

**CITY OF POLSON COMMISSION
MEETING AGENDA**

VIRTUALLY (VIA ZOOM)*

August 17, 2020

7:00 P.M.

Link to meeting: <https://zoom.us/j/95887295692>-- OR --
dial in by phone: 253-215-8782, meeting ID: 958-8729-5692

1. CALL TO ORDER

Mayor Briney

2. PLEDGE OF ALLEGIANCE

Mayor Briney

3. APPROVAL OF PROPOSED AGENDA

Mayor Briney

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. June 30, 2020 Claims
- b. August 1-14, 2020 Claims
- c. City Commission Electronic Meeting Minutes August 3, 2020
- d. City Commission Written Summary Meeting Minutes August 3, 2020

6. CITY MANAGER COMMENTS

Interim City Manager Wade Nash

NEW BUSINESS

pg 14 **7. ZONING VARIANCE REQUEST (VA#21-01) REDUCTION OF FRONT YARD SETBACK ALONG 1ST STREET WEST AT 101 4TH AVENUE WEST**

City Planner Kyle Roberts

vote required

8. STORMWATER MAPPING EVENT

Emilie Henry, Big Sky Watershed Corps Member

pg 15 **9. RESOLUTION 2020-TBD, A RESOLUTION OF THE POLSON CITY COMMISSION DECLARING CERTAIN PERSONAL PROPERTY AS SURPLUS AND AUTHORIZING ITS DISPOSAL**

Cindy Dooley, Finance Officer

vote required

pg 17 **10. PROPOSED REVISIONS TO THE POLSON REDEVELOPMENT AGENCY URBAN RENEWAL GRANT PROGRAM**

City Planner Kyle Roberts

vote required

pg 32 **11. URBAN RENEWAL DISTRICT WAYFINDING SIGNAGE PROPOSAL**

City Planner Kyle Roberts

vote required

pg 38 **12. RESOLUTION #2020-TBD, A RESOLUTION TO DE-ANNEX REMAINDER OF SKYVIEW SUBDIVISION PHASE 1-34.14 ACRES**

City Planner Kyle Roberts

vote required

pg 50 **13. CITY MANAGER CONTRACT NEGOTIATION PROCESS**

Mayor Paul Briney

vote required

14, ADJOURN

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

*The Polson City Commission is holding a virtual meeting as part of the City of Polson's COVID-19 transmission mitigation efforts.

For doc #s from 137172 to 137316

5a.

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
1000 General All-Purpose Fund	410360 Municipal Court	5193 KELLEY CONNECT	CORT-TA-3050 BASE CH	37.50
1000 General All-Purpose Fund	410360 Municipal Court	5193 KELLEY CONNECT	CORT-TA-3050 BASE CH	59.59
1000 General All-Purpose Fund	410360 Municipal Court	5193 KELLEY CONNECT	CORT-TA-3050 BASE CH	50.31
1000 General All-Purpose Fund	410360 Municipal Court	5193 KELLEY CONNECT	CORT-TA-3050 BASE CH	59.44
1000 General All-Purpose Fund	410400 Administrative Services	3025 FIRST BANKCARD	ADMN-FREEDCAMP RENEW	8.99
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	3068 WALMART COMMUNITY CREDIT	FACL-BREAKROOM SUPPL	35.76
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	5193 KELLEY CONNECT	FACL-TA-3551 BASE CH	222.64
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	5193 KELLEY CONNECT	FACL-TA-3551 BASE CH	75.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	5193 KELLEY CONNECT	FACL-TA-3551 BASE CH	75.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	5193 KELLEY CONNECT	FACL-TA-3551 BASE CH	158.15
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	5193 KELLEY CONNECT	FACL-TA-3551 BASE CH	129.57
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	5193 KELLEY CONNECT	FACL-TA-3551 BASE CH	153.51
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	5193 KELLEY CONNECT	FACL-TA-305 BASE CHA	35.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	5193 KELLEY CONNECT	FACL-TA-305 BASE CHA	35.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	5193 KELLEY CONNECT	FACL-TA-305 BASE CHA	35.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	5193 KELLEY CONNECT	FACL-TA-305 BASE CHA	35.00
1000 General All-Purpose Fund	420140 Crime Control and	5193 KELLEY CONNECT	POLC-TA-3050 BASE CH	37.50
1000 General All-Purpose Fund	420140 Crime Control and	5193 KELLEY CONNECT	POLC-TA-3050 BASE CH	59.60
1000 General All-Purpose Fund	420140 Crime Control and	5193 KELLEY CONNECT	POLC-TA-3050 BASE CH	50.30
1000 General All-Purpose Fund	420140 Crime Control and	5193 KELLEY CONNECT	POLC-TA-3050 BASE CH	59.45
1000 General All-Purpose Fund	420540 Land Use	3025 FIRST BANKCARD	PLAN-KR AICP EXAM FE	85.00
Total for Fund:				1,497.31
2020 Police Municipal Services	420140 Crime Control and	000094 DON AADSEN FORD	POLC-2020 FORD F150	35,930.00
2020 Police Municipal Services	420140 Crime Control and	000094 DON AADSEN FORD	POLC-2020 FORD F150	34,692.00
2020 Police Municipal Services	420140 Crime Control and	3908 DELL MARKETING L.P.	POLC-POLICE CHIEF CO	1,463.00
2020 Police Municipal Services	420140 Crime Control and	3908 DELL MARKETING L.P.	POLC-VEH #3 LAPTOP C	539.20
Total for Fund:				72,624.20
2225 Employee Christmas Fund	411200 Facilities (Shared Costs)	3025 FIRST BANKCARD	FACL-EE APPRECIATION	248.18
Total for Fund:				248.18
2310 Tax Increment District	470110 Administration	2342 LAKE COUNTY COMMUNITY	ADMN-2ND QTR FY20 SE	2,500.00
2310 Tax Increment District	470110 Administration	2342 LAKE COUNTY COMMUNITY	ADMN-3RD QTR FY20 SE	2,500.00
Total for Fund:				5,000.00
5010 Golf Fund	460446 Golf Course -	001145 MISSOULA TEXTILE SERVICES	GLFM-LAUNDRY	6.73
5010 Golf Fund	460447 Golf Course - Pro Shop	001145 MISSOULA TEXTILE SERVICES	GLFP-LAUNDRY	4.00
5010 Golf Fund	460447 Golf Course - Pro Shop	5193 KELLEY CONNECT	GLFP-LEXMARK TONER C	192.00
5010 Golf Fund	460450 Golf Course Restaurant	000185 SUPER 1 FOODS	GLFR-ICE CREAM	7.99
5010 Golf Fund	460450 Golf Course Restaurant	000185 SUPER 1 FOODS	GLFR-DRINKING WATER	16.02
5010 Golf Fund	460460 G. C. Restaurant O & M	001145 MISSOULA TEXTILE SERVICES	GLFR-LAUNDRY	14.42
Total for Fund:				241.16
5310 Sewer Fund	430640 Treatment and Disposal	2179 JACKSON, MURDO & GRANT,	SEWR-REVIEW ENGINEER	652.50
5310 Sewer Fund	430645 Wastewater Resource	5183 USABBLUEBOOK	SEWR-DISP TRANFER PI	196.01
5310 Sewer Fund	430645 Wastewater Resource	5183 USABBLUEBOOK	SEWR-FINANCE CHARGE	5.00

08/14/20
10:48:18

CITY OF POLSON
Claim Details by Fund, Account
For the Accounting Period: 6/20

Page: 2 of 3
Report ID: AP100Z

For doc #s from 137172 to 137316

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
5310 Sewer Fund	430645 Wastewater Resource	5183 USABUEBOOK	SEWR-FINANCE CHARGE	5.00
5310 Sewer Fund	430645 Wastewater Resource	5183 USABUEBOOK	SEWR-FINANCE CHARGE	5.00
			Total for Fund:	863.51
			Total:	80,474.36

Fund/Account	Amount
1000 General All-Purpose Fund	
101000	\$1,497.31
2020 Police Municipal Services Levy	
101000	\$72,624.20
2225 Employee Christmas Fund	
101000	\$248.18
2310 Tax Increment District	
101000	\$5,000.00
5010 Golf Fund	
101000	\$241.16
5310 Sewer Fund	
101000	\$863.51
Total:	\$80,474.36

For doc #s from 137173 to 137329

5b.

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
1000 General All-Purpose Fund	214550 Deposits Payable -	999999 NEW LIFE CHRISTIAN CENTER	FACL-CLEANING DEP RE	150.00
1000 General All-Purpose Fund	214550 Deposits Payable -	999999 RONALD MILLSTEAD	FACL-CLEANING DEP RE	150.00
1000 General All-Purpose Fund	410360 Municipal Court	2031 DENNIS DEVRIES	CORT-CITY JUDGE CONT	1,850.00
1000 General All-Purpose Fund	410360 Municipal Court	4880 ACCESS MONTANA	CORT-INTERNET SERVIC	16.67
1000 General All-Purpose Fund	410360 Municipal Court	5193 KELLEY CONNECT	CORT-SHARED COPIER C	41.25
1000 General All-Purpose Fund	410400 Administrative Services	4880 ACCESS MONTANA	ADMIN-INTERNET SERVI	16.67
1000 General All-Purpose Fund	410500 Financial Services	4880 ACCESS MONTANA	FINC-INTERNET SERVIC	16.67
1000 General All-Purpose Fund	410500 Financial Services	000282 QUILL CORPORATION	FINC-4" D RING BINDE	19.29
1000 General All-Purpose Fund	411100 Legal Services	5139 CLINTON J FISCHER LAW	FACL-CITY ATTORNEY C	3,500.00
1000 General All-Purpose Fund	411100 Legal Services	4757 O'NEILL LAW OFFICE PLLC	FACL-CONTRACT CITY AT	2,400.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	5242 ENCOMPASS SUPPLY LLC	FACL-HAND SANITIZER	73.05
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	5217 MCGOWAN WATER	FACL-COOLER RENTAL,	40.50
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000282 QUILL CORPORATION	FACL-OFFICE SUPPLIES	339.83
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000877 JOHNCO STORAGE	FACL-STORGE UNIT 9/1	158.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	3068 WALMART COMMUNITY CREDIT	FACL-JANITORIAL SUPP	13.97
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000080 LAKE COUNTY LEADER	FACL-RESORT TAX FUND	48.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000044 REPUBLIC SERVICES #889	FACL-WASTE DISPOSAL	68.29
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	2234 ACE HARDWARE/ TREMPER'S	FACL-CONTACT PAPER	9.98
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	2234 ACE HARDWARE/ TREMPER'S	FACL-BATTERIES	5.58
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4924 PITNEY BOWES	FACL-POSTAGE FOR POS	503.50
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	001145 MISSOULA TEXTILE SERVICES	FACL-RUGS	78.06
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	001145 MISSOULA TEXTILE SERVICES	FACL-RUGS	78.06
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4809 CITY OF POLSON	FACL-BEER/WINE-MEET	38.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	5193 KELLEY CONNECT	FACL-TASKALF3551CI C	82.50
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	5193 KELLEY CONNECT	FACL-TASKALFA305 COP	38.50
1000 General All-Purpose Fund	420140 Crime Control and	000750 JOHN A. STEVENS	POLC-STRIPPED EQUIP,	412.50
1000 General All-Purpose Fund	420140 Crime Control and	000750 JOHN A. STEVENS	POLC-REPAIR LIGHTS O	187.50
1000 General All-Purpose Fund	420140 Crime Control and	5140 POLSON LUBE CENTER, LLC	POLC-VEH #9 OIL CHAN	39.99
1000 General All-Purpose Fund	420140 Crime Control and	4880 ACCESS MONTANA	POLC-INTERNET SERVIC	16.67
1000 General All-Purpose Fund	420140 Crime Control and	4880 ACCESS MONTANA	POLC-1003 1ST ST E S	19.31
1000 General All-Purpose Fund	420140 Crime Control and	4880 ACCESS MONTANA	POLC-WIRELESS INTERN	62.94
1000 General All-Purpose Fund	420140 Crime Control and	2074 VERIZON WIRELESS	POLC-I PHONES	1,260.33
1000 General All-Purpose Fund	420140 Crime Control and	2074 VERIZON WIRELESS	POLC-BASIC PHONES	387.42
1000 General All-Purpose Fund	420140 Crime Control and	4743 WEX BANK	POLC-FUEL 07/01-31/2	2,043.96
1000 General All-Purpose Fund	420140 Crime Control and	000080 LAKE COUNTY LEADER	POLC-ARE YOU PREPARE	35.00
1000 General All-Purpose Fund	420140 Crime Control and	000044 REPUBLIC SERVICES #889	POLC-SHARED WASTE DI	34.93
1000 General All-Purpose Fund	420140 Crime Control and	2888 MISSION VALLEY SECURITY	POLC-INSTALL MONITOR	224.06
1000 General All-Purpose Fund	420140 Crime Control and	5239 LAKE COUNTY IT DEPARTMENT	POLC-LIC JUN - SEPT	168.87
1000 General All-Purpose Fund	420140 Crime Control and	3614 TOBY'S CARWASH LLC	POLC-VEH WASH JULY 2	122.33
1000 General All-Purpose Fund	420140 Crime Control and	4684 WASH N' GO, LLC	POLC-VEH WASH JULY 1	63.07
1000 General All-Purpose Fund	420140 Crime Control and	4605 THIRD EYE TECHNOLOGIES,	POLC-SET UP CHIEF'S	260.00
1000 General All-Purpose Fund	420140 Crime Control and	000185 SUPER 1 FOODS	POLC-WATER	5.98
1000 General All-Purpose Fund	420140 Crime Control and	5140 POLSON LUBE CENTER, LLC	POLC-VEH #11 OIL CHA	39.99
1000 General All-Purpose Fund	420140 Crime Control and	5140 POLSON LUBE CENTER, LLC	POLC-VEH #10 OIL CHA	44.99
1000 General All-Purpose Fund	420140 Crime Control and	4793 AUTOZONE, INC	POLC-BATTERY	110.19
1000 General All-Purpose Fund	420140 Crime Control and	4793 AUTOZONE, INC	POLC-CABIN AIR FILTE	15.58
1000 General All-Purpose Fund	420140 Crime Control and	4793 AUTOZONE, INC	POLC-VENT MOUNT UNIV	9.99
1000 General All-Purpose Fund	420140 Crime Control and	5075 L-TRON CORPORATION	POLC-EQUIPMENT FOR 2	600.90
1000 General All-Purpose Fund	420140 Crime Control and	5193 KELLEY CONNECT	POLC-SHARED COPIER C	41.25
1000 General All-Purpose Fund	420140 Crime Control and	5140 POLSON LUBE CENTER, LLC	POLC-VEH #22 OIL CHA	44.99
1000 General All-Purpose Fund	420400 Fire Protection and	4880 ACCESS MONTANA	FIRE-INTERNET SERVIC	16.67
1000 General All-Purpose Fund	420400 Fire Protection and	3929 CARSON BROTHERS, INC.	FIRE-LABSERVICEBUR	142.50

