

# CITY OF POLSON COMMISSION MEETING AGENDA

**COMMISSION CHAMBERS**

**November 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. October 13-31, 2016 Claims
- b. City Commission Written Summary Meeting Minutes October 17, 2016
- c. City Commission Electronic Meeting Minutes October 17, 2016

**6. CITY MANAGER COMMENTS**

City Manager Mark Shrives

**NEW BUSINESS**

**7. UPDATE ON TAX INCREMENT FINANCE DISTRICT (TIFD) 2016 PROPERTIES**

City Finance Officer Cindy Dooley

**8. AMENDMENT #1 FLUIDYNE CORPORATION SCOPE OF SUPPLY MODIFICATIONS TO CONTRACT**

City Manager Mark Shrives

**\*VOTE REQUIRED\***

**9. AMENDMENT #7 ENGINEERING SERVICES-DOWNTOWN WATER LOOPING PROJECT**

City Manager Mark Shrives

**\*VOTE REQUIRED\***

**10. FIRST READING OF ORDINANCE 2016-TBD TO AMEND POLSON DEVELOPMENT CODE**

City Planner Kyle Roberts, City Manager Mark Shrives

**\*VOTE REQUIRED\***

**11. RESOLUTION 2016-TBD TO ADOPT POLSON GROWTH POLICY**

City Planner Kyle Roberts, City Manager Mark Shrives

**\*VOTE REQUIRED\***

\*To view the Polson Growth Policy go to: [www.cityofpolson.com](http://www.cityofpolson.com) , on the home page scroll down to latest news. The Growth Policy and the Growth Policy Maps are posted there.

**12. ADJOURN**

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

For doc #s from 125617 to 125733

5a.

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
1000 General All-Purpose Fund	410200 Executive Services	4895 8x8, INC.	EXEC-TELEPHONE SERIV	34.85
1000 General All-Purpose Fund	410200 Executive Services	000317 MONTANA LEAGUE OF CITIES	EXEC-2016 MLCT CONF	75.00
1000 General All-Purpose Fund	410360 Municipal Court	4895 8x8, INC.	CORT-TELEPHONE SERVI	29.35
1000 General All-Purpose Fund	410360 Municipal Court	4895 8x8, INC.	CORT-SHARED TELEPHON	18.70
1000 General All-Purpose Fund	410360 Municipal Court	000010 CENTURYLINK	CORT-SHARED FAX SERV	17.13
1000 General All-Purpose Fund	410360 Municipal Court	4920 OFFICE DEPOT, INC	CORT-ORBIT OPTICAL T	39.94
1000 General All-Purpose Fund	410400 Administrative Services	4895 8x8, INC.	ADMN-TELEPHONE SERVI	29.35
1000 General All-Purpose Fund	410400 Administrative Services	000317 MONTANA LEAGUE OF CITIES	ADMN-2016 MLCT CONF	150.00
1000 General All-Purpose Fund	410500 Financial Services	000282 QUILL CORPORATION	FINC-OFFICE SUPPLIES	22.55
1000 General All-Purpose Fund	410500 Financial Services	4895 8x8, INC.	FINC-TELEPHONE SERVI	58.70
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4998 ELECTRONIC SOUND &	FACL-NEW SOUNDSYTM I	3,517.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4995 PINNACLE INVESTIGATIONS	FACL-PRE EMPLY BCKGR	18.82
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000282 QUILL CORPORATION	FACL-COPIER PAPER	72.50
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000011 MISSION VALLEY POWER	FACL-CITY HALL	252.82
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000011 MISSION VALLEY POWER	FACL-FIRE HALL	144.88
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000011 MISSION VALLEY POWER	FACL-HVAC SYSTEM	190.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4456 MONTANA INTERACTIVE	FACL-ANNUAL SUBSCRIP	100.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	5002 MAIDS IN MONTANA	FACL-OFFICE CLEANING	109.25
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4605 THIRD EYE TECHNOLOGIES,	FACL-COMPTR CLEAN UP	435.80
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4895 8x8, INC.	FACL-TELEPHONE SERVI	178.86
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	3211 POLSON CHAMBER OF	FACL-2 ANNAUL BANQUE	100.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	2937 G & M AUTO TECH, INC	FACL-09 SUBARU OIL C	34.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000300 HARBOR LIGHT FURNITURE &	FACL-BLINDS FOR PLAN	113.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4062 WEST COAST PAPER	FACL-PAPER TWLS, TOI	81.50
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000010 CENTURYLINK	FACL-FAX SERVICE	33.32
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	1959 A & R TROPHIES	FACL-L MARCHELLO NAM	30.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4936 ZOERENE GEMBALA	FACL-CLEANING SUPPLI	83.93
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	2943 CLICK HERE DESIGNS	FACL-WEB HOST, EMAIL	105.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000414 BROWN'S JEWELRY STORE	FACL-F NIEMEYER EMPL	65.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000034 WESTERN BUILDING CENTER	FACL-ASST BLDG MATER	49.90
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000034 WESTERN BUILDING CENTER	FACL-PAINT	63.94
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000034 WESTERN BUILDING CENTER	FACL-PAINT	31.97
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000034 WESTERN BUILDING CENTER	FACL-PAINT	31.97
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000034 WESTERN BUILDING CENTER	FACL-PAINT & TRIM	83.92
1000 General All-Purpose Fund	420140 Crime Control and	000282 QUILL CORPORATION	POLC-WIRELESS KEYBOA	21.16
1000 General All-Purpose Fund	420140 Crime Control and	000011 MISSION VALLEY POWER	POLC-STORAGE SHED	29.96
1000 General All-Purpose Fund	420140 Crime Control and	000011 MISSION VALLEY POWER	POLC-1ST ST E STORAG	12.00
1000 General All-Purpose Fund	420140 Crime Control and	4621 HAZEEZ RAFIU	POLC-REIMBURSE HEADL	18.88
1000 General All-Purpose Fund	420140 Crime Control and	4895 8x8, INC.	POLC-TELEPHONE SERVI	225.41
1000 General All-Purpose Fund	420140 Crime Control and	4895 8x8, INC.	POLC-SHARED TELEPOHN	18.70
1000 General All-Purpose Fund	420140 Crime Control and	001635 SIRCHIE FINGER PRINT	POLC-PATROL LATENT P	123.07
1000 General All-Purpose Fund	420140 Crime Control and	000020 PROVIDENCE HEALTH &	POLC-DOYLE PRE-EMPLY	223.00
1000 General All-Purpose Fund	420140 Crime Control and	000020 PROVIDENCE HEALTH &	POLC-216CR0028906	95.00
1000 General All-Purpose Fund	420140 Crime Control and	000020 PROVIDENCE HEALTH &	POLC-216CR0020312	95.00
1000 General All-Purpose Fund	420140 Crime Control and	2937 G & M AUTO TECH, INC	POLC-VEH #7 MAINT	40.00
1000 General All-Purpose Fund	420140 Crime Control and	2937 G & M AUTO TECH, INC	POLC-FORD F150 WINDO	88.64
1000 General All-Purpose Fund	420140 Crime Control and	2937 G & M AUTO TECH, INC	POLC-VEH #10 MAINT	71.98
1000 General All-Purpose Fund	420140 Crime Control and	2937 G & M AUTO TECH, INC	POLC-VEH #10 BATTERY	120.88
1000 General All-Purpose Fund	420140 Crime Control and	2937 G & M AUTO TECH, INC	POLC-2014 FORD MAINT	40.00
1000 General All-Purpose Fund	420140 Crime Control and	2937 G & M AUTO TECH, INC	POLC-VEH #5 REPLC RE	532.57
1000 General All-Purpose Fund	420140 Crime Control and	2937 G & M AUTO TECH, INC	POLC-2013 EXPLORER M	40.00
1000 General All-Purpose Fund	420140 Crime Control and	2937 G & M AUTO TECH, INC	POLC-2012 FORD F150	40.00

For doc #s from 125617 to 125733

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
1000 General All-Purpose Fund	420140 Crime Control and	000010 CENTURYLINK	POLC-SHARED FAX SERV	17.13
1000 General All-Purpose Fund	420400 Fire Protection and	4329 BISHOP SIGNWORKS	FIRE-HELEMENT DECALS	12.00
1000 General All-Purpose Fund	420400 Fire Protection and	3250 ACTION TRAINING SYSTEMS,	FIRE-TRAINING COURSE	3,000.00
1000 General All-Purpose Fund	420400 Fire Protection and	001566 MSU FIRE SERVICES	FIRE-PROPANE TRAILER	100.00
1000 General All-Purpose Fund	420400 Fire Protection and	3411 WESTERN STATES EQUIPMENT	FIRE-ANNUAL MAINT AL	650.00
1000 General All-Purpose Fund	420400 Fire Protection and	4895 8x8, INC.	FIRE-TELEPOHNE SERVI	29.35
1000 General All-Purpose Fund	420400 Fire Protection and	3528 THE COVE DELI & PIZZA	FIRE-WORKING LUNCHEO	107.61
1000 General All-Purpose Fund	420400 Fire Protection and	001541 L.N. CURTIS & SONS	FIRE-REPAIR OF VEHIC	327.00
1000 General All-Purpose Fund	420400 Fire Protection and	3256 CLINT COTTLE	FIRE-REIMBURSE CELL	97.45
1000 General All-Purpose Fund	420400 Fire Protection and	2547 TREASURE STATE CONCRETE	FIRE-FABRIC WOVEN RO	453.60
1000 General All-Purpose Fund	420540 Land Use	4605 THIRD EYE TECHNOLOGIES,	PLNG-REMOTE WORK ON	28.00
1000 General All-Purpose Fund	420540 Land Use	4895 8x8, INC.	PLNG-TELEPHONE SERVI	29.35
1000 General All-Purpose Fund	420540 Land Use	4895 8x8, INC.	PLNG-BP TECH TELPHN	14.67
1000 General All-Purpose Fund	430240 Road and Street	4159 REXEL INC, d/b/a PLATT	STRT-GARAGE HEATER	177.23
1000 General All-Purpose Fund	430240 Road and Street	000011 MISSION VALLEY POWER	STRT-CITY SHOP	175.32
1000 General All-Purpose Fund	430240 Road and Street	2520 CITY OF POLSON BUILDING	STRT-OIL STRGE SHED	251.25
1000 General All-Purpose Fund	430240 Road and Street	4928 BLACK DIAMOND BUILDERS	STRT-MATERIALS FOR S	7,212.00
1000 General All-Purpose Fund	430240 Road and Street	4159 REXEL INC, d/b/a PLATT	STRT-LIT FMML VERSI	95.26
1000 General All-Purpose Fund	430240 Road and Street	4849 JOHN DEERE FINANCIAL	STRT-FASTENERS	5.40
1000 General All-Purpose Fund	430240 Road and Street	4159 REXEL INC, d/b/a PLATT	STRT-WAY POINT BLACK	110.06
1000 General All-Purpose Fund	430240 Road and Street	000034 WESTERN BUILDING CENTER	STRT-MIDWEST ASSORTE	3.16
1000 General All-Purpose Fund	430240 Road and Street	000034 WESTERN BUILDING CENTER	STRT-WIRE NUT, CAP C	1.14
1000 General All-Purpose Fund	430240 Road and Street	000034 WESTERN BUILDING CENTER	STRT-MIDWEST FASTENE	1.68
1000 General All-Purpose Fund	430240 Road and Street	000034 WESTERN BUILDING CENTER	STRT-PRODUCT RETURNE	-78.37
1000 General All-Purpose Fund	430240 Road and Street	000034 WESTERN BUILDING CENTER	STRT-ELEVATED POST B	23.20
1000 General All-Purpose Fund	430240 Road and Street	000034 WESTERN BUILDING CENTER	STRT-ELEVATED POST P	-21.50
1000 General All-Purpose Fund	430240 Road and Street	000034 WESTERN BUILDING CENTER	STRT-SCREWS, WASHERS	7.84
1000 General All-Purpose Fund	430240 Road and Street	000034 WESTERN BUILDING CENTER	STRT-BLUE TARPS	25.40
1000 General All-Purpose Fund	430240 Road and Street	000034 WESTERN BUILDING CENTER	STRT-BUSHING, NIPPLE	14.57
1000 General All-Purpose Fund	430240 Road and Street	000034 WESTERN BUILDING CENTER	STRT-PASS LINK CHAIN	5.28
1000 General All-Purpose Fund	430240 Road and Street	000034 WESTERN BUILDING CENTER	STRT-MISC PRODUCT	3.99
1000 General All-Purpose Fund	460430 Parks	1884 SMITH SEPTIC PUMPING	PRKS-PUMP LFT STA RV	50.00
1000 General All-Purpose Fund	460430 Parks	000048 MIDLAND IMPLEMENT CO.	PRKS-SPEARS ASST PAR	62.89
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PRKS-CITY PARKS	353.92
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PRKS-KERR DA/BB FIEL	35.06
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PRKS-SACAJAWEA PARK	9.57
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PRKS-1ST ST E WATR S	43.84
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PRKS-BOETTCHER PARK	22.22
1000 General All-Purpose Fund	460430 Parks	4895 8x8, INC.	PRKS-TELEPOHNE SERVI	58.70
1000 General All-Purpose Fund	460430 Parks	000034 WESTERN BUILDING CENTER	PRKS-HOSE FTG	1.49
1000 General All-Purpose Fund	460430 Parks	000034 WESTERN BUILDING CENTER	PRKS-NUT DRIVER	3.21
			Total for Fund:	21,759.17
2020 Police Municipal Services	420140 Crime Control and	4788 G. W., INC	POLC-AMMUNITION	600.25
			Total for Fund:	600.25
2211 Skate Park Fund	460430 Parks	2547 TREASURE STATE CONCRETE	PRKS-PIT RUN SAND	262.73
			Total for Fund:	262.73

