

# CITY OF POLSON COMMISSION SPECIAL MEETING AGENDA

COMMISSION CHAMBERS

June 22, 2015

6:30 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. Claims June 12-18, 2015

b. Finance Officer Bank Reconciliation June 30, 2014

**OLD BUSINESS**

**6. APPROVE A RESOLUTION SETTING IMPACT FEE COLLECTION LEVELS**

City Manager Mark Shrives

**NEW BUSINESS**

**7. APPOINTMENT OF CITY COMMISSIONER WARD 3**

City Manager Mark Shrives

**8. OATH OF OFFICE**

Mayor Heather Knutson

**9. APPOINTMENT OF CITY OF POLSON CITIZEN REPRESENTATIVE TO FIREFIGHTER INTERVIEW COMMITTEE**

City Manager Mark Shrives

**10. APPROVE CITY/RURAL FIRE DEPARTMENT ADMINISTRATION POLICY-"RECRUITMENT AND SELECTION OF VOLUNTEER FIREFIGHTERS".**

City Manager Mark Shrives

**11. APPROVE CITY/RURAL FIRE DEPARTMENT ADMINISTRATION POLICY-"REQUIREMENTS AND EXPECTATIONS TO FULFILL PROBATION".**

City Manager Mark Shrives

**12. RECESS**

**EXECUTIVE SESSION**

**13. LITIGATION**-MCA CODE 2-3-203 4(a)-EXCEPT AS PROVIDED IN SUBSECTION (4) (b), A MEETING MAY BE CLOSED TO DISCUSS A STRATEGY TO BE FOLLOWED WITH RESPECT TO LITIGATION WHEN AN OPEN MEETING WOULD HAVE A DETRIMENTAL EFFECT ON THE LITIGATING POSITION OF THE PUBLIC AGENCY.

**14. RE-CONVENE**

**15. ADJOURN**

For doc #s from 121021 to 121079

5a.

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
1000 General All-Purpose Fund	322035 Solicitors/Peddlers	999999 MAIRE ENTERPRISES	FACILITIES-SOL LIC N	55.00
1000 General All-Purpose Fund	410200 Executive Services	000080 FLATHEAD NEWSPAPER GROUP	EXECUTIVE-WARD 3 VAC	140.20
1000 General All-Purpose Fund	410360 Municipal Court	3997 JOAN HART	COURT-SUPPLIES FOR R	50.40
1000 General All-Purpose Fund	410360 Municipal Court	000282 QUILL CORPORATION	COURT-SHARED HP INK	14.85
1000 General All-Purpose Fund	410500 Financial Services	1925 VALLEY BUSINESS SYTEMS	FINANCE-BNDR LBL HLD	26.97
1000 General All-Purpose Fund	411100 Legal Services	4820 M RICHARD GEBHARDT	LEGAL - TRAVEL MILEA	464.47
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	1925 VALLEY BUSINESS SYTEMS	FACILITIES-PAPER	59.98
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000282 QUILL CORPORATION	FACILITY-COFFEE FOR	18.54
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	3025 FIRST BANKCARD	FACILITIES-COMMERCLA	650.75
1000 General All-Purpose Fund	420140 Crime Control and	4812 POLICE PETTY CASH	POLICE-INVESTIGATION	100.00
1000 General All-Purpose Fund	420140 Crime Control and	1925 VALLEY BUSINESS SYTEMS	POLICE-OFFICE SUPPLI	45.65
1000 General All-Purpose Fund	420140 Crime Control and	1925 VALLEY BUSINESS SYTEMS	POLICE-DET PREPRNTD	26.62
1000 General All-Purpose Fund	420140 Crime Control and	000282 QUILL CORPORATION	POLICE-SHARED HP INK	14.84
1000 General All-Purpose Fund	420140 Crime Control and	000282 QUILL CORPORATION	POLICE-DETECTV HP IN	92.81
1000 General All-Purpose Fund	420140 Crime Control and	000282 QUILL CORPORATION	POLICE-DETECTV LED M	120.67
1000 General All-Purpose Fund	420400 Fire Protection and	4917 ELKHORN MOUNTAIN INN	FIRE-PB TRAVEL LODGI	69.55
1000 General All-Purpose Fund	420400 Fire Protection and	4917 ELKHORN MOUNTAIN INN	FIRE-BG TRAVEL LODGI	69.55
1000 General All-Purpose Fund	420400 Fire Protection and	000011 MISSION VALLEY POWER	FIRE-SIREN 705 1ST S	11.00
1000 General All-Purpose Fund	420540 Land Use	4458 SHARI A. JOHNSON, PE	PLANNING-RIDGEWATER	268.19
1000 General All-Purpose Fund	420540 Land Use	4458 SHARI A. JOHNSON, PE	PLANNING-RIDGEWATER	245.84
1000 General All-Purpose Fund	420540 Land Use	4458 SHARI A. JOHNSON, PE	PLANNING-KRMC SITE M	44.70
1000 General All-Purpose Fund	420540 Land Use	4458 SHARI A. JOHNSON, PE	PLANNING-REDLION ACC	44.70
1000 General All-Purpose Fund	420540 Land Use	4458 SHARI A. JOHNSON, PE	PLANNING-COMMUNITY B	22.35
1000 General All-Purpose Fund	430240 Road and Street	3328 STAGELINE PIZZA	STREETS-WORKING LUNC	20.39
1000 General All-Purpose Fund	430240 Road and Street	3328 STAGELINE PIZZA	STREETS-WORKING LUNC	21.78
1000 General All-Purpose Fund	430240 Road and Street	4611 ALL TREE SERVICES, LLC	STREETS-TREE REMOVAL	3,230.00
1000 General All-Purpose Fund	430240 Road and Street	3528 THE COVE DELI & PIZZA	STREETS-WORKING LUNC	50.00
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PARKS-SACAJAWEA WALK	33.11
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PARKS-J CAMPBELL PAR	11.00
1000 General All-Purpose Fund	460430 Parks	3328 STAGELINE PIZZA	PARKS-WORKING LUNCH	20.39
1000 General All-Purpose Fund	460430 Parks	3328 STAGELINE PIZZA	PARKS-WORKING LUNCH	21.77
1000 General All-Purpose Fund	460430 Parks	4458 SHARI A. JOHNSON, PE	PARKS - SKATE PARK	22.35
Total for Fund:				6,088.42
2020 Police Municipal Services	420140 Crime Control and	000085 SOUTHSHORE VETERINARY	POLICE-ANIMAL BOARDI	77.50
2020 Police Municipal Services	420140 Crime Control and	4684 WASH N' GO, LLC	POLICE-VEH WASH 5/1-	79.03
Total for Fund:				156.53
2390 Drug Forfeiture Fund	420140 Crime Control and	000759 DRAGGIN' WAGON TOWING,	POLICE-DTF 215CR0014	341.00
Total for Fund:				341.00
2402 Light Maintenance	430263 Street Lighting	000011 MISSION VALLEY POWER	FACILITIES-N END MAI	161.94
Total for Fund:				161.94
2820 Gas Apportionment Tax	430240 Road and Street	4918 KNIPE STUMP GRINDING	STREETS-GRIND STUMPS	400.00
Total for Fund:				400.00

