. City Commission Meeting Minutes November 16, 2015

6. CITY MANAGER COMMENTS

City Manager Mark Shrives

NEW BUSINESS

7. APPROVE RESOLUTION FOR DESIGNATING ENVIRONMENTAL CERTIFYING OFFICIAL

City Manager Mark Shrives

8. APPROVE PRPOSAL FOR NITTANY GRANTWORKS LLC TO PROVIDE CDBG GRANT MANAGEMENT SERVICES.

City Manager Mark Shrives

9. APPROVE RESOLUTION NO. 2015___ AUTHORIZING PARTICIPATION IN THE BOARD OF INVESTMENTS OF THE STATE OF MONTANA ANNUAL ADJUSTABLE RATE TENDER OPTION MUNICIPAL FINANCE CONSOLIDATION ACT BONDS (INTERCAP REVOLVING PROGRAM), APPROVING THE FORM AND TERMS OF THE LOAN AGREEMENT AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS RELATED THERETO FOR THE FINANCING OF A VEHICLE FOR THE STREET DEPARTMENT.

City Finance Officer Cindy Dooley, Streets Superintendent Terry Gembala

10. APPROVE REQUEST FROM MISSION VALLEY ELKS LODGE AND POLSON ROTARY REQUEST FOR 2 SEASON PASSES EACH.

Roger Wallace, Polson Golf Director, David Cottington, Golf Board President

11. APPROVE THE AWARD OF DREAMLAND SKATEPARKS AS THE CONTRACTOR FOR THE 7TH AVENUE SKATEPARK EXPANSION PROJECT.

Karen Sargeant, Parks Director

12. APPROVE PLEDGED SECURITY FOR JUNE 30, 2015 INVESTMENTS.

City Finance Officer Cindy Dooley

13. APPROVE PLEDGED SECURITY FOR DECEMBER 9, 2015 NEW INVESTMENT.

City Finance Officer Cindy Dooley

14. ADJOURN

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

For doc #s from 122598 to 122770

5a.

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
1000 General All-Purpose Fund	410200 Executive Services	4895 8x8, INC.	EXECUTIVE-TELEPHONE	34.81
1000 General All-Purpose Fund	410360 Municipal Court	3025 FIRST BANKCARD	COURT-DD TRAVEL LODG	380.64
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 TELPHN	18.66
1000 General All-Purpose Fund	410360 Municipal Court	000005 POSTMASTER	COURT-1 ROLL STAMPS	49.00
1000 General All-Purpose Fund	410360 Municipal Court	000010 CENTURYLINK	COURT-SHARED FAX	20.61
1000 General All-Purpose Fund	410360 Municipal Court	4920 OFFICE DEPOT, INC	COURT-SHARED OFFICE	9.99
1000 General All-Purpose Fund	410360 Municipal Court	000282 QUILL CORPORATION	COURT-TONER, YELLOW	67.54
1000 General All-Purpose Fund	410360 Municipal Court	000282 QUILL CORPORATION	COURT-TONER, BLACK S	122.06
1000 General All-Purpose Fund	410400 Administrative Services	4895 8x8, INC.	ADMIN-TELEPHONE SERV	66.63
1000 General All-Purpose Fund	410500 Financial Services	4895 8x8, INC.	FINANCE-TELEPHONE SE	58.64
1000 General All-Purpose Fund	410500 Financial Services	000282 QUILL CORPORATION	FINANCE-TRU-FORM KYB	119.64
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000414 BROWN'S JEWELRY STORE	FACILITY-W CLVLND EM	65.00
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	246.83
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000011 MISSION VALLEY POWER	FACILITIES-FIRE HALL	151.32
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000011 MISSION VALLEY POWER	FACILITIES-HVAC SYST	472.45
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4533 KEVIN STRAUB	FACILITIES-HOLIDAY L	499.50
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4950 U.S. POSTAL SERVICE	FACILITIES-POSTAGE F	400.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4936 ZOERENE GEMBALA	FACILITITES-CLEANING	3.97
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	3528 THE COVE DELI & PIZZA	FACILITIES-WORKING L	60.15
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000010 CENTURYLINK	FACILITIES-FAX SERVI	38.75
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4920 OFFICE DEPOT, INC	FACILITIES-PAPER	109.95
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4920 OFFICE DEPOT, INC	FACILITIES-BREAK ROO	17.98
1000 General All-Purpose Fund	420140 Crime Control and	3025 FIRST BANKCARD	POLICE-CELL PHONE LE	23.81
1000 General All-Purpose Fund	420140 Crime Control and	3025 FIRST BANKCARD	POLICE-CD/DVD SLEEVE	139.19
1000 General All-Purpose Fund	420140 Crime Control and	3025 FIRST BANKCARD	POLICE-DVD+R DISKS	181.18
1000 General All-Purpose Fund	420140 Crime Control and	4895 8x8, INC.	POLICE-TELEPHONE SER	215.84
1000 General All-Purpose Fund	420140 Crime Control and	4895 8x8, INC.	POLICE-SHARED TELPHN	18.65
1000 General All-Purpose Fund	420140 Crime Control and	001635 SIRCHIE FINGER PRINT	POLICE-EVIDENCE SUPP	316.16
1000 General All-Purpose Fund	420140 Crime Control and	4788 G. W., INC	POLICE-WEAPON FOR DE	377.00
1000 General All-Purpose Fund	420140 Crime Control and	000085 SOUTHSORE VETERINARY	POLICE-ANIMAL IMPOUN	336.00
1000 General All-Purpose Fund	420140 Crime Control and	2074 VERIZON WIRELESS	POLICE-CELL PHONES	287.17
1000 General All-Purpose Fund	420140 Crime Control and	000011 MISSION VALLEY POWER	POLICE-STORAGE SHED	54.98
1000 General All-Purpose Fund	420140 Crime Control and	000005 POSTMASTER	POLICE-1 ROLL STAMPS	49.00
1000 General All-Purpose Fund	420140 Crime Control and	4533 KEVIN STRAUB	POLICE-HOLIDAY LIGHT	499.50
1000 General All-Purpose Fund	420140 Crime Control and	000026 POLSON AUTO PARTS, INC.	POLICE-HEADLIGHT BUL	33.48
1000 General All-Purpose Fund	420140 Crime Control and	000010 CENTURYLINK	POLICE-SHARED FAX	20.60
1000 General All-Purpose Fund	420140 Crime Control and	4920 OFFICE DEPOT, INC	POLICE-SHARED OFFICE	9.99
1000 General All-Purpose Fund	420140 Crime Control and	000282 QUILL CORPORATION	POLICE-EXAM GLOVES	7.11
1000 General All-Purpose Fund	420140 Crime Control and	000282 QUILL CORPORATION	POLICE-TONER, YELLOW	67.55
1000 General All-Purpose Fund	420140 Crime Control and	000282 QUILL CORPORATION	POLICE-ENVELOPES	63.66
1000 General All-Purpose Fund	420140 Crime Control and	000282 QUILL CORPORATION	POLICE-BATTERIES	15.43
1000 General All-Purpose Fund	420140 Crime Control and	000282 QUILL CORPORATION	POLICE-TONER, BLACK	122.07
1000 General All-Purpose Fund	420140 Crime Control and	4159 REXEL INC, d/b/a PLATT	STREETS-WAY POINT YE	58.08
1000 General All-Purpose Fund	420140 Crime Control and	000034 WESTERN BUILDING CENTER	POLICE-PLYWOOD-GUN R	25.69
1000 General All-Purpose Fund	420140 Crime Control and	000034 WESTERN BUILDING CENTER	POLICE-PREM GRADE FU	39.30
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	000011 MISSION VALLEY POWER	FIRE-705 1ST ST E SI	12.00
1000 General All-Purpose Fund	420400 Fire Protection and	2234 ACE HARDWARE/ TREMPER'S	FIRE-FILL, SPRAY, SA	93.87
1000 General All-Purpose Fund	420400 Fire Protection and	2234 ACE HARDWARE/ TREMPER'S	FIRE-FASTENERS	0.55
1000 General All-Purpose Fund	420400 Fire Protection and	2234 ACE HARDWARE/ TREMPER'S	FIRE-ASST PRODUCT	73.29

For doc #s from 122598 to 122770

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
1000 General All-Purpose Fund	420400 Fire Protection and	2234 ACE HARDWARE/ TREMPER'S	FIRE-GALV PIPE	25.47
1000 General All-Purpose Fund	420400 Fire Protection and	2234 ACE HARDWARE/ TREMPER'S	FIRE-ASST FASTENERS	2.69
1000 General All-Purpose Fund	420400 Fire Protection and	2234 ACE HARDWARE/ TREMPER'S	FIRE-FLAT BAR, FASTE	10.85
1000 General All-Purpose Fund	420400 Fire Protection and	2234 ACE HARDWARE/ TREMPER'S	FIRE-FLAT BAR, FASTE	14.19
1000 General All-Purpose Fund	420400 Fire Protection and	2234 ACE HARDWARE/ TREMPER'S	FIRE-ENERGZR MAX BAT	9.99
1000 General All-Purpose Fund	420400 Fire Protection and	3951 MONTANA STATE FIRE CHIEFS	FIRE-ANNUAL MEMBERSH	50.00
1000 General All-Purpose Fund	420400 Fire Protection and	4159 REXEL INC, d/b/a PLATT	FIRE-12PK U M PHI	107.28
1000 General All-Purpose Fund	420400 Fire Protection and	000185 SUPER 1 FOODS	FIRE-MISC SUPPLIES	11.01
1000 General All-Purpose Fund	420400 Fire Protection and	4208 MAHUGH FIRE & SAFETY, LLC	FIRE-ADAPTERS	447.00
1000 General All-Purpose Fund	420400 Fire Protection and	000010 CENTURYLINK	FIRE-FIREHALL TELEPH	41.69
1000 General All-Purpose Fund	420400 Fire Protection and	000034 WESTERN BUILDING CENTER	FIRE-SECURITY DOOR S	375.00
1000 General All-Purpose Fund	420400 Fire Protection and	000034 WESTERN BUILDING CENTER	FIRE-SECURITY DOOR S	54.87
1000 General All-Purpose Fund	420540 Land Use	4895 8x8, INC.	PLANNING-TELEPHONE S	58.64
1000 General All-Purpose Fund	430240 Road and Street	4949 SNOWY MOUNTAIN	STREET-DOWN PMT 2011	3,000.00
1000 General All-Purpose Fund	430240 Road and Street	000011 MISSION VALLEY POWER	STREETS-CITY SHOP	149.26
1000 General All-Purpose Fund	430240 Road and Street	000034 WESTERN BUILDING CENTER	STREETS-FENDER WASHE	2.52
1000 General All-Purpose Fund	430240 Road and Street	000034 WESTERN BUILDING CENTER	STREETS-ASSORTED PAR	4.49
1000 General All-Purpose Fund	430240 Road and Street	000034 WESTERN BUILDING CENTER	STREETS-ASSORTED PAR	3.99
1000 General All-Purpose Fund	430240 Road and Street	000034 WESTERN BUILDING CENTER	STREETS-GLOVES	15.49
1000 General All-Purpose Fund	430240 Road and Street	3293 ST. LUKE COMMUNITY	STREET'S-JOHN HART PH	100.00
1000 General All-Purpose Fund	460430 Parks	3025 FIRST BANKCARD	PARKS-DOGGY CLEANUP	306.46
1000 General All-Purpose Fund	460430 Parks	3025 FIRST BANKCARD	PARKS-MISC REFUND	-0.33
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-J CAMPBELL PAR	12.00
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PARKS-SACAJAWEA WLK	56.42
1000 General All-Purpose Fund	460430 Parks	000832 DELANEY'S LANDSCAPE CTR.	PARKS-SOLENOID HUNTE	41.97
1000 General All-Purpose Fund	460430 Parks	000832 DELANEY'S LANDSCAPE CTR.	PARKS-IRRIGATN SYS J	62.00
1000 General All-Purpose Fund	460430 Parks	3014 QUIK E'Z TOWING &	PARKS-TOW CITY MOWER	156.25
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PARKS-CITY PARKS	246.28
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PARKS-KERR DAM/BB FI	2.20
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PARKS-SACAJAWEA PARK	9.57
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PARKS-1ST ST E WTR S	85.83
1000 General All-Purpose Fund	460430 Parks	000026 POLSON AUTO PARTS, INC.	PARKS-BAT GRA	16.68
1000 General All-Purpose Fund	460430 Parks	000026 POLSON AUTO PARTS, INC.	PARKS-FST GRE	27.50
1000 General All-Purpose Fund	460430 Parks	000026 POLSON AUTO PARTS, INC.	PARKS-HARNESS, ADAPT	41.76
1000 General All-Purpose Fund	460430 Parks	000026 POLSON AUTO PARTS, INC.	PARKS-FST GRE	11.00
1000 General All-Purpose Fund	460430 Parks	000282 QUILL CORPORATION	PARKS-HANGING FOLDER	23.12
1000 General All-Purpose Fund	460430 Parks	4159 REXEL INC, d/b/a PLATT	PARKS-COILS,MOTION S	176.16
1000 General All-Purpose Fund	460430 Parks	4159 REXEL INC, d/b/a PLATT	PARKS-ASSORTED PRODU	184.25
1000 General All-Purpose Fund	460430 Parks	4159 REXEL INC, d/b/a PLATT	PARKS-CREDIT MEMO	-91.08
1000 General All-Purpose Fund	460430 Parks	000034 WESTERN BUILDING CENTER	PARKS-BIT, TORX RSS	25.06
Total for Fund:				12,300.83
2020 Police Municipal Services	420140 Crime Control and	3025 FIRST BANKCARD	POLICE-NIKON DIGITAL	175.93
2020 Police Municipal Services	420140 Crime Control and	3025 FIRST BANKCARD	POLICE-NIKON DIGITAL	153.97
2020 Police Municipal Services	420140 Crime Control and	000020 PROVIDENCE HEALTH &	POLICE-DUI/DRUG BLOO	1,045.00
Total for Fund:				1,374.90
2216 Parkland Subdivision Fee	460430 Parks	4928 BLACK DIAMOND BUILDERS	PARKS-ROOF FOR BTHRM	2,450.00