For doc #s from 137173 to 137329

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
1000 General All-Purpose Fund	420400 Fire Protection and	4743 WEX BANK	FIRE-FUEL 07/01-31/2	274.85
1000 General All-Purpose Fund	420400 Fire Protection and	000080 LAKE COUNTY LEADER	FIRE-FIREWORK SAFETY	35.00
1000 General All-Purpose Fund	420400 Fire Protection and	000080 LAKE COUNTY LEADER	FIRE-ARE YOU PREPARE	65.00
1000 General All-Purpose Fund	420400 Fire Protection and	000011 MISSION VALLEY POWER	FIRE-SIREN 1ST ST E	15.00
1000 General All-Purpose Fund	420520 Code Enforcement	2074 VERIZON WIRELESS	PLNG-CODE CMLPNC CEL	49.79
1000 General All-Purpose Fund	420520 Code Enforcement	2074 VERIZON WIRELESS	PLNG-CODE CMLPNC COM	40.03
1000 General All-Purpose Fund	420520 Code Enforcement	4743 WEX BANK	PLNG-CODE CMLPN FUEL	121.88
1000 General All-Purpose Fund	420540 Land Use	4880 ACCESS MONTANA	PLNG-INTERNET SERVIC	16.67
1000 General All-Purpose Fund	420540 Land Use	000080 LAKE COUNTY LEADER	PLNG-ZONING VAR PUB	39.00
1000 General All-Purpose Fund	420540 Land Use	5163 HDR ENGINEERING INC	PLNG-T.O.#9 CAPTL IM	3,424.69
1000 General All-Purpose Fund	430240 Road and Street	4880 ACCESS MONTANA	STRT-SATELITE @1003	19.32
1000 General All-Purpose Fund	430240 Road and Street	4825 IBS, INC	STRT-PWR STRIPPER PA	34.17
1000 General All-Purpose Fund	430240 Road and Street	4825 IBS, INC	STRT-SAFETY GLASSES	20.96
1000 General All-Purpose Fund	430240 Road and Street	4825 IBS, INC	STRT-LARGE WORK GLOV	41.71
1000 General All-Purpose Fund	430240 Road and Street	4825 IBS, INC	STRT-ORNG NITRILE DI	217.42
1000 General All-Purpose Fund	430240 Road and Street	4825 IBS, INC	STRT-DISCOUNT	-31.43
1000 General All-Purpose Fund	430240 Road and Street	4825 IBS, INC	STRT-FREIGHT	20.95
1000 General All-Purpose Fund	430240 Road and Street	2074 VERIZON WIRELESS	STRT-CELL PHONE SERV	81.81
1000 General All-Purpose Fund	430240 Road and Street	000044 REPUBLIC SERVICES #889	STRT-SHARED WASTE DI	34.93
1000 General All-Purpose Fund	430240 Road and Street	2234 ACE HARDWARE/ TREMPER'S	STRT-FORESTRY HELMET	74.99
1000 General All-Purpose Fund	430240 Road and Street	2234 ACE HARDWARE/ TREMPER'S	STRT-SPLITTING WEDGE	11.98
1000 General All-Purpose Fund	430240 Road and Street	2234 ACE HARDWARE/ TREMPER'S	STRT-SHOP PARTS	146.99
1000 General All-Purpose Fund	430240 Road and Street	001145 MISSOULA TEXTILE SERVICES	STRT-LAUNDRY	7.48
1000 General All-Purpose Fund	430240 Road and Street	001145 MISSOULA TEXTILE SERVICES	STRT-LAUNDRY	7.48
1000 General All-Purpose Fund	430240 Road and Street	001145 MISSOULA TEXTILE SERVICES	STRT-LAUNDRY	7.48
1000 General All-Purpose Fund	430240 Road and Street	4825 IBS, INC	STRT-SAFETY GLASSES	21.58
1000 General All-Purpose Fund	430240 Road and Street	000185 SUPER 1 FOODS	STRT-BOTTLED WATER	7.98
1000 General All-Purpose Fund	460430 Parks	5149 NETWORK SERVICES COMPANY	PRKS-ANTIMICR FOAM S	489.16
1000 General All-Purpose Fund	460430 Parks	4880 ACCESS MONTANA	PRKS-SATELITE SERVIC	19.31
1000 General All-Purpose Fund	460430 Parks	5149 NETWORK SERVICES COMPANY	PRKS-CAN LINER	571.74
1000 General All-Purpose Fund	460430 Parks	2094 WILBUR ELLIS COMPANY	PRKS-GARLON	369.40
1000 General All-Purpose Fund	460430 Parks	2074 VERIZON WIRELESS	PRKS-CELL PHONE SERV	116.69
1000 General All-Purpose Fund	460430 Parks	4743 WEX BANK	PRKS-FUEL 07/01-31/2	443.68
1000 General All-Purpose Fund	460430 Parks	000044 REPUBLIC SERVICES #889	PRKS-WASTE DISPOSAL	445.45
1000 General All-Purpose Fund	460430 Parks	2234 ACE HARDWARE/ TREMPER'S	PRKS-D BATTERIES	14.99
1000 General All-Purpose Fund	460430 Parks	2234 ACE HARDWARE/ TREMPER'S	PRKS-WANT TURRNET 36	14.99
1000 General All-Purpose Fund	460430 Parks	2234 ACE HARDWARE/ TREMPER'S	PRKS-WEED BLKBRY&BRU	22.99
1000 General All-Purpose Fund	460430 Parks	2234 ACE HARDWARE/ TREMPER'S	PRKS-ADPTR VALVE	14.90
1000 General All-Purpose Fund	460430 Parks	2234 ACE HARDWARE/ TREMPER'S	PRKS-EYE BOLT	5.49
1000 General All-Purpose Fund	460430 Parks	2234 ACE HARDWARE/ TREMPER'S	PRKS-KNIFE, D BATTER	37.98
1000 General All-Purpose Fund	460430 Parks	2234 ACE HARDWARE/ TREMPER'S	PRKS-WOODCUTTER OIL	11.99
1000 General All-Purpose Fund	460430 Parks	001145 MISSOULA TEXTILE SERVICES	PRKS-LAUNDRY	12.47
1000 General All-Purpose Fund	460430 Parks	001145 MISSOULA TEXTILE SERVICES	PRKS-LAUNDRY	12.47
1000 General All-Purpose Fund	460430 Parks	001145 MISSOULA TEXTILE SERVICES	PRKS-LAUNDRY	12.47
1000 General All-Purpose Fund	460430 Parks	001145 MISSOULA TEXTILE SERVICES	PRKS-LAUNDRY	12.23
1000 General All-Purpose Fund	460430 Parks	001145 MISSOULA TEXTILE SERVICES	PRKS-LAUNDRY	12.47
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PRKS-J CAMPBELL, SAC	58.38
1000 General All-Purpose Fund	460430 Parks	000011 MISSION VALLEY POWER	PRKS-CONCESSION STND	15.00
Total for Fund:				23,670.24
2020 Police Municipal Services	420140 Crime Control and	2074 VERIZON WIRELESS	POLC-MBB EMBEDDED	600.31

For doc #s from 137173 to 137329

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
2020 Police Municipal Services	420140 Crime Control and	3068 WALMART COMMUNITY CREDIT	POLC-4 32G THUMB DRI	29.12
2020 Police Municipal Services	420140 Crime Control and	4849 JOHN DEERE FINANCIAL	POLC-K-9 FOOD	97.98
			Total for Fund:	727.41
2380 Stormwater System Fund	430235 Storm Drainage	5163 HDR ENGINEERING INC	ST-STRMWTR T.O. #8	1,250.00
			Total for Fund:	1,250.00
2394 Building Code Enforcement	420500 Protective Inspections	4880 ACCESS MONTANA	BLDG-INTERNET SERVIC	16.67
2394 Building Code Enforcement	420500 Protective Inspections	2074 VERIZON WIRELESS	BLDG-CELL PHONE SERV	49.79
2394 Building Code Enforcement	420500 Protective Inspections	4743 WEX BANK	BLDG-FUEL 07/01-31/2	26.82
			Total for Fund:	93.28
2402 Light Maintenance	430263 Street Lighting	000011 MISSION VALLEY POWER	FACL-N END MAIN ST L	102.66
			Total for Fund:	102.66
2720 Police Donations	420140 Crime Control and	000185 SUPER 1 FOODS	POLC-BEVERAGES	16.97
2720 Police Donations	420140 Crime Control and	000185 SUPER 1 FOODS	POLC-WATER	5.98
2720 Police Donations	420140 Crime Control and	000185 SUPER 1 FOODS	POLC-WATER	3.99
			Total for Fund:	26.94
2820 Gas Apportionment Tax	430240 Road and Street	4743 WEX BANK	STRT-FUEL 7/01-31/20	269.86
2820 Gas Apportionment Tax	430240 Road and Street	4875 THE SHERWIN WILLIAMS CO	STRT-PRO PAINT FOR S	6,738.87
			Total for Fund:	7,008.73
5010 Golf Fund	460446 Golf Course -	4211 GRANITE PEAK PUMP	GLFM-2" ANGLE FPT VA	495.11
5010 Golf Fund	460446 Golf Course -	000048 MIDLAND IMPLEMENT CO.	GLFM-4" CI GATE VLV	333.90
5010 Golf Fund	460446 Golf Course -	001594 JOHNSON DISTRIBUTING	GLFM-CCP NAMEPLATE	40.57
5010 Golf Fund	460446 Golf Course -	4880 ACCESS MONTANA	GLFM-SATELITE SERVIC	77.94
5010 Golf Fund	460446 Golf Course -	2094 WILBUR ELLIS COMPANY	GLFM-HYDRO SEED	236.00
5010 Golf Fund	460446 Golf Course -	2094 WILBUR ELLIS COMPANY	GLFM-HYDRO SEED	118.00
5010 Golf Fund	460446 Golf Course -	2094 WILBUR ELLIS COMPANY	GLFM-FERROUS SULFATE	48.82
5010 Golf Fund	460446 Golf Course -	4849 JOHN DEERE FINANCIAL	GLFM-ASST PARTS, SUP	215.96
5010 Golf Fund	460446 Golf Course -	2074 VERIZON WIRELESS	GLFM-CELL PHONE SERV	129.57
5010 Golf Fund	460446 Golf Course -	000044 REPUBLIC SERVICES #889	GLFM-WASTE DISPOSAL	149.19
5010 Golf Fund	460446 Golf Course -	2234 ACE HARDWARE/ TREMPER'S	GLFM-CHAIN OIL	12.99
5010 Golf Fund	460446 Golf Course -	2234 ACE HARDWARE/ TREMPER'S	GLFM-DISPOSABLE GLOV	14.99
5010 Golf Fund	460446 Golf Course -	2234 ACE HARDWARE/ TREMPER'S	GLFM-CABLE	2.34
5010 Golf Fund	460446 Golf Course -	2234 ACE HARDWARE/ TREMPER'S	GLFM-AQUAGUN REARTRI	14.99
5010 Golf Fund	460446 Golf Course -	2234 ACE HARDWARE/ TREMPER'S	GLFM-SHOP PARTS	129.89
5010 Golf Fund	460446 Golf Course -	2234 ACE HARDWARE/ TREMPER'S	GLFM-ASST MISC PRODU	38.94
5010 Golf Fund	460446 Golf Course -	2234 ACE HARDWARE/ TREMPER'S	GLFM-ASST MISC PRODU	60.88
5010 Golf Fund	460446 Golf Course -	2234 ACE HARDWARE/ TREMPER'S	GLFM-SHOVEL	12.99
5010 Golf Fund	460446 Golf Course -	1864 CHS/MOUNTAIN WEST	GLFM-FUEL	1,625.53
5010 Golf Fund	460446 Golf Course -	001145 MISSOULA TEXTILE SERVICES	GLFM-LAUNDRY	15.87
5010 Golf Fund	460446 Golf Course -	001145 MISSOULA TEXTILE SERVICES	GLFM-LAUNDRY	4.00
5010 Golf Fund	460446 Golf Course -	001145 MISSOULA TEXTILE SERVICES	GLFM-LAUNDRY	8.65