06/18/15  
14:10:33

City of Polson  
Claim Details by Fund, Account  
For the Accounting Period: 6/15

Page: 2 of 4  
Report ID: AP100Z

For doc #s from 121021 to 121079

Fund	Department Name (Account)	Vendor #/Name	Description	Amount	
3542	SID #42 Streetscape Main 490300	Special Improvement Bonds 4668	GLACIER BANK	FINANCE-SID #42 PMT	22,214.37
3542	SID #42 Streetscape Main 490300	Special Improvement Bonds 4668	GLACIER BANK	FINANCE-SID #42 PMT	10,897.96
3542	SID #42 Streetscape Main 490300	Special Improvement Bonds 4668	GLACIER BANK	FINANCE - SID #42 AD	4,851.80
Total for Fund:				37,964.13	
4530	TIFD City Dock & Walkpath 214600	Retainage Payable 4786	McCRUMB CONSTRUCTION,	PARKS-RETAINAGE	-1,156.99
4530	TIFD City Dock & Walkpath 470120	Construction 4786	McCRUMB CONSTRUCTION,	PARKS-PIER PATH/WLKI	23,139.74
4530	TIFD City Dock & Walkpath 470120	Construction 4786	McCRUMB CONSTRUCTION,	PARKS-1% CGR	-219.83
4530	TIFD City Dock & Walkpath 470120	Construction 4425	DEPARTMENT OF REVENUE	PARKS-1% CGR WLKNG P	219.83
Total for Fund:				21,982.75	
5010	Golf Fund 460446	Golf Course - 4810	PACIFIC POWER GROUP	GOLF MAINT-ASST PART	470.52
5010	Golf Fund 460446	Golf Course - 000048	MIDLAND IMPLEMENT CO.	GOLF MAINT-TORO PART	271.80
5010	Golf Fund 460446	Golf Course - 000048	MIDLAND IMPLEMENT CO.	GOLF MAINT-TORO SWIT	69.64
5010	Golf Fund 460447	Golf Course - Pro Shop 000316	WALLACES GOLF SHOP	GOLF PRO-CITY SHARE	2,805.69
5010	Golf Fund 460447	Golf Course - Pro Shop 000316	WALLACES GOLF SHOP	GOLF PRO-CITY SHARE	236.90
5010	Golf Fund 460447	Golf Course - Pro Shop 000316	WALLACES GOLF SHOP	GOLF PRO-CITY SHARE	1,758.67
5010	Golf Fund 460447	Golf Course - Pro Shop 000010	CENTURYLINK	GOLF PRO-PRO SHOP PH	22.95
5010	Golf Fund 460447	Golf Course - Pro Shop 000011	MISSION VALLEY POWER	GOLF PRO-METER DOWNS	156.04
5010	Golf Fund 460447	Golf Course - Pro Shop 1925	VALLEY BUSINESS SYTEMS	GOLF PRO-KEYBOARD CO	40.00
5010	Golf Fund 460447	Golf Course - Pro Shop 4458	SHARI A. JOHNSON, PE	GOLF PRO- CART STORA	402.29
5010	Golf Fund 460450	Golf Course Restaurant 3233	FOOD SERVICES OF AMERICA	GOLF REST-FOOD SUPPL	1,328.82
5010	Golf Fund 460450	Golf Course Restaurant 3233	FOOD SERVICES OF AMERICA	GOLF REST-FOOD SUPPL	949.01
5010	Golf Fund 460450	Golf Course Restaurant 4754	PEPSI-COLA BOTTLING OF	GOLF REST-ASST BEVER	48.00
5010	Golf Fund 460450	Golf Course Restaurant 3447	SUMMIT BEVERAGE	GOLF REST-BEER	139.00
5010	Golf Fund 460450	Golf Course Restaurant 000316	WALLACES GOLF SHOP	GOLF REST-SNACKS	199.87
5010	Golf Fund 460450	Golf Course Restaurant 000316	WALLACES GOLF SHOP	GOLF REST-KITCHEN SU	10.49
5010	Golf Fund 460450	Golf Course Restaurant 3233	FOOD SERVICES OF AMERICA	GOLF REST-TABLE BASK	26.88
5010	Golf Fund 460450	Golf Course Restaurant 3233	FOOD SERVICES OF AMERICA	GOLF REST-FOOD SUPPL	458.46
5010	Golf Fund 460450	Golf Course Restaurant 3233	FOOD SERVICES OF AMERICA	GOLF REST-KITCHEN SU	41.02
5010	Golf Fund 460450	Golf Course Restaurant 4754	PEPSI-COLA BOTTLING OF	GOLF REST-DR PEPPER	69.30
5010	Golf Fund 460450	Golf Course Restaurant 3447	SUMMIT BEVERAGE	GOLF REST-ASST BEERS	1,891.66
5010	Golf Fund 460450	Golf Course Restaurant 4754	PEPSI-COLA BOTTLING OF	GOLF REST-ASST BEVER	1,028.12
5010	Golf Fund 460450	Golf Course Restaurant 3447	SUMMIT BEVERAGE	GOLF REST-ASST BEERS	393.59
5010	Golf Fund 460450	Golf Course Restaurant 3447	SUMMIT BEVERAGE	GOLF REST-OUTSTANDIN	0.20
5010	Golf Fund 460450	Golf Course Restaurant 3447	SUMMIT BEVERAGE	GOLF REST-JOCKEY BOX	-490.00
5010	Golf Fund 460450	Golf Course Restaurant 3447	SUMMIT BEVERAGE	GOLF REST-ASST BEERS	669.29
5010	Golf Fund 460460	G. C. Restaurant O & M 4664	CHARTER COMMUNICATIONS	GOLF REST-INTERNET/T	95.16
Total for Fund:				13,093.37	
5210	Water Fund 430500	Water Utilities 4458	SHARI A. JOHNSON, PE	WATER-WATER PLANS, C	89.39
5210	Water Fund 430530	Source of Supply and 000011	MISSION VALLEY POWER	WATER-715 7TH AVE W	136.39
5210	Water Fund 430540	Purification and 000188	HACH COMPANY	WATER-DPD FREE CHLOR	368.89
5210	Water Fund 430540	Purification and 3487	THATCHER COMPANY OF	WATER-T-CHLOR CHEMIC	4,940.00
5210	Water Fund 430550	Transmission and 4820	M RICHARD GEBHARDT	WATER-DOWNTOWN LOOP	260.00
5210	Water Fund 430550	Transmission and 4006	HD SUPPLY WATERWORKS,	WATER-GASKET	36.00
5210	Water Fund 430550	Transmission and 4006	HD SUPPLY WATERWORKS,	WATER-8" ASST. MATER	497.12
5210	Water Fund 430550	Transmission and 4458	SHARI A. JOHNSON, PE	WATER-TSEP WATER PRO	2,011.43