For doc #s from 125617 to 125733

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
2390 Drug Forfeiture Fund	420140 Crime Control and	000150 PETTY CASH FUND	POLC-DTF OPERATIONS	500.00
			Total for Fund:	500.00
2394 Building Code Enforcement	420500 Protective Inspections	4605 THIRD EYE TECHNOLOGIES,	BLDG-REMOTE WORK ON	12.00
2394 Building Code Enforcement	420500 Protective Inspections	4895 8x8, INC.	BLDG-TELEPHONE SERVI	29.35
2394 Building Code Enforcement	420500 Protective Inspections	4895 8x8, INC.	BLDG-BP TECH SHARED	14.68
			Total for Fund:	56.03
2401 Light Maintenance	430263 Street Lighting	000011 MISSION VALLEY POWER	FACL-STRT LGHTS-0301	1,442.19
			Total for Fund:	1,442.19
2402 Light Maintenance	430263 Street Lighting	000011 MISSION VALLEY POWER	FACL-STRT LGHTS-0301	796.22
			Total for Fund:	796.22
2820 Gas Apportionment Tax	430240 Road and Street	3367 THE TRACTOR SHOP, INC.	STRT-REPAIR DURACO 1	290.00
2820 Gas Apportionment Tax	430240 Road and Street	3880 WE DUST CONTROL &	STRT-DE-ICER	5,864.33
2820 Gas Apportionment Tax	430240 Road and Street	4952 NATIONAL INDUSTRIAL &	STRT-CABLE, CABLE TI	98.94
2820 Gas Apportionment Tax	430240 Road and Street	000026 POLSON AUTO PARTS, INC.	STRT-FITTING, COUPLI	37.30
2820 Gas Apportionment Tax	430240 Road and Street	000026 POLSON AUTO PARTS, INC.	STRT-ADAPTR, FITNGS,	67.45
2820 Gas Apportionment Tax	430240 Road and Street	000026 POLSON AUTO PARTS, INC.	STRT-O-RING	0.69
2820 Gas Apportionment Tax	430240 Road and Street	000026 POLSON AUTO PARTS, INC.	STRT-LAMP	5.08
2820 Gas Apportionment Tax	430240 Road and Street	000026 POLSON AUTO PARTS, INC.	STRT-PLUG	1.65
2820 Gas Apportionment Tax	430240 Road and Street	4953 CURRIER'S CERTIFIED	STRT-SNOW DEFLECTOR	40.00
2820 Gas Apportionment Tax	430240 Road and Street	1860 PIONEER RESEARCH	STRT-ENVIRO PRO	1,042.75
2820 Gas Apportionment Tax	430240 Road and Street	2547 TREASURE STATE CONCRETE	STRT-3/4 SAND CRUSH	43.55
2820 Gas Apportionment Tax	430240 Road and Street	2547 TREASURE STATE CONCRETE	STRT-3/4 SAND, PIT R	74.22
			Total for Fund:	7,565.96
5010 Golf Fund	460446 Golf Course -	2202 PEAKS & PRAIRIES GCSA	GLFM-PN-MEETING/CLAS	245.00
5010 Golf Fund	460446 Golf Course -	2202 PEAKS & PRAIRIES GCSA	GLFM-NA-MEETING/CLAS	245.00
5010 Golf Fund	460446 Golf Course -	2094 WILBUR ELLIS COMPANY	GLFM-ASST FERTILIZER	8,925.50
5010 Golf Fund	460446 Golf Course -	2094 WILBUR ELLIS COMPANY	GLFM-GA JU UNPH	1,766.20
5010 Golf Fund	460446 Golf Course -	3025 FIRST BANKCARD	GLFM-SKID STEER WELD	178.12
5010 Golf Fund	460446 Golf Course -	3025 FIRST BANKCARD	GLFM-FUEL	29.87
5010 Golf Fund	460446 Golf Course -	000011 MISSION VALLEY POWER	GLFM-GOLF SHED	195.48
5010 Golf Fund	460446 Golf Course -	000011 MISSION VALLEY POWER	GLFM-25HP PUMP	0.00
5010 Golf Fund	460446 Golf Course -	000011 MISSION VALLEY POWER	GLFM-60HP PUMP	201.15
5010 Golf Fund	460446 Golf Course -	000011 MISSION VALLEY POWER	GLFM-155HP PUMP	145.59
5010 Golf Fund	460446 Golf Course -	000011 MISSION VALLEY POWER	GLFM-BAYVEIW PUMP ST	1,275.14
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GLFM-HYDRAULIC FILTE	15.54
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GLFM-ASST. OIL FILTE	85.37
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GLFM-OIL SEAL	9.45
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GLFM-NAPA 15w40 55 G	499.99
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GLFM-HYD OIL FL 55 G	459.00
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GLFM-AIR FILTER	9.81
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GLFM-OIL FILTER	4.43
5010 Golf Fund	460446 Golf Course -	000026 POLSON AUTO PARTS, INC.	GLFM-WLEDING ROD	18.52

For doc #s from 125617 to 125733

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
5010 Golf Fund	460446 Golf Course -	3992 PAT NOWLEN	GLFM-PN TRAVEL MEALS	80.00
5010 Golf Fund	460446 Golf Course -	4946 NATALIA ARLINT	GLFM-NA TRAVEL MEALS	80.00
5010 Golf Fund	460446 Golf Course -	000048 MIDLAND IMPLEMENT CO.	GLFM-TORO PARTS	3,319.00
5010 Golf Fund	460446 Golf Course -	4895 8x8, INC.	GLFM-TELEPHONE SERVI	29.35
5010 Golf Fund	460446 Golf Course -	1864 CHS/MOUNTAIN WEST	GLFM-FUEL	214.90
5010 Golf Fund	460446 Golf Course -	1864 CHS/MOUNTAIN WEST	GLFM-FUEL	318.54
5010 Golf Fund	460446 Golf Course -	1864 CHS/MOUNTAIN WEST	GLFM-FUEL	513.72
5010 Golf Fund	460446 Golf Course -	000010 CENTURYLINK	GLFM-FAX SERVICE	33.32
5010 Golf Fund	460446 Golf Course -	000048 MIDLAND IMPLEMENT CO.	GLFM-ASST. PARTS	669.17
5010 Golf Fund	460446 Golf Course -	000046 BEACON TIRE CENTER	GLFM-1 SAWTOOTH	37.95
5010 Golf Fund	460446 Golf Course -	5004 DEERE CREDIT, INC.	LEASE PURCHASE OF 3	75,000.00
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	59.71
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	176.23
5010 Golf Fund	460446 Golf Course -	2547 TREASURE STATE CONCRETE	GLFM-ROLL FABRIC WOV	453.60
5010 Golf Fund	460446 Golf Course -	000034 WESTERN BUILDING CENTER	GLFM-ASST BUILDING M	333.69
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/STRT L	172.58
5010 Golf Fund	460447 Golf Course - Pro Shop	4329 BISHOP SIGNWORKS	GLFP-STICKERS	25.20
5010 Golf Fund	460447 Golf Course - Pro Shop	1864 CHS/MOUNTAIN WEST	GLFP-FUEL	58.36
5010 Golf Fund	460447 Golf Course - Pro Shop	000010 CENTURYLINK	GLFP-TELEPHONE SERVI	155.34
5010 Golf Fund	460447 Golf Course - Pro Shop	000644 CITY OF POLSON WATER	GLFP-PRO SHOP UTILIT	99.67
5010 Golf Fund	460450 Golf Course Restaurant	3233 FOOD SERVICES OF AMERICA	GLFR-FOOD SUPPLY	509.17
5010 Golf Fund	460460 G. C. Restaurant O & M	000011 MISSION VALLEY POWER	GLFR-T10204 METER	174.66
5010 Golf Fund	460460 G. C. Restaurant O & M	4664 CHARTER COMMUNICATIONS	GLFR-RESTAURANT TV/I	96.05
5010 Golf Fund	460460 G. C. Restaurant O & M	4459 GRIME FIGHTERS OF	GLFR-EXHAUST HOOD IN	395.00
5010 Golf Fund	460460 G. C. Restaurant O & M	000010 CENTURYLINK	GLFR-TELEPHONE SERVI	126.61
5010 Golf Fund	460460 G. C. Restaurant O & M	3306 POLSON PROPANE	GLFR-FUEL	78.36
5010 Golf Fund	460460 G. C. Restaurant O & M	4484 MONTANA DEPT OF HEALTH &	GLFR-LIC #FL-300447	115.00
5010 Golf Fund	460460 G. C. Restaurant O & M	000644 CITY OF POLSON WATER	GLFR-RESTAURANT UTIL	99.67
Total for Fund:				97,879.57
5201 Water Impact Fees	430500 Water Utilities	4834 COUGAR RIDGE DEVELOPMENT	WATR-3RD QTR PAYBACK	4,965.00
Total for Fund:				4,965.00
5210 Water Fund	430500 Water Utilities	4995 PINNACLE INVESTIGATIONS	WATR-PRE EMPLY BACKG	28.25
5210 Water Fund	430500 Water Utilities	4995 PINNACLE INVESTIGATIONS	WATR-PRE EMPLY BCKGR	18.84
5210 Water Fund	430500 Water Utilities	4895 8x8, INC.	WATR-TELEPHONE SERVI	48.02
5210 Water Fund	430500 Water Utilities	2434 MISSION VALLEY AUTO, INC.	WATR-'03 CHEVY SILVE	1,827.35
5210 Water Fund	430530 Source of Supply and	000011 MISSION VALLEY POWER	WATR-WELLS, BOOSTER	2,966.08
5210 Water Fund	430530 Source of Supply and	000011 MISSION VALLEY POWER	WATR-RIVERSIDE RESTR	15.18
5210 Water Fund	430530 Source of Supply and	000011 MISSION VALLEY POWER	WATR-RIVERSIDE LIFT-	12.81
5210 Water Fund	430530 Source of Supply and	000011 MISSION VALLEY POWER	WATR-WELLS 6 & 7	507.61
5210 Water Fund	430550 Transmission and	000026 POLSON AUTO PARTS, INC.	WATR-10W30 OIL, 5W30	47.76
5210 Water Fund	430550 Transmission and	000026 POLSON AUTO PARTS, INC.	WATR-TIE ROD END-INN	232.84
5210 Water Fund	430550 Transmission and	4006 HD SUPPLY WATERWORKS,	WATR-PVC BLUE PIPE	529.00
5210 Water Fund	430550 Transmission and	3411 WESTERN STATES EQUIPMENT	WATR-WELLS 2&3 ANNUA	722.00
5210 Water Fund	430550 Transmission and	3411 WESTERN STATES EQUIPMENT	WATR-WELLS 2&3 LOAD	505.00
5210 Water Fund	430550 Transmission and	3411 WESTERN STATES EQUIPMENT	WATR-WELLS 4 & 5 ANN	663.00

For doc #s from 125617 to 125733

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
5210 Water Fund	430550 Transmission and	4006 HD SUPPLY WATERWORKS,	WATR-ASSORTED SERVIC	1,876.24
5210 Water Fund	430550 Transmission and	4006 HD SUPPLY WATERWORKS,	WATR-HYDRANT EXTENSI	830.02
5210 Water Fund	430550 Transmission and	4006 HD SUPPLY WATERWORKS,	WATR-PVC PIPES	94.08
5210 Water Fund	430550 Transmission and	000010 CENTURYLINK	WATR-TELEPHONE SERVI	219.19
5210 Water Fund	430550 Transmission and	000034 WESTERN BUILDING CENTER	WATR-SOLID BLOCKS	24.40
5210 Water Fund	430550 Transmission and	000034 WESTERN BUILDING CENTER	WATR-SOLID BLOCKS	61.00
5210 Water Fund	430550 Transmission and	000034 WESTERN BUILDING CENTER	WATR-SOLID PATIO BLO	15.96
5210 Water Fund	430560 Geographical Information	4895 8x8, INC.	W.G.I.S-TELEPHONE SE	14.68
5210 Water Fund	430570 Customer Accounting and	1780 BLACK MOUNTAIN SOFTWARE,	WATR-TRAINING & SUPP	1,268.75
Total for Fund:				12,528.06
5310 Sewer Fund	430600 Sewer Utilities	4995 PINNACLE INVESTIGATIONS	SEWR-PRE EMPLY BACKG	28.25
5310 Sewer Fund	430600 Sewer Utilities	4995 PINNACLE INVESTIGATIONS	SEWR-PRE EMPLY BCKGR	18.84
5310 Sewer Fund	430600 Sewer Utilities	4895 8x8, INC.	SEWR-TELEPHONE SERVI	48.02
5310 Sewer Fund	430600 Sewer Utilities	2434 MISSION VALLEY AUTO, INC.	SEWR-'03 CHEVY SILVE	1,827.34
5310 Sewer Fund	430630 Collection and	2310 INDUSTRIAL CHEMICAL LABS	SEWR-ROOT BEGONE	1,004.11
5310 Sewer Fund	430630 Collection and	000011 MISSION VALLEY POWER	SEWR-PUMP/LIFT STATI	3,269.24
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	000026 POLSON AUTO PARTS, INC.	SEWR-ASST. PRODUCT	31.51
5310 Sewer Fund	430630 Collection and	3411 WESTERN STATES EQUIPMENT	SEWR-WEST SHORE ANNU	611.00
5310 Sewer Fund	430630 Collection and	3411 WESTERN STATES EQUIPMENT	SEWR-WEST SHORE LOAD	505.00
5310 Sewer Fund	430630 Collection and	3411 WESTERN STATES EQUIPMENT	SEWR-STEWARTS LFT ST	691.00
5310 Sewer Fund	430630 Collection and	3411 WESTERN STATES EQUIPMENT	SEWR-TNDRA SWN ANNUA	667.00
5310 Sewer Fund	430630 Collection and	3411 WESTERN STATES EQUIPMENT	SEWR-WALMART LFT STA	654.00
5310 Sewer Fund	430630 Collection and	3411 WESTERN STATES EQUIPMENT	SEWR-DUCHARME LIFT S	689.00
5310 Sewer Fund	430630 Collection and	3411 WESTERN STATES EQUIPMENT	SEWR-SKYVIEW L/S ANN	698.00
5310 Sewer Fund	430630 Collection and	3411 WESTERN STATES EQUIPMENT	SEWR-PORTABLE GEN AN	430.34
5310 Sewer Fund	430630 Collection and	000010 CENTURYLINK	SEWR-TELEPHONE SERVI	193.71
5310 Sewer Fund	430630 Collection and	000010 CENTURYLINK	SEWR-TELEPHONE SERVI	110.76
5310 Sewer Fund	430640 Treatment and Disposal	4944 A1 JANITORIAL SUPPLY	SEWR-LIFT STA CLEANE	563.06
5310 Sewer Fund	430660 Geographical Information	4895 8x8, INC.	S.G.I.S.-TELEPHONE S	14.67
5310 Sewer Fund	430670 Customer Accounting and	1780 BLACK MOUNTAIN SOFTWARE,	SEWR-TRAINING & SUPP	1,268.75
5310 Sewer Fund	430670 Customer Accounting and	000341 MMIA-LIABILITY PROGRAM	SEWR-EV2016000666 RA	750.00
Total for Fund:				14,217.60
Total:				162,572.78