For doc #s from 122598 to 122770

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
			Total for Fund:	2,450.00
2219 Parks Donations	460430 Parks	3025 FIRST BANKCARD	PARKS-4' BENCH MEMOR	538.10
			Total for Fund:	538.10
2394 Building Code Enforcement	420500 Protective Inspections	4895 8x8, INC.	BUILDING-TELEPHONE S	29.32
2394 Building Code Enforcement	420500 Protective Inspections	000046 BEACON TIRE CENTER	BUILDING-TIRE ROTATI	55.00
2394 Building Code Enforcement	420500 Protective Inspections	2074 VERIZON WIRELESS	BUILDING-CELL PHONE	32.38
			Total for Fund:	116.70
2401 Light Maintenance	430263 Street Lighting	000011 MISSION VALLEY POWER	FACILITIES-ST LGHT 0	1,442.19
			Total for Fund:	1,442.19
2402 Light Maintenance	430263 Street Lighting	000011 MISSION VALLEY POWER	FACILITIES-N END MAI	242.23
2402 Light Maintenance	430263 Street Lighting	000011 MISSION VALLEY POWER	FACILITIES-ST LGHT 0	796.22
			Total for Fund:	1,038.45
2705 Downtown Christmas Light	411200 Facilities (Shared Costs)	4533 KEVIN STRAUB	FACILITIES-HOLIDAY L	1,000.00
			Total for Fund:	1,000.00
2810 Police Training Fund	420140 Crime Control and	3025 FIRST BANKCARD	POLICE-WN TRAVEL LOD	207.30
2810 Police Training Fund	420140 Crime Control and	3025 FIRST BANKCARD	POLICE-JH TRAVEL LOD	207.30
2810 Police Training Fund	420140 Crime Control and	3530 IACP POLICY CENTER	POLICE-A BOOTH ANNUA	150.00
2810 Police Training Fund	420140 Crime Control and	4086 MONTANA ASSOCIATION OF	POLICE-A BOOTH ANNUA	60.00
			Total for Fund:	624.60
2820 Gas Apportionment Tax	430240 Road and Street	3880 WE DUST CONTROL &	STREETS-DE-ICER	5,755.75
2820 Gas Apportionment Tax	430240 Road and Street	000026 POLSON AUTO PARTS, INC.	STREETS-HEMI ORANGE	5.96
2820 Gas Apportionment Tax	430240 Road and Street	000026 POLSON AUTO PARTS, INC.	STREETS-LAMP BULB	11.26
2820 Gas Apportionment Tax	430240 Road and Street	000026 POLSON AUTO PARTS, INC.	STREETS-CARB-CHOKE C	5.98
2820 Gas Apportionment Tax	430240 Road and Street	000026 POLSON AUTO PARTS, INC.	STREETS-CARB KIT, CA	33.70
2820 Gas Apportionment Tax	430240 Road and Street	4849 JOHN DEERE FINANCIAL	STREETS-ASST REFLCTV	20.85
2820 Gas Apportionment Tax	430240 Road and Street	4849 JOHN DEERE FINANCIAL	STREETS-ASST PARTS	32.61
2820 Gas Apportionment Tax	430240 Road and Street	4849 JOHN DEERE FINANCIAL	STREETS-ASST PARTS	55.16
			Total for Fund:	5,921.27
5010 Golf Fund	460446 Golf Course -	3025 FIRST BANKCARD	GOLF MAINT-CONC FOGG	37.96
5010 Golf Fund	460446 Golf Course -	3025 FIRST BANKCARD	GOLF MAINT-WIPER BLA	11.98
5010 Golf Fund	460446 Golf Course -	3025 FIRST BANKCARD	GOLF MAINT-TRAVEL FU	32.78
5010 Golf Fund	460446 Golf Course -	2094 WILBUR ELLIS COMPANY	GOLF MAINT-ERITAGE/A	2,553.76
5010 Golf Fund	460446 Golf Course -	4895 8x8, INC.	GOLF MAINT-TELEPHONE	29.32
5010 Golf Fund	460446 Golf Course -	000832 DELANEY'S LANDSCAPE CTR.	GOLF MAINT-FLOWERS, P	138.58
5010 Golf Fund	460446 Golf Course -	4825 IBS, INC	GOLF MAINT-THERMAL G	196.96
5010 Golf Fund	460446 Golf Course -	000011 MISSION VALLEY POWER	GOLF MAINT-GOLF SHED	199.50

For doc #s from 122598 to 122770

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
5010 Golf Fund	460446 Golf Course -	000011 MISSION VALLEY POWER	GOLF MAINT-25 HP PUM	0.00
5010 Golf Fund	460446 Golf Course -	000011 MISSION VALLEY POWER	GOLF MAINT-60 HP PUI	96.80
5010 Golf Fund	460446 Golf Course -	000011 MISSION VALLEY POWER	GOLF MAINT-155 HP PU	140.88
5010 Golf Fund	460446 Golf Course -	000011 MISSION VALLEY POWER	GOLF MAINT-BAYVIEW P	737.45
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GOLF MAINT-RELAY	55.19
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GOLF MAINT-HYD FL 5	43.20
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GOLF MAINT-BATTRY, WN	141.88
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GOLF MAINT-BRK CLNR,	54.27
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GOLF MAINT-SPARK PLU	9.56
5010 Golf Fund	460446 Golf Course -	000010 CENTURYLINK	GOLF MAINT-TELEPHONE	152.44
5010 Golf Fund	460446 Golf Course -	4159 REXEL INC, d/b/a PLATT	GOLF MAINT-PULL ROPE	86.72
5010 Golf Fund	460446 Golf Course -	2074 VERIZON WIRELESS	GOLF MAINT-CELL PHON	195.13
5010 Golf Fund	460447 Golf Course - Pro Shop	3025 FIRST BANKCARD	GOLF PRO - ADVERTISI	40.00
5010 Golf Fund	460447 Golf Course - Pro Shop	000010 CENTURYLINK	GOLF PRO-INTERNET	22.95
5010 Golf Fund	460447 Golf Course - Pro Shop	4895 8x8, INC.	GOLF PRO-TELEPHONE S	29.32
5010 Golf Fund	460447 Golf Course - Pro Shop	000011 MISSION VALLEY POWER	GOLF PRO-DWNSTAIRS M	62.03
5010 Golf Fund	460447 Golf Course - Pro Shop	3866 OFFICE MAX CONTRACT INC.	GOLF PRO-OFFICE SUPP	69.72
5010 Golf Fund	460447 Golf Course - Pro Shop	000011 MISSION VALLEY POWER	GOLF PRO-SHOP/STREET	195.28
5010 Golf Fund	460447 Golf Course - Pro Shop	000010 CENTURYLINK	GOLF PRO-TELEPHONE S	159.31
5010 Golf Fund	460447 Golf Course - Pro Shop	000034 WESTERN BUILDING CENTER	GOLF MAINT-GALV STAP	58.51
5010 Golf Fund	460447 Golf Course - Pro Shop	000034 WESTERN BUILDING CENTER	GOLF MAINT-4X8 OSB	49.95
5010 Golf Fund	460448 Golf Course - Carts	000011 MISSION VALLEY POWER	GOLF PRO-CART STORAG	28.35
5010 Golf Fund	460460 G. C. Restaurant O & M	000011 MISSION VALLEY POWER	GOLF REST-T10204 MET	85.93
5010 Golf Fund	460460 G. C. Restaurant O & M	000010 CENTURYLINK	GOLF REST-TELEPHONE	123.46
Total for Fund:				5,839.17
5210 Water Fund	214600 Retainage Payable	4948 O'KEEFE DRILLING COMPANY	WATER-RETAINAGE	-4,576.18
5210 Water Fund	430500 Water Utilities	4895 8x8, INC.	WATER-TELEPHONE SERV	50.78
5210 Water Fund	430500 Water Utilities	4895 8x8, INC.	WATER-TELEPHONE FOR	49.99
5210 Water Fund	430530 Source of Supply and	000011 MISSION VALLEY POWER	WATER-7TH AVE WEST S	149.91
5210 Water Fund	430530 Source of Supply and	000011 MISSION VALLEY POWER	WATER-WELLS, BOOSTER	2,375.50
5210 Water Fund	430530 Source of Supply and	000011 MISSION VALLEY POWER	WATER-RIVERSIDE REST	50.81
5210 Water Fund	430530 Source of Supply and	000011 MISSION VALLEY POWER	WATER-RIVSD LIFT-SEC	12.81
5210 Water Fund	430530 Source of Supply and	4948 O'KEEFE DRILLING COMPANY	WATER-DRILL TEST WEL	91,523.50
5210 Water Fund	430530 Source of Supply and	4948 O'KEEFE DRILLING COMPANY	WATER-1% CGR	-869.47
5210 Water Fund	430530 Source of Supply and	4425 DEPARTMENT OF REVENUE	WATER-1% CGR TEST WE	869.47
5210 Water Fund	430550 Transmission and	3367 THE TRACTOR SHOP, INC.	WATER-REPAIR TORO 32	570.00
5210 Water Fund	430550 Transmission and	000026 POLSON AUTO PARTS, INC.	WATER-VISTA-BEAM	32.18
5210 Water Fund	430550 Transmission and	000026 POLSON AUTO PARTS, INC.	WATER-THREADLOCKER S	13.09
5210 Water Fund	430550 Transmission and	000026 POLSON AUTO PARTS, INC.	WATER-HOSE END	11.07
5210 Water Fund	430550 Transmission and	000026 POLSON AUTO PARTS, INC.	WATER-RAIN-X GLASS C	4.85
5210 Water Fund	430550 Transmission and	000026 POLSON AUTO PARTS, INC.	WATER-'05 SIERRA ALT	47.97
5210 Water Fund	430550 Transmission and	4006 HD SUPPLY WATERWORKS,	WATER-ASST PARTS	35.18
5210 Water Fund	430550 Transmission and	000046 BEACON TIRE CENTER	WATER-4 TIRES MT/BAL	55.00
5210 Water Fund	430550 Transmission and	000010 CENTURYLINK	WATER-DSPNSR, WELL 6	216.37
5210 Water Fund	430550 Transmission and	000034 WESTERN BUILDING CENTER	WATER-GALV NIPPLE	5.79
Total for Fund:				90,628.62
5310 Sewer Fund	430600 Sewer Utilities	4895 8x8, INC.	SEWER-TELEPHONE SERV	50.78
5310 Sewer Fund	430600 Sewer Utilities	4895 8x8, INC.	SEWER-TELEPHONE FOR	50.00

For doc #s from 122598 to 122770

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
5310 Sewer Fund	430630 Collection and	3103 JIM MORELLI ELECTRIC LLC	SEWER-RIO SEPTIC STA	909.29
5310 Sewer Fund	430630 Collection and	000011 MISSION VALLEY POWER	SEWER-7TH AVE WEST S	149.90
5310 Sewer Fund	430630 Collection and	4006 HD SUPPLY WATERWORKS,	SEWER-TAP HOLE SAWS	1,962.79
5310 Sewer Fund	430630 Collection and	3411 WESTERN STATES EQUIPMENT	SEWER-WEST SHORE GEN	3,507.87
5310 Sewer Fund	430630 Collection and	001103 MID AMERICAN RESEARCH	SEWER-FOAM ROOT CNTR	1,513.24
5310 Sewer Fund	430630 Collection and	000011 MISSION VALLEY POWER	SEWER-PUMP/LIFT STAT	3,369.32
5310 Sewer Fund	430630 Collection and	000026 POLSON AUTO PARTS, INC.	SEWER-NAPA 10W30 OIL	43.25
5310 Sewer Fund	430630 Collection and	000026 POLSON AUTO PARTS, INC.	SEWER-5W30 GTX HI MI	13.72
5310 Sewer Fund	430630 Collection and	001161 JENSEN BACKHOE INC.	SEWER-11TH AVE REPAI	1,820.00
5310 Sewer Fund	430630 Collection and	4951 MONTANA DEPARTMENT OF	SEWER-CNTR ADDT BLK	369.00
5310 Sewer Fund	430630 Collection and	3103 JIM MORELLI ELECTRIC LLC	SEWER-LAKEVIEW TRANF	1,184.66
5310 Sewer Fund	430630 Collection and	000010 CENTURYLINK	SEWER-LAGOON SHOP	189.21
5310 Sewer Fund	430630 Collection and	000010 CENTURYLINK	SEWER-LAGOON SHOP	121.24
5310 Sewer Fund	430630 Collection and	000034 WESTERN BUILDING CENTER	SEWER-GALV PIPE	54.73
5310 Sewer Fund	430630 Collection and	000034 WESTERN BUILDING CENTER	SEWER-PREMIX CON	5.21
5310 Sewer Fund	430640 Treatment and Disposal	4680 CINDY DOOLEY	SEWER-CD TRAVEL MEAL	92.00
5310 Sewer Fund	430640 Treatment and Disposal	4804 MARK SHRIVES	SEWER-MS TRAVEL MEAL	92.00
5310 Sewer Fund	430640 Treatment and Disposal	4944 A1 JANITORIAL SUPPLY	SEWER-SWR/LIFT STATI	346.23
5310 Sewer Fund	430640 Treatment and Disposal	2183 DOWL HKM ENGINEERING	SEWER-TASK ORDER #4	33,202.55
Total for Fund:				49,046.99
Total:				172,321.82

**CITY OF POLSON
SPECIAL COMMISSION MEETING**

5b.

