

CITY OF POLSON COMMISSION MEETING AGENDA

COMMISSION CHAMBERS

September 7, 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. Additional June 2016 claims
- b. August 12-31, 2016 Claims
- c. City Commission Written Summary Public Hearing Minutes August 15, 2016
- d. City Commission Electronic Public Hearing Meeting Minutes August 15, 2016
- e. City Commission Written Summary Meeting Minutes August 15, 2016
- f. City Commission Electronic Meeting Minutes August 15, 2016

6. CITY MANAGER COMMENTS

City Manager Mark Shrives

NEW BUSINESS

7. GOLF COURSE MOWERS-LEASE PURCHASE, GOLF COURSE HEAVY DUTY UTILITY VEHICLES BID AWARDS.

City Manager Mark Shrives

VOTE REQUIRED

8. FISCAL YEAR 2016 DELINQUENT TAX REPORT

City Finance Officer Cindy Dooley

INFORMATION ONLY

9. RESOLUTION TO APPROVE FINAL BUDGET FISCAL YEAR 2017

City Manager Mark Shrives, City Finance Officer Cindy Dooley

VOTE REQUIRED

10. HUBER TECHNOLOGY CONTRACT AMENDMENT NO. 1

City Finance Officer Cindy Dooley, Tony Porozzo Water & Sewer Superintendent

VOTE REQUIRED

11. POLSON LANDING PRESENTATION

Alex Burkhalter

INFORMATION ONLY

12. COMMISSIONER ERICKSON WARD 1 SEAT

*** DISCUSSION***

13. 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.

09/01/16
09:01:11

City of Polson
Claim Details by Fund, Account
For the Accounting Period: 6/16

Page: 1 of 2
Report ID: AP100Z

For doc #s from 125128 to 125198

5a.

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4605 THIRD EYE TECHNOLOGIES,	FACL-CONSULT ON CABL	37.50
			Total for Fund:	37.50
5010 Golf Fund	460446 Golf Course -	3025 FIRST BANKCARD	GLFM-SUPPLIES	61.46
5010 Golf Fund	460446 Golf Course -	3025 FIRST BANKCARD	GLFM-SIMPSON STRONG	71.41
5010 Golf Fund	460446 Golf Course -	3025 FIRST BANKCARD	GLFM-SUPPLIES	14.98
			Total for Fund:	147.85
			Total:	185.35

09/01/16
09:01:12

City of Polson
Fund Summary for Claims
For the Accounting Period: 6/16

Page: 2 of 2
Report ID: AP110

Fund/Account	Amount
1000 General All-Purpose Fund	
101000	\$37.50
5010 Golf Fund	
101000	\$147.85
	Total: \$185.35

For doc #s from 125080 to 125253

56.

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
1000 General All-Purpose Fund	214550 Deposits Payable -	999999 ANDERSON RADIO	FACL-CLEANING DEP RE	100.00
1000 General All-Purpose Fund	214550 Deposits Payable -	999999 FESTIVALS ON THE FLATHEAD	FACL-CLEAN DEP REFND	100.00
1000 General All-Purpose Fund	214550 Deposits Payable -	999999 POLSON TRIATHLON	FACL-CLEAN DEP REFND	100.00
1000 General All-Purpose Fund	410200 Executive Services	3025 FIRST BANKCARD	COMM-EDC WORKSHOP RE	30.18
1000 General All-Purpose Fund	410200 Executive Services	4895 8x8, INC.	EXEC-TELEPHONE SERVI	34.92
1000 General All-Purpose Fund	410360 Municipal Court	3513 COLJ CONFERENCE	CORT-DD CONFERENCE R	300.00
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 TELPHN S	18.70
1000 General All-Purpose Fund	410360 Municipal Court	000010 CENTURYLINK	CORT-SHARED FAX SERV	20.70
1000 General All-Purpose Fund	410400 Administrative Services	4605 THIRD EYE TECHNOLOGIES,	ADMN-WORK W/FILES, O	200.00
1000 General All-Purpose Fund	410400 Administrative Services	4895 8x8, INC.	ADMN-TELEPHONE SERVI	86.78
1000 General All-Purpose Fund	410500 Financial Services	4605 THIRD EYE TECHNOLOGIES,	FINC-WORK ON CTY CLR	40.00
1000 General All-Purpose Fund	410500 Financial Services	4895 8x8, INC.	FINC-TELEPHONE SERVI	58.80
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000341 MMIA-LIABILITY PROGRAM	FY 16/17 LIABILITY A	97,362.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	2750 MMIA-PROPERTY PROGRAM	FY16/17 PROP ASSESSM	35,639.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	1925 VALLEY BUSINESS SYTEMS	FACL-NEW COPIER	3,800.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	1959 A & R TROPHIES	FACL-NAMEPLTS; CRT,P	45.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000282 QUILL CORPORATION	FACL-OFFIC SUPPLIES	27.48
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	3025 FIRST BANKCARD	FACL-SOLICITOR BACKG	14.50
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4605 THIRD EYE TECHNOLOGIES,	FACL-TRBLSHOOT, INST	320.00
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)	4605 THIRD EYE TECHNOLOGIES,	FACL-INSTALL NEW ROU	120.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000026 POLSON AUTO PARTS, INC.	FACL-GLOSS BLACK	25.96
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000011 MISSION VALLEY POWER	FACL-CITY HALL	274.12
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000011 MISSION VALLEY POWER	FACL-FIRE HALL	144.50
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000011 MISSION VALLEY POWER	FACL-HVAC SYSTEM	191.01
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4896 DAWN'S FLOWER DESIGNS	FACL-FLWRS TO Z GEMB	50.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	2943 CLICK HERE DESIGNS	FACL-EMAILS, WEB HOS	72.50
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000282 QUILL CORPORATION	FACL-OFFICE SUPPLIES	29.99
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000282 QUILL CORPORATION	FACL-LEGAL PADS	10.99
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000034 WESTERN BUILDING CENTER	FACL-PRIMED OS CORNE	5.88
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000034 WESTERN BUILDING CENTER	FACL-PRIMED OS CORNE	0.84
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000010 CENTURYLINK	FACL-FAX SERVICE	39.72
1000 General All-Purpose Fund	420140 Crime Control and	4920 OFFICE DEPOT, INC	POLC-TUL BP3 RT PENS	27.94
1000 General All-Purpose Fund	420140 Crime Control and	4730 PIERCE CHEVROLET CHRYSLER	POLC-PROGRM NEW REMO	156.00
1000 General All-Purpose Fund	420140 Crime Control and	2255 GALLS, LLC-D.B.A.	POLC-BADGE	336.60
1000 General All-Purpose Fund	420140 Crime Control and	2255 GALLS, LLC-D.B.A.	POLC-CAP	55.89
1000 General All-Purpose Fund	420140 Crime Control and	4793 AUTOZONE, INC	POLC-TARMINATOR	6.82
1000 General All-Purpose Fund	420140 Crime Control and	000282 QUILL CORPORATION	POLC-ASSORTED PENS	35.58
1000 General All-Purpose Fund	420140 Crime Control and	4989 COMMAND CANINE SERVICES	POLC-PLASTIC GLOVES	22.50
1000 General All-Purpose Fund	420140 Crime Control and	4329 BISHOP SIGNWORKS	POLC-REPLCE GRAPHICS	475.00
1000 General All-Purpose Fund	420140 Crime Control and	3614 TOBY'S CARWASH LLC	POLC-VEH WASH 7/1-31	55.78
1000 General All-Purpose Fund	420140 Crime Control and	4605 THIRD EYE TECHNOLOGIES,	POLC-WORK ON TELEPHO	20.00
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 TELPHN S	18.69
1000 General All-Purpose Fund	420140 Crime Control and	000026 POLSON AUTO PARTS, INC.	POLC-SYN 5W30 OIL	59.88
1000 General All-Purpose Fund	420140 Crime Control and	000011 MISSION VALLEY POWER	POLC-STORAGE SHED	31.48
1000 General All-Purpose Fund	420140 Crime Control and	000011 MISSION VALLEY POWER	POLC-1ST ST E STORGE	12.00
1000 General All-Purpose Fund	420140 Crime Control and	4188 CORY ANDERSON	POLC-REIMBURSE FOR P	34.26
1000 General All-Purpose Fund	420140 Crime Control and	000759 DRAGGIN' WAGON TOWING,	POLC-VEH TOW MERC CO	125.00
1000 General All-Purpose Fund	420140 Crime Control and	000282 QUILL CORPORATION	POLC-DETCVTS STRGE B	24.99
1000 General All-Purpose Fund	420140 Crime Control and	000282 QUILL CORPORATION	POLC-STEEL RULER	4.69

For doc #s from 125080 to 125253

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
1000 General All-Purpose Fund	420140 Crime Control and	000010 CENTURYLINK	POLC-SHARED FAX SERV	20.69
1000 General All-Purpose Fund	420230 Care and Custody of	000552 LAKE COUNTY SHERIFF'S	POLC-PRISONER BOARD	51.00
1000 General All-Purpose Fund	420400 Fire Protection and	000011 MISSION VALLEY POWER	FIRE-705 1ST ST E SI	12.00
1000 General All-Purpose Fund	420400 Fire Protection and	3014 QUIK E'Z TOWING &	FIRE-VEHICLES TOWED	220.00
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	4067 FIRE APPARATUS REPAIR LLC	FIRE-ANNUAL PUMP TES	700.00
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-SHARED TELPHN S	14.70
1000 General All-Purpose Fund	420540 Land Use	4970 CITY OF POLSON	PLNG-VARIOUS MAPS PR	200.00
1000 General All-Purpose Fund	420540 Land Use	4970 CITY OF POLSON	PLNG-ZONING MAPS	102.00
1000 General All-Purpose Fund	420540 Land Use	4970 CITY OF POLSON	PLNG-ZONING DISTRICT	30.00
1000 General All-Purpose Fund	430240 Road and Street	4825 IBS, INC	STRT-CLAMPS, ELC TAP	132.76
1000 General All-Purpose Fund	430240 Road and Street	000011 MISSION VALLEY POWER	STRT-CITY SHOP	117.62
1000 General All-Purpose Fund	430240 Road and Street	4458 SHARI A. JOHNSON, PE	PLAN-ALLEN RESIDENCE	93.18
1000 General All-Purpose Fund	430240 Road and Street	4458 SHARI A. JOHNSON, PE	PLAN-BECHARD SITE RV	124.24
1000 General All-Purpose Fund	430240 Road and Street	4458 SHARI A. JOHNSON, PE	PLAN-ST. LUKE FINAL	31.06
1000 General All-Purpose Fund	430240 Road and Street	4458 SHARI A. JOHNSON, PE	STRT-BAYSHORE SINK H	62.12
1000 General All-Purpose Fund	430240 Road and Street	4849 JOHN DEERE FINANCIAL	STRT-DRILL, BATTERIE	168.98
1000 General All-Purpose Fund	430240 Road and Street	4849 JOHN DEERE FINANCIAL	STRT-BCK FLANGE, FLA	16.28
1000 General All-Purpose Fund	430240 Road and Street	4849 JOHN DEERE FINANCIAL	STRT-STALL MATS, FAS	377.98
1000 General All-Purpose Fund	430240 Road and Street	4298 BLUE TARP FINANCIAL, INC	STRT-HANDLE, DRUMS	441.09
1000 General All-Purpose Fund	460430 Parks	000048 MIDLAND IMPLEMENT CO.	PRKS-TORO TEE	49.77
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PRKS-SACAJAWEA WLK P	40.43
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PRKS-J CAMPBELL PARK	12.00
1000 General All-Purpose Fund	460430 Parks	4895 8x8, INC.	PRKS-TELEPHONE SERVI	58.80
1000 General All-Purpose Fund	460430 Parks	000026 POLSON AUTO PARTS, INC.	PRKS-OIL, AIR FILTER	44.44
1000 General All-Purpose Fund	460430 Parks	000026 POLSON AUTO PARTS, INC.	PRKS-SEAL LOCK, ELBO	54.71
1000 General All-Purpose Fund	460430 Parks	000026 POLSON AUTO PARTS, INC.	PRKS-HYDRAULIC FILTE	5.80
1000 General All-Purpose Fund	460430 Parks	000026 POLSON AUTO PARTS, INC.	PRKS-HOSE ASSEMBLY	101.57
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PRKS-CITY PARKS	455.86
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PRKS-KERR DAM/BB FIE	33.58
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PRKS-SACAJAWEA PRK L	9.57
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PRKS-1ST ST E WTR SH	47.25
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PRKS-BOETTCHER PARK	32.16
1000 General All-Purpose Fund	460430 Parks	000063 LAKE COUNTY TREASURER	PARK-PARK DONATION 2	209.72
1000 General All-Purpose Fund	460430 Parks	000034 WESTERN BUILDING CENTER	PRKS-ASSORTED PASTEN	1.60
1000 General All-Purpose Fund	460430 Parks	000034 WESTERN BUILDING CENTER	PRKS-TORX IMPACT BIT	5.44
1000 General All-Purpose Fund	460430 Parks	000034 WESTERN BUILDING CENTER	PRKS-OXIDE BITS, DRI	35.32
1000 General All-Purpose Fund	460430 Parks	000034 WESTERN BUILDING CENTER	PRKS-LEAD FREE CHECK	82.99
Total for Fund:				145,394.05
2020 Police Municipal Services	420140 Crime Control and	001526 THE HUNTING SHACK, INC.	POLC-AMMUNITION	208.59
2020 Police Municipal Services	420140 Crime Control and	3857 STANFORD POLICE &	POLC-UNIFORM PANTS	99.90
2020 Police Municipal Services	420140 Crime Control and	3857 STANFORD POLICE &	POLC-UNIFORMS	656.20
Total for Fund:				964.69
2310 Tax Increment District	470210 Administration	4668 GLACIER BANK	PRA-TIF BOND R-6 PAY	6,022.47
2310 Tax Increment District	470210 Administration	4668 GLACIER BANK	PRA-TIF BOND R-6 PAY	1,959.36
2310 Tax Increment District	470210 Administration	4636 EAGLE BANK	PRA-TIF BOND R-2 PAY	6,022.47
2310 Tax Increment District	470210 Administration	4636 EAGLE BANK	PRA-TIF BOND R-2 PAY	1,959.36