For doc #s from 137173 to 137329

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
5010 Golf Fund	460446 Golf Course -	001145 MISSOULA TEXTILE SERVICES	GLFM-LAUNDRY	72.00
5010 Golf Fund	460446 Golf Course -	001145 MISSOULA TEXTILE SERVICES	GLFM-LAUNDRY	14.22
5010 Golf Fund	460446 Golf Course -	001145 MISSOULA TEXTILE SERVICES	GLFM-LAUNDRY	6.73
5010 Golf Fund	460447 Golf Course - Pro Shop	000076 LINK'S MANAGEMENT, INC.	GLFP-PRO CONTRCT SER	11,368.95
5010 Golf Fund	460447 Golf Course - Pro Shop	000076 LINK'S MANAGEMENT, INC.	GLFP-CONTRCT AMENDME	833.33
5010 Golf Fund	460447 Golf Course - Pro Shop	5192 JOHN'S FUEL FARM	GLFP-PROPANE/SUMMER	212.36
5010 Golf Fund	460447 Golf Course - Pro Shop	000044 REPUBLIC SERVICES #889	GLFP-SHARED WASTE DI	93.51
5010 Golf Fund	460447 Golf Course - Pro Shop	2234 ACE HARDWARE/ TREMPER'S	GLFP-AIR FILTER	26.97
5010 Golf Fund	460447 Golf Course - Pro Shop	5190 THE TOWNE PRINTER	GLFP-PUNCHARDS-2020	72.00
5010 Golf Fund	460447 Golf Course - Pro Shop	5190 THE TOWNE PRINTER	GLFP-PUNCHARDS GOLF	91.00
5010 Golf Fund	460447 Golf Course - Pro Shop	001145 MISSOULA TEXTILE SERVICES	GLFP-LAUNDRY	4.00
5010 Golf Fund	460447 Golf Course - Pro Shop	001145 MISSOULA TEXTILE SERVICES	GLFP-LAUNDRY	12.55
5010 Golf Fund	460447 Golf Course - Pro Shop	001145 MISSOULA TEXTILE SERVICES	GLFP-LAUNDRY	4.00
5010 Golf Fund	460447 Golf Course - Pro Shop	001145 MISSOULA TEXTILE SERVICES	GLFP-LAUNDRY	4.00
5010 Golf Fund	460447 Golf Course - Pro Shop	000316 WALLACES GOLF SHOP	GLFP-CITY SHARE CC J	28.25
5010 Golf Fund	460447 Golf Course - Pro Shop	000011 MISSION VALLEY POWER	GLFP-DWNST MTR, GLF	241.87
5010 Golf Fund	460448 Golf Course - Carts	1864 CHS/MOUNTAIN WEST	GLFP-FUEL	193.44
5010 Golf Fund	460448 Golf Course - Carts	1864 CHS/MOUNTAIN WEST	GLFP-FUEL	846.92
5010 Golf Fund	460450 Golf Course Restaurant	2693 GLACIER WHOLESALERS, INC.	GLFR-ASST SNACKS	130.90
5010 Golf Fund	460450 Golf Course Restaurant	4480 SYSCO MONTANA, INC.	GLFR-FOOD SUPPLY	446.57
5010 Golf Fund	460450 Golf Course Restaurant	4480 SYSCO MONTANA, INC.	GLFR-PLASTIC STRAWS	70.72
5010 Golf Fund	460450 Golf Course Restaurant	4480 SYSCO MONTANA, INC.	GLFR-FOOD SUPPLY	355.39
5010 Golf Fund	460450 Golf Course Restaurant	4480 SYSCO MONTANA, INC.	GLFR-SANITIZER	26.07
5010 Golf Fund	460450 Golf Course Restaurant	4905 GEORGE'S DISTRIBUTING INC	GLFR-ASST WINES	124.64
5010 Golf Fund	460450 Golf Course Restaurant	4754 PEPSI-COLA BOTTLING OF	GLFR-ASST BEVERAGES	433.32
5010 Golf Fund	460450 Golf Course Restaurant	3447 SUMMIT BEVERAGE	GLFR-ASST BEERS	1,053.17
5010 Golf Fund	460450 Golf Course Restaurant	3447 SUMMIT BEVERAGE	GLFR-EMPTY KEGS RETU	-150.00
5010 Golf Fund	460450 Golf Course Restaurant	3427 ZIP BEVERAGE	GLRF-ASST BEERS	455.00
5010 Golf Fund	460450 Golf Course Restaurant	000185 SUPER 1 FOODS	GLFR-FOOD SUPPLY JUL	304.66
5010 Golf Fund	460450 Golf Course Restaurant	000185 SUPER 1 FOODS	GLFR-KITCHEN SUPPLY	2.38
5010 Golf Fund	460450 Golf Course Restaurant	2693 GLACIER WHOLESALERS, INC.	GLFR-ASSORTED SNACKS	57.79
5010 Golf Fund	460450 Golf Course Restaurant	4480 SYSCO MONTANA, INC.	GLFR-FOOD SUPPLY	418.30
5010 Golf Fund	460450 Golf Course Restaurant	4480 SYSCO MONTANA, INC.	GLFR-DISINFECTANT PE	99.71
5010 Golf Fund	460450 Golf Course Restaurant	4480 SYSCO MONTANA, INC.	GLFR-FOOD SUPPLY	599.60
5010 Golf Fund	460450 Golf Course Restaurant	4480 SYSCO MONTANA, INC.	GLFR-LINER ROLLS, DE	42.00
5010 Golf Fund	460450 Golf Course Restaurant	4754 PEPSI-COLA BOTTLING OF	GLFR-ASST BEVERAGES	187.85
5010 Golf Fund	460450 Golf Course Restaurant	3447 SUMMIT BEVERAGE	GLFR-ASST BEERS	656.71
5010 Golf Fund	460450 Golf Course Restaurant	3447 SUMMIT BEVERAGE	EMPTY KEG	-90.00
5010 Golf Fund	460450 Golf Course Restaurant	3427 ZIP BEVERAGE	GLFR-OUTSTANDING CRE	-2.85
5010 Golf Fund	460450 Golf Course Restaurant	3427 ZIP BEVERAGE	GLFR-ASST BEERS	168.74
5010 Golf Fund	460450 Golf Course Restaurant	4905 GEORGE'S DISTRIBUTING INC	GLFR-ASST WINE	88.34
5010 Golf Fund	460450 Golf Course Restaurant	4905 GEORGE'S DISTRIBUTING INC	GLFR-EMPTY KEG RETUR	-50.00
5010 Golf Fund	460460 G. C. Restaurant O & M	4664 CHARTER COMMUNICATIONS	GLFR-BUSINESS TV, IN	277.27
5010 Golf Fund	460460 G. C. Restaurant O & M	2074 VERIZON WIRELESS	GLFR-CONCESSION STAN	43.82
5010 Golf Fund	460460 G. C. Restaurant O & M	2074 VERIZON WIRELESS	GLFR-CONCESSION STAN	40.01
5010 Golf Fund	460460 G. C. Restaurant O & M	000044 REPUBLIC SERVICES #889	GLFR-SHARED WASTE DI	93.50
5010 Golf Fund	460460 G. C. Restaurant O & M	001145 MISSOULA TEXTILE SERVICES	GLFR-LAUNDRY	36.13
5010 Golf Fund	460460 G. C. Restaurant O & M	001145 MISSOULA TEXTILE SERVICES	GLFR-LAUNDRY	21.25
5010 Golf Fund	460460 G. C. Restaurant O & M	001145 MISSOULA TEXTILE SERVICES	GLFR-LAUNDRY	42.96
5010 Golf Fund	460460 G. C. Restaurant O & M	001145 MISSOULA TEXTILE SERVICES	GLFR-LAUNDRY	17.53
5010 Golf Fund	460460 G. C. Restaurant O & M	5232 THE CHEMNET CONSORTIUM	GLFR-PRE EMPLOYMENT	40.00
5010 Golf Fund	460460 G. C. Restaurant O & M	000011 MISSION VALLEY POWER	GLFR-CONCESSION STAN	115.35

For doc #s from 137173 to 137329

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
Total for Fund:				24,070.05
5210 Water Fund	214100 Refunds Payable	999999 CITY OF POLSON	WATR-OVRPYMNT DONATI	5.91
5210 Water Fund	430500 Water Utilities	4880 ACCESS MONTANA	WATR-INTERNET SERVIC	16.67
5210 Water Fund	430500 Water Utilities	4880 ACCESS MONTANA	WATR-SATELITE SERVIC	38.97
5210 Water Fund	430500 Water Utilities	4605 THIRD EYE TECHNOLOGIES,	WATR-INSTL LIBREOFFI	20.00
5210 Water Fund	430530 Source of Supply and	000011 MISSION VALLEY POWER	WATR-715 7TH AVE W	102.70
5210 Water Fund	430540 Purification and	3487 THATCHER COMPANY OF	WATR-CHLORINE	1,659.00
5210 Water Fund	430540 Purification and	3487 THATCHER COMPANY OF	WATR-GAS CONTAINER D	1,400.00
5210 Water Fund	430540 Purification and	3487 THATCHER COMPANY OF	WATR-FREIGHT/FUEL CH	251.68
5210 Water Fund	430540 Purification and	000101 MONTANA ENVIRONMENTAL	WATR-COLIFORM	114.00
5210 Water Fund	430550 Transmission and	5254 INDUSTRIAL SYSTMES	WATR-3" METERING TUB	135.30
5210 Water Fund	430550 Transmission and	5254 INDUSTRIAL SYSTMES	WATR-RBLD KIT FOR VR	405.96
5210 Water Fund	430550 Transmission and	5254 INDUSTRIAL SYSTMES	WATR-VR-16 REGULATOR	1,470.60
5210 Water Fund	430550 Transmission and	5254 INDUSTRIAL SYSTMES	WATR-PRESSURE RELIEF	76.40
5210 Water Fund	430550 Transmission and	5254 INDUSTRIAL SYSTMES	WATR-DIRECT SHIP	42.10
5210 Water Fund	430550 Transmission and	2074 VERIZON WIRELESS	WATR-CELL PHONE SERV	174.27
5210 Water Fund	430550 Transmission and	2074 VERIZON WIRELESS	WATR-METER READER LA	40.01
5210 Water Fund	430550 Transmission and	4743 WEX BANK	WATR-FUEL 07/01-31/2	372.03
5210 Water Fund	430550 Transmission and	2007 UTILITIES UNDERGROUND	WATR-UTIL LOCATES JU	25.12
5210 Water Fund	430550 Transmission and	000044 REPUBLIC SERVICES #889	WATR-SHARED WASTE DI	34.84
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-WR ADULT PRINT	2.99
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-AIR ACC KIT, AI	177.98
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-PLSTC BNDR, ADH	18.98
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-GLASSES, PLIER,	26.97
5210 Water Fund	430550 Transmission and	5064 CORE & MAIN LP	WATR-SERVICE BRASS P	958.94
5210 Water Fund	430550 Transmission and	4793 AUTOZONE, INC	WATR-OEM PILOT BEARI	8.00
5210 Water Fund	430550 Transmission and	4793 AUTOZONE, INC	WATR-RADIATOR FLU, D	96.28
5210 Water Fund	430550 Transmission and	4793 AUTOZONE, INC	WATR-DIESEL FUEL FIL	8.59
5210 Water Fund	430550 Transmission and	4793 AUTOZONE, INC	WATR-ASTROGRIP GLVS	21.17
5210 Water Fund	430550 Transmission and	4793 AUTOZONE, INC	WATR-MISC PRODUCT	25.00
5210 Water Fund	430570 Customer Accounting and	5064 CORE & MAIN LP	WATER-METERS	3,218.69
5210 Water Fund	430570 Customer Accounting and	000005 POSTMASTER	WATR-BILLING RESERVE	250.00
5210 Water Fund	430570 Customer Accounting and	1780 BLACK MOUNTAIN SOFTWARE,	WATR-MM30, 32, 16, 5	2,147.50
Total for Fund:				13,346.65
5310 Sewer Fund	430600 Sewer Utilities	4880 ACCESS MONTANA	SEWR-INTERNET SERVIC	16.64
5310 Sewer Fund	430600 Sewer Utilities	4880 ACCESS MONTANA	SEWR-SATELITE SERVIC	38.97
5310 Sewer Fund	430600 Sewer Utilities	2074 VERIZON WIRELESS	SEWR-CELL PHONE SERV	174.26
5310 Sewer Fund	430600 Sewer Utilities	4605 THIRD EYE TECHNOLOGIES,	SEWR-INSTL LIBREOFFI	20.00
5310 Sewer Fund	430630 Collection and	001103 MID AMERICAN RESEARCH	SEWR-FOAMING SUPER-Z	781.00
5310 Sewer Fund	430630 Collection and	001103 MID AMERICAN RESEARCH	SEWR-FOAMING ROOT CO	357.50
5310 Sewer Fund	430630 Collection and	001103 MID AMERICAN RESEARCH	SEWR-FREIGHT	172.84
5310 Sewer Fund	430630 Collection and	4743 WEX BANK	SEWR-FUEL 07/01-31/2	377.83
5310 Sewer Fund	430630 Collection and	2007 UTILITIES UNDERGROUND	SEWR-UTIL LOCATES JU	25.12
5310 Sewer Fund	430630 Collection and	2234 ACE HARDWARE/ TREMPER'S	SEWR-MISC PROD	11.12
5310 Sewer Fund	430630 Collection and	2234 ACE HARDWARE/ TREMPER'S	SEWR-CLAMP HOSE	3.98
5310 Sewer Fund	430630 Collection and	2234 ACE HARDWARE/ TREMPER'S	SEWR-FREEZER PKS CON	3.99
5310 Sewer Fund	430630 Collection and	2234 ACE HARDWARE/ TREMPER'S	SEWR-BUG STOP	6.99
5310 Sewer Fund	430630 Collection and	000101 MONTANA ENVIRONMENTAL	SEWR-BOD, TSS	62.00