Commission Chambers

October 26, 2015

6:30 p.m.

ATTENDANCE: Mayor Heather Knutson, Commissioners Campbell, Donovan, Erickson, Turner, Siler, and Southerland City Manager Mark Shrives, City Clerk Cora Pritt, City Attorney Rich Gebhardt

OTHERS PRESENT (who voluntarily signed in): Elsa Duford, Una Rose Graham, Andrew Johnson, Shauna Johnson, Lee Manicke, and Tony Porrazzo

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 (00:40) - Commissioner Turner motion to approve the proposed agenda. Commissioner Southerland second. City Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

PUBLIC COMMENT ON SIGNIFICANT MATTERS TO THE PUBLIC NOT ON THE AGENDA (01:05)-none

APPROVE SPECIAL USE PERMIT #15-07 WESTSHORE ESPRESSO (01:25)-City Planner Kyle Roberts presented this agenda item. This application was approved by the City County Planning Board during their October 13, 2015 meeting. The project is located at 48573 U S Highway 93. Commissioner Campbell questioned whether this project would be permitted. The use of a portable toilet is in violation of the current Water/Sewer Ordinance. After reading the Ordinance, Commissioner Campbell is correct port-a-pottys are not permitted. In order to comply, the applicant will need to hook up to City water and sewer. At this current time there is no staff recommendation. **Commissioner Siler motion to remove this item from the table. Commissioner Turner second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried.** City Manager Shrives commented that the City Attorney is present at the meeting should there be any questions. There is a current two year time period in which the applicant has to hook up to water/sewer. The port-a-potty would serve the employees not the customers. One of the other coffee shops located on Highway 35 was required by the County to hook up to City water and install a septic system. Mayor Knutson suggested setting a time period for hook up to water/sewer. The City Manager commented that the owner of the property has signed a fee document, and that the applicant can represent the owner in this particular matter. There was also a discussion about water/sewer. The developer is aware of the hook up and has plans to hook up due to future development of the property. City Attorney Rich Gebhardt commented that the loop hole that the Commission can use is to refer to this a construction, and the port-a-potty is permitted in a construction area. Or, should the Commission choose, the Commission can put a one year time period as a condition. City Manager Shrives commented that there is water hook ups in the area, the sewer would need to be extended from Irvine Flats Road. Shauna Johnson commented that the owner has an application to the State of Montana. Mayor Knutson suggests revising Condition #14 to one year. Commissioner Campbell commented that also eliminate the term service line, just main line. City Manager Shrives commented that there also needs to be a condition regarding the development of the contract with the owner. Mayor Knutson asked if that could be Condition #20. Commissioner Campbell commented to make that Condition #20 and it should read; An agreement with the owner to extend water/sewer within one year period of time. Main line. **Commissioner Turner motion to approve Special Use Permit #15-07 with Condition #20 added; Contract with the owner within one year water main and sewer to be extended to the property. And #14 to one year. Commissioner Siler second.** Commission discussion: Commissioner Erickson commented on the number of advertisement signs on the property. This is a distraction. Commissioner Donovan pointed out that Condition #19 also needs to be changed to one year.

Commissioner Turner amended the motion to change #19 to one year. Commissioner Siler was okay with the amendment. Mayor Knutson reviewed the motion of approval with the revision to Condition #19 to one year, Condition #14 to one year and changing service lines to main lines, and add Condition #20 a contract between the City and the owner to extend water and sewer mainlines within one year. Public comment: none **VOTE: Unanimous Motion carried** City Attorney Rich Gebhardt pointed out that the applicant cannot do business yet. Mayor Knutson advised the applicants to coordinate with the City and make sure that the City gives you the actual go ahead to open.

APPROVE REVISION TO CONSIDER THE POSSIBILITIES FOR POLSON DOCUMENT WHICH CREATED THE POLSON REDEVELOPMENT AGENCY (31:58)

City Attorney Rich Gebhardt presented this agenda item. City Manager Shrives, "After the last meeting, we met with Rich, Cindy and I, and went through some of the questions. It just seemed to make more sense, at this point, to have Rich come in and answer your questions and explain why the document is written the way that it is. Consider the Possibilities. The language." **Commissioner Siler motion to remove this item from the table. Commissioner Campbell second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried** Rich Gebhardt, "Well, you came up with the issue of whether or not the City of Polson was the Agency. And I've got to confess some laziness there because I didn't want to redraft that whole document with all the charts and graphs. The first comment I have (inaudible) from the last meeting was about whether or not the City of Polson made itself the Agency. And I think I did that in the sections that we were amending. I'm getting some nods. But that was intended to go ahead and apply to the full document. Without doing that I would have had to go through the whole document and then put City every time you had Agency. That would be good and not that difficult if we had it in word format. But all those charts are difficult to put in the word format and all that we had was other format, PDF file. Which I wish we could find that. Because it would be nice to have that because there's going to be amendments down the road. And you understand the reason that we did this is because we got the audit exception that said we were not doing our job in deciding who was going to handle this. In fact rumor has it by other departments that on the face of the Ordinance I think we did a pretty good job. The Ordinance enabled this thing but then, this is the policy that goes along with it and I think that was copied from some other jurisdiction and it was just wholesale put in there without regard to making that decision about whether or not we were going to handle it yourself or you're going to have an outside agency." Mayor Knutson, "So I guess, wasn't the confusion that the, like for example the administration starts the Polson Redevelopment Agency shall be organized, wasn't the misunderstanding that you are using the term City Commission and City interchangeably with the board that is being utilized?" Rich Gebhardt, "Yeah, I think there is some confusion with some other parts of the board, pardon me, of this policy, not the Ordinance. We clarified it all in the Ordinance itself, the (inaudible) Ordinance. That was what you did months ago, a month ago." Mayor Knutson, "Right." Rich Gebhardt, "And so, that takes priority over whatever this written policy is. And if you had decided to assign the staff the responsibility to go in there and change that, that would tighten the language up. I'm not going to deny that." Mayor Knutson, "I'm sorry, if we'd..." Rich Gebhardt, "Where you're changing City and Commission and Agency, and there was one other one that you had in there, board, because there is no board per-se that is the administrative board of this agency. It is an advisory board to the Commission and the Commission is the one that handles through the department. They set the policy and the City staff handles the administration." Mayor Knutson, "So when I say Polson Redevelopment Agency shall be organized to implement and administer the redevelopment plans, who does that refer to? The Polson Redevelopment Agency." Rich Gebhardt, "City Commission. And that's in that adopted (inaudible) paragraph section that says where we call the City of Polson as the agency." Commissioner Campbell, "Those contradictions sometimes." Rich Gebhardt, "There's lots of them." Commissioner Campbell, "Talking about litigation instituted by either the agency or the City." Rich Gebhardt, "Yep. How would you read that to make it work? I would be more than happy to do that but you've kind given me twenty hours a month." Commissioner Campbell, "But you think this can all be fixed by staff here?" City Manager Shrives, "Well, it's just a matter of going back." Commissioner Campbell, "Take one word out, put another word in." City Manager Shrives, "Well, no. It would be a matter of re-writing the document because it does not exist in word version. So that was our biggest problem was trying to find the

document particularly being the entire document with all the charts and graphs. It's a pretty hefty project. So this was a fix to meet what we were trying to do for the (inaudible). This was something we could take on. Right now I'm not sure this is more important than the Growth Policy. (inaudible)." Rich Gebhardt, "Excuse me Mark. Those conflicts that you're talking about were there before. What we're doing is, they came to our attention and now we're trying to straighten them out. I can convert most, I've got a conversion program that can convert most of the PDF word stuff but it doesn't do the charts, I don't have any way to convert that. If you wanted to take it on as an entire thing, we can do it now or we can go ahead and work through it. Nobody is denying there's lots of conflicts and you would have to interpret them in the way that our Ordinance says to interpret them." Commissioner Campbell, "You know honestly most of them, if we, most contradictions, if you read through this, you're going to know who their talking about in each case. And when we're all done with this, this organization will be a part of the City of Polson. It won't be a separate organization, more an advisory committee. It all boils down to the City will be responsible for everything." Rich Gebhardt, "Yes." City Manager Shrives, "And that's what the Ordinance says." Commissioner Campbell, "I would be okay with approving it as we go along. I understand what you're saying. But it does, it definitely contradicts it's self sometimes in the same sentence." Rich Gebhardt, "I mean, there's no choice but to do it right but at the moment we're just fiddling with the Ordinance so that it makes the auditor happy. We're clarifying what our role is." Commissioner Campbell, "Which was, not to leave them out as a separate organization." Mayor Knutson, "Okay. Anything else? Clear as mud? Alright, so what we're agreeing to, if we make a motion to approve this, essentially is that we are reflecting our Ordinance more clearly. This is making a step in the right direction to reflect the Ordinance more clearly that it's not a separate agency but rather a function of the City itself. However we're recognizing that there are still disjointed yet with the actual assignment of responsibilities and the labeling of organizations. Is that an accurate way to put it? We will continue to move forward on making improvements on this recognizing that right now you have other things that are taking precedence on that. Okay. Just making sure we all have an understanding of what we're doing here. It is a little unclear so..." Commissioner Turner, "And the auditor will be okay with what we got?" Rich Gebhardt, "Yes." Commissioner Campbell, "This covers a few (inaudible). Mayor Knutson, "It obviously feels a little uncomfortable because we would like to have it clear. If we're having confusion reading it, then anybody who reads this is going to also have confusion. But this is the first time (inaudible) with this but it does feel unnatural to allow it to go through without making those updates at this point." Commissioner Campbell, "That brings us in line to where we want to be." Mayor Knutson, "Right." Commissioner Campbell, "(inaudible). Mayor Knutson, "We just need to (inaudible). So can I get a motion?" Commissioner Campbell, "I move to approve revision of sections 9.1 through 9.6 of Chapter 9 of the Consider the Possibilities for Polson document." Commissioner Erickson, "I'll second." Mayor Knutson, "I've got a motion from Commissioner Campbell with a second from Commissioner Erickson. Do I have any Commission discussion? Do I have any public comment on Agenda item number 6 please?" **Public Comment- Lee Manicke**, "Ward II. I kind of think I am responsible for some of this. I have a long standing concern of mine. I had this grandiose plan a long time ago and in a lot of places it has never been followed. So I brought up a case where it wasn't followed about the audit. It said it had a bi-annual audit. That was quite some time ago. Mark said one time I didn't believe he heard me but he did and brought it up. On your, I still have some concerns. On your agenda item it says this was on May 1, 2000 that was done, accepted by City Commission vote or City Council vote and from my interpretation of the Montana Code, adoption of the Urban Renewal Plan has to be done by ordinance. And so the one that was done is dated here was accepted by the City Council, it wasn't done according to the Montana statutes. That then was done in October 2000 with Ordinance number 591 and it made in that it made the document Consider the Possibilities for Polson part of Ordinance 591. What's requested to be done tonight is to modify Ordinance 591 and my understanding to modify an ordinance you do it by ordinance, not by a vote of the Council. Rich can correct me if I'm wrong, but I think Statutes are clear that if an Urban Renewal Plan needs to be modified by Ordinance. I think 7-15-4221 number 2 an Ordinance Renewal Plan may be modified by Ordinance. Then it goes on to say that that ordinance, the plan can either be done as stated in the Urban Renewal Plan or it can be done by State Statutes. The Urban Renewal Plan says it will be done by State Statute. State Statute says that you modify Urban Renewal Plan the same way you create one, and that's rather

cumbersome I agree with that. And so I think you are trying to satisfy the auditor, but really, there's a lot of things that's brought up. There's a lot of things that need to be revised in this thing and so I think really the whole thing should be looked over and done. I don't think your vote tonight as presented is doing it the proper way because it's not done by ordinance. It's done by Commission vote. If you look at the revision on this, it shows it to amend the development plan how it will be done. Right above that in Annual Program Budget; the agency prepared an annual program work budget and I don't believe the City has ever done that. I don't believe that the PRA has ever presented an annual budget or an annual work plan and a budget. So there's another thing that probably needs to be done. Last meeting you were shown a plan where the outline of the PRA District is. That plan is, I think what's now being used by the Department of Revenue but this is the official plan that is in here and they're not the same plan. There's a lot of changes that have been made in this over the years and I don't know that they've ever been done by ordinance which is a requirement of the Montana Statutes. I agree with Rich that the whole thing needs to be done, rewritten because this thing is 17 years old. There's no changes been made to it. There's some things in here that are not done but I don't think you can find any document anywhere in the City Hall that ever says that this plan, this map has ever been revised. There are a lot of revisions that have been made. Personally I think you're premature in what you're doing. I know you're doing it to satisfy the auditor but I think you need to go back and take a whole new look at this thing. We're not following it folks. We haven't followed it for a long, long time. It's aggravating that you've got some people coming back, giving us a lot of recommendations for some grandiose plans that don't follow this plan, and they're the ones that drew it up. They're the ones that accepted it or some of them are. Rich you can tell me if I'm wrong, but I really think that this needs to be done by Ordinance not just by vote of the Commission to revise this." Mayor Knutson, "Thank you. I would like some clarification on that if you wouldn't mind please." Rich Gebhardt, "Lee and I are not disagreeing at all. But I think, if you will recall, we did amend this by ordinance. That was what, two months ago? Or a month ago?" Mayor Knutson, "We amended the Ordinance." Rich Gebhardt, "The Ordinance and that is exactly what he is suggesting that we had to do. Now for the rest of the plan, and then the changes that are shown to you tonight or the last meeting are just effectuating that Ordinance. So it's straightening out the language that we've already adopted in the Ordinance that had to go, I think maybe that's where there's a disconnect or miscommunication between Lee and I is he thinks the actual document, at this point, needs to be in the Ordinance itself. It doesn't. It's an enabling Ordinance and that's what we did this for. But he is correct in that it does need to be amended by ordinance and we did that on this one subject alone. Now he brings up two different points that here we go again. I think we are going to have to make this into a bigger project. To go ahead and comply with the fact that we never amended the maps. That it doesn't do an annual budget or a work plan on an annual basis. Okay. Those are important points to go ahead and carry through. I think the staff has got an obligation to come back to you with those things. If somebody out there has got a word document that has this on it we would really appreciate that. But I think we've done what Lee has said to do. I think we can do a better job with the next step in the process." Mayor Knutson, "So is it your recommendation to still proceed with approving this policy as it is?" Rich Gebhardt, "Yes." Mayor Knutson, "And then updating in the future. So, if we were to be making any other changes on this policy we would not have to go through the ordinance process on this correct?" Rich Gebhardt, "No. We would have to go through the ordinance process." Mayor Knutson, "But not this time I guess." Rich Gebhardt, "This time we did already." Mayor Knutson, "We did for the Ordinance but this policy The Consider the Possibilities actual document that's what we're changing right now." Rich Gebhardt, "It's effectuating what we've already adopted in your Ordinance." Mayor Knutson, "Okay." Rich Gebhardt, "It's just making us do what you told us to do a month ago." Mayor Knutson, "So when we go in the future to make any additional changes to this Consider the Possibilities, will we, I just want to try clarification, will we have to go through the ordinance approval process?" Rich Gebhardt, "Ordinance approval process but it will be, what it will be will be the ordinance itself that re-enacts it just like we are doing with the codification, with our regular codification. It will be an ordinance that re-enacts it and it will be attached to it as a document that effectuates the ordinance. Effectuates the creation." City Manager Shrives, "If you go to the back page, the last page of this document, the Ordinance that we passed was an ordinance to amend Section 2.05.510 that no separate agency was created for the Urban Renewal. The language, the changes that we made within the document, the policy