City of Polson  
Fund Summary for Claims  
For the Accounting Period: 10/16

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Fund/Account	Amount
1000 General All-Purpose Fund	
101000	\$21,759.17
2020 Police Municipal Services Levy	
101000	\$600.25
2211 Skate Park Fund	
101000	\$262.73
2390 Drug Forfeiture Fund	
101000	\$500.00
2394 Building Code Enforcement	
101000	\$56.03
2401 Light Maintenance District #19	
101000	\$1,442.19
2402 Light Maintenance District #20	
101000	\$796.22
2820 Gas Apportionment Tax Fund	
101000	\$7,565.96
5010 Golf Fund	
101000	\$97,879.57
5201 Water Impact Fees	
102250	\$4,965.00
5210 Water Fund	
101000	\$12,528.06
5310 Sewer Fund	
101000	\$14,217.60
<b>Total:</b>	<b>\$162,572.78</b>

# CITY OF POLSON COMMISSION MEETING

Commission Chambers

October 17, 2016

**5b.**  
7:00 p.m.

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

**ABSENT:** Commissioner Coutts

**OTHERS PRESENT** (who voluntarily signed in): Elsa Duford, Lita Fonda, Cara Hingiss, Bonnie Manicke, Lee Manicke, Irene Marchello, Lou Marchello, and Tony Porrazzo

**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 (00:51) –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 (01:22)** none

**CONSENT AGENDA (01:46)** (a).October 1 - 12, 2016 claims, (b).City Commission Written Summary Public Hearing Minutes October 3, 2016 (c). City Commission Electronic Public Hearing Meeting Minutes October 3, 2016, (d). Before the motion, Mayor Knutson made a correction to the Written Summary Minutes of October 3, 2016. In the motion to adjourn the Second was made by Commissioner Southerland. **Commissioner Southerland motion to approve the Consent Agenda with the correction. Commissioner Donovan second.** Commission discussion: none Public comment: none **VOTE: Commissioner Siler abstained due to his absence at the October 3, 2016 meeting. 4 Ayes Motion carried**

**CITY MANAGER COMMENTS (03:26)**-City Manager Shrives commented that the new sound system has been installed. Mayor Knutson presented former Commissioner Todd Erickson with a plaque in recognition of his years of service. Mr. Erickson thanked everyone for the opportunity to serve the City of Polson and the community. Police Chief Wade Nash introduced two new City of Polson Police officers, Reserve Officer Michael Hingiss, and Officer Cody Doyle. Mayor Knutson administered the Oath of Office to each Officer. City Manager Shrives then read a press release from the Polson Rotary regarding a check the Rotary presented to the Mission Valley Junior Golf Association. The check was in the amount of \$11,000.00 to support the Polson Middle School Golf Program. Commissioner Siler also commented that the Rotary gave the Junior Soccer \$9,000.00. Also, City Manager Shrives commented that the City will be working with the Polson Greater Foundation to explore using their Welcome to Polson logo as the official logo for the City.

**APPOINTMENT OF CITY COMMISSIONER WARD 1 (17:44)** - City Manager Shrives along with Mayor Knutson presented this agenda item. The City advertised the position for two weeks. There was one application, Lou Marchello. Mayor Knutson thanked Lou for applying. **Commissioner Turner motion to accept Lou Marchello as Ward 1 Commissioner to replace Todd Erickson. Commissioner Southerland second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried** Mayor Knutson then administered the Oath of Office to Lou

Marchello. Upon completion of the Oath of Office being taken, Commissioner Marchello took his seat with the rest of the Commission.

**SET THE POLSON BAY GOLF COURSE 2017 SEASON PASS FEES (21:06)** – Polson Bay Golf Course Director Roger Wallace presented this agenda item. This is the proposed 2017 Golf Fees. This rate increase will be the final fee raise of the 3 year plan to raise fees for the purpose of capital improvement. There is also a new rate for millennials. This new rate is to help those just beginning their careers to be able to play golf. Commissioner Siler asked if the issue of refunds had been addressed. Roger commented that there are several postings of the Refund Roll-over Policy and that anyone purchasing a season pass will be required to sign that they are aware of the policy. Mayor Knutson asked if the new fee increase was supported by the Golf Board. Roger answered yes, the Golf Board was in full support of the fee increase. **Commissioner Southerland motion to set the 2017 Polson Bay Golf Course Season Pass Fees at the amount noted on the attached fee notice sheet. Commissioner Marchello second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

**APPROVE CITY MANAGER MARK SHRIVES EMPLOYMENT AGREEMENT (28:40)**-Mayor Knutson presented this agenda item. The City Commission has met and discussed the employment contract with City Manager Mark Shrives. The changes to the contract are; (a). Base salary will be \$87,705.00 effective October 30, 2016, (b). Term is two years, (c). Performance Review will occur in May, (d). PERS+1%, (e). \$350.00 car allowance for the City Manager to be able to drive the car of his choice. **Commissioner Turner motion to approve the City Manager contract with Mark Shrives. Commissioner Donovan second.** Commission discussion : none Public comment: none **VOTE: Unanimous Motion carried**

(31:28) Mayor Knutson asked if the Commission wanted full minutes or action minutes. The Commission determined that action minutes would suffice.

**Adjourn. (31:42) Commissioner Siler motion to adjourn. Commissioner Donovan second. VOTE: Unanimous Motion carried.**

**ADJOURN: 7:32 p.m.**

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

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

# CITY OF POLSON

## CITY COMMISSION AGENDA ITEM SUMMARY

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Agenda Item Number: 7  
Meeting Date: November 1, 2016  
Staff Contact: Cindy Dooley, Finance Officer

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**AGENDA ITEM SUMMARY:** Update on Tax Increment Financing District (TIFD) for 2016 properties.

**BACKGROUND:** The City has one Tax Increment Financing District (TIFD) which was created in 2002 (see attached map of the TIFD boundaries). TIFD's are created to bring improvement to a blighted area. Each property in the district has a base value which is the taxable value at the time that the district was created. The base value, each year, is distributed to the taxing jurisdictions within the TIFD which includes the State, County, Schools and City. Any increase in value over the base year value is distributed to the TIFD. (The University 6 mil levy does not participate in the TIFD by law and it receives the current value each year.) The tax money that flows into the TIFD is then used for various projects within the TIFD to bring improvement to that area. The City's TIFD has completed the following projects: Sacajawea Park walking path, City dock rebuild and walking path under the bridge project and has provided funding for the Streetscape project and the Riverside Park staircase.

During budget talks in August and September it was noted that the tax increment (the current taxable value less the base taxable value) had increased from \$127,361 for the 2015 tax year to \$457,800 for the 2016 property year. This represents a 259.45% increase in the increment. The County and City staff questioned the Department of Revenue (DOR) on the increase and were told that it involved centrally assessed property values for Montana Rail Link that were allocated to Lake County. A portion of Montana Rail Link property lies within the TIFD (see attached map.) Centrally assessed property includes railroads, railroad cars, microwave, telecommunications, telephone cooperatives, gas, electric cooperatives, ditch, canal, flume, natural gas pipeline, oil pipeline, airlines and companies that have physically connected property that crosses a county or state boundary. Allocation of values (usually based on miles) is done at the State level and is allocated to the counties that contain that property. Both Lake County and City staff questioned this allocation but the DOR indicated that it was correct.

**ANALYSIS:** At the time that tax bills were generated at Lake County, the City staff became aware that the methodology to compute the tax increment revenue for the City's TIFD had been changed by the DOR. The DOR did not notify the City of their decision. Prior to the 2016 tax bills, the tax increment revenue was determined on a property-by-property basis. Starting with the 2016 tax bills, the tax increment revenue is being determined on the value of the district as a whole and the increment percentage is applied to each property in the district (see attached example for a comparison between 2015 and 2016). The law is not clear as to whether the increment needs to be calculated on a property-by-property basis or can be determined based on the value of the district as a whole. Other TIFD districts in the State do use the value of the whole district method to allocate the tax increment revenue.

One benefit of this method is that it will eliminate dealing with negative values that are generated by personal property. Many personal property values have dropped below the base year value due to changes in state law which creates a negative increment. Under the whole district method all properties will participate proportionately in the TIFD so there will be no negative increments.

The City is going to proceed with caution regarding the additional tax revenue that the TIFD will receive this year and not spend any of the additional revenue. In the event that the DOR were to change the centrally assessed valuation in 2017, the TIFD may receive less money than was received in the 2015 tax year.

**FINANCIAL CONSIDERATIONS:** The TIFD received \$83,003.68 in property tax revenue in FY16 and is budgeted to receive \$294,200 based on the 2016 certified value.

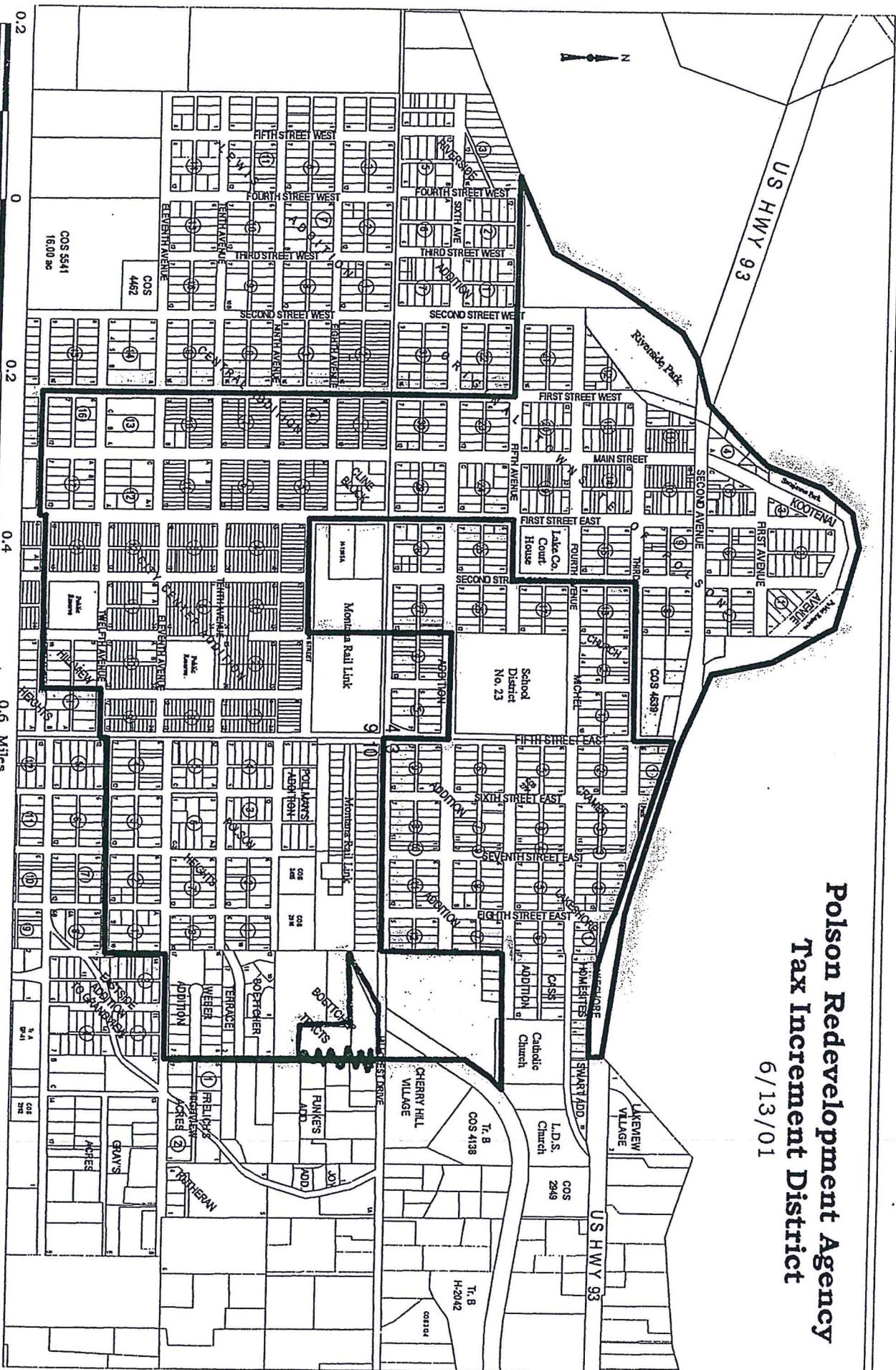
**STAFF RECOMMENDATION:** N/A

**SUGGESTED MOTION:** N/A

**ATTACHMENTS:** TIFD Boundary Map  
2016 Certified Taxable Valuation (DOR)  
Example calculations for 2015 and 2016 tax year

# Polson Redevelopment Agency Tax Increment District

6/13/01



District boundary  
 Non-taxable property



Scale 1:10000

Lake County Plat Dept.  
AV3.2/townmaps/polstead



**2016 Certified Taxable Valuation Information**  
(15-10-202, MCA)  
**Lake County**  
**CITY OF POLSON**

Certified values are now available online at [property.mt.gov/cov](http://property.mt.gov/cov)

1. 2016 Total Market Value <sup>1</sup> .....	\$	622,141,116
2. 2016 Total Taxable Value <sup>2</sup> .....	\$	9,462,256
3. 2016 Taxable Value of Newly Taxable Property.....	\$	342,721
4. 2016 Taxable Value less Incremental Taxable Value <sup>3</sup> .....	\$	9,004,456
5. 2016 Taxable Value of Net and Gross Proceeds <sup>4</sup> (Class 1 and Class 2).....	\$	-

6. TIF Districts

Tax Increment District Name	Current Taxable Value <sup>2</sup>	Base Taxable Value	Incremental Value
ORD 591	1,893,802	1,436,002	457,800

Total Incremental Value \$ 457,800

Preparer Erika Jennison

Date 7/29/2016

<sup>1</sup>Market value does not include class 1 and class 2 value

<sup>2</sup>Taxable value is calculated after abatements have been applied

<sup>3</sup>This value is the taxable value less total incremental value of all tax increment financing districts

<sup>4</sup>The taxable value of class 1 and class 2 is included in the taxable value totals

**For Information Purposes Only**

2016 taxable value of centrally assessed property having a market value of \$1 million or more, which has transferred to a different ownership in compliance with 15-10-202(2), MCA.