For doc #s from 121021 to 121079

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
			Total for Fund:	8,339.22
5310 Sewer Fund	430600 Sewer Utilities	2434 MISSION VALLEY AUTO, INC.	SEWER-'08 FORD A/C R	906.28
5310 Sewer Fund	430630 Collection and	000011 MISSION VALLEY POWER	SEWER-715 7TH AVE W	136.39
5310 Sewer Fund	430630 Collection and	4458 SHARI A. JOHNSON, PE	SEWER-REPLACEMENT AL	357.59
5310 Sewer Fund	430640 Treatment and Disposal	4820 M RICHARD GEBHARDT	SEWER-TREATMENT REHA	60.00
5310 Sewer Fund	430640 Treatment and Disposal	4886 FIRST AMERICAN TITLE CO	SEWER-CANCELLATION F	150.00
5310 Sewer Fund	430640 Treatment and Disposal	4458 SHARI A. JOHNSON, PE	SEWER-WWWTP ENG. SER	491.68
5310 Sewer Fund	430640 Treatment and Disposal	4458 SHARI A. JOHNSON, PE	SEWER-TMDL MEETING	223.49
			Total for Fund:	2,325.43
			Total:	90,852.79

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Fund/Account	Amount
1000 General All-Purpose Fund	
101000	\$6,088.42
2020 Police Municipal Services Levy	
101000	\$156.53
2390 Drug Forfeiture Fund	
101000	\$341.00
2402 Light Maintenance District #20	
101000	\$161.94
2820 Gas Apportionment Tax Fund	
101000	\$400.00
3542 SID #42 Streetscape Main St. Imp.	
101000	\$15,749.76
101010	\$22,214.37
4530 TIFD City Dock & Walkpath project	
101000	\$21,982.75
5010 Golf Fund	
101000	\$13,093.37
5210 Water Fund	
101000	\$8,339.22
5310 Sewer Fund	
101000	\$2,325.43
Total:	\$90,852.79

CITY OF POLSON  
FINANCE OFFICER BANK RECONCILIATION  
June 30, 2014

56.

GENERAL LEDGER CASH REPORT BALANCE	\$ 4,813,472.40
PLUS PAYROLL LIABILITIES ACCRUED BUT NOT PAID	\$ 48,353.29
ADJUSTED GENERAL LEDGER BALANCE	<u>\$ 4,861,825.69</u>
GLACIER BANK OPERATING ACCOUNT	\$ -
PLUS GOLF RESTAURANT DEPOSIT IN TRANSIT	\$ 2,586.25
PLUS GOLF COURSE DEPOSIT IN TRANSIT	\$ 8,949.00
MINUS OUTSTANDING PAYROLL CHECKS	\$ (10,511.77)
MINUS OUTSTANDING PAYROLL DIRECT DEPOSIT	\$ (1,446.11)
MINUS OUTSTANDING CLAIM CHECKS	\$ (353,828.61)
MINUS OUTSTANDING PAYROLL ACH TRANSACTIONS	\$ (2,914.47)
PLUS GLACIER BANK REPURCHASE ACCOUNT	\$ 4,206,055.01
PLUS 1 FIRST CITIZENS BANK CD	\$ 1,006,515.86
PLUS EDWARD JONES MONEY MARKET	\$ 4,692.21
PLUS FIRST CITIZENS BANK SAVINGS ACCOUNT	\$ 481.32
PLUS PETTY CASH AND CASH DRAWERS	\$ 1,247.00
DEMAND ACCOUNTS & INVESTMENTS	<u>\$ 4,861,825.69</u>

