

CITY OF POLSON COMMISSION MEETING AGENDA

COMMISSION CHAMBERS

October 17, 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. October 1-12, 2016 Claims

b. City Commission Written Summary Meeting Minutes October 3, 2016

c. City Commission Electronic Meeting Minutes October 3, 2016

6. CITY MANAGER COMMENTS

City Manager Mark Shrives

NEW BUSINESS

7. APPOINTMENT OF CITY COMMISSIONER WARD 1

City Manager Mark Shrives

VOTE REQUIRED

8. SET THE POLSON BAY GOLF COURSE 2017 SEASON PASS FEES

Roger Wallace, City Manager Mark Shrives

VOTE REQUIRED

9. APPROVE CITY MANAGER MARK SHRIVES EMPLOYMENT AGREEMENT

Mayor Heather Knutson

VOTE REQUIRED

10. 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.

CITY OF POLSON COMMISSION MEETING

Commission Chambers

October 3, 2016

5b
7:00 p.m.

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

ABSENT: Commissioner Siler

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

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

APPROVAL OF PROPOSED AGENDA (00:49) –Commissioner Turner motion to approve the proposed agenda. Commissioner Donovan second. Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

PUBLIC COMMENT ON SIGNIFICANT MATTERS TO THE PUBLIC **NOT ON THE AGENDA (01:30)** none

CONSENT AGENDA (01:45) (a).September 16-29, 2016 claims, (b).City Commission Written Summary Public Hearing Minutes September 19, 2016 (c). City Commission Electronic Public Hearing Meeting Minutes September 19, 2016, (d). City Commission Written Summary Meeting Minutes September 19, 2016, (e). City Commission Electronic Meeting Minutes September 19, 2016. (f). Mission Valley Elks Lodge Request for 2 Season Passes. **Commissioner Coutts motion to approve the Consent Agenda. Commissioner Southerland second** Commission discussion: Commissioner Coutts ask for clarification on the \$3500.00 claim. City Manager Shrives answered that is for the new sound system. Public Comment: Elsa Duford, Ward III commented about the Social Security Benefit date. The document was mailed in December 2015 regarding the year 2016. **VOTE: Unanimous Motion carried**

CITY MANAGER COMMENTS (05:08)–City Manager Shrives commented that the new sound system would be installed on the 7th of October. The Growth Policy will go to the City County Planning Board on October 11th and will hopefully be on the agenda in November for the Commission. The plan is to get the document adopted in November.

SECOND READING OF ORDINANCE 2016-005, CHAPTER 8 LAW ENFORCEMENT, TRAFFIC, AND VEHICLE REGULATIONS, ARTICAL 1 AND ARTICLE 2 TO POLSON BOOK OF ORDINANCES (07:06)- City Manager Shrives presented this agenda item. There were two versions in the packet; one had the corrections from the first reading, the second is the corrected copy and the ordinance. Mayor Knutson commented the red-line version was helpful to see the corrections. Commissioner Southerland commented there was one more typo on page 1, section 8.02.110 reads it shall he unlawful, should be; it shall be unlawful. **Commissioner Turner motion to approve the 2nd reading of the Ordinance 2016-005 adopting Chapter 8 Articles 1 and 2 of the City of Polson Book of Ordinances. Commissioner Southerland second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried.**

EXTENSION OF PROFESSIONAL SERVICES CONTRACT WITH NITTANY GRANT WORKS- (09:41) City Manager Shrives presented this agenda item. Lori Benner, Nittany Grant Works

has successfully assisted the City of Polson in obtaining several grants. This extension would keep Lori as the grant writer so that she can help the different departments in writing grants for their projects. This has been budgeted. Mayor Knutson requested some sort of tracking so that the Commission may keep up with how things are progressing. This report would be presented quarterly. City Manager Shrives commented that he had already asked Lori for such a report. **Commissioner Coutts motion to approve an extension of the professional services contract for Nittany Grant Works through July 1, 2018. Commissioner Turner second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

EXTENSION OF AUDITOR CONTRACT WITH COTE AND ASSOCIATES (12:29)-City Manager Shrives presented this agenda item. This extension would permit the City to continue with Jennifer Cote as the auditor. City Manager Shrives recommended another two years with Cote and Associates. **Commissioner Donovan motion to approve the Department of Administration Local Government Services Bureau Standard Audit Contract to engage Cote and Associates to conduct audit services for the City of Polson for FY2015-2016 audit and FY2016-2017 audit. Commissioner Turner second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

Mayor Knutson commented that next we are on to recess for a personnel Executive Session. This matter concerns the City Manager Contract. I have determined that the interest of the public and the knowledge of this contract clearly outweighs the interest of the employee's privacy. However, the City Manager has the right to request that the discussion of the contract be closed as a matter of personal privacy and if he exercises that right, the discussion will be closed. If the discussion is closed, upon its completion the Commission will reconvene into open session only to determine the action versus full minutes and to adjourn. The actual City Manager Contract will be presented at a future public meeting. I expect that the discussion will take approximately 30 minutes to 1 hour. At this point I would like to ask the City manager if he would wish for the discussion to be closed." City Manager Shrives, "Yes." Mayor Knutson, "Okay. Thank you. With that then we will go into recess."

RECESS: 7:17 P.M.

EXECUTIVE SESSION -PERSONNEL

RECONVENED: 7:56 P.M.

(15:33) Mayor Knutson asked if the Commission wanted full minutes or action minutes. The Commission determined that action minutes would suffice.

Adjourn. (15:44) Commissioner Donovan motion to adjourn. Commissioner Siler second. Commission discussion: none Public Comment: none **VOTE: Unanimous Motion carried.**

ADJOURN: 7:56 p.m.

Mayor Heather Knutson

ATTEST: _____

Cora E. Pritt, City Clerk

For doc #s from 125490 to 125617

5a.

