

CITY OF POLSON COMMISSION MEETING AGENDA

COMMISSION CHAMBERS

September 19, 2016

7:00 P.M.

1. CALL TO ORDER

Mayor Knutson

2. PLEDGE OF ALLEGIANCE

Mayor Knutson

3. APPROVAL OF PROPOSED AGENDA

Mayor Knutson

4. PUBLIC COMMENT ON SIGNIFICANT MATTERS TO THE PUBLIC **NOT ON THE AGENDA (address items to the Chair. Commission takes no action on items discussed)**

5. CONSENT AGENDA

- a. September 1-15, 2016 Claims
- b. City Commission Written Summary Public Hearing Minutes September 7, 2016
- c. City Commission Electronic Public Hearing Meeting Minutes September 7, 2016
- d. City Commission Written Summary Meeting Minutes September 7, 2016
- e. City Commission Electronic Meeting Minutes September 7, 2016

6. CITY MANAGER COMMENTS

City Manager Mark Shrives

NEW BUSINESS

7. FIRST READING OF ORDINANCE 2016-TBD, CHAPTER 8 LAW ENFORCEMENT, TRAFFIC, AND VEHICLE REGULATIONS, ARTICLE 1 AND ARTICLE 2 TO POLSON BOOK OF ORDINANCES.

City Manager Mark Shrives

VOTE REQUIRED

8. APPROVE RESOLUTION TO LEVY AND ASSESS SPECIAL IMPROVEMENT DISTRICTS TO DEFRAY THE COST OF MAKING AND ACQUIRING IMPROVEMENTS THEREIN; AND TO LEVY AND ASSESS CERTAIN STREET LIGHT MAINTENANCE DISTRICTS, AND DELINQUENT UTILITIES FOR FISCAL YEAR 2017.

City Finance Officer Cindy Dooley

VOTE REQUIRED

9. A RESOLUTION OF THE POLSON CITY COMMISSION DECLARING CERTAIN PROPERTY AS SURPLUS AND AUTHORIZING ITS DISPOSAL

City Manager Mark Shrives

VOTE REQUIRED

10. POLSON LANDING PROJECT

Alex Burkhalter, Housing Solutions, LLC

VOTE REQUIRED

11. RECESS

EXECUTIVE SESSION

12. PERSONNEL-MCA CODE 2-3-203 (3) THE PRESIDING OFFICER OF ANY MEETING MAY CLOSE THE MEETING DURING THE TIME THE DISCUSSION RELATES TO A MATTER OF INDIVIDUAL PRIVACY AND THEN IF AND ONLY IF THE PRESIDING OFFICER DETERMINES THAT THE DEMANDS OF INDIVIDUAL PRIVACY CLEARLY EXCEED THE MERITS OF PUBLIC DISCLOSURE. THE RIGHT OF INDIVIDUAL PRIVACY MAY BE WAIVED BY THE INDIVIDUAL ABOUT WHOM THE DISCUSSION PERTAINS AND, IN THAT EVENT, THE MEETING MUST BE OPEN.

13. RE-CONVENE

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.

5a.

For doc #s from 125168 to 125412

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
1000 General All-Purpose Fund	410200 Executive Services	4895 8x8, INC.	EXEC-TELEPHONE SERVI	34.92
1000 General All-Purpose Fund	410360 Municipal Court	2031 DENNIS DEVRIES	CORT-CITY JUDGE CONT	1,650.00
1000 General All-Purpose Fund	410360 Municipal Court	4880 ACCESS MONTANA	CORT-INTERNET SERVIC	15.00
1000 General All-Purpose Fund	410360 Municipal Court	4880 ACCESS MONTANA	CORT-INTERNET SERVIC	15.00
1000 General All-Purpose Fund	410360 Municipal Court	2234 ACE HARDWARE/ TREMPER'S	CORT-KEY, KWIKSET	3.49
1000 General All-Purpose Fund	410360 Municipal Court	2074 VERIZON WIRELESS	CORT-J HART ANDROID	40.01
1000 General All-Purpose Fund	410360 Municipal Court	4895 8x8, INC.	CORT-TELEPHONE SERVI	29.40
1000 General All-Purpose Fund	410360 Municipal Court	4895 8x8, INC.	CORT-SHARED TELEPHN	18.70
1000 General All-Purpose Fund	410400 Administrative Services	3025 FIRST BANKCARD	ADMN-CITY MGR LAPTOP	1,540.88
1000 General All-Purpose Fund	410400 Administrative Services	3025 FIRST BANKCARD	ADMN-CITY MGR REWRIT	44.99
1000 General All-Purpose Fund	410400 Administrative Services	4605 THIRD EYE TECHNOLOGIES,	ADMIN-WORK ON C.M. C	60.00
1000 General All-Purpose Fund	410400 Administrative Services	4880 ACCESS MONTANA	ADMN-INTERNET SERVIC	15.00
1000 General All-Purpose Fund	410400 Administrative Services	2074 VERIZON WIRELESS	ADMN-C.M. CELL PHONE	29.69
1000 General All-Purpose Fund	410400 Administrative Services	2074 VERIZON WIRELESS	ADMN-C.M. TABLET	40.01
1000 General All-Purpose Fund	410400 Administrative Services	4743 WEX BANK	ADMN-C.M. FUEL 8/1-3	51.94
1000 General All-Purpose Fund	410400 Administrative Services	4743 WEX BANK	ACCOUNT CREDIT	-3.29
1000 General All-Purpose Fund	410400 Administrative Services	4895 8x8, INC.	ADMN-TELEPHONE SERVI	86.78
1000 General All-Purpose Fund	410400 Administrative Services	4669 GOSOMA	ADMN-ANNUAL DUES	100.00
1000 General All-Purpose Fund	410500 Financial Services	4880 ACCESS MONTANA	FINC-INTERNET SERVIC	15.00
1000 General All-Purpose Fund	410500 Financial Services	4895 8x8, INC.	FINC-TELEPHONE SERVI	58.80
1000 General All-Purpose Fund	411100 Legal Services	4820 M RICHARD GEBHARDT	FACL-CONTRCT CITY AT	2,000.00
1000 General All-Purpose Fund	411100 Legal Services	4850 MORIGEAU LAW PLLC	FACL-CITY ATTY CONTR	2,200.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000877 JOHNCO STORAGE	FACL-STORAGE 11/1-30	75.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4920 OFFICE DEPOT, INC	FACL-COPIER PAPER	79.96
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4995 PINNACLE INVESTIGATIONS	FACL-PRE-EMPTY CHECK	43.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	2234 ACE HARDWARE/ TREMPER'S	FACL-CARAFE REPLACE	13.90
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	2234 ACE HARDWARE/ TREMPER'S	FACL-FACL REMODEL SU	19.08
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	2234 ACE HARDWARE/ TREMPER'S	FACL-FACL REMODEL SU	37.96
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000080 FLATHEAD NEWSPAPER GROUP	FACL-BUDGET HEARING	42.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000080 FLATHEAD NEWSPAPER GROUP	FACL-AD FOR WSS CLER	67.59
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000044 REPUBLIC SERVICES #889	FACL-WASTE DISPOSAL	58.97
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000044 REPUBLIC SERVICES #889	FACL-BALANCE OF INVO	57.45
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000300 HARBOR LIGHT FURNITURE &	FACL-NEW FLOORING CI	7,372.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000185 SUPER 1 FOODS	FACL-WATER	2.50
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000185 SUPER 1 FOODS	FACL-BREAKROOM SUPPL	3.37
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4895 8x8, INC.	FACL-TELEPHONE SERVI	121.70
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4924 PITNEY BOWES	FACL-MACHINE RENTAL	102.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000784 J.P. COOKE COMPANY	FACL-2017 DOG/CAT LI	126.35
1000 General All-Purpose Fund	420140 Crime Control and	3889 INTOXIMETERS	POLC-MOUTHPIECE FST	125.25
1000 General All-Purpose Fund	420140 Crime Control and	3857 STANFORD POLICE &	POLC-UNIFORM ACCESSO	29.90
1000 General All-Purpose Fund	420140 Crime Control and	4684 WASH N' GO, LLC	POLC-VEH WASH 7/1-31	77.52
1000 General All-Purpose Fund	420140 Crime Control and	4880 ACCESS MONTANA	POLC-INTERNET SERVIC	15.00
1000 General All-Purpose Fund	420140 Crime Control and	4880 ACCESS MONTANA	POLC-1003 1ST ST E L	57.94
1000 General All-Purpose Fund	420140 Crime Control and	2234 ACE HARDWARE/ TREMPER'S	POLC-RATCHET PACK	21.99
1000 General All-Purpose Fund	420140 Crime Control and	000080 FLATHEAD NEWSPAPER GROUP	POLC-DON'T DRINK/DRI	35.00
1000 General All-Purpose Fund	420140 Crime Control and	000044 REPUBLIC SERVICES #889	POLC-SHARED WASTE DI	42.63
1000 General All-Purpose Fund	420140 Crime Control and	2074 VERIZON WIRELESS	POLC-BASIC PHONES	109.51
1000 General All-Purpose Fund	420140 Crime Control and	2074 VERIZON WIRELESS	POLC-I PHONES	391.88
1000 General All-Purpose Fund	420140 Crime Control and	2074 VERIZON WIRELESS	POLC-CREDIT BALANCE	-43.51
1000 General All-Purpose Fund	420140 Crime Control and	4743 WEX BANK	POLC-FUEL 8/1-31/16	2,345.70
1000 General All-Purpose Fund	420140 Crime Control and	4743 WEX BANK	ACCOUNT CREDIT	-3.30
1000 General All-Purpose Fund	420140 Crime Control and	000724 COSNER COMTECH	POLC-SPEAKER MIC	85.00

For doc #s from 125168 to 125412

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
1000 General All-Purpose Fund	420140 Crime Control and	4970 CITY OF POLSON	POLC-3 HRS I.T./EXCE	75.00
1000 General All-Purpose Fund	420140 Crime Control and	000185 SUPER 1 FOODS	POLC-WATER	2.65
1000 General All-Purpose Fund	420140 Crime Control and	4997 KEITH DEETZ JR	POLC-REIMBURSE HEADL	11.94
1000 General All-Purpose Fund	420140 Crime Control and	4849 JOHN DEERE FINANCIAL	POLC-K-9 SUPPLIES	86.47
1000 General All-Purpose Fund	420140 Crime Control and	4895 8x8, INC.	POLC-TELEPHONE SERVI	220.77
1000 General All-Purpose Fund	420140 Crime Control and	4895 8x8, INC.	POLC-SHARED TELEPHN	18.69
1000 General All-Purpose Fund	420140 Crime Control and	4049 D & D CUSTOMS AND	POLC-NOTICE SIGNS	360.00
1000 General All-Purpose Fund	420230 Care and Custody of	000020 PROVIDENCE HEALTH &	POLC-216CR0018366 BL	95.00
1000 General All-Purpose Fund	420230 Care and Custody of	000020 PROVIDENCE HEALTH &	POLC-216CR0018808 BL	95.00
1000 General All-Purpose Fund	420400 Fire Protection and	4208 MAHUGH FIRE & SAFETY, LLC	FIRE-BALL STOP, LOCKI	61.36
1000 General All-Purpose Fund	420400 Fire Protection and	1879 THE UPS STORE	FIRE-SHIPMENT	9.28
1000 General All-Purpose Fund	420400 Fire Protection and	4880 ACCESS MONTANA	FIRE-INTERNET SERVIC	15.00
1000 General All-Purpose Fund	420400 Fire Protection and	2234 ACE HARDWARE/ TREMPER'S	FIRE-PUSHBROOM	39.98
1000 General All-Purpose Fund	420400 Fire Protection and	2234 ACE HARDWARE/ TREMPER'S	FIRE-BATTERIES AAA	16.99
1000 General All-Purpose Fund	420400 Fire Protection and	000080 FLATHEAD NEWSPAPER GROUP	FIRE-BEST OF LAKE CO	47.12
1000 General All-Purpose Fund	420400 Fire Protection and	000080 FLATHEAD NEWSPAPER GROUP	FIRE-BEST OF LAKE CO	72.56
1000 General All-Purpose Fund	420400 Fire Protection and	4743 WEX BANK	FIRE-8/1-31/16	383.70
1000 General All-Purpose Fund	420400 Fire Protection and	4743 WEX BANK	ACCOUNT CREDIT	-3.30
1000 General All-Purpose Fund	420400 Fire Protection and	001541 L.N. CURTIS & SONS	FIRE-SERVICE BREATHI	1,564.00
1000 General All-Purpose Fund	420400 Fire Protection and	001541 L.N. CURTIS & SONS	FIRE-PERFORM ANNUAL	845.00
1000 General All-Purpose Fund	420400 Fire Protection and	4970 CITY OF POLSON	FIRE-15 MIN I.T. LOC	7.50
1000 General All-Purpose Fund	420400 Fire Protection and	2888 MISSION VALLEY SECURITY	FIRE-ON SITE SERVICE	32.50
1000 General All-Purpose Fund	420400 Fire Protection and	000185 SUPER 1 FOODS	FIRE-COFFEE FOR FIRE	31.96
1000 General All-Purpose Fund	420400 Fire Protection and	4895 8x8, INC.	FIRE-TELEPHONE SERVI	29.40
1000 General All-Purpose Fund	420400 Fire Protection and	000011 MISSION VALLEY POWER	FIRE-SIRE 705 1ST ST	12.00
1000 General All-Purpose Fund	420400 Fire Protection and	4979 RESPONSE EQUIPMENT	FIRE-REPAIR LADDER T	21,155.36
1000 General All-Purpose Fund	420540 Land Use	3025 FIRST BANKCARD	PLAN-KR TRAVEL LODGI	256.59
1000 General All-Purpose Fund	420540 Land Use	3025 FIRST BANKCARD	PLAN-BS TRAVEL LODGI	256.59
1000 General All-Purpose Fund	420540 Land Use	4880 ACCESS MONTANA	PLNG-INTERNET SERVIC	15.00
1000 General All-Purpose Fund	420540 Land Use	4743 WEX BANK	PLNG-FUEL 8/1-31/16	93.27
1000 General All-Purpose Fund	420540 Land Use	4743 WEX BANK	ACCOUNT CREDIT	-3.30
1000 General All-Purpose Fund	420540 Land Use	4895 8x8, INC.	PLNG-TELEPHONE SERVI	29.40
1000 General All-Purpose Fund	420540 Land Use	4895 8x8, INC.	PLNG-BP TECH SHARED	14.70
1000 General All-Purpose Fund	430240 Road and Street	3025 FIRST BANKCARD	STRT-SMALL TOOLS PUR	99.00
1000 General All-Purpose Fund	430240 Road and Street	3025 FIRST BANKCARD	STRT-SMALL TOOLS PUR	50.00
1000 General All-Purpose Fund	430240 Road and Street	4880 ACCESS MONTANA	STRT-SATELITE @1003	28.97
1000 General All-Purpose Fund	430240 Road and Street	2234 ACE HARDWARE/ TREMPER'S	STRT-LIQUID NAILS	11.58
1000 General All-Purpose Fund	430240 Road and Street	2234 ACE HARDWARE/ TREMPER'S	STRT-FASTENERS	1.00
1000 General All-Purpose Fund	430240 Road and Street	000044 REPUBLIC SERVICES #889	STRT-SHARED WASTE DI	42.63
1000 General All-Purpose Fund	430240 Road and Street	2074 VERIZON WIRELESS	STRT-CELL PHONE SERV	138.43
1000 General All-Purpose Fund	430240 Road and Street	4970 CITY OF POLSON	STRT-SET UP UDIG ACC	15.00
1000 General All-Purpose Fund	430240 Road and Street	4145 FARRIER FENCING, LLC	STRT-REPAIR CHAIN LI	750.00
1000 General All-Purpose Fund	460430 Parks	000978 2M COMPANY	PRKS-4" POP UP ROTOR	440.00
1000 General All-Purpose Fund	460430 Parks	4062 WEST COAST PAPER	PRKS-BATHRM PAPER PR	316.98
1000 General All-Purpose Fund	460430 Parks	4880 ACCESS MONTANA	PRKS-INTERNET SERVIC	15.00
1000 General All-Purpose Fund	460430 Parks	4880 ACCESS MONTANA	PRKS-SATELITE SERVIC	28.97
1000 General All-Purpose Fund	460430 Parks	2234 ACE HARDWARE/ TREMPER'S	PRKS-DRIPPR PRS COMP	15.99
1000 General All-Purpose Fund	460430 Parks	2234 ACE HARDWARE/ TREMPER'S	PRKS-ROUND VALVE BOX	35.94
1000 General All-Purpose Fund	460430 Parks	2234 ACE HARDWARE/ TREMPER'S	PRKS-KEY KWIKSET	15.00
1000 General All-Purpose Fund	460430 Parks	2234 ACE HARDWARE/ TREMPER'S	PRKS-VALV BOX ROUND	38.97
1000 General All-Purpose Fund	460430 Parks	000044 REPUBLIC SERVICES #889	PRKS-WASTE DISPOSAL	439.35
1000 General All-Purpose Fund	460430 Parks	2074 VERIZON WIRELESS	PRKS-CELL PHONE SERV	100.60