document, are those changes that the Ordinance approved. So when we go back to update the other items that were brought up then we will have to do another ordinance that provides the language that we didn't go back and change the policy. So, the ordinance and then the ordinance drives the policy changes." Mayor Knutson, "Okay. And it's your opinion that we can make this policy change to support the most current ordinance that we approved." Rich Gebhardt, "Correct. We bring it back to you so that you know that we have effectuated the Ordinance that you adopted." Mayor Knutson, "And in order to do that we do not need to do another ordinance." Rich Gebhardt, "You've already done the Ordinance." Mayor Knutson, "Okay. Any other public comment? Do you have a question? Lee do you have a question? Is that what you are asking?" Lee Manicke, "Yes." Mayor Knutson, "Clarification?" Lee Manicke, "Rich, I read this Ordinance. I see nowhere in here that modifies the Urban Renewal Plan. It says you want to do that but it doesn't do it. Now you're doing that but you're not doing it by ordinance. You got the degree Rich. I don't I can't argue with you." Rich Gebhardt, "Yes, you can argue with me." Lee Manicke, "I don't see anywhere in here that it says at all that we have modified the Urban Renewal Plan. You have an attempt you want to do that but you don't do it unless you do it by ordinance. Because it was created by ordinance and you modify it by ordinance." Rich Gebhardt, "I just don't agree." Mayor Knutson, "Okay." Lee Manicke, "I do agree that the whole thing needs to be redone. I think I hope you don't have a whole bunch of these for each sections that are modified. I hope you do it by actually modifying the document itself." Rich Gebhardt, "And adopting the document." Lee Manicke, "As an Ordinance." Mayor Knutson, "Okay. Thank you. Any additional public comment this evening on Agenda Item #6? Okay. We have a motion from Commissioner Campbell with a second from Commissioner Erickson. We have our City Attorney's opinion on this so I will go ahead and take a vote then." **VOTE: Unanimous Motion carried**

APPROVE FINAL CHANGE ORDER FOR GOLF CAR STORAGE BUILDING (54:15)-City Manager Mark Shrives presented this agenda item. City Manager Shrives, "So I had to go back and try remind myself of this. Back in June after the project started, we ran across debris that was in the area that the two buildings were going to go in to. At that time we talked about the need for a change order because we had the contractor on site and at that point we had no delay claims by the contractor starting to add up. At that point we did a cost + 15% change order. At that time we were somewhere between \$30,000.00 to \$40,000.00 was what that change order was going to be. It has now come in at \$37,446.77. So that's the actual numbers of the cost +15%. That was the actual numbers all of these, the invoices, the stand-by time, were all verified by our City Engineer Shari Johnson. In addition she worked the contractor over going thru all the delay claims and brought that down considerably. So what this is tonight would be the final approval of the change order for \$37,446.77. The original budget for this was \$220,000.00 so brings it to \$219,205.00. Cindy did send me an email that we will see some additional costs. This is not related to the contract but it's related to Shari's time and then there was a charge from Mission Valley Power and that's going to be about \$5,176.00. So that will be absorbed by the Golf fund paying for Shari's time under her retainer. They will pay that portion of it so but tonight basically what this is for is to approve the \$37,446.77 to Bjorn Johnson Construction in which then the project is done. He's off site. The buildings have been turned over to the Golf Course." Mayor Knutson, "Okay. Any questions before we call for a motion." Commissioner Campbell, "Do we get a warranty?" City Manager Shrives, "Yes, we get a warranty for one year. Standard one year warranty. That's our original contract." Commissioner Campbell, "Are they using it yet?" City Manager Shrives, "They are not using it yet. I think Pat, I talked to Pat last week. He thinks probably two weeks we'll be putting the private carts in." Mayor Knutson, "Okay. Any other questions? Okay. Then I look for a motion to approve." **Commissioner Donovan, "I motion to approve final amount for Change Order Number 2 in an amount of \$37,446.77 for payment to Bjorn Johnson Construction." Commissioner Southerland, "I'll Second."** Mayor Knutson, "Okay. I've got a motion from Commissioner Donovan with a second from Commissioner Southerland. Any Commissioner discussion? Do I have any public comment then on Agenda Item #7 please?" **VOTE: Unanimous Motion carried**

RECESS FOR PERSONNEL (58:08) Next we are on to recess for a personnel Executive Session. This matter concerns the City Manager Contract. I have determined that the interest of the public and the

knowledge of this contract clearly outweighs the interest of the employee's privacy. However, the City Manager has the right to request that the discussion of the contract be closed as a matter of personnel privacy and if he exercises that right, the discussion will be closed. If the discussion is closed, upon its completion the Commission will reconvene into open session only to determine the action versus full minutes and to adjourn. The actual City Manager Contract will be presented at a future public meeting. I expect that the discussion will take approximately 1 to 1.5 hours. At this point I would like to ask the City manager if he would wish for the discussion to be closed." City Manager Shrives, "Yes." Mayor Knutson, "Okay. Thank you. With that then we will go into recess."

Recess (58:53) 7:30 p.m.

Reconvene (58:56) 9:22 p.m.

(59:04) Mayor Knutson asked the Commission if there were any items that needed full minutes or will action minutes suffice. The Commission requested Agenda Items #6 & 7 have full minutes. All other action minutes.

Adjourn. (01:00:27) Commissioner Southerland motion to adjourn. Commissioner Campbell second. Commission discussion: none Public Comment: none VOTE: Unanimous Motion carried.

ADJOURN: 9:23 p.m.

ATTEST: _____

Heather Knutson, Mayor

Cora E. Pritt, City Clerk

CITY OF POLSON COMMISSION MEETING

50.

Commission Chambers

November 16, 2015

7:00 p.m.

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

ABSENT: Commissioner Turner

OTHERS PRESENT (who voluntarily signed in): Elsa Duford, Lita Fonda, Kevin Johnson- DOWL, Bonnie Manicke, and Lee Manicke,

CALL TO ORDER: (00:02) Mayor Knutson called the meeting to order. The Pledge of Allegiance was recited. Mayor Knutson then asked everyone to remain standing for a moment of silence to honor Polson Police Officer William Cleveland who passed away on November 15, 2015 from a battle with cancer. Roll call was taken.

APPROVAL OF PROPOSED AGENDA (02:38) - 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 (03:10)-none**

CONSENT AGENDA (03:33)-(a). November 1-12, 2015 claims, (b). City Commission Meeting Minutes November 2, 2015, **Commissioner Siler motion to approve the consent agenda. Commissioner Campbell second.** City Commission discussion: Commissioner Southerland asked if the two claim that were both \$399.99 for the Police department were duplicates. City Manager Shrives commented that there were two separate claims. Commissioner Siler asked why the difference in pay for the jurors. City Manager Shrives explained that the jurors who were chosen to sit on the jury were paid a higher amount. Public Comment: **Speaker did not identify herself.** She asked if the reports from the Study Commission had been submitted to the State. Mayor Knutson replied that either she or the City Manager would check with the Commission. **VOTE: Unanimous Motion carried**

CITY MANAGER COMMENTS (06:30) City Manager Shrives commented that the Dowl Task Order #4 is being amended to satisfy the requirements of the Community Development Block Grant. City Finance Officer Cindy Dooley and City Manager Shrives would be attending a CDBG workshop in Helena, MT on Thursday and Friday. The Polson Development Code Re-write update should be ready to be distributed in a couple of meetings. The draft will be distributed to the Commission, City County Planning Board members, and the Re-write Committee. The public hearings will be conducted in January 2016 and February 2016 and hope to have the document adopted in February 2016. The letters that were sent to the State Representatives and Congressman have resulted in a telephone call from Senator Daines and Representative Zinke. Senator Daines is going to check and see if there are any federal funds available to the City of Polson. The monies would be available sometime in January. The Street Department has located a Dodge 550 truck.. This is a used 2011 vehicle that will be used for plowing and sanding. There will also be a Resolution to approve a loan of \$65,000.00 for an inner-cap loan to purchase the truck. Mr. Lee Manicke asked if there will be copies of the Polson Development Code re-write given to the Re-write committee. City Manager Shrives answered that yes, the committee will be receiving a copy of the final draft.

APPROVE DOWL ENGINEERING AMENDMENT 1 TO TASK ORDER #4 (12:16)-This agenda item was presented by City Manager Shrives. The award of the Community Development Block Grant (CDBG) requires an amendment to the Task Order #4. There needs to be additional paperwork involved due to additional requirements. This will not result in additional funds. Dowl Engineer Kevin Johnson has to add four items for the Environmental Requirements. Commissioner Campbell asked if there would be an additional cost. City Manager Shrives replied no. It is already included. Commissioner Erickson asked when the project would go out to bid. City Manager Shrives answered the summer of 2016.
Commissioner Campbell motion to approve Dowl Engineering Amendment #1 to Task Order #4. Commissioner Southerland second. Commission discussion: none Public comment: none
VOTE: Unanimous Motion carried

APPROVE AWARD FOR THE SBR EQUIPMENT PROCUREMENT CONTRACT TO FLUIDYNE CORPORATION (14:37)-City Manager Shrives commented that the Commission were provided the Letter of Recommendation from Dowl Engineer Kevin Johnson. City Manager Shrives then asked Kevin to explain the process and answer any questions. Dowl Engineer Kevin Johnson gave a brief summary of the project to date: the Commission and City have approved and initiated the headworks. The award for the equipment was given to Huber Technology. Now the project is up to the point of the biological treatment Sequencing Batch Reactor (SBR). The bid was advertised and six proposals were received. The list was then narrowed down to the top three. The City of Polson also picked their top three. The applicants were scored by qualitative ranking and quantitative ranking. Fluidyne Corporation ranked the highest in both categories by Dowl and the City of Polson staff. The process will be a Notice of Award, submittal of a signed contract along with insurance, then a Notice to Proceed with shop drawing will be given. References were checked and there were no negative comments regarding Fluidyne Corporation. City of Polson Water/Sewer Superintendent Tony Porrazzo commented that his staff went thru the applications very thoroughly. **Commissioner Donovan motion to award the SBR Equipment procurement contract to Fluidyne Corporation in an amount of \$671,740.00 and to authorize the City manager to sign all required documents after Project Engineer review and City Attorney concurrence. Commissioner Erickson second.** Commission discussion: Commissioner Campbell commented that everyone has done their work. Public comment: none
VOTE: Unanimous Motion carried

APPOINT MARK MCGUYER TO THE CITY COUNTY PLANNING BOARD (37:58)-City Manager Shrives presented this agenda item. This appointment is to fill the remainder of Dennis DeVries term after his voluntary resignation from the City County Planning Board. The position was advertised and Mr. McGuyer was the only application that was received. **Commissioner Campbell motion to appoint Mark McGuyer to the City County Planning Board. Commissioner Donovan second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

(39:30) 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. (39:46) Commissioner Siler motion to adjourn. Commissioner Southerland second. Commission discussion: none Public Comment: none **VOTE: Unanimous Motion carried.**

ADJOURN: 7:40 p.m.

Heather Knutson, Mayor

ATTEST: _____
Cora E. Pritt, City Clerk

CITY OF POLSON

RESOLUTION NO. 2015-_____

Resolution for Designating Environmental Certifying Official

WHEREAS, in 2015 the City of Polson applied for federal, state, local and private funding to construct a new Waste Water Recovery Treatment Facility;

WHEREAS, all necessary funding has been received to permit the project to go forward; and

WHEREAS, an Environmental Certifying Official may be designated by formal resolution.

NOW, THEREFORE, BE IT RESOLVED that:

City Manager Mark Shrives is designated as the Environmental Certifying Official to produce an Environmental Review Record;

The City of Polson will ensure that it and all of its contractors or agents shall conduct all program matters in a non-discriminatory manner such that all persons regardless of race, gender, age, disability, or other protected class shall be treated equally and further each shall comply with the policies and procedures delineated in the 2015 Waste Water Recovery Treatment Facility Management Plan, approved by the Montana Department of Commerce Community Development Block Grant Program.