For doc #s from 137173 to 137329

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
5310 Sewer Fund	430630 Collection and	000101 MONTANA ENVIRONMENTAL	SEWR-O & G	75.00
5310 Sewer Fund	430630 Collection and	000101 MONTANA ENVIRONMENTAL	SEWR-AMMON, BOD, NIT	174.00
5310 Sewer Fund	430630 Collection and	000101 MONTANA ENVIRONMENTAL	SEWR-BOD, TSS	124.00
5310 Sewer Fund	430630 Collection and	000101 MONTANA ENVIRONMENTAL	SEWR-BOD, TSS	124.00
5310 Sewer Fund	430630 Collection and	5163 HDR ENGINEERING INC	SEWR-T.O.#5 RIDGEWAT	1,281.32
5310 Sewer Fund	430630 Collection and	4793 AUTOZONE, INC	SEWR-OEM PILOT BEARI	7.99
5310 Sewer Fund	430630 Collection and	4793 AUTOZONE, INC	SEWR-RADIATRO FLU, D	96.27
5310 Sewer Fund	430630 Collection and	4793 AUTOZONE, INC	SEWR-DIESEL FUEL FIL	8.59
5310 Sewer Fund	430630 Collection and	4793 AUTOZONE, INC	SEWR-ASTROGRIP GLVS	21.17
5310 Sewer Fund	430630 Collection and	4793 AUTOZONE, INC	SEWR-MISC PRODUCT	24.99
5310 Sewer Fund	430630 Collection and	000011 MISSION VALLEY POWER	SEWR-715 7TH AVE W	102.70
5310 Sewer Fund	430640 Treatment and Disposal	000044 REPUBLIC SERVICES #889	SEWR-SHARED WASTE DI	34.84
5310 Sewer Fund	430640 Treatment and Disposal	2179 JACKSON, MURDO & GRANT,	SEWR-ENGINEER/CONTRC	9,812.00
5310 Sewer Fund	430645 Wastewater Resource	5256 WATERSOLVE, LLC	SEWR-SOLVE 216M DRUM	995.00
5310 Sewer Fund	430645 Wastewater Resource	3025 FIRST BANKCARD	SEWR-MAIL DOCUMENTAT	31.20
5310 Sewer Fund	430645 Wastewater Resource	000044 REPUBLIC SERVICES #889	SEWR-WWRF WASTE DISP	44.84
5310 Sewer Fund	430645 Wastewater Resource	2234 ACE HARDWARE/ TREMPER'S	SEWR-SPONGE ASSORTME	2.99
5310 Sewer Fund	430645 Wastewater Resource	5197 MIDWEST WELDING & MACHINE	SEWR-RELIEF VALVE RE	1,678.62
5310 Sewer Fund	430645 Wastewater Resource	5166 TIME WARNER CABLE	SEWR-WWRF PHONE, INT	239.96
5310 Sewer Fund	430645 Wastewater Resource	4793 AUTOZONE, INC	SEWR-WWRF ASTROGRIP	42.34
5310 Sewer Fund	430645 Wastewater Resource	5233 AMERIGAS	SEWR-WWRF PROPANE	440.58
5310 Sewer Fund	430670 Customer Accounting and	5064 CORE & MAIN LP	SEWR-METERS	3,218.69
5310 Sewer Fund	430670 Customer Accounting and	000005 POSTMASTER	SEWR-BILLING RESERVE	250.00
5310 Sewer Fund	430670 Customer Accounting and	1780 BLACK MOUNTAIN SOFTWARE,	SEWR-MM30, 32, 16, 5	2,147.50
5310 Sewer Fund	430670 Customer Accounting and	1879 THE UPS STORE	SEWR-RATE CHANGE MAI	929.25
Total for Fund:				23,960.08
Total:				94,256.04

Fund/Account	Amount
1000 General All-Purpose Fund	
101000	\$23,670.24
2020 Police Municipal Services Levy	
101000	\$727.41
2380 Stormwater System Fund	
101000	\$1,250.00
2394 Building Code Enforcement	
101000	\$93.28
2402 Light Maintenance District #20	
101000	\$102.66
2720 Police Donations	
101000	\$26.94
2820 Gas Apportionment Tax Fund	
101000	\$7,008.73
5010 Golf Fund	
101000	\$24,070.05
5210 Water Fund	
101000	\$13,346.65
5310 Sewer Fund	
101000	\$23,960.08
Total:	\$94,256.04

**CITY OF POLSON
COMMISSION MEETING MINUTES**

Commission Chambers

August 3, 2020

5d

7:00 p.m.

ATTENDANCE: Mayor Briney, Commissioners, Isbell, Marchello, Martin, Moll, Pardini, City Planner Kyle Roberts and City Clerk Cora Pritt

ABSENT: Commissioner Howlett

OTHERS PRESENT (who voluntarily signed in): Cindy Dooley, Lita Fonda, and Lee Manicke

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

APPROVAL OF PROPOSED AGENDA (00:48) –**Commissioner Martin motion to approve the proposed agenda. Commissioner Marchello second.** Commission discussion: none Public comment none. **VOTE: Unanimous Motion carried**

PUBLIC COMMENT ON SIGNIFICANT MATTERS TO THE PUBLIC NOT ON THE AGENDA (01:30) – none Commissioner Pardini commented that she had a couple of questions to ask. Mayor Briney asked her to wait until City Manager Comments.

CONSENT AGENDA (02:08) - a. Additional June, 2020 Claims, b. July 18-30, 2020 Claims, c City Commission Electronic Meeting Minutes July 20, 2020, d. City Commission Written Summary Meeting Minutes July 20, 2020, e City Commission Electronic Special Meeting Minutes July 23, 2020 f. City Commission Written Summary Special Meeting Minutes July 23, 2020, g City Commission Electronic Special Meeting Minutes July 28, 2020, h. City Commission Written Summary Special Meeting Minutes July 28, 2020 **Commissioner Moll motion to approve the Consent Agenda. Commissioner Martin second.** Commission discussion: Commissioner Martin asked if the \$55,000.00 backhoe purchased by the Water/Sewer Department was new. City Planner Roberts answered yes, it is a new backhoe. Public comment: none **VOTE: Unanimous Motion carried**

CITY MANAGER COMMENTS (04:12) – Interim City Manager Wade Nash was not in attendance. City Planner Kyle Roberts filled in for him. Mayor Briney commented that he would expound on the negotiations with City Manager Candidate Ed Meece. First Mayor Briney asked if City Planner Roberts about extended the closure of City Hall. City Planner Roberts replied he wasn't aware of Interim City Manager Nash's answer to that question. Mayor Briney then commented that the negotiation process has begun. There was a meeting between himself, City Attorney Fischer, and Interim City Manager Nash. A contract has been drafted and is being edited. It will then be sent to Mr. Meece. City Commissioner Martin asked about the evaluation process tool. City Planner Roberts answered that he did speak with Caroline Mercer about that. She said that Mr. Mercer likes to wait at least a month once the new city manager is in place. Mayor Briney commented that he thought that would work with the evaluation process outlined in the new contract. Commissioner Martin commented that the procedure needs to be outlined. He suggested using the Officer's Efficiency Report at a guideline for writing an evaluation process. Commissioner Pardini asked her first question. She would like information on the Mobile Speed Limit equipment that the Police Department uses. Commissioner Pardini would like to know the cost, what the efficacy is and where the equipment is placed. This equipment makes the streets safer. Commissioner Pardini's second question was why the minutes and audio of all the boards are not being posted, especially the Parks and Golf Board meetings. Please work toward doing so.

City Planner Roberts reminded the Commission that their next meeting, August 17th, would start at 6:30 p.m. with a Public Hearing for a zoning variance. Also, budget season is occurring and this year the budget will need to be approved by September 3, 2020. The Preliminary Budget will be presented on the August 17th Agenda, but there needs to be a Public Hearing on either August 24th or 31st. The Commission chose August 24th at 6:30 p.m for the Preliminary Budget Public Hearing. There will then be a Special Meeting on September 3rd to approve the Budget Fiscal Year 20-21.

Before adjourning, Mayor Briney congratulated City Planner Kyle Roberts on obtaining his Master's Degree.

Prior to adjourning Mayor Briney asked the Commission if Action Minutes are agreeable. The Commission stated yes Action Minutes are agreeable.

**Adjourn (16:06) - Commissioner Marchello motion to adjourn. Commissioner Moll second.
VOTE: Unanimous Motion carried.**

ADJOURN: 7:16 p.m.

Mayor Paul Briney

ATTEST: _____

Cora E. Pritt, City Clerk

CITY OF POLSON

CITY COMMISSION AGENDA ITEM SUMMARY

Agenda Item No.: 7 (Motion) Zoning Variance Request (VA #21-01): Reduction of front yard setback requirement on corner lot bordering a collector street

Meeting Date: August 17, 2020

Staff Contact: Kyle Roberts, City Planner

Phone and Email: 406-883-8213 | cityplanner@cityofpolson.com

AGENDA ITEM SUMMARY: This Agenda Item requests the City Commission make a motion to approve, conditionally approve, or deny a Zoning Variance request for a reduction of the front yard setback requirement on a corner lot bordering a collector street.

BACKGROUND: On July 7th, John Kellogg of PCI, Inc. submitted a Zoning Variance application on behalf of property owner, Soft Rock, LLC. The variance is requesting a 10-foot reduction in the front yard setback on a corner lot bordering 1st Street West, a collector street.

The subject property has sat vacant for numerous years. It is a corner lot located on the corner of 1st Street West and 4th Avenue West. Due to the fact that the property borders a collector street, the front yard setback must be measured from the property line adjoining 1st Street West, which significantly reduces the buildable width of the small lot. Approving the variance request would increase the width of buildable area.

ANALYSIS: The staff report (attached) examines the zoning variance request and how it complies with the variance evaluation criteria as set forth in Sec. 6.03.320(6) of the Polson Development Code. Any variance request to deviate from the requirements in the Polson Development Code must undergo a public hearing and be reviewed and decided on by the City Commission, acting on behalf of the (currently defunct) Board of Adjustment.

STAFF RECOMMENDATION: After review of the variance request to decrease the 25-foot front yard setback along 1st Street West to 15 feet, staff recommends that the Polson City Commission approve the variance request without conditions.