For doc #s from 125080 to 125253

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
2310 Tax Increment District	470210 Administration	000357 FIRST CITIZENS BANK	PRA-TIF BOND R-3 PAY	6,022.47
2310 Tax Increment District	470210 Administration	000357 FIRST CITIZENS BANK	PRA-TIF BOND R-3 PAY	1,959.36
2310 Tax Increment District	470210 Administration	4823 VALLEY BANK OF RONAN	PRA-TIF BOND R-5 PAY	6,022.47
2310 Tax Increment District	470210 Administration	4823 VALLEY BANK OF RONAN	PRA-TIF BOND R-5 PAY	1,959.36
2310 Tax Increment District	470210 Administration	000231 FIRST INTERSTATE BANK	PRA-TIF BOND R-4 PAY	6,022.47
2310 Tax Increment District	470210 Administration	000231 FIRST INTERSTATE BANK	PRA-TIF BOND R-4 PAY	1,959.36
Total for Fund:				39,909.15
2390 Drug Forfeiture Fund	420140 Crime Control and	4844 S & K TRIBAL POLICE DTF	1/2 of drug case rev	818.75
Total for Fund:				818.75
2394 Building Code Enforcement	323011 Plan Review Fees	999999 MILL CREEK PROPERTIES INC	BLDG-REFUND PLAN REV	577.13
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-SHARED TELPHN S	14.70
2394 Building Code Enforcement	420500 Protective Inspections	2238 DEPARTMENT OF LABOR AND	BLDG-BUILDING CODE E	533.19
Total for Fund:				1,154.42
2401 Light Maintenance	430263 Street Lighting	000011 MISSION VALLEY POWER	FACL-ST LGHT-0301670	1,442.19
Total for Fund:				1,442.19
2402 Light Maintenance	430263 Street Lighting	000011 MISSION VALLEY POWER	FACL-N END MAIN ST L	153.69
2402 Light Maintenance	430263 Street Lighting	000011 MISSION VALLEY POWER	FACL-ST LGHT-0301660	796.22
Total for Fund:				949.91
2720 Police Donations	420140 Crime Control and	3025 FIRST BANKCARD	POLC-MEAL AFTER CERE	125.58
Total for Fund:				125.58
2730 K-9 Donation Fund	420140 Crime Control and	000545 POLSON ANIMAL CLINIC	POLC-K-9 EXAM	158.20
Total for Fund:				158.20
2810 Police Training Fund	420140 Crime Control and	3397 MONTANA LAW ENFORCEMENT	POLC-H RAFIU TRAININ	195.00
2810 Police Training Fund	420140 Crime Control and	4188 CORY ANDERSON	POLC-CA TRAVEL MEALS	185.00
2810 Police Training Fund	420140 Crime Control and	4957 GEORGE SIMPSON	POLC-GS TRAVEL MEALS	185.00
2810 Police Training Fund	420140 Crime Control and	4989 COMMAND CANINE SERVICES	POLC-AB K9 TRAINING	1,500.00
2810 Police Training Fund	420140 Crime Control and	4658 FBI-LEEDA	POLC-GS CLASS REGIST	650.00
2810 Police Training Fund	420140 Crime Control and	4510 MVCIA	POLC-CA CLASS REGIST	195.00
Total for Fund:				2,910.00
2820 Gas Apportionment Tax	430240 Road and Street	4872 ENNIS PAINT, INC	STRT-WHT,RED PAINTS	1,210.20
2820 Gas Apportionment Tax	430240 Road and Street	000241 NORMONT EQUIPMENT CO.	STRT-IN TAR TANK RIN	8.40
2820 Gas Apportionment Tax	430240 Road and Street	000241 NORMONT EQUIPMENT CO.	STRT-BROOK SKIRTS	595.02
2820 Gas Apportionment Tax	430240 Road and Street	000026 POLSON AUTO PARTS, INC.	STRT-DRILL BOX	44.31
2820 Gas Apportionment Tax	430240 Road and Street	000026 POLSON AUTO PARTS, INC.	STRT-ASSORTED PRODUC	99.96
2820 Gas Apportionment Tax	430240 Road and Street	000026 POLSON AUTO PARTS, INC.	STRT-O RING	0.34

For doc #s from 125080 to 125253

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
2820 Gas Apportionment Tax	430240 Road and Street	000026 POLSON AUTO PARTS, INC.	STRT-1 M PIPE	17.19
2820 Gas Apportionment Tax	430240 Road and Street	000026 POLSON AUTO PARTS, INC.	STRT-JB WELD KWIK WE	6.30
2820 Gas Apportionment Tax	430240 Road and Street	000026 POLSON AUTO PARTS, INC.	STRT-NAPAGOLD OIL FI	10.71
2820 Gas Apportionment Tax	430240 Road and Street	000026 POLSON AUTO PARTS, INC.	STRT-MUD FLAP	28.88
2820 Gas Apportionment Tax	430240 Road and Street	000241 NORMONT EQUIPMENT CO.	STRT-GUTTER BROOMS	142.80
2820 Gas Apportionment Tax	430240 Road and Street	3014 QUIK E'Z TOWING &	STRT-MOVED PAVING MA	95.00
2820 Gas Apportionment Tax	430240 Road and Street	3367 THE TRACTOR SHOP, INC.	STRT-REPAIR SERVICE	1,217.75
2820 Gas Apportionment Tax	430240 Road and Street	4049 D & D CUSTOMS AND	STRT-VARIOUS STREET	655.00
2820 Gas Apportionment Tax	430240 Road and Street	000046 BEACON TIRE CENTER	STRT-ROTATE TIRES, R	70.00
2820 Gas Apportionment Tax	430240 Road and Street	000046 BEACON TIRE CENTER	STRT-ROTATE TIRES	24.00
Total for Fund:				4,225.86
5010 Golf Fund	460446 Golf Course -	2094 WILBUR ELLIS COMPANY	GLFM-FUNGICIDE SC	810.00
5010 Golf Fund	460446 Golf Course -	3025 FIRST BANKCARD	GLFM-LEVITON 300 WAT	71.76
5010 Golf Fund	460446 Golf Course -	4159 REXEL INC, d/b/a PLATT	GLFM-WIRENUT	3.28
5010 Golf Fund	460446 Golf Course -	1864 CHS/MOUNTAIN WEST	GLFM-FUEL	413.92
5010 Golf Fund	460446 Golf Course -	1864 CHS/MOUNTAIN WEST	GLFM-FUEL	477.21
5010 Golf Fund	460446 Golf Course -	1864 CHS/MOUNTAIN WEST	GLFM-FUEL	529.79
5010 Golf Fund	460446 Golf Course -	4895 8x8, INC.	GLFM-TELEPHONE SERVI	29.40
5010 Golf Fund	460446 Golf Course -	000048 MIDLAND IMPLEMENT CO.	GLFM-ASST TORO PARTS	1,574.01
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GLFM-ASST FILTERS	75.73
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GLFM-HAND CLEANER	13.58
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GLMF-ASSORTED PRODUC	86.85
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GLFM-CORE DEPOSIT	-9.00
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GLFM-CD2 HD OIL SEAL	2.99
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GLFM-ELEMENT	11.84
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GLFM-OIL FILTER	5.54
5010 Golf Fund	460446 Golf Course -	000011 MISSION VALLEY POWER	GLFM-GOLF SHOP	300.24
5010 Golf Fund	460446 Golf Course -	000011 MISSION VALLEY POWER	GLFM-25 HP PUMP	0.00
5010 Golf Fund	460446 Golf Course -	000011 MISSION VALLEY POWER	GLFM-60 HP PUMP	480.55
5010 Golf Fund	460446 Golf Course -	000011 MISSION VALLEY POWER	GLFM-155 HP PUMP	805.89
5010 Golf Fund	460446 Golf Course -	000011 MISSION VALLEY POWER	GLFM-BAYVIEW PUMP ST	694.58
5010 Golf Fund	460446 Golf Course -	4992 SOUTHWEST REPS LLC	GLFM-CORING TINE, CR	899.22
5010 Golf Fund	460446 Golf Course -	1864 CHS/MOUNTAIN WEST	GLFM-FUEL	569.80
5010 Golf Fund	460446 Golf Course -	000046 BEACON TIRE CENTER	GLFM-SMOOTHIE TIRE	80.00
5010 Golf Fund	460446 Golf Course -	000046 BEACON TIRE CENTER	GLFM-PLUG TIRE	6.00
5010 Golf Fund	460446 Golf Course -	000010 CENTURYLINK	GLFM-TELEPHONE SERVI	40.31
5010 Golf Fund	460447 Golf Course - Pro Shop	1925 VALLEY BUSINESS SYTEMS	GLFP-HP BLK, THERMAL	102.50
5010 Golf Fund	460447 Golf Course - Pro Shop	000010 CENTURYLINK	GLFP-INTERNET	29.95
5010 Golf Fund	460447 Golf Course - Pro Shop	4987 ZEB'S S & W WORKS	GLFP-CLEAN WINDOWS	390.00
5010 Golf Fund	460447 Golf Course - Pro Shop	000011 MISSION VALLEY POWER	GLFP-DWNSTAIRS METER	175.73
5010 Golf Fund	460447 Golf Course - Pro Shop	000011 MISSION VALLEY POWER	GLFP-CAR STORAGE BLD	89.24
5010 Golf Fund	460447 Golf Course - Pro Shop	3025 FIRST BANKCARD	GLFP-ADVERTISING	40.00
5010 Golf Fund	460447 Golf Course - Pro Shop	000011 MISSION VALLEY POWER	GLFP-PRO SHOP/ST LGH	209.05
5010 Golf Fund	460447 Golf Course - Pro Shop	4990 ALPHAGRAPHSICS	GLFP-RECEIPT BOOK, T	510.00
5010 Golf Fund	460447 Golf Course - Pro Shop	3866 OFFICE MAX CONTRACT INC.	GLFP-OFFICE SUPPLIES	11.80
5010 Golf Fund	460447 Golf Course - Pro Shop	1925 VALLEY BUSINESS SYTEMS	GLFP-SAMSUNG TONER	90.00
5010 Golf Fund	460447 Golf Course - Pro Shop	000010 CENTURYLINK	GLFP-SHARED TELEPHN/	171.99
5010 Golf Fund	460447 Golf Course - Pro Shop	000010 CENTURYLINK	GLFP-INTERNET SERVIC	52.90
5010 Golf Fund	460448 Golf Course - Carts	1864 CHS/MOUNTAIN WEST	GLFP-FUEL	290.16
5010 Golf Fund	460448 Golf Course - Carts	1864 CHS/MOUNTAIN WEST	GLFP-FUEL	340.66