06/15/15  
09:49:06

City of Polson  
Bank Reconciliation

Page: 1 of 1  
Report ID: BANKREC1

Reconciliation for Bank Account GLACIER BANK - \*\*\*\*\*089 & \*\*\*\*\*113

Reconciliation Period 6/14

Account # \*\*\*\*\*089 & \*\*\*\*\*113

Cash Account 101000 - Cash - Operating  
Cash Account 101010 - Cash - Sinking and Interest  
Cash Account 102215 - Cash - Golf Rev. Bond 1998 S&I  
Cash Account 102216 - Cash - Rev Bond Sinking & Interest  
Cash Account 102220 - Cash - Revenue Bond Reserve  
Cash Account 102230 - Cash - Surplus Reserve  
Cash Account 102240 - Cash - Replacement/Depreciation  
Cash Account 102250 - Cash Impact Fee/Restricted  
Cash Account 102300 - Cash - Customer Deposits  
Cash Account 103000 - Petty Cash  
Cash Account 103010 - Cash Drawer

Balance from Bank Statement	4,206,055.01
Deposits in Transit	0.00
Outstanding Checks	-364,340.38
Other Cash Items	-1,446.11
OS Payroll Liabilities	-48,353.29
Adjusted Bank Balance	3,791,915.23
General Ledger Balance	4,813,472.40

Manual Adjustments	1,006,515.86 - CD - First Citizens Bank
	4,692.21 - Edward Jones Money Market
	481.32 - First Citizens Bank Savings Account
	8,949.00 - Golf Course Deposits in Transit
	2,586.25 - Golf Restaurant Deposits in Transit
	-2,347.50 - Dept of Revenue ACH outstanding
	-566.97 - AFLAC ACH outstanding
	1,247.00 - Petty Cash & Cash Drawers
Total Manual Adjustments	1,021,557.17
Difference	0.00
Total checks and other credit items cleared:	578,882.67
Total deposits and other debit items cleared:	1,050,948.23



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Date 6/30/14 Page 1  
Account Number

CITY OF POLSON  
106 1ST ST E  
POLSON MT 59860

CHECKING ACCOUNT

CHECKING		Check Safekeeping	
Account Number		Statement Dates	6/02/14 thru 6/30/14
Previous Balance	3,737,570.76	Days in the statement period	29
11 Deposits/Credits	759,167.87	Average Ledger	4,068,397.00
10 Checks/Debits	291,653.34	Average Collected	4,068,397.00
Service Charge	.00	Interest Earned	969.72
Interest Paid	969.72	Annual Percentage Yield Earned	0.30%
Ending Balance	4,206,055.01	2014 Interest Paid	6,070.32



Account Statement

MEMBER  
FDIC

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Date 6/30/14 Page 1  
Account Number 239

CITY OF POLSON  
106 1ST ST E  
POLSON MT 59860

CHECKING ACCOUNT

CHECKING		Number of Enclosures	239
Account Number		Statement Dates	6/02/14 thru 6/30/14
Previous Balance	.00	Days in the statement period	29
158 Deposits/Credits	1,218,296.63	Average Ledger	.00
269 Checks/Debits	1,218,296.63	Average Collected	4,120.43-
Service Charge	.00		
Interest Paid	.00		
Ending Balance	.00		

City of Polson  
Cash Report by Fund/Account  
For the Accounting Period: 6/14

Funds 1000-7120

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
1000 General All-Purpose Fund						
101000 Cash - Operating	48,353.71	648,341.78	37,684.85	186,853.88	233,861.57	313,664.89
103000 Petty Cash	200.00	0.00	0.00	0.00	0.00	200.00
103010 Cash Drawer	100.00	0.00	0.00	0.00	0.00	100.00
Total Fund	48,653.71	648,341.78	37,684.85	186,853.88	233,861.57	313,964.89
2001 Fire Impact Fees						
102250 Cash Impact Fee/Restricted	16,594.95	200.00	3.48	0.00	200.00	16,598.43
2002 Parks Impact Fees						
102250 Cash Impact Fee/Restricted	20,443.06	0.00	4.29	0.00	0.00	20,447.35
2020 Police Municipal Services Levy						
101000 Cash - Operating	19,465.98	73,287.36	373.29	16,300.60	12,536.11	64,289.92
2170 Airport						
101000 Cash - Operating	5.22	0.00	0.00	0.00	0.00	5.22
2210 Parks/Salish Point						
101000 Cash - Operating	25,635.38	0.00	5.37	0.00	36.64	25,604.11
2211 Skate Park Fund						
101000 Cash - Operating	168.08	0.00	0.04	0.00	0.00	168.12
2212 Cultural Trust Grant						
101000 Cash - Operating	102.20	0.00	0.02	0.00	0.00	102.22
2213 Dog Park/Travis Dolphin						
101000 Cash - Operating	1,065.12	0.00	0.22	0.00	0.00	1,065.34
2214 Rotary Donation						
101000 Cash - Operating	167.02	0.00	0.04	0.00	0.00	167.06
2215 Hanging Basket Maintenance						
101000 Cash - Operating	-666.07	1,387.77	0.00	0.00	721.70	0.00
2216 Parkland Subdivision Fee (formerly 7060)						
101000 Cash - Operating	139,802.50	35.00	29.31	0.00	0.00	139,866.81
2218 Carol Sampson Sherick Trail Memorial Fund						
101000 Cash - Operating	825.17	0.00	0.17	0.00	0.00	825.34
2219 Parks Donations						
101000 Cash - Operating	21,277.47	3,848.31	4.46	0.00	6,978.97	18,151.27
2221 Eagle Scout Project Fund						
101000 Cash - Operating	12.33	0.00	0.00	0.00	0.00	12.33
2222 Park Donations - Restricted						
101000 Cash - Operating	8,060.15	0.00	1.69	1,155.45	0.00	6,906.39
2310 Tax Increment District						
101000 Cash - Operating	176,667.93	85,541.67	45.43	23,189.79	26,968.68	212,096.56
102216 Cash - Rev Bond Sinking & Intere	0.00	0.00	26,606.12	0.00	0.00	26,606.12
102220 Cash - Revenue Bond Reserve	40,000.00	0.00	0.00	0.00	0.00	40,000.00
Total Fund	216,667.93	85,541.67	26,651.55	23,189.79	26,968.68	278,702.68
2372 Permissive Medical Mills						
101000 Cash - Operating	10,294.69	27,551.95	0.00	5,671.55	32,175.09	0.00
2386 Street Permits Revenue						
101000 Cash - Operating	6,930.04	150.00	1.45	0.00	0.00	7,081.49
2390 Drug Forfeiture Fund						
101000 Cash - Operating	104.28	7,575.00	0.02	0.00	4,195.27	3,484.03
2394 Building Code Enforcement						
101000 Cash - Operating	-48,873.69	55,040.64	904.50	0.00	7,071.45	0.00