SUGGESTED MOTION: *I MAKE A MOTION TO APPROVE THE ZONING VARIANCE REQUESTING A REDUCTION OF THE FRONT YARD SETBACK REQUIREMENT FROM 25 FEET TO 15 FEET ON THE CORNER LOT OF 101 4th AVENUE WEST.*

ATTACHMENTS: i) VA #21-01 Staff Report – Zoning Variance Request: Reduction of front yard setback along 1st Street West at 101 4th Avenue West
ii) VA #21-01 Zoning Variance Application Package

**CITY OF POLSON
RESOLUTION NO. 2020-#_____**

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

WHEREAS, the City of Polson, Montana (“City”) has acquired certain personal property for the purpose of carrying out services in the public interest; and

WHEREAS, certain items of personal property of the City have become worn out, obsolete or are no longer needed by the City; and;

WHEREAS, the City Commission has deemed it unnecessary to maintain ownership of surplus property of the City specifically listed and described in Exhibit A attached hereto and by this reference incorporated herein (“surplus property”); and

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

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE CITY OF POLSON, the following properties, described and detailed in the attached Exhibit “A”, are hereby declared as surplus to the needs of the City and are approved for sale, lease, transfer or disposal.

BE IT, FURTHERMORE, RESOLVED, that the City Clerk is instructed to file this Resolution in the Book of Resolutions established by this City.

Ayes _____ Nays _____ Abstentions _____

PASSED AND APPROVED this 17th day of August, 2020.

Paul Briney, Mayor

ATTEST:

Cora E. Pritt, City Clerk

CITY OF POLSON

CITY COMMISSION AGENDA ITEM SUMMARY

Agenda Item No.: 10 (Motion) Proposed Revisions to the Polson Redevelopment Agency Urban Renewal Grant Program

Meeting Date: August 17, 2020

Staff Contact: Karen Dunwell, Polson Redevelopment Agency Chair; Kyle Roberts, City Planner

Phone and Email: 406-883-8213 | cityplanner@cityofpolson.com

AGENDA ITEM SUMMARY: This Agenda Item requests the City Commission make a motion to approve or deny a recommendation from the Polson Redevelopment Agency (PRA) to approve proposed revisions to the PRA Urban Renewal Grant Program.

BACKGROUND: The PRA Urban Renewal Grant Program was created by the PRA and adopted by the City Commission in Spring 2018. The program invites applicants who own property within the urban renewal district to apply for tax increment financing funds to fund projects that ameliorate blight within the district. The program is administered by the PRA who reviews grant applications and makes recommendations to the City Commission.

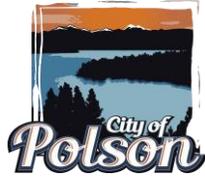
As the program is still relatively new, the PRA has continued to learn of aspects of the program that need further improvement or adjustment. The program's last revision was approved by the City Commission in Spring 2019.

ANALYSIS: Many of the latest proposed revisions are meant to provide greater clarity about the program and its requirements. Terminology has been corrected and the application submittal window has been revised to allow for the submission of applications on a rolling basis until appropriated funds are exhausted for the fiscal year. The proposed revisions to the program are attached. Proposed additions are shown in underlined text and proposed deletions are shown in strikethrough text.

POLSON REDEVELOPMENT AGENCY RECOMMENDATION: On July 30th, the PRA voted unanimously to recommend to the City Commission to approve the proposed revisions to the PRA Urban Renewal Grant Program.

SUGGESTED MOTION: *I MAKE A MOTION TO APPROVE THE PROPOSED REVISIONS TO THE POLSON REDEVELOPMENT AGENCY URBAN RENEWAL GRANT PROGRAM.*

ATTACHMENTS: i) Revised Polson Redevelopment Agency Urban Renewal Program Overview
ii) Revised Polson Redevelopment Agency Urban Renewal Program Application
iii) Revised Polson Redevelopment Agency Urban Renewal Program Application Review Criteria



POLSON REDEVELOPMENT AGENCY URBAN RENEWAL PROGRAM OVERVIEW

Mission & Objectives

The Polson Redevelopment Agency (PRA) is ~~a public agency~~ an advisory board to the City Commission that operates in accordance with state law to revitalize Polson's Urban Renewal District as established and authorized under Resolution #739. Additionally, Polson's Urban Renewal Plan includes a provision to use Tax Increment Financing (TIF) as a source for funding redevelopment activities within the Urban Renewal District. ~~The~~ Using TIF funds, the PRA partners with public and private entities to help improve economic vitality, create jobs, ameliorate blight, and encourage investment in the district. ~~The PRA also invests in improvements like parks, trails, streets and sidewalks.~~

Eligible Area ~~{(see Tax Increment Financing (Urban Renewal TIF) District Map)}~~

The original resolution designated four priority areas in the City of Polson as blighted: Salish Point, ~~The the~~ Central Business District, ~~The the~~ Railyard, and the adjacent Residential and Commercial/Light Industrial areas.

Project Criteria

Projects must address any of the following criteria as identified in the Consider the Possibilities for Polson! -- Polson's Redevelopment Plan;

1. Reduce Blight-blight within ~~TIF the Urban Renewal~~ areas
2. Rehabilitation within ~~TIF the Urban Renewal~~ areas
3. Redevelopment within ~~TIF the Urban Renewal~~ areas
4. Create jobs
5. Improve wages
6. Improve the quality of life for Polson's residents
7. Enhance the City's attractive location
8. Create an urban design and landscaping plan which incorporates the waterfront from Riverside Park, around the City docks and KwaTaqNuk resort to Lakeview Village
9. Establish an easily accessible core area for recreation, shopping, enjoyment of the arts, and access to services
10. Create attractive pedestrian and bicycle pathways supported by access to parking for cars, bicycles, and recreational vehicles
11. Clean up and develop areas
12. Enhance the tax base for the City

Eligibility & Requirements

1. Eligible applicants include the building owner of record or building tenant under lease with written, signed approval of the building owner.
2. Projects must be within the boundaries of the ~~Tax Increment Finance~~ Urban Renewal District.

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3. All financial obligations to the local government must be paid (property taxes, etc.).
4. All government required building permits, license, and inspection must be obtained before the beginning of the project. City staff will verify the permits through the proper departments.
5. Two bids or estimates are required for all contractor/vendor provided services. If an architect is hired, the ~~board~~ PRA will also consider an architect estimate. Usage of local contractors/vendors is encouraged.
6. All projects must be completed within an agreed upon timeframe. Failure to complete a project within this timeframe, to secure a ~~PRA-City Commission- Board~~ approved extension, or to meet the contract required criteria and work could result in funding reverting back to the Tax Increment Finance ~~District~~ program.
7. Project applicants must be able to show how they will finance the proposed project, including a clear demonstration of how the required grant match will be satisfied.

Eligible Activities

"~~[T]he~~The intent ~~[of these activities]~~ is to enhance neighborhoods and commercial areas thereby increasing the quality of life – and value of property – throughout the district!" (~~Polson Redevelopment Plan~~ Consider the Possibilities for Polson!, page 9). The PRA ~~Board~~ may consider the following activities to receive award TIF funding:

1. Exterior Repainting: Surfaces that have never been painted will be reviewed on an individual basis.
2. Parapet Wall Repair
3. Restoration of Architectural Features
4. Awnings
5. Entry Door/ Window Improvements
6. Repair of sidewall or stucco
7. Professional building ~~or signage~~ design/engineering (PAR/PER)
8. Signage
9. Public Improvements such as parking lots, sidewalks, etc.
10. Code improvements necessary to bring a building up to code or to expand the functionality or value of an existing building such as utilities or fire regress.
11. Exterior Architectural/ Engineering Design assistance – as depicted in the Project Funding Matrix included with this application – can be utilized to match private and/or grant monies.
12. Assistance for exterior energy improvements such as energy efficient windows, lighting, etc., can be utilized to match private and/or grant monies.
13. Assistance for roof repair and foundation work per the Project Funding Matrix included in this application.
14. Demolition/Structure Removal is an allowable activity, but will be reviewed by the PRA Board on a case by case scenario.
15. ~~Assisting current home-based businesses to relocate in storefronts within the Central Business District. The PRA Board can provide financial and technical assistance for rent negotiation, rent subsidy (maximum 3 months), merchandising, and/or any of the eligible activities previously listed in this Guideline.~~
16. Unless explicitly noted in the Ineligible Activities section of this Guideline, project proposals can be submitted for review. However, the aforementioned eEligible aActivities will receive priority during application review.

Ineligible Activities

1. Vinyl or Aluminum siding over repairable surfaces as a primary material.
2. Reimbursement of projects started prior to ~~PRA~~City Commission-~~board~~ approval.

3. Personal cost of project management such as travel and living expenses.

Funding Mechanisms Criteria for Matching Funds & Maximum Requests

The PRA funds TIF activities through grants. All TIF grants are required to meet match requirements and request maximums as displayed below. Projects that do not meet the match requirements will not be funded*:

Project Category	Matching Funds	
	Required Match	Maximum Request
Façade Improvements	50%	\$12,000
Infrastructure (e.g. accessing external utilities, sidewalks)	50%	\$7,500
Structural Improvement (e.g. code improvements, roof repair, energy improvements, foundation work)	50%	\$7,500
Technical Assistance (e.g. PAR, PER, etc.)	50%	\$7,500
Large-scale Projects	90%	\$160,000

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*The PRA reserves the right to recommend amendments to the funding mechanisms.

Process Outline

The following is a summary of the PRA Urban Renewal Grant Program funding application review and approval process. Please note that received applications are reviewed during the following windows: ~~January 1st – February 1st and June 1st – July 1st~~ that the PRA will review applications monthly until appropriated funds have been exhausted each year.

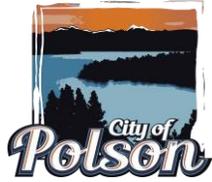
1. **Initial Contact (optional, but recommended).** Contact the Polson Redevelopment Agency, 106 1st Street East, to discuss the project and determine eligibility. Phone 406-883-8200
2. **Prepare a Written Application.** The Applicant must prepare a written application for each project requesting program assistance. The PRA Board will assist the developer in: identifying which programs the project is eligible for; preparing a formal application; and determining what, if any supplemental information will be needed.
3. **Board-Polson Redevelopment Agency Review and Recommendation.** Upon submittal of all necessary information, the PRA Board will review the merits of the project and the need for funding. At any point in the review process the Board-PRA may request more information of the Applicant or solicit comment on the project from other public agencies. Items included in personal financial statements will not be subject to public review or presentation to or comment by other agencies.
4. **City Commission Review and Approval.** The City of Polson City Commissioners will review the project and PRA recommendations. The City Commission issues approval/disapproval of the funding request or any part thereof, and any special terms of program assistance. If approved, a Development

Agreement will be executed.

5. Development Agreement. The City of Polson and the Applicant must execute a legally binding Development Agreement which establishes the terms and conditions of the program assistance. Among the terms and conditions, the Agreement shall specify the schedule for the start and completion of the project and may require the Applicant to guarantee repayment of program assistance if the terms of the Agreement are violated by the Applicant.
6. Payments to Developer. Payment to the Developer will generally be made as reimbursements to the Developer upon completion of the project and satisfactory evidence that the work has been paid for, usually in the form of a lien waiver from the Contractor.

2020 Polson Redevelopment Agency Members:

<u>NAME</u>	<u>EMAIL ADDRESS</u>
Gayle Siemers Karen Dunwell, Chair	gayleg@centurytel.net kaywellr@gmail.com
Lisa Kinyon Molly Owen, Vice Chair	lisa.kinyon@gmail.com molly8709@gmail.com
Gayle Siemers	gayleg@centurytel.net
Brodie Moll	brodymoll@centurytel.net graydon.moll@gmail.com
Karen Dunwell	kaywellr@gmail.com
Molly Owen	molly8709@gmail.com
Sheldon Ekland-Olson	seo@austin.utexas.edu



POLSON REDEVELOPMENT AGENCY
URBAN RENEWAL PROGRAM APPLICATION

Project Name: _____ Date Submitted: _____

APPLICANT INFORMATION

Name: _____

Address: _____

City/State/Zip: _____

Telephone Number(s): _____

E-mail: _____

If the applicant is not an individual doing business under his/her own name, the application has the status indicated below and is organized or operating under the laws of:

- A corporation
- A nonprofit or charitable institution or corporation
- A partnership known as _____
- Other (explain) _____

PROJECT INFORMATION

Project Address: _____

Legal Description: _____

Property Owner (if property is not owned by the Applicant, list leasehold interests and attach evidentiary materials):

Address: _____

Telephone Number(s): _____

E-mail: _____

Project Architectural Firm: _____

Address: _____

Telephone Number(s): _____

E-mail: _____

Project Financial Lending Institution: _____

Address: _____

Telephone Number(s): _____

E-mail: _____

Project Contractor (please note that two bids or estimates are required for all contractor/vendor provided services):

Address: _____

Telephone Number(s): _____

E-mail: _____

Has such contractor or builder ever failed to qualify as a responsible bidder, refused to enter into a contract after an award has been made, or failed to complete a construction or development contract within the last 10 years?