For doc #s from 125080 to 125253

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
5010 Golf Fund	460448 Golf Course - Carts	1864 CHS/MOUNTAIN WEST	GLFP-FUEL	298.49
5010 Golf Fund	460448 Golf Course - Carts	1864 CHS/MOUNTAIN WEST	GLFP-FUEL	234.64
5010 Golf Fund	460450 Golf Course Restaurant	4754 PEPSI-COLA BOTTLING OF	GLFR-ASST BEVERAGES	634.06
5010 Golf Fund	460450 Golf Course Restaurant	4754 PEPSI-COLA BOTTLING OF	GLFR-DRINKING CUPS	73.00
5010 Golf Fund	460450 Golf Course Restaurant	4754 PEPSI-COLA BOTTLING OF	GLFR-ASST BEVERAGES	318.55
5010 Golf Fund	460450 Golf Course Restaurant	3427 ZIP BEVERAGE	GLFR-ASST BEERS	418.00
5010 Golf Fund	460450 Golf Course Restaurant	3233 FOOD SERVICES OF AMERICA	GLFR-FOOD SUPPLY	546.97
5010 Golf Fund	460450 Golf Course Restaurant	3233 FOOD SERVICES OF AMERICA	GLFR-FOOD PRODUCT RE	-52.46
5010 Golf Fund	460450 Golf Course Restaurant	3233 FOOD SERVICES OF AMERICA	GLFR-FOOD SUPPLY	703.73
5010 Golf Fund	460450 Golf Course Restaurant	3447 SUMMIT BEVERAGE	GLFR-EMPTY KEG	-30.00
5010 Golf Fund	460450 Golf Course Restaurant	3447 SUMMIT BEVERAGE	GLFR-DEPOSITS RETURN	-1,800.00
5010 Golf Fund	460450 Golf Course Restaurant	3447 SUMMIT BEVERAGE	GLFR-EMPTY KEG	-210.00
5010 Golf Fund	460450 Golf Course Restaurant	3447 SUMMIT BEVERAGE	GLFR-ASST BEERS	1,192.27
5010 Golf Fund	460450 Golf Course Restaurant	3447 SUMMIT BEVERAGE	GLFR-RENT ROLLER COO	40.00
5010 Golf Fund	460450 Golf Course Restaurant	3447 SUMMIT BEVERAGE	GLFR-DEPOSIT ROLLER	0.00
5010 Golf Fund	460450 Golf Course Restaurant	3447 SUMMIT BEVERAGE	GLFR-EMPTY KEG	-120.00
5010 Golf Fund	460450 Golf Course Restaurant	3447 SUMMIT BEVERAGE	GLFR-DEPOSIT KEG PUM	0.00
5010 Golf Fund	460450 Golf Course Restaurant	3447 SUMMIT BEVERAGE	GLFR-ASST BEERS	751.48
5010 Golf Fund	460450 Golf Course Restaurant	3447 SUMMIT BEVERAGE	GLFR-DEPOSIT KEG PUM	78.00
5010 Golf Fund	460450 Golf Course Restaurant	3447 SUMMIT BEVERAGE	GLFR-ASST BEERS	800.55
5010 Golf Fund	460450 Golf Course Restaurant	3447 SUMMIT BEVERAGE	GLFR-CORRECTION DELI	-25.00
5010 Golf Fund	460450 Golf Course Restaurant	3233 FOOD SERVICES OF AMERICA	GLFR-FOOD SUPPLY	487.16
5010 Golf Fund	460450 Golf Course Restaurant	4480 SYSCO MONTANA, INC.	GLFR-FOOD SUPPLY	715.75
5010 Golf Fund	460450 Golf Course Restaurant	4480 SYSCO MONTANA, INC.	GLFR-KITCHEN SUPPLY	50.20
5010 Golf Fund	460450 Golf Course Restaurant	3427 ZIP BEVERAGE	GLFR-ASST BEERS	453.50
5010 Golf Fund	460450 Golf Course Restaurant	000316 WALLACES GOLF SHOP	GLFR-SNACKS FOR REST	307.35
5010 Golf Fund	460450 Golf Course Restaurant	3233 FOOD SERVICES OF AMERICA	GLFR-FOOD SUPPLY	440.90
5010 Golf Fund	460450 Golf Course Restaurant	3233 FOOD SERVICES OF AMERICA	GLFR-FOOD PRODUCT RE	-74.80
5010 Golf Fund	460450 Golf Course Restaurant	4754 PEPSI-COLA BOTTLING OF	GLFR-ASST BEVERAGES	255.70
5010 Golf Fund	460450 Golf Course Restaurant	3447 SUMMIT BEVERAGE	GLFR-ASST BEERS	580.85
5010 Golf Fund	460450 Golf Course Restaurant	4480 SYSCO MONTANA, INC.	GLFR-FOOD SUPPLY	1,282.46
5010 Golf Fund	460450 Golf Course Restaurant	4480 SYSCO MONTANA, INC.	GLFR-KITCHEN SUPPLY	130.70
5010 Golf Fund	460460 G. C. Restaurant O & M	4664 CHARTER COMMUNICATIONS	GLFR-TV, INTERNET SE	96.05
5010 Golf Fund	460460 G. C. Restaurant O & M	3306 POLSON PROPANE	GLFR-PROPANE FUEL	126.95
5010 Golf Fund	460460 G. C. Restaurant O & M	000011 MISSION VALLEY POWER	GLFR-T10204 MTER	403.03
5010 Golf Fund	460460 G. C. Restaurant O & M	000010 CENTURYLINK	GLFR-SHARED TELEPHN/	133.53
Total for Fund:				19,719.08
5210 Water Fund	214600 Retainage Payable	3612 SANDRY CONSTRUCTION CO.	WATR-RETAINAGE	-2,007.72
5210 Water Fund	430500 Water Utilities	4988 MT DEQ/WWOC	WATR-AE EXAM REGISTR	140.00
5210 Water Fund	430500 Water Utilities	4895 8x8, INC.	WATR-TELEPHONE SERVI	48.10
5210 Water Fund	430500 Water Utilities	4895 8x8, INC.	W.G.I.S.-TELEPHONE S	14.70
5210 Water Fund	430500 Water Utilities	4605 THIRD EYE TECHNOLOGIES,	WATR-INSTAL PRNTR	20.00
5210 Water Fund	430500 Water Utilities	4988 MT DEQ/WWOC	WATR-AE APPLICATION	70.00
5210 Water Fund	430500 Water Utilities	000282 QUILL CORPORATION	WATR-HP PRINT CART S	93.50
5210 Water Fund	430530 Source of Supply and	000011 MISSION VALLEY POWER	WATR-7TH AVE W SHOP	107.20
5210 Water Fund	430530 Source of Supply and	000011 MISSION VALLEY POWER	WATR-WELLS, BOOSTR S	3,686.63
5210 Water Fund	430530 Source of Supply and	000011 MISSION VALLEY POWER	WATR-RIVERSIDE RESTR	15.03
5210 Water Fund	430530 Source of Supply and	000011 MISSION VALLEY POWER	WATR-RIVERSIDE LFT S	12.81
5210 Water Fund	430530 Source of Supply and	000011 MISSION VALLEY POWER	WATR-WELLS 6 & 7	1,494.68
5210 Water Fund	430540 Purification and	4993 MTS FREIGHT	WATR-DELVRY OF CHLOR	256.07

For doc #s from 125080 to 125253

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
5210 Water Fund	430550 Transmission and	001161 JENSEN BACKHOE INC.	WATR-REPAIR WTR LEAK	2,880.00
5210 Water Fund	430550 Transmission and	3306 POLSON PROPANE	WATR-WTR TWR MISSN V	340.81
5210 Water Fund	430550 Transmission and	3306 POLSON PROPANE	WATR-WELL 8, HWY 35	51.55
5210 Water Fund	430550 Transmission and	4289 GC SYSTEMS, INC.	WATR-REPAIR KIT	585.03
5210 Water Fund	430550 Transmission and	3119 LARSCO, INC.	WATR-TRAIN DEPT FILT	3,800.00
5210 Water Fund	430550 Transmission and	3119 LARSCO, INC.	WATR-CONNCTRS, REBUI	1,227.13
5210 Water Fund	430550 Transmission and	4006 HD SUPPLY WATERWORKS,	WATR-DISCHARGE HOSE	177.58
5210 Water Fund	430550 Transmission and	4006 HD SUPPLY WATERWORKS,	WATR-DUST CAP	9.18
5210 Water Fund	430550 Transmission and	4006 HD SUPPLY WATERWORKS,	WATR-RE-STOCK INVENT	2,980.20
5210 Water Fund	430550 Transmission and	4006 HD SUPPLY WATERWORKS,	WATR- PRV REPAIR KIT	378.79
5210 Water Fund	430550 Transmission and	4006 HD SUPPLY WATERWORKS,	WATR-EXTENSION RODS	183.98
5210 Water Fund	430550 Transmission and	2542 CERTIFIED LABORATORIES	WATR-PREMLUBE	188.72
5210 Water Fund	430550 Transmission and	000026 POLSON AUTO PARTS, INC.	WATR-LIGHTER SOCKET	16.57
5210 Water Fund	430550 Transmission and	000026 POLSON AUTO PARTS, INC.	WATR-ANTI-SEIZE LUBR	8.33
5210 Water Fund	430550 Transmission and	000026 POLSON AUTO PARTS, INC.	WATR-WINDSHIELD WASH	2.19
5210 Water Fund	430550 Transmission and	000026 POLSON AUTO PARTS, INC.	WATR-GREASE GUN	11.99
5210 Water Fund	430550 Transmission and	000026 POLSON AUTO PARTS, INC.	WATR-WORK LIGHT	39.99
5210 Water Fund	430550 Transmission and	4991 INDEPENDENT INSPECTION	WATR-CLEAN WATER TAN	1,775.00
5210 Water Fund	430550 Transmission and	4006 HD SUPPLY WATERWORKS,	WATR-REPLCMNT REGIST	3,537.40
5210 Water Fund	430550 Transmission and	4006 HD SUPPLY WATERWORKS,	WATR-VALVE BOX RISER	463.20
5210 Water Fund	430550 Transmission and	4458 SHARI A. JOHNSON, PE	WATR-CENTER ADD'N EN	1,646.10
5210 Water Fund	430550 Transmission and	4458 SHARI A. JOHNSON, PE	WATR-DOWNTOWN LOOP W	31.06
5210 Water Fund	430550 Transmission and	4006 HD SUPPLY WATERWORKS,	WATR-MARKING PAINTS	196.80
5210 Water Fund	430550 Transmission and	000046 BEACON TIRE CENTER	WATR-TIRE REPAIR	12.00
5210 Water Fund	430550 Transmission and	000034 WESTERN BUILDING CENTER	WATR-SOLID PATIO BLO	67.04
5210 Water Fund	430550 Transmission and	000034 WESTERN BUILDING CENTER	WATR-SOLID PIPE	149.98
5210 Water Fund	430550 Transmission and	000034 WESTERN BUILDING CENTER	WATR-CLEAR CORE PIPE	104.00
5210 Water Fund	430550 Transmission and	000034 WESTERN BUILDING CENTER	WATR-SOLID PIPE RETU	-149.98
5210 Water Fund	430550 Transmission and	000034 WESTERN BUILDING CENTER	WATR-ASST. MISC. PRO	145.85
5210 Water Fund	430550 Transmission and	000010 CENTURYLINK	WATR-TELEPHONE SERVI	231.35
5210 Water Fund	430550 Transmission and	3612 SANDRY CONSTRUCTION CO.	WATR-BID VALUE COMPL	99,201.75
5210 Water Fund	430550 Transmission and	3612 SANDRY CONSTRUCTION CO.	WATR-CHANGE ORDERS 1	16,830.97
5210 Water Fund	430550 Transmission and	3612 SANDRY CONSTRUCTION CO.	WATR-CH ORDER #3	8,420.35
5210 Water Fund	430550 Transmission and	3612 SANDRY CONSTRUCTION CO.	WATR-OTHER ITEMS	-600.00
5210 Water Fund	430550 Transmission and	3612 SANDRY CONSTRUCTION CO.	WATR-QUANTITIES OVER	24,309.00
5210 Water Fund	430550 Transmission and	3612 SANDRY CONSTRUCTION CO.	WATR-LESS PREVIOUS P	-108,007.72
5210 Water Fund	430550 Transmission and	3612 SANDRY CONSTRUCTION CO.	WATR-1% GRT	-381.47
5210 Water Fund	430550 Transmission and	4425 DEPARTMENT OF REVENUE	WATR-1% CGR SANDRY C	381.47
5210 Water Fund	430570 Customer Accounting and	4006 HD SUPPLY WATERWORKS,	WATR-METER PITS	1,459.56
Total for Fund:				66,656.75
5310 Sewer Fund	214600 Retainage Payable	3612 SANDRY CONSTRUCTION CO.	SEWR-RETAINAGE	-5,592.67
5310 Sewer Fund	430600 Sewer Utilities	1848 RUSSELL INDUSTRIES INC	SEWR-REPLC PUMP DUCH	21,124.35
5310 Sewer Fund	430600 Sewer Utilities	4895 8x8, INC.	SEWR-TELEPHONE SERVI	48.09
5310 Sewer Fund	430600 Sewer Utilities	4605 THIRD EYE TECHNOLOGIES,	SEWR-INSTALL PRINTER	20.00
5310 Sewer Fund	430630 Collection and	000011 MISSION VALLEY POWER	SEWR-7TH AVE W SHOP	107.19
5310 Sewer Fund	430630 Collection and	2542 CERTIFIED LABORATORIES	SEWR-PREMLUBE	188.71
5310 Sewer Fund	430630 Collection and	4420 MISSION COMMUNICATIONS,	SEWR-SERVICE PACKAGE	1,474.20
5310 Sewer Fund	430630 Collection and	000026 POLSON AUTO PARTS, INC.	SEWR-GLOVES	239.80
5310 Sewer Fund	430630 Collection and	000026 POLSON AUTO PARTS, INC.	SEWR-AIR FLTR, MOTOR	27.22
5310 Sewer Fund	430630 Collection and	000026 POLSON AUTO PARTS, INC.	SEWR-APP FHP BELT	43.46