For doc #s from 125168 to 125412

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
1000 General All-Purpose Fund	460430 Parks	4743 WEX BANK	PRKS-FUEL 8/1-31/16	536.26
1000 General All-Purpose Fund	460430 Parks	4743 WEX BANK	ACCOUNT CREDIT	-3.30
1000 General All-Purpose Fund	460430 Parks	000048 MIDLAND IMPLEMENT CO.	PRKS-ASSORTED PARTS	281.92
1000 General All-Purpose Fund	460430 Parks	4895 8x8, INC.	PRKS-TELEPHONE SERVI	58.80
1000 General All-Purpose Fund	460430 Parks	4436 LES SCHWAB TIRES	PRKS-FLAT TIRE REPAI	16.75
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PRKS-SACAJAWEA WLK P	45.50
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PRKS-J CAMPBELL PARK	12.00
Total for Fund:				49,039.18
2020 Police Municipal Services	420140 Crime Control and	4996 LAKE COUNTY	POLC-SWIFT FROM 7/1/	3,420.00
2020 Police Municipal Services	420140 Crime Control and	001635 SIRCHIE FINGER PRINT	POLC-EVIDENCE SUPPLI	187.14
2020 Police Municipal Services	420140 Crime Control and	2074 VERIZON WIRELESS	POLC-AIRCARDS & NOTE	440.11
Total for Fund:				4,047.25
2211 Skate Park Fund	460430 Parks	000017 TOTAL SCREEN DESIGN	PRKS-SKATE PRK FUND	550.00
Total for Fund:				550.00
2394 Building Code Enforcement	420500 Protective Inspections	4880 ACCESS MONTANA	BLDG-INTERNET SERVIC	15.00
2394 Building Code Enforcement	420500 Protective Inspections	2074 VERIZON WIRELESS	BLDG-CELL PHONE SERV	32.50
2394 Building Code Enforcement	420500 Protective Inspections	4743 WEX BANK	BLDG-FUEL 8/1-31/16	48.78
2394 Building Code Enforcement	420500 Protective Inspections	4743 WEX BANK	ACCOUNT CREDIT	-3.30
2394 Building Code Enforcement	420500 Protective Inspections	4895 8x8, INC.	BLDG-TELEPHONE SERVI	29.40
2394 Building Code Enforcement	420500 Protective Inspections	4895 8x8, INC.	BLDG-BP TECH SHARED	14.70
Total for Fund:				137.08
2395 Tree Fund	480150 Tree Conservation	000011 MISSION VALLEY POWER	PRKS-SPORTS COMPLEX	26.17
Total for Fund:				26.17
2402 Light Maintenance	430263 Street Lighting	000011 MISSION VALLEY POWER	FACL-N END MAINT ST	172.95
Total for Fund:				172.95
2810 Police Training Fund	420140 Crime Control and	3397 MONTANA LAW ENFORCEMENT	POLC-ANDERSON TUITIO	300.00
2810 Police Training Fund	420140 Crime Control and	3397 MONTANA LAW ENFORCEMENT	POLC-SIMPSON TUITION	300.00
Total for Fund:				600.00
2820 Gas Apportionment Tax	430240 Road and Street	4049 D & D CUSTOMS AND	STRT-HANDICAP SIGN	70.00
2820 Gas Apportionment Tax	430240 Road and Street	4743 WEX BANK	STRT-FUEL 8/1-31/16	468.31
2820 Gas Apportionment Tax	430240 Road and Street	4743 WEX BANK	ACCOUNT CREDIT	-3.30
2820 Gas Apportionment Tax	430240 Road and Street	000241 NORMONT EQUIPMENT CO.	STRT-ASSORTED PRODUC	697.77
2820 Gas Apportionment Tax	430240 Road and Street	4952 NATIONAL INDUSTRIAL &	STRT-CLASS 2 SAFETY	238.80
Total for Fund:				1,471.58
5010 Golf Fund	346010 Golf Restaurant Food	000316 WALLACES GOLF SHOP	GOLFP-MSU TOURNAMENT	331.00
5010 Golf Fund	460446 Golf Course -	4955 PACIFIC GOLF & TURF LLC	GLFM-ASST JD PARTS	159.67

For doc #s from 125168 to 125412

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
5010 Golf Fund	460446 Golf Course -	1864 CHS/MOUNTAIN WEST	GLFM-FUEL	483.31
5010 Golf Fund	460446 Golf Course -	4849 JOHN DEERE FINANCIAL	GLFM-50MM RESET COMB	141.44
5010 Golf Fund	460446 Golf Course -	4849 JOHN DEERE FINANCIAL	GLFM-50MM RESET COMB	69.98
5010 Golf Fund	460446 Golf Course -	4880 ACCESS MONTANA	GLFM-SATELITE SERVIC	77.94
5010 Golf Fund	460446 Golf Course -	2234 ACE HARDWARE/ TREMPER'S	GLFM-HIGH TRAFFIC GR	179.98
5010 Golf Fund	460446 Golf Course -	2234 ACE HARDWARE/ TREMPER'S	GLFM-ASST PRODUCT	51.93
5010 Golf Fund	460446 Golf Course -	2234 ACE HARDWARE/ TREMPER'S	GLFM-MEASURING WHEEL	64.99
5010 Golf Fund	460446 Golf Course -	2234 ACE HARDWARE/ TREMPER'S	GLFM-ASST MISC PRODU	81.21
5010 Golf Fund	460446 Golf Course -	2234 ACE HARDWARE/ TREMPER'S	GLFM-ASST MISC PRODU	32.11
5010 Golf Fund	460446 Golf Course -	2234 ACE HARDWARE/ TREMPER'S	GLFM-QWIK FIX COUPLI	11.99
5010 Golf Fund	460446 Golf Course -	2234 ACE HARDWARE/ TREMPER'S	GLFM-FUSE, BATTERY,	25.98
5010 Golf Fund	460446 Golf Course -	000644 CITY OF POLSON WATER	GLFM-COURSE RESTROOM	50.47
5010 Golf Fund	460446 Golf Course -	000644 CITY OF POLSON WATER	GLFM-COURSE RESTROOM	64.33
5010 Golf Fund	460446 Golf Course -	000644 CITY OF POLSON WATER	GLFM-COURSE RESTROOM	64.33
5010 Golf Fund	460446 Golf Course -	000644 CITY OF POLSON WATER	GLFM-COURSE RESTROOM	133.27
5010 Golf Fund	460446 Golf Course -	000080 FLATHEAD NEWSPAPER GROUP	GLFM-MOWER BIDS	63.00
5010 Golf Fund	460446 Golf Course -	000080 FLATHEAD NEWSPAPER GROUP	GLFM-UTILITY VEHICLE	63.00
5010 Golf Fund	460446 Golf Course -	000044 REPUBLIC SERVICES #889	GLFM-WASTE DISPOSAL	116.42
5010 Golf Fund	460446 Golf Course -	2074 VERIZON WIRELESS	GLFM-CELL PHONE SERV	147.24
5010 Golf Fund	460446 Golf Course -	1864 CHS/MOUNTAIN WEST	GLFM-FUEL	320.78
5010 Golf Fund	460446 Golf Course -	001145 MISSOULA TEXTILE SERVICES	GLFM-LAUNDRY	11.66
5010 Golf Fund	460446 Golf Course -	001145 MISSOULA TEXTILE SERVICES	GLFM-LAUNDRY	19.15
5010 Golf Fund	460446 Golf Course -	001145 MISSOULA TEXTILE SERVICES	GLFM-LAUNDRY	11.66
5010 Golf Fund	460446 Golf Course -	001145 MISSOULA TEXTILE SERVICES	GLFM-LAUNDRY	21.04
5010 Golf Fund	460446 Golf Course -	000185 SUPER 1 FOODS	GLFM-ASST PRODUCT	24.82
5010 Golf Fund	460446 Golf Course -	000185 SUPER 1 FOODS	GLFM-WATER	10.00
5010 Golf Fund	460446 Golf Course -	2323 R & R PRODUCTS, INC.	GLFM-LAPPING COMPOUN	172.18
5010 Golf Fund	460446 Golf Course -	000048 MIDLAND IMPLEMENT CO.	GLFM-ASSORTED PARTS	123.98
5010 Golf Fund	460446 Golf Course -	4895 8x8, INC.	GLFM-TELEPHONE SERVI	29.40
5010 Golf Fund	460446 Golf Course -	2094 WILBUR ELLIS COMPANY	GLFM-NATURE SAFE 10-	766.20
5010 Golf Fund	460446 Golf Course -	1864 CHS/MOUNTAIN WEST	GLFM-FUEL	426.81
5010 Golf Fund	460446 Golf Course -	2547 TREASURE STATE CONCRETE	GLFM-GREENS SAND	628.80
5010 Golf Fund	460447 Golf Course - Pro Shop	000316 WALLACES GOLF SHOP	GOLFPP-MSU TOURNAMENT	750.00
5010 Golf Fund	460447 Golf Course - Pro Shop	000076 LINK'S MANAGEMENT, INC.	GLFP-PRO CONTRCT SER	10,048.76
5010 Golf Fund	460447 Golf Course - Pro Shop	000076 LINK'S MANAGEMENT, INC.	GLFP-PRO CONTRCT SER	10,048.76
5010 Golf Fund	460447 Golf Course - Pro Shop	2651 MISSOULIAN	GLFP-ADVRST CHMBR CO	285.00
5010 Golf Fund	460447 Golf Course - Pro Shop	4664 CHARTER COMMUNICATIONS	GLFP-INTERNET	69.99
5010 Golf Fund	460447 Golf Course - Pro Shop	2234 ACE HARDWARE/ TREMPER'S	GLFP-CLEANING SUPPLI	60.38
5010 Golf Fund	460447 Golf Course - Pro Shop	000644 CITY OF POLSON WATER	GLFP-PRO SHOP WATER	224.97
5010 Golf Fund	460447 Golf Course - Pro Shop	000044 REPUBLIC SERVICES #889	GLFP-WASTE DISPOSAL	112.77
5010 Golf Fund	460447 Golf Course - Pro Shop	000316 WALLACES GOLF SHOP	GLFP-CITY SHARE JUL	3,028.29
5010 Golf Fund	460447 Golf Course - Pro Shop	001145 MISSOULA TEXTILE SERVICES	GLFP-LAUNDRY	5.57
5010 Golf Fund	460447 Golf Course - Pro Shop	001145 MISSOULA TEXTILE SERVICES	GLFP-LAUNDRY	7.97
5010 Golf Fund	460447 Golf Course - Pro Shop	001145 MISSOULA TEXTILE SERVICES	GLFP-LAUNDRY	4.68
5010 Golf Fund	460447 Golf Course - Pro Shop	001145 MISSOULA TEXTILE SERVICES	GLFP-LAUNDRY	16.02
5010 Golf Fund	460447 Golf Course - Pro Shop	000010 CENTURYLINK	GLFP-INTERNET SERVIC	59.90
5010 Golf Fund	460447 Golf Course - Pro Shop	000011 MISSION VALLEY POWER	GLFP-CAR STORAGE BLD	77.26
5010 Golf Fund	460447 Golf Course - Pro Shop	000011 MISSION VALLEY POWER	GLFP-DOWNSTAIRS METE	177.24
5010 Golf Fund	460448 Golf Course - Carts	1864 CHS/MOUNTAIN WEST	GLFP-FUEL	165.85
5010 Golf Fund	460448 Golf Course - Carts	1864 CHS/MOUNTAIN WEST	GLFP-FUEL	333.32
5010 Golf Fund	460450 Golf Course Restaurant	000316 WALLACES GOLF SHOP	GLFR-SNACKS	183.86
5010 Golf Fund	460450 Golf Course Restaurant	000316 WALLACES GOLF SHOP	GLFR-SNACKS	47.56