City of Polson  
Cash Report by Fund/Account  
For the Accounting Period: 6/14

Funds 1000-7120

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
2395 Tree Fund						
101000 Cash - Operating	3,677.92	0.00	0.77	0.00	128.70	3,549.99
2401 Light Maintenance District #19						
101000 Cash - Operating	16,281.04	132.71	3.41	69.82	1,351.08	14,996.26
2402 Light Maintenance District #20						
101000 Cash - Operating	1,514.65	4,007.04	0.32	0.00	1,586.86	3,935.15
2500 Weed Cleanup Maintenance Fund						
101000 Cash - Operating	18,673.79	805.00	3.92	655.00	199.61	18,628.10
2510 Sidewalk Loan Fund						
101000 Cash - Operating	61,793.10	0.00	12.96	0.00	0.00	61,806.06
2701 Fire Barnowsky Estate Donation						
101000 Cash - Operating	371.39	0.00	0.08	0.00	0.00	371.47
2702 Fire Training Center Donations						
101000 Cash - Operating	15,104.15	1,458.07	3.17	0.00	0.00	16,565.39
2703 Fire Memb. Donation Fund						
101000 Cash - Operating	3,044.52	0.00	0.64	1,458.07	0.00	1,587.09
2710 Kids Safety/POLICE/FIRE						
101000 Cash - Operating	498.43	0.00	0.10	0.00	0.00	498.53
2720 Police Donations						
101000 Cash - Operating	1,498.99	900.00	0.31	0.00	75.05	2,324.25
2810 Police Training Fund						
101000 Cash - Operating	15,046.90	50.00	3.15	0.00	1,172.08	13,927.97
2820 Gas Apportionment Tax Fund						
101000 Cash - Operating	24,200.56	30,758.98	67.56	0.00	9,998.76	45,028.34
2876 POLICE FEDERAL C.O.P.S. GRANT						
101000 Cash - Operating	1,963.14	314.45	261.88	0.00	2,539.47	0.00
2932 Parks ARRA Recycle Grant						
101000 Cash - Operating	442.08	0.00	0.09	0.00	0.00	442.17
2943 RCDI/Growth Policy						
101000 Cash - Operating	5,668.79	0.00	1.19	0.00	0.00	5,669.98
3500 SPECIAL ASSESSMENT DEBT-Revolving Fund						
101000 Cash - Operating	154,643.57	0.00	32.42	0.00	0.00	154,675.99
3542 SID #42 Streetscape Main St. Imp. Project						
101010 Cash - Sinking and Interest	20,780.87	24,209.70	12.22	6,289.01	33,112.33	5,601.45
102220 Cash - Revenue Bond Reserve	37,500.00	0.00	0.00	0.00	0.00	37,500.00
Total Fund	58,280.87	24,209.70	12.22	6,289.01	33,112.33	43,101.45
4520 Streetscape/Main St. Imp. Project						
101000 Cash - Operating	4,675.60	0.00	0.98	0.00	0.00	4,676.58
4530 TIFD City Dock & Walkpath project						
101000 Cash - Operating	216,705.19	0.00	2,710.65	0.00	137,100.02	82,315.82
5010 Golf Fund						
101000 Cash - Operating	105,918.41	104,356.25	7,243.29	164.01	197,729.39	19,624.55
102216 Cash - Rev Bond Sinking & Intere	8,732.19	0.00	17,464.38	0.00	0.00	26,196.57
102230 Cash - Surplus Reserve	123,517.27	0.00	55.21	0.00	0.00	123,572.48
102240 Cash - Replacement/Depreciation	25,140.40	0.00	0.00	0.00	0.00	25,140.40
103010 Cash Drawer	747.00	0.00	0.00	0.00	0.00	747.00
Total Fund	264,055.27	104,356.25	24,762.88	164.01	197,729.39	195,281.00
5201 Water Impact Fees						

