

# CITY OF POLSON COMMISSION MEETING AGENDA

**VIRTUALLY (VIA ZOOM)\***

**October 19, 2020**

**7:00 P.M.**

Link to meeting: <https://zoom.us/j/99066660254> -- OR --  
dial in by phone: 253-215-8782, meeting ID: 990-6666-0254

**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. October 1-15, 2020 Claims
- b. City Commission Electronic Meeting Minutes October 5, 2020
- c. City Commission Written Summary Meeting Minutes October 5, 2020

**6. CITY MANAGER COMMENTS**

City Manager Ed Meece

**NEW BUSINESS**

**7. FINAL PLAT OF SUBDIVISION #17.18-03 EMILY'S HAVEN-2-LOT SUBSEQUENT MINOR SUBDIVISION**

City Planner Kyle Roberts

\*vote required\*

**8. RESOLUTION 2020-TBD, AMERICAN ASSOCIATION OF CODE ENFORCEMENT PROCLAMATION NATIONAL CODE COMPLIANCE MONTH**

Code Compliance Officer Matthew Ellermann

\*vote required\*

**9. RESOLUTION 2020-TBD TO REQUEST DISTRIBUTION OF 2020 BRIDGE AND ROAD SAFETY AND ACCOUNTABILITY PROGRAM FUNDS (BaRSAA)**

Finance Officer Cindy Dooley

\*vote required\*

**10. RESOLUTION 2020-TBD REQUESTING DISTRIBUTION OF BRIDGE AND ROAD SAFETY AND ACCOUNTABILITY PROGRAM FUNDS FOR CALENDAR YEAR 2020**

Finance Officer Cindy Dooley

\*vote required\*

**11, 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 137696 to 137843

5a.

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
1000 General All-Purpose Fund	410100 Legislative Services	4895 8x8, INC.	ADMN-PHONE SERVICE -	36.89
1000 General All-Purpose Fund	410100 Legislative Services	4895 8x8, INC.	ADMN-PHONE SERVICE -	21.98
1000 General All-Purpose Fund	410100 Legislative Services	4895 8x8, INC.	ADMN-PHONE SERVICE -	36.92
1000 General All-Purpose Fund	410100 Legislative Services	4895 8x8, INC.	ADMN-PHONE SERVICE -	22.00
1000 General All-Purpose Fund	410100 Legislative Services	4895 8x8, INC.	EXEC-PHONE SERVICE -	32.23
1000 General All-Purpose Fund	410100 Legislative Services	4895 8x8, INC.	EXEC-PHONE SERVICE -	32.26
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	4895 8x8, INC.	CORT-PHONE SERVICE -	64.46
1000 General All-Purpose Fund	410360 Municipal Court	4895 8x8, INC.	CORT-PHONE SERVICE -	64.52
1000 General All-Purpose Fund	410360 Municipal Court	4880 ACCESS MONTANA	CORT-INTERNET SERVIC	16.67
1000 General All-Purpose Fund	410360 Municipal Court	2031 DENNIS DEVRIES	CORT-CITY JUDGE C.O.	296.00
1000 General All-Purpose Fund	410400 Administrative Services	4880 ACCESS MONTANA	ADMN-INTERNET SERVIC	16.67
1000 General All-Purpose Fund	410400 Administrative Services	3025 FIRST BANKCARD	ADMN-FREEDCAMP MO. R	8.99
1000 General All-Purpose Fund	410500 Financial Services	4895 8x8, INC.	FINC-PHONE SERVICE -	21.99
1000 General All-Purpose Fund	410500 Financial Services	4895 8x8, INC.	FINC-PHONE SERVICE -	69.12
1000 General All-Purpose Fund	410500 Financial Services	4895 8x8, INC.	FINC-PHONE SERVICE -	22.01
1000 General All-Purpose Fund	410500 Financial Services	4895 8x8, INC.	FINC-PHONE SERVICE -	69.18
1000 General All-Purpose Fund	410500 Financial Services	4880 ACCESS MONTANA	FINC-INTERNET SERVIC	16.67
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-CONTRCT CITY AT	2,400.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000877 JOHNCO STORAGE	FACL-UNIT STORAGE 11	158.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000282 QUILL CORPORATION	FACL-ASST OFFICE SUP	147.45
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000282 QUILL CORPORATION	FACL-COPYPAPER	27.99
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	5207 EVANS ENGRAVING	FACL-E MEECE NAME PL	45.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4062 WEST COAST PAPER	FACL-2 CASES TRI-FOL	64.74
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	5217 MCGOWAN WATER	FACL-COOLER RENTL, W	22.50
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4895 8x8, INC.	FACL-PHONE SERVICE -	103.77
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4895 8x8, INC.	FACL-PHONE SERVICE -	103.87
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	4605 THIRD EYE TECHNOLOGIES,	FACL-TRBLESHOOT SERV	160.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000080 LAKE COUNTY LEADER	FACL-NOTICE OF RES L	72.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000080 LAKE COUNTY LEADER	FACL-VACANCY WARD 2	48.00
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)	2888 MISSION VALLEY SECURITY	FACL-QTRLY MONITOR A	35.50
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	2888 MISSION VALLEY SECURITY	FACL-QTRLY MONITOR F	75.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	2888 MISSION VALLEY SECURITY	FACL-REPAIR BACK DOO	48.91
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)	000185 SUPER 1 FOODS	FACL-LIGHT BULBS	13.48
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	000185 SUPER 1 FOODS	FACL-CARD	1.95
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	3068 WALMART COMMUNITY CREDIT	FACL-BREAKROOM SUPPL	38.89
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	3068 WALMART COMMUNITY CREDIT	FACL-COVID DISINFECT	8.44
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	5114 MUNICIPAL CODE	FACL-ANNUAL RENWL WE	1,500.00
1000 General All-Purpose Fund	411200 Facilities (Shared Costs)	5015 HEALTH CARE SERVICE CORP	FACL-COBRA PLAN ADMI	235.00
1000 General All-Purpose Fund	420140 Crime Control and	5267 STOP STICK LTD	POLC-9 STOP STICKS W	967.00
1000 General All-Purpose Fund	420140 Crime Control and	001635 SIRCHIE FINGER PRINT	POLC-ASST TESTING KI	198.91
1000 General All-Purpose Fund	420140 Crime Control and	4571 DASH MEDICAL GLOVES	POLC-ASST GLOVES	247.30
1000 General All-Purpose Fund	420140 Crime Control and	4895 8x8, INC.	POLC-PHONE SERVICE -	246.67
1000 General All-Purpose Fund	420140 Crime Control and	4895 8x8, INC.	POLC-PHONE SERVICE -	246.89
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	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	000080 LAKE COUNTY LEADER	POLC-VEHICLE BID AD	96.00

For doc #s from 137696 to 137843

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
1000 General All-Purpose Fund	420140 Crime Control and	2888 MISSION VALLEY SECURITY	POLC-QTRLY MONITOR	218.85
1000 General All-Purpose Fund	420140 Crime Control and	2888 MISSION VALLEY SECURITY	POLC-QTRLY MONTR, CE	68.35
1000 General All-Purpose Fund	420140 Crime Control and	000044 REPUBLIC SERVICES #889	POLC-SHARED WASTE DI	37.82
1000 General All-Purpose Fund	420140 Crime Control and	000185 SUPER 1 FOODS	POLC-ASST BEVRGS FOR	15.55
1000 General All-Purpose Fund	420140 Crime Control and	000185 SUPER 1 FOODS	POLC-BOTTLED WATER	9.49
1000 General All-Purpose Fund	420140 Crime Control and	2074 VERIZON WIRELESS	POLC-I PHONES	540.95
1000 General All-Purpose Fund	420140 Crime Control and	2074 VERIZON WIRELESS	POLC-BASIC PHONES	358.63
1000 General All-Purpose Fund	420140 Crime Control and	4743 WEX BANK	POLC-FUEL 09/01-30/2	2,005.58
1000 General All-Purpose Fund	420140 Crime Control and	3068 WALMART COMMUNITY CREDIT	POLC-BOTTLED WATER	7.96
1000 General All-Purpose Fund	420140 Crime Control and	2937 G & M AUTO TECH, INC	POLC-VEH #1 RADIATOR	810.00
1000 General All-Purpose Fund	420140 Crime Control and	2937 G & M AUTO TECH, INC	POLC-VEH #9 BATTERY	125.00
1000 General All-Purpose Fund	420140 Crime Control and	3614 TOBY'S CARWASH LLC	POLC-VEH WASH SEPT.	49.64
1000 General All-Purpose Fund	420140 Crime Control and	4684 WASH N' GO, LLC	POLC-VEH WASH SEPT 2	59.82
1000 General All-Purpose Fund	420140 Crime Control and	4500 GREGG PERKINS	POLC-FY21 CLOTHING A	200.00
1000 General All-Purpose Fund	420140 Crime Control and	5011 DAVID J. VAUGHN	POLC-FY21 CLOTHING A	200.00
1000 General All-Purpose Fund	420400 Fire Protection and	4995 PINNACLE INVESTIGATIONS	FIRE-PRE-EMPLY BACKG	56.00
1000 General All-Purpose Fund	420400 Fire Protection and	4895 8x8, INC.	FIRE-PHONE SERVICE -	32.23
1000 General All-Purpose Fund	420400 Fire Protection and	4895 8x8, INC.	FIRE-PHONE SERVICE -	32.26
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	4743 WEX BANK	FIRE-FUEL 09/01-30/2	521.02
1000 General All-Purpose Fund	420400 Fire Protection and	4533 KEVIN STRAUB	FIRE-UTILITY BINS	61.62
1000 General All-Purpose Fund	420400 Fire Protection and	4533 KEVIN STRAUB	FIRE-LABELER 2040C	27.99
1000 General All-Purpose Fund	420400 Fire Protection and	000020 PROVIDENCE HEALTH &	FIRE-RANDOM TESTING	25.00
1000 General All-Purpose Fund	420520 Code Enforcement	4895 8x8, INC.	CODE-PHONE SERVICE -	32.23
1000 General All-Purpose Fund	420520 Code Enforcement	4895 8x8, INC.	CODE-PHONE SERVICE -	32.26
1000 General All-Purpose Fund	420520 Code Enforcement	2074 VERIZON WIRELESS	PLNG-CODE CMPL PHONE	49.79
1000 General All-Purpose Fund	420520 Code Enforcement	2074 VERIZON WIRELESS	PLNG-CODE CMPL MBBD	40.01
1000 General All-Purpose Fund	420520 Code Enforcement	4743 WEX BANK	PLNG-CODE COMPL FUEL	120.53
1000 General All-Purpose Fund	420540 Land Use	4895 8x8, INC.	PLAN-PHONE SERVICE -	32.23
1000 General All-Purpose Fund	420540 Land Use	4895 8x8, INC.	PLAN-PHONE SERVICE -	18.45
1000 General All-Purpose Fund	420540 Land Use	4895 8x8, INC.	PLAN-PHONE SERVICE -	32.26
1000 General All-Purpose Fund	420540 Land Use	4895 8x8, INC.	PLAN-PHONE SERVICE -	18.46
1000 General All-Purpose Fund	420540 Land Use	4880 ACCESS MONTANA	PLNG-INTERNET SERVIC	16.67
1000 General All-Purpose Fund	420540 Land Use	5163 HDR ENGINEERING INC	PLNG-T.O. #9-CAPTL I	1,279.51
1000 General All-Purpose Fund	420540 Land Use	5163 HDR ENGINEERING INC	PLNG-T.O. #10 SCENIC	748.11
1000 General All-Purpose Fund	420540 Land Use	3025 FIRST BANKCARD	PLNG-CLASS MATERIALS	462.75
1000 General All-Purpose Fund	430240 Road and Street	4895 8x8, INC.	STRT-PHONE SERVICE -	32.23
1000 General All-Purpose Fund	430240 Road and Street	4895 8x8, INC.	STRT-PHONE SERVICE -	32.26
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	001145 MISSOULA TEXTILE SERVICES	STRT-LAUNDRY	8.66
1000 General All-Purpose Fund	430240 Road and Street	000044 REPUBLIC SERVICES #889	STRT-SHARED WASTE DI	37.82
1000 General All-Purpose Fund	430240 Road and Street	000185 SUPER 1 FOODS	STRT-BOTTLED WATER	11.96
1000 General All-Purpose Fund	430240 Road and Street	2074 VERIZON WIRELESS	STRT-CELL PHONE SERV	99.58
1000 General All-Purpose Fund	430240 Road and Street	4825 IBS, INC	STRT-ASST MISC PRODU	190.64
1000 General All-Purpose Fund	430240 Road and Street	000020 PROVIDENCE HEALTH &	STRT-RANDOM TESTING	25.00
1000 General All-Purpose Fund	460430 Parks	4895 8x8, INC.	PRKS-PHONE SERVICE -	32.23
1000 General All-Purpose Fund	460430 Parks	4895 8x8, INC.	PRKS-PHONE SERVICE -	16.11
1000 General All-Purpose Fund	460430 Parks	4895 8x8, INC.	PRKS-PHONE SERVICE -	32.26
1000 General All-Purpose Fund	460430 Parks	4895 8x8, INC.	PRKS-PHONE SERVICE -	16.13
1000 General All-Purpose Fund	460430 Parks	2234 ACE HARDWARE/ TREMPER'S	PRKS-CITRI-STRIP GEL	36.98
1000 General All-Purpose Fund	460430 Parks	2234 ACE HARDWARE/ TREMPER'S	PRKS-GALV PIPE	11.98
1000 General All-Purpose Fund	460430 Parks	4880 ACCESS MONTANA	PRKS-SATELITE SERVIC	19.31