I. Value Included in "newly taxable" property	\$	906
II. Total value exclusive of "newly taxable" property	\$	0

**City of Polson**  
**Tax Increment Financing District (TIFD)**  
**Allocation distribution examples**  
**Prepared by Cindy M Dooley CPA, Finance Officer**

**Scenario: 665.41 mils for both 2015 and 2016 tax year**

Property current year taxable value:	1,491
Property base year taxable value:	<u>355</u>
Increment value (difference):	1,136
Total tax revenue (1,491 * 665.41 mils)/1000:	\$ 992.13

**Distribution of taxable value in 2015:**

University Mill Levy (1,491*6.00)/1000	\$ 8.95
Tax Increment District (1,136 *(665.41-6.00))/1000	\$ 749.08 *
Balance distributed to State, County, Schools & City	\$ 234.10

**Distribution of taxable value in 2016:**

Total tax revenue (1,491 \* 665.41 mils)/1000: \$ 992.13  
 Value of the increment is a percentage of the entire district taxable value:

Current taxable value of the district:	1,893,802	100.000%
Base Taxable Value:	<u>1,436,002</u>	75.826%
Increment Value	457,800	24.174%

Increment value is 24.174% of the total current taxable value.

University Mills (1,491*100% *6)/1000	8.95
Tax Increment District ((1,491 * 24.174%)*(665.41-6.00))/1000	237.67 *
Balance distributed to State, County, Schools & City	745.51

**\*In 2016 each property in the district has the same proportion (24.174%) of their current value that goes to the TIFD. This property is allocated less to the TIFD while other properties will be allocated more in 2016.**

# CITY OF POLSON

## CITY COMMISSION AGENDA ITEM SUMMARY

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Agenda Item Number: 8 (MOTION REQUESTED) Approve Amendment #1 to Fluidyne Corporation Scope of Supply Modifications Contract

Meeting Date: November 7, 2016  
Staff Contact: Mark Shrives/Tony Porrazzo

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AGENDA ITEM SUMMARY: This agenda item requests City Commission approval of Amendment #1 to Fluidyne Corporation Scope of Supply Modifications.Contract.

BACKGROUND: See attached letter from project engineer Kevin Johnson. **(Enclosure 1)**

ANALYSIS: See attached letter from project engineer Kevin Johnson. **(Enclosure 1)**

FINANCIAL CONSIDERATIONS: Total cost for this amendment is \$90,277. From a project budget perspective, this will only increase the project budget by \$4027, as the majority of the dollar amount of the changes will be moved from “Construction – General Contractor” line item to the Fluidyne scope of supply line item, revising the SBR equipment contract with changes as incorporated by Amendment #1 to \$762,017.

STAFF RECOMMENDATION: Staff recommends approval of Amendment #1.

SUGGESTED MOTION: *I move to approve amendment #1 to the SBR Equipment procurement contract of Fluidyne Corporation and to authorize the City Manager to sign all required documents after Project Engineer review and City Attorney concurrence.*

ATTACHMENTS:

Enclosure 1 – Letter from Project Engineer Kevin Johnson



October 17, 2016

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

Subject: WRRF – Fluidyne Corporation Scope of Supply Modifications; Contract Amend. #1

Dear Tony:

Please find enclosed a proposed contract amendment to the current contract with Fluidyne Corporation to revise the scope of supply to incorporate the noted modifications to the project design. The items include three general categories of modifications as follows:

- Acceptance of Bid Alternates: Several bid alternates were included in the original bid documents. We are recommending acceptance of two of these bid alternates.
- Changes to the Original Envisioned Design: Fluidyne Corporation's scope of current scope of supply is based upon the conceptual design at the time of procuring the equipment. Changes to the design have warranted revisions to the original scope of supply.
- Refinements to the Conceptual Design: Some of the design detail includes equipment additions most readily supplied by Fluidyne versus as part of the general contractor's scope of work.

Each of the items is briefly described below.

1. *Accept Bid Alternate #1 – Extend Warranty from one (1) to five (5) years.* This option was part of the original bid documents. We recommend the City accept this alternate and purchase the extended warranty.
2. *Accept Bid Alternate #2: - Include passive harmonic filters in Fluidyne scope:* This equipment was included as a bid alternate to procure a price and maintain a single source of responsibility for the aeration system blowers and these associated harmonic filters which prevent the variable speed drives on the blowers from back feeding electrical distortions into the electric utility's system. The price provided is favorable and we recommend the City accept this Bid Alternate.
3. *Revise influent valves and electric actuators from 10" to 20" and to explosion proof rating.* The conceptual design included an additional influent pump station that has been deleted in favor of complete gravity flow through the treatment facility. The influent piping was enlarged to address the resulting changes in required flow capacity of the influent valves. Further, the procurement documents did not specifically require the influent valves (if required by the specific SBR system) to have the explosion proof rating. The valves will be located in a below grade vault to protect from freezing, and this will require an explosion proof rating per the applicable building codes.

4. *Revise effluent control valve actuators to explosion proof (Class 1, Div 2).* The valves will also be located in a vault to protect from freezing, thereby requiring this explosion proof rating per the applicable building codes.
5. *Revise the waste sludge flow meter to explosion proof (Class 1, Div 2).* Similar to the influent and effluent valves, this meter will be located below grade in a vault requiring the Class 1, Division 2 rating for this device.
6. *Upsize waste sludge flow meter from 4" to 6";* In lieu of adding additional pipe fitting reducers and associated labor, we have upsized this meter to 6".
7. *Change D.O. and TSS probes to explosion proof (Class 1, Div 2).* The water analysis probes will be suspended into the SBR tanks which is hazardous environment requiring the probes to be explosion proof. This was part of the procurement document but additional electrical barrier boxes needed to accommodate these probes was not. This added cost is for the barrier boxes and they are most readily supplied by Fluidyne versus the electrical contractor.
8. *Delete SBR influent pipe baffles.* The larger influent piping and required location of entry will not enable use of these influent pipe baffles.
9. *Provide (2) NEMA 4X electrical enclosures for level transducers in SBR basins.* The junction boxes for the level control equipment are most easily supplied by Fluidyne. Thus, we've added these to their scope of supply versus the electrical contractor.
10. *Change the SBR communication protocol from DeviceNet to Modbus TCP/IP.* The communication language for the SBR control panel was modified to better align with the rest of the treatment facility communications.
11. *Add contacts for "In Auto" indications to the PLC.* These contacts were not requested with the procurement document but we recommend they be included, and they would be provided as part of the programming scope of work by Fluidyne.
12. *Delete portable manual hoist and replace with fixed, electric winch for motive pumps.* These pumps will be located in the bottom of the SBR basins which are 23 feet deep. They are very large and heavy. In lieu of manual crank hoists to retrieve the pumps for inspection and maintenance, we have replaced these hoists with permanently mounted hoists with electric winches. This will be much safer for operations and facilitate more frequent inspection and service if removal is simplified.
13. *Add additional electrical contact blocks and terminal blocks in panels.* The local pump disconnect panels require additional contact blocks to send an "in auto" signal. Also, the main control panel needs additional terminal blocks to receive an "in auto" signal for the control valves. These are indications to the operators to alert them if a pump or valve is not placed back in auto operation after maintenance.

The current budgeted line item for the SBR equipment is \$757,990. With incorporation of the noted changes including items moved from the "Construction – General Contractor" line item to the Fluidyne scope of supply, the revised contract amount will be \$762,017. Thus, this amendment does not affect the current overall project budget. Rather, the slight additional costs above the budgeted amounts are essentially shifted from "Construction – General Contractor" line item in the budget to the Fluidyne scope of supply.

We recommend approval of the attached contract amendment for Fluidyne Corporation. A subsequent pay request will be processed to account for the 10% and 20% pay increments for these additional costs per the contract once the submittals are fully approved.

Sincerely,  
DOWL

A handwritten signature in black ink, appearing to read "Kevin R. Johnson".

Kevin R. Johnson, P.E.  
Project Manager

Attachment(s):           Contract Amendment #1 – Fluidyne Corporation



# Contract Amendment

No. CA-1

Date of Issuance: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Project: Polson, MT WRRF	Owner: City of Polson, MT	Owner's Contract No.:
Contract: Supply of SBR Equipment		Date of Contract: 12/16/15
Contractor: Fluidyne Corporation		Engineer's Project No.: 4529.11504.02

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

### Item Descriptions

1. Accept Bid Alternate #1 – Extended Warranty from one (1) to five (5) years.
2. Accept Bid Alternate #2: - Include passive harmonic filters in Fluidyne scope:
3. Revise influent valves and electric actuators from 10” to 20”.
4. Revise effluent control valve actuators to explosion proof (Class 1, Div 2)
5. Revise the waste sludge flow meter to explosion proof (Class 1, Div 2)
6. Upsize waste sludge flow meter from 4” to 6”
7. Change D.O. and TSS probes to explosion proof (Class 1, Div 2)
8. Delete SBR influent pipe baffles
9. Provide (2) NEMA 4X electrical enclosures for level transducers in SBR basins
10. Change the SBR communication protocol from DeviceNet to Modbus TCP/IP
11. Add contacts for “In Auto” indications to the PLC
12. Delete portable manual hoist and replace with fixed, electric winch for motive pumps
13. Provide contact blocks on the pump HOA panels and additional terminal blocks in control panel to provide the appropriate “in auto” indications in the SCADA system.



Item #	Description	Quantity	Unit	Unit Price	Total Price
1	Bid Alt #1 - Extended Warranty	1	LS	\$ 20,000.00	\$ 20,000.00
2	Bid Alt #2 - Provide Passive Harmonic Filters	1	LS	\$ 15,000.00	\$ 15,000.00
3	Revise Influent valve actuators from 10" to 20", change to Class 1, Div 2	1	LS	\$ 20,698.00	\$ 20,698.00
4	Revise Effluent Control Valves/Actuators to Class 1, Div 2	1	LS	\$ 2,048.00	\$ 2,048.00
5	Revise waste sludge line flow meter to Class 1, Div 2	1	LS	\$ 50.00	\$ 50.00
6	Upsize waste sludge line flow meter from 4" to 6"	1	LS	\$ 890.00	\$ 890.00
7	Change DO and TSS probes to Class 1, Div 2 and add (5) barrier boxes	1	LS	\$ 1,342.00	\$ 1,342.00
8	Delete Influent Baffles	1	LS	\$ (5,920.00)	\$ (5,920.00)
9	Provide (2) NEMA 4X Enclosures for Level Transducers	1	LS	\$ 1,026.00	\$ 1,026.00
10	Change the SBR Communication Protocol from DeviceNet to Modbus TCP/IP	1	LS	\$ 1,735.00	\$ 1,735.00
11	Add (1) contacts for "In Auto" indications to the PLC	1	LS	\$ 358.00	\$ 358.00
12	Replace Manual Hoists with Electric Hoists (Motive Pumps)	1	LS	\$ 32,745.00	\$ 32,745.00
13	Add terminal blocks for pump and control valve "in auto" indications	1	LS	\$ 305.00	305
				<b>Total =</b>	<b>\$ 90,277.00</b>



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**CHANGE IN CONTRACT PRICE:**

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**CHANGE IN CONTRACT TIMES:**

Original Contract Price (Base Bid):

**No change in contract times**

\$671,740.00

[Increase] [Decrease] from previously approved Change Orders

\$ Not applicable

Contract Price prior to this Change Order:

\$671,740.00

[Increase] of this Change Order:

\$90,277.00

Contract Price incorporating this Change Order:

\$762,017.00

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**RECOMMENDED:**

By: \_\_\_\_\_  
Engineer (Authorized Signature)

Date: \_\_\_\_\_

Approved by Funding Agency (if applicable):  
\_\_\_\_\_

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**ACCEPTED:**

By: \_\_\_\_\_  
Owner (Authorized Signature)

Date: \_\_\_\_\_

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**ACCEPTED:**

By: \_\_\_\_\_  
Contractor (Authorized Signature)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# CITY OF POLSON

## CITY COMMISSION AGENDA ITEM SUMMARY

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Agenda Item Number: 9 (Motion) Approve Amendment #7 to the Agreement for Engineering Services

Meeting Date: November 7, 2016

Staff Contact: Mark Shrives/Tony Porrazzo

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**AGENDA ITEM SUMMARY:** Approve Amendment #7 to the Agreement for Engineering Services from Anderson-Montgomery Consulting Engineers, Inc. for the Downtown Water Looping Project. Amendment #7 is included as enclosure 1.

**BACKGROUND:** The downtown looping project has been completed and the project closed out. Amendment #7 will allow all contract documents to match amount of funds expended on the project.

**ANALYSIS:** This project has been completed and closed out, but to ensure all appropriate paper work is correct, it is necessary to approve Amendment #7. During the project, an unidentified underground storage tank was encountered. Steps were taken to remove and properly dispose of the tank, but this was not in the original scope of work for the project. Finding the tank required additional engineer work on the part of Anderson Montgomery, in the amount of \$1976. Amendment #7 will approve the additional work and payment.

**FINANCIAL CONSIDERATIONS:** The total for amendment #7 is \$1,976, which will be paid from local funds.

**STAFF RECOMMENDATION** Approve Amendment #7 to the Agreement for Engineering Services.

**SUGGESTED MOTION:** I move to approve Amendment #7 to the Agreement for Engineering Services between the City of Polson and Anderson-Montgomery Consulting, Inc. in the amount of \$1,976

**ATTACHMENTS:**

**Encl. 1** – Amendment #7 to Agreement for Engineering Services

**AMENDMENT #7 to the  
AGREEMENT FOR ENGINEERING SERVICES  
City of Polson**

**WATER SYSTEM IMPROVEMENTS PROJECT (Downtown Watermains)  
Underground Storage Tank Documentation/Disposal**

THIS Amendment #7 to the original September 17, 2007 Agreement, made this day of May, 2014, by and between the City of Polson, Montana, hereinafter referred to as the OWNER, and Anderson-Montgomery Consulting Engineers, Inc., hereinafter referred to as the ENGINEER.

The OWNER was engaged in documentation and disposal of an un-identified underground storage tank (UST) during the proposed improvements to the water supply and distribution facilities serving the City of Polson. The ENGINEER retro-actively agrees to perform the various professional engineering services required for the proper identification, notification, permitting and closure of the UST, in accordance with applicable governing agency requirements. These items are described, in general, as follows:

- **Notify and advise the MDEQ UST Program personnel of the tank characteristics and circumstances under which it was discovered**
- **Assist the City in securing the services of a UST Sub-consultant to perform the required investigations and reporting.**
- **Assist the Sub-consultant in conducting soil sampling, securing a UST disposal permit and preparing UST Closure Documents.**

**SECTION A - SCOPE OF ENGINEERING SERVICES TO BE PROVIDED**

**I. ENVIRONMENTAL SERVICES**

The ENGINEER will work closely with the City to resolve the environmental consequences of the abandoned UST that was discovered approximately 30' south of the intersection of 1<sup>st</sup> Street and 3<sup>rd</sup> Avenue in Polson. This includes: completing the UST notification form and submitting it to the MDEQ UST Program (Wally Jemmings); taking field measurements and photographs of the UST; assisting in the collection of soil samples for petroleum testing; coordinating with MDEQ in the preparation of a UST Closure Permit.