City of Polson  
Cash Report by Fund/Account  
For the Accounting Period: 6/14

Funds 1000-7120

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
102250 Cash Impact Fee/Restricted	254,592.30	0.00	53.38	0.00	0.00	254,645.68
5210 Water Fund						
101000 Cash - Operating	171,253.44	54,683.68	1,864.67	20.31	86,715.80	141,065.68
102216 Cash - Rev Bond Sinking & Intere	15,077.10	0.00	3,015.42	0.00	0.00	18,092.52
102220 Cash - Revenue Bond Reserve	18,979.00	0.00	0.00	0.00	0.00	18,979.00
102230 Cash - Surplus Reserve	9,761.91	0.00	224.32	0.00	0.00	9,986.23
102240 Cash - Replacement/Depreciation	841,071.03	0.00	0.00	0.00	0.00	841,071.03
102300 Cash - Customer Deposits	13,790.25	250.00	0.00	819.75	316.00	12,904.50
103010 Cash Drawer	200.00	0.00	0.00	0.00	0.00	200.00
Total Fund	1,070,132.73	54,933.68	5,104.41	840.06	87,031.80	1,042,298.96
5301 Sewer Impact Fees						
102250 Cash Impact Fee/Restricted	63,825.52	0.00	13.38	0.00	0.00	63,838.90
5310 Sewer Fund						
101000 Cash - Operating	295,528.17	38,100.75	4,240.22	117.80	49,100.45	288,650.89
102240 Cash - Replacement/Depreciation	1,456,881.63	0.00	367.41	0.00	0.00	1,457,249.04
Total Fund	1,752,409.80	38,100.75	4,607.63	117.80	49,100.45	1,745,899.93
5390 Stormwater Project Fund						
101000 Cash - Operating	130,603.95	8,787.16	747.91	4.00	182.33	139,952.69
7120 Fire Disability & Pension (Third Class City)						
101000 Cash - Operating	11.65	0.00	0.00	0.00	0.00	11.65
Totals	4,626,451.42	1,171,773.27	104,070.16	242,769.04	846,053.41	4,813,472.40

6

**RESOLUTION NO. 2015-\_\_\_\_\_**

**A RESOLUTION SETTING IMPACT FEE COLLECTION LEVELS**

**WHEREAS**, the City Council of the City of Polson, has adopted Ordinance 663, providing for the collection of impact fees together with administration and service charges; and,

**WHEREAS**, pursuant to paragraph 6.9 (c) of Ordinance 663, the City Council reserved the right to adjust by separate resolution, from time to time, the actual percentage of impact fee to be imposed; and

**WHEREAS**, the Council desires to adjust the impact fees to be imposed under Ordinance 663; and,

**WHEREAS**, the Council desires that this Resolution take effect as of July 15, 2015:

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF POLSON, MONTANA:**

1. The Building and Planning Department is instructed to impose and collect on Residential and Commercial one hundred percent (100%) of the full impact fees for Water and Sewer and sixty percent (60%) of the full Impact Fees for Fire and Parks assessable under Ordinance 663 found at Paragraph 6.9 therefore, net of any credits due the Applicant. If credits exceed the impact fee under this assessment, then no impact fee shall be due.
2. Only Building permits that have been actually applied for or issued by July 15, 2015 will be allowed to receive the 50% fee reduction approved by Resolution No. 1059. All building permits issued after July 15, 2015 will pay at the new fee level.
3. The five percent Administration Fee provided at 6.10 (c) of Ordinance 663 shall be assessed against the total amount of Impact Fee resulting from implementation of this Resolution.
4. This Resolution shall be effective as of July 15, 2015.
5. All Resolutions or part of resolutions in conflict herewith are hereby amended to the extent of any such conflict.

**PASSED AND APPROVED this 15th day of June, 2015.**

\_\_\_\_\_  
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 (MOTION) Appointment of Individual to serve remainder of Ward 3 City Commission Term.

Meeting Date: June 22, 2015

Staff Contact: Mark Shrives

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**AGENDA ITEM SUMMARY:** Appointment of individual to serve remainder of Ward 3 City Commission position, with term expiring December 31, 2015.

**BACKGROUND:** In Accordance with the City Charter, the City Commission appoints individuals to serve the remaining term for any City Commission vacancy

**ANALYSIS:** Applications of interest were solicited and the City received four applications to fill the vacant Ward 3 position. Applications were received from Karol Bird, Peter Daniels, Ian Donovan, and Carolyn Pardini.

The applicants have been asked to provide up to a 5 minute presentation regarding their reasons for wanting to serve as a City Commissioner and to also expect questions after their presentation

**FINANCIAL CONSIDERATIONS:** None.

**STAFF RECOMMENDATION:** None

**SUGGESTED MOTION:** NONE

**ATTACHMENTS:**

Applications

CITY OF POLSON  
Application for Commissioner Vacancy  
(PLEASE PRINT)

RECEIVED  
JUN 16 2015  
BY: \_\_\_\_\_

Ward You are applying for: 3

Applicant Name: KAROL (PEEK) Bird

Home Address: 1303 15<sup>th</sup> Ave East

How long have you lived in Polson? All 68 years. -4 when I went to California

Home Telephone: 406-319-2015 Work Telephone: 0

Email: 0

Occupation: Retired

Place of Employment: 0

Why do you want to become a Commissioner?

It's time to get involved. I want whats  
good for Polson.

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

I will try to do what right & be  
honest.

Signature of Applicant: Karol Bird Date: 6-15-15

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

RECEIVED  
JUN 16 2015

CITY OF POLSON  
Application for Commissioner Vacancy  
(PLEASE PRINT)

BY: Beth

Ward You are applying for: 3RD  
2nd  
PETER DANIELS

Applicant Name: \_\_\_\_\_  
308 22nd. Ave. W.

Home Address: \_\_\_\_\_

How long have you lived in Polson? 12 Years

Home Telephone: 883-5553 Work Telephone: \_\_\_\_\_

Email: pdaniels875@gmail.com

Occupation: Retired

Place of Employment: \_\_\_\_\_

Why do you want to become a Commissioner?

TO HELP KEEP POLSON THE MOST DESIRABLE PLACE TO LIVE ON THE WEST  
SIDE OF FLATHEAD LAKE  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

BY BRINGING TO THE TABLE A MORE DIVERSE BACKGROUND THAN MOST. I HAVE  
BEEN A BIG CITY BANKER, SMALL TOWN BANKER, STOCK BROKER, SALESMAN, AND  
SELF EMPLOYED FOR THIRTY OR SO YEARS.  
~~PRIOR MEMBERSHIPS: CHAMBER OF COMMERCE, VETERAN'S CLUBS, SALES AND~~  
MARKETING EXECUTIVES, AND OTHERS.