Yes, please explain

No

Existing/Proposed Business(es): _____

Description of Project. On a separate sheet, please provide a full written description of your project, including type of use, square footage, number of stories, number of parking spaces, general building materials, etc. Please indicate if the items are existing or new construction.

Project Renderings. Submit design schematic and/or site and landscaping plans for project.

Total Cost of the Project. Please summarize a full breakdown of costs required on the *Project Cost Worksheet* (refer to page 4). Additionally, identify summarized costs for project's category (refer to page 3 of Program Overview). Note that a project is eligible for more than one category with the exception of a large-scale project.

Property Ownership. Do you own the property or are you currently purchasing it?

Job Creation. Will there be any new permanent or part-time jobs as a result of this project, excluding construction jobs associated with the development of the project? If so, how many?

Project Financing. Briefly describe how the project will be financed.

Project Completion. What is the expected completion date of the project?

Property Taxes. How much are the annual property taxes including any improvements? Is the payment of taxes current?

References. Please list contact information for three references who can attest to the Applicant's ability to perform.

1. _____
2. _____
3. _____

PROJECT COST WORKSHEET

Construction/Rehabilitation Costs (use general construction trade divisions)

1.	\$ _____
2.	\$ _____
3.	\$ _____
4.	\$ _____
5.	\$ _____
6.	\$ _____
7.	\$ _____
8.	\$ _____
9.	\$ _____
10.	\$ _____

SUBTOTAL: \$ _____

Design and Permitting Costs

1. Architectural Design/Supervision	\$ _____
2. Permit Fees	\$ _____
3. Other fees	\$ _____
4.	\$ _____

SUBTOTAL: \$ _____

Total Project Development Costs \$ _____

**SUPPLEMENTAL INFORMATION
FOR ELIGIBLE IMPROVEMENTS UNDER SPECIFIC PROGRAMS**

List eligible items that pertain to the particular program you are applying for (see the applicable program narrative for a description of eligible items). Use the "Construction Costs" portion of the Project Cost Worksheet to fill out the information below. If in doubt about an item's eligibility, include it. Staff will review the items and help determine eligibility.

1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$
9.	\$
10.	\$

Total Program request \$ _____

PROJECT FINANCING WORKSHEET

Lender Commitments (attach evidence i.e. Letters of Credit or other documentation.)
 Amount Interest Term Payment/Period

Lender	Loan Amount	Interest %	Term Yrs.	Payment/Period
	\$			

Total Lender Commitments \$ _____

Developer Investment

Total Developer Investment \$ _____

PRA Request for Eligible items (from page 5)

Total PRA Request \$ _____

TOTAL PROJECT FINANCING \$ _____

Additional Developer Investment in Property & Improvements

1. Cash Invested in recent improvements (5 years)	\$ _____
2. Land & Buildings if recently purchased (5 years)	\$ _____
3. Other (Specify)	\$ _____

Total Developer Additional Investment \$ _____

SAMPLE PRO FORMA (This form may be used by applicant to further evaluate their project.)

Commented [PD1]: Delete entire page. Not needed considering grant money is only distributed after a project is completed.

	Year 1	Year 2	Year 3	Year 4	Year 5
Revenue	\$	\$	\$	\$	\$
Less: Vacancy and Credit Losses	-	-	-	-	-
Gross Operating Income	=	=	=	=	=
Less: Operating Expenses					
Accounting and Legal	\$	\$	\$	\$	\$
Advertising	\$	\$	\$	\$	\$
Property Insurance	\$	\$	\$	\$	\$
Property Management (cleaning, etc.)	\$	\$	\$	\$	\$
Property Taxes	\$	\$	\$	\$	\$
Repairs and Maintenance	\$	\$	\$	\$	\$
Services (laundry, etc.)	\$	\$	\$	\$	\$
Supplies	\$	\$	\$	\$	\$
Utilities	\$	\$	\$	\$	\$
Miscellaneous	\$	\$	\$	\$	\$
Total Operating Expenses	=	=	=	=	=
Net Income (Loss) (Gross Operating Income - Total Operating Expenses)	\$	\$	\$	\$	\$
Less: Total Annual Debt Service	-	-	-	-	-
Cash Flow Before Taxes	=	=	=	=	=

6. Improvement of Public Services – The Project’s ability to improve public services such as water, sidewalks, parking, improved traffic circulation, lighting, etc. which will serve to enhance the District’s location for new business development and/or expansion.

1 2 3 4 5

7. Unique Opportunities – The Project’s potential to present a unique opportunity, meet a special need, or address specific District or community goals such as filling a market niche or provide an un-met community need.

1 2 3 4 5

8. Urban Renewal Goals – The Project’s ability to significantly further specific goals found in the Polson Redevelopment Plan or Polson Growth Policy.

1 2 3 4 5

9. Investment Spin-off – The Project’s potential for investment spin-off in a blighted area that may not be within one of the four major corridors.

1 2 3

10. Environmental Impacts – The Project’s positive impact on the environment in terms of noise, dust, pollution, public safety, traffic congestion, pedestrian access, connectivity, visual aesthetics, etc.

1 2 3

11. Project Feasibility – A determination of feasibility is made based on the strength of the Applicant's demonstration of market demand for the project as contained primarily on the pro forma and financing commitments.

1 2 3

12. Developer Ability to Perform – An assessment of the Applicant's capability to undertake the relative complexities of the project based on past performance of the developer and the Project design and management team on similar projects (references will be submitted with Application).

1 2 3

|

CITY OF POLSON

CITY COMMISSION AGENDA ITEM SUMMARY

Agenda Item No.: 11 (Motion) Urban Renewal District Wayfinding Signage Proposal

Meeting Date: August 17, 2020

Staff Contact: Karen Dunwell, Polson Redevelopment Agency Chair; Kyle Roberts, City Planner

Phone and Email: 406-883-8213 | cityplanner@cityofpolson.com

AGENDA ITEM SUMMARY: This Agenda Item requests the City Commission make a motion to approve or deny a recommendation from the Polson Redevelopment Agency to hire Cygnet Strategies, LLC of Helena to design a city wayfinding system.

BACKGROUND: In establishing the work plan for the new fiscal year, the Polson Redevelopment Agency identified a wayfinding signage system as an urban renewal project to begin working on. A wayfinding system would consist of a number of street signs placed along main routes in downtown, such as US Highway 93 and 1st Street East, to direct travelers to the assets and major landmarks in Polson's downtown. The need for wayfinding signage is a goal identified in "Consider the Possibilities for Polson!" (i.e. urban renewal plan) as well as the Polson Growth Policy.

Cygnet Strategies helped develop wayfinding signs for the City of Whitefish, Kalispell, Lewistown, and Libby. They also helped Fergus County (extending the Lewistown signs into the county).

ANALYSIS: This agenda item is a request for the City Commission to approve the City to hire Cygnet Strategies so that the Polson Redevelopment Agency can begin working on the wayfinding system project with the consultant. The Polson Redevelopment Agency would work closely with the Cygnet Strategies to create a sign design concept, message schedule, and location plan. A final product design and proposal would then be presented to the City Commission for approval prior to installation.

FINANCIAL CONSIDERATION: Should the City Commission approve hiring Cygnet Strategies, it is anticipated that the total cost should not exceed \$7,000. The cost proposal is outlined on page 5 in the June 2020 proposal (attached). An additional cost that is not included as part of the fee cost would be a \$950 day rate for any on-site visits, although this is not anticipated. Additional costs not included, would be the cost and installation of the signs. These signs would be placed in the urban renewal district, and because it is identified as a strategy in the "Consider the Possibilities for Polson!", funding for the project would come from Tax Increment Financing funds.

POLSON REDEVELOPMENT AGENCY RECOMMENDATION: On July 30th, the Polson Redevelopment Agency voted unanimously to recommend to the City Commission to hire Cygnet Strategies to design a city wayfinding system.

SUGGESTED MOTION: *I MAKE A MOTION TO APPROVE HIRING CYGNET STRATEGIES TO DESIGN A CITY WAYFINDING SYSTEM AS PER THE JUNE 2020 PROPOSAL.*

ATTACHMENTS: i) Polson, Montana Wayfinding System Proposal, June 2020, Cygnet Strategies

**Polson, Montana
Wayfinding System Proposal**

June 2020



June 25, 2020

Karen Dunwell
Polson Redevelopment Agency
39170 Lakeview Dr.
Polson, MT 59860

Dear Karen,

Thank you for the opportunity to assist you with wayfinding for downtown Polson. As a community project, we would like to add the offer of a short design internship for a student at Polson High School or Salish Kootenai College. They would be involved with all phases of designing the signs (under the supervision of our designer) and would receive a stipend for their work.

The attached proposal also includes the other items we discussed. If there are additional questions, just let me know.

I look forward to discussing this project further with you.

Best regards,

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

Vicky Soderberg, Principal
vicky@CygnetStrategies.com

SITUATION APPRAISAL

US 93 is a highly traveled corridor for residents and visitors to both Flathead Lake and Glacier National Park. There is little to no signage directing travelers to the assets existing in Polson and the community would like to capture additional spending from those passing through town.

OVERALL GOAL

Design and install a city wayfinding system.

METHODOLOGY

Assistance in achieving this goal would include, but not be limited to, the following activities:

- Develop preliminary system framework
- Determine definable destinations.
- Map sign locations.
- Develop sign message schedule
- Develop 3 sign design concepts (local student working with our designer)
- Virtual meeting for review of sign designs, draft message schedule, and location map.
- Revise selected design concept, location map ,and message schedule as appropriate.
- Submit final location map and message schedule.
- Assistance with MDT approval and right of way application.
- On-going phone and email support.

DELIVERABLES

- Sign design concept
- Message schedule
- Location Plan
- Phone and email support

COMMITMENTS

Our commitment:

- We will spend as much time as necessary to fulfill objectives and meet stated time frames.
- We will respond to your phone calls and e-mails within one business day (and usually within one hour).
- We will conduct all information gathering research with professionalism.
- We will meet all agreed upon deadlines and, in the event a deadline is threatened, will immediately report any such threats to the designated individual.
- We will work with a local student to develop and revise the design concepts (under the supervision of our designer)

Your commitment:

- You will share requested information within an agreed upon time frame based upon the availability of the information.
- A designated representative will participate in regularly scheduled status meetings.
- You will work with us to identify an appropriate student to work with.

We both commit to:

- Immediately inform each other of situations or developments that may materially affect the success of this project.

NOTE: This proposal contains proprietary work product and is confidential pending formal acceptance by the Polson Redevelopment Agency or other contracting entity.

TIMELINE

Cygnet Strategies anticipates the following timeline:

July—Design development, draft message schedule/location plan

Late August—Final design, message schedule/location plan submitted

ESTIMATED COSTS

We assess a single fee for our work and include all expenses and includes a minimum \$500 stipend for the student. This prevents surprises and allows you to maintain control of your budget.

Estimated Costs = \$ 7,000

\$ 3,000 deposit (paid at contract signing)

\$ 4,000 due upon submission of final documents

NOTE: The only additional costs would be travel expenses and a \$950/day rate for any on-site visits.

CITY OF POLSON

CITY COMMISSION AGENDA ITEM SUMMARY

Agenda Item No.: 12 Resolution No. ____ -- A Resolution to De-Annex Remainder of Skyview Subdivision
Phase 1 – 34.14 acres
Meeting Date: August 17, 2020
Staff Contact: Kyle Roberts, City Planner
Phone and Email: 406-883-8213 | cityplanner@cityofpolson.com

AGENDA ITEM SUMMARY: This Agenda Item requests the City Commission make a motion to approve, conditionally approve, or deny Resolution No. ____ to de-annex the remainder of Skyview Subdivision Phase 1 for a total of 34.14 acres.

BACKGROUND: The 34-acre vacant property was previously owned by Steve Jensen and is the site of preliminary plat-approved 24-lot Phase 2 of Skyview Subdivision. Preliminary plat approval is set to expire on October 20th. The new owner, Cody Jensen, does not plan to final plat the subdivision and would like the property to stay as-is, a 34-acre parcel. As part of preliminary plat approval, originally approved by the City Commission in 2006, two City sewer mainlines and two City water mainlines were eventually installed on the property. One water mainline currently traverses the property.

On June 4th, Mr. Jensen submitted a zoning conformance/building permit seeking to build a single-family dwelling on the property. At that time, it was known that Mr. Jensen did not plan to connect the proposed dwelling to the existing City sewer on the property, citing significant financial costs to do so. Instead, he would like to install an on-site septic system. Per Sec. 3.03.314 of the Polson Municipal Code (PMC), installation of private sewage disposal facilities in the city limits is prohibited. Furthermore, Mr. Jensen would like to keep livestock on the property, which is prohibited in city limits, per Sec. 13.01.010 of the PMC. Therefore, Mr. Jensen is petitioning to de-annex the 34-acre vacant property.