For doc #s from 137696 to 137843

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
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	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	000044 REPUBLIC SERVICES #889	PRKS-WASTE DISPOSAL	215.23
1000 General All-Purpose Fund	460430 Parks	2074 VERIZON WIRELESS	PRKS-CELL PHONE SERV	116.73
1000 General All-Purpose Fund	460430 Parks	4743 WEX BANK	PRKS-FUEL 09/01-30/2	307.50
1000 General All-Purpose Fund	460430 Parks	000020 PROVIDENCE HEALTH &	PRKS-CUSTODIAL PRE E	12.50
Total for Fund:				23,522.67
2020 Police Municipal Services	420140 Crime Control and	4849 JOHN DEERE FINANCIAL	POLC-K-9 FOOD SUPPLY	97.98
2020 Police Municipal Services	420140 Crime Control and	2074 VERIZON WIRELESS	POLC-MB EMBEDDED	600.31
2020 Police Municipal Services	420140 Crime Control and	000020 PROVIDENCE HEALTH &	POLC-CR20-1187	95.00
2020 Police Municipal Services	420140 Crime Control and	000020 PROVIDENCE HEALTH &	POLC-CR20-1278	95.00
Total for Fund:				888.29
2380 Stormwater System Fund	430235 Storm Drainage	5163 HDR ENGINEERING INC	STRMWATR-HILLSIDE, M	500.00
Total for Fund:				500.00
2394 Building Code Enforcement	420500 Protective Inspections	4895 8x8, INC.	BLDG-PHONE SERVICE -	32.23
2394 Building Code Enforcement	420500 Protective Inspections	4895 8x8, INC.	BLDG-PHONE SERVICE -	18.44
2394 Building Code Enforcement	420500 Protective Inspections	4895 8x8, INC.	BLDG-PHONE SERVICE -	32.26
2394 Building Code Enforcement	420500 Protective Inspections	4895 8x8, INC.	BLDG-PHONE SERVICE -	18.46
2394 Building Code Enforcement	420500 Protective Inspections	2234 ACE HARDWARE/ TREMPER'S	BLDG-PHOTO BATTERY	14.99
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 09/01-30/2	29.02
Total for Fund:				211.86
2720 Police Donations	420140 Crime Control and	000080 LAKE COUNTY LEADER	POLC-9/11 PATRIOTS D	50.00
Total for Fund:				50.00
2820 Gas Apportionment Tax	430240 Road and Street	2547 TREASURE STATE CONCRETE	STRT-3/8 CHIPS, CRS-	737.70
2820 Gas Apportionment Tax	430240 Road and Street	2547 TREASURE STATE CONCRETE	STRT-3/8 CHIPS, CRS-	852.49
2820 Gas Apportionment Tax	430240 Road and Street	2547 TREASURE STATE CONCRETE	STRT-3/8 CHIPS, CRS-	718.49
2820 Gas Apportionment Tax	430240 Road and Street	4743 WEX BANK	STRT-FUEL 09/01-30/2	191.99
Total for Fund:				2,500.67
5010 Golf Fund	346021 Golf Season Pass Fees	5268 KEN DUPUIS	GLFP-REFUND 2020 SEA	680.00
5010 Golf Fund	460446 Golf Course -	2094 WILBUR ELLIS COMPANY	GLFM-WG CUST DRY BLE	6,041.73
5010 Golf Fund	460446 Golf Course -	4436 LES SCHWAB TIRES	GLFM-FLAT TIRE REPAI	34.99
5010 Golf Fund	460446 Golf Course -	5224 AFFORDABLE TURF &	GLFM-CARLISLE SMOOTH	703.51
5010 Golf Fund	460446 Golf Course -	5224 AFFORDABLE TURF &	GLFM-CREDIT SHIPPING	-68.13
5010 Golf Fund	460446 Golf Course -	4895 8x8, INC.	GLFM-PHONE SERVICE -	32.23
5010 Golf Fund	460446 Golf Course -	4895 8x8, INC.	GLFM-PHONE SERVICE -	16.12
5010 Golf Fund	460446 Golf Course -	4895 8x8, INC.	GLFM-PHONE SERVICE -	32.26