For doc #s from 125168 to 125412

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
5010 Golf Fund	460450 Golf Course Restaurant	3233 FOOD SERVICES OF AMERICA	GLFR-FOOD SUPPLY	486.52
5010 Golf Fund	460450 Golf Course Restaurant	3233 FOOD SERVICES OF AMERICA	GLFR-KITCHEN SUPPLY	81.99
5010 Golf Fund	460450 Golf Course Restaurant	3233 FOOD SERVICES OF AMERICA	GLFR-FOOD SUPPLY	184.13
5010 Golf Fund	460450 Golf Course Restaurant	3233 FOOD SERVICES OF AMERICA	GLFR-FOOD PRODUCT RE	-24.79
5010 Golf Fund	460450 Golf Course Restaurant	3233 FOOD SERVICES OF AMERICA	GLFR-FOOD PRODUCT RE	-35.84
5010 Golf Fund	460450 Golf Course Restaurant	3447 SUMMIT BEVERAGE	GLFR-BEER	64.95
5010 Golf Fund	460450 Golf Course Restaurant	3447 SUMMIT BEVERAGE	GLFR-SUTTER HOME CHA	31.44
5010 Golf Fund	460450 Golf Course Restaurant	3447 SUMMIT BEVERAGE	GLFR-BEER & WINE	20.28
5010 Golf Fund	460450 Golf Course Restaurant	000185 SUPER 1 FOODS	GLFR-FOOD SUPPLY	2.78
5010 Golf Fund	460450 Golf Course Restaurant	000185 SUPER 1 FOODS	GLFR-FOOD SUPPLY	19.41
5010 Golf Fund	460450 Golf Course Restaurant	000185 SUPER 1 FOODS	GLFR-FOOD SUPPLY	10.79
5010 Golf Fund	460450 Golf Course Restaurant	000185 SUPER 1 FOODS	GLFR-FOOD SUPPLY	5.56
5010 Golf Fund	460450 Golf Course Restaurant	000185 SUPER 1 FOODS	GLFR-FOOD SUPPLY	5.99
5010 Golf Fund	460450 Golf Course Restaurant	000185 SUPER 1 FOODS	GLFR-FOOD SUPPLY	12.74
5010 Golf Fund	460450 Golf Course Restaurant	000185 SUPER 1 FOODS	GLFR-FOOD SUPPLY	14.02
5010 Golf Fund	460450 Golf Course Restaurant	000185 SUPER 1 FOODS	GLFR-FOOD SUPPLY	5.99
5010 Golf Fund	460450 Golf Course Restaurant	000185 SUPER 1 FOODS	GLFR-FOOD SUPPLY	16.70
5010 Golf Fund	460450 Golf Course Restaurant	4905 GEORGE'S DISTRIBUTING INC	GLFR-WINE	139.94
5010 Golf Fund	460450 Golf Course Restaurant	3233 FOOD SERVICES OF AMERICA	GLFR-FOOD SUPPLY	279.96
5010 Golf Fund	460450 Golf Course Restaurant	3233 FOOD SERVICES OF AMERICA	GLFR-KITCHEN SUPPLY	46.54
5010 Golf Fund	460460 G. C. Restaurant O & M	000644 CITY OF POLSON WATER	GLFR-RESTAURANT WATE	224.97
5010 Golf Fund	460460 G. C. Restaurant O & M	000044 REPUBLIC SERVICES #889	GLFR-WASTE DISPOSAL	112.77
5010 Golf Fund	460460 G. C. Restaurant O & M	001145 MISSOULA TEXTILE SERVICES	GLFR-LAUNDRY	15.62
5010 Golf Fund	460460 G. C. Restaurant O & M	001145 MISSOULA TEXTILE SERVICES	GLFR-LAUNDRY	42.89
5010 Golf Fund	460460 G. C. Restaurant O & M	001145 MISSOULA TEXTILE SERVICES	GLFR-LAUNDRY	18.89
5010 Golf Fund	460460 G. C. Restaurant O & M	001145 MISSOULA TEXTILE SERVICES	GLFR-LAUNDRY	26.54
5010 Golf Fund	460460 G. C. Restaurant O & M	001145 MISSOULA TEXTILE SERVICES	GLFR-LAUNDRY	15.93
5010 Golf Fund	460460 G. C. Restaurant O & M	001145 MISSOULA TEXTILE SERVICES	GLFR-LAUNDRY	74.48
Total for Fund:				32,589.41
5210 Water Fund	430500 Water Utilities	3025 FIRST BANKCARD	WATR-AE TRAVEL LODGI	291.69
5210 Water Fund	430500 Water Utilities	3025 FIRST BANKCARD	WATR-WADERS 1/2 COST	119.95
5210 Water Fund	430500 Water Utilities	3025 FIRST BANKCARD	WATR-AE CLASS REGIST	256.00
5210 Water Fund	430500 Water Utilities	4895 8x8, INC.	WATR-TELEPHONE SERVI	48.10
5210 Water Fund	430530 Source of Supply and	000011 MISSION VALLEY POWER	WATR-715 7TH AVE W	107.73
5210 Water Fund	430540 Purification and	000101 MONTANA ENVIRONMENTAL	WATR-LAB TTHM'S, HAA	900.00
5210 Water Fund	430540 Purification and	000101 MONTANA ENVIRONMENTAL	WATR-LAB CHLORINE, C	96.00
5210 Water Fund	430540 Purification and	000101 MONTANA ENVIRONMENTAL	WATR-LAB, COLIFORM B	32.00
5210 Water Fund	430540 Purification and	3487 THATCHER COMPANY OF	WATR-CHLORINE	4,439.60
5210 Water Fund	430540 Purification and	3487 THATCHER COMPANY OF	WATR-EMPTY CYLINDERS	-1,978.36
5210 Water Fund	430550 Transmission and	2665 MERCER WELDING & REPAIR	WATR-12 1/8 X 12/18	163.82
5210 Water Fund	430550 Transmission and	3260 ANDERSON MONTGOMERY	WATR-DWNTWN SYTM IMP	7,952.00
5210 Water Fund	430550 Transmission and	4880 ACCESS MONTANA	WATR-INTERNET SERVIC	15.00
5210 Water Fund	430550 Transmission and	4880 ACCESS MONTANA	WATR-SATELITE @715 7	38.97
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-MARKING PAINT	34.96
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-DOOR HOLD KICKE	13.78
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-GREATSTUFF BIG	5.79
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-CUTOFF WHEEL	33.96
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-PRESSURE GAUGE	9.99
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-FLAPPER KORKY C	5.99
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-FASTENERS	11.10

For doc #s from 125168 to 125412

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-COUPPING, GALV	16.96
5210 Water Fund	430550 Transmission and	000044 REPUBLIC SERVICES #889	WATR-WASTE DISPOSAL	28.88
5210 Water Fund	430550 Transmission and	2074 VERIZON WIRELESS	WATR-CELL PHONE SERV	252.13
5210 Water Fund	430550 Transmission and	4743 WEX BANK	WATR-FUEL 8/1-31/16	437.68
5210 Water Fund	430550 Transmission and	4743 WEX BANK	ACCOUNT CREDIT	-3.27
5210 Water Fund	430550 Transmission and	2007 UTILITIES UNDERGROUND	WATR-UTILITY LOCATES	27.48
5210 Water Fund	430550 Transmission and	1864 CHS/MOUNTAIN WEST	WATR-WATER TREAMNT P	386.47
5210 Water Fund	430550 Transmission and	4006 HD SUPPLY WATERWORKS,	WATR-ASST. INVENTORY	374.03
5210 Water Fund	430550 Transmission and	2547 TREASURE STATE CONCRETE	WATR-SEALANT ROLL, G	125.80
5210 Water Fund	430550 Transmission and	2547 TREASURE STATE CONCRETE	WATR-PIT SAND, 3/4 C	284.87
5210 Water Fund	430560 Geographical Information	2074 VERIZON WIRELESS	W.G.I.S.-CELL PHONE	26.09
5210 Water Fund	430560 Geographical Information	4895 8x8, INC.	W.G.I.S.-TELEPHONE S	14.70
5210 Water Fund	430570 Customer Accounting and	000005 POSTMASTER	WATR-BILLING RESERVE	315.00
5210 Water Fund	430570 Customer Accounting and	2888 MISSION VALLEY SECURITY	WATR-REPAIR DOOR MAG	67.75
5210 Water Fund	430570 Customer Accounting and	2888 MISSION VALLEY SECURITY	WATR-BALANCE OF INVO	48.00
Total for Fund:				15,000.64
5310 Sewer Fund	430600 Sewer Utilities	3025 FIRST BANKCARD	SEWR-BP TRAVEL LODGI	291.69
5310 Sewer Fund	430600 Sewer Utilities	3025 FIRST BANKCARD	SEWR-WADERS 1/2 COST	119.95
5310 Sewer Fund	430600 Sewer Utilities	3025 FIRST BANKCARD	SEWR-BP CLASS REGIST	256.00
5310 Sewer Fund	430600 Sewer Utilities	4880 ACCESS MONTANA	SEWR-INTERNET SERVIC	15.00
5310 Sewer Fund	430600 Sewer Utilities	4880 ACCESS MONTANA	SEWR-SATELITE @715 7	38.97
5310 Sewer Fund	430600 Sewer Utilities	4895 8x8, INC.	SEWR-TELEPHONE SERVI	48.09
5310 Sewer Fund	430630 Collection and	000101 MONTANA ENVIRONMENTAL	SEWR-LAB, BOD	47.00
5310 Sewer Fund	430630 Collection and	000101 MONTANA ENVIRONMENTAL	SEWR-AMMONIA, BOD, ECO	187.00
5310 Sewer Fund	430630 Collection and	000101 MONTANA ENVIRONMENTAL	SEWR-LAB, BOD	47.00
5310 Sewer Fund	430630 Collection and	000101 MONTANA ENVIRONMENTAL	SEWR-LAB, BOD	47.00
5310 Sewer Fund	430630 Collection and	2310 INDUSTRIAL CHEMICAL LABS	SEWR-ROOT BEGONE	1,006.42
5310 Sewer Fund	430630 Collection and	1848 RUSSELL INDUSTRIES INC	SEWR-SERVICE LFTSTA	225.50
5310 Sewer Fund	430630 Collection and	2234 ACE HARDWARE/ TREMPER'S	SEWR-ASST PRODUCT	31.14
5310 Sewer Fund	430630 Collection and	2234 ACE HARDWARE/ TREMPER'S	SEWR-PARACORD, FLAP	38.85
5310 Sewer Fund	430630 Collection and	2234 ACE HARDWARE/ TREMPER'S	SEWR-TAPE, RESCUE TA	19.98
5310 Sewer Fund	430630 Collection and	2234 ACE HARDWARE/ TREMPER'S	SEWR-ANT&ROACH KILLE	8.49
5310 Sewer Fund	430630 Collection and	2234 ACE HARDWARE/ TREMPER'S	SEWR-CONCRETE PREMIX	29.94
5310 Sewer Fund	430630 Collection and	2234 ACE HARDWARE/ TREMPER'S	SEWR-FASTNERS, EYE B	2.99
5310 Sewer Fund	430630 Collection and	2074 VERIZON WIRELESS	SEWR-CELL PHONE SERV	252.13
5310 Sewer Fund	430630 Collection and	4743 WEX BANK	SEWR-FUEL 8/1-31/16	837.15
5310 Sewer Fund	430630 Collection and	4743 WEX BANK	ACCOUNT CREDIT	-3.27
5310 Sewer Fund	430630 Collection and	2007 UTILITIES UNDERGROUND	SEWR-UTILITY LOCATES	27.47
5310 Sewer Fund	430630 Collection and	1864 CHS/MOUNTAIN WEST	SEWR-WATER TREATMNT	386.46
5310 Sewer Fund	430630 Collection and	000011 MISSION VALLEY POWER	SEWR-WEST SHORE	142.16
5310 Sewer Fund	430630 Collection and	001103 MID AMERICAN RESEARCH	SEWR-ALCO-SAN, XL DI	140.24
5310 Sewer Fund	430630 Collection and	000011 MISSION VALLEY POWER	SEWR-715 7TH AVE W	107.72
5310 Sewer Fund	430640 Treatment and Disposal	000044 REPUBLIC SERVICES #889	SEWR-WASTE DISPOSAL	28.87
5310 Sewer Fund	430640 Treatment and Disposal	2547 TREASURE STATE CONCRETE	SEWR-PIT SAND, 3/4 C	284.87
5310 Sewer Fund	430660 Geographical Information	2074 VERIZON WIRELESS	S.G.I.S.-CELL PHONE	26.09
5310 Sewer Fund	430660 Geographical Information	4895 8x8, INC.	S.G.I.S.-TELEPHONE S	14.70
5310 Sewer Fund	430670 Customer Accounting and	000005 POSTMASTER	SEWR-BILLING RESERVE	315.00
5310 Sewer Fund	430670 Customer Accounting and	000341 MMIA-LIABILITY PROGRAM	SEWR-EV2014035659, V	103.51

09/15/16
14:40:04

City of Polson
Claim Details by Fund, Account
For the Accounting Period: 9/16

Page: 7 of 8
Report ID: AP100Z

For doc #s from 125168 to 125412

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
			Total for Fund:	5,171.11
			Total:	108,805.37

City of Polson
Fund Summary for Claims
For the Accounting Period: 9/16

Fund/Account	Amount
1000 General All-Purpose Fund	
101000	\$49,039.18
2020 Police Municipal Services Levy	
101000	\$4,047.25
2211 Skate Park Fund	
101000	\$550.00
2394 Building Code Enforcement	
101000	\$137.08
2395 Tree Fund	
101000	\$26.17
2402 Light Maintenance District #20	
101000	\$172.95
2810 Police Training Fund	
101000	\$600.00
2820 Gas Apportionment Tax Fund	
101000	\$1,471.58
5010 Golf Fund	
101000	\$32,589.41
5210 Water Fund	
101000	\$15,000.64
5310 Sewer Fund	
101000	\$5,171.11
Total:	\$108,805.37

CITY OF POLSON

COMMISSION PUBLIC HEARING CONTINUANCE

5b

Commission Chambers

September 7, 2016

6:30 p.m.

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

ABSENT: Commissioner Donovan

OTHERS PRESENT (who voluntarily signed in): Elsa Duford, Bonnie Manicke, and Lee Manicke

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

APPROVAL OF PROPOSED AGENDA (00:45) –Commissioner Erickson motion to approve the proposed agenda. Commissioner Siler second. Commission discussion: none Public comment: none.
VOTE: Unanimous Motion carried

PUBLIC COMMENT ON SIGNIFICANT MATTERS TO THE PUBLIC **NOT ON THE AGENDA (01:36)** - none.

MAYOR KNUTSON OPENED THE FISCAL YEAR 2017 PRELIMINARY BUDGET PUBLIC HEARING CONTINUANCE AT 6:32 P.M. (02:11)

City Manager Shrives commented that there had been a few changes from the previous Public Hearing meeting, August 15, 2016. Mayor Knutson questioned if the Salary Step Schedule had been completed and would it be approved this evening. City Manager Shrives explained the Salary Step Schedule was still be worked out. The Police Department are the only department on a schedule. The remainder department's salaries were determined by using a base line from the salary survey conducted by the Montana League of Cities and Towns. City Finance Officer Cindy Dooley explained the changes that had been made to the budget; 5010 Golf Fund-added \$35,000.00 under the restaurant for flooring replacement as well as plumbing and fixtures. 5210 Water Fund-added \$500.00 to supplies \$12,000.00 to electric, there was a carryover of \$10,000.00 to pay Anderson Montgomery for the Downtown Water Looping Project, \$100,000.00 in construction as a placeholder and \$500.00 was added to damage payout. 5310 Sewer Fund-added \$100,000.00 to Machinery/Equipment, this is for contingency water/sewer upgrades. Water/Sewer Superintendent Tony Porrazzo commented that this line item has always been in the budget. If a pump on a lift station goes out, etc. then the funds are there to replace or repair the equipment. Mr. Porrazzo further commented that on the average, there is only 30-40% of the Water/Sewer budget spent. Commissioner Turner asked if there is ever any revenue from the airport. City Finance Officer Dooley replied no. City Manager Shrives commented that the monies from the airport goes to the Airport Board.