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
1000 General All-Purpose Fund	410200 Executive Services	4743 WEX BANK	FINC-BLUE SUBARU - U	10.14
1000 General All-Purpose Fund	410200 Executive Services	000414 BROWN'S JEWELRY STORE	EXEC-T ERICKSON PLAQ	65.00
1000 General All-Purpose Fund	410360 Municipal Court	2031 DENNIS DEVRIES	CORT-CITY JUDGE CONT	1,650.00
1000 General All-Purpose Fund	410360 Municipal Court	4880 ACCESS MONTANA	CORT-INTERNET SERVIC	15.00
1000 General All-Purpose Fund	410360 Municipal Court	4605 THIRD EYE TECHNOLOGIES,	CORT-WORK W/STATE IT	40.00
1000 General All-Purpose Fund	410360 Municipal Court	2074 VERIZON WIRELESS	CORT-ANDROID J HART	40.01
1000 General All-Purpose Fund	410400 Administrative Services	4880 ACCESS MONTANA	ADMN-INTERNET SERVIC	15.00
1000 General All-Purpose Fund	410400 Administrative Services	4458 SHARI A. JOHNSON, PE	ADMN-ENGINEERING SER	312.89
1000 General All-Purpose Fund	410400 Administrative Services	2074 VERIZON WIRELESS	FACL-C.M. PHONE, TAB	69.70
1000 General All-Purpose Fund	410500 Financial Services	4880 ACCESS MONTANA	FINC-INTERNET SERVIC	15.00
1000 General All-Purpose Fund	411100 Legal Services	4820 M RICHARD GEBHARDT	FACL-CONTRCT CITY AT	2,000.00
1000 General All-Purpose Fund	411100 Legal Services	4850 MORIGEAU LAW PLLC	FACL-CITY ATTY CONTR	2,200.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000080 FLATHEAD NEWSPAPER GROUP	FACL-PUBLIC HEARING	61.34
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000080 FLATHEAD NEWSPAPER GROUP	FACL-WARD 1 VACANCY	106.16
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000282 QUILL CORPORATION	FACL-FILE FOLDERS	13.98
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4605 THIRD EYE TECHNOLOGIES,	FACL-NETWORK NEW OFF	20.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4605 THIRD EYE TECHNOLOGIES,	FACL-CAT6 NETWORK CA	16.70
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	5002 MAIDS IN MONTANA	FACL-OFFICE CLEAN 9/	264.50
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	2888 MISSION VALLEY SECURITY	FACL-KEY FOBS	63.70
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	2888 MISSION VALLEY SECURITY	FACL-QTRLY MONITOR A	75.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	2888 MISSION VALLEY SECURITY	FACL-INSTALL BASE, S	188.58
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	2888 MISSION VALLEY SECURITY	FACL-SHARED QTRLY MO	35.50
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	001145 MISSOULA TEXTILE SERVICES	FACL-RUGS FOR CITY H	65.32
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000044 REPUBLIC SERVICES #889	FACL-WASTE DISPOSAL	60.15
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4922 PURCHASE POWER	FACL-POSTAGE	490.01
1000 General All-Purpose Fund	420140 Crime Control and	4880 ACCESS MONTANA	POLC-INTERNET SERVIC	15.00
1000 General All-Purpose Fund	420140 Crime Control and	4880 ACCESS MONTANA	POLC-DEDICATED LINE	57.94
1000 General All-Purpose Fund	420140 Crime Control and	000282 QUILL CORPORATION	POLC-FILE FOLDERS	20.97
1000 General All-Purpose Fund	420140 Crime Control and	000044 REPUBLIC SERVICES #889	POLC-SHARED WASTE DI	43.50
1000 General All-Purpose Fund	420140 Crime Control and	4605 THIRD EYE TECHNOLOGIES,	POLC-TRBLSHOOT NETWR	20.00
1000 General All-Purpose Fund	420140 Crime Control and	4743 WEX BANK	POLC-FUEL 09/01-30/1	2,152.38
1000 General All-Purpose Fund	420140 Crime Control and	2234 ACE HARDWARE/ TREMPER'S	POLC-ASST. TRACTION	45.97
1000 General All-Purpose Fund	420140 Crime Control and	3665 JODI O'SULLIVAN	POLC-VOL. OFF. UNIFO	200.00
1000 General All-Purpose Fund	420140 Crime Control and	4500 GREGG PERKINS	POLC-VOL. OFF. UNIFO	200.00
1000 General All-Purpose Fund	420140 Crime Control and	3857 STANFORD POLICE &	POLC-ARMOR VEST-K DE	1,133.21
1000 General All-Purpose Fund	420140 Crime Control and	000017 TOTAL SCREEN DESIGN	POLC-NAVY APRONS	58.90
1000 General All-Purpose Fund	420140 Crime Control and	3614 TOBY'S CARWASH LLC	POLC-VEH WASH 9/1-30	34.66
1000 General All-Purpose Fund	420140 Crime Control and	3614 TOBY'S CARWASH LLC	POLC-VEH WASH 8/1-31	71.29
1000 General All-Purpose Fund	420140 Crime Control and	4684 WASH N' GO, LLC	POLC-VEH WASH 8/1-31	76.46
1000 General All-Purpose Fund	420140 Crime Control and	2888 MISSION VALLEY SECURITY	POLC-SHARED QTRLY MO	35.50
1000 General All-Purpose Fund	420140 Crime Control and	2888 MISSION VALLEY SECURITY	POLC-COMPLX MONITOR	129.00
1000 General All-Purpose Fund	420140 Crime Control and	2888 MISSION VALLEY SECURITY	POLC-EXTINGUISHER CL	9.62
1000 General All-Purpose Fund	420140 Crime Control and	2074 VERIZON WIRELESS	POLC-I PHONES	392.06
1000 General All-Purpose Fund	420140 Crime Control and	2074 VERIZON WIRELESS	POLC-BASIC PHONES	125.17
1000 General All-Purpose Fund	420140 Crime Control and	4684 WASH N' GO, LLC	POLC-VEH WASH 9/1-30	53.63
1000 General All-Purpose Fund	420140 Crime Control and	4849 JOHN DEERE FINANCIAL	POLC-K-9 SUPPLIES	97.97
1000 General All-Purpose Fund	420400 Fire Protection and	001541 L.N. CURTIS & SONS	FIRE-ASST SIZE GLOVE	421.09
1000 General All-Purpose Fund	420400 Fire Protection and	4067 FIRE APPARATUS REPAIR LLC	FIRE-VEH 2312 MAINT	584.71
1000 General All-Purpose Fund	420400 Fire Protection and	4067 FIRE APPARATUS REPAIR LLC	FIRE-VEN 2300 MAINT	654.52
1000 General All-Purpose Fund	420400 Fire Protection and	5000 FIRE STATION SOFTWARE LLC	FIRE-ANNUAL MAINT CL	382.00
1000 General All-Purpose Fund	420400 Fire Protection and	4880 ACCESS MONTANA	FIRE-INTERNET SERVIC	15.00
1000 General All-Purpose Fund	420400 Fire Protection and	4605 THIRD EYE TECHNOLOGIES,	FIRE-WORK ON CHIEF'S	60.00