09/01/16
09:03:58

City of Polson
Claim Details by Fund, Account
For the Accounting Period: 8/16

Page: 7 of 8
Report ID: AP100Z

For doc #s from 125080 to 125253

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
5310 Sewer Fund	430630 Collection and	000026 POLSON AUTO PARTS, INC.	SEWR-TAIL LAMP	8.40
5310 Sewer Fund	430630 Collection and	000026 POLSON AUTO PARTS, INC.	SEWR-LH BIT, GUND CA	20.75
5310 Sewer Fund	430630 Collection and	000011 MISSION VALLEY POWER	SEWR-PUMP/LFT STATIO	3,308.48
5310 Sewer Fund	430630 Collection and	4756 J&M TRANSPORTATION	SEWR-COURIER SERVICE	36.00
5310 Sewer Fund	430630 Collection and	4756 J&M TRANSPORTATION	SEWR-COURIER SERVICE	36.00
5310 Sewer Fund	430630 Collection and	4756 J&M TRANSPORTATION	SEWR-COURIER SERVICE	36.00
5310 Sewer Fund	430630 Collection and	4756 J&M TRANSPORTATION	SEWR-COURIER SERVICE	36.00
5310 Sewer Fund	430630 Collection and	4458 SHARI A. JOHNSON, PE	SEWR-SEWER PRESENTAT	559.08
5310 Sewer Fund	430630 Collection and	4458 SHARI A. JOHNSON, PE	SEWR-CENTER ADDN ENG	1,646.10
5310 Sewer Fund	430630 Collection and	3306 POLSON PROPANE	SEWR-DUCHARME PARK	108.32
5310 Sewer Fund	430630 Collection and	000010 CENTURYLINK	SEWR-LAGOON/LAB PHON	122.82
5310 Sewer Fund	430630 Collection and	000010 CENTURYLINK	SEWR-TELEPHONE SERVI	203.82
5310 Sewer Fund	430630 Collection and	4994 POLSON HEALTH	SEWR-EASTMAN INNACUL	284.00
5310 Sewer Fund	430630 Collection and	3612 SANDRY CONSTRUCTION CO.	SEWR-BID VALUE COMPL	130,072.50
5310 Sewer Fund	430630 Collection and	3612 SANDRY CONSTRUCTION CO.	SEWR-QUANTITIES OVER	3,020.00
5310 Sewer Fund	430630 Collection and	3612 SANDRY CONSTRUCTION CO.	SEWR-LESS PREVIOUS P	-21,239.00
5310 Sewer Fund	430630 Collection and	3612 SANDRY CONSTRUCTION CO.	SEWR-1% GRT	-1,062.61
5310 Sewer Fund	430630 Collection and	4425 DEPARTMENT OF REVENUE	SEWR-1% CGR SANDRY C	1,062.61
5310 Sewer Fund	430640 Treatment and Disposal	4458 SHARI A. JOHNSON, PE	SEWR-WWTP SRF CALL	31.06
5310 Sewer Fund	430640 Treatment and Disposal	2183 DOWL HKM ENGINEERING	SEWR-T.O.4 INV #11	76,033.25
5310 Sewer Fund	430660 Geographical Information	4895 8x8, INC.	S.G.I.S.-TELEPHONE S	14.70
5310 Sewer Fund	430670 Customer Accounting and	4006 HD SUPPLY WATERWORKS,	SEWR-METER PITS	1,459.56
5310 Sewer Fund	430670 Customer Accounting and	000282 QUILL CORPORATION	SEWR-HP PRINT CART S	93.49
			Total for Fund:	213,571.68
			Total:	498,000.31

CITY OF POLSON

COMMISSION PUBLIC HEARING

Commission Chambers

August 15, 2016

5c

5:30 p.m.

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

ABSENT: Commissioners Coutts and Turner

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

CALL TO ORDER: (00:02) Mayor Knutson called the meeting to order. The Pledge of Allegiance was
recited. Roll call was taken.

APPROVAL OF PROPOSED AGENDA (00:52) –Commissioner Donovan motion to approve the
proposed agenda. Commissioner Erickson second. Commission discussion: none Public comment:
none. **VOTE: Unanimous Motion carried**

PUBLIC COMMENT ON SIGNIFICANT MATTERS TO THE PUBLIC **NOT ON THE AGENDA
(01:21)** - none.

FISCAL YEAR 2017 PRELIMINARY BUDGET (01:35)

MAYOR KNUTSON OPENED THE PUBLIC HEARING AT 5:34 P.M. (01:41)

City Manager Shrives gave a brief overview of the letter written to the Commission explaining the 2017
Preliminary Budget. The letter reads as follows:

August 12, 2016

Dear Commission and Citizens of Polson:

Attached is the preliminary budget packet for FY17. Although the General Fund will always continue to
present budgeting challenges, I am happy to report that this year, end of year cash is higher than last year's
ending cash. This will allow us to easily reach our goal of 16.67% fund balance reserve in the General
Fund. You may remember our struggles last year in trying to establish with the Department of Revenue
our newly taxable value. This year's newly taxable property tax value increased \$342,721. This compares
to last year's increase of only \$57,995. By law, the City can raise the same amount of taxes that it milled
the prior year. In order to raise the same amount of taxes and provide for the growth in value for the General
Fund this year compared to last year, the mills are set at 142.90 mills for the General Fund.

As discussed with the Commission Finance Committee, last year we successfully established a step system
for our police department which creates some known stability for the officers each year and it allows some
flexibility for the Chief of Police when hiring experienced officers. As was also discussed, an effort was
made to set up a similar system for all other City employees. This was not as easy to do as it was for the
Police Department. With the varied job descriptions and varies qualification requirements, this will take
another year of work to establish a better system taking these types of factors into account. Using the
Montana League of Cities salary survey of similar sized cities, and through our own separate salary survey
we conducted by reaching out to other cities, in most cases we were able to establish an average salary level
that we could compare our employees to. What we found was; in most cases our employees are below the
average salary as compared to other cities. My recommendation to the Commission Finance Committee

was to start slowly raising the salaries to at least get our employees to the averages and then in this next year, I will work to refine the specific criteria required for the various jobs in order to establish benchmarks that qualify an individual for salary increases in the future. We will also look at the averages each year in order to ensure we are on pace, but not over. This criterion will range from certifications such as water and sewer operator licenses and levels, specific training requirements, etc. At this point in time you will not see any salary changes in the budget except for the police increase on the pay matrix. I will be handing out a sheet that shows a 1% COLA increase for each employee and I would recommend we continue the Public Hearing, as I want to finalize the wage portion by looking at targeted increases for all employees based on the average salaries we identified in our studies. So rather than just recommend an across the board percentage increase, I will make recommendations that may range from COLA only, to a higher percentage increase for some employees who have taken on additional duties or who are extremely low on the overall salary scale. That information will be finalized within the next week or so and can be presented in a separate workshop setting or held until discussion for final budget adoption on September 7th.

Healthcare costs continue to be one of the City's largest budget items. We saw a 3% increase in premiums this year. The employees are also contributing a total of \$30 per month to the cost of insurance, compared to \$20 per month last year, for those on the high deductible plan. Those on the 80/20 plan (which has low deductibles) are now paying \$90 per month their plan. Based on the increased costs premium costs, I am recommending a raise in the Permissive Medical Levy from 10.5 mills to 11.5. The Commission will need to approve this as part of the final budget resolution.

Specific Fund Highlights that have been budgeted based on presentations given by Department Heads at the City Commission workshop.

General Fund:

Administration: Front Office Remodel (10,000)

New Copier (3,800)

Sound System (\$9,000)

Restructure positions with departure of HR/Payroll

Police: New Position (Drug Task Force/Detective) (**Not yet budgeted for – waiting additional funding information from Chief of Police**)

- This position will help contribute to our drug task force, as well as assist in felony crimes with our regular detective position. (Breakdown – 50% drug task force, 25% police levy, 25% general fund)

Replace Expired Bullet Proof Vests

Purchase of 4 new Police Radios

Public Safety Building Planning to Begin

- As a part of the strategic plan, the Police Chief has budgeted \$10,000 for an architect and conceptual drawings

Potential Funding for Grant Writer

Fire: Training Facility design and total project costs (\$19,000 in donated funds currently available)

Potential Funding for a Grant Writer

Replacement of Expiring SCBA Equipment

Replacement of Expired Firefighter Personnel Protective Clothing

Raised Firefighter Stipend (\$300 per year)

Parks and Recreation:

The Parks department has now been combined with the Golf department, creating a parks and recreation department. The parks portion of the department is funded through the General Fund, while the recreation side (golf) is funded through the enterprise fund. This specific section will just discuss the Parks Department.

The only major purchase being considered within the parks department this year will be a replacement mower (approximately \$50,000)

Planning: No major increases expected. Looking at several grant opportunities, which may require some match funds

Streets:

Streets are funded from both the General Fund and the Street Tax distributed by the State of Montana

Budgeted for a self-propelled paint machine

Budgeted to build an outside storage facility for the used oil tank that will be used to heat the City Shop

Enterprise Funds:

Water: Reservoir Replacement
Water PER

Sewer: Wastewater Treatment Plant Project
Lakeview Village Lift Station

Golf: "Olde 9" Irrigation Project
Purchase of Fairway Mowers

Special Revenue Fund:

Building Department: Web Based Permitting Software
Continuing Education for required Certifications

This is a preliminary budget and can be changed.
Sincerely,

Mark Shrives, City Manager

Cindy Dooley, Finance Officer

City Manager Shrives also requested that the Public Hearing remain open in the event there were any changes made to the 2017 Preliminary Budget. The Final Budget will be presented at the September 7, 2016 Commission meeting.

Cindy Dooley, Finance Officer gave the Commission a preliminary salary schedule. The Preliminary Budget does not reflect any salary not even COLA (Cost of Living Adjustment). Finance Officer Dooley reviewed the Revenue portion of the budget first. The decorated lights will see a rebate of 70% for the new lights. The Lighting District will see a \$3,800.00 savings. The Expenditure portion of the budget will be discussed during the regular Commission meeting at 7:00 p.m. Commissioner Erickson asked if

there was any other sources of revenue. City Finance Officer Dooley answered the business license is the only new source of revenue. City Manager Shrives replied that the Special Events cost is being reviewed and the fees may be adjusted.

Mayor Knutson then invited the public to share any comments.

Elsa Duford – thanked the Commission for hearing the people regarding the Resort Tax and Street Levy. Elsa then read from her Social Security notification. The Social Security office will not be giving a Cost of Living increase. The benefits are to remain the same due to C P I. Elsa requested that the Commission keep this in mind. This is what seniors were told. Listen to the public. Please keep that in mind as you consider this.

Lee Manicke-Ward II asked for the mil levy for General Fund to be repeated. City Manager Shrives answered 142.9. Lee also asked that the possible Downtown Master Plan coming from TIF (Tax Increment Fund) be expanded. City Manager Shrives replied it is a grant opportunity so there are no definite plans. It is a grant that is available that the City is looking at. The match money would come from the TIF because it is in the TIF District. Lee then asked about the Salish Point pavement project status. City Manager Shrives answered that the easement from the Tribe is completed. Lee commented that when Street Scape was being done, the Tribe contributed zero dollars to the project. Why should the City pay to improve tribal property? Lee suggested using TIF funds to improve the City streets in the TIF District.

(42: 32) Mayor Knutson asked for a motion to continue the Public Hearing. Commissioner Southerland motion to continue the Public Hearing. Commissioner Siler second. Commission discussion: none Public comment: none. VOTE Unanimous motion carried.

(43:36) Mayor Knutson asked the Commission if written full minutes or action minutes. The Commission requested action minutes.

Adjourn. (43:51) Commissioner Siler motion to adjourn. Commissioner Southerland second. Commission discussion: none Public Comment: none VOTE: Unanimous Motion carried.

ADJOURN: 6:44p.m.

Mayor Heather Knutson

ATTEST: _____

Cora E. Pritt, City Clerk

CITY OF POLSON COMMISSION MEETING

Commission Chambers

August 15, 2016

5e.
7:00 p.m.

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

ABSENT: Commissioner Turner

OTHERS PRESENT (who voluntarily signed in): Elsa Duford, Mike Lies, 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. Commissioner Erickson advised Mayor Knutson that he would need to leave the meeting at approximately 7:15 p.m.

APPROVAL OF PROPOSED AGENDA (00:54) –Commissioner Donovan motion to approve the proposed agenda. Commissioner Coutts second. Commission discussion: none Public comment: none. **VOTE: Unanimous Motion carried**

PUBLIC COMMENT ON SIGNIFICANT MATTERS TO THE PUBLIC **NOT ON THE AGENDA (01:25** – none

CONSENT AGENDA (01:47) a. Additional June 2016 claims, b. August 1 - 11, 2016 Claims, c. City Commission Written Summary Meeting Minutes August 1, 2016, d. City Commission Electronic Meeting Minutes August 1, 2016, e. Time Extension Request Special Use Permit #15-07, Westshore Espresso **Commissioner Erickson motion to approve the Consent Agenda. Commissioner Southerland second.** Commission discussion: none Public Comment: none **VOTE: Unanimous Motion carried**

CITY MANAGER COMMENTS (02:48)-City Manager Shrives commented that the Montana League of Cities and Towns Conference October 5-7, 2016 will be in Missoula. Any of the Commission that wish to attend need to let either Mark or Cora know so that we can get you registered. Mayor Knutson requested to be registered. A comment regarding the August 1, 2016 meeting; the public did not recognize which of the Commissioners was speaking on the audio. Also, the City is looking into getting either tablets or laptops for the Commission so that we can begin doing electronic packets. City Planner Kyle Roberts went to Helena today and attended the Montana Board of Housing meeting. There were 19 housing projects similar to Polson Landing. Polson was one of eight chosen to submit an application. The projects will be awarded in January 2017. The Board will select between five to seven projects. Mayor Knutson commented that she had received a letter of support from the Mayor of Glendive, MT.

Mayor Knutson commented that it was approaching the time to review the City Manager's contract. There will be a committee formed as in the previous year to meet, then meet with City Manager Shrives, then hold an Executive Session. Commissioners Erickson and Donovan volunteer to be on the committee along with Mayor Knutson. The dates of the meetings will be determined at a later time.

POLSON FIRE DEPARTMENT AWARDS (12:14) –Fire Chief Clint Cottle presented this agenda item. *The Lake County Leader* conducts a “Best of Lake County” contest each year and this year two of Polson Firefighters were chosen as first and second Best Firefighters in all of Lake County. First place went to Pete Bishop, second place to Patrick Gembala.

Chief Cottle then recognized Mr. Mike Lies. Mike was working the community garden at the Catholic Church on July 5, 2016 when he noticed the grassfire that had begun burning near the walking path behind the church and Cherry Hill Apartments. Mike began extinguishing the fire with a garden hose until the Fire Department arrived on scene. Mike's quick action stopped the fire from spreading to the north towards the businesses and enabled the Fire Department to concentrate its attack on the south side getting the fire stopped before it reached the apartments. For Mike's courageous actions the Polson Fire Department presented him with a Certificate of Appreciation, Polson Fire Department Patch, and the Fire Department Challenge Coin. Mike Lies thanked the Fire Department for arriving on scene so quickly and extinguishing the fire.