Public Comment: Tony Porrazzo, Water/Sewer Superintendent, 202 Division commented that the documents he distributed to the Commission show just what an important part the Water/Sewer Department is to the City and the responsibilities on the employees of that department. Across the State this department is continually overlooked. People that set wages refuse to look at the importance. The Water/Sewer employees are responsible for tests, reports, making sure that licenses are kept up and this seriously needs to be looked at. The Golf Superintendent is the second highest paid employee in the City. The Water/Sewer Department needs to be looked at harder, not next year which is what Mr. Porrazzo said he is always told. Why not do it right now. The Water/Sewer employees do their own vehicle maintenance, electric, welding, etc. We could take it to others to do and spend the money but we don't. It is insulting what is being done. How much money comes in or get spent that never comes back. There is

a need to know exactly what it is costing the Water/Sewer Department. The revenue coming in is not really showing. The billing will get better. Would like to see revenue shown clearer.

(25:23) Mayor Knutson closed the continuance Public Hearing.

Adjourn. (25:30) Commissioner Southerland motion to adjourn. Commissioner Coutts second.
Commission discussion: none Public Comment: none **VOTE: Unanimous Motion carried.**

ADJOURN: 6:55p.m.

Mayor Heather Knutson

ATTEST: _____
Cora E. Pritt, City Clerk

CITY OF POLSON COMMISSION MEETING

Commission Chambers

September 7, 2016

5d.
7:00 p.m.

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

ABSENT: Commissioner Donovan

OTHERS PRESENT (who voluntarily signed in): Alex Burkhalter, Elsa Duford, Lita Fonda,
Margie Hendricks, and Lee Manicke

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 (00:50) –Commissioner Erickson motion to approve the
proposed agenda. Commissioner Southerland second. Commission discussion: none Public
comment: none. **VOTE: Unanimous Motion carried**

PUBLIC COMMENT ON SIGNIFICANT MATTERS TO THE PUBLIC **NOT ON THE AGENDA
(01:24)** – Mark Johnston, Ward I-commented regarding the Flathead Lake Blues Festival. During the
May 16, 2016 Commission meeting the Mayor instructed the organizers of the festival to get with the
neighbors and put together some form of identification for the neighbors to be able to access the street
that was closed. This was not done. Also there was garbage left behind in Mr. Johnston’s yard; 130
cigarette butts, beer cans, candy wrappers, etc. This is an emotional issue and Mr. Johnston wanted the
Commission to be aware of what wasn’t done. Lita Fonda, Ward I-commented that there were people
camping in the park that has the children’s playground equipment in it. This is just a For Your
Information only.

CONSENT AGENDA (07:14) (a). Additional June 2016 claims, (b). August 12-31, 2016 Claims,
(c). City Commission Written Summary Public Hearing Meeting Minutes August 15, 2016,
(d). City Commission Electronic Meeting Public Hearing Minutes August 15, 2016, (e). City Commission
Written Summary Meeting Minutes August 15, 2016, (f). City Commission Electronic Meeting Minutes
August 15, 2016, **Commissioner Coutts motion to approve the Consent Agenda. Commissioner
Southerland second.** Commission discussion: Commissioner Coutts asked about the MMIA claim. City
Manager Shrives answered that is the insurance premium payment. It is paid annually.
Public Comment: Elsa Duford, Ward III-commented about the written Public Hearing minutes where she
read the statement that the individuals on fixed income received from the Social Security Office. The
Social Security Administration will not be giving a Cost of Living allowance in the coming year. This is
based on the C.P.I. that states there was no increase in the cost of living. Elsa reminded the Commission
that the public has spoken in the past about increases and people on fixed income have no place to go for
extra funds to pay for the increases. Think about the people who are stuck. This is not a good time for
wage increase for the City Employees. Senior citizens bite the bullet and City Employees should too.
Lee Manicke-Ward II, commented that at the previous Public Hearing, page 4, 4th line from the bottom it
reads that Mr. Manicke said the Tribe paid zero dollars. The Tribe does pay S.I.D. Mr. Manicke
requested that the written minutes be changed to reflect this correction. Mayor Knutson commented that
the minutes should be changed to reflect this reference to CTEP dollars. **VOTE: Unanimous Motion
carried**

CITY MANAGER COMMENTS (16:04)-City Manager Shrives commented that there were three letters recently received; Golf Department received a thank you letter from Montana State Golf Association for the recent 2016 Men's Mid-Amateur State Tournament host. The Golf staff were gracious and accommodating. The Staff was positive and friendly towards the players. The G.I.S. Department has completed 40 error free mapping tickets. This means that the City will not have to send their locates to the center for verification, they will go directly to the utility companies. The Court Department; Montana Department of Justice did their audit and the Court was given a clean audit Mayor Knutson asked if there were going to be a workshop with the Economic Development Council and the Commission prior to the Commission meeting on the 19th of September. City Manager Shrives answered he would get back to the Commission. There will be a Public Hearing on that night before the Commission meeting.

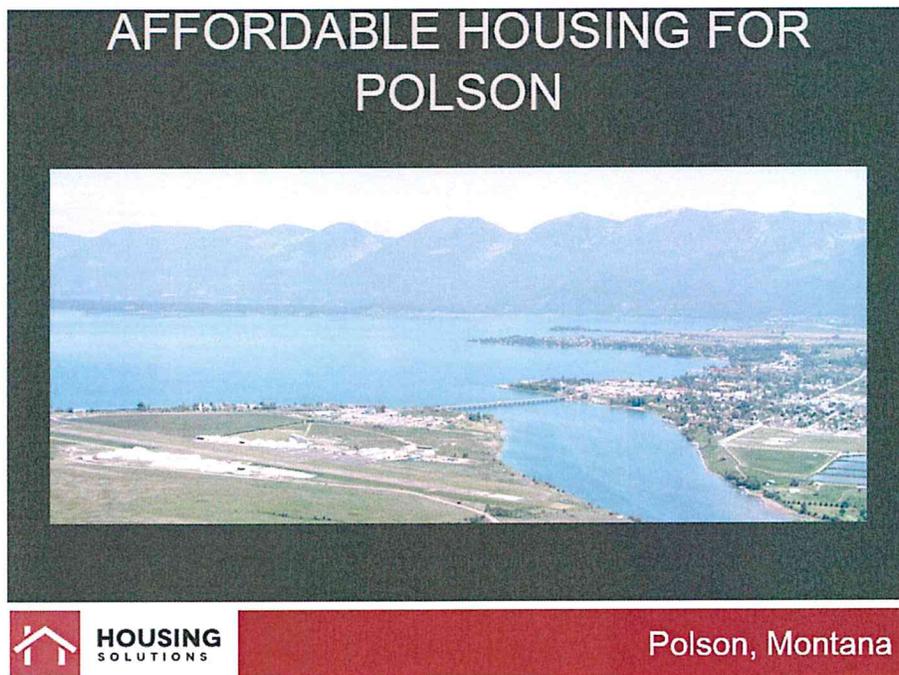
GOLF COURSE MOWERS-LEASE PURCHASE, GOLF COURSE HEAVY DUTY UTILITY VEHICLES BID AWARD (20:50)-City Manager Shrives, and Parks and Recreational Director Pat Nowlen presented this agenda item. City Manager Shrives commented that there is one correction the Agenda Item Summary the total should read \$153,600.00 not the \$159,600.00, it was a typo. Parks and Recreational Director Pat Nowlen commented that these bids were for equipment replacement according the Replacement Schedule that the Golf Maintenance Department has in place. There were two responses; Midland Implement representing Toro and Pacific Golf representing John Deere. The bids were for 3 new fairway mowers and 2 utility vehicles. Midland Implement had the lowest bid for the mowers but did not submit a bid for the utility vehicles. Pacific Golf submitted a bid for each. There was a score sheet used to determine which bid to award. Commissioner Southerland asked where the funds to purchase the new equipment was coming from. Mr. Nowlen answered there had been capital funds set aside to purchase this equipment. Commissioner Coutts questioned the 10 year life span. Mr. Nowlen commented yes, there is a 10 year life span and a 2 year warranty for parts/labor for the John Deere equipment. **Commissioner Southerland motioned to award the procurement of three fairway mowers, two heavy duty utility vehicles, and a bunker rake in an amount of \$153,600.00 to Pacific Golf and Turf. Commissioner Siler second.** Commission discussion: none Public Comment: Tony Porrazzo, Water/Sewer Superintendent questioned when the Water/Sewer Department would be paid back their loan they made to the Golf Department. City Manager Shrives answered that the loan would be paid April 2017. **VOTE: Unanimous Motion carried.**

FISCAL YEAR 2016 DELINQUENT TAX REPORT (29:53)-City Finance Officer Cindy Dooley presented this agenda item. This is a semi-annual Report of Tax and Assessments Receivable at June 30, 2016. This includes 2015 Real Estate and 2016 Personal Tax. There has been a really good collection rate. The citizens have done a good job and Lake County has done a good job sending notifications. Mayor Knutson asked when the next report would be. Finance Officer Dooley answered January. The City estimates based on the certified value amount. This is a concern due to the fact that the certified value changes after the amounts are published. There needs to be some legislation put in place that would prevent the Department of Revenue from making the changes until after the notifications have been sent out.

RESOLUTION TO APPROVE FINAL BUDGET FISCAL YEAR 2017 (36:17)-City Finance Officer Cindy Dooley presented this agenda item. There was a Continuance of the Public Hearing this evening prior to the regular Commission meeting. The Revenue versus Expenditure is attached. The Resolution will set the mil levy. Also, the Resolution gives the City Manager and the Finance Officer the authority to move money from one line item to another within a fund. **Commissioner Southerland motion to approve Resolution No. 2016-010 to adopt a budget for the City of Polson, Montana for the fiscal year 2016-2017. Commissioner Erickson second.** Commission discussion: none Public comment: David Simons Jr, Building Official requested clarification on the statement to be change funds. Finance Officer Dooley explained that it would mean changing the budget funds around within a fund. **VOTE: Unanimous Motion carried** Mayor Knutson thanked the staff for making this year's budget easier to sort through. It was a good process.

HUBER TECHNOLOGY CONTRACT AMENDMENT NO. 1 (41:40)-City Manager Shrives and Water/Sewer Superintendent Tony Porrazzo presented this agenda item. The City received a letter from HKM Engineer Kevin Johnson advising the hydrogen sulfide levels in the influent force main convergence manhole at the wastewater plant are significantly higher than expected. This will mean a change order in the design on the new wastewater treatment facility headworks. The upgrade will go from stainless steel to a high grade concrete that will be lined with a protective coating. This is a preservative upgrade. **Commissioner Siler motion to approve Huber Technology Contract Amendment #1 for modifications to the Headworks Facility equipment. Commissioner Southerland second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

POLSON LANDING PRESENTATION (47:33)-This agenda item was presented by Alex Burkhalter, Housing Solutions, LLC. This is the second proposal of the Polson Landing Affordable Housing Project. Last year the City of Polson was not selected by the Montana Board of Housing. The projects are funded by utilizing Housing Tax Credits, a Federal Government subsidy for affordable housing. Mr. Burkhalter submitted a letter of interest in August of this year and the City of Polson along with 7 other cities were invited to submit an application by October 3, 2016. The projects awarded will be announced in January 2017. Mr. Burkhalter gave the following power point presentation:



Introduction

2

- Alex Burkhalter
 - 12 Years Experience with HTC
 - 15 Properties
 - 597 Apartment Homes
 - Montana, North Dakota, Wyoming
- Housing Solutions LLC
 - Formed in 2012
 - 4 Properties
 - Montana - Kalispell, Missoula, Glendive
 - North Dakota - Dickinson

Contact Info:
Tel: (406) 203 1558
Email: alex@housing-solutions.org



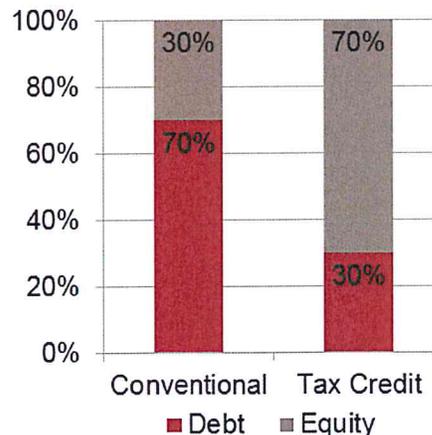
HOUSING
SOLUTIONS

Housing Tax Credits

4

- Federal Program, enacted 1986
- 90% of New Affordable Rental Housing created with HTC's
- Administered by Individual States
- Success comes from Public/Private Partnership
- Assistance with Development Costs, no rental assistance
- By creating tax incentive for Investors, equity is increased and debt is lowered.
- Lower debt servicing allows lower rents.

**Debt/Equity Structure
Conventional vs. Tax Credit**

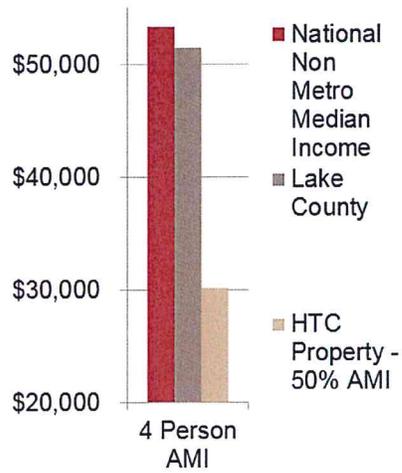


HOUSING
SOLUTIONS

HTC's – Who do they serve

5

- For Households at or below 60% AMI (Area Median Income)
 - Lake County Income Limit 50% AMI 4 people - \$30,150
 - Lake County Income 100% AMI 4 People \$51,500
- ¾ of Units target 50% AMI and below
- Typical tenant is single parent working entry level position
- Elderly on fixed income



POLSON LANDING



Polson, Montana

Project Location



Polson Landing

Unit Features

9

- 35 Apartment Homes
 - 3 One Bedroom, One Bath
 - 20 Two Bedroom, Two Bath
 - 12 Three Bedroom, Two Bath
- Individual Amenities
 - all standard appliances
 - dishwasher, microwave/hood combo, garbage disposal, double sink, hardwood cabinets
 - In unit washer/dryer, machines included!
 - Patio or Balcony
 - Forced air heating, air conditioning, programmable thermostats, blinds and ceiling fans



HOUSING
SOLUTIONS

Building & Amenities

11

- Community Room with Kitchen
- Onsite Manager's Office
- Covered Parking
- Children's Play Area
- Covered Parking
- Energy & Green Items
 - ▣ Photovoltaic Panels
 - ▣ LED Exterior Lighting
 - ▣ Motion sensing, dimmable switches
 - ▣ Smoke Free Policy
 - ▣ Project Location, walk able!