For doc #s from 125490 to 125617

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
1000 General All-Purpose Fund	420400 Fire Protection and	4743 WEX BANK	FIRE-FUEL 09/01-03/1	226.49
1000 General All-Purpose Fund	420400 Fire Protection and	3025 FIRST BANKCARD	FIRE-HIRERIGHT APPLI	29.95
1000 General All-Purpose Fund	420400 Fire Protection and	3025 FIRST BANKCARD	FIRE-BACKGROUND CHEC	114.55
1000 General All-Purpose Fund	420400 Fire Protection and	000185 SUPER 1 FOODS	FIRE-ASST GROCERIES	41.78
1000 General All-Purpose Fund	420400 Fire Protection and	000185 SUPER 1 FOODS	FIRE-TOMATO SAUCE	4.18
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	420540 Land Use	4880 ACCESS MONTANA	PLNG-INTERNET SERVIC	15.00
1000 General All-Purpose Fund	420540 Land Use	000080 FLATHEAD NEWSPAPER GROUP	PLNG-CCPB MEETING AD	61.34
1000 General All-Purpose Fund	420540 Land Use	4605 THIRD EYE TECHNOLOGIES,	PLNG-COMPUTER ISSUES	40.00
1000 General All-Purpose Fund	420540 Land Use	4458 SHARI A. JOHNSON, PE	PLAN-LEE LODGE STORM	39.11
1000 General All-Purpose Fund	420540 Land Use	4458 SHARI A. JOHNSON, PE	PLAN-TIRE RETAIN WAL	39.11
1000 General All-Purpose Fund	420540 Land Use	4458 SHARI A. JOHNSON, PE	PLAN-MODDERMAN SITE	117.34
1000 General All-Purpose Fund	420540 Land Use	4458 SHARI A. JOHNSON, PE	PLAN-MODDERMAN OFFIC	39.11
1000 General All-Purpose Fund	420540 Land Use	3025 FIRST BANKCARD	PLAN-ADOBE ACROBAT D	260.40
1000 General All-Purpose Fund	430240 Road and Street	4880 ACCESS MONTANA	STRT-SATELITE@1003 1	28.97
1000 General All-Purpose Fund	430240 Road and Street	000044 REPUBLIC SERVICES #889	STRT-SHARED WASTE DI	43.49
1000 General All-Purpose Fund	430240 Road and Street	2074 VERIZON WIRELESS	STRT-CELL PHONE SERV	137.84
1000 General All-Purpose Fund	460430 Parks	4910 O'REILLY AUTOMOTIVE INC	PRKS-PART FOR MINI T	11.99
1000 General All-Purpose Fund	460430 Parks	4880 ACCESS MONTANA	PRKS-INTERNET SERVIC	15.00
1000 General All-Purpose Fund	460430 Parks	4880 ACCESS MONTANA	PRKS-SATELITE SERVIC	28.97
1000 General All-Purpose Fund	460430 Parks	000044 REPUBLIC SERVICES #889	PRKS-WASTE DISPOSAL	397.65
1000 General All-Purpose Fund	460430 Parks	4743 WEX BANK	PRKS-FUEL 09/01-30/1	264.32
1000 General All-Purpose Fund	460430 Parks	2234 ACE HARDWARE/ TREMPER'S	PRKS-ARIENS BLADES	75.96
1000 General All-Purpose Fund	460430 Parks	2234 ACE HARDWARE/ TREMPER'S	PRKS-RIVET	2.99
1000 General All-Purpose Fund	460430 Parks	000048 MIDLAND IMPLEMENT CO.	PRKS-STATION MASTER	130.22
1000 General All-Purpose Fund	460430 Parks	2074 VERIZON WIRELESS	PRKS-CELL PHONE SERV	100.86
1000 General All-Purpose Fund	460430 Parks	4119 FASTENAL COMPANY	PRKS-ECON T-SHIRTS	29.97
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PRKS-J CAMPBELL PARK	12.00
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PRKS-SACAJAWEA WALK	50.43
Total for Fund:				17,355.25
2020 Police Municipal Services	420140 Crime Control and	3025 FIRST BANKCARD	POLC-AMMUNITION	39.98
2020 Police Municipal Services	420140 Crime Control and	4770 GUNARAMA WHOLESALE INC	POLC-HOLSTER - C. DO	98.99
2020 Police Municipal Services	420140 Crime Control and	000724 COSNER COMTECH	POLC-PROGRM RADIO	190.00
2020 Police Municipal Services	420140 Crime Control and	000724 COSNER COMTECH	POLC-REPAIR-TEST & A	45.00
2020 Police Municipal Services	420140 Crime Control and	2074 VERIZON WIRELESS	POLC-AIRCARDS, NOTEB	440.13
Total for Fund:				814.10
2225 Employee Christmas Fund	411200 Facilities (Shared Costs)	4078 KWATAQNUK BEST WESTERN	FACL-DEPOSIT FOR CHR	500.00
Total for Fund:				500.00
2390 Drug Forfeiture Fund	420140 Crime Control and	3025 FIRST BANKCARD	POLC-DTF VEHICLE REP	268.25
Total for Fund:				268.25
2394 Building Code Enforcement	420500 Protective Inspections	4880 ACCESS MONTANA	BLDG-INTERNET SERVIC	15.00
2394 Building Code Enforcement	420500 Protective Inspections	2074 VERIZON WIRELESS	BLDG-CELL PHONE SERV	32.50