For doc #s from 137696 to 137843

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
5010 Golf Fund	460446 Golf Course -	4895 8x8, INC.	GLFM-PHONE SERVICE -	16.13
5010 Golf Fund	460446 Golf Course -	5154 B MUENCH EXCAVATION	GLFM-TREE RMVAL HOLE	2,000.00
5010 Golf Fund	460446 Golf Course -	2234 ACE HARDWARE/ TREMPER'S	GLFM-ASST MISC PRODU	21.39
5010 Golf Fund	460446 Golf Course -	2234 ACE HARDWARE/ TREMPER'S	GLFM-GUN NOZZLE	7.99
5010 Golf Fund	460446 Golf Course -	4880 ACCESS MONTANA	GLFM-SATELITE SERVIC	77.94
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	460446 Golf Course -	001145 MISSOULA TEXTILE SERVICES	GLFM-LAUNDRY	13.98
5010 Golf Fund	460446 Golf Course -	001145 MISSOULA TEXTILE SERVICES	GLFM-LAUNDRY	6.73
5010 Golf Fund	460446 Golf Course -	2888 MISSION VALLEY SECURITY	GLFM-QTRLY MONITOR A	104.85
5010 Golf Fund	460446 Golf Course -	000044 REPUBLIC SERVICES #889	GLFM-WASTE DISPOSAL	149.19
5010 Golf Fund	460446 Golf Course -	2547 TREASURE STATE CONCRETE	GLFM-GREENS SAND	1,260.39
5010 Golf Fund	460446 Golf Course -	2074 VERIZON WIRELESS	GLFM-CELL PHONE SERV	99.58
5010 Golf Fund	460446 Golf Course -	2202 PEAKS & PRAIRIES GCSA	GLFM-FALL MEETING RE	455.00
5010 Golf Fund	460446 Golf Course -	2094 WILBUR ELLIS COMPANY	GLFM-SOIL TESTS PAST	297.10
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 AMENDMN	833.33
5010 Golf Fund	460447 Golf Course - Pro Shop	4920 OFFICE DEPOT, INC	GLFP-OFFICE SUPPLIES	120.55
5010 Golf Fund	460447 Golf Course - Pro Shop	000316 WALLACES GOLF SHOP	GLFP-CITY SHARE CC A	3,854.68
5010 Golf Fund	460447 Golf Course - Pro Shop	001145 MISSOULA TEXTILE SERVICES	GLFP-LAUNDRY	10.69
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	000044 REPUBLIC SERVICES #889	GLFP-SHARED WASTE DI	93.50
5010 Golf Fund	460447 Golf Course - Pro Shop	5193 KELLEY CONNECT	GLFP-LEXMARK RECYCLE	95.00
5010 Golf Fund	460450 Golf Course Restaurant	000185 SUPER 1 FOODS	GLFR-FOOD SUPPLY	124.49
5010 Golf Fund	460450 Golf Course Restaurant	4754 PEPSI-COLA BOTTLING OF	GLFR-ASST BEVERAGES	74.55
5010 Golf Fund	460450 Golf Course Restaurant	4754 PEPSI-COLA BOTTLING OF	GLFR-OUTSTND INV BAL	12.05
5010 Golf Fund	460450 Golf Course Restaurant	3922 BARGREEN-ELLINGSON, INC.	GLFR-MIXING GLASSES	48.00
5010 Golf Fund	460450 Golf Course Restaurant	5257 MONTANA MARBLED MEATS	GLFR-ASST MEAT KAWAN	108.47
5010 Golf Fund	460450 Golf Course Restaurant	4480 SYSCO MONTANA, INC.	GLFR-FOOD SUPPLY	401.69
5010 Golf Fund	460450 Golf Course Restaurant	4480 SYSCO MONTANA, INC.	GLFR-PAPER & JANITOR	312.48
5010 Golf Fund	460450 Golf Course Restaurant	3427 ZIP BEVERAGE	GLFR-ASST BEERS	183.10
5010 Golf Fund	460450 Golf Course Restaurant	4905 GEORGE'S DISTRIBUTING INC	GLFR-ASST WINES	30.48
5010 Golf Fund	460450 Golf Course Restaurant	3447 SUMMIT BEVERAGE	GLFR-ASST BEERS	254.00
5010 Golf Fund	460450 Golf Course Restaurant	3447 SUMMIT BEVERAGE	GLFR-EMPTY KEGS RETU	-120.00
5010 Golf Fund	460450 Golf Course Restaurant	4480 SYSCO MONTANA, INC.	GLFR-ASST FOOD SUPPL	301.68
5010 Golf Fund	460450 Golf Course Restaurant	4480 SYSCO MONTANA, INC.	GLFR-PAPER SUPPLY	117.80
5010 Golf Fund	460460 G. C. Restaurant O & M	4664 CHARTER COMMUNICATIONS	GLFR-BUSINESS TV, IN	280.41
5010 Golf Fund	460460 G. C. Restaurant O & M	4895 8x8, INC.	GLFR-PHONE SERVICE -	36.18
5010 Golf Fund	460460 G. C. Restaurant O & M	4895 8x8, INC.	GLFR-PHONE SERVICE -	36.21
5010 Golf Fund	460460 G. C. Restaurant O & M	001145 MISSOULA TEXTILE SERVICES	GLFR-LAUNDRY	37.69
5010 Golf Fund	460460 G. C. Restaurant O & M	001145 MISSOULA TEXTILE SERVICES	GLFR-LAUNDRY	18.77
5010 Golf Fund	460460 G. C. Restaurant O & M	001145 MISSOULA TEXTILE SERVICES	GLFR-LAUNDRY	41.72
5010 Golf Fund	460460 G. C. Restaurant O & M	001145 MISSOULA TEXTILE SERVICES	GLFR-LAUNDRY	18.46
5010 Golf Fund	460460 G. C. Restaurant O & M	001145 MISSOULA TEXTILE SERVICES	GLFR-LAUNDRY	15.62
5010 Golf Fund	460460 G. C. Restaurant O & M	2888 MISSION VALLEY SECURITY	GLFR-QTRLY MONITOR A	57.00
5010 Golf Fund	460460 G. C. Restaurant O & M	000044 REPUBLIC SERVICES #889	GLFR-SHARED WASTE DI	93.51
5010 Golf Fund	460460 G. C. Restaurant O & M	2074 VERIZON WIRELESS	GLFR-CONCESSION STAN	43.84
5010 Golf Fund	460460 G. C. Restaurant O & M	2074 VERIZON WIRELESS	GLFR-CONCESSION STND	40.01
5010 Golf Fund	460460 G. C. Restaurant O & M	000020 PROVIDENCE HEALTH &	GLFM-CUSTODIAL PRE E	12.50
5010 Golf Fund	490200 Revenue Bonds	4823 VALLEY BANK OF RONAN	GLFM-REVENUE BOND PM	21,923.26
5010 Golf Fund	490200 Revenue Bonds	4823 VALLEY BANK OF RONAN	GLFM-REVENUE BOND PM	11,723.97

For doc #s from 137696 to 137843

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
5010 Golf Fund	490510 Bank Loan Debt Service	4823 VALLEY BANK OF RONAN	GLFM-EQUIP LOAN PMT	9,290.67
5010 Golf Fund	490510 Bank Loan Debt Service	4823 VALLEY BANK OF RONAN	GLFM-EQUIP LOAN PMT	7,029.51
			Total for Fund:	80,936.75
5210 Water Fund	101000 Cash - Operating	999999 OLIVER WHIPPLE III	WATR-PROP SOLD, OWNR	83.10
5210 Water Fund	430500 Water Utilities	3614 TOBY'S CARWASH LLC	WATR-VEH WASH 09/01-	5.45
5210 Water Fund	430500 Water Utilities	4895 8x8, INC.	WATR-PHONE SERVICE -	56.54
5210 Water Fund	430500 Water Utilities	4895 8x8, INC.	WATR-PHONE SERVICE -	56.60
5210 Water Fund	430500 Water Utilities	4880 ACCESS MONTANA	WATR-INTERNET SERVIC	16.67
5210 Water Fund	430500 Water Utilities	4880 ACCESS MONTANA	WATR-SATELLITE SERVE	38.97
5210 Water Fund	430500 Water Utilities	3025 FIRST BANKCARD	WATR-EQUIPMENT SEAT	34.45
5210 Water Fund	430500 Water Utilities	3025 FIRST BANKCARD	WATR-SHOP SUPPLIES	2.00
5210 Water Fund	430540 Purification and	000101 MONTANA ENVIRONMENTAL	WATR-COLIFORM	114.00
5210 Water Fund	430550 Transmission and	2007 UTILITIES UNDERGROUND	WATR-UTIL LOCATES SE	36.11
5210 Water Fund	430550 Transmission and	000099 NORTHWEST PIPE FITTINGS,	WATR-3/4 " CURB STOP	294.16
5210 Water Fund	430550 Transmission and	5064 CORE & MAIN LP	WATR-LOCATOR	761.90
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-ASST MISC PRODU	43.45
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-ELBOW, VALVE BA	17.48
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-GALV NPL, BLK C	14.98
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-GALV NPL, BLK C	11.96
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-MISC PRODUCT	28.79
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-WIRE, TAPE, MSR, B	28.79
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-WIRE, TAPE, MSR, B	-28.79
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-MISC PRODUCT	80.95
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-BRUSH FLAP	12.99
5210 Water Fund	430550 Transmission and	2234 ACE HARDWARE/ TREMPER'S	WATR-GALV ADPTR, CLA	41.85
5210 Water Fund	430550 Transmission and	000044 REPUBLIC SERVICES #889	WATR-SHARED WASTE DI	33.00
5210 Water Fund	430550 Transmission and	2547 TREASURE STATE CONCRETE	WATR-3/4 RECYCLE, PI	151.64
5210 Water Fund	430550 Transmission and	2074 VERIZON WIRELESS	WATR-CELL PHONE SERV	199.26
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 09/01-30/2	406.85
5210 Water Fund	430550 Transmission and	000341 MMIA-LIABILITY PROGRAM	WATR-LB2020006269, V	1,500.00
5210 Water Fund	430550 Transmission and	000341 MMIA-LIABILITY PROGRAM	WATR-LB2020006393, E	1,500.00
5210 Water Fund	430550 Transmission and	5233 AMERIGAS	WATR-PROPANE 715 7TH	172.47
5210 Water Fund	430550 Transmission and	999999 JACK HOUK	WATR-REIMBURSE RENTA	215.00
5210 Water Fund	430570 Customer Accounting and	000005 POSTMASTER	WATR-BILLING RESERVE	250.00
5210 Water Fund	430570 Customer Accounting and	5064 CORE & MAIN LP	WATR-METER PITS	2,059.70
5210 Water Fund	430570 Customer Accounting and	2888 MISSION VALLEY SECURITY	WATR-WELL #1 SERVICE	160.99
5210 Water Fund	430570 Customer Accounting and	2888 MISSION VALLEY SECURITY	WATR-WELLS 6 & 7, MO	128.50
5210 Water Fund	430570 Customer Accounting and	999999 JACK & GLORIA RIECH	WATR-SERVICE CALL &	150.00
5210 Water Fund	430570 Customer Accounting and	999999 JACK & GLORIA RIECH	WATR-2 PERSON 5 HR C	150.00
			Total for Fund:	8,869.82
5310 Sewer Fund	430600 Sewer Utilities	3614 TOBY'S CARWASH LLC	SEWR-VEH WASH 09/01-	5.44
5310 Sewer Fund	430600 Sewer Utilities	4895 8x8, INC.	SEWR-PHONE SERVICE -	56.55
5310 Sewer Fund	430600 Sewer Utilities	4895 8x8, INC.	SEWR-PHONE SERVICE -	56.59
5310 Sewer Fund	430600 Sewer Utilities	4880 ACCESS MONTANA	SEWR-INTERNET SERVIC	16.64
5310 Sewer Fund	430600 Sewer Utilities	4880 ACCESS MONTANA	SEWR-SATELLITE SERVIC	38.97
5310 Sewer Fund	430600 Sewer Utilities	2074 VERIZON WIRELESS	SEWR-CELL PHONE SERV	199.26
5310 Sewer Fund	430600 Sewer Utilities	3025 FIRST BANKCARD	SEWR-EQUIPMENT SEAT	34.45