HOUSING
SOLUTIONS

Affordability

13

Rental Rates

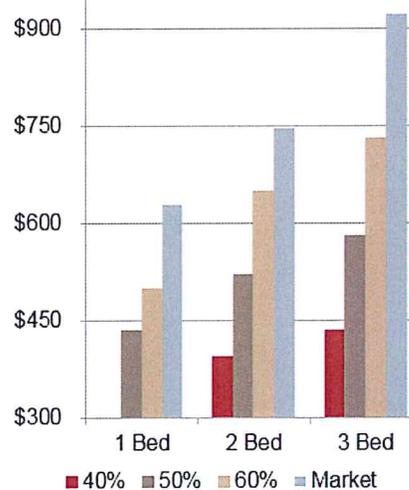
% of this units are here

AMI	40%	50%	60%	Market
1 Bed		\$435	\$500	\$630
2 Bed	\$395	\$520	\$650	\$747
3 Bed	\$435	\$580	\$730	\$922

Resident Income Limits

Size	40%	50%	60%
2 Person	\$19,320	\$21,150	\$28,980
3 Person	\$21,720	\$27,150	\$32,580
4 Person	\$21,120	\$30,150	\$36,180

Monthly Rental Rates



HOUSING
SOLUTIONS

Development Timeline

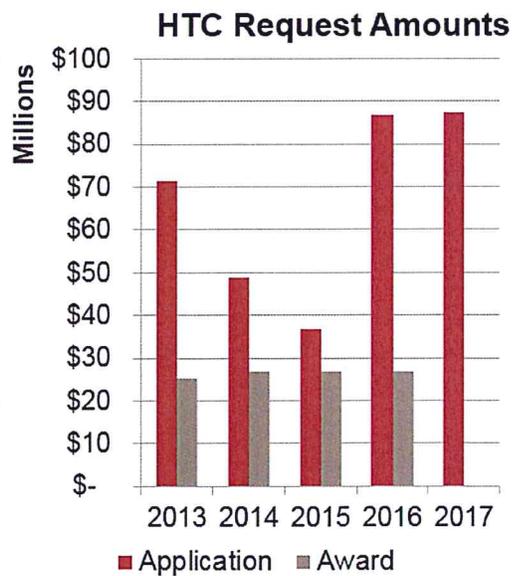
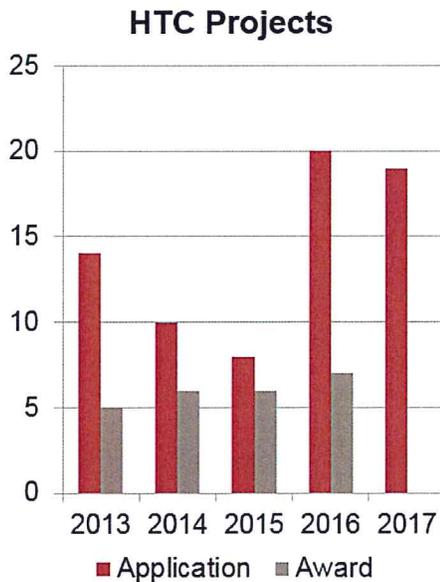
14

- Application and Award
 - Complete Application Due – October 3rd
 - Projects Selected for Awards – January 23rd, 2017
- Development
 - Complete Plans & Construction Start – June 2017
 - Construction Complete – March 2018



Housing Tax Credits in Montana

15



Applications Invited

20

Name	City	Units	Credits Request
Yellowstone Villas	Culbertson	16	\$ 2,680,000
Aspen III	Butte	32	\$ 4,667,180
Polson Landing	Polson	35	\$ 5,700,000
Blackfeet VI	Browning	30	\$ 6,623,400
Meadows Senior	Lewiston	35	\$ 3,506,510
Gateway Vista	Billings	24	\$ 3,817,890
Rockcross Commons	Great Falls	124	\$
	6,682,500		
Livingston Memorial	Livingston	32	\$ 5,840,000
	Total	328	\$ 39,594,080



Polson and Housing Tax Credits

27

- "Geographical Distribution"
- Last Award was 2002
 - Sunny Slope Vista ~ 20 Elderly
 - Before Current Era
- Last Award in Lake County ~ 2004, Pablo
- Polson expected to be very competitive
 - Low Vacancy Rates
 - No Vacancy at existing affordable properties



Polson and Housing Tax Credits

28

- Ways the City of Polson can help position the project to compete successfully
 - ▣ Letter of Support
 - ▣ Attending the January Award meeting
 - ▣ Sending a representative
 - ▣ Water Impact Fee?



There will be a Public Hearing on the Polson Landing project September 19, 2016 at 6:30 p.m. Then a final decision on whether or not to proceed with the application will be decided during the regular Commission meeting on September 19th. The benefits of this project for the City of Polson would be a housing option that wouldn't otherwise be affordable. It will help out employees and people just getting started.

COMMISSIONER ERICKSON WARD 1 SEAT (01:32:07)-Mayor Knutson presented this agenda item. Commissioner Erickson recently sold his home in Ward 1. Mayor Knutson and Commissioner Erickson have had a discussion on this matter. He is currently assisting in the care of his parents. Mayor Knutson asked Commissioner Erickson what direction he was heading either in or out of Ward I. City Manager Shrives read from the City of Polson Charter Article II Legislative Branch, Section 2.08 regarding a Vacancy of the Legislative Branch. City Manager Shrives recommended that Commissioner Erickson give the Mayor & Commission his final decision at the September 19th meeting. There will be a 30 day grace period per the City Attorney. There must first be a vacancy declared. Mayor Knutson requested that Commissioner Erickson go ahead and step down from the City Manager Contract Committee. Commissioner Erickson complied with the request and Commissioner Southerland volunteered to be on the Committee. Commissioner Erickson commented that it has been a pleasure serving and it is difficult to vote your conscience.

(01:40:01) Mayor Knutson asked if the Commission wanted full minutes or action minutes. The Commission determined that action minutes would suffice.

Adjourn. (01:40:23) Commissioner Southerland motion to adjourn. Commissioner Coutts second. Commission discussion: none Public Comment: none **VOTE: Unanimous Motion carried.**

ADJOURN: 8:40p.m.

ATTEST: _____

Mayor Heather Knutson

Cora E. Pritt, City Clerk

CITY OF POLSON COMMISSION AGENDA ITEM SUMMARY

Agenda Item Number: 7 (Motion) First reading of Ordinance Number 2016-TBD to adopt Chapter 8, Law Enforcement, Traffic and Vehicles Article 1., Jurisdiction and General Traffic Code, Article 2., Special Traffic Regulations to the City of Polson Book of Ordinances.

Commissions meeting Date: September 19, 2016

Staff Contact: Mark Shrives.

AGENDA ITEM SUMMARY: This Agenda Item requests City Commission adoption of Ordinance Number 2016-TBD to adopt, Chapter 8, Law Enforcement, Traffic and Vehicles Article 1., Jurisdiction and General Traffic Code, Article 2., Special Traffic Regulations to the City of Polson Book of Ordinances.

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

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

FINANCIAL CONSIDERATIONS: None

STAFF RECOMMENDATION: Staff recommends approval of the 1st reading of Ordinance 2016-TBD

SUGGESTED MOTION: *I make a motion to approve the 1st reading of the Ordinance Number 2016-TBD to adopt Chapter 8, Law Enforcement, Traffic and Vehicles Article 1., Jurisdiction and General Traffic Code, Article 2., Special Traffic Regulations to the City of Polson Book of Ordinances.*

ATTACHMENTS:

1. Ordinance with Chapter 8, Articles 1, and 2

ORDINANCE Ord #2016-_____

**AN ORDINANCE TO ADOPT
CHAPTER 8. LAW ENFORCEMENT, TRAFFIC AND VEHICLES
ARTICLE 1. JURISDICTION AND GENERAL TRAFFIC CODE
ARTICLE 2. SPECIAL TRAFFIC REGULATIONS**

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

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

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

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

**CHAPTER 8. LAW ENFORCEMENT, TRAFFIC AND VEHICLES
ARTICLE 1. JURISDICTION AND GENERAL TRAFFIC CODE
ARTICLE 2. SPECIAL TRAFFIC REGULATIONS**

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

Date: _____
First Reading: ___ayes ___nays ___abstentions

Date: _____
Second Reading: ___ayes ___nays ___abstentions

Effective Date: _____

Mayor
Attest: _____
City Clerk

CHAPTER 8. LAW ENFORCEMENT, TRAFFIC AND VEHICLES

ARTICLE 1. JURISDICTION AND GENERAL TRAFFIC CODE

ARTICLE 2. SPECIAL TRAFFIC REGULATIONS

ARTICLE 1. JURISDICTION AND GENERAL TRAFFIC CODE

- Sec. 8.01.100 Territorial application of police powers
- Sec. 8.01.110. Enforcement of Montana criminal code.
- Sec. 8.01.120 General traffic code
- Sec. 8.01.130 Authority for construction
- Sec. 8.01.140 Laws and rules of state applicable
- Sec. 8.01.150 Penalty
- Secs. 8.01.160-8.01.199. Reserved.

8.01.100. Territorial application of police powers.

Pursuant to state law, Polson police officers shall have powers to respond and control disturbances of the peace and have powers of arrest within the city and for three miles outside of the corporate city limits. Nothing herein shall limit the jurisdiction of a police officer pursuant to Title 7, Title 10, or Title 44, MCA or in regard to mutual or automatic aid agreements.

8.01.110. Enforcement of Montana criminal code.

It shall be the duty and responsibility of the Polson police officers as peace officers of the State of Montana to enforce, investigate and prosecute violations of the Montana criminal statutes applicable to the city of Polson as found in the Montana Code Annotated.

8.01.120 General traffic code.

This title shall constitute the traffic code of the city of Polson and may be cited as such. It comprises all general regulations relating to travel and traffic and parking and standing upon public highways, streets and alleys and all other places of said city open to the public for the use of vehicles, and the rights, duties and restraints of persons as the same pertain thereto.

8.01.130. Authority for construction.

This title is hereby declared to be an exercise of the police power of the state of Montana and of the city of Polson for the public safety, and its provisions shall be liberally construed for the accomplishment of that purpose.

8.01.140. Laws and rules of state applicable.

The laws of the state of Montana and the rules and regulations of the state department of justice regulating traffic are hereby adopted as rules and regulations of the city wherein the same are not in conflict with the rules contained in these ordinances, and any person violating any of such state laws or rules and regulations shall be considered as having violated the rules and regulations of the city and shall be deemed guilty of a misdemeanor, and upon conviction, shall be punished as provided in these ordinances.

8.01.150. Penalty.

Any person violating any of the provisions of this title shall be deemed guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine of not more than \$500, or by imprisonment in the county jail for a period not exceeding 6 months, or by both such fine and imprisonment, unless a more restrictive penalty shall be set forth in this code.

Secs. 8.01.160-8.01.199. Reserved.

ARTICLE 2. SPECIAL TRAFFIC REGULATIONS

- Sec. 8.02.100. Enforcement and obedience.
- Sec. 8.02.110. Obedience to police and fire department officials.
- Sec. 8.02.130. Use of skate boards, roller skates and similar devices restricted.
- Sec. 8.02.140. Public employees to obey traffic regulations.
- Sec. 8.02.150. Exemptions to authorized police vehicles.
- Sec. 8.02.160. Traffic-control devices.
- Sec. 8.02.170. Speed regulations.
- Sec. 8.02.180. Special stops and yield requirements.
- Sec. 8.02.190. Damage to Street.
- Sec. 8.02.200. Vehicles prohibited.
- Sec. 8.02.210. Handicapped parking spaces.
- Sec. 8.02.220. Impoundment of vehicles authorized when; procedures required.
- Sec. 8.02.230. Restrictions on vehicle weight and speed.
- Sec. 8.02.240. Operation of vehicles upon the approach of authorized emergency vehicles.
- Sec. 8.02.250. Golf Carts Permitted.
- Sec. 8.02.260. Permit.
- Sec. 8.02.270. Commission to designate cart safe streets.
- Secs. 8.02.280-8.02.299. Reserved.

Sec. 8.02.100. Enforcement and obedience.

Authority of police and fire department officials: It shall be the duty of the officers of the police department and such officers as are assigned by the chief of police to enforce all street traffic laws of this city and all of the state vehicle laws applicable to street traffic in this city. The officers of the police department and such officers as are assigned by the chief of police shall have authority to make arrests of persons for offenses committed within the city limits and within five miles of the city limits. Officers of the police department, or such officers as are assigned by the chief of police, are hereby authorized to direct all traffic by voice, hand, or signal in conformance with traffic laws; provided, that in the event of a fire or other emergency or to expedite traffic or to safeguard pedestrians, officers of the police department may direct traffic as conditions may require notwithstanding the provisions of the traffic laws. Members of the fire department, when at the scene of a fire, may direct or assist the police in directing traffic thereat or in the immediate vicinity.

Sec. 8.02.110. Obedience to police and fire department officials.

It shall be unlawful for any person to wilfully fail or refuse to comply with any lawful order or direction of a police officer or fire department official.

Sec. 8.02.120. Persons propelling pushcarts or riding animals.

Every person propelling any pushcart or riding an animal upon a roadway, and every person driving an animal-drawn vehicle shall be subject to provisions of this chapter applicable to the driver of any vehicle, except those provisions of this chapter which by their very nature can have no application.

Sec. 8.02.130. Use of skate boards, roller skates and similar devices restricted.

It shall be unlawful for any person upon skate boards, roller skates, or riding in or by means of any coaster, toy vehicle, or similar device to go upon any roadway except while crossing a street on a crosswalk, and when so crossing such person shall be granted all of the rights and shall be subject to all the duties applicable to pedestrians. This section shall not apply upon any street while set aside as a play street as authorized by laws of this city.

Sec. 8.02.140. Public employees to obey traffic regulations.

The provisions of this chapter shall apply to the driver of any vehicle owned by or used in the service of the United States government, this state, county, or city and it shall be unlawful for any said driver to violate any of the provisions of this chapter, except as otherwise permitted in this chapter or by state statute.

Sec. 8.02.150. Exemptions to authorized police vehicles.

A. The driver of an authorized police vehicle, when responding to an emergency call or when in the pursuit of an actual or suspected violator of the law or when responding to but not upon returning from a fire alarm, may exercise the privileges set forth in this section, but subject to the conditions herein stated.

B. The driver of an authorized police emergency vehicle may:

1. park or stand, irrespective of the provisions of this chapter;
2. proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation;
3. exceed the speed limits so long as he does not endanger life or property;
4. disregard regulations governing direction of movement or turning in specified directions.