For doc #s from 125490 to 125617

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
			Total for Fund:	47.50
2395 Tree Fund	480150 Tree Conservation	000011 MISSION VALLEY POWER	PRKS-SPORTS COMPLEX	59.75
			Total for Fund:	59.75
2402 Light Maintenance	430263 Street Lighting	000011 MISSION VALLEY POWER	FACL-N END MAIN ST L	197.28
			Total for Fund:	197.28
2810 Police Training Fund	420140 Crime Control and	3025 FIRST BANKCARD	POLC-CA TRAVEL LODGI	497.20
2810 Police Training Fund	420140 Crime Control and	3025 FIRST BANKCARD	POLC-GS TRAVEL LODGI	497.20
			Total for Fund:	994.40
2820 Gas Apportionment Tax	430240 Road and Street	000241 NORMONT EQUIPMENT CO.	STRT-BUSHING, TRANS	215.61
2820 Gas Apportionment Tax	430240 Road and Street	000241 NORMONT EQUIPMENT CO.	STRT-COUPLER, BLWR C	636.48
2820 Gas Apportionment Tax	430240 Road and Street	4049 D & D CUSTOMS AND	STRT-DEAD END SIGN	15.00
2820 Gas Apportionment Tax	430240 Road and Street	4743 WEX BANK	STRT-FUEL 09/01-30/1	848.62
2820 Gas Apportionment Tax	430240 Road and Street	2234 ACE HARDWARE/ TREMPER'S	STRT-ROLLER COVER	6.79
2820 Gas Apportionment Tax	430240 Road and Street	4119 FASTENAL COMPANY	STRT-ECON T-SHIRT	9.99
2820 Gas Apportionment Tax	430240 Road and Street	3367 THE TRACTOR SHOP, INC.	STRT-REPAIR DURACO 1	290.00
			Total for Fund:	2,022.49
2943 RCDI/Growth Policy	420545 Zoning Update	001518 INSTY PRINTS	PLNG-GRWTH POLICY CO	419.60
			Total for Fund:	419.60
5010 Golf Fund	460446 Golf Course -	4793 AUTOZONE, INC	GLFM-DURALAST SEAL	4.49
5010 Golf Fund	460446 Golf Course -	000644 CITY OF POLSON WATER	GLFM-COURSE RESTROOM	50.47
5010 Golf Fund	460446 Golf Course -	000644 CITY OF POLSON WATER	GLFM-COURSE RESTROOM	55.09
5010 Golf Fund	460446 Golf Course -	000644 CITY OF POLSON WATER	GLFM-COURSE RESTROOM	55.09
5010 Golf Fund	460446 Golf Course -	000644 CITY OF POLSON WATER	GLFM-COURSE RESTROOM	112.37
5010 Golf Fund	460446 Golf Course -	2234 ACE HARDWARE/ TREMPER'S	GLFM-BLADE CUTOFF, C	14.95
5010 Golf Fund	460446 Golf Course -	2234 ACE HARDWARE/ TREMPER'S	GLFM-BATTERIES, SPRY	41.95
5010 Golf Fund	460446 Golf Course -	2234 ACE HARDWARE/ TREMPER'S	GLFM-TUBING, PUSH BR	46.93
5010 Golf Fund	460446 Golf Course -	2888 MISSION VALLEY SECURITY	GLFM-QTRLY MONITOR A	72.00
5010 Golf Fund	460446 Golf Course -	001145 MISSOULA TEXTILE SERVICES	GLFM-LAUNDRY	11.66
5010 Golf Fund	460446 Golf Course -	001145 MISSOULA TEXTILE SERVICES	GLFM-LAUNDRY	21.04
5010 Golf Fund	460446 Golf Course -	001145 MISSOULA TEXTILE SERVICES	GLFM-LAUNDRY	11.66
5010 Golf Fund	460446 Golf Course -	001145 MISSOULA TEXTILE SERVICES	GLFM-LAUNDRY	17.27
5010 Golf Fund	460446 Golf Course -	001145 MISSOULA TEXTILE SERVICES	GLFM-LAUNDRY	11.66
5010 Golf Fund	460446 Golf Course -	2074 VERIZON WIRELESS	GLFM-CELL PHONE SERV	148.54
5010 Golf Fund	460446 Golf Course -	000044 REPUBLIC SERVICES #889	GLFM-WASTE DISPOSAL	118.75
5010 Golf Fund	460447 Golf Course - Pro Shop	000076 LINK'S MANAGEMENT, INC.	GLFP-PRO CONTRACT SE	10,048.76
5010 Golf Fund	460447 Golf Course - Pro Shop	4664 CHARTER COMMUNICATIONS	GLFP-INTERNET	69.99
5010 Golf Fund	460447 Golf Course - Pro Shop	000603 FLATHEAD VALLEY GOLF	GLFP-PHOTO SHOOT GLA	500.00
5010 Golf Fund	460447 Golf Course - Pro Shop	000316 WALLACES GOLF SHOP	GLFP-CITY SHARE CC A	2,372.43
5010 Golf Fund	460447 Golf Course - Pro Shop	001518 INSTY PRINTS	GLFP-DATA-BASE BOOK	46.00
5010 Golf Fund	460447 Golf Course - Pro Shop	000644 CITY OF POLSON WATER	GLFP-PRO SHOP WATR/S	139.95