For doc #s from 137696 to 137843

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
5310 Sewer Fund	430600 Sewer Utilities	3025 FIRST BANKCARD	SEWR-SHOP SUPPLIES	1.99
5310 Sewer Fund	430630 Collection and	2007 UTILITIES UNDERGROUND	SEWR-UTIL LOCATES SE	36.11
5310 Sewer Fund	430630 Collection and	4756 J&M TRANSPORTATION	SEWR-COURIER SERVICE	160.00
5310 Sewer Fund	430630 Collection and	4756 J&M TRANSPORTATION	SEWR-COURIER SERVICE	200.00
5310 Sewer Fund	430630 Collection and	2234 ACE HARDWARE/ TREMPER'S	SEWR-NYLON CORD	19.98
5310 Sewer Fund	430630 Collection and	2234 ACE HARDWARE/ TREMPER'S	SEWR-ASST MISC PRODU	64.42
5310 Sewer Fund	430630 Collection and	2234 ACE HARDWARE/ TREMPER'S	SEWR-COUPPLING, POLY	8.95
5310 Sewer Fund	430630 Collection and	4743 WEX BANK	SEWR-FUEL 09/01-30/2	364.28
5310 Sewer Fund	430630 Collection and	000101 MONTANA ENVIRONMENTAL	SEWR-BOD, TSS	124.00
5310 Sewer Fund	430630 Collection and	000101 MONTANA ENVIRONMENTAL	SEWR-TSS, VSS	40.00
5310 Sewer Fund	430630 Collection and	000101 MONTANA ENVIRONMENTAL	SEWR-BOD, TSS, AMMONIA	236.00
5310 Sewer Fund	430630 Collection and	5233 AMERIGAS	SEWR-PROPANE 715 7TH	172.47
5310 Sewer Fund	430640 Treatment and Disposal	000044 REPUBLIC SERVICES #889	SEWR-SHARED WASTE DI	33.00
5310 Sewer Fund	430640 Treatment and Disposal	2547 TREASURE STATE CONCRETE	SEWR-3/4 RECYCLE, PI	151.64
5310 Sewer Fund	430645 Wastewater Resource	5179 IDEXX DISTRIBUTION, INC	SEWR-WWRF GAMMA IRRR	199.54
5310 Sewer Fund	430645 Wastewater Resource	000044 REPUBLIC SERVICES #889	SEWR-WWRF WASTE DISP	43.00
5310 Sewer Fund	430645 Wastewater Resource	000044 REPUBLIC SERVICES #889	SEWR-WWRF DISPOSAL	11,132.94
5310 Sewer Fund	430645 Wastewater Resource	000185 SUPER 1 FOODS	SEWR-WWRF WM QT JAR	14.69
5310 Sewer Fund	430645 Wastewater Resource	3025 FIRST BANKCARD	SEWR-SAFETY CLOTHING	160.00
5310 Sewer Fund	430645 Wastewater Resource	3025 FIRST BANKCARD	SEWR-SAFETY CLOTHING	14.99
5310 Sewer Fund	430645 Wastewater Resource	3025 FIRST BANKCARD	SEWR-LAB EQUIPMENT	30.93
5310 Sewer Fund	430645 Wastewater Resource	3068 WALMART COMMUNITY CREDIT	SEWR-LAB SUPPLIES	9.62
5310 Sewer Fund	430645 Wastewater Resource	2183 DOWL	SEWR-TASK ORDER #4 I	880.00
5310 Sewer Fund	430645 Wastewater Resource	5166 TIME WARNER CABLE	SEWR-WWRF TV, PHONE	239.96
5310 Sewer Fund	430670 Customer Accounting and	000005 POSTMASTER	SEWR-BILLING RESERVE	250.00
5310 Sewer Fund	430670 Customer Accounting and	5064 CORE & MAIN LP	SEWR-METER PITS	2,059.69
5310 Sewer Fund	430670 Customer Accounting and	2888 MISSION VALLEY SECURITY	SEWR-MONITOR CITY SH	36.00
Total for Fund:				17,092.10
Total:				134,572.16



**CITY OF POLSON  
COMMISSION MEETING MINUTES**

**5c**

Commission Chambers

October 5, 2020

7:00 p.m.

**ATTENDANCE:** Mayor Briney, Commissioners, Isbell, Howlett, Marchello, Moll, Pardini, City Manager Ed Meece and City Clerk Cora Pritt

**OTHERS PRESENT** (who voluntarily signed in): Barbara Coffman, David Coffman, Patricia Corrigan-Ekness, Cindy Dooley, Lita Fonda, Scott Heisel, Murat Kalinyaprak, Will Lambson, Lee Manicke, and Kyle Roberts

**CALL TO ORDER: (00:01)** Mayor Briney called the meeting to order. The Pledge of Allegiance was recited. Roll call was taken.

**APPROVAL OF PROPOSED AGENDA (00:58)** –**Commissioner Howlett 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 (01:44)** – Murat Kalinyaprak, Ward II thanked City Manager Meece for responding to his Public Information Requests. Mr. Kalinyaprak also declared his rights in how he was treated at the previous meeting. As a citizen he commented he has the right to be heard and to be responsible for what he says. The Mayor has no authority to shut off people from the meeting. Mr. Kalinyaprak further commented that if he is treated differently then he will pursue judicial remedies.

**CONSENT AGENDA (06:02)** - a. June 30, 2020 Claims, b. September 18-30, 2020 Claims, c City Commission Electronic Public Hearing Minutes September 21, 2020, d. City Commission Written Summary Public Hearing Minutes September 21, 2020, e City Commission Electronic Meeting Minutes September 21, 2020, f. City Commission Written Summary Meeting Minutes September 21, 2020, **Commissioner Marchello motion to approve the Consent Agenda. Commissioner Isbell second.** Commission discussion: none Public comment: none **VOTE: Unanimous Motion carried**

**CITY MANAGER COMMENTS (07:18)** - City Manager Ed Meece commented that it had been a fast and busy three days. The staff, and elected officials have allowed him to hit the ground running. City Manager Meece informed the Commission that he has had one conversation with Mr. Mercer to begin the logistics of a City Commission work session around goals and objectives for the City Manager and a relook at the Strategic Plan. There will be more to come regarding this work session. Commissioner Pardini had asked a question prior to the meeting and so for clarification any time that there is an issue from the citizens, whether it is a service issue or some other type of matter that the administration needs to deal with, don't hesitate to forward people to the City Manager via email or telephone call. We will follow up and then get back to the Commission on the follow up. Commissioner Marchello commented that he was happy to have Mr. Meece on board.

**APPOINTMENT OF CITY COMMISSIONER WARD II, APPLICANTS; David Coffman, Patricia Corrigan-Ekness (10:07)**-City Manager Ed Meece presented this agenda item. There were two applicants in the agenda packets. After review and discussion then the Commission will vote. **Commissioner Howlett motion to appoint Patricia Corrigan-Ekness to fill Bob Martin's seat. Commissioner Moll second.** Commission discussion: Commissioner Isbell commented that both applicants were recommended, however Mr. Coffman is highly professional and has had a lifetime of public service. The neighborhood highly respects him. Commissioner Marchello commented that he has known Patricia Corrigan-Ekness for years. She would be involved. Commissioner Howlett commented that Patricia Corrigan-Ekness is very knowledgeable, easy to talk, and will be a positive influence.

Public comment: William Lambson-Ward II asked how the Commission will know someone is special. Mr. Lambson is looking for more detail. The application process is straightforward but the challenge is how the comments are substantiated. Commissioner Moll commented that he is looking for diversity within the Commission. Mayor Briney thanked both candidates for applying. **VOTE: Commissioners Marchello, Moll, Howlett, and Pardini “For” Commissioner Isbell, Mayor Briney “Against” Motion carried.**

**RESOLUTION 2020-TBD, PRESENTING THE QUESTION OF A RESORT TAX TO THE ELECTORS OF THE CITY OF POLSON ON A JANUARY 2021 SPECIAL ELECTION**

**BALLOT (21:27)** - City Finance Officer Cindy Dooley and City Planner Kyle Roberts presented this agenda item. City Finance Officer Dooley commented that the Commission is being asked to vote again on a resolution to place the Resort Tax on a ballot to the electors of the City of Polson. The resolution was initially brought to the Commission at the September 9<sup>th</sup> meeting and was approved. After that meeting it came to the attention of the City Staff that the Economic Development Council that the item had been formally tabled during the Economic Development Council meeting and had not been removed from the table during their meeting prior to the September 9<sup>th</sup> meeting. According to the City Attorney, in order to correct this oversight, the Resolution that was passed at the September 9<sup>th</sup> meeting was void. The Economic Development Council met, removed the item from the table at their September 24<sup>th</sup> meeting, then voted to recommend to the Commission the Resort Tax be placed on the ballot. There have been no changes to the resolution that was presented to you on September 9<sup>th</sup>. The Special Election will be January 21, 2021-mail in ballot. The breakdown will be 3% tax. The Economic Development Council defined the Luxury Items that will be taxed at 3% for 20 years. The vendors will receive 3% of the tax, the City will receive 97%. Of the 97% the City receives the breakdown will be: 17% property tax relief, 80% will go to repair and improvement of existing streets, stormwater, curbs, and gutters, and 3% will go for administrative purposes. **Commissioner Moll motion to approve Resolution 2020-TBD, to present the question of a Resort Tax to the electors of the City of Polson on a January 2021 Special Election Ballot. Commissioner Marchello second.** Commission discussion: none Public Comment: Murat Kalinyaprak, Ward II commented that he has been following this issues for a couple of months. The City Staff and the Economic Development Council have done wrong things. This Council should not act and give these people a chance to redeem themselves. The Economic Development Council voted to table the item until next year. The City has used numbers that are not published. The numbers do not add up. Mr. Kalinyaprak urged the Commission to slow down. If not, it will look bad on the City. Lita Fonda, Ward I asked if lodging is defined. If so hopefully it includes any state licenses under 30 days. **VOTE: Unanimous Motion carried**

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

**Adjourn (44:18) - Commissioner Marchello motion to adjourn. Commissioner Howlett second. VOTE: Unanimous Motion carried.**

**ADJOURN: 7:44 p.m.**

\_\_\_\_\_  
**Mayor Paul Briney**

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

# CITY OF POLSON

## CITY COMMISSION AGENDA ITEM SUMMARY

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Agenda Item No.: 7 (Motion) Final Plat of Subdivision #17.18-03: Emily's Haven – 2-lot Subsequent Minor Subdivision

Meeting Date: October 19, 2020

Staff Contact: Kyle Roberts, City Planner

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

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**AGENDA ITEM SUMMARY:** This Agenda Item requests the City Commission make a motion to approve or deny the final plat request for preliminary plat-approved Emily's Haven – 2-lot subsequent minor subdivision.

**BACKGROUND:** On October 25, 2018, applicant, Jack Duffey, PLS on behalf of owner, Kathleen Anne Heglie, submitted a preliminary plat application to subdivide Amended Tract 1A on Subdivision Plat No. 248 into two lots.

As the proposed subdivision is considered a subsequent minor subdivision, it was reviewed as a major subdivision, having gone through the preliminary plat review process with public hearings with the City-County Planning Board and City Commission. The City Commission granted preliminary plat approval with 10 conditions on February 20, 2019. On October 6, 2020, the applicant submitted an application for final plat.