**II. SCHEDULE**

The ENGINEER has completed these tasks and the objectives for closure of the UST and environmental compliance have been achieved.

**III. COMPENSATION**

The OWNER shall compensate the ENGINEER for **additional scope items** described in Section A.I above on an hourly basis with a cost not to exceed **one thousand, nine hundred seventy six dollars (\$1,976<sup>00</sup>)**, the amount previously



# CITY OF POLSON

## CITY COMMISSION AGENDA ITEM SUMMARY

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Agenda Item No.: 10 (Motion) First reading of the ordinance to amend the revised zoning regulations for the City of Polson 2016 Development Code

Meeting Date: November 7, 2016

Staff Contact: Kyle Roberts, City Planner

Phone and Email: 406-883-8213 | [cityplanner@cityofpolson.com](mailto:cityplanner@cityofpolson.com)

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**AGENDA ITEM SUMMARY:** This Agenda Item requests the City Commission make a motion for the first reading of the ordinance to amend the revised zoning regulations for the City of Polson 2016 Development Code.

**BACKGROUND:** The 2016 Polson Development Code was adopted by the Polson City Commission on April 4, 2016 and became effective 30 days after on May 5, 2016. Through utilization of the new code, staff has identified several administrative items in need of revision. The needed revisions are shown in ‘track changes’ in the attached document.

The revisions must go through a public hearing process with the City-County Planning Board and City Commission. A public hearing with the City-County Planning Board was held on October 11, 2016 in which the City-County Planning Board made a recommendation of approval to the City Commission for the revisions to the 2016 Polson Development Code listed below.

**ANALYSIS:** The revisions to be made are as follows:

- Page 25- A typo in relation to subsection listed. Marinas falls under subsection g.
- Page 41- Insert “non-profits” into the HMZD Land Use Table. “Non-profits” was included in the Land Use Table (Table II.1, page 7) but was unintentionally omitted from the HMZD Land Use Table.
- Page 44- A typo in relation to section listed. Nonconforming Uses, Buildings and Lots falls under section DD. Secondly, the month of March should be capitalized.
- Page 59- Remove inaccurate text from the Annexation section. The text inaccurately states that an annexation as well as its assigned zoning recommendation shall go to the Planning Board for its investigation and recommendation to the City Commission. The zoning administrator determines which zoning district will be assigned to an annexed parcel.
- Page 67- Staff feels it’s appropriate to conduct administrative review of the Polson Development Code on an as needed basis rather than only after each regular meeting of the Montana Legislature. An administrative review allows for a more streamlined process in making minor changes rather than having to go through the entire amendment process to make these types of minor changes. Secondly, an administrative review should also constitute a review for errors, oddities, and omissions.
- Page 74-75- A typo in relation to section and subsection listed. Development of marinas falls under section N., subsection g.
- Page 117- Change “pre-application form” to “Subdivision pre-application form” to provide for clarity and consistency.
- Page 119- Currently states that *The subdivider shall submit to the administrator four copies of a preliminary plat application for review.* More than four copies are needed and the number of copies needed should be mentioned on the preliminary plat application itself rather than the development code.
- Page 122- More than four copies of the preliminary plat application are needed.

- Page 129- The number of final plats on mylar needed are three rather than two. When a final plat is recorded at the Lake County Clerk and Recorder's Office, two mylars must be submitted to the County. The City requires a copy as well, thus three mylars shall be required at submittal.

**PUBLIC/CITY-COUNTY PLANNING BOARD COMMENTS:** No comments were received from the public or City-County Planning Board.

**CITY-COUNTY PLANNING BOARD RECOMMENDATION:** The City-County Planning Board found that all text amendments comply with the amendment criteria. As such, the Board made a recommendation of approval to the City Commission.

**STAFF RECOMMENDATION:** Staff recommends approval of the first reading of Ordinance Number 2016-\_\_\_\_ to amend the revised zoning regulations for the City of Polson 2016 Development Code.

**SUGGESTED MOTION:** *I MAKE A MOTION TO APPROVE THE FIRST READING OF ORDINANCE NUMBER 2016-\_\_\_\_ TO AMEND THE REVISED ZONING REGULATIONS FOR THE CITY OF POLSON 2016 DEVELOPMENT CODE.*

**ATTACHMENTS:** i) 2016 Polson Development Code text amendments  
ii) Ordinance Number 2016-\_\_\_\_

**ORDINANCE Ord # 2016-\_\_\_\_\_**  
**AN ORDINANCE TO AMEND THE**  
**REVISED ZONING REGULATIONS FOR THE**  
**CITY OF POLSON 2016 DEVELOPMENT CODE**

**WHEREAS**, 76-2-301, MCA authorizes municipal zoning; and

**WHEREAS**, the City Commission of Polson recently adopted revisions in zoning regulations;

**WHEREAS**, it appears after further reading by staff and the public that certain amendments and corrections need to be made to the language of the adopted ordinance;

**WHEREAS**, the City Commission hereby finds that the proposed amendments as found in the attachment are reasonable and appropriate for the City of Polson and serves to clarify and correct the ordinance previously adopted.

**NOW, THEREFORE, BE IT ORDAINED** by the City Commission of the City of Polson, Montana that the amendments and clarifications attached hereto are adopted into the zoning regulations of the City of Polson. The Clerk is hereby instructed to make such insertions and to republish the same in the records of the City and on the City's website.

Date: \_\_\_\_\_

First Reading:      \_\_\_\_\_ ayes                  \_\_\_\_\_ nays                  \_\_\_\_\_ abstentions

Date: \_\_\_\_\_

Second Reading:      \_\_\_\_\_ ayes                  \_\_\_\_\_ nays                  \_\_\_\_\_ abstentions

Effective Date: \_\_\_\_\_

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

c. **Commercial Development.** Commercial uses should use the limited shoreline available to link local residents and travelers with the lake and river. Uses that can as effectively be located away from the shoreline should be. Also, the uses permitted in the RZD must pose no special threat to water quality. Examples of commercial uses that would be appropriate in the RZD include: i. hotels; ii. recreational vehicle parks; iii. restaurants – but not with drive-in service; iv. sporting goods sales and rentals; v. guide services; and, vi. marinas in compliance with ~~h~~g., below.

d. **Landscape.** There shall be a coherent planting plan for the entire development, with special attention given to the role of vegetated surfaces in channeling and absorbing surface runoff, and to the shoreline buffer, which shall serve as an effective vegetative filter strip. See IV.W for landscape requirements.

e. **Access to the Shore.** Any development that provides safe, continuous public pedestrian/bicycle access to or along the shoreline shall be permitted to increase its maximum building height from 35 to 50 feet. Examples of access that may qualify for this bonus include a public trail along the waterfront, a public park with parking, a restaurant open to the public with lakefront facilities, or similar. Award of such bonus does not eliminate the requirements of IV.C. for shoreline buffers.

f. **Outdoor Sales and Storage.** Outdoor sales, including outdoor dining areas, shall be permitted. Outdoor storage shall also be permitted but shall be screened from public view by any effective combination of the placement of buildings, landscaping, and screening fences or walls. Watercraft storage is exempt from the screening requirement. Temporary storage of construction materials and equipment being used for work in progress is exempted from this screening requirement.

g. **Marinas.** A marina may be an appropriate use in the RZD, but because marinas involve extensive lakeshore disturbance and the handling of fuel and other potential contaminants, the developer shall be required to:

- i. Provide for a professionally prepared environmental assessment, including recommended mitigation measures;
- ii. Provide plans sufficient to demonstrate compliance with the most current edition of National Fire Protection Association (NFPA) 303, *Fire Protection Standards for Marinas and Boatyards*, and other fire and building codes specifically applicable to marinas; and
- iii. Provide shoreside pumpout facilities.

The need for an environmental assessment shall be established at the pre-application review and the production of the assessment will follow the procedure provided for community impact reports in Chapter IV. Compliance with the appropriate city, and/or tribal Lakeshore Protection Regulations is also required.

Table II.24. HMZD Land Use

Permitted Uses	Special Uses
Single-family and two-family dwelling	Hospital complexes
Multiple-family dwelling, up to 4 units per structure	Multiple-family dwelling, 5 to 8 units per structure
Medical offices, medical support services	Religious institutions – day care centers - schools
Community residential facilities, 8 or fewer residents - day care home	Community residential facilities, 9 or more residents
Public parks and recreation areas	Private parks and recreation areas
Home occupations up to 1 on site employee in compliance with IV.Z	Home occupations 2-4 on site employees in compliance with IV.Z
Social services, government, public safety/service, <u>non-profits</u>	Wireless communication facilities (see IV.DD)
Minor utility installations (see III.C.6)	
Bed and breakfasts (see IV.AA)	
Accessory uses customarily associated with the permitted and special permit uses	
Community gardens	

2. **Additional Requirements for Nonconforming Uses.** Nonconforming buildings and uses are regulated by the provisions of Chapter III.FFDD. and, within the ASOD, these additional requirements.
  - a. Nonconforming uses shall permit installation, operation, and maintenance of any markers or light needed to indicate their presence to aircraft pilots.
  - b. No nonconforming building or tree shall be permitted to become a greater hazard to air navigation than it was on the effective date of these regulations (adopted ~~march~~ March 7<sup>th</sup>, 1994).

**O. Annexation.** Annexation of property into the city may occur prior to or in conjunction with a permit application according to the provisions of Title 7, Chapter 2, Parts 42 through 46, Montana Code Annotated. However, annexation does not guarantee permit approval. ~~All territory which may hereafter be annexed to the city shall be zoned at the time of annexation regardless of county adopted zoning designation. Prior to such annexation and zoning, the Zoning Administrator shall have made a recommendation to the Planning Board, and the Planning Board shall have made its investigation and shall make a recommendation to the City Commission. Public hearings on the question of zoning shall be held in conjunction with the necessary annexation procedures. See section (R) below for the zoning procedures.~~

**S. Administrative Reviews.**

1. After each regular meeting of the Montana Legislature, or on an as needed basis, the city administrators shall review these regulations and present recommendations (if any) for map and text amendments to the City Commission.
2. The review may include the number and types of permit requests, including variances, and focus on what is working, what is not, and what should be clarified, changed or eliminated. –The review should focus on whether these regulations are helping to carry out the applicable goals, objectives and policy statements of the growth policies. Case studies using photos and graphics may be used, including before and after conditions as appropriate.
3. The reviews should address legislative changes, changes in transportation and infrastructure plans, and other changing circumstances that impact land use and the built environment.
4. An administrative review may also constitute a review for any errors, oddities, and omissions. The City Attorney may make such non-substantive changes as needed.

**C. Shoreline Buffers (20 feet in RZD).** A shoreline buffer is a structural setback designed to protect water quality and the natural characteristics of the land/water interface where only limited development and vegetation disturbance is allowed to occur. It includes the 100-year floodplain or special flood hazard area, all wetlands adjacent to the shoreline, and the land area within 50 feet of the high water line of the lake or river. The Lakeshore Protection Regulations should be consulted prior to development within 20 feet of the high water mark of Flathead Lake.

1. Shoreline buffers shall be left in wetlands, riparian, hay meadow, or other vegetation capable of serving as an effective vegetative filter strip. Shoreline buffers may, however, be disturbed as follows:
  - a. Clearing and grading to prepare for plantings and other activities required to restore or enhance the beauty and function of wetlands and riparian areas;
  - b. Repair or replacement of existing irrigation works, roads, bridges, boat houses, pumping facilities, utility lines, and similar structures;
  - c. Construction of new roads, bridges, boat houses, pumping facilities, and utility lines, provided that the area disturbed by such work is minimized;
  - d. Construction of pedestrian and bicycle trails of a maximum 10 feet in width, including associated benches and picnic tables;

e. Installation of boat ramps, piers, docks, and observation decks provided that such structures disturb no more than 10% or 24 lineal feet of shoreline, whichever is less, of the lake frontage on any lot or parcel; and

f. Development of marinas, as provided in [Chapter II.PN.4.hg](#).

**PAGE 117**

**G. Pre-application Process.**

1. Prior to submittal of a subdivision application, the subdivider shall submit a complete [Subdivision](#) pre-application form (~~see Administrative Materials~~), appropriate fee and the information listed on the form to the Polson Building & Planning Department. Within 30 calendar days of receiving the complete [Subdivision](#) pre-application form, fee and supporting information, the subdivision administrator, acting as the authorized agent of the governing body to review subdivisions, and the subdivider and/or his or her agent(s) shall meet either in person or by telephone to discuss the proposed subdivision.

2. At the pre-application meeting, the subdivision administrator shall:

- a. Identify, for informational purposes, the state laws, local regulations and growth policy provisions that may apply to the subdivision and review process including, but not limited to, zoning regulations, performance standards and floodplain regulations.
- b. Provide the subdivider with a list of public utilities, those local, state and federal agencies, and any other entities, such as a homeowners association, that may have an interest in the subdivision that the subdivider will be required to contact prior to submitting a subdivision application and that the subdivision administrator may also contact. If, during the course of the subdivision review, the subdivision administrator contacts a public utility, agency or other entity that was not included on the list originally made available to the subdivider, the subdivision administrator shall notify the subdivider of the contact and timeframe for response.
- c. Provide the subdivider with a list of information that must be submitted for a preliminary plat application to be deemed complete and sufficient for review. This does not limit the ability of the subdivision administrator to request additional information at a later time that will enable the subdivision administrator to determine whether the application is sufficient for review or to answer questions that emerge during the review process.

3. Unless the subdivider submits a subdivision application and preliminary plat within one year of the pre-application meeting, the subdivider must re-submit a complete [Subdivision](#) pre-application form, appropriate fee and the information as required in this section prior to submitting the subdivision application. The subdivision administrator has the discretion to extend this time period for one additional year if she/she determines the information contained in the [Subdivision](#) pre-application response would be the same based on site and area specific conditions and the regulations in effect at the time of the request.

**I. Subdivision Application and Preliminary Plat Submittal.**

1. The subdivider shall submit to the administrator ~~four~~ copies of a preliminary plat application for review. The following informational topics and materials are intended to be a comprehensive list of the items that the subdivider may be required to submit to the administrator for review and show on the preliminary plat. The actual list of information for each subdivision proposal will be determined by the subdivision administrator during the pre-application review based on project-specific and area-specific conditions, as well as the project's scale.