For doc #s from 125490 to 125617

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
5010 Golf Fund	460447 Golf Course - Pro Shop	001145 MISSOULA TEXTILE SERVICES	GLFP-LAUNDRY	5.28
5010 Golf Fund	460447 Golf Course - Pro Shop	001145 MISSOULA TEXTILE SERVICES	GLFP-LAUNDRY	6.47
5010 Golf Fund	460447 Golf Course - Pro Shop	001145 MISSOULA TEXTILE SERVICES	GLFP-LAUNDRY	4.68
5010 Golf Fund	460447 Golf Course - Pro Shop	001145 MISSOULA TEXTILE SERVICES	GLFP-LAUNDRY	14.82
5010 Golf Fund	460447 Golf Course - Pro Shop	001145 MISSOULA TEXTILE SERVICES	GLFP-LAUNDRY	4.98
5010 Golf Fund	460447 Golf Course - Pro Shop	001145 MISSOULA TEXTILE SERVICES	GLFR-LAUNDRY	17.17
5010 Golf Fund	460447 Golf Course - Pro Shop	001145 MISSOULA TEXTILE SERVICES	GLFR-LAUNDRY	64.40
5010 Golf Fund	460447 Golf Course - Pro Shop	001145 MISSOULA TEXTILE SERVICES	GLFR-LAUNDRY	15.62
5010 Golf Fund	460447 Golf Course - Pro Shop	001145 MISSOULA TEXTILE SERVICES	GLFR-LAUNDRY	67.56
5010 Golf Fund	460447 Golf Course - Pro Shop	001145 MISSOULA TEXTILE SERVICES	GLFR-CREDIT	-26.54
5010 Golf Fund	460447 Golf Course - Pro Shop	001145 MISSOULA TEXTILE SERVICES	GLFR-LAUNDRY	14.38
5010 Golf Fund	460447 Golf Course - Pro Shop	000044 REPUBLIC SERVICES #889	GLFP-PRO SHOP WASTE	115.02
5010 Golf Fund	460447 Golf Course - Pro Shop	000011 MISSION VALLEY POWER	GLFP-DOWNSTAIRS METE	113.57
5010 Golf Fund	460447 Golf Course - Pro Shop	000011 MISSION VALLEY POWER	GLFP-CAR STORAGE BLD	59.98
5010 Golf Fund	460448 Golf Course - Carts	1864 CHS/MOUNTAIN WEST	GLFP-FUEL	112.46
5010 Golf Fund	460448 Golf Course - Carts	1864 CHS/MOUNTAIN WEST	GLFM-FUEL	284.63
5010 Golf Fund	460450 Golf Course Restaurant	000185 SUPER 1 FOODS	GLFR-7" PLATES	12.60
5010 Golf Fund	460450 Golf Course Restaurant	000185 SUPER 1 FOODS	GLFR-FOOD SUPPLY	9.83
5010 Golf Fund	460460 G. C. Restaurant O & M	000644 CITY OF POLSON WATER	GLFR-RESTAURANT WATR	139.94
5010 Golf Fund	460460 G. C. Restaurant O & M	3306 POLSON PROPANE	GLFR-FUEL	364.51
5010 Golf Fund	460460 G. C. Restaurant O & M	2888 MISSION VALLEY SECURITY	GLFR-QTRLY MONITOR A	52.50
5010 Golf Fund	460460 G. C. Restaurant O & M	000044 REPUBLIC SERVICES #889	GLFR-RESTAURANT WAST	115.02
5010 Golf Fund	490200 Revenue Bonds	4668 GLACIER BANK	GLFM-BOND PRINC PAYM	51,304.16
5010 Golf Fund	490200 Revenue Bonds	4668 GLACIER BANK	GLFM-BOND INTEREST P	1,088.97
Total for Fund:				67,933.06
5210 Water Fund	430500 Water Utilities	4880 ACCESS MONTANA	WATR-INTERNET SERVIC	15.00
5210 Water Fund	430500 Water Utilities	4880 ACCESS MONTANA	WATR-SATELLITE@715 7T	38.97
5210 Water Fund	430500 Water Utilities	4458 SHARI A. JOHNSON, PE	WATR-TSEP PLANNING G	78.22
5210 Water Fund	430500 Water Utilities	001721 MONTANA DEPARTMENT OF	WATR-COMMUNITY CONNE	4,952.00
5210 Water Fund	430500 Water Utilities	3025 FIRST BANKCARD	WATR-CORDLESS VACUUM	50.00
5210 Water Fund	430500 Water Utilities	3025 FIRST BANKCARD	WATR-SHUTOFF TOOL 1/	158.21
5210 Water Fund	430500 Water Utilities	3025 FIRST BANKCARD	WATR-SONAR LEAK DETE	38.27
5210 Water Fund	430500 Water Utilities	3025 FIRST BANKCARD	WATR-HP ENVY PRINTER	48.00
5210 Water Fund	430500 Water Utilities	3025 FIRST BANKCARD	WATR-MS SURFACE PEN	25.25
5210 Water Fund	430500 Water Utilities	4605 THIRD EYE TECHNOLOGIES,	WATER-WORK ON TONY'S	10.00
5210 Water Fund	430530 Source of Supply and	000282 QUILL CORPORATION	W.G.I.S.-BLK INK	27.50
5210 Water Fund	430530 Source of Supply and	000011 MISSION VALLEY POWER	WATR-715 7TH AVE W	109.51
5210 Water Fund	430530 Source of Supply and	4074 APPLIED WATER CONSULTING	WATR-ENG SERV 8/28-9	380.00
5210 Water Fund	430540 Purification and	000101 MONTANA ENVIRONMENTAL	WATR-CHLORINE FREE-C	96.00
5210 Water Fund	430550 Transmission and	4006 HD SUPPLY WATERWORKS,	WATR-SADDLE	135.41
5210 Water Fund	430550 Transmission and	4006 HD SUPPLY WATERWORKS,	WATR-STOCK REPLACEME	201.42
5210 Water Fund	430550 Transmission and	4458 SHARI A. JOHNSON, PE	WATR-CENTER ADDITION	1,760.00
5210 Water Fund	430550 Transmission and	000044 REPUBLIC SERVICES #889	WATR-WASTE DISPOSAL	29.46
5210 Water Fund	430550 Transmission and	4743 WEX BANK	WATR-FUEL 09/01-30/1	238.75
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-FIBER FIX TAPE	13.98
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-SASH LIFT, BROA	13.58
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-FASTENERS	4.58
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-AIR FILTER	22.99
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-ASSORTED PRODUC	219.59
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-KEY KWIKSET	3.00