BE IT FURTHER RESOLVED that the above designation shall become effective on December ___, 2015.

CITY OF POSLON

LAKE County, Montana

By: _____
Heather Knutson, Mayor

Attest: _____

Cora E. Pritt, City Clerk

CITY OF POLSON

CITY COMMISSION AGENDA ITEM SUMMARY

Agenda Item Number: 8 (Motion) Approve Proposal for Nittany Grantworks LLC to provide CDBG grant management services.

Meeting Date: December 7, 2015

Staff Contact: Mark Shrives

AGENDA ITEM SUMMARY: Approve proposal to engage Nittany Grantworks LLC to provide Community Development Block Grant (CDBG) grant management services to the City in support of the Wastewater Project.

BACKGROUND: The City was notified of receipt of a \$450,000 CDBG grant award on September 30, 2015.

ANALYSIS: After receipt of the award, city staff reviewed the grant administration manual and the City Manager and City Finance Officer attended the mandatory CDBG training. We quickly realized there were many items the City did not have the expertise to handle in order to meet the many requirements that come with the receipt of a Federal Grant. The City advertised for Request for Proposals for Grant Management Services. Those proposals were due on November 27, 2015. The City received one proposal (Enclosure 1).

The proposal submitted by Nittany Grantworks LLC is for an amount not to exceed \$5,525. The hourly rate is \$65 per hour. We do not expect to reach the total of \$5,525, as some of the items identified in the proposal will be handled either by the project engineer or city staff.

FINANCIAL CONSIDERATIONS: The not to exceed amount of the proposal is \$5,525. This amount will be budgeted against the Administration line of the CDBG Grant.

STAFF RECOMMENDATION Approve Nittany Grantworks proposal to provide CDBG Grant Management Services

SUGGESTED MOTION: I move to approve the proposal from Nittany Grantworks in an amount not to exceed \$5,525 for CDBG Grant Management Services and authorize the City Manager to sign all contracts as prepared by the City Attorney.

ATTACHMENTS:

Encl. 1 – Nittany Grantworks Proposal and Statement of Qualifications



Proposal to Assist City of Polson in Meeting CDBG Start-up Conditions

Nittany Grantworks proposes to assist the City of Polson in meeting start-up conditions required by the Community Development Block Grant (CDBG) program. Start-up conditions are detailed in chapters 1 – 5 of the CDBG Administration Manual. Conditions, by chapter, are listed below.

Chapter 1, Project Start-up (estimate 3 hours)

- Prepare Management Plan
- Prepare Signature Certification Form
- Prepare Designation of Depository Form
- Provide firm commitment of non-CDBG funds

Chapter 2, Environmental Review (estimate 35 hours)

- Prepare Designation of Environmental Certifying Official
- Complete Checklist of Applicable Statutes and Regulations
- Complete Consolidated Environmental Assessment Form to include the four additional impact areas specific to CDBG
- Prepare Finding of No Significant Impact and Notice of Intent to Request Release of Funds (FONSI/NOI/RROF)

Chapter 3, Procurement Standards (estimate 10 hours)

- Work with CDBG and City Staff to resolve Section 3 requirements with regard to engineering and contractor procurement

Chapter 4, Financial Management (estimate less than 1 hour)

- Prepare Budgetary Authority Resolution

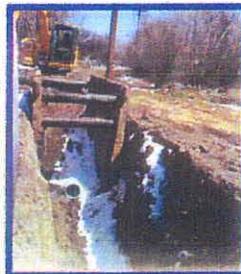
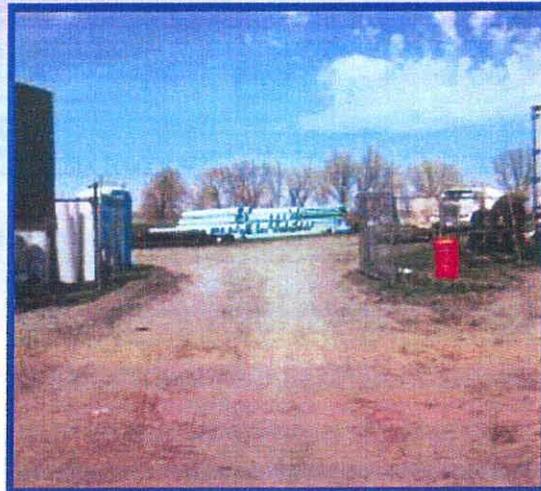
Chapter 5, Civil Rights (estimate 36 hours with assistance from city staffer(s) in getting information for the ADA Transition Plan)

- If applicable, prepare Fair Housing Resolution, Hatch Act, Nondiscrimination (Equal Employment Opportunity/EEO) Policy Resolution, ADA and Section 504 Complaint Resolution Procedures, an ADA Transition Plan for Handicapped Accessibility to Public Facilities
- Prepare Section 3 Public Notice
- Coordinate with Dowl HKM and City staff on contract language regarding civil rights in bid documents and in all contracts
- Coordinate with Dowl HKM and City staff on responsibilities concerning contracting with Disadvantaged Business Enterprises (DBE)

Cost Estimate

Nittany Grantworks proposes to complete the scope of work in no more than 85 hours, based on the estimated number of hours detailed above. The hourly rate for services is \$65.00. The total fee for services will not exceed \$5,525.

Statement of Qualifications



PO Box 1821
Livingston, MT 59047
406-222-6111
888-644-3230 fax
www.nittanygrantworks.com

Legal Name, Address and Telephone Number

Nittany Grantworks, Inc.

PO Box 1821

104 North E Street

Livingston, MT 59047

(406) 222-6111

Nittany Grantworks Principal, Experience and Qualifications

Lori Benner, GPC, Chief Executive Officer, has over eleven years of grant development experience. Her expertise is working with community leaders and organizations to secure and administer grant funding to support municipal projects. She is practiced in the following grant writing and grant development skills: identifying sources of funding, preparing concise applications, and administering projects in accordance with funding program guidelines.

Lori's proficiency in working with communities to perform grant writing and grant management work is enhanced by her knowledge of, and experience with, local government procedures. She is accomplished in carrying out community-oriented tasks including: developing short- and long-term plans, conducting surveys and needs assessments, arranging and facilitating public meetings, garnering support for projects, troubleshooting, collaborating with diverse individuals and groups, and promoting community achievements. Lori's experience administering large-scale projects involving several funding sources and types has afforded her the opportunity to perfect the following skills: preparing concise funding applications; developing project management plans; coordinating sources of funding; preparing written reports, checklists, and legal notices; establishing and maintaining project files; reviewing proposed project expenditures to ensure their propriety and proper allocation to the budget; participating in construction progress meetings; assuring compliance with labor standard requirements; and, preparing and submitting all reports and closeout documents accurately and on-schedule. A detailed resume for Ms. Benner is included in **Appendix A**.

Prior Project Experience

Nittany Grantworks is a grant development firm located in Livingston, Montana that specializes in providing project development, grant writing, grant administration, and project management services to units of government including boroughs, cities, counties, Native American tribes, school districts, states, townships, universities, and, water and wastewater districts. Nittany Grantworks has been providing services to communities since 2004. To date, Nittany Grantworks has secured over \$54 million in grant funds to support community development projects in the areas of education, hazard mitigation, housing, parks and recreation, reclamation and development, social services, solid waste infrastructure, transportation, and water and wastewater infrastructure.

Nittany Grantworks provides an array of services to help clients efficiently and successfully identify, secure, and administer grant funding to support community development projects. Staff members are practiced and proficient in providing the specialized skills necessary to help clients successfully undertake and engage in grant development activities.

Nittany Grantworks is a State of Montana-certified Disadvantaged Business Enterprise (DBE)

as it is a small business owned and controlled by a minority or woman, Lori Benner, Nittany Grantworks Chief Executive Officer. A copy of the firm's current DBE Certificate is included in **Appendix B**. The firm is also certified as an Economically Disadvantaged Women-Owned Small Business (EDWOSB) by the United States Small Business Administration.

Appendix C provides brief descriptions of similar projects Nittany Grantworks has worked on in the past (in particular, those involved with CDBG funding), including client profiles, size of community, location, total construction cost, project summary and name of local official knowledgeable regarding Nittany Grantworks' performance. Additional project summaries are described on the Nittany Grantworks website at www.nittanygrantworks.com. Additional reference information includes:

Big Horn County, Montana

Mr. Chad Fenner, Chairman
P.O. Box 908
Hardin, MT 59034
406-665-9700

Crow Tribe of Indians

Ms. Frances Pretty Paint, Grants
Administrator
P.O. Box 129
Crow Agency, MT 59022
406-638-3843

City of Boulder, MT

Ms. Diana Van Haecke, City Clerk
PO Box 68
Boulder, MT 59632
406-225-3381

Park County, Montana

Mr. Clint Tinsley, Chairman
414 East Callender Street
Livingston, MT 59047
406-222-4106

Current Work Activities

Nittany Grantworks maintains a detailed schedule that establishes staff needs for current projects under contract for twelve months in advance and assesses the feasibility of pursuing new projects on a continual basis. In this respect, the firm can estimate the proposed project's needs and provide a realistic assessment of staffing capacity. The firm has the capacity to provide management services to the City of Polson in a proficient and timely manner.

Proposed Work Plan and Schedule for Activities to be Performed

As per Montana Department of Commerce CDBG Administration Manual (Chapters 1 – 5), Nittany Grantworks proposes the following work plan and schedule for activities to be performed:

CDBG Administration Manual Activities	Tasks	Projected Dates of Activity
Chapter 1 – Project Start Up	Prepare Management Plan	December 1 st – 18 th
	Prepare Signature Certification Form	
	Prepare Designation of Depository Form	
	Provide Firm Commitment of non-CDBG funds	
Chapter 2 – Environmental Review	Prepare Designation of Environmental Certifying Official	December 7 th – January 21 st
	Complete Checklist of Applicable Statutes and Regulations	
	Complete Consolidated Environmental Assessment Form to include the four additional impact areas specific to CDBG	
	Prepare Finding of No Significant Impact and Notice of Intent to Request Release of Funds (FONSI/NOI/RROF)	
Chapter 3 – Procurement Standards	Work with CDBG and City of Polson staff to resolve Section 3 requirements with regard to engineering and contractor procurement	December 1 st – 18 th
Chapter 4 – Financial Management	Prepare Budgetary Authority Resolution	December 1 st – 18 th
Chapter 5 – Civil Rights	If applicable, prepare Fair Housing Resolution, Hatch Act, Nondiscrimination (Equal Employment Opportunity) Policy Resolution, ADA and Section 504 Complaint Resolution Procedures and ADA Transition Plan for Handicapped Accessibility to Public Facilities	December 7 th – January 21 st
	Prepare Section 3 Public Notice	
	Coordinate with Dowl HKM and City of Polson staff on contract language regarding civil rights in bid documents and all contracts	
	Coordinate with Dowl HKM and City of Polson staff on responsibilities concerning contracting with Disadvantaged Business Enterprise (DBE)	

Appendix A

Resume – Lori Benner



Lori Benner, GPC, Chief Executive Officer

lori@nittanygrantworks.com

EDUCATION

Bachelor of Science
The Pennsylvania State University

SPECIALIZATION

- Community Planning
- Education
- Housing
- Solid Waste Management
- Water and Wastewater Infrastructure

PROFESSIONAL SUMMARY

Lori has over twelve years of grant management experience. Her expertise is working with community leaders and organizations to secure grant funding to support community development projects. She is practiced in the following grant development skills: identifying sources of funding, preparing concise applications, and managing projects in accordance with funding guidelines.

Lori's proficiency in working with communities to perform grant development work is enhanced by her knowledge of and experience with local, state, and federal government procedures. She is accomplished in carrying out community-oriented tasks including: developing short- and long-term plans, conducting surveys and needs assessments, arranging and facilitating public meetings, garnering support for projects, troubleshooting, collaborating with diverse individuals and groups, and promoting community achievements.

PROFESSIONAL ACTIVITIES

Grant Professionals Association

Livingston Depot Foundation Board of Trustees

American Association of University Women

Penn State Alumni Association

Selected Project Experience

Wastewater Treatment and Collection Systems Improvement Project, Town of Lodge Grass, Lodge Grass, MT. Funding application preparer and grant administrator for a wastewater treatment and collection systems improvement project totaling \$4,049,000. The project included preparation of grant applications to MT Treasure State Endowment Program, MT Renewable Resource Grant Program, and MT Community Development Block Grant Program. In addition to TSEP, RRGL and CDBG grants, other sources of funding for the project included: MT Coal Board grant, US Environmental Protection Agency grant, US Indian Health Service grant, and US Department of Agriculture Rural Development loan and grant. Grant administration activities completed to date include: coordination of all sources of funding, facilitation of executed contracts, completion of environmental assessment worksheets and preparation of project management plans, progress reports and drawdown requests. When construction activities begin, administration activities will also include monitoring compliance with all labor standards requirements and completing project closeout activities.

Phase 1 Wastewater Interceptor Project, Crow Tribe of Indians, Crow Agency, MT. Grant administrator for a wastewater interceptor project totaling \$3,708,283. The sources of funding for the project included: US Department of Agriculture Rural Development loan and grant, US Environmental Protection Agency grant, US Indian Health Service grant, MT Treasure State Endowment Program grant, and Crow Tribe of Indians cash allocation. The project entailed coordinating sources of funding, preparing written reports and checklists, processing drawdown requests, reviewing proposed project expenditures to ensure their propriety and proper allocation to the project budget, assuring compliance with labor standards and completing project closeout activities.