**ANALYSIS:** The applicant requests final plat approval on their preliminary plat-approved 2-lot subsequent minor subdivision. An approval will divide the existing tract that is undeveloped and approximately 41,382 square feet into two separate parcels – lot 1 approximately 20,038 square feet in size, and lot 2 approximately 21,344 square feet. The subject property is located between 464 and 436 Shoreline Drive and is zoned Low Density Residential Zoning (LRZD). After review, staff has confirmed that all 10 preliminary plat conditions of approval have been met as outlined in the staff report attached.

**STAFF RECOMMENDATION:** Staff recommends approval of the final plat of Emily's Haven 2-lot subsequent minor subdivision.

**SUGGESTED MOTION:** *I MAKE A MOTION TO APPROVE THE FINAL PLAT OF EMILY'S HAVEN 2-LOT SUBSEQUENT MINOR SUBDIVISION.*

**ATTACHMENTS:** i) SD #17.18-03 Final Plat Staff Report, October 19, 2020  
ii) SD #17.18-03 Final Plat Application Package  
iii) Emily's Haven Final Plat

**POLSON CITY COMMISSION  
STAFF REPORT**

**DATE:** OCTOBER 19, 2020

**APPLICATION TYPE:** FINAL PLAT REVIEW (SD #17.18-03) – EMILY’S HAVEN – 2-LOT  
SUBSEQUENT MINOR SUBDIVISION

**APPLICANT:** KATHLEEN ANNE HEGLIE  
5702 BALTIMORE DRIVE #277  
LA MESA, CA 91942

**TECHNICAL ASSISTANCE:** JACK DUFFEY, PLS  
PO BOX 531  
POLSON, MT 59860

**PROPERTY OWNER:** KATHLEEN ANNE HEGLIE  
5702 BALTIMORE DRIVE #277  
LA MESA, CA 91942

**LOCATION:** SHORELINE DRIVE

**APPLICABLE REGULATIONS:**

The applicable regulations can be found in [Secs. 6.06.290](#) and [6.06.370](#) of the Polson Development Code and [76-3-611](#), MCA.

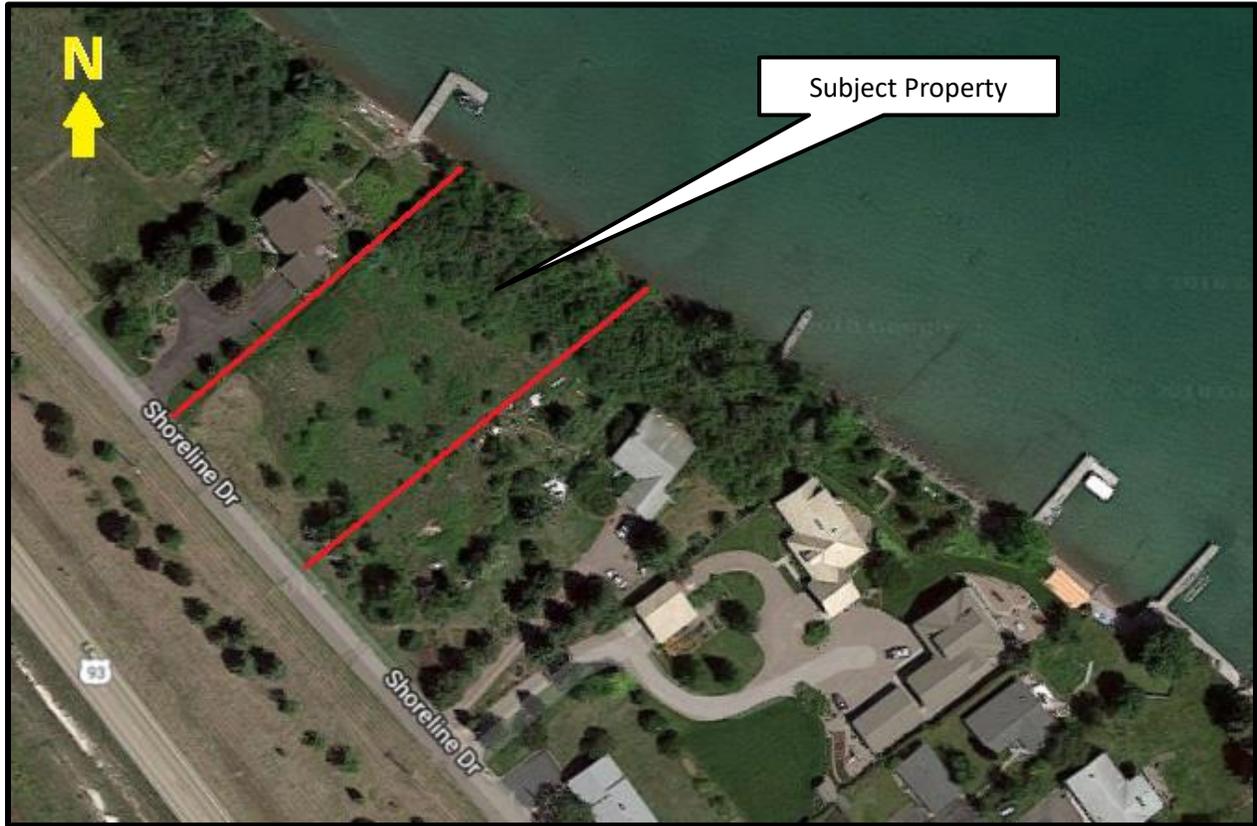
**APPLICATION TIMELINE:**

- Pre-application received September 19, 2017
- Pre-application meeting conducted on October 10, 2017
- Applicant requested and was approved administratively to extend the pre-application period for one year on October 5, 2018
- Major Subdivision Preliminary Plat Application received on October 25, 2018
- First Completeness Review mailed on November 1, 2018. Application deemed incomplete
- Additional information received from Applicant on November 20, 2018
- Second Completeness Review mailed on November 30, 2018. Application deemed complete
- Sufficiency Review mailed on December 17, 2018
- City-County Planning Board public hearing held on February 12, 2019
- City Commission public hearing review and granted preliminary plat approval on February 20, 2019
- Final Plat Application received on October 6, 2020
- Final Plat Application deemed complete on October 8, 2020

**LOCATION / DESCRIPTION:**

The location of the preliminary plat-approved subdivision is the existing parcel located between 464 and 436 Shoreline Drive – more precisely, Amended Tract 1A on Subdivision Plat No. 248, T22N, R20W. The property is 0.95 acres (41,382 square feet) in size and abuts Flathead Lake. The property is zoned Low Density Residential (LRZD) and is undeveloped. Physical access is provided directly off Shoreline Drive.

**VICINITY MAP:**



*Figure 1 – Subject property located off Shoreline Drive and abuts Flathead Lake*

**PROPOSAL:**

The applicant is requesting final plat approval for the preliminary plat-approved subsequent minor subdivision. As shown in *Figure 2* below, lot 1 – approximately 20,038 square feet in size – would be the site of a proposed single-family dwelling. Lot 2 – approximately 21,344 square feet in size – would also be the site of a proposed single-family dwelling.

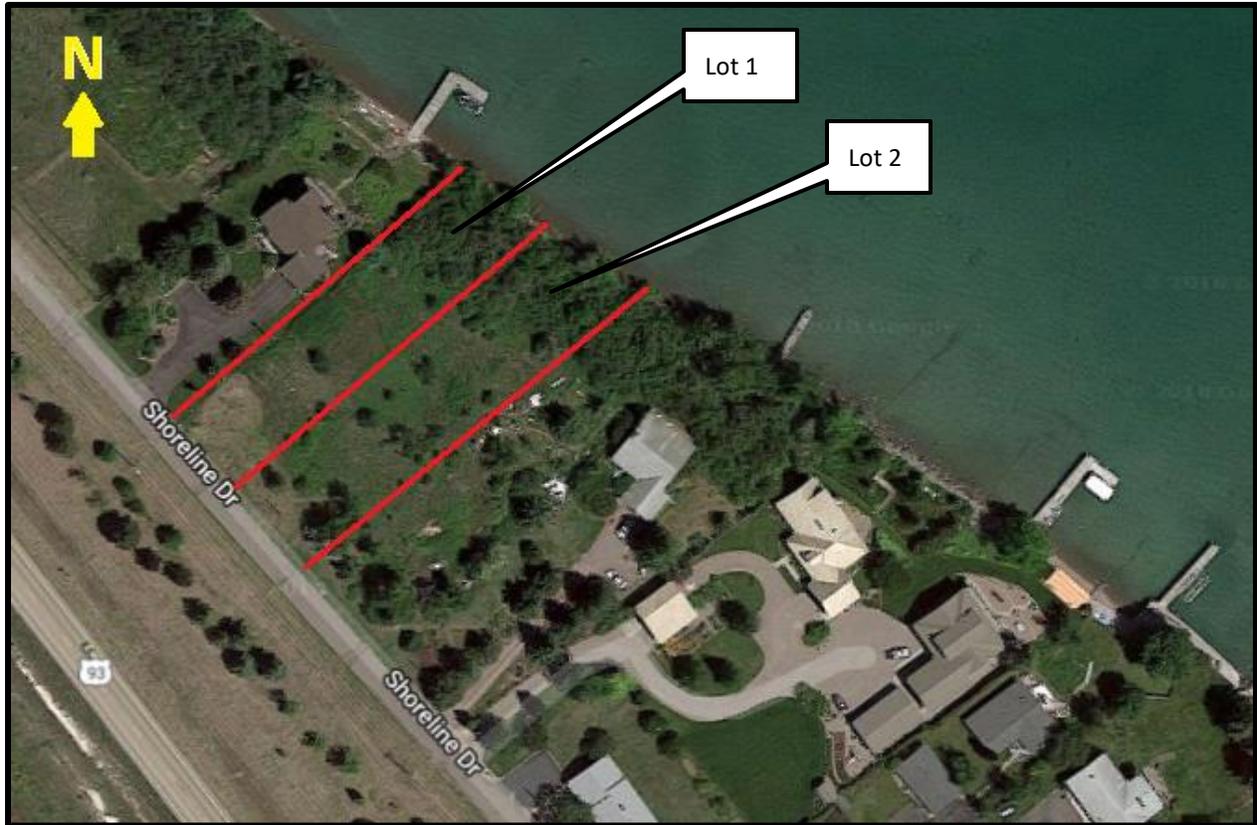


Figure 2 – Layout of preliminary plat-approved subsequent minor subdivision

**REVIEW PROCESS:**

As the proposed subdivision is considered a subsequent minor subdivision, it was reviewed as a major subdivision, having gone through the preliminary plat review process with public hearings with the City-County Planning Board and City Commission. The City Commission granted preliminary plat approval on February 20, 2019.