For doc #s from 125490 to 125617

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-CM BOLT-OUT 5PC	24.99
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-AIR QUICKCONN,	3.69
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-MOUNT SQ, MOUNT	17.56
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-FASTENERS, HOSE	17.38
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-SPARK PLUG	11.97
5210 Water Fund	430550 Transmission and	4159 REXEL INC, d/b/a PLATT	WATR-MISC PART	39.47
5210 Water Fund	430550 Transmission and	2007 UTILITIES UNDERGROUND	WATR-UTIL LOCATE SE	24.34
5210 Water Fund	430550 Transmission and	2074 VERIZON WIRELESS	WATR-CELL PHONE SERV	209.63
5210 Water Fund	430550 Transmission and	4006 HD SUPPLY WATERWORKS,	WATR-REPLACEMENT REG	5,306.10
5210 Water Fund	430560 Geographical Information	3068 WALMART COMMUNITY CREDIT	WGIS-STYLUS & 32G MI	19.32
5210 Water Fund	430560 Geographical Information	2074 VERIZON WIRELESS	W.G.I.S.-CELL PHONE	26.09
5210 Water Fund	430570 Customer Accounting and	000005 POSTMASTER	WATR-BILLING RESERVE	315.00
5210 Water Fund	430570 Customer Accounting and	2888 MISSION VALLEY SECURITY	WATR-SHARED QTRLY MO	35.50
5210 Water Fund	430570 Customer Accounting and	2888 MISSION VALLEY SECURITY	WATR-SHARED MONITOR	36.00
5210 Water Fund	430570 Customer Accounting and	2888 MISSION VALLEY SECURITY	WATR-MONITOR WELLS 6	57.00
Total for Fund:				14,813.73
5310 Sewer Fund	430600 Sewer Utilities	4880 ACCESS MONTANA	SEWR-INTERNET SERVIC	15.00
5310 Sewer Fund	430600 Sewer Utilities	4880 ACCESS MONTANA	SEWR-SATELITE @715 7	38.97
5310 Sewer Fund	430600 Sewer Utilities	3025 FIRST BANKCARD	SEWR-CORDLESS VACUUM	49.99
5310 Sewer Fund	430600 Sewer Utilities	3025 FIRST BANKCARD	SEWR-SHUTOFF TOOL 12	158.22
5310 Sewer Fund	430600 Sewer Utilities	3025 FIRST BANKCARD	SEWR-SONAR LEAK DETE	38.27
5310 Sewer Fund	430600 Sewer Utilities	3025 FIRST BANKCARD	SEWR-32G USB DRIVES	26.91
5310 Sewer Fund	430600 Sewer Utilities	3025 FIRST BANKCARD	SEWR-HP ENVY PRINTER	48.00
5310 Sewer Fund	430600 Sewer Utilities	3025 FIRST BANKCARD	SEWR-MS SURFACE PEN	25.24
5310 Sewer Fund	430600 Sewer Utilities	3025 FIRST BANKCARD	SEWR-MS WINDOWS 10 H	119.99
5310 Sewer Fund	430600 Sewer Utilities	4605 THIRD EYE TECHNOLOGIES,	SEWR-WORK ON TONY'S	10.00
5310 Sewer Fund	430630 Collection and	000011 MISSION VALLEY POWER	SEWR-WEST SHORE	140.73
5310 Sewer Fund	430630 Collection and	4458 SHARI A. JOHNSON, PE	SEWR-CENTER ADDITION	1,760.00
5310 Sewer Fund	430630 Collection and	4743 WEX BANK	SEWR-FUEL 09/01-30/1	690.00
5310 Sewer Fund	430630 Collection and	000101 MONTANA ENVIRONMENTAL	SEWR-LAB, BOD, NITRI	155.00
5310 Sewer Fund	430630 Collection and	000101 MONTANA ENVIRONMENTAL	SEWR-AMMONIA BOD COF	187.00
5310 Sewer Fund	430630 Collection and	000101 MONTANA ENVIRONMENTAL	SEWR-LAB BOD	47.00
5310 Sewer Fund	430630 Collection and	000101 MONTANA ENVIRONMENTAL	SEWR-LAB BOD	47.00
5310 Sewer Fund	430630 Collection and	3103 JIM MORELLI ELECTRIC LLC	SEWR-WAL-MART LIFT S	170.00
5310 Sewer Fund	430630 Collection and	2234 ACE HARDWARE/ TREMPER'S	SEWR-GROUND RECEPTAC	0.69
5310 Sewer Fund	430630 Collection and	2234 ACE HARDWARE/ TREMPER'S	SEWR-GALV NIPPLE	9.98
5310 Sewer Fund	430630 Collection and	2007 UTILITIES UNDERGROUND	SEWR-UTIL LOCATE SEP	24.33
5310 Sewer Fund	430630 Collection and	2074 VERIZON WIRELESS	SEWR-CELL PHONE SERV	209.62
5310 Sewer Fund	430630 Collection and	000011 MISSION VALLEY POWER	SEWR-715 7TH AVE W	109.50
5310 Sewer Fund	430640 Treatment and Disposal	4458 SHARI A. JOHNSON, PE	SEWR-WWTP SRF CALL	78.22
5310 Sewer Fund	430640 Treatment and Disposal	000044 REPUBLIC SERVICES #889	SEWR-WASTE DISPOSAL	29.46
5310 Sewer Fund	430640 Treatment and Disposal	2183 DOWL HKM ENGINEERING	SEWR-T.O. #4 INV #12	63,467.26
5310 Sewer Fund	430660 Geographical Information	000282 QUILL CORPORATION	S.G.I.S.-BLK INK	27.49
5310 Sewer Fund	430660 Geographical Information	3068 WALMART COMMUNITY CREDIT	SGIS-STYLUS & 32G MI	19.32
5310 Sewer Fund	430660 Geographical Information	2074 VERIZON WIRELESS	S.G.I.S.-CELL PHONE	26.09
5310 Sewer Fund	430670 Customer Accounting and	000005 POSTMASTER	SEWR-BILLING RESERVE	315.00
5310 Sewer Fund	430670 Customer Accounting and	2888 MISSION VALLEY SECURITY	SEWR-SHARED MONITOR	36.00
Total for Fund:				68,080.28

Total: 173,505.69

CITY OF POLSON
Application for Commissioner Vacancy
(PLEASE PRINT)

Ward You are applying for: WARD 1

Applicant Name: Lou Marchello

Home Address: 184 Biddy Pt Rd Mail 214 Main St

How long have you lived in Polson? 45 yr

Home Telephone: 883.6184 Work Telephone: 883-2488

Email: Crowsnestmontana@gmail.com

Occupation: Self

Place of Employment: Crows Nest Gallery

Why do you want to become a Commissioner?

I was a commissioner from
want 1 Beford was mayor
of Polson.

How do you feel you will best contribute as a Commissioner?

I have lived in Polson for
45 years. Seen the changes &
have a working idea of the city

Signature of Applicant: Lou Marchello Date: 10/6/16

Information on this application is public information. The information provided herein is true and complete. A false or misleading statement may be cause for elimination from consideration.