Signature of Applicant:  Date: 6/16/15

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

RECEIVED  
JUN 17 2015  
BY: 

CITY OF POLSON  
Application for Commissioner Vacancy  
(PLEASE PRINT)

Ward You are applying for: Ward 3  
Applicant Name: Ian Donovan  
Home Address: 110 12<sup>th</sup> Ave. W. Polson  
How long have you lived in Polson? 20 years  
Home Telephone: 471-2787 Work Telephone: 883-6229  
Email: idonovan@polson.k12.mt.us  
Occupation: Teacher  
Place of Employment: Linderman Elementary

Why do you want to become a Commissioner?

I am looking forward to becoming involved in the decision making in our community. I plan to become more informed with the issues we face here in Polson and provide input into the decisions that are made.

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

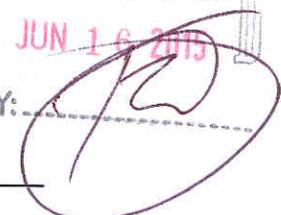
I believe that my 17 years of teaching experience in Polson has allowed me to communicate with parents and members of our community in a positive and meaningful way. I feel that I could contribute and provide insight into issues we all are facing in Polson.

Signature of Applicant:  Date: 6-17-15

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

CITY OF POLSON  
Application for Commissioner Vacancy  
(PLEASE PRINT)

RECEIVED  
JUN 16 2015

BY: 

Ward You are applying for: Ward 3

Applicant Name: Carolyn Pardini

Home Address: 1002 15th Ave E

How long have you lived in Polson? 25+ years

Home Telephone: 471-9597 Work Telephone: school year 676-3390

Email: carolyn.pardini@ronanK12.edu x8-7706

Occupation: Public School Teacher

Place of Employment: School District 30, Ronan Schools

Why do you want to become a Commissioner?

Martin Luther King said "Everyone can be great because everyone can serve." My father raised my sisters & myself to view service as a responsibility and a privilege. The council needs an interim Council member and I have time to make the commitment.

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

As a teacher and grandmother my appointment will bring a point of view to the council advocating for families and children. I have become a really good listener and I am patient and deliberative when I make a decision. I know the difference between right and wrong. Finally I have nothing

Signature of Applicant: C. Pardini Date: June

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

to gain from committing to this service. in July  
If I am appointed I will consider filing to  
run for this seats 4 year term. Thank's  
CJP

**CITY OF POLSON  
CITY COMMISSION AGENDA ITEM SUMMARY**

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Agenda Item Number: **10**

Subject: Approve City/Rural Fire Department Administration Policy – **“Recruitment and Selection of Volunteer Firefighters”**

Meeting Date: June 22, 2015

Staff Contact: City Manager Mark Shrives

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**AGENDA ITEM SUMMARY:** This Agenda Item requests approval of the Rural Fire Department and City Fire Department policy for **“Recruitment and Selection of Volunteer Firefighters”**.

**BACKGROUND:** The City Manager has been working with the Rural Fire Board in the development and updating of policies for the Polson Volunteer Fire Department. There are some polices that are classified as Administrative Policies that require approval of the governing bodies and operational policies that will not require governing body approval.

**ANALYSIS:** With the summer fire season fast approaching it was determined that this policy was very important to adopt in order to be able to recruit and select firefighters for the department. There are current applications pending. The Rural Fire Board has already adopted this policy and has asked the City to adopt the policy in order to move forward in the recruitment and selection process using the same standards for both Rural and City volunteers.

**FINANCIAL CONSIDERATIONS:** None

**STAFF RECOMMENDATION:** Adopt Administrative Policy for **“Recruitment and Selection of Volunteer Firefighters”**.

**SUGGESTED MOTION:** *I MOVE TO APPROVE THE POLSON FIRE DEPARTMENT ADMINISTRATIVE POLICY FOR RECRUITMENT AND SELECTION OF VOLUNTEER FIREFIGHTERS...*

**ATTACHMENTS:**

1. Administrative Policy - **“Recruitment and Selection of Volunteer Firefighters”**.

# **POLSON City/Rural FIRE DEPARTMENT Administration Policy**

## **Recruitment and Selection of Volunteer Firefighters**

**Page 01 of 02**

### **PURPOSE:**

The purpose of this Policy is to establish how to become a firefighter in this organization. This Policy will lay out what is required to be a firefighter so all volunteers that would like to become a firefighter will know what is required before applying for the position.

This organization uses the ICS system and trains to the NIMS system. Being a firefighter in this organization is a demanding job and one that cannot be taken light heartedly. All of the firefighter positions are appointed by either the Polson City Commission or the Polson Rural Fire District Board (dependent upon whether the applicant resides/works in the City or Rural). Once appointed, the firefighters work under the direction of the Fire Chief.

### **Organization:**

This organization is a volunteer department combining Polson City Fire Department and Polson Rural Fire District. Flexibility in training, readiness, and execution is critical. This Policy reflects that the organizational structure of the department's ultimate obligation is the preservation of lives and property by fire suppression during actual incidents, and that during other periods, the organization's obligation is training personnel and maintaining equipment so as to safely and efficiently achieve its ultimate obligations.

### **Selection Process:**

Should there be an opening in firefighter position; the following process will be used to appoint a new firefighter. All firefighters once appointed will be on probation for 12 months and can be terminated by the Fire Chief without cause and upon final determination by either the Polson City Commission or Polson Rural Fire District Board (depending upon which body approved their initial appointment).

Before applicants may be considered, the new applicant will be required to come two (2) regular meetings/trainings to be introduced to the department. At these meetings/trainings the applicant shall observe only from a safe area and not participate in any activities.

1. Applicant must be at least 18 years of age.
2. Applicant should be in good physical condition due to the nature of the job.
3. The applicant must live or work within the boundaries of the City of Polson, Polson Rural Fire District or directly adjacent thereto.