Phase 2 Wastewater Treatment Improvement Project, Crow Tribe of Indians, Crow Agency, MT. Grant application preparer and grant administrator for a wastewater treatment project totaling \$6,521,626. The project included preparation of grant applications to US Housing and Urban Development for an Indian Community Development Block Grant (ICDBG) and Montana Department of Commerce for a Community Development Block Grant (CDBG). In addition to ICDBG and CDBG grants, other sources of funding for the project included: US Department of Agriculture Rural Development loan and grant, US State and Tribal Assistance grant, US Water Resources Development Act grant, US Navy Seabees in-kind earthwork donation, and MT Treasure State Endowment Program grant. Grant administration activities included: coordination of all sources of funding, facilitation of executed grant contracts, adherence to federal and state guidelines for procuring engineering services, completion of environmental assessment worksheets, preparation and submission of quarterly project progress reports and completion of project closeout activities.

Phase 3 Wastewater Collection System Improvement Project, Crow Tribe of Indians, Crow Agency, MT. Funding application preparer and grant administrator for a wastewater collection system rehabilitation project totaling \$6,877,000. The project included preparation of funding applications to the following agencies: US Department of Agriculture Rural Development, US Army Corps of Engineers, US Environmental Protection Agency, US Housing and Urban Development and MT Department of Commerce. Grant administration activities included: coordination of all sources of funding, completion of project start-up conditions and completion of project closeout activities.

Appendix B

Nittany Grantworks DBE Certificate



Disadvantaged Business Enterprise Certification

This acknowledges and recognizes that **NITTANY GRANTWORKS LLC** is certified by the Montana Department of Transportation as a Disadvantaged Business Enterprise, Woman Business Enterprise and is hereby certified to provide service(s) in the following areas:

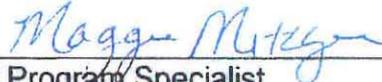
541611 - Administrative Management and General Management Consulting Services

This certification is valid beginning April 24, 2015. This certification must be updated annually by submission of an Annual Update Affidavit. Any time there is a change in ownership or control of the firm, notification must be made immediately to the Montana Department of Transportation.

Annual Renewal Date: April 30, 2016

Issue date: April 24, 2015

Certification No: 0179


DBE Program Specialist

Appendix C
Project Descriptions

Crow Tribe of Indians Water and Wastewater Infrastructure Improvement Project – Phase 2 (2007 – 2011)

Size of community: 353 households

Location: Crow Agency

Total construction cost: \$6,521,626

Name of local official: John Doyle, Chairman of Apsáalooke Water and Wastewater Authority, 406-679-0363

- Prepared successful Montana Community Development Block Grant (CDBG) and US Housing and Urban Development Indian Community Development Block Grant (ICDBG) applications
- Participated in Montana CDBG grant administration workshop
- Completed all CDBG and ICDBG start-up, environmental, financial management, and civil rights administration activities, including but not limited to preparation of the project management plan, Certification and Depository Forms, Consolidated Environmental Assessment Form, Budgetary Authority Resolution, and civil rights compliance resolutions



Lockwood Water and Sewer District Wastewater Infrastructure Improvement Project – Phase 1 (2012)

Size of community: 3,200 households

Location: Lockwood

Total construction cost: \$21,000,000

Name of local official: Jill Cook, Project Engineer, Morrison Maierle, Inc. 406-237-1250

- Completed the Montana Community Development Block Grant (CDBG) Environmental Review
- Obtained environmental information from a variety of sources, including existing plans and local, state, and federal agencies and used the information to complete the Consolidated Environmental Assessment Form
- Represented the District in communications with CBDG staff



Town of Lodge Grass Wastewater Infrastructure Improvement Project (2012 - Current)

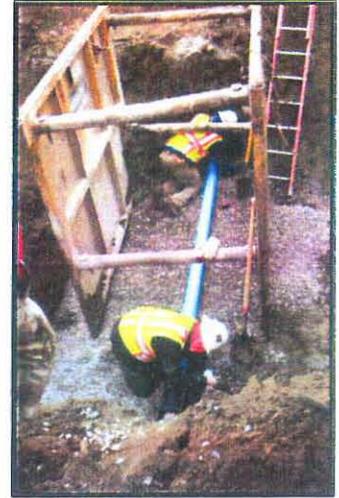
Size of community: 114 households

Location: Lodge Grass

Total construction cost: \$4,965,000

Name of local official: Birdie Lion Shows, Mayor, 406-699-1987

- Prepared successful Montana Community Development Block Grant (CDBG), Treasure State Endowment Program (TSEP), Renewable Resource Grant (RRG), and US Department of Agriculture Rural Development (USDA) loan and grant applications
- Providing grant and loan administration services for the duration of the project, including but not limited to coordinating all sources of funding, completing start-up conditions, preparing written reports and checklists, reviewing all proposed project expenditures, and processing draw requests
- Recently completed pre-construction management activities required by all funders, including but not limited to start-up, environmental, financial management, and civil rights



CITY OF POLSON

CITY COMMISSION AGENDA ITEM SUMMARY

Agenda Item Number: 9

Meeting Date: December 7, 2015

Staff Contact: Cindy Dooley, Finance Officer & Terry Gembala, Street Superintendent

AGENDA ITEM SUMMARY: Approve Resolution No. 2015-_____ authorizing participation in the Board of Investments of the State of Montana annual adjustable rate tender option municipal finance consolidation act bonds (INTERCAP Revolving Program), approving the form and terms of the loan agreement and authorizing the execution and delivery of documents related thereto for the financing of a vehicle for the Street department.

BACKGROUND: During FY2016 budget discussions, the Street department put in a request for a smaller truck that could be used as a snow plow unit and a dump truck unit. Having a smaller snow plow unit would be advantageous for getting in and out of some of the city streets that do not have wide turn around areas and it would not require a CDL (commercial driver license) to operate. The dump truck bed would come in handy year-round for project work. The FY2016 budget includes a capital outlay purchase in the General Fund of \$65,000 with an offsetting loan in the amount of \$65,000. Semi-annual payments were budgeted in the Gas Tax Fund. Since the purchase is under \$80,000 the City was not required to follow the bid procurement process of MCA 7-5-4302(1). The Street department located a good used 2011 Dodge Ram 5500 with low miles from Snowy Mountain dealership in Lewistown, Montana. The cost including an installed dump box is \$46,889.00. The Street department will then have a snow plow added at a cost of \$8,490.00. The total vehicle cost is \$55,379.00.

Financing will be provided by the Montana Board of Investments INTERCAP loan program. This program is available to various governments in Montana. It is a variable rate program (see attached history of rates since 1987) with semi-annual payments on February 15th and August 15th each year. The attached amortization schedule has been provided at the current interest rate of 1.25%. The first payment will be made in the FY2017 budget year.

ANALYSIS: Yearly principal payments will be between \$10,904.75 and \$11,245.45 plus interest at the current rate. The final payment is due on February 15, 2021. The loan is set to close on December 23, 2015. Barring any unforeseen circumstances, the City will take a single draw on that day for \$55,379.00 and will not draw the remaining reserved funds. The loan payments will be budgeted from the Gas Tax Fund each year. If interest rates remain in the 1.25% to 1.5% range the total interest paid will be approximately \$2,100.00.

FINANCIAL CONSIDERATIONS: This transaction will impact the Gas Tax Fund over a five-year period in the amount of approximately \$57,500.00 for repayment of principal and interest on the INTERCAP loan.

STAFF RECOMMENDATION: Approve the Resolution to begin the loan process and the purchase of the vehicle.

SUGGESTED MOTION: *I move to approve Resolution No. 2015-_____ authorizing the City's participation in the Board of Investments of the State of Montana annual adjustable rate tender option municipal finance consolidation act bonds (INTERCAP Revolving Program), approving the form and terms of the loan agreement and authorizing the execution and delivery of documents related thereto for the financing of a street department vehicle.*

ATTACHMENTS: Montana BOI Intercap Loan Rate History
Project Description/Summary of Disbursements
Initial amortization schedule with comments
Resolution No. 2015-_____

Montana Board of Investments

INTERCAP LOAN RATE* HISTORY

Year	Loan Rate	Year	Loan Rate
1987	5.625%	2002	3.150%
1988	6.625%	2003	2.850%
1989	7.950%	2004	2.700%
1990	7.500%	2005	3.800%
1991	6.350%	2006	4.750%
1992	4.950%	2007	4.850%
1993	4.350%	2008	4.250%
1994	4.500%	2009	3.250%
1995	6.400%	2010	1.950%
1996	4.850%	2011	1.950%
1997	4.750%	2012	1.250%
1998	4.850%	2013	1.000%
1999	4.300%	2014	1.000%
2000	5.600%	2015	1.250%
2001	4.750%		
Overall Average: 4.184%			
Average past 10 years: 2.550%			
*variable rate changes every February 16.			

State of Montana Board of Investments



DESCRIPTION OF THE PROJECT/SUMMARY OF DISBURSEMENTS
FOR
CITY OF POLSON

Allocated
Amount
of Loan

Description of Project

1. 2011 Dodge RAM 5500 Dump Truck with Snow Plow \$65,000.00

Draw #	Description of Item	Amount Allocated for Item	Date of Draw	Amount of Draw	Amount Remaining for Item	Remaining Reserved Amount
				Reserved Amount		\$65,000.00
2660-01	#1 above	\$65,000.00	12/23/2015	\$55,379.00	\$9,621.00	\$9,621.00

MONTANA BOARD OF INVESTMENTS
ANNUAL ADJUSTABLE RATE TENDER OPTION
MUNICIPAL FINANCE CONSOLIDATION ACT BONDS
(INTERCAP REVOLVING PROGRAM)

Municipality:	City of Polson	Final Payment:	February 15, 2021
Total Commitment:	\$65,000.00	Total # of Payments:	10
Total Draws to Date:	\$0.00	Draw Number:	2660 1
This Draw Down:	\$55,379.00	Date of this Draw:	December 23, 2015
Remaining Commitment:	\$9,621.00	Date of Loan Agreement:	December 23, 2015
Project:	Dump Truck with Snow Plow	Series:	2003

<u>Payment Due</u>	<u>Interest Rate</u>	<u># Days Due</u>	<u>Interest Payment</u>	<u>Principal Payment</u>	<u>O/S Loan Balance</u>	<u>Total Amount of Payment</u>
					55,379.00	*please see comments
					55,379.00	0.00
02/15/16	1.250%	54	102.41	0.00	55,379.00	
08/15/16		182		5,488.23	49,890.77	
02/15/17		184		5,416.52	44,474.25	
08/15/17		181		5,454.36	39,019.88	
02/15/18		184		5,484.17	33,535.72	
08/15/18		181		5,522.17	28,013.55	
02/15/19		184		5,553.52	22,460.03	
08/15/19		181		5,590.82	16,869.20	
02/15/20		184		5,623.75	11,245.46	
08/15/20		182		5,660.14	5,585.31	
02/15/21		184		5,585.31	0.00	
				55,379.00		

COMMENTS:

Interest payment shown is not due. Your first payment will be on August 15, 2016. Interest payments shown from February 16, 2015 to February 15, 2016 are computed at 1.25%. After February 15, 2016 interest rates will be adjusted to reflect the adjusted interest rate applied on the outstanding principal balance. We will send a revised amortization schedule combining the February 15, 2016 interest at 1.25% and the August 15, 2016 principal & interest at the new adjusted rate.

RESOLUTION AUTHORIZING PARTICIPATION IN THE INTERCAP PROGRAM

CERTIFICATE OF MINUTES RELATING TO
RESOLUTION NO. _____

Issuer: City of Polson

Kind, date, time and place of meeting: A _____ meeting held on _____ at ____ o'clock ____ m. in _____, Montana.

Members present: _____

Members absent: _____

RESOLUTION NO. _____

RESOLUTION AUTHORIZING PARTICIPATION IN THE BOARD OF INVESTMENTS OF THE STATE OF MONTANA ANNUAL ADJUSTABLE RATE TENDER OPTION MUNICIPAL FINANCE CONSOLIDATION ACT BONDS (INTERCAP REVOLVING PROGRAM), APPROVING THE FORM AND TERMS OF THE LOAN AGREEMENT AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS RELATED THERETO

I, the undersigned, being the fully qualified and acting recording officer of the public body issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of the public body in my legal custody, from which they have been transcribed; that the documents are a correct and complete transcript of the minutes of a meeting of the governing body at the meeting, insofar as they relate to the obligations; and that the meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer this ____ day of _____, 2015.

By _____
Its _____

RESOLUTION NO. 2015-

RESOLUTION AUTHORIZING PARTICIPATION IN THE BOARD OF INVESTMENTS OF THE STATE OF MONTANA ANNUAL ADJUSTABLE RATE TENDER OPTION MUNICIPAL FINANCE CONSOLIDATION ACT BONDS (INTERCAP REVOLVING PROGRAM), APPROVING THE FORM AND TERMS OF THE LOAN AGREEMENT AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS RELATED THERETO

BE IT RESOLVED BY THE CITY COMMISSION (the Governing Body) OF THE CITY OF POLSON (the Borrower) AS FOLLOWS:

ARTICLE I

DETERMINATIONS AND DEFINITIONS

Section 1.01. Definitions. The following terms will have the meanings indicated below for all purposes of this Resolution unless the context clearly requires otherwise. Capitalized terms used in this Resolution and not defined herein shall have the meanings set forth in the Loan Agreement.

Adjusted Interest Rate means the rate of interest on the Bonds determined in accordance with the provisions of Section 3.03 of the Indenture.

Authorized Representative shall mean the officers of the Borrower designated and duly empowered by the Governing Body and set forth in the application.

Board shall mean the Board of Investments of the State of Montana, a public body corporate organized and existing under the laws of the State and its successors and assigns.

Board Act shall mean Section 2-15-1808, Title 17, Chapter 5, Part 16, MCA, as amended.