ANALYSIS: The City Commission has the authority to exclude (i.e. de-annex) land from the city, per 7-2-4802 MCA. Citing Administrative Rule of Montana 17.36.914(6), Mr. Jensen has argued that the financial cost to connect to the existing City sewer would be “economically impractical” (equals or exceeds three times the cost of installing an on-site septic system). Mr. Jensen would like to connect the proposed dwelling to the existing City water.

The City Attorney’s opinion is that Mr. Jensen should be allowed to withdraw the property from the City. Furthermore, because there is no easement for the City water mainline that traverses the property, the City Attorney believes that in exchange for allowing Mr. Jensen to connect to City water, Mr. Jensen should grant the City an easement for the water mainline.

STAFF RECOMMENDATION: Should the City Commission approve Mr. Jensen’s petition to de-annex, it should be approved with the condition that Mr. Jensen grant the City an easement for the water mainline that traverses the property.

SUGGESTED MOTION: None

ATTACHMENTS: i) Resolution No. ____
ii) Petition for De-annexation from the City of Polson
iii) Zoning Conformance Response Letter, June 17, 2020
iv) City Attorney Letter, RE: Jensen Property, July 8, 2020
v) Proposed Exhibit ‘A’ – City waterline easement

Return to:

City Clerk
City of Polson
106 First Street East
Polson, MT 59860

**CITY OF POLSON
RESOLUTION NUMBER 2020-____**

A RESOLUTION REDUCING THE CORPORATE LIMITS OF THE CITY OF POLSON, MONTANA, TO DE-ANNEX LAND TO LAKE COUNTY FROM THE CITY OF POLSON, MONTANA, WITH CONDITIONS, CERTAIN TRACTS AND PARCELS OF LAND DESCRIBED HEREINAFTER.

LEGAL DESCRIPTION: Those certain tracts of real property known as:

Skyview Subdivision Remainder of Phase 1 located in the E ½ NW ¼ of Section 15, T.22 N., R.20 W. P.M.M., Lake County, MT.

As shown on Exhibit A attached hereto and made a part hereof.

WHEREAS, Cody Jensen, as the owner of the above described parcel, has filed a petition with the City Clerk requesting de-annexation of such property to Lake County from the corporate boundaries of the City of Polson. The Polson City Commission has considered this petition for de-annexation pursuant to the statutory annexation by petition method set forth in Title 7 Chapter 2 Part 48 Montana Code Annotated (MCA); and

WHEREAS, all development of this property is subject to the rules, regulation and requirements of the Lake County; and

WHEREAS, the portion of the parcel described herein is currently zoned City LRZD and should be County LRZD; and

WHEREAS, the petition for annexation was duly heard by the City Commission upon notice on the 17th day of August, 2020; the Commission, having fully heard the testimony and reviewed the materials submitted by the City Planning staff, finds that the de-annexation of the property is deemed to be in the best interest of the City of Polson, the inhabitants thereof and for the future use of the land described herein. FURTHER, such property is within the urban growth boundary that the boundaries of the City of Polson and the retracting of such boundary is within the scope of the Polson Growth Plan;

NOW, THEREFORE, BE IT RESOLVED, that the parcel be de-annexed to Lake County from the corporate limits of the City of Polson; and

BE IT FURTHER RESOLVED that the minutes of City Commission of the City of Polson, Montana, incorporate this resolution; and

BE IT FURTHER RESOLVED that if the city de-annexation of any lot(s), parcel(s), block(s) or tract(s) of land de-annexed from the city pursuant to this city de-annexation resolution or any provision of this resolution is ever held to be invalid or unconstitutional, the City Commission hereby declares that any such decision shall not affect the validity of the de-annexation of the remaining lot(s), parcel(s), block(s) or tract(s) of land de-annexed into the city or the remaining provisions of this resolution. The City

Commission hereby declares that it would have passed this resolution and de-annexed each lot(s), parcel(s), block(s) or tracts(s) of land into the city as well as each provision of this resolution irrespective of the fact that the de-annexation of any one or more lot(s), parcel(s), block(s) or tract(s) of land de-annexed from the city or provision of this resolution may have been declared invalid or unconstitutional, and if for any reason the de-annexation of any lot(s), parcel(s), block(s), tract(s) of land or any provision of this resolution should be declared invalid or unconstitutional, then the de-annexation of the remaining lot(s), parcel(s), block(s) or tracts(s) of land and resolution provisions are intended to be and shall be in full force and effect as enacted by the City Commission; and

BE IT FURTHER RESOLVED that the City Clerk is hereby instructed to file this resolution with the Clerk and Recorder of Lake County. This de-annexation shall become effective from and after the date of the filing of said document with the Lake County Clerk and Recorder.

PASSED AND ADOPTED this ____ day of _____, 2020.

CITY OF POLSON

Paul Briney, Mayor

Attest:

Wade Nash, Interim City Manager

Cora Pritt, City Clerk

STATE OF MONTANA)
 :SS.
County of Lake)

On this ____ day of _____, 2020, before me the undersigned Notary Public for the State of Montana, personally appeared **Paul Briney**, known to me to be the Mayor of the City of Polson and known to me to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same.

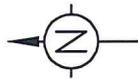
IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year in this certificate first above written.

Notary Public for the State of Montana

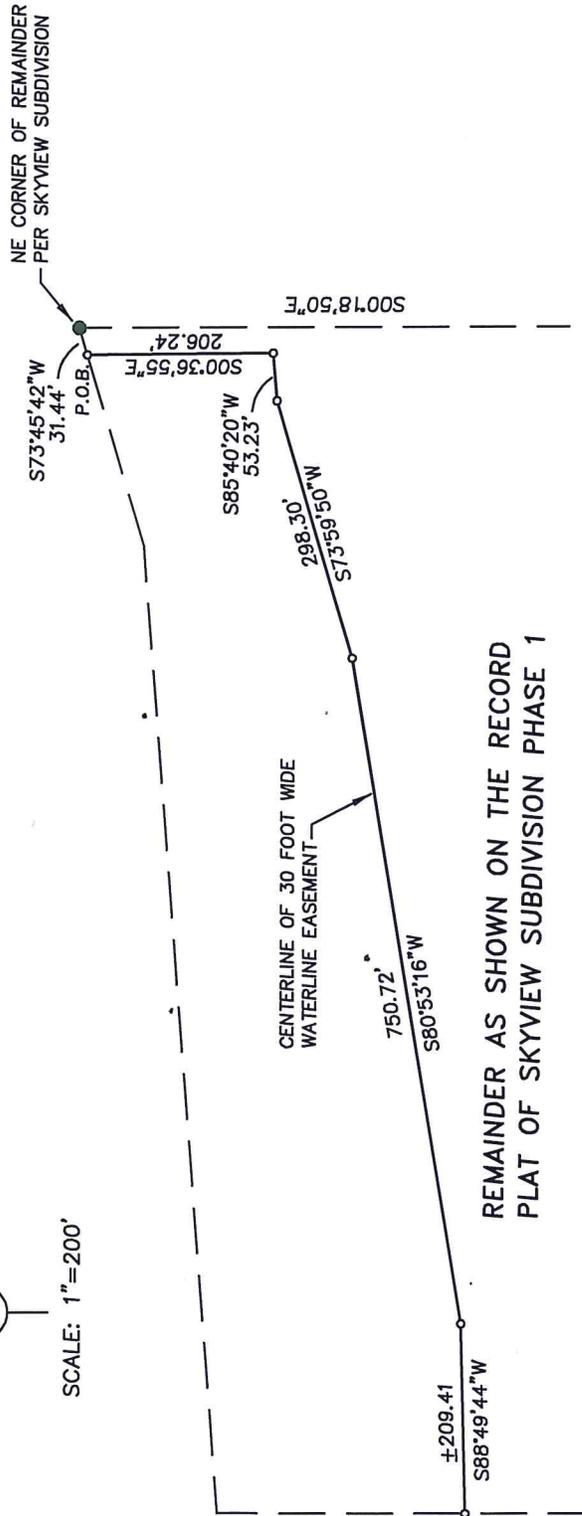
Printed Name of Notary
Residing at Polson, Montana
My commission expires: ___/___/20___

EXHIBIT 'A'

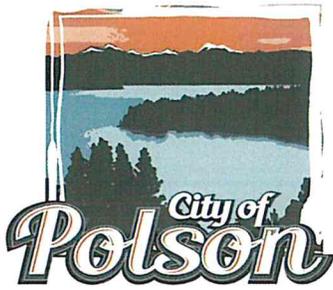
SHOWING THE CENTERLINE OF A 30-FOOT WIDE WATERLINE EASEMENT LOCATED OVER AND ACROSS THE REMAINDER TRACT AS SHOWN ON THE RECORD PLAT OF SKYVIEW SUBDIVISION PHASE 1 AND BEING LOCATED IN THE E1/2 NW1/4 OF SECTION 15, TOWNSHIP 22 NORTH, RANGE 20 WEST, P.M.M., LAKE COUNTY, MONTANA. SAID CENTERLINE BEING DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHEAST CORNER OF SAID REMAINDER TRACT; THENCE S73°45'42"W 31.44 FEET TO THE POINT OF BEGINNING OF THE HEREIN DESCRIBED CENTERLINE; THENCE S00°36'55"E 206.24 FEET; THENCE S85°40'20"W 53.23 FEET; THENCE S73°59'50"W 298.30 FEET; THENCE S80°53'16"W 750.72 FEET; THENCE S88°49'44"W 209.41 FEET MORE OR LESS TO THE WEST BOUNDARY OF SAID REMAINDER TRACT TO TERMINATION OF SAID CENTERLINE.



SCALE: 1"=200'



DUFFEY LAND SURVEYING
 PO BOX 531, POLSON MT 59860
 406-883-1727



CITY OF POLSON

Planning & Building Department
106 1st Street E. | Polson, MT 59860
T: 406-883-8214 | F: 406-883-8238
E: bp@cityofpolson.com
W: www.cityofpolson.com

June 17, 2020

Cody Jensen
61 S. Bayshore Drive
Polson, MT 59860

RE: Zoning Conformance #20-116 – Proposed Single-family Dwelling on Skyview (S15, T22N, R20W)

Dear Mr. Jensen,

Thank you for submitting a Zoning Conformance application for a proposed single-family dwelling at Skyview. Following review of your application, staff cannot approve zoning conformance because it is our understanding that you are requesting not to connect to City sewer. Furthermore, it is our understanding that you are actively compiling information to prove that the cost to connect to City sewer is at least three times the cost of installing an approvable wastewater system onsite. The City will await your proposal.

If you have any questions, please do not hesitate to call, email, or stop by City Hall and visit with the Building and Planning Department.

Sincerely,

Kyle Roberts
City Planner

Todd Environmental Consulting, LLC

104 Orchard Park Lane
Polson, Montana 59860

Phone: 406-314-1888
Email: jilltodd@centurytel.net

June 17, 2020

City of Polson Building Department
106 1st Street East
Polson, MT. 59860

Lake County Environmental Health
106 Fourth Avenue East
Polson, MT. 59860-2175

RE: S15, T22 N, R20 W, ACRES 34.14, PT E2NW REMAINDER ASSR#0000000562
(owner Cody Jensen)

To Whom it May Concern:

I have been asked to design an on-site wastewater treatment system for a single-family residence at the above-described property. In order to obtain the required permits, the owners need to demonstrate that it is economically not feasible to connect to the City's system, due to the proximity to the City of Polson municipal sewer system.

On-Site Wastewater Treatment System Description and Estimate:

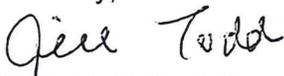
I have conducted a site visit with 8 ft. deep soil profile hole and completed a preliminary design for the proposed wastewater treatment system. The soil type is gravelly sandy loam (Kerl loam) with no signs of groundwater or bedrock, on 2-4% slopes located slightly downhill from the house site. A 3-bedroom house with this soil type would require a 1,500 gallon combination septic tank, approximately 80 feet of effluent transport pipe, and a conventional drainfield with either 3, 2' wide x 84' long gravel trenches or 2, 3' wide x 84' long gravel trenches with pressure distribution laterals. David Jensen, certified installer, provided an estimate of **\$7,000** for a system with these specifications.

Connection to City of Polson Municipal Sewer System:

According to David Jensen, the following would be necessary to connect to the City of Polson Municipal Sewer System: tank/pump chamber with 5 Horsepower pump to accommodate 105 ft. elevation gain, 1204 feet of 2" HDPE or poly pipe, excavation costs including digging, compaction and bedding, and electrical costs. David's estimate for labor and materials for connection to the City system is **\$32,100**. This does not include any engineering costs or impact fees.