Per [Sec. 6.06.290\(1\)](#) of the Polson Development Code, the final plat submitted for approval must conform to the preliminary plat as previously reviewed and approved by the City Commission and must incorporate all required modifications and comply with all conditions imposed at the time of preliminary plat approval.

If the City Commission denies the final plat, a letter shall be issued to the subdivider stating the reason for denial. The Planning Department will return the final plat to the subdivider within 10 working days of the action. The subdivider may then make any necessary corrections and resubmit the final plat for approval ([Sec. 6.06.370\(3\)\(c\)](#), Polson Development Code).

**COMPLIANCE WITH PRELIMINARY PLAT CONDITIONS & STAFF RECOMMENDATION:**

After review, staff has found that the final plat application complies with all requirements and all preliminary plat-approved conditions have been met. Therefore, staff recommends that the City Commission approve the final plat request of Emily’s Haven 2-lot subsequent minor subdivision. Listed below are the conditions of preliminary plat approval and the supporting documentation for how each of these conditions have been met.

1. This preliminary plat approval is valid for **three years** from the date of approval by the City Commission. The preliminary approval may be extended by the City Commission for a mutually agreed upon period of time, if the applicant requests an extension of time *prior* to the expiration date.

***Preliminary plat approval is valid until February 20, 2022. Submittal of final plat has occurred prior to the preliminary plat expiration date.***

2. The applicant is responsible for any applicable impact fees as determined by the current impact fee schedule as defined in [Chapter 2, Article 6, Division 8](#) of the Polson Municipal Code.

***The applicant acknowledges and accepts this condition. All impact fees will be assessed and paid at time of building permit.***

3. A Zoning Conformance/Building Permit will be required before any structure is constructed as per Polson Development Code [Sec. 6.03.020](#).

***The applicant acknowledges and accepts this condition.***

4. Any fencing on the property will require a fence permit prior to installation per Polson Development Code [Sec. 6.03.020](#).

***The applicant acknowledges and accepts this condition.***

5. The proposed driveways accessing each proposed lot shall be a minimum of 12 feet in width.

***The applicant acknowledges and accepts this condition.***

6. The applicant shall secure a Municipal Facilities Exclusion from the City of Polson and a letter of compliance from MDEQ.

***This condition has been met. A letter of compliance from MDEQ, dated September 24, 2020, is included in the final plat application submittal.***

7. The applicant shall coordinate with the City Water & Sewer Department to provide water and sewer service to each proposed lot.

***The applicant acknowledges and accepts this condition. This action will occur at time of applying for zoning conformance/building permit.***

8. The final plat shall be in substantial compliance with the plat and plans submitted for preliminary plat review, except as modified by these conditions.

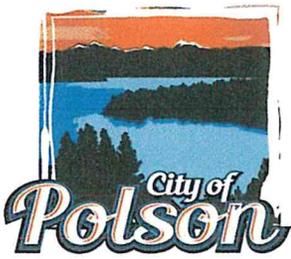
***This condition has been met.***

9. The City of Polson reserves the right to revoke approvals, terminate or enjoin the use of the property, and order any structures removed if the applicants violate any Conditions of Preliminary Approval.

***The applicant acknowledges and accepts this condition.***

10. After the City Commission has approved the final plat, the applicant shall provide the City of Polson Planning Department with a copy of the recorded final plat within five working days of its recording (including an electronic version).

***The applicant acknowledges and accepts this condition.***



# CITY OF POLSON

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

Date Rec'd: 10-6-20  
 Fee: 950  
 Subdivision #: \_\_\_\_\_  
*SPT*

## FINAL PLAT APPLICATION

**FEE SCHEDULE:** i) Minor Subdivision with approved preliminary plat \$500 + \$50/lot  
 ii) Major Subdivision with approved preliminary plat \$850 + \$50/lot  
 iii) Subdivision Improvement Agreement (if applicable) \$150

**SUBDIVISION NAME:** EMILY'S HAVEN

**OWNER(S) OF RECORD:**

Name Kathleen Heglie Phone #: 207 770 2846  
 Mailing Address: 5702 Baltimore Dr. #277  
 City: La Mesa State: CA Zipcode: 91942

**CONTACT PERSON / CONSULTANT:**

Name Jack Duffey, PLS Phone #: 406 885 6727  
 Mailing Address: PO Box 531  
 City: Polson State: MT Zipcode: 59860

**Date of Preliminary Plat Approval:** February 20th, 2019

**Type of Subdivision:**  Residential  Industrial  Commercial  PUD  Other

**Total Number of Lots in Subdivision:** 2 **Land in Project (acres):** 0.949 AC.  
**Parkland (acres):** \_\_\_\_\_ **Cash-in-lieu: \$** \_\_\_\_\_ **Exempt:** X

**Number of Lots by Type:**

Single Family	<u>2</u>	Townhouse	_____	Mobile Home Park	_____
Duplex	_____	Apartment	_____	Recreational Vehicle Park	_____
Commercial	_____	Industrial	_____	Planned Unit Development	_____
Condominium	_____	Multi-Family	_____	Other	_____

**Legal Description of Property:**

Amended Tract 1A as shown on Subdivision Plat No.248, located in the SE1/4 NE1/4 of Section 5, and Gov't Lot 1 of Section 4, T22N, R20W, City of Polson, Lake County, Montana.

In reviewing the application and materials submitted by the applicant, the City of Polson may determine that it may require extraordinary review and incur additional, expenses, costs and staff time on behalf of the applicant. The staff will advise the applicant of anticipated additional time and anticipated costs, including expenses for outside consultants, prior to incurring the same. The applicant is expected to pay such anticipated costs and hereby waives all statutory or ordinance timeframes imposed upon the City until such fees and costs are paid.

<u>Attached</u>	<u>Not Applicable</u>	<u>(MUST CHECK ONE)</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Health Department Certification (Original)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Title Report (Original, not more than 90 days old)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tax Certification (Property taxes must be paid)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Consent(s) to Plat (Originals and notarized)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Subdivision Improvements Agreement (Attach collateral)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Parkland Cash-in-Lieu (Check attached)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintenance Agreement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Final Acceptance of Infrastructure Site Review
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Plats:</b> 3 mylars      2 11X17 Copies 1 full size copy 1 Electronic Copy of Application & Plat

**\*\*The plat must be signed by all owners of record, the surveyor and the examining land surveyor.**

Attach a letter, which lists each condition of preliminary plat approval, and individually state how each condition has specifically been met. In cases where documentation is required, such as an engineer's certification, State Department of Health certification, etc., original letters shall be submitted. Blanket statements stating, for example, "all improvements are in place" are not acceptable.

A complete final plat application must be submitted no less than **30 days** prior to expiration date of the preliminary plat approval.

When all application materials are submitted to the City of Polson Planning Department and the staff finds the application is complete, the staff will submit a report to the City Commission. The City Commission must act within 30 days of receipt of the plat application and staff report. Incomplete submittals will not be accepted and will not be forwarded to the City Commission for approval. Changes to the approved preliminary plat may necessitate reconsideration by the City Commission.

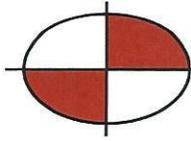
During the course of review of the application and after final determination by the City of Polson, the Owner/Developer hereby agrees to hold the City of Polson harmless from all claims, expenses, costs and attorney's fees that may arise as a result of the actions or process taken by the Owner/Developer. This "hold harmless" responsibility does not indemnify the City from its acts of negligence, violation of codes or ordinances, or defense of its codes or ordinances.

I certify that all information submitted is true, accurate and complete. I understand that incomplete information will not be accepted and that false information will delay the application and may invalidate any approval. The signing of this application signifies approval for City of Polson staff to be present on the property for routine monitoring and inspection during the approval and development process.

**\*\*\*NOTE: Please be advised that the City of Polson requires that all subdivision final plat applications be accompanied with a digital copy of the Plat and Application Materials.**

*K. Hylke*  
Owner(s) Signature

3/19/19  
Date



# DUFFEY LAND SURVEYING

P.O. Box 531 • Polson, MT 59860 • duffeysurvey@gmail.com

Office: 406-883-1727 • Cell: 406-885-6727

October 6, 2020

**TO: Kyle Roberts, Polson City Planner**

**RE: Final Plat Application for Emily's Haven**

Dear Kyle:

*The Conditions of Approval for the Emily's Haven Subdivision are addressed as follows:*

- 1). *Preliminary plat approval is valid until February 20, 2022.*
- 2). *Applicant acknowledges and accepts this condition of approval.*
- 3). *Applicant acknowledges and accepts this condition of approval.*
- 4). *Applicant acknowledges and accepts this condition of approval.*
- 5). *Applicant acknowledges and accepts this condition of approval.*
- 6). *Municipal Facilities Exclusion has been secured and is included.*
- 7). *Applicant acknowledges and accepts this condition of approval.*
- 8). *The final plat is in substantial compliance with the plat and plans submitted for preliminary plat review.*
- 9). *Applicant acknowledges and accepts this condition of approval.*
- 10). *Applicant acknowledges and accepts this condition of approval. Copy of record plat will be provided to the City of Polson within five working days of its recording.*

*Please let me know if you have any questions. Thank you.*

*Respectfully,*

A handwritten signature in blue ink that reads "Jack Duffey". The signature is written in a cursive style with a large, stylized "J" and "D".

*Jack Duffey, PLS  
Agent for Kathleen Heglie*



September 24, 2020

John M Duffey  
Duffey Land Surveying  
PO Box 531  
Polson MT 59860

RE: Emily's Haven  
Municipal Facilities Exclusion  
EQ# 20-1974  
City of Polson  
Lake County

Dear Mr. Duffey;

This is to certify that the information and fees received by the Department of Environmental Quality relating to this subdivision are in compliance with 76-4-127, MCA. Under 76-4-125(1)(d), MCA, this subdivision is not subject to review, and the Declaration can be filed with the county clerk and recorder.

Plans and specifications must be submitted when extensions of municipal facilities for the supply of water or disposal of sewage are proposed 76-4-131. Construction of water or sewer extensions prior to DEQ, Public Water Supply Section's approval is prohibited, and is subject to penalty as prescribed in Title 75, Chapter 6 and Title 76, Chapter 4.