**J. Element and Sufficiency Review.** For both minor and major subdivisions, the initial review process is as follows:

**1. Element (Completeness) Review**

- a. Within five working days of receipt<sup>1</sup> of a subdivision application and fee, the subdivision administrator shall determine whether the application contains all of the applicable materials required in subsection I., above, and shall provide written notice her/his determination to the subdivider.
- b. If the subdivision administrator determines elements are missing from the application, he/she shall identify those elements in the notification, and no further action shall be taken on the application by the subdivision administrator until the application is resubmitted.
- c. The subdivider may correct the deficiencies and resubmit ~~4~~ copies of the application or additional information to the subdivision administrator, as appropriate.
- d. If the subdivider corrects the deficiencies and resubmits the application or additional information, the subdivision administrator shall have ~~5~~ five working days to notify the subdivider whether the application contains all the required materials.
- e. This process shall be repeated until the subdivider submits all the required materials or the application is withdrawn.
- f. At the discretion of the subdivision administrator, it may become necessary during this process to return the application copies in their entirety to the subdivider and request entirely new application copies.

**S. Final Plat Application Submittal and Review.**

1. **Application Submittal.** A completed final plat application form (see Administrative Materials) and all supplementary documents must be submitted to the administrator prior to the expiration of preliminary plat approval period. The submittal shall include, as applicable:
  - a. The final plat application form;
  - b. The final plat review fee;
  - c. A signed statement and supporting documentation from the subdivider or designated agent describing how each condition of approval has been satisfied; (Administrative note: Certain conditions of plat approval may be carried out over time and may be enforced through development permit processes and through ongoing compliance monitoring.)
  - d. A title report or abstract dated no less than 30 calendar days prior to the date of submittal that shows the names of the owners of record of the land to be subdivided and the names of any lien holders or claimants of record;
  - e. A signed, dated and notarized statement from each landowner, if different from the subdivider, and each lien holder or claimant of record consenting to the platting of the subdivision dated no less than 30 calendar days prior to the date of submittal;
  - f. The original certification document from the MDEQ that contains the approved plans and specifications for sanitary facilities serving the subdivision;
  - g. A signed, stamped certification from an engineer licensed in the State of Montana that the applicable improvements associated with the subdivision have been constructed in accordance with the requirements of the standard of these subdivision regulations, Chapter V. and the MDEQ;
  - h. A certificate of dedication of public improvements;
  - i. A copy of the approved state highway permits when a new road or driveway will intersect with a state highway;
  - j. A subdivision improvements agreement, financial guarantee and supporting documentation securing the future construction for all incomplete improvements to be installed (if applicable);
  - k. ~~Two-Three~~ 18" x 24" (for first minor subdivisions creating one additional lot) or ~~two-three~~ 24" x 36" (for all other subdivisions) original final plats on mylar material signed by the subdivider and notarized, completed in accordance with the Uniform Standards for Final Subdivisions Plats.

# CITY OF POLSON

## CITY COMMISSION AGENDA ITEM SUMMARY

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Agenda Item No.: // (Motion) Adopt Resolution 2016-\_\_\_\_ adopting the City of Polson Growth Policy (Update) 2016

Meeting Date: November 7, 2016

Staff Contact: Kyle Roberts, City Planner

Phone and Email: 406-883-8213 | [cityplanner@cityofpolson.com](mailto:cityplanner@cityofpolson.com)

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**AGENDA ITEM SUMMARY:** This Agenda Item requests the City Commission make a motion to adopt Resolution 2016-\_\_\_\_ adopting the City of Polson Growth Policy (Update) 2016.

**BACKGROUND:** The City of Polson adopted its first Growth Policy in 2006. The Growth Policy is essentially a long-range comprehensive plan that serves as the “blueprint” for how residents would like to see how development occurs over a future time period. Although not a regulatory document, the Growth Policy provides guidance and a vision for growth and may be used to provide the basis for future regulations, public expenditures, or other government programs.

Per 76-1-601(3)(f), MCA, the Growth Policy must include a timetable for implementation and review. Indicated in the 2006 Growth Policy timetable for review was the need for a full update to the Growth Policy in 2015-2016. As such, the Growth Policy (Update) 2016 project began in January 2015. Funding for a significant portion of the project has been made possible through a CDBG grant from the Montana Department of Commerce.

**ANALYSIS:** The draft Growth Policy (Update) 2016 consists of twelve chapters. The existing conditions and projected trends have been updated in each of the following eight areas: land use, population, housing needs, economic conditions, local services, public facilities, natural resources, and sand and gravel resources. The Growth Policy forecasts ten years out. Reviews and updates to the Policy’s goals, objectives, and implementation strategies will take place annually; reviews and updates to existing conditions will take place in five years. A full update to the policy will take place in ten years.

Public meetings/workshops with the City-County Planning Board (CCPB) occurred over the course of roughly ten months in 2015 focusing primarily on updating the Growth Policy’s goals, objectives, and implementation strategies. Content updates continued until the draft Growth Policy (Update) 2016 was ready for review by the CCPB in October 2016. The CCPB – responsible for holding public hearing(s) on the proposed Growth Policy – held a public hearing on October 11<sup>th</sup> in which a recommendation to the City Commission was made.

**PUBLIC/CITY-COUNTY PLANNING BOARD COMMENTS:** The City-County Planning Board brought to staff’s attention that the Pathway System Map did not show the bike/pedestrian trail heading east out of the city along Highway 35. A citizen brought to staff’s attention that Chapter 9.1 still needed some updates (attached). Lastly, staff identified the need to add Chapter 12 for References (attached).

**CITY-COUNTY PLANNING BOARD RECOMMENDATION:** The City-County Planning Board made a recommendation of approval of the draft City of Polson Growth Policy (Update) 2016 to the City Commission with the completion of the aforementioned items.

**STAFF RECOMMENDATION:** Staff recommends that the City Commission move to adopt Resolution 2016-\_\_\_\_ adopting the City of Polson Growth Policy (Update) 2016.

**SUGGESTED MOTION:** *I MAKE A MOTION TO ADOPT RESOLUTION 2016-\_\_\_\_\_ ADOPTING THE CITY OF POLSON GROWTH POLICY (UPDATE) 2016.*

- ATTACHMENTS:**
- i) Draft City of Polson Growth Policy (Update) 2016 [available at [www.cityofpolson.com](http://www.cityofpolson.com)]
  - ii) Draft City of Polson Growth Policy (Update) 2016 Maps [available at [www.cityofpolson.com](http://www.cityofpolson.com)]
  - iii) Updated Chapter 9.1 of the City of Polson Growth Policy (Update) 2016
  - iv) Addition of Chapter 12 to the City of Polson Growth Policy (Update) 2016
  - v) Resolution 2016-\_\_\_\_\_
  - vi) Public Comment(s)

## 9.1 Implementation Resources

The Polson Growth Policy sets forth a wide array of tasks to be undertaken in meeting the goals and objectives of the community. This section provides a list of financial, statutory, and program resources available to local governments and community organizations as they strive to realize their vision for the future.

### I. CAPITAL IMPROVEMENTS FINANCING

#### A. Local Mechanisms

##### 1. Debt Financing

Municipalities can make use of various kinds of debt financing to meet their infrastructure needs. These include general obligation bonds, special improvement district bonds, and revenue bonds. Debt financing enables local governments to finance major infrastructure projects using future revenue from special assessments, user fees, and other forms of revenue. The city incurs various administrative costs in conjunction with issuing bonds. These costs include the retention of legal counsel and financial consultants, the establishment of reserve funds, and the preparation of the prospectus and various required documents. These bonds provide tax-free interest earnings to purchasers and are therefore subject to detailed scrutiny under both state and federal law. The citations in the Montana Code are listed below, for each type of bond described.

##### a. *General Obligation Bonds*

Section 7-7-4204, MCA provides for municipalities to issue general obligation bonds (GO bonds). GO bonds are backed by the full faith and credit of the city or town and must be approved by the voters in an election and are typically payable from ad valorem taxes (taxes based on the value of property) and expressed in mills.

##### b. *Revenue Bonds*

Under § 7-7-4401, MCA, a city or town may issue revenue bonds to finance any project or activity authorized. Revenue bonds are retired through the payment of earnings including user fees incurred by a public enterprise. Revenue bonds have no claim on the city's taxable resources, unless specified (through a special guarantee, for example). Bonds may be issued in the form of general obligation bonds, revenue bonds, or a combination.

##### 2. Special District Financing

Cities may use the creation of special districts to pay for a variety of costs.

- a. *Special Improvement Districts* – Section 7-12-4102, MCA authorizes the creation of special improvement districts (SIDs). The city or town council has the power to create SIDs, designating them by number. The creation of an SID can also be initiated by the property owners in the proposed district. Although not required, property owners within the proposed district will often submit a petition to the city council requesting

that the district be created. Before any formal action is taken, cost estimates are prepared and include a range of costs anticipated in association with undertaking the proposed construction or maintenance. Once the project has been defined and cost estimates prepared, the council passes a resolution of intent to create the district. The resolution informs the property owners of the size of the district, the nature of the improvements, the project engineer, cost estimates, method of assessment, and duration. The affected property owners are given due notice of the intent to create the district and opportunity to protest. If less than 50 percent of those property owners protest, the municipality may proceed with the creation of the SID. Cities may use SIDs to finance a number of improvements including:

- To protect the safety of the public from open ditches carrying water;
- To purchase or build municipal swimming pools and other recreational facilities;
- To grade, pave, and undertake other street improvements;
- To acquire, construct, or reconstruct sidewalks, crosswalks, culverts, bridges, gutters, curbs, steps, parking, and planting;
- To acquire, construct, or reconstruct sewers, ditches, drains, conduits, and channels for sanitary and/or drainage purposes with outlets, cesspools, manholes, catch basins, flush tanks, septic tanks, connecting sewers, ditches, drains, conduits, channels, and other appurtenances;
- To acquire, construct, or reconstruct waterworks, water mains and extensions of water mains, pipes hydrants, and hose connections for irrigating purposes; and
- For a variety of other infrastructure improvements.

The city governing body may order and create SIDs covering projects abutting the city limits and include properties outside the city where the SID abuts and benefits that property. Property owners within the proposed district boundaries outside the city may not be included in the SID if 40 percent of those property owners protest the creation of the SID.

b. **Lighting Special Improvement Districts** – Under § 7-12-4301, MCA, the council of any city or town is authorized to create special lighting districts on any street or streets or public highway for the purpose of lighting, assessing costs, and collecting costs by special assessment against the property.

~~c. **Park Maintenance Districts** – Section 7-12-4001, MCA authorizes a city or town, upon petition of 10 percent or more of the qualified electors of a proposed park maintenance district, or upon a resolution of intent adopted by the governing body, submit to the electors of the proposed district the creation of a park maintenance district. The district may be created for the purposes of, but not limited to, mowing, irrigation, turf repair, recreation facilities, equipment maintenance, tree trimming, tree replacement, tree removal, and the removal of other debris.~~

### 3. **Capital Improvement Fund**

Under § 7-6-616, MCA, a municipal government may establish a capital improvement fund ~~in an amount not to exceed 10 percent allowed under 7-6-4452 which enables the levying of up to 65 mils for general purposes. Funds may be used~~ for the replacement, improvement,

and acquisition of property, facilities, or equipment that costs in excess of \$5,000 and that has a life expectancy of 5 years or more, provided that a capital improvement program has been formally adopted by resolution of the city or town governing body.

#### **4. Sewer and Water Depreciation Schedules**

Municipal governments are authorized to incorporate replacement and depreciation into water and sewer user fees under § 7-13-4307, MCA.

#### **5. Resort Tax**

In order to rectify the inequities experienced by Montana resort communities, which must provide services not only for seasonal tourists but for residents, the 1985 Montana Legislature passed the local option resort tax. (§ 7-6-1501 through 7-6-1550, MCA).

Communities wishing to take advantage of the resort tax must meet the following criteria:

- The population of the incorporated community is less than 5,500;
- The area derives the primary portion of its economic well-being related to current employment from businesses catering to the recreational and personal needs of persons traveling to or through the area for purposes not related to their income production, and demonstrated by an economic analysis of the proposed area using a specific methodology that analyzes income, property income, government transfer payments, and employment data;
- The area had been designated by the Montana Department of Commerce (MDOC) as a resort area. (MDOC does not conduct the required economic analysis. The candidate area is responsible for securing the professional analysis.)

The local electorate imposes, amends or repeals the resort tax. The rate may not exceed three percent and taxes collected may be used for any local government activity, undertaking or administrative service, including the costs resulting from the imposition of the tax. Bonds may be issued, the debt to be serviced by resort tax receipts. *Contact:* MDOC, Helena (406) 841-2700.

### **B. State and Federal Mechanisms**

#### **1. Treasure State Endowment Program ~ Montana Department of Commerce**

The Montana Treasure State Endowment Program (TSEP) is a state-funded program, administered by the MDOC, designed to assist communities in financing capital improvements to public facilities including drinking water systems, wastewater treatment facilities, sanitary or storm sewer systems, solid waste disposal and separation systems, and bridges, and is authorized under §§ 90-6-701 through 715, MCA. Funds are derived from the Montana coal severance tax and made available to local governments as matching grants, loans, and grant/loan combinations. TSEP can also make deferred loans to local governments for preliminary engineering study costs. However, the local government must repay the loan whether or not they succeed in obtaining financing for the construction phase of project. Funds may not be used for annual operation and maintenance; the purchase of non-permanent furnishings; for refinancing existing debt, except when required in conjunction with the financing of a new TSEP project; or costs incurred prior to the grant award.

### Allocations and Matching Requirements

Generally, grant awards cannot exceed \$~~500~~750,000 and the municipality must provide at least a 50 percent match which can include other grant funds. One of the most critical issues that a municipality must address is the ability to commit other funding sources to the project. TSEP grant funds are intended to keep projects reasonably affordable. As stated above, there are a number of ways in which local governments can provide matching funds for projects. In addition to local sources, municipalities should evaluate other potential outside grant and loan sources. A thorough analysis of the feasibility of using these various funding mechanisms is a critical component in developing a proposal to TSEP, and to other grant programs as well. Applications are evaluated based upon the applicant's ability to borrow funds or otherwise finance the project without the use of TSEP funds.

Eligible applicants include incorporated cities and towns, counties, consolidated governments, and municipality or multi-county water, sewer, or solid waste districts. Municipalities may form partnerships with other eligible applicants to provide the most appropriate and cost effective solution. Such partnerships would be particularly useful for bridge projects, which often involve a number of jurisdictions.