FISCAL YEAR 2017 PRELIMINARY BUDGET DISCUSSION (16:33) – This agenda item was presented by City Manager Shrives and Finance Officer Cindy Dooley. City Finance Officer Dooley provided handouts to the Commission outlining the Determination of Permissive Levy for Group Benefits, Salary Schedule, and the Budgetary Accounting and Reporting System (BARS). Mayor Knutson asked if there would be a Revenue Compared with Expenditures for the 2016-2017 Budget. Finance Officer Dooley also presented this report. The Permissive Levy calculations assist in determining the number of mils needed to cover the health insurance for the employees. This year the maximum mils that the City can levy is 11.86 mils. The Preliminary Budget shows the increase from 10.5 mils last year to 11.5 mils for this year. The City has met the 16.67% cash reserve that was set by Ordinance. The City can begin the Capital Improvement Plan (CIP) and this would be a 5 year rolling plan for Capital Improvements. The reserves need to continue to grow in order to set the monies aside for the CIP. The Tax Increment District has a large negative of -57,405.00 that has to do with personal property in that district. In that district the values have dropped below the base year set in 2002. The Tax Increment Fund (TIF) is actually returning monies back to the other tax districts for personal property. This will continue to grow each year. The City is going to meet with the Department of Revenue to review some centrally assessed properties along with the County and School District. There are some centrally assessed properties in the TIF District that did not get picked up last year. The complete Salary Schedule is: 1% COLA (Cost of Living Adjustment) is about \$28,000.00 on the General Fund. On the Enterprise Funds: Golf is \$5,000.00 and Water/Sewer is \$6,000.00. The salary schedule shows the salary the position was paid in 2016 and the salary for 2017 that includes the 1% COLA. The Police Department are on a Matrix Schedule and everyone was moved up one step on July 1st. The COLA will be in addition to the Matrix increase. Commissioner Southerland commented about the Fire Department membership being down. The final current budget for Fire Protection and Control is going up 79%. Finance Officer Dooley explained that this is for the Building Official doing compliance inspections for General Fund. Commissioner Southerland then asked about the Drug Forfeiture Fund going down. City Manager Shrives explained this is due to the fact that there is only one officer now in the drug task force. The Police Department is working to put another officer on the drug task force. Commissioner Southerland inquired about the Licensing and Permitting, and Admin fees are going up. Finance Officer Dooley explained that the City is doing a better job at billing for engineering services. Commissioner Southerland commented that the credit card fees are going up. Finance Officer Dooley explained that more people are paying by a credit card. There are more City services that can be charged. Commissioner Southerland asked when the Golf Fund would be paying the Sewer Fund back. Finance Officer Dooley answered the date is April 15, 2017.

City Manager Shrives commented that the final budget will be adopted September 7, 2016. The Public Hearing continuance will be 6:30 p.m. September 7, 2016. The salary schedule, the drug task force, TIF District information and make any adjustments on the additional liability cost will be finalized.

Mayor Knutson thanked everyone for all of their hard work. The presentation this year was really helpful and made the budget easier to understand. Finance Officer Dooley commented that it was a team effort.

(46:01) Mayor Knutson asked if the Commission wanted full minutes or action minutes. The Commission determined that action minutes would suffice.

Adjourn. (46:18) Commissioner Southerland motion to adjourn. Commissioner Donovan second.
Commission discussion: none Public Comment: none VOTE: Unanimous Motion carried.

ADJOURN: 7:46p.m.

ATTEST: _____

Mayor Heather Knutson

Cora E. Pritt, City Clerk

CITY OF POLSON

CITY COMMISSION AGENDA ITEM SUMMARY

Agenda Item Number: 7 (MOTION REQUESTED) Mower Bid Acceptance
Meeting Date: Sept 7, 2016
Staff Contact: Pat Nowlen/Mark Shrives

AGENDA ITEM SUMMARY: This agenda item requests City Commission approval of proposal for purchase of 3 fairway mowers and 2 utility vehicles and a bunker rake.

BACKGROUND: The City advertised for proposals to replace the current fleet of fairway mowers along with two utility vehicles and a bunker rake. Proposals were received and opened on Sept 1, 2016. The selection criterion was not based on price alone. There were several criteria included that would effect a recommendation of the final selection of the vendor. These criteria were: mechanical, warranty, customer service, operator comfort and delivery timeframe. The complete bid forms for each vendor are attached. **(Enclosure 1)** and **(Enclosure 2)**.

Both proposals for the Fairway Mowers were competitive; however, Midland Implement did not bid the heavy duty utility vehicles and the bunker rake. Pacific Golf and Turf bid the utility vehicles and bunker rake at no cost contingent on award of fairway mower bid. The bid tab regarding price and meeting qualifications is attached at **(Enclosure 3)**. And the final Fairway Mower Bid Score Sheet is attached as **(Enclosure 4)**. The final score sheet accounts for net price and accounts for all criteria as described in the solicitation.

FINANCIAL CONSIDERATIONS: On the fairway mowers cost alone, the financial consideration is Midland Implement Company \$139,223.05. Pacific Golf and Turf provided a fairway mower bid of \$153,600. Along with a used equipment bid of \$48,000 with a contingency that used equipment would be provided at no charge upon award of fairway mower bid. Acceptance of Midland's fairway mower bid and Pacific's used equipment bid totals \$187,223.05. Acceptance of Pacific's Fairway mower bid and used equipment bid totals \$159,600.

STAFF RECOMMENDATION: After reviewing the completed score sheets, which included the evaluation of the other criteria identified. The final score is Midland Implement at 59 points and Pacific Golf and Turf at 64 points. Staff Recommendation is to award the procurement of for 3 fairway mowers, two used heavy duty utility vehicles and a used bunker rake to Pacific Golf And Turf at a total cost of **\$159,600**.

SUGGESTED MOTION: *I move to award the procurement of 3 fairway mowers, two heavy duty utility vehicles, and a bunker rake in an amount of \$159,600 to Pacific Golf and Turf.*

ATTACHMENTS:

Enclosure 1 – Bid Tab
Enclosure 2 –Final Score Sheet

CITY OF POLSON - GOLF COURSE MOWERS-LEASE PURCHASE

Bid Opening: Thursday, September 1, 2016 @ 2:00 p.m.
 City Hall Commission Chambers
 106 1st St East, Polson, MT 59860

<u>BIDDER NAME</u>	<u>ON TIME</u>	<u>SEALED</u>	<u>BID BOND</u>	<u>ALTERATIONS</u>	<u>ADDENDA</u>	<u>BID AMOUNT</u>
Pacific Golf & Turf	YES NO	YES NO	10% NO	YES NO N/A	YES NO N/A	\$153,600.00
<i>Midland Implement</i>	YES NO	YES NO	10% NO <i>Cashier Check</i>	YES NO <i>N/A</i>	YES NO <i>N/A</i>	<i>139,223.05</i>
	YES NO	YES NO	10% NO	YES NO	YES NO	
	YES NO	YES NO	10% NO	YES NO	YES NO	

CITY OF POLSON- GOLF COURSE HEAVY DUTY UTILITY VEHICLES

Bid Opening: Thursday, September 1, 2016 @ 2:00 p.m.
 City Hall Commission Chambers
 106 1st St East, Polson, MT 59860

<u>BIDDER NAME</u>	<u>ON TIME</u>	<u>SEALED</u>	<u>BID BOND</u>	<u>ALTERATIONS</u>	<u>ADDENDA</u>	<u>BID AMOUNT</u>
Pacific Golf & Turf	YES NO	YES NO	10% NO	YES NO N/A	YES NO N/A	\$48,000.00
	YES NO	YES NO	10% NO	YES NO	YES NO	
	YES NO	YES NO	10% NO	YES NO	YES NO	
	YES NO	YES NO	10% NO	YES NO	YES NO	

CITY OF POLSON

CITY COMMISSION AGENDA ITEM SUMMARY

Agenda Item Number: 8
Meeting Date: September 7, 2016
Staff Contact: Cindy Dooley, Finance Officer

AGENDA ITEM SUMMARY: Semi-annual Report of Tax and Assessments Receivable at June 30, 2016

BACKGROUND: The City receives property tax revenue as the main source of revenue for the General Fund, Police Municipal Services Levy fund, Permissive Medical Levy fund and the Tax Increment Financing district (TIFD) fund. Tax levy year 2015/2016 was a reappraisal year for residential and most commercial property. The City had a drop in taxable valuation due to the reappraisal of 9.57% over the previous year. Under state law the City is allowed to mill enough to bill the same amount of taxes as the previous year and can also mill extra for any growth and inflation. Mill levies that are capped such as the Police Municipal Services levy, do not receive as much tax when the valuation decreases if the fund is milling the maximum amount allowed which is the case for this fund. There were several small protests of taxes but they were settled by June 30, 2016 so there are no outstanding protested taxes.

Special Assessments are assessed to property owners to provide a service to their property or for debt service on improvements to their property. The City has three special districts: SID #42 (commonly known as Streetscape), Light Maintenance District #19 (residential areas of the City) and Light Maintenance District #20 (the downtown commercial area). The City contributes 60% of the cost of Light Maintenance District #20 and the property owners contribute the other 40% towards the costs of lighting maintenance.

The tax increment financing district (TIFD) has been discussed many times. This is an area of the City that encompasses the downtown and some residential areas surrounding the downtown. The district was created in 2002 as a result of a determination that the area was blighted. Tax year 2002 is the base year for the district. Taxes generated from the increase in value of the district over the base year value all go to the TIFD and the other taxing districts receive only the base value taxes. Currently, the TIFD is paying on debt service related to the construction of the walking path that connects Riverside and Sacajawea Park and the reconstruction of the City dock.

The City also transfers delinquent water, sewer and storm utility billing accounts to the property owner's tax bill if the bill is not paid following a delinquent notice, door knocker notice and a shut-off notice. This occurs once per year based on delinquent accounts as of June 30th.

ANALYSIS: The City has a fairly high collection rate on its tax billing. The property owners of the City's tax district should be commended for paying promptly and staying current on their taxes. As you can see from the outstanding receivables for prior years, most delinquencies are cleared up within the following year. The Lake County Treasurer's office should also be commended for their efforts in helping taxpayers stay current.

FINANCIAL CONSIDERATIONS: There is a total of \$51,239 in tax receivables as of June 30, 2016 and a total for assessments receivable of \$8,457 as of June 30, 2016.

STAFF RECOMMENDATION: N/A.

SUGGESTED MOTION: N/A.

ATTACHMENTS: Tax and Assessments Receivable Report at June 30, 2016

**SEMI-ANNUAL REPORT OF TAX AND ASSESSMENTS RECEIVABLE
JUNE 30, 2016**

To: City of Polson Commissioners
 From: Cindy M Dooley, CPA
 Finance Officer

Tax year 2015 is the latest year for which real estate, and special assessments have been billed and paid. Tax Year 2016 is the latest year for which personal property has been billed and paid based on the 2015 tax levy. The following is the information related to levy year 2015/2016 as of June 30, 2016:

Tax Year 2015/2016 Levy	Values	Total Mills	Tax Amounts
Total Market Value	\$606,490,923		
Tax Increment Value	\$ 127,361		
Certified Taxable Value	\$ 8,858,075		
General Fund Levy	\$8,858/mill	139.04	Tax estimate = \$1,231,635
Police Municipal Services Levy (Voted)	\$8,858/mill	19.95	Tax estimate = \$ 176,717
Permissive Medical Levy	\$8,858/mill	10.50	Tax estimate = \$ 93,009
Tax Increment Financing District	Based on 23P Levy w/o University Mills or Specials	618.35	Tax estimate = \$ 75,000

Tax Year 2015/2016 Levy	Tax Amount Billed	Tax Amount Received	Tax Receivable
General Fund	\$1,208,992	\$1,176,401	\$32,591
Police Municipal Services Levy Fund	\$ 173,470	\$ 168,794	\$ 4,676
Permissive Medical Levy Fund	\$ 91,301	\$ 88,840	\$ 2,461
Tax Increment Financing District	\$ 66,457	\$ 59,781	\$ 6,676
Totals	\$1,540,220	\$1,493,816	\$46,404

Semi-annual Report of Tax and Assessments Receivable

June 30, 2016

Page 2 of 3

This represents a 96.99% collection rate on the tax year 2015/2016 taxes billed. For the same time period one year previous for tax year 2014/2015 there was a 97.47% collection rate.

For tax years prior to 2015/2016, each fund had the following delinquent tax receivables:

Fund	Prior Years Tax Receivables
General Fund	\$1,628
Police Municipal Services Levy	\$ 261
Permissive Medical Levy	\$ 85
Local Government Study Commission	\$ 4
Tax Increment Financing District	\$2,857
Totals	\$4,835

There were no outstanding protested taxes at June 30, 2016. The attached report provides a breakdown of the tax receivables by year.