Emily's Haven Municipal Facilities Exclusion will consist of (2) Two Lots.

Sincerely,

  
Ashley Kroon  
Department of Environmental Quality  
Engineering Bureau  
Public Water & Subdivision Review  
(406) 461-9844  
email [akroon@mt.gov](mailto:akroon@mt.gov)

cc: City Engineer  
County Sanitarian  
Owner  
file



First American Title

## Schedule A

### Lot Book Guarantee

ISSUED BY

**First American Title Insurance Company**

GUARANTEE NUMBER

**5010500-684857-PO**

Liability: **\$200.00**

Order No.: **684857-PO**

Fee: **\$150.00**

Reference No.:

Name of Assured: **Duffey Land Surveying**

Date of Guarantee: **May 22, 2020 at 7:30 A.M.**

The assurances referred to on the face page are:

1. That, according to the Company's property records relative to the following described real property, including a map if attached, (but without examination of those company records maintained and indexed by name):

A TRACT OF LAND IN A PORTION OF GOVERNMENT LOT 1, SECTION 4, AND A PORTION OF SE1/4NE1/4 OF SECTION 5, ALL IN TOWNSHIP 22 NORTH, RANGE 20 WEST, P.M.M., LAKE COUNTY, MONTANA, FURTHER DESCRIBED AS AMENDED TRACT 1A OF SUBDIVISION PLAT NO. 248, ON FILE IN THE OFFICE OF THE CLERK AND RECORDER OF LAKE COUNTY, MONTANA.

- a. The last recorded instrument purporting to transfer title to said real property is:

Quitclaim Deed executed by John C. Heglie; John C. Heglie and Kathleen Ann Heglie, as Co-Trustees of the Heglie Living Trust; John C. Heglie and Kathleen Ann Heglie as Co-Trustees for the Heglie Residuary Trust; Kathleen Ann Heglie, Kathleen A. Heglie as Conservator for Hannah Rochelle Fremd, and Kathleen A. Heglie as Conservator for Ian James Fremd, to Kathleen Ann Heglie, Kathleen A. Heglie as Conservator for Hannah Rochelle Fremd, and Kathleen A. Heglie as Conservator for Ian James Fremd, recorded September 21, 2011, as Instrument No. 516550.

- b. There are no Mortgages or Deeds of Trust which purport to affect said real property, other than those shown below under exceptions.
2. No guarantee is made regarding (a) matters affecting the beneficial interest of any Mortgage or Deed of Trust which may be shown herein as an exception, or (b) other matters which may effect any such Mortgage or Deed of Trust.
3. No guarantee is made regarding any liens, claims of lien, defects or encumbrances other than those specifically provided for below, and, if information was requested by reference to a street address, no guarantee is made that said real property is the same as said address.

**SCHEDULE A**

**(Continued)**

**EXCEPTIONS:**

1. 2020 taxes and special assessments are a lien; amounts not yet determined or payable. The first one-half becomes delinquent after November 30th of the current year, the second one-half becomes delinquent after May 31st of the following year.

General taxes as set forth below. Any amounts not paid when due will accrue penalties and interest in addition to the amount stated herein:

Year	1st Half	2nd Half	Parcel Number
2019	\$2,440.31 Paid	\$2,440.29 Paid	30840

2. Any claim arising from the difference in the mean low water line of Flathead Lake and the meander line as shown by the Original Government Survey.
3. Title to the United States of America, in Trust for the Confederated Salish and Kootenai Tribes to the bed of Flathead Lake, a navigable body of water, to the natural or ordinary low water line.
4. Easement or right to overflow, flood or submerge a portion of said land by reason of the operation of the dam controlling the level of Flathead Lake.
5. Any claim that may arise that the waterfront boundary of said land has shifted because of alluvial action, erosion or change in the level of the waters of Flathead Lake.
6. Public right and easements for commerce, recreation, navigation and fishery.
7. Lake County Lakeshore Protection Regulations under Resolution No. 01-23 recorded June 26, 2001 as Instrument No. 416803.
8. Paragraphs 1 and 2 of the Exclusions from Coverage are expressly extended to include those laws, ordinances or regulations of an Indian tribe or nation.
9. Public Records as defined in this Policy do not include records of an Indian tribe or nation, or any other repository of Indian Land Records, including, but not limited to the Bureau of Indian Affairs Land Titles and Records Office.

For informational purposes only, the property address is:  
NHN Shoreline Dr., Polson, MT 59860

For informational purposes only, the tax parcel number is:  
30840

First American Title Company

A handwritten signature in black ink, appearing to be "T. H. [unclear]".

By:

Authorized Countersignature



# Lake County

106 Fourth Avenue East, Polson MT 59860



## Lake County Detail

- [Home](#)
- [Tax Search](#)
- [Doc Search](#)
- [Tax Payments](#)
- [Log Out](#)

05/28/20  
13:50:42

LAKE COUNTY  
LAKE COUNTY TREASURER  
106 4TH AVE EAST  
POLSON MT 59860  
Property Tax Query

Tax ID: 30840  
Type:

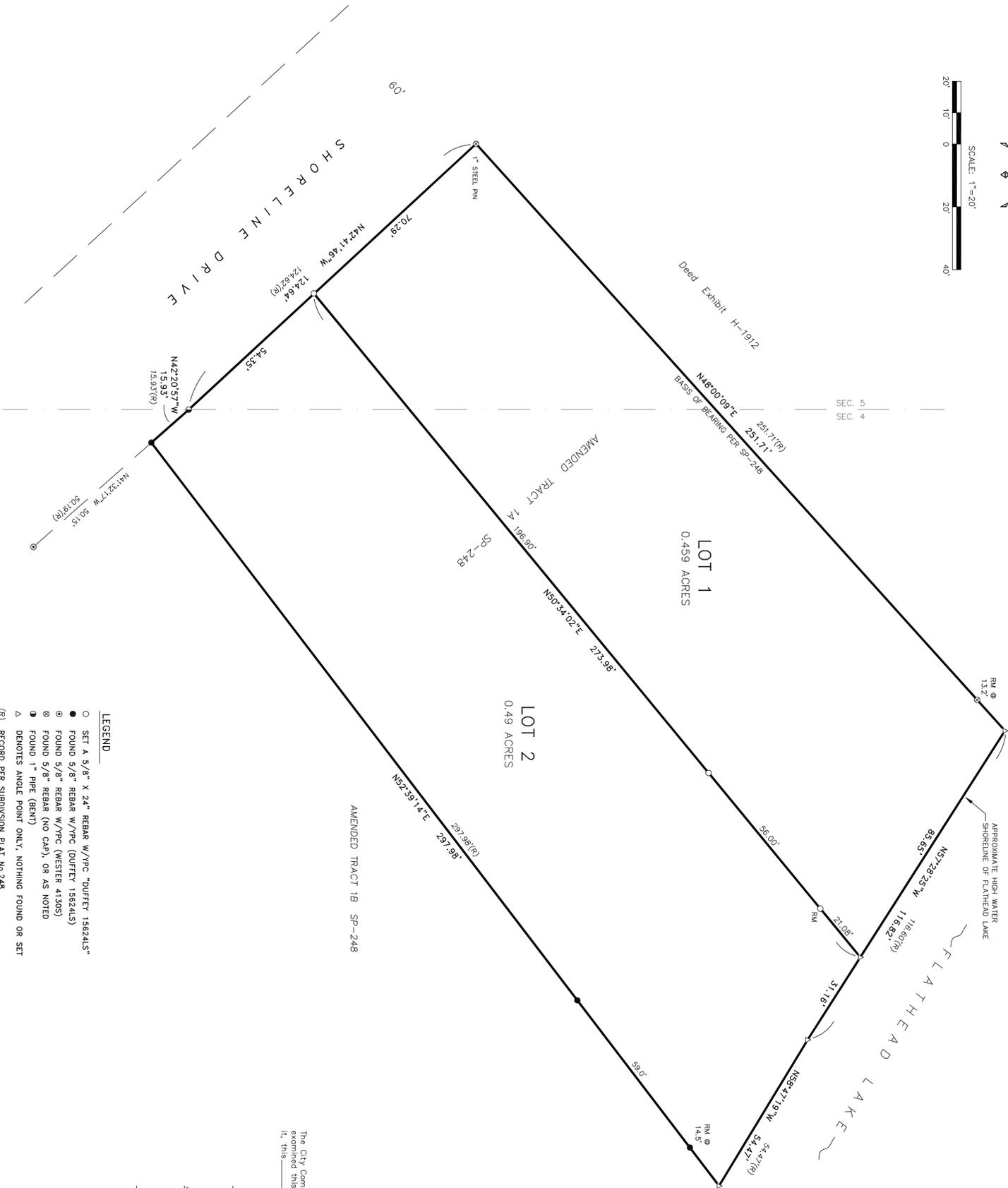
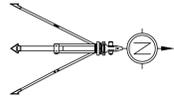
Name & Address	TW Rang SC	Description
HEGLIE KATHLEEN ANNE 5702 BALTIMORE DR UNIT 277 LA MESA CA 91942-1665	22N/20W /04	Geo 3228-04-2-03-16-0000 ACRES 0.95, SP-248 TR 1A BEING AMND TR 1A OF SP-182 ASSR# 0000030840

	YR	Int Date	Due date	Tax Amount	Penalty	Interest	Total Year
Paid	19	11/12/19	11/30/19	2,440.31			4,880.60
Paid	19	05/21/20	05/31/20	2,440.29			
Paid	18	11/19/18	11/30/18	2,188.56			4,377.10
Paid	18	05/20/19	05/31/19	2,188.54			
Paid	17	11/30/17	11/30/17	2,215.85			4,431.68
Paid	17	05/18/18	05/31/18	2,215.83			
Paid	16	11/28/16	11/30/16	2,225.36			4,450.72
Paid	16	05/25/17	05/31/17	2,225.36			
Paid	15	11/30/15	11/30/15	2,138.29			4,276.56
Paid	15	05/23/16	05/31/16	2,138.27			
Paid	14	11/21/14	11/30/14	3,588.80			7,177.58
Paid	14	05/21/15	05/31/15	3,588.78			
Paid	13	11/18/13	11/30/13	3,228.14			6,456.28
Paid	13	05/23/14	05/31/14	3,228.14			
Paid	12	11/26/12	11/30/12	2,869.77			5,739.53
Paid	12	05/23/13	05/31/13	2,869.76			