4. Must be able to complete and pass a physical approved by the department.
5. Needs to be able to attend meetings and trainings while on probation.
6. Needs to be able to commit to at least 25% of the yearly total runs.
7. Notification of the open firefighter position can and may be posted in the local papers.
8. An initial informal meeting will be held with the prospective volunteer and the Chief (or his/her designee) wherein the Chief (or designee) will provide information about the requirements of the job and answer any questions the perspective volunteer may have. At this time an application will be given or he/she may be directed that the application can be obtained through the department's web site.
9. A copy of the prospective volunteer's driver's license **must** be attached to the application.
10. When the prospective volunteer turns in the application and has attended at least two meetings/trainings, an interview will be conducted with an Interview Committee, consisting of the Fire Chief, an active firefighter, and two (2) community members, one from the City and one from the Rural. The Fire Department Membership shall select someone from the membership, the Polson City Commission shall select someone from the City of Polson, and the Polson Rural Fire Board shall select someone from the Rural District. The Committee members, except for the Fire Chief, shall serve for a period of up to 12 months. Following this interview, the Committee shall decide whether to recommend the applicant to the Polson City Commission or Polson Rural Fire District Board for final approval.
11. At the completion of the interview, there will be a back ground check and a check with listed character references. Applicant agrees to provide any needed authorizations to complete this process. A check of the driver's license will be completed by the Fire Chief.
12. Upon satisfactory completion of these steps, the Fire Chief will then present the candidate, along with providing a copy of the application and any information obtained, to either the Polson City Commission or the Rural Fire District Board for final approval and appointment. Said appointment will be conditional upon successful completion of the physical exam. In addition, the Fire Chief shall notify either the City Commission or the Rural Board of any applicant whose application is denied. If a majority of the Committee does not concur in either recommending or denying an application, that information shall also be passed along to either the City Commission or Rural Board.
13. The completed physical will be returned to the Fire Chief. Equipment will then be issued, together with all necessary items, and any required paperwork will be complete

**CITY OF POLSON  
CITY COMMISSION AGENDA ITEM SUMMARY**

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Agenda Item Number: 11

Subject: Approve City/Rural Fire Department Administration Policy – **“Requirements and Expectations to Fulfill Probation”**.

Meeting Date: June 22, 2015

Staff Contact: City Manager Mark Shrives

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**AGENDA ITEM SUMMARY:** This Agenda Item requests approval of the Rural Fire Department and City Fire Department policy for **“Requirements and Expectations to Fulfill Probation”**.

**BACKGROUND:** The City Manager has been working with the Rural Fire Board in the development and updating of policies for the Polson Volunteer Fire Department. There are some polices that are classified as Administrative Policies that require approval of the governing bodies and Operational policies that will not require governing body approval.

**ANALYSIS:** The Rural Fire Board has already adopted this policy and has asked the City to adopt the policy in order to move forward in the using the same standards for both Rural and City volunteers.

**FINANCIAL CONSIDERATIONS:** None

**STAFF RECOMMENDATION:** Adopt Administrative Policy for **“Requirements and Expectations to Fulfill Probation”**.

**SUGGESTED MOTION:** *I MOVE TO APPROVE THE POLSON FIRE DEPARTMENT ADMINISTRATIVE POLICY FOR “REQUIREMENTS AND EXPECTATIONS TO FULFILL PROBATION”*.

**ATTACHMENTS:**

1. Administrative Policy - **“Requirements and Expectations to Fulfill Probation”**.

# **POLSON City/Rural FIRE DEPARTMENT Administration Policy**

Issued

## **Requirements and Expectations to Fulfill Probation**

Page 01 of 02

### **PURPOSE:**

The purpose of this policy is to provide an overview of what is required for a newly appointed firefighter to successfully complete their 12 month probation period. It is not intended to be all inclusive, but rather to provide a general overview of what is required. Being a firefighter can be highly rewarding, at the same time it can be demanding and stressful. The probation period (one year) provides an opportunity for both the organization and the recruit to determine if this is a good fit. While the department welcomes all volunteers, if during the probation period the recruit fails to complete the necessary requirements or if the Chief determines that he/she is not up to the rigors of the job, the Chief will recommend to either the Polson City Commission or the Polson Rural Fire Board that the recruit be terminated. The Polson City Commission or the Polson Rural Fire Board will consider the matter and make the final determination of what action to take. During the probationary period, a recruit may be discharged without cause.

### **REQUIREMENTS:**

- The new applicant will be given a Task Book at this time and will be advised that it is to be completed within the probation period. This is the responsibility of the applicants to get the task book completed and turned into the Chief.
- Firefighting can require strenuous exertion under difficult conditions. It can be stressful, both physically and emotionally. While not all volunteers are expected to perform all jobs, during the probationary period the recruit will be expected to show a reasonable level of fitness and agility as well as the ability to perform under stressful situations.
- The recruit will respond to 25% of the runs.
- The recruit will become familiar with the equipment and operations of the department.
- The recruit will also become familiar with the department SOGs which are posted online.

- Polson Fire Department requires all positions must have current CPR certification on file so this must be completed during the probationary period.
- The recruit will obtain at least 45 hours of training.
- The recruit may not miss more than 3 regularly scheduled meetings/trainings in a row that are unexcused.
- During the first 90 days, the recruit must attend all regularly scheduled meetings/trainings unless prior arrangements have been made.
- The regularly scheduled meetings include the second Tuesday of each month wherein the department members conduct truck checks at 6:00PM followed by a business meeting at 7:00PM. The department typically conducts training on the third and fourth Tuesdays of every month beginning at 7:00PM.
- The recruit shall complete the Basic Wildland Firefighting course, S-130 within the Probation period.
- The recruit will maintain a valid driver's license.
- During the probation period certification for NIMS 100/200/700 and 800 must be completed and turned into the Chief for the personnel file.

It is the hope of the Polson Fire Dept. for all members of the department to enjoy volunteering for their community. We hope to teach each new member skills that will make a difference in someone's bad day. Thank you for wanting to be on our team.