C. The exemptions granted to an authorized police vehicle apply only when the vehicle is making use of an audible or visual signal, or both, meeting the requirements of state law.

D. The foregoing provisions shall not relieve the driver of an authorized police vehicle from the duty to drive with due regard for the safety of all persons, nor shall such provisions protect the driver from the consequences of his reckless disregard for the safety of others.

Sec. 8.02.160. Traffic-control devices.

A. Authority to install traffic- and parking control devices: The chief of police shall have placed and maintained traffic and parking control signs, signals and devices when and as required under the traffic laws of this city to make effective the provisions of said laws, and may place and maintain such additional traffic-control devices as or under state laws or to guide or warn traffic.

B. Standards and specifications for traffic and parking control devices: All traffic control devices shall conform to the state manual and specifications. All signs and signals required hereunder for a particular purpose shall so far as practicable be uniform as to type and location throughout the city. All traffic-control devices so erected and not inconsistent with the

provisions of state law or this chapter shall be official traffic-control devices.

C. Obedience to official traffic-control devices: The driver of any vehicle shall obey the instructions of any official traffic-control device applicable thereto placed in accordance with the traffic laws of this city, unless otherwise directed by a police officer, subject to the exceptions granted the driver of an authorized emergency vehicle in this chapter.

D. Display of unauthorized signs, signals, or markings: It shall be unlawful for any person to place, maintain, or display upon or in view of any highway any unauthorized sign, signal, marking, or device which purports to be or is an imitation of or resembles an official traffic-control device or railroad sign or signal, or which attempts to direct the movement of traffic, or which hides from view or interferes with the effectiveness of any official traffic-control device or any railroad sign or signal.

E. Chief of police to designate and mark traffic lanes and parking spaces: The chief of police is hereby authorized:

1. to designate and maintain, by appropriate devices, marks, or lines upon the surface of the roadway, crosswalks at intersections where in his opinion there is particular danger to pedestrians crossing the roadway and at such other places as he may deem necessary;
2. to mark lanes for traffic on street pavements at such places as he may deem advisable, consistent with the traffic laws of the city;
3. to mark off individual parking spaces in parking zones and in such other zones as may hereafter be established, said parking spaces to be designated by lines painted or durably marked on the curbing or surface of the street; at each space so marked off it shall be unlawful to park any vehicle in such a way that said vehicle shall not be entirely within the limits of the space so designated.

Sec. 8.02.170. Speed regulations.

Any person driving a vehicle on a street, avenue, or alley in the city shall drive the same in a careful and prudent manner and at a rate of speed no greater than is reasonable and proper under the conditions existing at the point of operation, taking into account the amount and character of traffic, condition of brakes, weight of vehicle, grade and width of such street, avenue, or alley, condition of surface, and freedom of obstruction to view ahead, and he shall drive it so as not to unduly or unreasonably endanger the life, limb, property, or other rights of a person entitled to the use of the street, avenue, or alley.

A. Subject to the provisions above, and except in those instances where a lower speed is specified in this chapter, it shall be prima facie lawful for the driver of a vehicle to drive the same at a speed not exceeding the following, but in any case when such speed would be unsafe it shall not be unlawful:

1. 15 miles per hour when approaching within 50 feet of grade crossing of any railway when the driver's view is obstructed.
2. 15 miles per hour when passing a hospital, swimming pool (while being operated), park, public playground, or school during recess or while children are going to and from school during opening and closing hours.

3. 15 miles per hour when approaching within 50 feet and in traversing an intersection of highways when the driver's view is obstructed.
4. 15 miles per hour in traversing or going around curves or traversing a grade upon a highway when the driver's view is obstructed within a distance of 100 feet along such highway in the direction in which he is proceeding.
5. 25 miles per hour in the business district or residential district, all except as hereinafter specifically provided.
6. 15 miles per hour while operating any motor vehicle in or upon any roadway located within Riverside Park, Poison Golf Course, including the country club, swimming beach and picnic area, and Sacajawea Park.

Sec. 8.02.180. Special stops and yield requirements.

The city commission shall designate through or preferential streets and the chief of police is authorized to erect stop signs or yield signs at specified entrances thereto or may designate any intersection as a stop intersection or as a yield right-of-way intersection and erect stop signs or yield signs at one or more entrances to such intersection.

Sec. 8.02.190. Damage to Street.

No person shall drag or haul any timber or any article along or over any public highway in such a manner that a portion of the same shall rest upon or come in contact with that surface of such public highway; nor shall any person on any paved street lock the wheel of any vehicle by the method commonly known as "rough lock"; nor by any method whereby anything other than the tire of such wheel or a smooth shoe shall come in contact with the surface of the street.

Sec. 8.02.200. Vehicles prohibited.

It shall be unlawful for any person to operate any snowmobile or all-terrain vehicle on any of the streets, avenues, alleys, parks, golf course, or upon any other public way or property owned by the city, unless licensed for street operations.

Sec. 8.02.210. Handicapped parking spaces.

The city commission shall establish appropriate parking spaces reserved for handicapped parking in the city for use only by vehicles displaying a special parking permit in the vehicle's windshield or a handicapped license plate to be issued by the state of Montana or other states' registrar of motor vehicles.

Sec. 8.02.220. Impoundment of vehicles authorized when; procedures required.

A. Members of the police department are authorized to remove a vehicle from a street, highway or public parking lot to the nearest garage or other place of safety, or to a garage designated or maintained by the police department, or otherwise maintained by this city under the circumstances hereinafter enumerated:

1. When any vehicle is left unattended upon any bridge, viaduct or causeway, or in

any tube or tunnel where such vehicle constitutes an obstruction to traffic;

2. When a vehicle upon a street or highway is so disabled as to constitute an obstruction to traffic and the person or persons in charge of the vehicle are, by reason of physical injury, incapacitated to such an extent as to be unable to provide for its custody or removal;
2. When any vehicle is left unattended upon a street or highway and is so parked illegally as to constitute a definite hazard or obstruction to the normal movement of traffic;
3. When any vehicle is parked in a two-away zone;
4. When any vehicle is parked illegally for a period of more than six hours;
5. When any vehicle is abandoned on any street, highway or public parking lot operated by the city by not being moved or used for more than seven consecutive days, and such a vehicle is apparently deserted.

B. Whenever an officer removes a vehicle from a street, highway or public parking lot as authorized in this section and the officer knows or is able to ascertain from the registration records in the vehicle the name and address of the owner thereof, the officer shall, within a reasonable time, make every reasonable effort to ascertain the identity of and to locate the owner of the vehicle and to give or cause to be given notice in writing to the owner of the fact of such removal and the reasons therefor, and of the place to which the vehicle has been removed. In the event any such vehicle is stored in a public garage, a copy of such notice shall be given to the proprietor of such garage.

C. Before the owner or person entitled to possession of any vehicle removed and impounded, as provided herein, is permitted to remove the same from the custody of the city, the owner shall furnish evidence of such owner's identity and ownership of the vehicle, or right of possession thereto, shall sign a receipt for the vehicle, and shall pay any towing charges incurred by the city in towing said vehicle, and shall pay such charges for the storage of the vehicle as shall have been incurred by the city.

D. The payment of such fees and charges, as provided in this article, shall not operate to relieve the owner or operator of such vehicle from liability from any fine or penalty for the violation of any law or ordinance on account of which such vehicle was removed and impounded.

E. These sections shall be read in conjunction with the provisions for abandoned and junk vehicles as found at Chapter 7, Article 4 of these ordinances.

Sec. 8.02.230. Restrictions on vehicle weight and speed.

The city street superintendent shall have the authority to prohibit the operation of or impose reasonable restrictions upon the weight and speed of vehicles traveling on said public roads when, in the discretion of the superintendent, the subgrades of public roads within the city limits have been weakened by water saturation, frost, road deterioration, or other causes.

Adequate signs designating the weight or speed prohibition or restriction as described above shall be posted at each end of that portion of the public road affected, and the prohibition or restriction shall not be effective until this is done.

Sec. 8.02.240. Operation of vehicles upon the approach of authorized emergency vehicles.

Upon the immediate approach of an authorized emergency vehicle making use of audible and visual signals meeting the requirements of state law, or of a police vehicle properly and lawfully making use of an audible signal only, the driver of every other vehicle shall yield the right-of-way and shall immediately drive to a position parallel to, and as close as possible to, the right-hand edge or curb of the roadway clear of any intersection and shall stop and remain in such position until the authorized emergency vehicle has passed, except when otherwise directed by a police officer. This section shall not operate to relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons using the roadway.

Sec. 8.02.250. Golf Carts Permitted.

A "golf cart" is a motor vehicle that is designed for use on a golf course to carry a person or persons and golf equipment and that has an average speed of less than 15 miles per hour. The use of golf carts on the roadways of the city within the exterior boundaries of the city of Polson is permitted under the following terms and conditions:

- A. No cart may be driven, operated or controlled:
 - 1. Between sunset and sunrise;
 - 2. Without the use of lights, if equipped with same;
 - 3. During inclement conditions when visibility is reduced or impaired by weather, smoke, fog or other conditions or at any time when there is insufficient light;
 - 4. Contrary to any traffic law of the city or the State of Montana;
 - 5. Driven by a person with a valid driver's license;
 - 6. Driven with no more than the number of persons recommended for the vehicle;
 - 7. Without a valid city of Polson cart permit;
 - 8. Must be operated to the far right of the right lane of traffic;
 - 9. On MT Highway 93 or 35;
 - 10. In any area where vehicle traffic is prohibited, blockaded or presents hazardous travel.

Sec. 8.02.260. Permit.

All golf carts operating upon the roadways of the city shall apply for and obtain, after inspection, a permit to operate. Such permit will be issued upon the authority and direction of the golf board upon satisfactory completion of the application therefore. Such permit may be revoked upon good cause shown and in the discretion of the chief of police. Any permit issued shall be valid for a period of one year commencing January 1 and ending December 31.

The application shall contain the following:

- a. full name, address and phone number;
- b. current driver's license number;
- c. \$25.00 nonrefundable application fee, such fee may be included in other

fees and charges for service by the golf course.

All carts rented by the golf board shall be exempt from the permit requirements of this ordinance.

Sec. 8.02.270. Commission to designate cart safe streets.

It shall be the duty of the commission to promulgate a list of streets and roadways within the city that shall be open to golf cart travel. Such list may be changed, replaced or amended by resolution of the commission.

Secs. 8.02.280-8.02.299. Reserved.

CITY OF POLSON

CITY COMMISSION AGENDA ITEM SUMMARY

Agenda Item Number: 8
Meeting Date: September 19, 2016
Staff Contact: Cindy Dooley, Finance Officer

AGENDA ITEM SUMMARY: Approval of Resolution No. 2016-#___ to levy and assess special improvement districts, special maintenance districts, and delinquent utilities for FY2017.

BACKGROUND: The City currently has one SID which is #42 commonly known as Streetscape. There are two lighting districts – a residential district and commercial district. There is a noxious weed control maintenance district and delinquent utilities. More information about these districts is included as Exhibit A to the Resolution.

ANALYSIS: Please see Exhibit A for an analysis of each district for the FY17 year.

FINANCIAL CONSIDERATIONS: Total assessments for FY17 are \$101,422.83. These assessments will be placed on the 2016 property tax bill and collected by the County Treasurer. The amounts are then remitted monthly to the City as the receipts are received by the County.

STAFF RECOMMENDATION: Approve the Special Assessment Resolution

SUGGESTED MOTION: *I move to approve Resolution No. 2016-#___ to levy and assess special improvement districts to defray the cost of making and acquiring improvements therein; and to levy and assess certain street light maintenance districts and delinquent utilities for fiscal year 2017.*

ATTACHMENTS: Resolution No. 2016-#___ with Exhibit A

RESOLUTION NO. 2016-#___

A RESOLUTION TO LEVY AND ASSESS SPECIAL IMPROVEMENT DISTRICTS, TO DEFRAID THE COST OF MAKING AND ACQUIRING IMPROVEMENTS THEREIN; AND TO LEVY AND ASSESS CERTAIN STREET LIGHT MAINTENANCE DISTRICTS AND DELINQUENT UTILITIES.

WHEREAS, the City of Polson is obligated to service the operations and/or debt for certain municipal services by previous ordinance or resolution;

WHEREAS, the finance officer has prepared for the Commission a detail of the special assessments to be levied by the Commission and such recap has been attached hereto and made a part hereof as Exhibit "A";

WHEREAS, it appears to the Commission that it is necessary to levy and assess the following sums in the best interests of the citizens of Polson;

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Polson, Montana that the following assessments be levied for the fiscal year 2017.

Special Improvement Main Street Renovation District Number 42 (Commonly known as "Streetscape")	\$ 68,028.17
Street Light Maintenance District #19	\$ 14,078.24
Street Light Maintenance District #20	\$ 4,871.36
Delinquent Utilities	\$ 14,445.06
TOTAL SPECIAL ASSESSMENTS LEVY	\$101,422.83

The effective date of this resolution shall be retroactive to July 1, 2016.

Passed and approved on this ___ day of September 2016.

Heather Knutson, Mayor

ATTEST:

Cora E. Pritt, City Clerk

State of Montana)
 :
County of Lake)

On this ___ day of September 2016, before me, the undersigned a Notary Public for the State of Montana, personally appeared Heather Knutson and Cora E. Pritt personally known to me as the Mayor and City Clerk of the City of Polson, Montana, officers of the City of Polson and executed the within instrument, and acknowledged to me that they executed the same.

In Witness Whereof, I have hereunto set my hand and affixed my Notarial Seal the day and year in this certificate first above written.

Notary Public for the State of Montana

Printed name of Notary

Residing at Polson, Montana

My commission expires: _____

2016 – 2017 Special Assessment Statistics

Prepared by Cindy Dooley, Finance Officer

SID #42 Assessment – Created by Resolution No. 955 & 975. There are 56 property owners assessed for this fiscal year. There were no payoffs during FY16. The assessment has been calculated to ensure payment of the debt service – taking into account possible delinquent assessments. There are 18 installments left on the loan with a current principal balance of \$490,892.24.

Street Light Maintenance District #19 (Residential District) – Created by Resolution No. 252. The fund's cash reserves are being used to pay the shortfall in the assessments compared to the cost of electricity for the district. The rates will need to be increased starting in FY18. However, in Street Light Maintenance District #20, if the project to change out the decorative lights (see below) produces the expected savings, a project in FY18 may be looked at for this lighting district that may mitigate the increase somewhat. There are a total of 1,371 properties assessed.

Street Light Maintenance District #20 (Business District) – Created by Resolution No. 253. The assessment remains the same for FY16. The fund still has adequate cash reserves so there is no need to raise the assessment. In FY17 the City will retrofit the decorative halogen lamps on Main Street with LED lamps. The City General Fund will loan the lighting fund \$3,300 to retrofit the lights. The cost is estimated at \$3,542. It is anticipated that the City will receive a rebate from Bonneville Power Administration to offset most of the cost and there should be approximately an 80% reduction in energy use that will be used to pay back any remaining cost to the General Fund. The City contributes 60% of the cost for this District and the property owners contribute 40%. There are a total of 99 properties assessed.