If you have any questions, please feel free to contact me.

Sincerely,



Jill Todd, M.S., R.S.



**CLINTON J. FISCHER
LAW OFFICE, P.C.**

Post Office Box 879
Polson, Montana 59860-0879

Clinton J. Fischer
Attorney at Law

Casey L. Emerson
Attorney at Law

July 8, 2020

Kyle Roberts
cityplanner@cityofpolson.com

Re: Jensen Property

Dear Kyle:

Cody Jensen called me on Tuesday, July 8, 2020 to discuss the status of the status of the 37 acre parcel he is purchasing from his Uncle Steve on the south boundary of the City.

Cody's plans are as follows:

1. Withdraw the property from the City limits and place it back in County jurisdiction;
2. Construct a sewage disposable system on the property to serve a single family residence; and
3. Hook up to City water.

Cody indicates that a City water main runs through the property without an appropriate easement.

My thoughts are as follows;

1. Cody should be allowed to withdraw the property from the City and place it back in County jurisdiction;
2. Once the property is out of the City jurisdiction, City has no jurisdiction over the sewer system to be placed on the property; and
3. Even though it is against public policy at this time to allow parcels outside of the City limits to hook up to municipal water, if in fact a City water main traverses the property

July 8, 2020

Page 2

without an appropriate easement, in my opinion it would be a fair exchange to grant Jensen's the ability to access City water in exchange for an easement.

If you have any questions please feel free to contact me. Thank you.

Very truly yours,

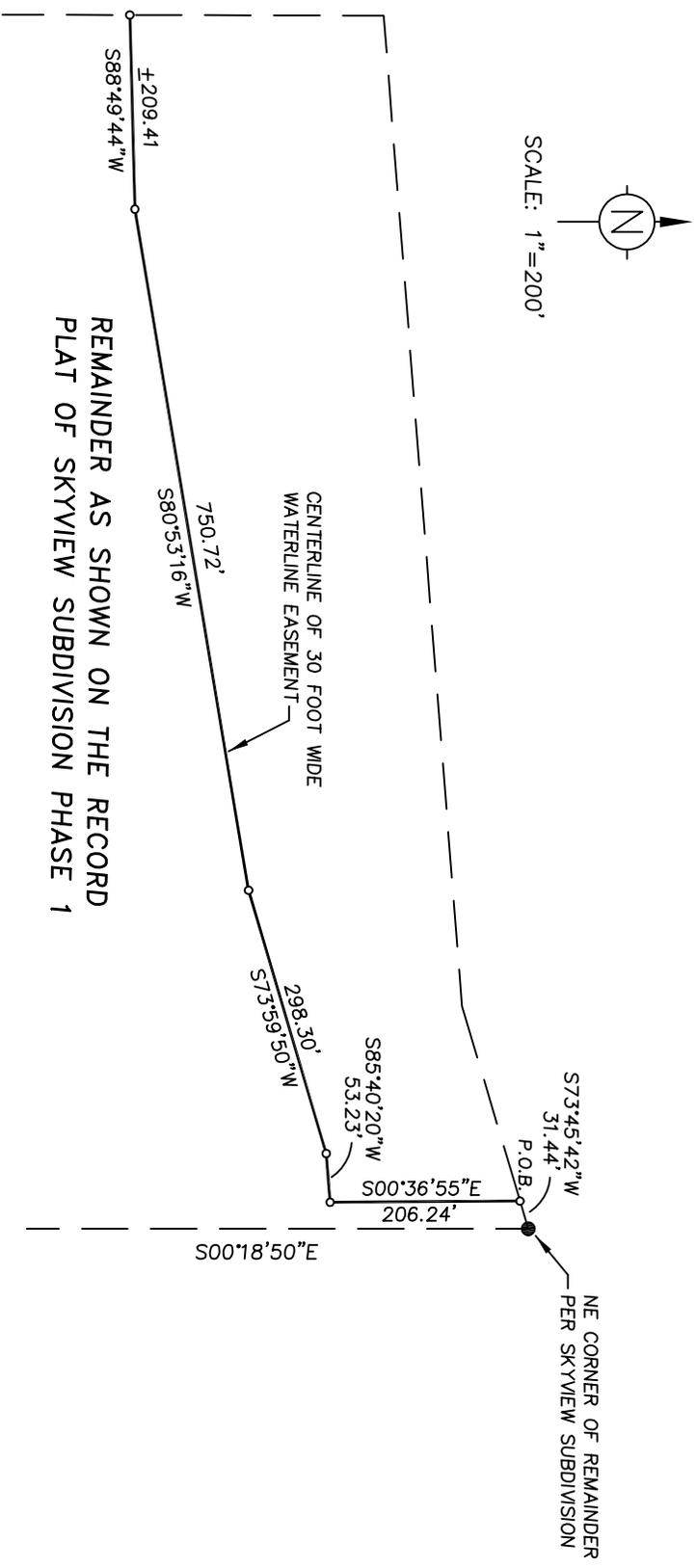
CLINTON J. FISCHER LAW OFFICE, P.C.



Clinton J. Fischer
Polson City Attorney

EXHIBIT 'A'

SHOWING THE CENTERLINE OF A 30-FOOT WIDE WATERLINE EASEMENT LOCATED OVER AND ACROSS THE REMAINDER TRACT AS SHOWN ON THE RECORD PLAT OF SKYVIEW SUBDIVISION PHASE 1 AND BEING LOCATED IN THE E1/2 NW1/4 OF SECTION 15, TOWNSHIP 22 NORTH, RANGE 20 WEST, P.M.M., LAKE COUNTY, MONTANA. SAID CENTERLINE BEING DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHEAST CORNER OF SAID REMAINDER TRACT; THENCE S73°45'42"W 31.44 FEET TO THE POINT OF BEGINNING OF THE HEREIN DESCRIBED CENTERLINE; THENCE S00°36'55"E 206.24 FEET; THENCE S85°40'20"W 53.23 FEET; THENCE S73°59'50"W 298.30 FEET; THENCE S80°53'16"W 750.72 FEET; THENCE S88°49'44"W 209.41 FEET MORE OR LESS TO THE WEST BOUNDARY OF SAID REMAINDER TRACT TO TERMINATION OF SAID CENTERLINE.





**CLINTON J. FISCHER
LAW OFFICE, P.C.**

Post Office Box 879
Polson, Montana 59860-0879

8-6-2020
E-MAILED
to Kylie@City

Clinton J. Fischer
Attorney at Law

Casey L. Emerson
Attorney at Law

August 6, 2020

Edwin R. Meece
611 N. 9th Street
Livingston, MT 59047

Re: Polson City Manager Position

Dear Mr. Meece:

I have been asked by the City to inform you of the following:

1. Although there are other details of the Employment Contract to be negotiated and considered, the City is prepared to offer you a one (1) year Contract as Polson City Manager at a salary of \$80,000.00 per year;
2. I understand that you indicated to Mayor Briney that you would accept a one (1) year employment contract as Polson City Manager at an annual salary of \$92,000.00, and if your Employment Contract was not extended beyond the first year there would be a severance payment to you of one (1) year's salary; and
3. For your consideration, although not being offered at this time, the maximum salary which would be offered to you for the first year of employment as Polson City Manager is \$84,000.00 per year. The one (1) year Contract is non-negotiable, and if the Contract is not extended beyond the first year there will be no severance pay.

Please let me know at your earliest convenience whether or not you are interested in accepting the position. If so, I will begin drafting an Employment Agreement for review and consideration. If not, the City wishes you the best of luck in your future employment.

Very truly yours,

CLINTON J. FISCHER LAW OFFICE, P.C.

Clinton J. Fischer
Polson City Attorney

August 8, 2020

Mayor Paul Briney &
Polson City Commission
City of Polson
106 First Street E.
Polson MT 59860

Mayor Briney:

I am writing in response to the letter I received on August 7, 2020, which opened negotiations with the City of Polson for the position of City Manager. It is an honor to be offered an opportunity to serve the citizens of Polson, and I am enthusiastic about joining the team at the City of Polson.

In that spirit, I would like to explain my reasoning for the negotiation considerations attached to this letter.

Salary:

In the candidate information submitted during the selection process, I stated a salary expectation of \$93,000. The City Commission had this information prior to both interviews. My salary request is a combination of several considerations –

- The city's brochure advertising this position stated ***"The starting salary for this position will be market competitive depending on the experience and qualifications of the successful candidate."*** As a professional with 20 years City Manager experience, I am trusting the City of Polson to follow through on that commitment.
- It is close to, although slightly lower, than our current household income. Since both Karen and I would be leaving our positions, the requested salary leaves us in a slightly less than break-even financial position.
- A review of the 2020 Montana League of Cities Salary Survey demonstrates a range from \$63,000 (Deer Lodge) to \$111,000 (West Yellowstone) for professional City Managers serving populations between 1,200 and 6,700; a

median of \$87,000. I adjust up from that number because I have *considerably* more professional experience than any of the incumbents serving in these jurisdictions.

- Researching the salary history of this position, in 2013, the City of Polson compensated their City Manager at \$80,000 annually. The contract offered in 2018 was at a rate of \$93,000. To accept an amount significantly less than \$93,000 devalues the position of City Manager in the organization and does not adequately recognize my thirty years of local government experience.

Term:

- The city's brochure advertising this position stated, "***A person that will commit to a significant tenure in Polson is highly desired.***" The offering of a one-year contract seems contradictory to this value of the City Commission.
- Accepting the position of City Manager is a life changing experience for my family, it requires terminating our current employment, selling our home, renting/buying a new home, and moving to a new community. To do all of this, with a promise of only 12 months employment seems a rather one-sided commitment.
- While a lot of good work can be accomplished and evaluated in 12 months, it is a short period of time for a new City Manager to impact organizational culture and complete the major priorities of the City Commission (Capital Improvement Plan, Resort Tax, etc.).
- As Polson experienced in 2018, to the professional City Manager, a one-year contract implies a lack of confidence in professional ability and an ambiguous commitment to the employment relationship. As a result, most experienced City Managers would not accept a one-year contract; especially where a major geographic relocation is necessary.

Severance:

- Due to the political volatility of the position, and it's 'at will' relationship with the governing body, severance compensation upon termination is a standard practice in the field of professional city management. Researching the issue, this week, every City Manager I contacted had a severance provision in their contract – with the terms ranging between six to twelve months. Whether me, or another professional City Manager, the City of Polson will face this issue as part of an employment agreement.
- Severance compensation does not prohibit the City Commission from exercising their prerogative to terminate the City Manager. Rather, it provides the City Manager the assurance of household income while they search for a new position. To be sure, a 'just cause' termination (illegal activity, etc.) would not trigger severance compensation.
- The Polson City Commissions' handling of the employment relationship with their previous City Manager, and their reputation for short City Manager tenures, escalates the consideration for severance compensation to be included in this employment agreement.

By candidly expressing my positions, I hopefully provided insight as to how they fit together in my consideration of an employment offer from the City of Polson. As we agreed in our phone call of August 4th, I am committed to keeping an open mind and positive attitude toward further negotiations, and thank you for doing the same.

Respectfully,

Ed

Ed Meece

C: Clint Fischer, City Attorney

Ed Meece, 8/8/2020

Employment Agreement Negotiations

Considerations for Salary, Term, Severance

Scenario 1:

- \$84,000 annual starting salary
- \$ 1,600 monthly housing allowance (up to, with documentation of actual cost)
- 1 year employment agreement (if renewed, term of at least 2 years)
- 6 months severance pay to include fringe & accrued leave, if contract is not renewed.

Scenario 2:

- \$90,000 annual starting salary
- 2-year employment agreement (if renewed, term of at least 2 years)
- 6 months' severance pay to include fringe & accrued leave, if contract is not renewed.



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Clinton J. Fischer
Attorney at Law

Casey L. Emerson
Attorney at Law

August 11, 2020

Polson City Commissioners
106 1st Street East
Polson, MT 59860

Re: City Manager Position

Dear Commissioners:

It is the responsibility of the City Commissioners to employ a City Manager and to set the terms of employment.

At your prior Commissioner meeting, the Commissioners voted to offer the position of City Manager to Edwin R. Meece. The offer must include the proposed terms of employment to be offered:

1. What will be the annual salary;
2. What will be the term of the initial contract of employment;
3. In the event the City does not extend the employment contract offered to Mr. Meece at the end of its term, or releases Mr. Meece without cause, will there be a severance package;
4. What will be the term of the probationary period;
5. Will the City offer Health and Life Insurance, and if so what will be the basic package;
6. What is an appropriate time frame for performance reviews;
7. What is an appropriate time frame for notification to the employee of the City's intent not to renew or extend the employment contract; and
8. What are the terms of any vehicle/car allowance provided by the City.

If you have any questions please feel free to contact me. Thank you.

Very truly yours,

Clinton J. Fischer
Polson City Attorney