For tax year 2015/2016, the City had the following transactions for special assessments:

Tax Year 2015/2016 Assessments	Assessment Amount Billed	Assessment Amount Received	Assessment Receivable
SID #42 "Streetscape"	\$68,028	\$61,602	\$6,426
Street Light Maintenance District #19	\$14,078	\$13,554	\$ 524
Street Light Maintenance District #20	\$ 4,871	\$ 4,689	\$ 182
Delinquent Utility Assessments	\$ 3,264	\$ 2,635	\$ 629
Totals	\$89,250	\$81,589	\$8,004

Semi-annual Report of Tax and Assessments Receivable

June 30, 2016

Page 3 of 3

For tax years prior to 2015/2016, each special assessment fund had the following delinquent receivables:

Fund	Prior Years Assessments Receivable
SID #42 "Streetscape"	\$ 0
Street Light Maintenance District #19	\$ 29
Street Light Maintenance District #20	\$ 0
Noxious Weed Control Maintenance	\$ 0
Delinquent Utility Assessments	\$424
Totals	\$453

Accounts 113000-115999

Account Object Fund	Opening Balance	Change	Closing Balance
110000 TAXES RECEIVABLE			
113090 2009 Real Prop Taxes Receivable			
1000 General All-Purpose Fund	160.52	0.00	160.52
2020 Police Municipal Services Levy	26.46	0.00	26.46
2310 Tax Increment District	2,473.21	0.00	2,473.21
2372 Permissive Medical Mills	6.48	0.00	6.48
Account Total:	2,666.67	0.00	2,666.67
113210 2010 Real Prop Taxes Receivable			
1000 General All-Purpose Fund	217.72	0.00	217.72
2020 Police Municipal Services Levy	34.21	0.00	34.21
2372 Permissive Medical Mills	8.18	0.00	8.18
Account Total:	260.11	0.00	260.11
113211 2011 Real Prop Taxes Receivable			
1000 General All-Purpose Fund	257.37	0.00	257.37
2020 Police Municipal Services Levy	41.12	0.00	41.12
2372 Permissive Medical Mills	9.49	0.00	9.49
Account Total:	307.98	0.00	307.98
113212 2012 Real Prop Taxes Receivable			
1000 General All-Purpose Fund	296.42	0.00	296.42
2020 Police Municipal Services Levy	47.33	0.00	47.33
2372 Permissive Medical Mills	13.04	0.00	13.04
Account Total:	356.79	0.00	356.79
113213 2013 Real Prop Taxes Receivable			
1000 General All-Purpose Fund	330.53	0.00	330.53
2020 Police Municipal Services Levy	52.88	0.00	52.88
2372 Permissive Medical Mills	19.89	0.00	19.89
Account Total:	403.30	0.00	403.30
113214 2014 Real Prop Taxes Receivable			
1000 General All-Purpose Fund	365.34	0.12 CR	365.22
2020 Police Municipal Services Levy	58.86	0.02 CR	58.84
2310 Tax Increment District	383.43	0.00	383.43
2350 Local Government Study Commission	4.36	0.00	4.36
2372 Permissive Medical Mills	28.04	0.01 CR	28.03
Account Total:	840.03	0.15 CR	839.88

Accounts 113000-115999

Account Object Fund	Opening Balance	Change	Closing Balance
113215 2015 Real Prop Taxes Receivable			
1000 General All-Purpose Fund	478,123.76	453,917.75 CR	24,206.01
2020 Police Municipal Services Levy	68,603.05	65,129.87 CR	3,473.18
2310 Tax Increment District	65,292.55	58,838.28 CR	6,454.27
2372 Permissive Medical Mills	36,107.14	34,279.14 CR	1,828.00
Account Total:	648,126.50	612,165.04 CR	35,961.46
115016 2016 Pers Prop Taxes Receivable			
1000 General All-Purpose Fund	3,582.78	4,801.72	8,384.50
2020 Police Municipal Services Levy	514.07	688.97	1,203.04
2310 Tax Increment District	300.01 CR	522.00	221.99
2372 Permissive Medical Mills	270.56	362.62	633.18
Account Total:	4,067.40	6,375.31	10,442.71
Account Group Total:	657,028.78	605,789.88	51,238.90
Grand Total:	657,028.78	605,789.88 CR	51,238.90

09/01/16
20:07:38

City of Polson
Account Query
For the Accounting Periods: 6/16 - 6/16

Page: 1 of 1
Report ID: L099

Accounts 117000-118999

Account Object Fund	Opening Balance	Change	Closing Balance
110000 TAXES RECEIVABLE			
117115 2015 Special Assessments Receivable			
3542 SID #42 Streetscape Main St. Imp. Project	31,346.50	24,920.25 CR	6,426.25
Account Total:	31,346.50	24,920.25 CR	6,426.25
118214 2014 Maintenance Assessments Rec.			
2401 Light Maintenance District #19	29.19	0.00	29.19
Account Total:	29.19	0.00	29.19
118215 2015 Maintenance Assessments Rec.			
2401 Light Maintenance District #19	5,124.95	4,601.02 CR	523.93
2402 Light Maintenance District #20	1,816.77	1,634.79 CR	181.98
Account Total:	6,941.72	6,235.81 CR	705.91
Account Group Total:	38,317.41	31,156.06	7,161.35
Grand Total:	38,317.41	31,156.06 CR	7,161.35

Accounts 122200-122200

Account Object Fund	Opening Balance	Change	Closing Balance
<hr/>			
120000			
122200 Delq Water and Sewer Receivables			
5210 Water Fund	1,183.41	604.80 CR	578.61
5310 Sewer Fund	862.63	492.15 CR	370.48
5390 Stormwater Project Fund	174.53	70.53 CR	104.00
Account Total:	2,220.57	1,167.48 CR	1,053.09
Account Group Total:	2,220.57	1,167.48	1,053.09
Grand Total:	2,220.57	1,167.48 CR	1,053.09

CITY OF POLSON

CITY COMMISSION AGENDA ITEM SUMMARY

Agenda Item Number: 9
Meeting Date: September 7, 2016
Staff Contact: Cindy Dooley, Finance Officer

AGENDA ITEM SUMMARY: Approve Resolution No. 2016-#____ adopting the fiscal year 2016-2017 budget.

BACKGROUND: The City Commission held a preliminary budget hearing on August 15, 2016 to review the budget at that time. The Public Hearing was continued until this evening at 6:30 pm in order to complete the salary schedule for the FY17 year and to address several issues that the City was looking into. The Finance Officer has had several conversations with the Department of Revenue and the Lake County Treasurer regarding the taxable valuation of the City's Tax Increment Financing District. The DOR is still researching the valuation, but their preliminary reply is that the value is correct. The Police Department is still waiting to hear from the Northwest Drug Task Force regarding partial funding for the City's two DTF officers. At this time, the new position will be paid 50% from the General Fund and 50% from the Municipal Levy Fund.

A separate budget resolution will be presented at the September 19, 2016 budget meeting to approve the Special Assessment amounts for SID #42, Light Maintenance District #19, Light Maintenance District #20 and the Delinquent water and sewer assessments.

ANALYSIS: The total appropriations for FY16 are \$13,987,191. The budget is considered balanced as appropriations do not exceed the beginning cash plus proposed revenues and accounts receivable/accounts payable outstanding (see revenues compared with expenditures report attached).

FINANCIAL CONSIDERATIONS: As always, the budget is monitored throughout the year and if necessary spending cutbacks will be made to stay within budget.

STAFF RECOMMENDATION: Pass Resolution No. 2016-____ to adopt the final fiscal year 2016 – 2017 budget.

SUGGESTED MOTION: *I move to approve Resolution No. 2016-#____ to adopt a budget for the City of Polson, Montana for the fiscal year 2016-2017.*

ATTACHMENTS: FY16 Revenues Compared with Expenditures
Tax Levy Requirements Schedules Non-voted & Voted
Resolution No. 2016 - #____
Summary of Appropriations by Fund and Object

CITY OF POLSON
Revenues Compared with Expenditures
For the Year: 2016 - 2017

Fund	Cash Available	Proposed Revenues	Proposed Expenditures	AP/AR Outstanding	Cash Remaining
1000 General All-Purpose Fund	565,638.54	2,595,891.00	2,613,755.00	14,036.14	561,810.68
2001 Fire Impact Fees	39,891.88	30,050.00	0.00	0.00	69,941.88
2002 Parks Impact Fees	11,868.45	2,550.00	0.00	0.00	14,418.45
2020 Police Municipal Services Levy	106,562.01	183,719.00	259,447.00	6,598.45	37,432.46
2170 Airport	5.22	0.00	0.00	0.00	5.22
2210 Parks/Salish Point	19,031.14	5,100.00	3,000.00	0.00	21,131.14
2211 Skate Park Fund	168.34	111,000.00	1,500.00	0.00	109,668.34
2212 Cultural Trust Grant	103.96	0.00	0.00	0.00	103.96
2213 Dog Park/Travis Dolphin	382.55	0.00	382.00	0.00	0.55
2214 Rotary Donation	0.67	0.00	0.00	0.00	0.67
2215 Hanging Basket Maintenance	844.30	3,400.00	3,729.00	-424.54	90.76
2216 Parkland Subdivision Fee (formerly 7060)	55,230.05	1,100.00	28,500.00	0.00	27,830.05
2218 Carol Sampson Sherick Trail Memorial Fund	828.64	0.00	826.00	0.00	2.64
2219 Parks Donations	541.16	1,050.00	210.00	0.00	1,381.16
2221 Eagle Scout Project Fund	12.35	0.00	0.00	0.00	12.35
2222 Park Donations - Restricted	1,307.33	0.00	1,300.00	0.00	7.33
2225 Employee Christmas Fund	0.00	1,050.00	400.00	0.00	650.00
2310 Tax Increment District	435,178.93	310,300.00	235,072.00	-57,449.86	452,957.07
2350 Local Government Study Commission	11,262.00	5.00	11,267.00	0.00	0.00
2372 Permissive Medical Mills	0.00	103,552.00	103,552.00	6,392.33	6,392.33
2386 Street Permits Revenue	14,013.98	2,500.00	1,100.00	0.00	15,413.98
2390 Drug Forfeiture Fund	21,150.88	25,015.00	17,500.00	296.67	28,962.55
2394 Building Code Enforcement	43,918.86	113,250.00	99,752.00	-1,897.44	55,519.42
2395 Tree Fund	430.28	4,020.00	4,300.00	0.00	150.28
2398 Credit Card Fees	1,830.14	2,400.00	1,000.00	0.00	3,230.14
2401 Light Maintenance District #19	9,259.01	14,150.00	17,500.00	706.49	6,615.50
2402 Light Maintenance District #20	3,678.72	15,340.00	15,800.00	211.74	3,430.46
2500 Weed Cleanup Maintenance Fund	21,821.98	70.00	5,500.00	0.00	16,391.98
2510 Sidewalk Loan Fund	62,051.47	250.00	0.00	0.00	62,301.47
2702 Fire Training Center Donations	19,905.29	2,500.00	19,000.00	0.00	3,405.29
2703 Fire Memb. Donation Fund	310.32	0.00	0.00	0.00	310.32
2705 Downtown Christmas Light Fund	881.58	0.00	100.00	0.00	781.58
2710 Kids Safety/POLICE/FIRE	299.55	500.00	500.00	0.00	299.55
2720 Police Donations	4,586.33	1,710.00	4,000.00	0.00	2,296.33
2730 K-9 Donation Fund	1,158.32	500.00	0.00	-90.00	1,568.32
2810 Police Training Fund	21,368.29	15,035.00	18,000.00	-621.90	17,781.39
2820 Gas Apportionment Tax Fund	51,862.81	99,869.00	100,722.00	-1,370.22	49,639.59
2875 Police Federal Grants	-1,056.00	2,500.00	2,500.00	1,056.00	0.00
2932 Parks ARRA Recycle Grant	294.76	0.00	100.00	0.00	194.76
2943 RCDI/Growth Policy	-2,824.86	3,585.00	760.00	0.00	0.14
2953 NW Drug Task Force	0.00	107,670.00	107,670.00	0.00	0.00
3500 SPECIAL ASSESSMENT DEBT-Revolving Fund	155,290.13	625.00	0.00	0.00	155,915.13
3542 SID #42 Streetscape Main St. Imp. Project	55,430.03	70,700.00	71,000.00	114.75	55,244.78
4520 Streetscape/Main St. Imp. Project	17.69	0.00	0.00	0.00	17.69
4530 TIFD City Dock & Walkpath project	2,318.92	0.00	2,319.00	0.00	-0.08
5010 Golf Fund	307,749.21	2,416,650.00	2,267,637.00	-25,591.86	431,170.35
5201 Water Impact Fees	365,901.88	76,200.00	400,000.00	-14,909.50	27,192.38
5210 Water Fund	1,820,791.13	1,172,200.00	1,479,368.00	-42,397.51	1,471,225.62
5301 Sewer Impact Fees	139,460.48	25,350.00	0.00	0.00	164,810.48
5310 Sewer Fund	1,627,961.03	6,757,500.00	6,007,611.00	-1,516.71	2,376,333.32
5390 Stormwater Project Fund	360,201.54	112,600.00	80,512.00	11,170.53	403,460.07
Totals	6,358,921.27	14,391,456.00	13,987,191.00	-105,686.44	6,657,499.83

CITY OF POLSON
Tax Levy Requirements Schedule Non-Voted
For the Year: 2016 - 2017

1 Mill Yield: (10) 9004.46
Road 1 Mill Yield: (10) 0.00

Fund	(1) Budget	(2) (8)-(1) Reserve	(3) (1) + (2) Total Required	(4) Cash Available	(5) Non-Tax Revenues	(6)	(7)	(8)	(9)
						(4) + (5) Total Non-Tax Revenues	(9)*(10) Property Tax Revenues	(6) + (7) Total Resources	Mill Levy
1000 General All-Purpose Fu	2,613,755	561,724	3,175,479	579,675	1,309,067	1,888,742	1,286,737	3,175,479	142.9000
Totals	2,613,755	561,724	3,175,479	579,675	1,309,067	1,888,742	1,286,737	3,175,479	142.9000

09/01/16
15:29:30

CITY OF POLSON
Tax Levy Requirements Schedule Voted
For the Year: 2016 - 2017

Page: 1 of 1
Report ID: B220A

1 Mill Yield: (10) 9004.46
Road 1 Mill Yield: (10) 0.00

Fund	(1) Budget	(2) (8)-(1) Reserve	(3) (1) + (2) Total Required	(4) Cash Available	(5) Non-Tax Revenues	(6)	(7)	(8)	(9)
						(4) + (5) Total Non-Tax Revenues	(9)* (10) Property Tax Revenues	(6) + (7) Total Resources	Mill Levy
2020 Police Municipal Servi	259,447	37,432	296,879	113,160	4,080	117,240	179,639	296,879	19.9500
2372 Permissive Medical Mil	103,552	6,391	109,943	6,392	0	6,392	103,551	109,943	11.5000
Totals	362,999	43,823	406,822	119,552	4,080	123,632	283,190	406,822	31.4500

RESOLUTION NO. 2016-#

A RESOLUTION TO ADOPT A BUDGET FOR THE CITY OF POLSON, MONTANA FOR THE FISCAL YEAR 2016-2017.