CITY OF POLSON

CITY COMMISSION AGENDA ITEM SUMMARY

Agenda Item Number: 8 (MOTION REQUESTED) 2017 Season Golf Pass Fees

Meeting Date: October 17, 2016
Staff Contact: Roger Wallace/Mark Shrives

AGENDA ITEM SUMMARY: This agenda item requests City Commission approval of the 2017 Season Golf Pass Fees.

BACKGROUND: The City Commission annually approves the season golf pass fees after receiving a recommendation from the Golf Board. Historically we ask for approval at the first meeting in October, but were unable this year due to a previous commitment for Roger Wallace, PGA Director of Golf.

ANALYSIS: Find attached the 2017 Golf Season Pass Fees as proposed and approved by the Golf Board (Enclosure 1) Also find attached a copy of the 2016 Golf Season Pass Fees for comparison (Enclosure 2) as well as a spreadsheet comparing our proposed 2017 fees with the 2016 fees of other public access courses in Western Montana (Enclosure 3). The fees represent a 5% increase in all Adult Annual Golf Passes with small increases also proposed in Annual Trail Fees and Cart Pass. This is the final year of a three-year plan to raise annual pass fees to a more realistic number. We raised 10% in '15, 10% in '16 and are proposing 5% in '17. This is also the first year there will be no difference in "in-city" vs. "out of city" season passes, all pass-holders are proposed to pay the same season pass fee. We've been steadily narrowing the difference for the last three years. Also proposed for 2017 is a new "Millennial" Season Pass. This pass represents a 40% discount to regular season pass fees and is promotional in nature targeting potential golfers in the 20-29-year age range. This age range makes up the fewest adult pass-holders at Polson Bay Golf Course. It is theorized that this is because of lower paying jobs at the onset of a young adults work career and starting families. By offering this discounted season pass fee it is hoped that millennials are enticed to the golf course, playing with regularity throughout adulthood.

FINANCIAL CONSIDERATIONS: See enclosure 1.

STAFF RECOMMENDATION: The Golf Board recommends adoption of the new fees. City staff recommends approval.

SUGGESTED MOTION: *I move to set the 2017 Polson Bay Golf Course 2017 Season Pass Fees at the amount as noticed on the attached fee notice sheet.*

ATTACHMENTS:

- Enclosure 1 – 2017 Proposed Season Pass Fees
- Enclosure 2 – 2016 Season Golf Pass Fee
- Enclosure 3 – Fee Comparison Sheet with Other Golf Courses in Western Montana.

POLSON BAY GOLF COURSE 2017 SEASON PASS FEES NOTICE

SEASON PASS PURCHASED BEFORE FEBRUARY 28, 2017

*ADULT \$650

*COUPLE \$1235

MILLENNIAL SINGLE (20-29) \$390

*MILLENNIAL COUPLE (20-29) \$740

^9-HOLE PASS PER ADULT \$535

^*9-HOLE PASS COUPLE \$1015

+JUNIOR (14 & UNDER) \$65 (15-18) \$95 (19-22 w/student ID) \$125
(OUT OF COUNTY) \$125

*Couples are defined as two cohabitating adults residing in the same household

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

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

ANNUAL FEES PURCHASED BEFORE FEBRUARY 28, 2017

TRAIL FEE \$225

CART PASS – SINGLE \$565

CART PASS –ADDITIONAL SAME HOUSEHOLD \$210

CART STORAGE – GAS \$470

CART STORAGE – ELECTRIC \$540

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

\$20 Per Person MSGA Handicap Fee Payable To: Wallace's Golf Shop
Additional Checks Sent To Same Address Please!!

PLEASE RETURN WITH PAYMENT

**BY PAYING ANY 2017 SEASON PASS FEES, YOU ARE AWARE AND
WILL ABIDE BY THE CITY OF POLSON GOLF COURSE
REFUND/ROLLOVER POLICY. POLICY CAN BE FOUND AT
WWW.POLSONBAYGOLF.COM, POLSON BAY GOLF COURSE
NEWSLETTER, AND A HARD COPY OF OF THE POLICY IS AVAILABLE
AND CAN BE PICKED UP IN THE GOLF SHOP.**

**YOU MUST FAMILIARIZE YOURSELF WITH REFUND/ROLLOVER
POLICY PRIOR TO PURCHASE!**

Name _____ Phone # _____ Cell # _____

Address _____

E-Mail Address _____

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

SEASON PASS PURCHASED BEFORE FEBRUARY 28, 2016

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

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

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

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

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

ANNUAL FEES PURCHASED BEFORE FEBRUARY 28, 2016

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

ALL ANNUAL FEE SALES ARE FINAL AND NOT SUBJECT TO REFUND

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

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

Additional Checks Sent To Same Address Please!!

PLEASE RETURN WITH PAYMENT

Name _____ Phone # _____ Cell # _____

Address _____

E-Mail Address _____

Encl 2

2016 Season Pass Comparison of 18+ Hole Regulation Golf Courses in Western Montana

Golf Course	CITY	Single	Couple	TF	CS/E	CS/G	CP single	CP couple
Glacier View	W. Glacier	475	N/A	100	85	65	N/A	N/A
King Ranch	Frenchtown	475	775	175	360	360	495	N/A
Anaconda Hills	Gt. Falls	510	N/A	300	N/A	N/A	715	
Mission Mountain	Ronan	525	999	265	445	420	550	650
Whitefish Lake	Whitefish	525	980	190	330	300	N/A	N/A
Eagle Falls	Gt. Falls	600	N/A	300	300	265	715	
Cabinet View CC	Libby	610	1120	110	375	350	550	950
Larchmont	Missoula	595	885	460			480	860
Village Greens	Kalispell	635	N/A	175	315	265	460	N/A
Polson Bay GC	Polson	650	1235	225	540	470	565	775
Marias Valley	Shelby	625	885	200	425	365	550	
Hamilton	Hamilton	675	985	200	390	330	600	850
Buffalo Hill	Kalispell	735	N/A	205	225	185	630	N/A
Bill Roberts	Helena	700	1090	165	350	320	325	N/A
Fairmont Hot Springs	Anaconda	795	930	275	325	275	350	N/A
Northern Pines	Kalispell	675	1150	N/A	N/A	N/A	550	N/A
Old Works	Anaconda	825	1080	N/A	N/A	N/A	N/A	N/A
Fox Ridge	Helena	850	1350	300	N/A	N/A	325	N/A
Indian Springs	Eureka	850	1600	200	N/A	N/A	350	625
Meadow Lake	Col. Falls	950	1900	475	N/A	N/A	550	1100
Canyon River	Missoula	995	1590	200	N/A	N/A	605	810

*CS does not include TF *CS Outdoors

*CP includes both seats

*CP includes both seats

*CS does not include TF

*CS does not include TF

*CS does not include TF

***2017 Early Buy Rates**

*CP in both seats

*CS does not include TF *CP in both seats

*CS does not include TF

*CP includes both seats

*Property Owners Only

*CR utilizes bundle pricing for un C & R

Prices represent current 2016 unlimited play rates on column 2 and 3.