Bonds shall mean the Bonds issued by the Board pursuant to the Indenture to finance the Program.

Borrower shall mean the Borrower above named.

Indenture shall mean that certain Indenture of Trust dated March 1, 1991 by and between the Board and the Trustee pursuant to which the Bonds are to be issued and all supplemental indentures thereto.

Loan means the loan of money by the Board to the Borrower under the terms of the Loan Agreement pursuant to the Act and the Borrower Act and evidenced by the Note.

Loan Agreement means the Loan Agreement between the Borrower and the Board, including any amendment thereof or supplement thereto entered into in accordance with the provisions thereof and hereof.

Loan Agreement Resolution means this Resolution or such other form of resolution that the Board may approve and all amendments and supplements thereto.

Loan Date means the date of closing a Loan.

Loan Rate means the rate of interest on the Loan which is initially 1.25% per annum through February 15, 2016 and thereafter a rate equal to the Adjusted Interest Rate on the Bonds and up to 1.50% per annum as necessary to pay Program Expenses.

Note means the promissory note to be executed by the Borrower pursuant to the Loan Agreement, in accordance with the provisions hereof and thereof, in substantially the form set forth in the Promissory Note, or in such form that may be approved by the Board.

Program shall mean the INTERCAP Program of the Board pursuant to which the Board will issue and sell Bonds and use the proceeds to make loans to participating Eligible Government Units.

Project shall mean those items of equipment, personal or real property improvements to be acquired, installed, financed or refinanced under the Program as set forth in the Description of the Project/Summary of Draws.

Security Instrument means a security agreement in substantially the form set forth, and, a Uniform Commercial Code financing statement, in a form acceptable to the Board and the Trustee granting a security interest in, or a lien on, the property constituting the Project or other real or personal properties added to or substituted therefor.

Trustee shall mean U. S. Bank National Association (formerly known as First Trust Company of Montana National Association) and its successors.

Section 1.02. Authority. The Borrower is authorized to undertake the Project and is further authorized by the Borrower Act to enter into the Loan Agreement for the purpose of obtaining a loan to finance or refinance the acquisition and installation costs of the Project.

Section 1.03. Execution of Agreement and Delivery of Note. Pursuant to the Indenture and the Board Act, the Board has issued and sold the Bonds and deposited a part of proceeds thereof in the Loan Fund held by the Trustee. The Board has, pursuant to the Term Sheet, agreed to make a Loan to the Borrower in the principal amount of \$65,000.00 and upon the further terms and conditions set forth herein, and as set forth in the Term Sheet and the Loan Agreement.

ARTICLE II

THE LOAN AGREEMENT

Section 2.01. Terms. (a) The Loan Agreement shall be dated as of the Loan Date, in the principal amount of \$65,000.00 and shall constitute a valid and legally binding obligation of the Borrower. The obligation to repay the Loan shall be evidenced by a Promissory Note. The Loan shall bear interest at the initial rate of 1.25% per annum through February 15, 2016 and thereafter at the Adjusted Interest Rate, plus up to 1.50% per annum as necessary to pay the cost of administering the Program (the Program Expenses). All payments may be made by check or wire transfer to the Trustee at its principal corporate trust office.

(b) The Loan Repayment Dates shall be February 15 and August 15 of each year.

(c) The principal amount of the Loan may be prepaid in whole or in part provided that the Borrower has given written notice of its intention to prepay the Loan in whole or in part to the Board no later than 30 days prior to the designated prepayment date.

(d) The Prepayment Amount shall be equal to the principal amount of the Loan outstanding, plus accrued interest thereon to the date of prepayment.

(e) Within fifteen days following an Adjustment Date, the Trustee shall calculate the respective amounts of principal and interest payable by each Borrower on and with respect to its Loan Agreement and Note for the subsequent August 15 and February 15 payments, and prepare and mail by first class mail a statement therefor to the Borrower.

Section 2.02. Use and Disbursement of the Proceeds. The proceeds of the Loan will be expended solely for the purposes set forth in the Description of the Project/Summary of Draws. The proceeds from the sale of the Note to the Board shall remain in the Borrower's Account pending disbursement at the request of the Borrower to pay the budgeted expenditures in anticipation of which the Note was issued. Requests for disbursement of the Loan shall be made to the Board. Prior to the closing of the Loan and the first disbursement, the Borrower shall have delivered to the Trustee a certified copy of this Resolution, the executed Loan Agreement and Note in a form satisfactory to the Borrower's Counsel and the Board's Bond Counsel and such other certificates, documents and opinions as set forth in the Loan Agreement or as the Board or Trustee may require. The Borrower will pay the loan proceeds to a third party within five business days after the date they are advanced (except for proceeds to reimburse the Borrower for previously paid expenditures, which are deemed allocated on the date advanced).

Section 2.03. Payment and Security for the Note. In consideration of the making of the Loan to the Borrower by the Board, the provisions of this Resolution shall be a part of the Agreement of the Borrower with the Board. The provisions, covenants and Agreements herein set forth to be performed by or on behalf of the Borrower shall be for the benefit of the Board. The Loan Agreement and Note shall constitute a valid and legally binding obligation of the Borrower and the principal of and interest on the Loan shall be payable from the general fund of the Borrower, and any other money and funds of the Borrower otherwise legally available therefor. [The repayment of the Loan shall be secured by a security interest in the Project being financed.] The Borrower shall enforce its rights to receive and collect all such taxes and revenues to insure the prompt payment of the Borrower obligations hereunder.

Section 2.04. Representation Regarding the Property Tax Limitation Act. The Borrower recognizes and acknowledges that the amount of taxes it may levy is limited by the state pursuant to Section 15-10-402, et. seq. (the Property Tax Limitation Act). The Borrower is familiar with the Property Tax Limitation Act and acknowledges that the obligation to repay the Loan under the Agreement and Note are not exceptions to the provisions of the Property Tax Limitation Act. The Borrower represents and covenants that the payment of principal of and interest on the Loan can and will be made from revenues available to the Borrower in the years as they become due, notwithstanding the provisions of the Property Tax Limitation Act.

Section 2.05. Levy and Appropriate Funds to Repay Loan. The Borrower agrees that in order to meet its obligation to repay the Loan and all other payments hereunder that it will budget, levy taxes for and appropriate in each fiscal year during the term of the Loan an amount sufficient to pay the principal of and interest hereon within the limitations of the Property Tax Limitation Act, as may be amended, and will reduce other expenditures if necessary to make the payments hereunder when due.

ARTICLE III

CERTIFICATIONS, EXECUTION AND DELIVERY

Section 3.01. Authentication of Transcript. The Authorized Representatives are authorized and directed to prepare and furnish to the Board and to attorneys approving the validity of the Bonds, certified copies of this Resolution and all other resolutions and actions of the Borrower and of said officers relating to the Loan Agreement, the Note, the Security Agreement and certificates as to all other proceedings and records of the Borrower which are reasonably required to evidence the validity and marketability of the Note. All such certified copies and certificates shall be deemed the representations and recitals of the Borrower as to the correctness of the statements contained therein.

Section 3.02. Legal Opinion. The attorney to the Borrower is hereby authorized and directed to deliver to the Board at the time of Closing of the Loan his or her opinion regarding the Loan, the Loan Agreement, the Note and this Resolution in substantially the form of the opinion set forth in the Attorney's Opinion.

Section 3.03. Execution. The Loan Agreement, Note, Security Agreement and any other document required to close the Loan shall be executed in the name of the Borrower and shall be executed on behalf of the Borrower by the signatures of the Authorized Representatives of the Borrower.

PASSED AND APPROVED by the CITY COMMISSION this 7th day of DECEMBER, 2015.

By _____
Its MAYOR

Attest:

By _____
Its CITY CLERK

Mark,

At it's October meeting the Golf Board voted unanimously to award two 2016 Season Golf Passes to the Mission Valley Elks Club based on their letter of request and their long record of outstanding community service. A request was also made from the Polson Rotary Club, who had several members at the meeting. The Golf Board voted unanimously to award two 2016 Season Passes to Polson Rotary as well, pending receipt of their letter of request. As we are all aware, Polson Rotary administers a wide variety of community service activities as well as grant funding for deserving community programs funded through their annual raffle that includes the two Season Golf Passes requested. Of note this past year Cameron Milton received \$14,000 from Polson Rotary to fund a Golf in Schools program in the Polson Middle School. This program will introduce golf to virtually every Middle School student in Polson. Polson Rotary provided the letter of request to me last week so all documentation is complete for the awarding of their two Golf Passes.

Regards,

Roger Wallace, PGA

B. P. O. Elks

Mission Valley Lodge #1695
512 Main Street, Polson, MT 59860
(406)883-1695

October 05, 2015

To: City of Polson Golf Board

RE: Request for your support

Members,

Mission Valley Elks Lodge has just completed another successful year in support of junior golf. Each year, you have helped us at Mission Valley Elks to support youth activities by the donation of two golf passes that we can use in fund raising activities. All of the money raised from the sale of the tickets in the raffle goes directly to the youth of this valley via the Advanced Junior Golf Camp held each summer at the course.

We are hopeful that you see the value of our support and will continue to support us with the donation of two passes that we can use to support the youth in this valley.

We continue to explore every avenue to raise funds for our charitable work and we have been successful in getting support from the community, our members and from grants that we have applied for. It is our mission to continue to support the charitable works of the community and any support that you can give to us would be greatly appreciated.

Thank you for your consideration,

Membership of Mission Valley Lodge
Robert J. Byers, Per

November 12, 2015

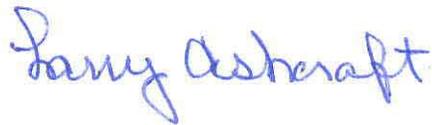
Polson Golf Board:

The Polson Rotary would like to apply once again for two season golf passes for the 2017 season.

The two passes will be part of our annual fundraiser to benefit our Youth. This past summer with the help of the golf passes Polson Rotary was able to raise \$26,000.00 for the Youth in Lake county.

We thank you for your generous participation.

Your truly,



Larry Ashcraft
President-Elect Polson Rotary

**POLSON GOLF BOARD
MINUTES**

MEETING DATE AND TIME NOV. 11, 2015 6:30pm at the golf course.

CALL TO ORDER : 6:35

ROLL CALL: DAVE COTTINGTON, BILL BOETTCHR, LARRY ASHCRAFT, MIKE LEAS, TY WINEGART, PETER WALTHER, PAT NOWLEN AND ROGER WALLACE.

REPORTS

- **ROGER WALLACE/ BUDGET AND REVENUE: REVENUES WERE ALMOST 20K ABOVE BUDGET MOST OF WHICH WAS SEASON PASSES. CART STORAGE AND TRAIL FEE WERE ALSO AHEAD OF BUDGET DUE TO THE NEW STORAGE UNITS PLUS INCOME FOR THE SALE OF THE VALLEY CARDS.**
- **PAT NOWLEN COURSE SUPERINTENDENT: PRIVATE CARTS ARE BEING MOVED TO NEW STORAGE UNITS AND PAT HAS STARTED TO MOVE HIS EQUIP. INTO THE OLD CART BARN. THE FINAL COST FOR THE STORAGE BUILD WAS ABOUT 35-40 K OVER BUDGET DUE MOSTLY TO THE FOUNDATION PROBLEMS.**
- **RESTAURANT/ ROGER WALLACE; AGAIN THER WAS NO WRITEN REPORT FOR THE FOOD AND BEV. REVENUE BUT ROGER EST. THAT THE RESTURANT WAS CLOSE TO BREAK EVEN. THE DETERMINED THAT WE WILL PERSUE A PROCESS WITH THE CITY WHERE WE CAN GET A REVENUE REPORT.**

OLD BUSINESS:

The NEW BUSINESS : GOLF PASS REQUEST FROM ELKS: ATTACHED IS THE LETTER FROM THE POLSON ELKS REQUESTING 2 SEASON PASSES FOR THE 2016 SEASON. THE BOARD VOTED 5-0 FOR A RECOMMENDATION OF APROVAL BY THE CITY COUNCIL.

COMMUNICATIONS: LARRY ASHCRAFT INFORMED THE BOARD THAT A LETTER REQUESTING 2 SEASON PASSES WILL BE COMING BEFORE THE BOARD SOON. SINCE THE WILL NOT MEET UNTIL

NEXT FEB. OR MAR. THE BOARD VOTED 5-0 FOR A RECOMMENDATION OF APROVAL BY THE CITY COUNCIL. A LETTER OF RECOMMENDATION FOR APROVAL WILL BE GIVEN TO ROGER WALLACE TOBE HANDED IN TO THE CITY UPON RECEIPT OF THE LETTER IF NO MEETINGS ARE SCHEDULED.

OPEN FORUM 3 min.

NEXT MEETING DATE TO BE DETERMINED LATER

ADJOURNMENT 7:40

CITY OF POLSON

CITY COMMISSION AGENDA ITEM SUMMARY

Agenda Item Number: **11** (MOTION REQUESTED)

Meeting Date: 12/7/2015

Staff Contact: Karen Sargeant

AGENDA ITEM SUMMARY: Vote to approve the selection of Dreamland Skateparks as the contractor for the 7th Avenue Skatepark Expansion Project.

BACKGROUND: In September, the City Commission approved using the design/build process for the skatepark expansion project. City Engineer Shari Johnson and Parks & Recreation Director Karen Sargeant then completed the RFQ for the project. Upon completion of the RFQ process, two companies, Dreamland Skateparks and Spohn Ranch Skateparks were the only two companies to submit their qualifications. RFP's were sent to both companies. The companies returned their proposals and then the city engineer, Director Sargeant and members of the skatepark expansion committee evaluated and ranked the two companies. The scoring criteria and how the companies ranked are attached. Dreamland Skateparks was the highest scoring company.