Noxious Weed Control Maintenance – Allowed under Title 7, Chapter 7.06 of the Polson Municipal Code. No assessments for this year.

Delinquent Utility Bills - Allowed by Section 7-13-4309 MCA. There are a total of 16 assessments in FY17 for delinquent utility bills that meet the criteria to be placed as a tax on the property. Last year there were a total of 21 assessments.

The total assessed properties for FY17 are 1,542.

CITY OF POLSON

CITY COMMISSION AGENDA ITEM SUMMARY

Agenda Item Number: __9__ (Motion) Resolution Declaring Certain Property as Surplus and Authorizing its Disposal.

Meeting Date: September 19, 2016

Staff Contact: Mark Shrives

AGENDA ITEM SUMMARY: City Commission Approval of Resolution Declaring Certain Property as Surplus and Authorizing its Disposal.

BACKGROUND: All City Departments have numerous items that require City Commission approval before the items can be disposed of as surplus property. The threshold consideration is that the real property is found by the Polson City Commission on recommendation of the City Manager that the property in question is of no present or future value to the City in its trust or proprietary functions. It is surplus. This resolution will allow the City staff to move forward and dispose of property that is no longer needed, in use or functional for use by any City Department.

ANALYSIS: Section 7-8-4201, M.C.A. provides that the City may dispose of such surplus property in the best interests of the City. The property identified on the exhibit will either be sold at auction or will be sold through a municipal website that disposes of municipal property.

FINANCIAL CONSIDERATIONS: Minimum sales price as identified on the property list will be established.

STAFF RECOMMENDATION Approve Resolution declaring certain property as surplus and authorizing its disposal.

SUGGESTED MOTION: *I Move to Approve Resolution Number (to be determined), Declaring Certain Property as Surplus and Authorizing its Disposal.*

ATTACHMENTS:

1. Resolution Declaring Certain Property as Surplus and Authorizing its Disposal.
2. Property List

RESOLUTION NUMBER-RES # _____

**A RESOLUTION OF THE POLSON CITY COMMISSION DECLARING
CERTAIN PROPERTY AS SURPLUS AND AUTHORIZING ITS DISPOSAL**

WHEREAS, the following items of City owned property have served their useful life for the City of Polson's purposes and needs and are no longer being used or operated by the City;

WHEREAS, the City does not anticipate using or operating said property at any time in the future; and

WHEREAS, Section 7-8-4201, M.C.A. provides that the City may dispose of such surplus property in the best interests of the City;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE CITY OF POLSON, the following properties, described and detailed in the attached Exhibit "A", are hereby declared as surplus to the needs of the City and are to be offered for sale at public auction with the minimum value set forth. The sale is to be conducted by the City Manager in the best interests of the City of Polson.

BE IT, FURTHERMORE, RESOLVED, that the City Clerk is instructed to file this Resolution in the Book of Resolutions established by this City and to publish and advertise the properties for sale to the highest bidder.

Ayes _____ Nays _____ Abstentions _____

PASSED AND APPROVED this _____ day of _____ 20____.

Heather Knutson, Mayor

ATTEST:

Cora E. Pritt, City Clerk

EXHIBIT A
 CITY OF POLSON SURPLUS PROPERTY
 DEPARTMENT: FACILITIES

ITEM	ESTIMATED MINIMUM VALUE
11 Loose Leaf Binders	\$2.00 each
1 Electric typewriter	\$10.0
10 Glass Bud Vases	\$.00 each
4 Wrist rest strips	\$3.00 each
3 Small Ledger binders	\$5.00 each
6 Large Letter Trays	\$3.00 each
5 Chair matts	\$5.00 each
1 Privacy Screen Filter	\$10.00
2 Large Empty Ledger books	\$10.00 each
1 Spring-Lock label holders 1 box	\$1.00
3 Computer Keyboards	\$3.00 each
1 Metal rack stand	\$3.00
4 Type writer ribbons	\$2.00 each
1 Charger	\$5.00 each
1 Electric calculator	\$7.00 each
3 Plastic letter holder	\$2.00 each
1 Tupperware Salt & Pepper set	\$3.00
4 Tote Bags- various sizes	\$2.00 each
5 Letter Holders-wall mount	\$4.00 each
2 Plastic Desktop Phone Stands	\$10.00 each
Cassette Tape Transcribing Machine w/foot controls	\$40.00
3 Pieces of misc jewelry	\$2.00 each
1 Black metal letter file	\$3.00
1 Paper Cutter	\$10.00

EXHIBIT A
CITY OF POLSON SURPLUS PROPERTY
DEPARTMENT: FACILITIES

ITEM	ESTIMATED MINIMUM VALUE
1 Flatscreen Scanner	\$25.00
1 Secretary chair	\$10.00
1 Large Wall Clock	\$ 5.00
1 Desk Protector	\$3.00 each
2 Medium Letter Trays	\$2.00 each
1 HP Printer	\$30.00 each
1 Kyocera 3232C Copier/Printer	\$250.00

EXHIBIT A
CITY OF POLSON SURPLUS PROPERTY
DEPARTMENT: STREETS

ITEM	ESTIMATED MINIMUM VALUE
1 2007 Dodge Pick-up Front Bumper	\$200.00 each

POLSON LANDING APARTMENTS

POLSON, MONTANA

A 35 UNIT TAX CREDIT
RENTAL COMMUNITY

MARKET STUDY

AUGUST 2016

PREPARED BY:
PROPERTY DYNAMICS - MILL CREEK, WASHINGTON

PROJECT SPONSOR:
HOUSING SOLUTIONS LLC
MISSOULA, MONTANA

Property Dynamics

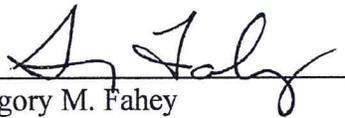
15408 Main Street #206 • Mill Creek, WA 98012
Phone (425) 489-9780

This is to certify that this market study, dated August 2016, is true and correct to the best of our knowledge and belief, and that neither Property Dynamics nor any of its employees or associates have any interest of any kind, financial or otherwise, in Polson Landing Apartments, located in Polson, Montana.

This study was prepared on a prearranged fixed price and no consideration has been given as to whether or not this project will proceed.

We have no interest of any kind with Housing Solutions LLC, the sponsor of this project or any other projects on which they have worked. As a matter of policy, we have never had any interest of any kind in any project on which we have prepared the Market Study.

In addition, the recommendations and conclusions in this report are based solely on the professional opinion and best efforts of the analyst. The data contained in this Study is true and accurate to the best of the analyst's knowledge. The market study was prepared in accordance with, and meets the MBOH market study guidelines.



Gregory M. Fahey
Property Dynamics
Owner & Market Analyst

MARKET SURVEYS AND FEASIBILITY STUDIES

MARKET ANALYST SIGNED STATEMENT (CERTIFICATION)

(This form must be signed, notarized, and attached to the market study)

"I affirm that I, or an individual employed by my company, have made a physical inspection of the market area on 8/26/16 and that information has been used in the full study of the need and demand for new rental units. To the best of my knowledge, the market can support the demand shown in the study. I understand that any misrepresentation of this statement may result in the denial of further participation in the Montana Board of Housing's programs. I also affirm that I have no interest in the project and have an arm's length relationship with the ownership entity and my compensation is not contingent on this project being funded."

This 2nd day of September, 2016

Legal Name of Market Analyst

By Gregory Fahay

Signature [Handwritten Signature]

Title owner/analyst

State of Washington

County of Snohomish

On this 2nd day of September, in the year 2016, before me, Zachary Sigvard Troost,

a notary public in and for said state, personally appeared Gregory Fahay,

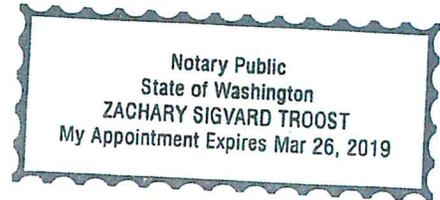
known to me to be the person whose name is subscribed to the within instrument, and acknowledged to me that s/he executed the same.

Signature [Handwritten Signature]

NOTARY PUBLIC in and for the State of Washington

residing at Mill Creek

My commission expires 03/26/2019



MARKET STUDY SUMMARY - LOCATION OF ITEMS IN MARKET STUDY

Average (comparable) Market Rents in Immediate Area: Reference Page: A-37 & C-1

	<u>Average Rent*</u>	<u>Net Adjusted Market Rent</u>	<u>Proposed (net rents)</u>	<u>Percent Below Average Market</u>	
One bedroom one bath	\$ 600.00	\$ 630.00	\$ 435 & 500	17 - 28 %	21 - 31 %
Two bedroom two bath	\$ 650.00	\$ 747.00	\$ 395, 520 & 650	0 - 39 %	13 - 47 %
Three bdrm two bath	\$ 900.00	\$ 922.00	\$ 435, 580 & 730	9 - 46 %	21 - 53 %

* From our Property Dynamics survey taken on August 2016

of New Units Needed: 109 Reference Page: A-28

Vacancy Rate: Reference Page: A-25,29 & C-1

	<u>August 2016</u>
Conventional Vacancy Rate	2.4 %
Senior Tax Credit Vacancy Rate	NA
Family Tax Credit Vacancy Rate	NA
Low Income Vacancy Rate	0.0 %
Family	0.0 %
Senior	0.0 %
Overall Vacancy Rate	1.0 %
Total Units Surveyed	313

Capture Rate: 31.2 % Reference Page: A-35
(projected income eligible tenants who will move in next year/proposed units)

Units Needed in Market Area: 109 Reference Page: A-28

Absorption Rate: 31.2 % Two months Reference Page: A-35
(proposed units/existing LIH, market area units required)

Penetration Rate: 10.2 % Reference page: A-35
(existing LIH units/total eligible households)

Number of LI renter tenure senior households that can afford rent of proposed project:
333 Reference page: A-34

I. EXECUTIVE SUMMARY

Polson Landing Apartments - Polson, Montana

Client

Housing Solutions LLC
P.O. Box 2099
Missoula, Montana 59806

Summary of Subject Property

The Polson Landing Apartments to be located in Polson, Montana will be a 35 unit new construction family tax credit community. The subject property will be located on the south side of Ridgewater Drive (if extended), west of State Highway 93 in the extreme southeastern part of the City of Polson, Lake County, State of Montana. The subject parcel slopes from south to north, although the project will be located the northern portion, which is level. The site includes 3.58 acres (site will be located on 1.88 acres of this entire parcel) and is zoned Highway Commercial, and would require a special use permit. The immediate area surrounding the proposed site is a mix of offices, hotels and restaurants. The new aquatic center is located to the north and east, just 0.1 miles from the subject. A new Red Lion hotel and pizza restaurant are farther to the east, as are new offices including Polson Health (a medical clinic). The City of Polson is located in the northwest part of Montana on the southern shore of Flathead Lake. All essential services are available in Polson including a hospital, city and county governments, a post office, library, all public schools, two large grocery stores (Super 1 & Safeway), several banks (both local and national) and a Walmart Supercenter.

The proposed project will include thirty-four (34) units for very low to low income families at 40, 50 and 60 % of the area median income. Four (4) of the units will designated for households at the 40/49 % AMI level, with twenty-one (21) units at 50/55 %, and nine (9) units at 60 %. The subject will also include a two bedroom manager's unit, as well as a 950 square foot community building, with a community room and a manager's office, as well as a children's play area and covered parking.

Purpose of Study

The purpose of this study is to show the continued need and demand for affordable family rental units in the Polson area. This study will establish the position of the subject project, Polson Landing with both the conventional multi-family rental market, as well as the existing affordable housing market.

Market Area

We have determined that the primary market area will be the Polson Zip Code 59860. This area includes the entire City of Polson, as well as nearby populated areas surrounding the city in unincorporated Lake County. This market area was chosen in consideration of our discussions with managers of existing income restricted communities in the Polson area (including family and senior), as well as Lake County Community Housing, which handles 120 affordable rentals in the County and Section 8 Vouchers for the County. We should also note that while we will not be using a secondary market area, we would fully expect tenants for this proposed project would come from surrounding areas, including smaller communities in Lake County, as well as cities on the Flathead Indian Reservation including Ronan, Pablo and St. Ignatius. That fact was verified by Lake County Community Housing.

Conclusion

Demand for the Apartments

It is our opinion in looking at all of the factors in this study, that the subject Polson Landing Apartments will fill a very strong need in the community, that is for affordable rental units for very low to low income families. The subject will provide good quality affordable housing at rents well below market. This will be accomplished while providing both unit and project based amenities that are on average superior to existing projects in the area. All existing income restricted projects in Polson (including family and senior) are 100 % occupied, with all including wait lists. Wait lists run from 2 to 175 names (note the 175 names are for all 120 units operated by Lake County Community Housing). In addition to those wait lists, managers of existing projects noted that they receive a good number of inquiries (phone calls and personal site visits) on a daily basis from persons who are looking for a unit, but most of whom are in immediate need and choose not to be put on a list. In looking at other areas of the Polson rental market, it is clear that there is also a need for affordable senior housing, with that vacancy rate currently at 0 %, again with all projects including wait lists. The vacancy rate at market rate projects in the City is at 2.4 %, above the 0.9 % rate found in our survey in September 2015 and compared to a 4.0 % rate found in July 2014. With the lower vacancy rates, rents in the area have increased slightly over the past several years. Over the past 24 - 30 months, rents have increased by about 2 - 4 % on average, making it increasingly difficult for low income families (and seniors) to find good quality, safe, affordable units in the City.

The population of the City, County and market area have all seen good growth over the past 14 - 15 years, with Polson's population increasing by 1.1 % annually from 2000 to 2015 (from the Census). Over the same period, the Lake County (Census) population increased by 0.7 % per year on average, with the market area increased by 0.8 % annually from 2000 to 2016 (Nielsen). Nielsen is projecting growth will continue in the market area over the next five years (2016 - 2021), although at a slower annual rate of growth of 0.5 %. Economic conditions in the area are good and appear to be improving. Total employment has increased by 1.6 % annually from 2011 to 2015 and was up by 2.2 % from 2014 to 2015. Additionally, it was up when comparing July 2016 to July 2015, by 0.9 %. The unemployment rate in Lake County has decreased every year since a decade high 9.2 % in 2011, to 5.6 % in 2014 and 4.9 % in 2015, and was slightly down again when comparing July 2015 to July 2016 (4.7 % to 4.6 %). We would rate the proposed location as very good as it relates to a family project, as it is near services and employment opportunities, including Walmart, Safeway, Red Lion, the new aquatic center and Polson Health Clinic. In looking at all of these factors, it is our opinion that the subject will be very successful if built as planned. Using our Housing Demand Estimate, we have determined that there is currently a need for 109 additional units in the market area to serve singles and families, with incomes at 40 - 60 % of the area median income.