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

2016 Rates Only
 *All courses were verified through phone or online

POLSON CITY MANAGER
EMPLOYMENT AGREEMENT

THIS AGREEMENT dated on this _____ day of October, 2016, by and between the **CITY OF POLSON**, a municipal corporation, with offices at 106 1st Street East, Polson, MT 59860, hereinafter referred to as "City" and **MARK SHRIVES**, 45 Bogey Drive, Polson, MT 59860, hereinafter referred to as "Employee."

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

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

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

WITNESSETH:

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

1. Duties

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

2. Salary

- A. Base Salary: The annual salary of Employee shall be \$87,705.00. The salary is payable in twenty-six bi-weekly installments and at the same time that other salaried employees are paid. This annual salary shall commence on October 30, 2016.

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

3. Term of Employment

- A. Employee's term of this agreement shall begin October 30, 2016 and expire, unless renewed, on October 29, 2018.
- B. Nothing in this agreement shall prevent, limit, or otherwise interfere with the right of the City Commission, by an affirmative vote of four members of the City Commission, to terminate the services of Employee at any time either for City's convenience or for the default of Employee, subject only to provisions set forth in Section 4 of this Agreement.
- C. Employee shall be bound by the terms of the Polson Personnel Policy Manual, as existing and as the same may be amended from time to time except as the same may otherwise provided herein. In the event of conflict between this agreement and the Polson Personnel Policy Manual, this agreement will control.

4. Termination by City

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

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

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

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

5. Severance Pay

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

Employee will request from City at least six months prior to expiration of this Agreement whether the City anticipates, in good faith, that a renewal of the contract of employment will be given to Employee. The City will respond within fifteen (15) days thereafter. If the City shall respond in the affirmative, the parties will commence negotiations for such renewal. If the City does not extend its offer of further employment the Agreement will lapse at the expiration of its term. If the City fails to bargain in good

faith or refuses to negotiate thereafter without sufficient cause, the City will pay Employee the severance pay stated in Subsection 5. A. above.

6. Termination by Employee

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

7. Performance Reviews

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

8. Retirement Benefits

Employee is afforded the opportunity to participate in the Public Employees Retirement System (PERS), subject to the rules and regulations pertaining to such participation. The Employee has opted out of PERS with the understanding that the City will contribute an amount equal to the current State of Montana PERS rate plus 1% of compensation to a retirement program of Employee's choosing. If the State PERS program increases the contribution rate such contribution will also be given to Employee. The current revision is effective October 30, 2016.

9. Health and Life Insurance Benefits

- A. City shall provide group health care benefits under the high deductible plan, consistent with those provided to all City employees. In the event Employee holds as a primary underwriter Veteran's Administration or other-sourced health care insurance, then and in that event City shall pay over to Employee a cash equivalent of 75% of the City's premium cost. This amount shall be adjusted annually in accordance with the City's premium cost.

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

11. Vacation and Sick Leave

- A. Vacation time will be in accordance with the City Personnel Policy. In accordance with Montana law, the Employee will be credited with 17 years of agency service.
- B. Employee will accrue sick leave at the City rate of 3.692 hours bi-weekly.
- C. Employee is entitled to accrue all unused leave in the manner provided in the Polson Personnel Policy Manual.
- D. Employee shall be entitled to military reserve leave time pursuant to Federal and Montana State law and the Polson Personnel Policy Manual.

12. Employer Provided Vehicle/Car Allowance

The City hereby agrees to pay Employee reasonable general expenses for maintenance, repair and fuel for Employee's personal vehicle on behalf of the City, in the form of an automobile allowance in the amount of \$350.00 per month. The Parties contemplate that Employee will use his/her own personal vehicle for the pursuit of City business.

This allowance is to compensate Employee for the use of his/her vehicle, including, but not limited to, costs associated with regular maintenance, mileage, insurance, taxes, licensing, depreciation, oil and gas expenses, and all other sundry and miscellaneous expenses associated with the operation of a motor vehicle. The parties intend that Employee will use his personal vehicle for all in-state travel required of him in pursuit of his duties as City Manager. Employee is responsible for all costs and expenses arising out of the use of his personal vehicle for City business. When the vehicle is used for travel outside the Polson vicinity (50 miles or more), the City will reimburse Employee for the cost of gas. In the event that the City Manager may be traveling in a group of City staff or board members, he may, in his discretion, travel with the group in a City vehicle.

Employee agrees to maintain adequate liability insurance on the vehicle as required by law, naming the City as an additional non-contributing party.

13. Professional Memberships, Conferences and Education

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

14. Technology

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

15. Indemnification

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

16. Written Notice Provisions

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

CITY: Mayor, City of Polson, 106 1st St. E, Polson, MT 59860

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

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

17. General Provisions

- A. Integration: This Agreement sets forth and establishes the entire understanding between City and Employee relating to employment of Employee by City. Any prior discussions or representations by or between the parties are merged into and rendered null and void by the Agreement. The parties by mutual written agreement may amend any provision of this agreement during the term of the agreement. Such amendments shall be incorporated and made a part of this agreement.

- B. Binding Effect: This Agreement shall be binding on City and Employee as well as their heirs, assigns, executors, personal representatives and successors in interest.

- C. Severability: The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the removal or judicial modification of the invalid provision.

- D. Applicable Law: This Agreement shall be governed in all respects by the laws of the State of Montana.

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

CITY OF POLSON

CITY MANAGER

Heather Knutson, Mayor

Mark Shrives

ATTEST:

Cora E. Pritt, City Clerk

Approved as to form and content:

M. Richard Gebhardt, City Attorney