### Application Information

Project proposals are submitted to the MDOC every two years. Applications are due in May in the year proceeding the legislative year. MDOC staff reviews the proposals in a two-step process. The first step ranks project applications based on program criteria. In the second stage of review, applications are evaluated based upon the applicant's ability to borrow funds or otherwise finance the project without the use of TSEP funds. This evaluation is based on the premise that applicants should receive grant funds only to the extent that they cannot afford to finance their projects without TSEP funds. It is clear that the municipality should evaluate the feasibility of using all other available funding sources as a preliminary step to seeking TSEP funding. The Governor reviews the information prepared by the MDOC staff and submits his recommendations to the Legislature, which makes the final decision on funding awards. *Contact:* the TSEP staff in Helena at (406) 841-2770 or write to the Treasure State Endowment Program, Montana Department of Commerce, P.O. Box 200523, 301 S Park Avenue, Helena, MT 59620-0523.

## **2. Montana State Revolving ~~Loan Fund (SRF)~~ Fund Programs (SRF)**

The SRF provides loans for 1) water pollution control systems, wastewater systems, and non-point source control projects; and 2) drinking water projects. Eligible applicants for drinking water projects include municipalities, public or private community water systems & non-profit non-community water systems. Eligible applicants for water pollution control systems include counties, municipalities, other legally authorized public bodies, water/sewer districts, and authorized tribal organizations. Planning funds are also available.

### Allocation and Matching Requirements

~~Funds are made available in the form of loans for 100 percent of project costs. There is no local matching requirement. Loans must be repaid over a period of 20 years or less.~~

### Application Information

Applications may be submitted at any time in a continuous cycle.

Contact: DEQ, Helena (406) 444-2544.

### 3. **Renewable Resources Grant and Loan Program**

This program provides loans and grants for water and wastewater projects including feasibility, construction, rehabilitation, and for other renewable resource-related projects. Eligible applicants include local and tribal governments, water and sewer districts, irrigation districts, conservation districts, ~~school districts~~, state agencies, and private entities, and Tribes.

#### Allocation and Matching Requirements

Up to ~~\$100,125~~ \$125,000 is available for grants ~~and up to \$200,000 for grant/loan combinations~~. Loans are limited by the ability of the borrower to repay. No local match is required, but local-matching funds can improve a project's ranking.

#### Application Information

Applications are due on May 15<sup>th</sup> of even numbered years.

Contact: DNRC in Helena, (406) 444-~~6688~~6668.

### 4. **Water and Waste Water Disposal Loans and Grants (U.S. Rural Economic and Community Development Agency)**

This program provides grants and loans for the construction, repair, and expansion of water and wastewater systems.

#### Allocation and Matching Requirements

Projects may receive up to 75 percent of total project costs in grants and no maximum for loans.

#### Application Information

Applications may be submitted any time in a continuous cycle. Contact: RECD in Bozeman, (406) 585-~~2520~~2580.

### 5. **The Montana Intercap Program ~ Montana Board of Investments**

The Montana Intercap program is administered by the Montana Board of Investments (MBI) and provides loans to local governments for a variety of public projects.

#### Allocations and Matching Requirements

Up to \$500,000 can be made available for each project. The program provides loans at a variable rate ~~plus a one percent loan origination fee on loans over one year and for a term of 5 or 10 years depending on the borrower's legal authority. Short term loans of less than a year are also available~~ Maximum loan limit is established by eligible government unit's legal debt limit and maximum term of the loan is 15 years or useful life of the project, whichever is less. Interest and principal payments are due bi-annually (February 15 and August 15 of each year). Loans may be pre-paid without penalty with 30 days' notice. Types of financing include loans for installment purchase loans general fund debt, enterprise debt, general obligation debt, fire district and fire service areas, and special or rural improvement districts, general fund loans, general obligation bonds, revenue bonds, SID

~~bonds, and rural improvement district bonds. Gas tax revenues may not be used to service debt. Projects that will use SID payments to cover the annual debt are limited to a total loan of \$300,000. Intercap funds may be used in association with other grant and loan programs as well as local sources.~~

#### Eligibility and Planning Considerations

~~Intercap loans can also be used to cover preliminary engineering costs. Preliminary engineering studies are those, which are conducted by a professional consulting engineer. Funds may not be used for studies conducted by municipality personnel. Many funding programs require preliminary engineering studies for funding applications. Intercap loan funds can offer a municipality a reasonable alternative for financing these engineering studies. The use of loan funds has significant flexibility, e.g. new and used equipment and vehicles, real property improvements, cash flow, preliminary engineering costs, grant writing.~~

#### Application Information

Monies are continuously available and applications are accepted at any time. *Contact:* MBI at (406) 444-0001 or in writing at ~~555 Fuller Avenue, PO Box 200126~~, Helena, MT 59620

### **6. Public Facilities Community Development Block Grants ~ MDOC**

#### Authorization

Montana's Community Development Block Grant (CDBG) Program is a federally-funded competitive grant program designed to help communities of less than 50,000, and is aimed at benefiting low and moderate income persons. Grants are administered by the Montana Department of Commerce (MDOC) and awarded in ~~three-four~~ categories including economic development, housing and community revitalization, planning activities, and public facilities.

#### Allocations and Matching Requirements

CDBG grant awards for public facilities projects may not exceed ~~\$400~~450,000 and are most often used in combination with other federal, state, or local funds to make public improvements. The program requires that applicants provide at least 25 percent local match.

#### Eligibility and Planning Considerations

Eligible applicants are limited to general purpose local governments, cities, and towns with less than 50,000 people, and counties. Municipalities may apply for a project, which will include activities within the jurisdiction of an incorporated city or town if the proposed activity will benefit all municipality residents.

#### Application Information

Each CDBG project proposal must demonstrate that at least 51 percent of the project's principal beneficiaries will be low and moderate income persons. Applications for public facilities funding are submitted to the MDOC in ~~May-July~~ of each year. Information regarding applications and application deadlines is available by contacting MDOC (see below). Applicants should initially review potential projects with the MDOC staff to determine their eligibility under program guidelines. Proposed projects must be selected through a community-wide need assessment, which incorporates a strong public participation component. *Contact:* The Community Development office of the MDOC at

(406) [444-2488841-2770](tel:444-2488841-2770) or write to the Community Development Block Grant Program, Montana Department of Commerce, P.O. Box ~~200501200523~~, ~~1424 Ninth Avenue~~ [301 S. Park Avenue](mailto:301.S.Park.Avenue@mt.gov), Helena, MT 59620-~~05010523~~.

## **7. Public Works Program ~ Economic Development Administration**

### Authorization

The Economic Development Administration (EDA) is an agency within the U.S. Department of Commerce. The purpose of the public works program is to assist communities with the funding of public works and development facilities that contribute to the creation or retention of private sector jobs and to the alleviation of unemployment and underemployment. Such assistance is designed to help communities achieve lasting improvement by stabilizing and diversifying local economies, and improving local living conditions and the economic environment of the area.

### Allocations and Matching Requirements

Grants are awarded up to a participation level of 80 percent but the average EDA grant covers approximately 50 percent of project costs. Acceptable sources of match include cash, local general obligation or revenue bonds, Community Development Block Grants, TSEP grants and loans, entitlement funds, rural development loans, and other public and private financing, including donations.

### Eligibility and Planning Considerations

Projects *must* result in private sector job and business development in order to be considered for funding. Eligible applicants under this program include any state, or political subdivision thereof, Indian tribe (and other U.S. political entities), private or public nonprofit organization or association representing any redevelopment area if the project is within an EDA-designated redevelopment area. Redevelopment areas, other than those designated under the Public Works Impact Program must have a current EDA-approved Overall Economic Development Program (OEDP) in place.

### Application Information

Applications are accepted on an annual-open cycle. The program does not set specific project funding limits. *Contact:* Montana [Economic Development Representative](mailto:EDA@mt.gov) [Department of Commerce](mailto:EDA@mt.gov) at [406-441-1175](tel:406-441-1175) ~~441-1175~~ ~~841-2700~~ or write to the [Economic Development Administration](mailto:EDA@mt.gov), P.O. Box 10074, Federal Building, Helena, MT 59626 for more specific information.

## **8. Federal Emergency Management Agency Funds**

### Authorization

In the event of emergencies that affect infrastructure, the federal government provides relief through the Federal Emergency Management Agency (FEMA).

### Allocations and Matching Requirements

FEMA dollars are for unanticipated needs that result from disasters and emergencies and are typically not included in a municipality's financial planning process.

### Eligibility and Planning Considerations

FEMA personnel are dispatched to the site of the disaster and are responsible for addressing

all elements of repair or replacement as required. They assess the damage, hire the necessary professional consultants, prepare engineering analyses, bid projects, and manage contracts.

#### Application Information

Contact the FEMA regional office in Denver, Colorado. Phone: 303-235-~~4830~~4800.  
Address: Federal Emergency Management Agency, Denver Federal Center, Building 710,  
P.O. Box ~~52267~~5267, Denver, CO 80225.

## II. ECONOMIC DEVELOPMENT AND CENTRAL BUSINESS DISTRICT REDEVELOPMENT FINANCING

### A. Local Mechanisms

#### 1. Business Improvement Districts

Section 7-12-1101, MCA provides for the creation of business improvement districts (BID's). BID's may be established upon receipt of a petition signed by the owners of more than 60 percent of the area of property proposed in the petition to be included in a district. Once created, a BID is governed by a board of trustees of no less than five and no more than seven persons, appointed by the local governing body. The board is responsible for setting an annual budget and work plan and developing a method of assessment which may include calculations based on area, lot taxable valuation, and/or square footage options. Costs, which may be covered by a BID, include:

- Management and operating personnel
- Special police, maintenance or cleaning personnel
- Landscaping, beautification, and maintenance of public areas
- Contracts with the local governing body to maintain, operate, or repair public parking facilities
- Contracts with the local governing body to maintain streets, alleys, malls, bridges, ramps, tunnels, landscaping, and other public facilities
- Promotion of private business investment and expansion
- Promotion of business activity including advertising, decorating, and events management.

#### 2. Tax Increment Financing Districts

Under the Montana Urban Renewal Law (§ 7-15-4201, MCA), communities may establish tax increment financing districts for the purposes of revitalizing blighted neighborhoods, central business districts, and infrastructure-deficient industrial areas. Tax increment financing (TIF) simply means that new property tax dollars resulting from increases in the market value of real property may be directed to the area where the real property is located. The base property tax (before any improvements to real property) continues to be distributed to the local government and school districts. However, tax dollars which accrue from increases in property values (from rehabilitation, new construction, etc.) are available for reinvestment. A TIF program is authorized for 15 years or longer if the TIF revenue is pledged to the

payment of TIF bonds.\* A municipality must identify the specific geographic area where the program will be implemented. Funds may be used to finance infrastructure within TIF areas. In the case of industrial infrastructure district, funds may also be used to connect districts to other resources. TIF programs depend on substantial investment in property but can work in rural communities that are experiencing some growth.

The use of TIF is restricted to "municipalities" or incorporated areas including consolidated city-county governments. However, as counties are responsible for all off-system bridges, including those that are located in cities and towns, TIF may offer some local funding for bridge repair or reconstruction if the city, town council, or urban renewal agency approves the use of TIF funds for bridge improvements. In addition, if a bridge is historic or offers additional recreational opportunities (e.g. for pedestrian or cyclists), the city might provide TIF funds for improvements as part of their community revitalization program.

\*Note – TIF revenues may be used to retire tax increment revenue bonds *or* can be used to finance revitalization projects directly.

## B. State and Federal Mechanisms

### 1. Community Development Block Grants for Economic Development ~ Montana Department of Commerce

#### Authorization

Montana's Community Development Block Grant (CDBG) Program is a federally-funded competitive grant program designed to help communities of less than 50,000, and is aimed at benefiting low and moderate income persons. Grants are administered by the MDOC and awarded in ~~three~~ four categories including economic development, housing and community revitalization, planning activities, and public facilities. Eligible applicants for economic development awards are local governments, which in turn lend funds to for-profit businesses that agree to create jobs for low and moderate income persons.

#### Allocations and Matching Requirements

The maximum funding for economic development is \$400,000 per local government in a program year. Applications are accepted on a continuous basis depending on available funding. The applicant business must prepare a business plan and meet certain thresholds, including providing a dollar to dollar match.

Contact: MDOC, Helena, (406) ~~444-1759841~~ 444-1759841-2770.

### 2. CDBG Economic Development Technical Assistance Grants

The state of Montana makes a total of \$~~150125~~,000 available to local governments or local nonprofit community development corporations to provide technical assistance, rural outreach, and training in associated with business counseling and lending activity. Contact: MDOC, Helena, (406) ~~444-1759841~~ 444-1759841-2770.

## III. HOUSING FINANCING

## A. State and Federal Mechanisms

### 1. **CDBG – Community Development Block Grants**

Montana's CDBG Program is a federally-funded competitive grant program designed to help communities of less than 50,000, and is aimed at benefiting low and moderate income persons. Grants are administered by the MDOC and awarded in ~~three~~four categories including economic development, housing and community revitalization, planning activities, and public facilities. Eligible activities include:

- Rehabilitation of substandard housing
- Supporting the construction of new permanent, long-term affordable housing for low and moderate-income families when a local nonprofit organization sponsors the project
- Acquiring, clearing, or rehabilitating sites or structures for use or for resale for new housing
- Converting existing nonresidential structures for residential use
- Home buyer assistance for low and moderate-income persons
- Demolition of vacant, deteriorated housing units with the intent of making the site available for new housing construction
- Providing site improvements or public facilities to publicly-owned land or land owned by as nonprofit organization to be used or sold for new housing
- Complementary community revitalization activities such as clean up campaigns, removal of dilapidated, vacant buildings, improving or constructing sidewalks, streets, street lighting, or neighborhood parks or playgrounds.

#### Allocations and Matching Requirements

CDBG grant awards for housing projects may not exceed \$~~500~~450,000 and have no matching requirements.

#### Eligibility and Planning Considerations

Eligible applicants are limited to general purpose local governments, cities and towns with less than 50,000 people, and counties. Local governments may apply on behalf of private businesses, private nonprofit corporations, or special purpose governmental agencies.

#### Application Information

Each CDBG project proposal must demonstrate that at least 51 percent of the project's principal beneficiaries will be low and moderate income persons. Program allocations are made annually. *Contact:* the Montana CDBG staff, Helena, (406) ~~444-2488~~441-2770.

### 2. **Montana Home Investment Partnerships Program (HOME)**

The HOME program was created by the National Affordable Housing Act of 1990 to expand the supply of decent and affordable housing for low and very low income Montanans. Eligible activities include acquisition, new construction, reconstruction, rehabilitation, tenant based rental assistance, home buyer assistance, and transitional housing and single room occupancy units. Eligible applicants include units of local governments and community housing development organizations. *Contact:* Montana Department of Commerce – Home Investment Partnerships Program, Helena, (406) ~~444-9774~~841-2770.