Appropriate Development Type

It is clear that there is a need in the Polson area for additional affordable family units, not just the rehabing of existing projects in the City. While we do see a need for additional senior units, as well as market rate, the biggest need would be for very low to low income families. As noted, all existing income restricted projects in Polson, including family and senior, are 100 % occupied, with all including wait lists. Managers of existing competitive projects were all supportive of a new development and all felt that it would be very successful, especially given its strong location near area services. As we will discuss, there are a good number of market rate units that have opened recently, are under construction or in planning (78 total units), that will meet that need. As those new units include higher rents, the subject will provide housing at rents below market. In our calculation of eligible households, we have determined that there are currently 333 non-senior households in the market area that meet size, income and tenure eligibility for this proposed project. It does appear in looking at

eligible households, that the biggest need in the area would be for two bedroom units, followed by three bedrooms, then one bedrooms. The subject's proposed unit mix fits that demand, with the majority of units being two bedroom, then three's and finally one bedrooms.

Absorption

In looking at the potential absorption of a project, it is always helpful to look at the recent success of similar projects opening in the market area. The last income restricted family community to open in the area was Boetcher Terrace which opened in the 1990's. However, in looking at all of the information in the report, including the long wait lists at existing projects (up to 175 names), as well as the support from existing competitive communities and Lake County Housing, it is our opinion that this project will fill at a rate of 15 - 18 units per month, with stable occupancy within two months after opening.

II. PROJECT DESCRIPTION

Polson Landing Apartments - Polson, Montana

a. Description of Market Area

We have determined that the primary market area will be the Polson Zip Code 59860. This market area includes all of the City, as well as nearby populated areas of unincorporated Lake County. All of the areas in the zip code are located on the Flathead Indian Reservation. The immediate area surrounding the proposed site includes offices and retail/restaurants. The new aquatic center is located just north of the subject, with other nearby uses including a new Red Lion Hotel, Mackenzie River Pizza, a new health clinic and additional offices. A new medical clinic and a Taco Bell restaurant are also planned near the subject. Just across Highway 93 from the subject location (about 0.4 to 0.9 miles) are a Walmart Supercenter, a Safeway & Pharmacy, as well as Murdocks Ranch & Home Supply, Walgreens Pharmacy and McDonald's (all good employment opportunities).

The City of Polson is the County's largest city, with all essential services available. Those include a hospital, city and county governments, a post office, library, all public schools, two large grocery stores (Super 1 & Safeway), several banks and a Walmart Supercenter.

The City includes a good number of multi-family rentals, with a mix of market rate and income restricted. These rentals include older projects to newly built, with all considered as in good condition. The income restricted projects include two for families and two for seniors, as well as 2 projects that have both family and senior.

SUMMARY OF POLSON AREA APARTMENTS SURVEYED AUGUST 2016

Market Rate

	<u>Units</u>	<u>Vacant</u>	<u>One bdrm One bath</u>	<u>Two bdrm One bath</u>	<u>Two bdrm Two bath</u>	<u>Three bdrm Two bath</u>
1. Lakeview Village	54	2	\$ 550-650			
2. Rosewood	5	0		\$ 600.00		
3. Wildwood	4	0		\$ 550.00		
4. 13 "C" Ave. W	32	1		\$ 625-650		\$ 800.00
5. 211 - 11 th Ave. W	16	0			\$ 650.00	\$ 800.00
6. 903 - 11 th St.*	14	*		\$ 725-775		\$ 1,100.00
7. 102 Kootenai	8	0		\$ 675.00		
8. 1110 - 4 th St. E	4	0		\$ 725.00		
9. 608 - 1 st St.	<u>4</u>	<u>0</u>	<u> </u>	<u>\$ 525.00</u>	<u> </u>	<u> </u>
Totals/Averages	127	3	\$ 600.00	\$ 650.00	\$ 650.00	\$ 900.00
September 2015						
Totals/Averages	106	1	\$ 600.00	\$ 612.00	\$ 650.00	\$ 800.00

*Currently in lease-up, not included in totals for vacancy rates, only rental rates

Low Income

	<u>Units</u>	<u>Vac</u>	<u>RA Units</u>	<u>Wait List</u>	<u>Type</u>
10. Boetcher Terrace	24	0	24	175 names*	RD/Family/Senior
11. Cherry Hill Village	54	0	47	5 names	RD/Family
12. Cherry Hill Vllg North	28	0	24	2 names	RD/Senior
13. Lake View Villa	22	0	22	3 names	HUD/Family
1. Lakeview Village	40	0	40	8 names	HUD/8 Family/Senior
14. Sunnyslope Vista	<u>20</u>	<u>0</u>	<u>19</u>	38 names	RD/Senior
Totals/Averages	188	0	176		

* List shared with Lake County Community Housing's 120 total units at scattered locations

<u>Vacancy Rates</u>	<u>August 2016</u>	<u>Sept. 2015</u>	<u>July 2014</u>
Market Rate	2.4 %	0.9 %	4.0 %
Tax Credit	NA	NA	NA
Low Income	0.0 %	0.0 %	0.0 %
Family	0.0 %	0.0 %	0.0 %
Senior	0.0 %	0.0 %	0.0 %
All Units	1.0 %	0.4 %	1.4 %
Units Surveyed	315	272	277

All of the above information was obtained from the individual project managers or property managers and while we believe the information to be correct we cannot guarantee its accuracy

September 19, 2016

Mr. Alex Burkhalter
Housing Solutions LLC
PO Box 2099
Missoula MT 59806

RE: Polson Landing
Proposed Affordable Housing in Polson Montana

Dear Mr. Burkhalter,

We are writing you as evidence of our support for the Polson Landing project. The timing of this could not have been better. We as a commission have been discussing the importance of and need for affordable housing throughout for the last two years.

Over the last several years Polson has experienced a wave of new development and business. Walmart constructed a brand new super store, Murdoch's moved in, a new Walgreens, two auto parts stores, a MacKenzie River Pizza, and a Red Lion hotel all in the last two years. In addition, we have seen a great number of healthcare providers also building new facilities. Kalispell Regional Medical Center has opened the Polson Health Clinic, St Luke's Hospital has just completed construction and opened their new health center and one new dialysis center has opened, with the second one currently under construction., and we have a new fitness facility under construction and soon to open.

Our community is also working to position itself as a regional hub for all of Lake County and the US Highway 93 North corridor. The Mission Valley Aquatic Center is now open and grass is coming in on the new Polson Youth Soccer Association's fields. We even have a group working to bring a new indoor hockey rink to town.

With these wonderful new improvements in place our attention has turned to housing. We need safe, decent and affordable housing for all who call Polson home. Furthermore, encouraging the development of additional housing units for low-income and elderly populations is a housing goal spelled out in the Polson Growth Policy. Your proposed Polson Landing will make a meaningful dent in the need for Very Low to Low Income Housing.

The City of Polson will gladly support your project and will send a representative to Helena to speak in favor of Polson Landing to the Montana Board of Housing. Thank you again for your timely work in Polson and we look forward to helping this greatly needed project to completion.

Kindest Regards,

Mayor Heather Knutson



HOUSING
SOLUTIONS

"Unless the Lord builds the house, its builders labor in vain"

September 14, 2016

The Honorable Heather Knutson, Mayor of Polson
And Members of the Polson City Commission
106 1st Street East
Polson MT 59860

RE: Polson Landing Affordable Housing Project

Dear Mayor Knutson and Members of the City Commission:

Thank you again for working with Housing Solutions LLC on the Polson Landing Affordable Housing Project. Below please find information we hope will be helpful as you complete your review and make a decision for this project.

Is Polson Landing a needed project?

As mentioned at the September 7th meeting we have updated our Market Study (the "Study") from last year and provided a copy to the City. This is an arms lengths Study performed by an independent market consultant whose compensation is not contingent on the project moving forward.; see statement on Page 3/4 of the Study. Page 5 of the Study provides a quick summary and page C-1 is the summary of the Rental Market Survey Conducted.

A good overview of the study is the Executive Summary Found on Pages A-1-A-4

A few Highlights:

- "Polson Landing Apartments will fill a very strong need in the community, that is for affordable rental units for very low to low income families." Page A-2
- "All existing income restricted projects in Polson are 100% occupied, with all including wait lists...from 2 to 175 names." Page A-2
- "we have determined that there is currently a need for 109 additional units in the market area to serve singles and families, with incomes at the 40% to 60% of the area median income." Page A-3

Providing affordable housing very low to low income singles and families is something the market is just not able to do without an external resource like Housing Tax Credits. As an example, new rental units opened in Polson in 2016 with three bedrooms renting for \$1,100/month and two bedrooms for \$725-\$775/month (Page C-1). These new units are needed in the market, but the rents are not attainable for those who will be served by Polson Landing.

The results of our Study are consistent with the findings of the Polson Growth Policy – 2006. A few sections of the Growth Policy 2006 are below:

- “Fifty-five percent (55 percent) of Polson households have annual incomes of less than \$25,000. Sixty-four percent (64 percent) of these households are renters. Forty percent (40 percent) of the renters in this income group pay more than 30 percent of their income for housing and, according to U.S. Department of Housing and Urban Development standards, are experiencing a cost burden.” Page 3-1
- “Vacancy rates for apartments appear to be very low in a market that is limited by supply rather than demand.” Page 3-1

Goal Number 4 of the Polson Growth Policy reads: “Encourage the development of additional affordable housing units for low-income and elderly populations.” Polson Landing will be the first restricted affordable rental project since the Growth Policy was published in 2006.

What Benefit will Polson Landing Bring to the City of Polson?

- Provides affordable housing for the local workforce, especially lower wage earners
 - MT Minimum Wage \$8.05/hr x 2080 hrs/year = \$ 16,744/year / 12 = \$1395/month.
 - 2 Bed Average Rent in Polson is \$650 or 46% Income
- Increase in regional competitiveness, lower housing costs lead in improved employee retention
- Stable affordable housing improves education outcomes for children in low income families
- Affordable Housing improves resident health by reducing exposure to environmental hazards and frees resources to pay for health expenses and food
- Direct economic benefits
 - Lower rents free up resources to spend elsewhere in the local economy
 - Reducing the demand for other governmental services, including health and other social programs
 - Local Government Revenue through permit, impact fees, and water/sewer use fees
 - Payment in Lieu of Taxes Agreement

What about Property Tax Exemption? The PILT Agreement with the City?

As previously discussed, the property will be eligible for a property tax exemption under Montana law. However, recognizing city services such as police, fire and parks depend on local revenue we have budgeted for and plan on entering into a Payment in Lieu of Taxes (PILT) agreement with the city for an amount equal to what the city would have collected if the property was not tax exempt. At this time we anticipate that amount to be approximately \$6,000/year. This agreement will be finalized during the rezoning and construction permitting process to take place after we have received an award of Housing Tax Credits.

What other forms of local financial support have projects received?

We have requested and been provided with information on the last two years of project awards and how they scored points in the category *Preservation of or Increase in Housing Stock*.

Points are earned in this category for the rehab of existing affordable housing or *“increases the affordable housing stock thru the use of federal funds or funds from other sources (eg donation of land, others substantial donations, reduction of taxes through tax abatement (other than statutory tax exemption) or impact fees) to leverage tax credit dollars.”*

In recent years there have been a significant number of rehabilitation of existing housing projects. This is something the Montana Board of Housing has said they are going to be steering away from now.

Below is a summary of how projects have scored in this category for the last two years.

Project	How Points Scored
2016	
Red Fox	Donations of Laundry Equipment - \$45,000 / Donated Land
Fort Harrison	Rehab of Existing/Medical Services to Veterans/Donated Land
Cascade Ridge	Donation of Land
Big Sky Villas	Rehab of Existing Housing
Little Jon Apartments	Rehab of Existing Housing
Valley Villas	Rehab of Existing Housing
North Star	HUD Rental Assistance Contract
2015	
Stone Ridge	Waiver of City Fee's \$26,000
Urban Missoula	Missoula Redev Agency/Water main/sidewalk/curb/gutter
Antelope Court	Discounted Land
Guardian Apartments	Rehab of Existing Housing
Gallatin Forks	Rehab of Existing Housing

What is the benefit of “waiving of the Water Impact Fee”?

The Water Impact Fee for the project is \$2,617 x 35 units = \$91,595. As a show of their support for this project, the Ridgewater developer has agreed to waive their portion, \$45,797.50, of the Water Impact Fee by reducing the balance due them by that amount.

If the City waives their half of the water impact fee it will allow the project to show a waiving of the full \$91,595 fee, or looked at another way, the contribution of \$91,595 to the project. A waiver would be in exchange for the project agreeing to serve only those earning at or below 60% of the Area Median Income with rents to restricted to 30% of the income limit as defined by HUD; these limits will be reviewed and enforced by the Montana Board of Housing (“MBOH”) for a period of 45 years from the date of certificate of occupancy.

Further, it sends a strong signal to the MBOH that Polson supports this project. To paraphrase MBOH Board Member Bob Gauthier at the August 2016 MBOH meeting, “Letters of Support from cities are nice, but it really means something when they have put dollars behind it.”

What are we asking for a decision on tonight?

First, to provide a letter of support for Polson Landing to be included in the Application for Housing Tax Credits to the Montana Board of Housing and to send a representative to the meeting in Helena to speak in favor of the project.

Second, to waive the cities portion of the Water Impact Fee in exchange for the project committing to serve only those earning at or below 60% of the Area Median Income with rents to restricted to 30% of the income limit as defined by HUD and reviewed and enforced by the Montana Board of Housing for a period of 45 years from the date of certificate of occupancy.

Closing:

Thank you again for the time and effort you have already put into this project and helping those whom it will serve. Housing Solutions LLC will, of course, be available at the meeting for any questions you have.

Respectfully,



Alex Burkhalter
Housing Solutions LLC



September 14, 2016

Alex Burkhalter
Housing Solutions LLC
PO Box 2099
Missoula MT 59803

RE: Affordable Housing for Polson
Polson Landing,

Dear Alex,

As we have discussed, your proposed project is greatly needed in Polson. There just aren't affordable rentals in our area. The units you are proposing will be a great housing option for the employees at many of the new businesses on the south end of town.

During the course of development of the Ridgewater Drive area Cougar Ridge Development LLC entered into a reimbursement agreement with the City of Polson for the Water Improvements we made. This agreement provides that one half of the Water Impact Fees charged on new construction in the area be paid to us until the balance owed is fully repaid.

We understand that the total Water Impact fees for your project are \$91,595. Cougar Ridge Development, LLC will contribute our share of those fee's, \$ 45,798, to your project by reducing the amount due us from the City by that amount.

Again, hearing from the businesses owners in our development, the type of housing you are proposing is badly needed in Polson.

Sincerely,

Michael Maddy
Managing Member
Cougar Ridge Development, LLC