WHEREAS, pursuant to MCA section 7-6-4021 the City Commission of the City of Polson, Montana, held a public hearing on the proposed preliminary budget and the permissive medical mills, on Monday, August 15, 2016 as required by law and was continued to Wednesday, September 7, 2016.

WHEREAS, pursuant to MCA section 7-6-4030 the City Commission of the City of Polson has finalized its fiscal year 2017 budget on Wednesday, September 7, 2016 during the regularly scheduled City Commission Meeting.

NOW THEREFORE BE IT RESOLVED by the Polson City Commission;

1) that the final budget be approved and adopted, and that passage of this resolution authorizes appropriations to defray the expenses or liabilities for the 2016-2017 fiscal year in accordance with items set forth in the final budget, and

2) that the Department of Revenue has provided the City of Polson with its certified taxable valuation pursuant to MCA 15-10-202. The 2016 taxable value for district 23P and 23PT is \$9,462,256 less \$457,800 Incremental Taxable Value, which results in a 2016 Taxable Value of \$9,004,456. The form provided by the Department of Administration was used to determine and calculate the authorized mill levy under Section 15-10-420 MCA, and yields 142.90 mills, having a value of \$9004.46 per mill, and

3) that the general fund mill levy for fiscal year 2016-2017 be fixed and adopted at 142.90 mills having a value of \$9,004.46 per mill for district 23P and 23PT, and

4) that pursuant to Municipal Budget Law contained in title 7 Chapter 6, Part 40 the annual budget appropriations may be amended as provided in MCA 7-6-4006(3) and 7-6-4012, and

5) that pursuant to Montana Codes 2-9-212, 2-18-703 and 15-10-420 as amended by SB0491, in addition to the above foregoing mill levy, the City Commission held a public hearing on August 15, 2016 and continued it until September 7, 2016; and adopted this Resolution on September 7, 2016, allowing the City of Polson to impose 11.5 mills for permissive medical mills, with a value per mill of \$9,004.46 which will generate approximately

Notary Public for the State of Montana
Printed name: _____
Residing at Polson, Montana
My commission expires: _____

CITY OF POLSON
Summary of Appropriations by Fund and Object
For the Year: 2016 - 2017

Fund	FTE	Personal Services	Operating & Maintenance	Capital Outlay	OTHER OBJECTS	Transfers	Total
1000 General All-Purpose Fund		1,783,124	486,010	156,350	184,271	4,000	2,613,755
2020 Police Municipal Services Levy		128,847	75,600	55,000			259,447
2210 Parks/Salish Point			3,000				3,000
2211 Skate Park Fund			1,500				1,500
2213 Dog Park/Travis Dolphin			382				382
2215 Hanging Basket Maintenance		3,729					3,729
2216 Parkland Subdivision Fee (formerly 7060)				28,500			28,500
2218 Carol Sampson Sherick Trail Memorial Fund			826				826
2219 Parks Donations					210		210
2222 Park Donations - Restricted				1,300			1,300
2225 Employee Christmas Fund			400				400
2310 Tax Increment District			5,252	150,000	79820		235,072
2350 Local Government Study Commission						11,267	11,267
2372 Permissive Medical Mills						103,552	103,552
2386 Street Permits Revenue			1,100				1,100
2390 Drug Forfeiture Fund			5,000		12500		17,500
2394 Building Code Enforcement		77,152	11,000	11,000	600		99,752
2395 Tree Fund			4,300				4,300
2398 Credit Card Fees			1,000				1,000
2401 Light Maintenance District #19			17,500				17,500
2402 Light Maintenance District #20			12,500	3,300			15,800
2500 Weed Cleanup Maintenance Fund			5,500				5,500
2702 Fire Training Center Donations				19,000			19,000
2705 Downtown Christmas Light Fund			100				100
2710 Kids Safety/POLICE/FIRE			500				500
2720 Police Donations			4,000				4,000
2810 Police Training Fund			18,000				18,000
2820 Gas Apportionment Tax Fund			89,000		11,722		100,722
2875 Police Federal Grants			2,500				2,500
2932 Parks ARRA Recycle Grant			100				100
2943 RCDI/Growth Policy			760				760
2953 NW Drug Task Force		60,000			47670		107,670
3542 SID #42 Streetscape Main St. Imp. Project					71000		71,000
4530 TIFD City Dock & Walkpath project					2319		2,319
5010 Golf Fund		466,380	459,415	871,254	470588		2,267,637
5201 Water Impact Fees				360,000	40000		400,000
5210 Water Fund		350,833	350,975	728,726	48834		1,479,368
5310 Sewer Fund		240,927	324,184	5,442,500			6,007,611
5390 Stormwater Project Fund			25,512	55,000			80,512
Total:		3,110,992	1,905,916	7,881,930	969,534	118,819	13,987,191

* INCLUDES DEBT SERVICE
FIXED COSTS
MISCELLANEOUS

CITY OF POLSON

CITY COMMISSION AGENDA ITEM SUMMARY

Agenda Item Number: 10

Meeting Date: September 7, 2016

Staff Contact: Cindy Dooley, Finance Officer & Tony Porrazzo, Water & Sewer Superintendent

AGENDA ITEM SUMMARY: Approve Huber Technology, Inc. Contract Amendment #1

BACKGROUND: The City selected Huber Technology, Inc. to design and build the Headworks Facility equipment for the new wastewater treatment plant in September, 2015. Ongoing discussions between our engineer Kevin Johnson from Dowl, the Water and Sewer department and Huber Technology have resulted in the need for a change order for additional corrosion protection for the equipment. Attached is a letter from Kevin Johnson explaining the need for this contract amendment along with a change order letter from Huber Technology and the Contract Amendment No. CA-1 for City Manager Shrives signature on approval by the Commission.

ANALYSIS: The change order for the Grit collecting Vormax, Grit Washer and RPPS screens including spares from 304LSS to 316LSS is \$22,000. This brings the total contract price to \$350,501. The Sewer Fund has paid a total of \$32,850.10 as a 10% down payment on the design phase out of local funds. The contract states that an additional 20% is due at the time the design plans are approved. Thirty percent of the increased contract price is \$105,150.30 ($\$350,501 * 30\%$). This amount less the \$32,850.10 that has been paid leaves a balance due of \$72,300.20 through this phase of the design. This expense will be eligible for grant reimbursement.

FINANCIAL CONSIDERATIONS: Sewer Fund upcoming payment due would be \$72,300.20 including the approved contract amendment. The City will pay the amount after receiving an invoice from Huber Technology Inc. Payment is due 30 days from receipt of the invoice.

STAFF RECOMMENDATION: Approve Huber Technology Contract Amendment #1 for modifications to the Headworks Facility equipment.

SUGGESTED MOTION: *I move to approve Huber Technology Contract Amendment No. 1 in the amount of \$22,000 for modifications to the Headworks Facility equipment.*

ATTACHMENTS: Letter from Kevin Johnson, Dowl Project Engineer
Contract Amendment #1
Letter from Huber Technology
Progress payment request



August 29, 2016

Mr. Tony Porrazzo
City of Polson, Water & Sewer Superintendent
106 First St. East
Polson, MT 59860

Subject: WRRF – Headworks Facility Design Details & Huber Technology, Inc. – Contract Amendment #1

Dear Tony:

As noted in our July progress report, we had recorded the hydrogen sulfide (H₂S) levels in the influent force main convergence manhole at the wastewater plant, and the levels are significantly higher than expected. As a result we have incorporated multiple provisions into the design to address these higher H₂S levels.

The issues with H₂S include corrosive effects on certain metals and concrete and the human health hazard at higher levels. The H₂S is converted to sulfuric acid on the surface of concrete resulting in degradation of the concrete. Metals containing copper quickly corrode in an air environment with H₂S gas present. The presence of high levels of H₂S is a hazard to operations staff with the degree related to the concentration and duration of exposure.

The provisions incorporated into the design to date include the following:

- The new concrete structure where the sewer force mains converge will be coated with a protective liner material to protect the concrete. The vault will also be covered with an open grating to allow venting of the H₂S to atmosphere, essentially the same as the existing vault has functioned for years.
- The concrete channels in the headworks building where the wastewater screens will be installed will also be lined with a protective coating. The coating will continue to and through the grit chamber west of the headworks building.
- The same channel channels will have covers to include fiber reinforced plastic (FRP) covers in place of the steel plating. The grating is designed to carry the expected loads, and will be removable for inspection of the channels.
- Ventilation provisions are also incorporated to pull air from below the channel covers and reduce the air flow into the headworks room. The air from the fan will be exhausted out the roof of the headworks building. We do not see a need to have odor control on this exhaust given the relatively small volume of air. We, have, however, ensured provisions are in place with respect to floor space and electrical power and control to add a carbon scrubber system to this discharge if needed.
- The headworks room will have a gas monitor as is standard for this type of facility. The gas monitor will have three separate sensors, one for H₂S at the floor level, one for oxygen at eye level and one for combustibles located near the ceiling. This gas monitor will be tied to the

ventilation system and the plant control system. Based on an operator-selected set point for the H₂S level in the building, if any, the ventilation system will operate to exchange the air in the room and then shut down. Provisions will also be incorporated to allow set points for the oxygen and combustibles to trigger the exhaust system.

- Lastly, the wastewater screens and grit removal equipment from Huber Technology was already specified as "Type 304" stainless steel. Their equipment literature for the screen notes this material has excellent corrosion resistance for maximum H₂S levels of 6 parts per million (ppm). The H₂S monitors we installed in the force main manhole recorded levels of 60 ppm. We don't know exactly what levels might be observed with the provisions noted, but we expect they could be more than the noted 6 ppm. Therefore, both DOWL and Huber Technology recommend the material in this equipment be upgraded to "type 316" stainless steel, as is an option with this equipment. The type 316 will provide the maximum corrosion resistance available and increased longevity of the equipment at a reasonable cost to protect this equipment.

The proposed cost for this change to the two screens, vortex grit chamber and the grit washing equipment is \$22,000. We recommend the City proceed with this modification to the scope of equipment supply from Huber Technology, Inc. and proceed with the contract amendment attached to this letter.

With this change, the submittals from Huber Technology, Inc. can be approved. The next payment increment to Huber Technology becomes due, and the noted amendment can be addressed with the next progress payment.

Please let me know what questions you have about these proposed changes.

Sincerely,
DOWL



Kevin R. Johnson, P.E.
Project Manager

Attachment(s): Contract Amendment #1 – Huber Technology, Inc.
 Application for Payment #2 – Huber Technology, Inc.

c:



Contract Amendment

No. CA-1

Date of Issuance: 8/29/16 Effective Date: (signature date below)

Project: Polson, MT WRRF	Owner: City of Polson, MT	Owner's Contract No.:
Contract: Supply of Headworks Equipment		Date of Contract: 9/13/15
Contractor: Huber Technology, Inc.		Engineer's Project No.: 4529.11504.02

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

CA1-1: Revise the equipment material from type 304 stainless steel to type 316 stainless steel for maximum corrosion resistance on account of anticipated high hydrogen sulfide levels from the sewer force main discharge at the new treatment facility.

Attachments (list documents supporting change):

CA1-1: Huber Technology, Inc. - quotation

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIMES:

Original Contract Price:

No change in contract times

\$328,501.00

[Increase] [Decrease] from previously approved Change Orders

\$ Not applicable

Contract Price prior to this Change Order:

\$328,501.00

[Increase] of this Change Order:

\$22,000.00

Contract Price incorporating this Change Order:

\$350,501.00



RECOMMENDED:

By: *[Handwritten Signature]*
Engineer (Authorized Signature)

Date: 9/1/16

Approved by Funding Agency (if applicable):

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: _____
Contractor (Authorized Signature)

Date: _____

Date: _____

CHANGE ORDER

Kevin Johnson
Project Engineer
Dowl HKM
2090 S. Tadium Dr.
Bozeman, MT 59715

07/13/2016

RE: City of Polson WRRF-Headworks Equipment, Screening, and Grit Removal.