**3. Low Income Housing Tax Credit Program**

This program provides a tax credit to owners of qualifying rental housing which meets certain low-income occupancy and rent limitation requirements. Eligible applicants include governmental entities, non-profit entities, and for-profit developers. *Contact:* MBOH, Helena, (406) ~~444-4688841-2840~~.

**4. Multifamily Risk Sharing Program and the Multifamily General Obligation Program**

These programs provide permanent mortgage financing for affordable rental housing which meets certain low-income occupancy and rent limitation requirements. Eligible applicants include governmental entities, non-profit entities, and for-profit developers. *Contact:* MBOH, Helena, (406) ~~444-4688841-2840~~.

**5. Single Family Set-A-Side Program**

The MBOH has loan prepayments that it can use to purchase FHA insured or VA and RD guaranteed mortgage loans for affordable homes. Innovative techniques in planning, construction, and building design are encouraged. Eligible applicants include governmental entities, non-profit entities and for profit developers. *Contact:* MBOH, Helena, (406) ~~444-4688841-2840~~.

**6. Housing Preservation Grants**

Housing Preservation Grants are partnered with housing authorities and/or public bodies for the purpose of rehabilitating single or multi-family units, which are occupied by very low to low income rural persons. *Contact:* USDA Rural Development – Rural Housing Service, Bozeman, (406) 585-~~25652580~~.

**7. Rural Rental Housing 515 Program**

This program provides eligible low and very low income persons with economically designed and constructed rental facilities suited to their living requirements. *Contact:* USDA Rural Development – Rural Housing Service, Bozeman, (406) 585-~~25652580~~.

**8. Farm Labor Housing 514 & 516 Program**

This program provides loans and grants to finance construction of on- and off-site housing for farm laborers and their families. *Contact:* USDA Rural Development – Rural Housing Service, Bozeman, (406) 585-~~25652580~~.

**9. Section 538 – Guaranteed Rural Rental Housing Program**

This program is aimed at those rural residents with low to moderate incomes that are not being served under the 515 program. Eligible applicants include nonprofit corporations, public bodies, and for-profit organizations. *Contact:* USDA Rural Development – Rural Housing Service, Bozeman, (406) 585-~~25652580~~.

**10. Community Facilities Loan and Grant Program**

This program assists local governments, nonprofit corporations, and Indian Tribes finance essential facilities such as assisted living centers and group homes. *Contact:* USDA Rural Development – Rural Housing Service, Bozeman, (406) 585-~~25652580~~.

## IV. HERITAGE, RECREATION AND TOURISM DEVELOPMENT FINANCING

### A. Local Mechanisms

#### 1. Property Tax Abatement Program

In 1989, Montana established a property tax abatement program for the restoration, rehabilitation, and expansion of certified residential and commercial properties listed on the NRHP or located in a National Register District. For up to five years following completion of the construction, the property may receive a tax abatement up to a total of 100 percent of taxes due to the increased value of the property. The tax abatement is only for mills levied for local government and school districts. Local governments establish their own tax abatement program.

#### 2. Mill Levy for Museums

~~Under § 7-16-2205, MCA, Montana law permits a county government to impose a mill levy for any museum, facility for the arts or collection of exhibits, subject to the provisions of § 15-10-420, MCA. Funds can be used for operations, capital improvements, and program development. Contact: The Montana Arts Council, Helena, (406) 444-6514~~

### B. State and Federal Mechanisms

#### 1. Tourism Infrastructure Investment Program Tourism Grant Program

~~Travel Montana~~ The Tourism Grant Program provides grants to projects that strengthen Montana's economy through the development and enhancement of the state's tourism industry. tourism-related non-profit groups for construction and rehabilitation of tourism and recreation attractions and historic sites; purchasing new and/or existing tourism and recreation attractions and historic sites; or artifacts and equipment purchased for a specific tourism project operation Funding is provided for the following categories: tourism digital development, tourism infrastructure, and tourism event paid media advertising.

Applications are accepted online beginning July 1<sup>st</sup> and awarded throughout the fiscal year due August 1<sup>st</sup> of each year. Contact: Travel Montana Tourism Grant Manager, Helena (406) 444-2654 841-2796.

#### 2. Community Transportation Enhancement Program (CTEP)

The Montana Department of Transportation makes funds available for projects under the National Intermodal Surface Transportation and Efficiency Act. The Act provides for 10 percent of all surface transportation funds to be used for enhancement projects including historic preservation. Funds are awarded through local governments on a per capita basis. Contact: ~~MDT~~CTEP, Helena, (406) 444-~~6201~~4221.

#### 3. Resource Indemnity Trust

The Montana Department of Natural Resources makes grants from mining severance taxes to historic preservation projects that emphasize renewable resource management and community development. Contact: DNRC (406) 444-~~6700~~2074

#### 4. Federal Tax Credits for Historic Preservation

The Tax Reform Act of 1986 permits a building owner or long term lessee to elect a 20 percent tax credit on qualified rehabilitation expenditures incurred after January 1, 1987 in connection with a certified rehabilitation. A tax credit provides the property owner with a reduction on his or her federal income tax due. In order to be eligible for the credit, buildings must be used for income producing purposes including industrial, commercial or rental residential uses. The building must be listed individually on the NRHP, be a part of a National Register district or be under consideration in a pending nomination. *Contact:* SHPO, Helena, (406) 444-7715.

**5. Certified Local Government Program**

The Certified Local Government Program is a partnership program between state and local governments, whereby the SHPO provides preservation and planning assistance. Assistance is in the form of matching funds for local preservation programs.

*Contact:* SHPO, Helena, (406) 444-~~7715~~7742.

**6. National Trust for Historic Preservation**

The trust provides funding for historic preservation projects through a variety of loan and grant programs. *Contact:* The National Trust for Historic Preservation, Mountain/Plains Regional Office, ~~910 16<sup>th</sup> Street, Suite 1100, Denver, CO 80202, (30) 623-1504~~1420 Ogden Street, Suite 203, Denver, CO 80218, (303) 623-1504.

**7. Montana Cultural Trust**

A portion of the interest earned in the investment of the coal tax revenue is available for projects in the arts and historic preservation for operations, capital, special projects and endowment development. Applications are reviewed during the summer prior to each Montana legislative session. *Contact:* The Montana Arts Council in Helena at (406) 444-~~6514~~6430 ~~or the Montana Historical Society (406) 444-2694~~.

**8. Montana Arts Council**

The Montana Arts Council administers grant funds (in conjunction with the National Endowment for the Arts -- NEA) for cultural resources planning and to sponsor activities and events. The NEA also supports projects in the field of art and architecture and provides supports the activities of local art agencies. *Contact:* The Montana Arts Council in Helena, (406) 444-~~6514~~6430.

**9. Montana Committee for the Humanities**

The Montana Committee for the Humanities provides funding for historic and prehistoric surveys, for public forums on a variety of issues, for research, and oral history. The Committee also makes funds available for special speakers and conferences. *Contact:* The Montana Committee for the Humanities, Missoula (406) 243-6022.

**10. Private Foundation Grants**

Private foundation grants are available to non-profit organizations and local governments (in some cases) for projects, which advance community cultural, historic, and heritage resources. A variety of publications and on-line resources provide information on individual foundation programs.

## V. PLANNING ASSISTANCE

### A. State and Federal Mechanisms

Planning assistance for engineering costs and other consulting fees associated with capital improvements project is available through the capital facilities grants programs mentioned above. In addition, other types of planning funds are available from a variety of sources including the following entities:

1. **The Economic Development Administration (EDA)**

The EDA provides funds for technical assistance and planning grants for projects, which result in the creation of new employment. Planning grants usually average about \$25,000 and require a small cash match. *Contact: [EDA Office, Federal Building Montana Department of Commerce](#), Helena, MT (406) [449-5074841-2700](#).*

2. **CDBG – Technical Assistance Matching Grants – Montana Department of Commerce**

The Montana Department of Commerce provides planning grants of up to \$~~10~~50,000 for affordable housing, capital improvements planning, comprehensive planning, and economic development planning. *Contact: Montana Department of Commerce, Helena, MT (406) [444-2488841-2770](#)*

3. **Federal Home Loan Bank of ~~Seattle-Des Moines~~ – Community Lending Services**

The Federal Home Loan Bank of ~~Seattle-Des Moines~~ provides ~~planning~~ grants of up to \$~~10~~500,000 for affordable housing, ~~economic and community development, and neighborhood revitalization~~. *Contact: The Federal Home Loan Bank of ~~Seattle-Des Moines~~, Western Office, [1501-901 Fourth-Fifth Avenue Suite 3800](#), Seattle, WA [98101-98164 206800-340-8737544-3452](#)*

## 12.0 REFERENCES

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2. Polson Development Code, 1993.
3. Polson Development Code, 2016.
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8. Lake County, Montana, 2010 Demographic Profile Data, American Fact Finder, U.S. Census Bureau
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12. Census of Population and Housing, U.S. Census Bureau, 2010.
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16. Montana Board of Crime Control Database, August 2016.
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18. Lake County Wildland Urban Interface Parcels, Montana Department of Natural Resources & Conservation, December 2011.
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20. Statistical Report, Montana Department of Public Health and Human Services, January 2015.
21. Lake County Traffic by Sections Report, Montana Department of Transportation, 2014.
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26. Lake County, Montana and Incorporated Areas Flood Insurance Rate Map, Federal Emergency Management Agency, February 6, 2013.
27. The People's Center, [www.thepeoplescenter.org](http://www.thepeoplescenter.org), 2016.

### Personal Communication

1. Communication with Crystal Reese, Information Technology, Confederated Salish & Kootenai Tribes, May 17, 2016.
2. Communication with Tiffani Kinaman, Human Resources Manager, Jore Corporation, June 2, 2016.
3. Communication with Wade Nash, Chief of Police, City of Polson, February 1, 2016.
4. Communication with Joan Hart, Police Clerk, City of Polson, June 1, 2016.

5. Communication with Craig Couture, Tribal Police Chief, Tribal Law Office, Confederated Salish & Kootenai Tribes, December 7, 2015.
6. Communication with Clint Cottle, Fire Chief, City of Polson, January 11, 2016 and July 18, 2016.
7. Communication with Richard Forbis, St. Joseph Medical Center, February 18, 2016.
8. Communication with Greg Sheumaker, Manager, Polson Ambulance, January 6, 2016.
9. Communication with Emily Colomeda, Health Services Director, Lake County Health Department, January 11, 2016.
10. Communication with Kevin Howlett, Director, Tribal Health Department, Confederated Salish & Kootenai Tribes, January 7, 2016.
11. Communication with Jeff Walla, Airport Engineer, KLI, Inc., January 14, 2016.
12. Communication with Jean Matt, Mission Valley Power General Manager, October 29, 2015.
13. Communication with Tony Porrazzo, Water & Sewer Superintendent, City of Polson.
14. Communication with Shari Johnson, Engineer, City of Polson.
15. Communication with Teresa Kjorvestad, Lake County Solid Waste Management, January 8, 2016.
16. Communication with Terry Gembala, Streets Superintendent, City of Polson, February 8, 2016.
17. Communication with Jay Garrick, Supervisor, Lake County Road Department, October 27, 2015.
18. Communication with Gabe Johnson, Roads Program Manager, Confederated Salish & Kootenai Tribes, November 5, 2015.
19. Communication with James Freyholtz, Kalispell Area Traffic Engineer, Montana Department of Transportation, October 22, 2015.
20. Communication with Patrick Nowlen, Parks & Recreation Superintendent, City of Polson, October 4, 2016.
21. Communication with Tim Marchant, Manager, Lake County Fair, November 19, 2015.
22. Communication with Pamela Clary, Polson Public Schools, October 23, 2015.
23. Communication with Marilyn Trosper, Library Director, North Lake County Public Library District, June 30, 2015.
24. Communication with Randy Ashley, Air Quality Program Manager, Confederated Salish & Kootenai Tribes, December 7, 2015.
25. Communication with Dale Becker, Wildlife Program Manager, Confederated Salish & Kootenai Tribes, January 14, 2016.
26. Communication with Tom Benson, Coordinator, Lake County Weed District, November 10, 2015.
27. Communication with John Boughton, National Register Program, State Historic Preservation Office, Montana Historical Society, November 16, 2015.

**RESOLUTION # 2016-**  
**A RESOLUTION ADOPTING THE CITY OF**  
**POLSON GROWTH POLICY (UPDATE) 2016**

**WHEREAS**, the City of Polson has undertaken a course of action mandated at Section 76-1-601 of the Montana Codes, to provide a uniform Growth Policy as a planning guide for the City of Polson, and;

**WHEREAS**, the City of Polson, by and through its consultant, has generated a Growth Policy, entitled "City of Polson, Montana Growth Policy Update 2016", and;

**WHEREAS**, the City of Polson has held public hearing and met all other requirements of law at Title 76, Chapter 1, Part 6, relating to the adoption of the updated Growth Policy, and;

**WHEREAS**, the City of Polson desires to adopt the updated Growth Policy as a planning guide instrument for the City of Polson, and believes the same in the interest of the health, safety, and welfare of the City of Polson:

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of the City of Polson, Montana that the City of Polson, Montana Growth Policy Update 2016, is hereby adopted by the Polson City Commission.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**CITY OF POLSON**

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

**ATTEST:**

\_\_\_\_\_  
**Cora Pritt, City Clerk**

STATE OF MONTANA     )  
  :ss.  
Count of Lake             )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2016, before me, the undersigned Notary Public for the State of Montana, personally appeared Heather Knutson and Cora Pritt, known to me to be the Mayor and the City Clerk of the **CITY OF POLSON**, Montana, the municipal

corporation the executed the foregoing instrument, and acknowledged to me that such corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year in this certificate first above written.

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Notary Public for the State of Montana  
Residing at Polson  
My commission expires:

## Beth Smith

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**From:** Lita Fonda <melita@polson.net>  
**Sent:** Tuesday, October 11, 2016 12:07 PM  
**To:** Beth Smith  
**Cc:** Heather Knudson  
**Subject:** comment for the 10-10-16 CCPB meeting

Thank you for the heads up and courtesy when the draft Growth Policy information became available last week. Unfortunately, I was unable to review the 129 pages of document and 15 pages of attachments in the 5 days that were available between the availability of the information and the meeting, particularly given travel occurring in this same time frame. I hope there will be more adequate time to review prior to this document going to the City Council.

It is of particular concern that tight timeframes have occurred regarding the availability of significant document for the public to review prior to hearings on the documents. This has happened previously and hopefully is a concern to City staff and officials as well.

Respectfully,

Lita Fonda