FINANCIAL CONSIDERATIONS: Dreamland is aware of the fund-raising stage of the project. This project is to be completed using grant money and donations.

STAFF RECOMMENDATION: Staff recommends that the Commission approves awarding the project to Dreamland Skateparks

SUGGESTED MOTION: Motion to approve Dreamland Skateparks to be awarded the skatepark expansion project.

ATTACHMENTS: Ranking scores

**CITY OF POLSON
SKATE PARK - RFP EVALUATION**

	highest percent possible	DREAMLAND			SPOHN RANCH		
Qualifications of the professional personnel to be assigned to the project		14	15	15	13	15	15
	15%	15			14		
The consultant's capability to meet time and project budget requirements; including present and projected workloads		27	30	30	16	30	15
	30%	29			20		
Prior experience of firm with similar projects		18	20	20	18	20	20
	20%	19			19		
References		9	10	10	9	5	8
	10%	10			7		
Quality of Proposal and Project Approach		23	25	25	22	25	25
	25%	24			24		
TOTAL SCORES	100%	91	100	100	78	95	83
		97			85		

CITY OF POLSON

CITY COMMISSION AGENDA ITEM SUMMARY

Agenda Item Number: 12

Meeting Date: December 7, 2015

Staff Contact: Cindy Dooley, Finance Officer

AGENDA ITEM SUMMARY: Approve pledged securities for deposits at June 30, 2015.

BACKGROUND: The City of Polson holds deposits in various financial institutions. These deposits are interest bearing and benefit the various funds that contribute to the deposit amount. As of June 30, 2015, the City had deposits in an overnight repurchase agreement with an APY (annual percentage yield) of .25%; a time deposit (certificate of deposit) with an APY of .80% and two small money market accounts. The deposits are insured by the FDIC for \$250,000 per account holder in each financial institution. The City requires the financial institution to pledge security for the investment(s) according to state statute (MCA 7-6-207). The pledged security is approved by the City Commission.

ANALYSIS: As of June 30, 2015 the pledged security for the Glacier Bank overnight repurchase agreement exceeds 50% of the deposit amount and the pledged security for the First Citizens Bank money market and time deposit exceeds 100% of the deposit amount – so the state statute requirements have been met.

FINANCIAL CONSIDERATIONS: None

STAFF RECOMMENDATION: Approve the pledged securities as of June 30, 2015.

SUGGESTED MOTION: *I move to approve the listing of pledged securities for the City's deposits at June 30, 2015.*

ATTACHMENTS: MCA 7-6-207

June 30, 2015 Pledged Securities report

Montana Code Annotated 2015

[Previous Section](#) [MCA Contents](#) [Part Contents](#) [Search](#) [Help](#) [Next Section](#)

7-6-207. Deposit security. (1) The local governing body may require security only for that portion of the deposits that is not guaranteed or insured according to law and, as to the unguaranteed or uninsured portion, to the extent of:

(a) 50% of the deposits if the institution in which the deposit is made has a net worth to total assets ratio of 6% or more; or

(b) 100% if the institution in which the deposit is made has a net worth to total assets ratio of less than 6%. The security must consist of those enumerated in [17-6-103](#) or cashier's checks issued to the depository institution by any federal reserve bank.

(2) When negotiable securities are furnished, the securities may be placed in trust. The trustee's receipt may be accepted in lieu of the actual securities when the receipt is in favor of the treasurer or town clerk and the treasurer's or clerk's successors. All warrants or other negotiable securities must be properly assigned or endorsed in blank. The appropriate governing body shall, upon the acceptance and approval of any of the bonds or securities, make a complete minute entry of the acceptance and approval upon the record of its proceedings, and the bonds and securities must be reapproved at least quarterly.

History: En. Sec. 4367, Pol. C. 1895; amd. Sec. 1, Ch. 5, L. 1903; amd. Sec. 3003, Rev. C. 1907; amd. Sec. 1, Ch. 88, L. 1913; re-en. Sec. 4767, R.C.M. 1921; Cal. Pol. C. Sec. 4161; amd. Sec. 1, Ch. 89, L. 1923; amd. Sec. 1, Ch. 137, L. 1925; amd. Sec. 1, Ch. 134, L. 1927; amd. Sec. 1, Ch. 49, L. 1929; amd. Sec. 1, Ch. 23, Ex. L. 1933; re-en. Sec. 4767, R.C.M. 1935; amd. Sec. 1, Ch. 50, L. 1957; amd. Sec. 1, Ch. 66, L. 1961; amd. Sec. 1, Ch. 40, L. 1963; amd. Sec. 1, Ch. 32, L. 1965; amd. Sec. 1, Ch. 258, L. 1969; amd. Sec. 1, Ch. 499, L. 1973; amd. Sec. 1, Ch. 43, L. 1974; amd. Sec. 106, Ch. 348, L. 1974; amd. Sec. 1, Ch. 160, L. 1975; amd. Sec. 28, Ch. 213, L. 1975; amd. Sec. 2, Ch. 304; L. 1975; amd. Sec. 1, Ch. 539, L. 1975; R.C.M. 1947, 16-2618(2), (3); amd. Sec. 1, Ch. 158, L. 1979; amd. Sec. 2, Ch. 252, L. 1979; amd. Sec. 7, Ch. 274, L. 1981; amd. Sec. 1, Ch. 217, L. 1983; amd. Sec. 1, Ch. 287, L. 1983; amd. Sec. 2, Ch. 620, L. 1985; amd. Sec. 472, Ch. 61, L. 2007.

Provided by Montana Legislative Services

**SECURITIES PLEDGED FOR PUBLIC FUNDS ON DEPOSIT
June 30, 2015**

FINANCIAL INSTITUTION	AMOUNT ON DEPOSIT*	AMOUNT OF SECURITIES PLEDGED
<u>Glacier Bank</u>		
Glacier Bank tri-party repurchase agmt **	\$ 4,877,971.36	
TOTAL DEPOSITS	\$ 4,877,971.36	\$ 2,600,000.00
PLUS FDIC Insurance		\$ 250,000.00
TOTAL PLEDGES		\$ 2,850,000.00
Amounts unpledged		\$ 2,027,971.36
**Self-collaterized pool		
<u>1ST CITIZENS BANK</u>		
1st Citizens Bank-Certificates of Deposit \$1,000,000 @ 0.80% Maturity 11/18/15	\$ 1,003,971.06	
1st Citizens Bank-Money Market Savings	\$ 481.56	
TOTAL DEPOSITS	\$ 1,004,452.62	\$ 1,848,223.28
PLUS FDIC Insurance		\$ 250,000.00
TOTAL PLEDGES		\$ 2,098,223.28
Amounts unpledged		\$ -

NOTE: The first \$250,000 of public funds on deposit is insured by FDIC. Effective July 1, 2010 FDIC issued a permanent deposit insurance coverage of \$250,000. Deposits in excess of the amount insured by the FDIC are secured by pledged securities held by a third party in the name of the City of Polson. The pledged securities must have a market value of at least 50% of the amount of deposits in excess of the amount insured. The loan pledges are held within the financial institution with periodic review of the principal amount outstanding.

Section 7-6-207-MCA Deposit security - The local governing body may require security only for that portion of the deposits which is not guaranteed or insured according to law and, as to the unguaranteed or uninsured portion, to the extent of (a) 50% of the deposits if the institution in which the deposit is made has a net worth to total assets ratio of 6% or more; or (b) 100% if the institution in which the deposit is made has a net worth to total assets ratio of less than 6%.

The amount of collateral held for the City of Polson deposits at June 30, 2015 exceeds or is at par the amount required by statute.

DETAILED LISTING OF PLEDGED SECURITIES
June 30, 2015

GLACIER BANK	AMOUNT PLEGDED
<u>Municipal/School Bonds</u>	
Grove City Ohio/Municipal 399532KH2 Rate: 5.00% Maturity: 12/01/2033 Moody's: Aa1	\$ 500,000.00
Hoffman Estates, Illinois/Municipal 434462MA2 Rate: 5.00% Maturity: 12/01/2025 Moody's: Aa2	\$ 500,000.00
Middletown California Unified School District 596877BY5 Rate: 5.50% Maturity: 08/01/2033 Moody's: Not rated ; S & P: AA	\$ 500,000.00
Western Reserve Ohio School 959404BV5 Rate: 4.75% Maturity: 01/15/2033 Moody's: Aa2	\$ 1,000,000.00
Wyoming State Municipal Power Agency 983366CZ6 Rate: 3.875% Maturity: 01/01/2017 Moody's: A2 ; S & P: A-	\$ 100,000.00
Glacier Bank Pledge Total:	\$ 2,600,000.00

1st CITIZENS BANK	AMOUNT PLEGDED
<u>Municipal/US Gov't Agency Bonds</u>	
Federal Home Loan Bank 313379DT3 Maturity: 06/08/2018	\$ 150,000.00
City of Shelby GO BNI 821787BD9 Maturity: 07/01/2019	\$ 165,000.00
<u>Loan Securities Confirmed 06/18/2013</u>	
Real Estate Loan #3017135 Maturity 12-01-2028	\$ 53,955.03
Real Estate Loan #3017395 Maturity 12-05-2030	\$ 147,089.66
Real Estate Loan #3013508 Maturity 08-01-2019	\$ 8,656.52
Real Estate Loan #23001310 Maturity 10-18-2027	\$ 45,331.76
Real Estate Loan #1134487 Maturity 12-04-2016	\$ 164,453.81
Real Estate Loan #3017330 Maturity 04-29-2040	\$ 185,195.51
Real Estate Loan #3013014 Maturity 02-01-2026	\$ 37,112.93
Real Estate Loan #3016849 Maturity 04-01-2013	\$ 181,162.67
Real Estate Loan #3012104 Maturity 09-15-2023	\$ 49,628.35
Real Estate Loan #23001476 Maturity 11-01-2038	\$ 105,999.28
Real Estate Loan #3017408 Maturity 02-10-2026	\$ 51,445.43
USDA Loan #1137776 Maturity 11/01/2036	\$ 503,192.33
1st Citizens Bank Pledge Total:	\$ 1,848,223.28

CITY OF POLSON

CITY COMMISSION AGENDA ITEM SUMMARY

Agenda Item Number: /3

Meeting Date: December 7, 2015

Staff Contact: Cindy Dooley, Finance Officer

AGENDA ITEM SUMMARY: Approve pledged securities for new investment.

BACKGROUND: The City's only time deposit certificate of deposit matured on November 18, 2015. Bids were solicited to the various local area banks with a bid closing date and time of December 2, 2015 at 11:00 am. See the attached Quote sheet for the bid responses. The high bid was First Citizens Bank of Polson, N.A. with an APY (annual percentage yield) of .951%. The bank was notified that their bid was accepted and asked to provide pledged security for the time deposit.

ANALYSIS: First Citizens Bank has pledged Municipal and US Government Agency Bonds in the amount of \$315,000 and a USDA 100% guaranteed loan in the amount of \$498,591.29. The total pledged securities equal \$813,591.29. After subtracting the FDIC insurance of \$250,000, the uninsured amount at First Citizens Bank will be \$750,481.62. The pledged security provides 100% pledging with an excess of \$63,109.27. Although the amount of pledged securities is substantially less than the amount previously pledged for CD #301534 it still meets the State statute.

FINANCIAL CONSIDERATIONS: Interest earned on the investment will be \$9,570.21 which will be allocated to the participating funds.

STAFF RECOMMENDATION: Approve the pledged securities as of December 9, 2015 for the First Citizens Bank deposits.

SUGGESTED MOTION: *I move to approve the listing of pledged securities for the City's deposits at First Citizens Bank, N.A. as of December 9, 2015.*

ATTACHMENTS: City of Polson – Public Funds Investment Bid – quote sheet
December 9, 2015 First Citizens Bank pledged security report

Wednesday, December 2, 2015

City of Polson - Public Funds Investment Bid
QUOTES FOR SETTLEMENT DECEMBER 9, 2015

Term	Maturity	Amount	1st Citizens Bank	Eagle Bank	First Interstate Bank	Glacier Bank	Valley Bank	Whitefish Credit Un.
1 Year	12/9/2016	\$1,000,000.00	0.951% APY	No quote	0.15% APY	0.20% APY	No quote	No quote

Purchase certificate of deposit at 1st Citizens Bank per quote 0.951%
Interest rate analysis: 1st Citizens board rate: 1 year certificate of deposit 0.40%

Thank you for the quote.

Cindy M Dooley, CPA
Finance Officer

COMPARABLE RATES:

1-year online bank jumbo certificate of deposit {Out of state}	1.15% (average)
1-year Treasury Bill	0.54%
State of Montana Short-term Investment Program (STIP)	
Average yield November, 2015	0.29%
Average yield October, 2015	0.28%
Average yield FY 2015	0.13%
Repurchase Agreement w/Glacier Bank {overnight investment pool}	0.25%

DETAILED LISTING OF PLEDGED SECURITIES
December 9, 2015

1st CITIZENS BANK	AMOUNT
<u>Municipal/US Gov't Agency Bonds</u>	
Federal Home Loan Bank 313379DT3 Maturity: 06/08/2018	\$ 150,000.00
City of Shelby GO BNI 821787BD9 Maturity: 07/01/2019	\$ 165,000.00
 <u>Loan Securities Confirmed 12/03/2015</u>	
USDA Loan #1137776 100% Guaranteed Maturity 11/01/2036	\$ 498,591.29
1st Citizens Bank Pledge Total:	\$ 813,591.29
 Total CD amount - December 9, 2015	 \$ 1,000,000.00
Total savings account amount	\$ 481.62
Less FDIC insured amount	\$ (250,000.00)
Net uninsured amount	\$ 750,481.62
 Excess Pledging *	 \$ 63,109.67