Dear Mr. Johnson,

The cost adder to upgrade the aforementioned equipment namely, (1) Grit collecting Vormax, (1) Grit Washer, and (2) RPPS screens including spares from 304LSS to 316LSS is \$22,000.00

Sincerely,



Jeff Schumacher
Project Manager
Huber Technology, Inc



PERIODIC ESTIMATE FOR PROGRESS PAYMENT TO CONTRACTOR

ESTIMATE NO. 2

PROJECT NAME & LOCATION:
Polson, MT Water Resource Recovery Facility
Polson, MT

OWNERS NAME & ADDRESS:
City of Polson, MT
106 First Street East
Polson, MT 59860

CONTRACTORS NAME & ADDRESS:
Huber Technology, Inc
9735 NorthCross Center Court, Ste. A
Huntersville, NC 28078

Original Contract		Cost \$
Date	Time (Days)	
9/3/2015	760	\$ 328,501.00
Change Orders		
CO #1		\$22,000.00
Revised	760	\$ 350,501.00
Completed	305	\$ 105,150.30
To-date	40.1%	30.0%

DOWL Project No: 4529.11504.01
 Owner Project No: 114853
 Contractor Project No: 9/3/2015
 Contract Dated: 11/1/2015
 Notice to Proceed: 11/1/2015
 Work Started:
 Completion Due: 11/30/2017
 Estimate Date: From: 11/1/2015
 Thru: 8/31/2016
 Contract Time This Period: 295 Days

CERTIFICATION OF CONTRACTOR:

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective; and (4) the Quantities shown were properly determined and are correct.

Submitted by _____ Date: _____
 Contractor: _____ Date: _____

Recommended by _____ Date: _____
 Project Engineer _____ Date: _____

Approved by _____ Date: _____
 Funding Agency (If Applicable) _____ Date: _____

Total of All Schedules		This Period	Total To Date
Materials Delivered (Invoices Attached)		\$72,300.20	\$105,150.30
Subtotal		\$72,300.20	\$105,150.30
Less Materials on Site Now In Place			
Subtotal		\$72,300.20	\$105,150.30
Less Retainage			
Subtotal		\$72,300.20	\$105,150.30
Plus Retainage Adjustment (release of retainage)			
Subtotal		\$72,300.20	\$105,150.30
Less 1% State Gross Receipts Tax			
Subtotal		\$72,300.20	\$105,150.30
Less Liquidated Damages			
Subtotal		\$72,300.20	\$105,150.30
Less Backcharges			
Subtotal		\$72,300.20	\$105,150.30
Less Previous Payments			
Subtotal		\$72,300.20	\$32,850.10
TOTAL DUE CONTRACTOR THIS ESTIMATE			\$72,300.20

CITY OF POLSON

CITY COMMISSION AGENDA ITEM SUMMARY

Agenda Item Number: 11

Meeting Date: September 7, 2016

Staff Contact: Kyle Roberts, City Planner

AGENDA ITEM SUMMARY: Polson Landing, Proposed Affordable Housing Project

BACKGROUND: Late last summer, Alex Burkhalter of Housing Solutions, LLC presented the proposed affordable housing project, Polson Landing – a 35-unit affordable housing complex that would be located just off Ridgewater Drive. Having received support from the City Commission, Mr. Burkhalter submitted an application to the Montana Board of Housing (MBOH) – the project would have utilized Housing Tax Credits (HTC), a Federal Government subsidy for affordable housing – last autumn. Of the total 19 affordable housing project proposals submitted from all around the state, seven projects were awarded in January 2016 – Polson Landing was not one of them.

ANALYSIS: On August 15, 2016, 19 affordable housing project proposals from around the state, including Polson Landing, presented their respective project proposals to the MBOH. Of the 19, eight project proposals – requesting a grand total of \$39.5 million in HTCs – were invited to proceed in the process by submitting a full application. Polson Landing, requesting \$5.7 million in HTCs, was one of the eight invited to submit a full application. Project proposal applications are due to the MBOH by October 3, 2016. On January 23, 2017, the MBOH will award \$27 million in HTCs (likely five or six of the eight projects).

Mr. Burkhalter is again proposing Polson Landing as the same project as last year – a 35-unit affordable housing complex that would be located just off Ridgewater Drive. As mentioned above, only five or six of the eight project proposals will be awarded by the MBOH. That in mind, becoming a competitive applicant is crucial. The City can greatly strengthen the Polson Landing application by: 1) Providing a letter of support; 2) Sending a representative to Helena to speak in favor of Polson Landing to the MBOH on January 23rd; and 3) Providing various other forms of support which will be presented and discussed at the September 7th City Commission meeting.

STAFF RECOMMENDATION: N/A

SUGGESTED MOTION: N/A

ATTACHMENTS: i) Housing Solutions, LLC, Polson Landing Affordable Housing Project Letter (August 25, 2016)
ii) Polson Landing Informational Flyer
iii) 2017 Housing Tax Credits Letters of Intent Submitted



HOUSING
SOLUTIONS

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

August 25, 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 for the opportunity to again work with you on the Polson Landing Affordable Rental Housing Project. As the City Manager Shrives and Planner Roberts mentioned at your August 15, 2016 meeting, we have been again working on the Polson Landing project as the project received a formal invitation to submit a full application in the upcoming round.

The process for application has changed significantly from last year to this. Last year, all eligible projects were able to submit an application for Housing Tax Credits and a total of 20 projects, including Polson Landing, did so. In this current round, projects have to be "invited" to submit an application. Of the 19 projects that requested to submit an application, eight were invited to submit. Polson Landing is one of the eight invited to submit a full application. Attached to this letter is a listing off all projects that submitted this round and the eight invited are shown in bold.

The proposed affordable housing property has not changed from last year to this current year. We have proposed a 35-unit project made up of 3 one bedroom, 20 two bedroom and 12 three bedroom units. We've been able to again secure a site for the project in the Ridgewater Development, just past the Aquatic Center. Attached to this letter is an informational flyer about the project.

Being selected as one of eight projects invited forward to submit an application is a major step towards garnering the necessary funds to complete the project. Of the eight projects selected, we expect somewhere between five and seven of them will receive funding in this current year.

The timeline for application and project funding award is as follows:

Monday October 3rd, 2016 - Completed Applications Due to Montana Board of Housing
Monday January 23rd, 2017 – Montana Board of Housing selection of projects for award
June 2017 – Start of Construction
March 2018 – Construction Completion/Begin Serving Community

In order to meet the October 3rd application deadline, I have worked with Mr. Shrives and Mr. Roberts in arranging two meetings with the City Commission – September 7th and 19th. At the September 7th meeting I will provide a recap of the Polson Landing project and application process. At the September 19th public hearing with the City Commission, after citizens have an opportunity to provide comments, I will be looking to ask the City Commission for a letter of support.

As with last year, we are looking forward to meeting with you about ways to make Polson as competitive as possible this year.

Respectfully,

A handwritten signature in black ink that reads "Alex Burkhalter". The signature is written in a cursive, flowing style.

Alex Burkhalter



Affordable
Family Living



Unit Mix:

- ✓ 3: 1 Bedrooms, 1 Bath - 700 sq ft
- ✓ 20: 2 Bedrooms, 2 Bath - 1,000 sq ft
- ✓ 12: 3 Bedrooms, 2 Bath - 1,260 sq ft

Monthly Rental Rates:

- ✓ 1 Bedroom - \$435 to \$480
- ✓ 2 Bedroom - \$395 to \$650
- ✓ 3 Bedroom - \$435 to \$730

Max Family Income:

- ✓ 1 Person Household - \$16,800-\$25,200
- ✓ 2 Person Household - \$19,200-\$28,800
- ✓ 4 Person Household - \$23,960-\$35,940

Unit Amenities:

- ✓ Frost Free Refrigerator
- ✓ Range – Stove/Oven
- ✓ Dishwasher
- ✓ Disposal
- ✓ Microwave
- ✓ Washer Dryer in Unit
- ✓ Air Conditioning
- ✓ Blinds
- ✓ Master Bedroom Ceiling Fan
- ✓ Neutral Paint Colors
- ✓ Hardwood Cabinets
- ✓ Large Closets

Project Amenities:

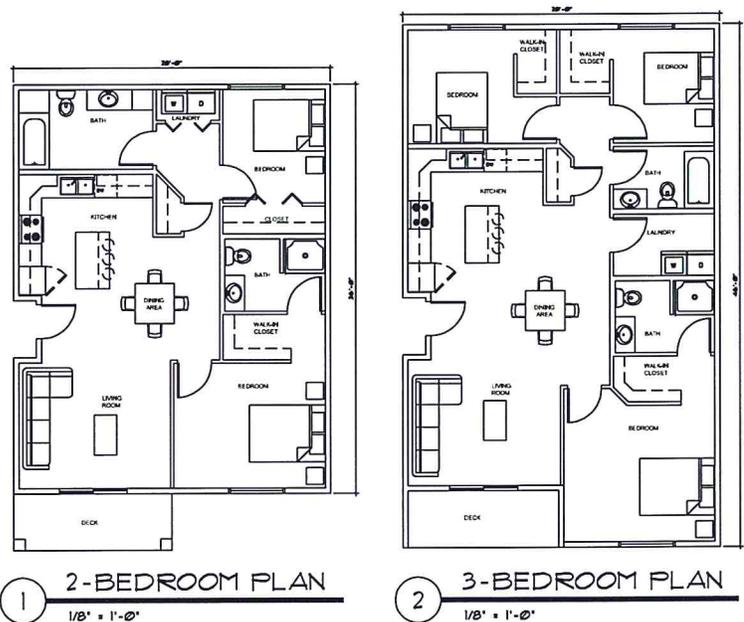
- ✓ On Site Managers Office
- ✓ Community Room w/ Kitchen
- ✓ Covered Parking
- ✓ BBQ Area w/ Tables
- ✓ Kids Play Area

Polson Landing

POLSON, MONTANA

Polson Landing is designed with luxury and class for working families in Polson and the Mission Valley. The affordable rental property will be conveniently located near the new Mission Valley Aquatic Center, Polson Health Clinic, Polson Soccer Fields and Mackinze River Pizza on Ridgewater Drive. Additionally, grocery, pharmacy and other services as located nearby.

The property will feature 35 one, two and three bedroom apartment homes including covered parking for reasonable prices. This project, financed by the Montana Board of Housing, will be a community asset for long into the future, committing to over 40 year of income and rental restrictions.



2017 Housing Tax Credits Letters of Intent Submitted

August 15, 2016

Project Name	City	New Construction vs Acquisition/Rehab	Type	Number of Units	Housing Credit Request	Invited for Application
1 NobleHomeStead	Pablo	New Construction	Family	20	2,600,000	
2 Yellowstone Villas	Culberston/Wolf Point	Acquisition/Rehab	Family	16	2,680,000	2,680,000
3 Cutbank Villas	Cut Bank	Acquisition/Rehab	Senior	19	2,680,000	
4 Aspen Place III	Butte	New Construction	Family	32	4,667,180	4,667,180
5 Nicole Court Senior	Stevensville	New Construction	Senior	16	3,510,000	
6 Polson Landing	Polson	New Construction	Family	35	5,700,000	5,700,000
7 American Square	Missoula	New Construction	Senior	54	6,500,000	
8 North Stone	Helena	New Construction	Senior	24	4,747,500	
9 Blackfeet Homes VI	Browning	New Construction	Family	30	6,700,000	6,700,000
10 Meadows Senior Apts	Lewistown	Acquisition/Rehab	Senior	35	3,506,510	3,506,510
11 Gallatin Forks Senior	Bozeman	New Construction	Senior	42	6,587,500	
12 Old Joe	Missoula	New Construction	Family	20	4,095,000	
13 Gateway Vista	Billings	New Construction	Family	24	3,817,890	3,817,890
14 Missoula 4%/9%	Missoula	New Construction	Senior	30	4,400,000	
15 Rockcress Commons	Great Falls	New Construction	Family	124	6,682,500	6,682,500
16 Evergreen Commons	Evegreen	New Construction	Family	24	4,220,000	
17 Alpine View Apts	Columbia Falls	New Construction	Family	24	4,275,000	
18 Courtyard Apts	Kalispell	Acquisition/Rehab	Family	32	4,175,500	
19 Livingston Memorial	Livingston	New Construction	Family	32	5,840,000	5,840,000
				Total	87,384,580	39,594,080
						Credits Available to Fund in January 2017 26,900,000

300 South Merrill
Glendive, Montana 59330



Phone (406) 377-3318
FAX 406-377-6873

July 15, 2016

Mayor Heather Knutson
City of Polson
106 1st Street East
Polson MT 59860

RE: Housing Solutions LLC / Affordable Rental Housing

Dear Mayor Knutson,

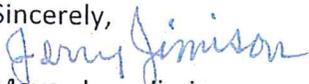
Alex Burkhalter of Housing Solutions LLC recently requested that I write you with a quick narrative of our experience working with Housing Solutions LLC on a recently completed housing project in Glendive.

Alex and I first met late in the summer of 2012; he had identified Glendive as community ready for an affordable housing project and was looking for my input. That first meeting turned into a 27 unit family affordable housing property that opened it's doors in June of 2015. Much work was done between those points, including City Commission meetings requesting support of the project, two applications for Housing Tax Credits to the Montana Board of Housing, my attending the Montana Board of Housing Meetings, a complicated zone change process, building plan review/permitting, construction and finally the finished and operating project.

During the development of the project we found Alex Burkhalter and Housing Solutions LLC to have resilience, a solution oriented approach and to operate with honesty and integrity. The thought and care put into his projects, meetings, and information was always evident. Once all approved the construction of the project was quick and thorough; resulting in a nice looking project from the outside and well equipped apartments for its residents.

Based on his request for this letter, I assume he is looking at a project in your community. He treated us in Glendive well and I expect you would have a similar positive experience with him.

Please feel free to contact me with any question you might have about the development process of the project here in Glendive.

Sincerely,

Mayor Jerry Jimison

Cc: Alex Burkhalter, Housing Solutions LLC