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PLAT OF  
EMILY'S HAVEN  
BEING A SUBDIVISION OF AMENDED TRACT 1A ON SUBDIVISION PLAT NO.248  
LOCATED IN THE SE1/4 NE1/4 SECTION 5, AND GOV'T LOT 1, SECTION 4, T.22N., R.20W., P.M.M., LAKE COUNTY, MONTANA

DATE OF SURVEY: APRIL, 2019  
SURVEY COMMISSIONED BY: KATHLEEN ANNE HEGGLE



- LEGEND**
- SET A 5/8" X 24" REBAR W/PC "DUFFEY 158241S"
  - FOUND 5/8" REBAR W/PC (DUFFEY 158241S)
  - ⊙ FOUND 5/8" REBAR W/PC (WESTER 4130S)
  - ⊙ FOUND 5/8" REBAR (NO CAP), OR AS NOTED
  - FOUND 1" PIPE (BENT)
  - △ DENOTES ANGLE POINT ONLY, NOTHING FOUND OR SET
  - (R) RECORD PER SUBDIVISION PLAT No.248

**CERTIFICATE OF DEDICATION**

I, THE UNDERSIGNED PROPERTY OWNER, DO HEREBY CERTIFY THAT I HAVE CAUSED TO BE SURVEYED AND PLATTED INTO LOTS AND PRIVATE EASEMENTS ALL OF THE FOLLOWING DESCRIBED PROPERTY AS SHOWN BY THE ANNEKED PLAT, TO WIT:  
AMENDED TRACT 1A AS SHOWN AND DESCRIBED ON SUBDIVISION PLAT NO.248, RECORDS OF LAKE COUNTY, BEING LOCATED IN THE SE1/4 NE1/4 OF SECTION 5, AND GOV'T LOT 1 OF SECTION 4, TOWNSHIP 22 NORTH, RANGE 20 WEST, P.M.M., CITY OF POLSON, LAKE COUNTY, MONTANA, CONTAINING A TOTAL OF 0.949 ACRES AND BEING SURVEYED AND MONUMENTED ACCORDING TO THIS PLAT.  
THE ABOVE DESCRIBED TRACT OF LAND IS TO BE KNOWN AND DESCRIBED AS "EMILY'S HAVEN".  
BECAUSE THE EXISTING SHORELINE DRIVE THAT ACCESSES THE SUBJECT PROPERTY IS CONSIDERED A SUBSTANDARD ROADWAY, THE UNDERSIGNED HEREBY WAIVES THE RIGHT TO PROTEST ANY SPECIAL IMPROVEMENT DISTRICT ASSOCIATED WITH SHORELINE DRIVE.  
LOTS 1 & 2 ARE EXCLUDED FROM SANITATION REVIEW BY THE DEPARTMENT OF ENVIRONMENTAL QUALITY PURSUANT TO MCA 76-4-125 (1) (d) AS CERTIFIED PURSUANT TO MCA 76-4-427. THIS CERTIFICATION THAT ADEQUATE STORM WATER DRAINAGE AND ADEQUATE MUNICIPAL FACILITIES WILL BE PROVIDED FOR THE SUBDIVISION MUST BE SENT BY THE CERTIFYING AUTHORITY TO THE REVIEWING AUTHORITY PRIOR TO FINAL PLAT APPROVAL.

Kathleen Anne Heggle

**ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of \_\_\_\_\_ )

On \_\_\_\_\_ before me, \_\_\_\_\_

personally appeared \_\_\_\_\_ the basis of satisfactory evidence to be the person whose name is written above in this certificate, and that he or she is duly qualified to execute the instrument, and that he or she executed the instrument, and that by her signature on the instrument, the person, or entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.  
WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)



**SURVEYOR'S CERTIFICATION**

JOHN M. DUFFEY, Montana P.L.S. No.158241S      DATE \_\_\_\_\_

EXAMINING MONTANA P.L.S. No.150995LS      DATE \_\_\_\_\_

**\* CITY OF POLSON APPROVAL \***  
The City Commission of the City of Polson, Montana, does hereby certify that it has examined this subdivision plat and, having found the same to conform to law, approves it, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_, Montana.

MAYOR, CITY OF POLSON      DATE \_\_\_\_\_

CITY CLERK      DATE \_\_\_\_\_

PLANNING DEPT., CITY OF POLSON      DATE \_\_\_\_\_

**TREASURER'S CERTIFICATE**

I HEREBY CERTIFY THAT NO REAL PROPERTY TAXES ASSESSED AND LEVIED ON THE LAND DESCRIBED ON THE WITHIN SURVEY ARE DELINQUENT. THIS CERTIFICATE IS MADE AS REQUIRED BY SECTION 76-3-611(1)(b) M.C.A.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_  
TREASURER, LAKE COUNTY, MONTANA \_\_\_\_\_

**CITY OF POLSON  
RESOLUTION 2020-TBD  
AMERICAN ASSOCIATION OF CODE ENFORCEMENT  
PROCLAMATION NATIONAL CODE COMPLIANCE MONTH**

**WHEREAS**, Code Enforcement Officers provide for safety and welfare of the citizens throughout the United States through the enforcement of local codes or ordinances facing various issues of building, zoning, housing, animal control, environmental, health and life safety; and

**WHEREAS**, Code Enforcement Officers often have a challenging and demanding role and often do not receive recognition for the job that they do in improving living and working conditions for residents and businesses of local communities; and

**WHEREAS**, the role of many Code Enforcement Officers has expanded in recent years with the increased number of foreclosed and abandoned homes in communities impacted economically; and

**WHEREAS**, Code Enforcement Officers are dedicated and high qualified professionals who share the goals of preventing neighborhood deterioration, enhancing and ensuring safety, and preserving property values through knowledge and application of house, zone, and nuisance codes and ordinances; and

**WHEREAS**, Code Enforcement Officers often have a highly-visible role in the communities they serve and regularly interact with a variety of state officials, county officials, first responders, legislative boards, commissions, agencies, and bodies: and

**WHEREAS**, Code Enforcement Officers are called upon to provide quality customer service and excellence to the residents and businesses of the communities in which they serve: and

**WHEREAS**, the American Association of Code Enforcement want to recognize and honor Code Enforcement Officers and Professionals all across the United States and bring awareness to the Importance of Code Enforcement to the communities of the United States; and

**WHEREAS**, the American Association of Code Enforcement was established in 1988 for the purpose of providing ongoing training and support for Code Enforcement professionals working in the United States; and

**NOW, THEREFORE BE IT PROCLAIMED** the month of October 2020 as National Code Compliance Month and call upon municipalities and communities to join in recognizing and expressing their appreciation for the dedication and service by the individuals who serve as our Code Enforcement Officers,

**IN WITNESS THEREOF**, I hereunto set my hand and cause the Seal of the City to be affixed this 19<sup>th</sup> day of October, 2020

---

**Mayor Paul Briney**

# CITY OF POLSON

## CITY COMMISSION AGENDA ITEM SUMMARY

---

Agenda Item Number: 9

Meeting Date: October 19, 2020

Staff Contact: Cindy Dooley, Finance Officer

---

**AGENDA ITEM SUMMARY:** Approval of Resolution No. 2020-#\_\_\_ to request distribution of 2020 Bridge and Road Safety And Accountability Program Funds (BaRSAA)

**BACKGROUND:** The 65<sup>th</sup> Legislature passed HB 473 and it was signed by Governor Bullock on May 3, 2017. This bill provides for a graduated increase in the motor vehicle fuel tax by fiscal year 2023 (6 cents in gasoline and 2 cents in diesel). Each year 35% or 9.8 million (whichever is greater) is allocated to the Montana Department of Transportation (MDT) and the remainder (approximately \$21 million by FY2021) is allocated to local governments using the same formula of road mileage and population that is used for distribution of the existing gas tax revenue. Between March 1<sup>st</sup> and November 1<sup>st</sup> of each year the City can request distribution of the funds that were allocated for the previous fiscal year or the funds can be requested to be reserved for distribution in a future year if a project is not currently identified. The reserved funds for a particular year must be requested within 2 years or the funds are reallocated to other entities. Funds received must be spent within 5 years of the original year of distribution.

**ANALYSIS:** The distribution of funds requires a 5% match from other local government funds, but the existing gas tax fund revenues cannot be used as a match. For 2020 the City's allocated share of the BaRSAA funds is \$117,984.95. This represents revenue collections from November 2018 – October 2019. The 5% match for the 2020 funds will come from the Stormwater System Fund. This year the City will split the BaRSAA funds for two projects. The first is the 17<sup>th</sup> Avenue West project and the 2<sup>nd</sup> is the 11<sup>th</sup> Ave West project.

BaRSAA funds can be used to pay for construction, reconstruction, maintenance and repair of the City's streets and alleys that it is required to maintain. The funds cannot be used to purchase equipment. In the future BaRSAA funds could be used for special improvement district street projects as-well.

**FINANCIAL CONSIDERATIONS:** See Appendix A to each of the Resolutions for details on the 2020 projects.

**STAFF RECOMMENDATION:** Approve both Resolution 2020-#TBD to allow the City to request distribution of the 2020 BaRSAA funds.

**SUGGESTED FIRST MOTION:** *I move to approve Resolution No. 2020-#TBD authorizing the City Finance Officer to request distribution of the 2020 Bridge and Road Safety and Accountability Program Funds for the 17<sup>th</sup> Ave West project by November 1, 2020.*

**SUGGESTED SECOND MOTION:** *I move to approve Resolution No. 2020-#TBD authorizing the City Finance Officer to request distribution of the 2020 Bridge and Road Safety and Accountability Program Funds for the 11<sup>th</sup> Ave West project by November 1, 2020.*

**ATTACHMENTS:** Two Resolution No. 2020-#\_\_\_ with attached Appendix A

**CITY OF POLSON**  
**RESOLUTION 2020-# \_\_\_\_\_**  
**REQUESTING DISTRIBUTION OF BRIDGE AND ROAD SAFETY AND ACCOUNTABILITY**  
**PROGRAM FUNDS FOR CALENDAR YEAR 2020**

**WHEREAS**, the Bridge and Road Safety and Accountability Account requires the Montana Department of Transportation to allocate accrued funds to cities, towns, counties, and consolidated city-county governments for construction, reconstruction, maintenance, and repair of rural roads, city or town streets and alleys, bridges, or roads and streets that the city, town, county, or consolidated city-county government has the responsibility to maintain; and,

**WHEREAS**, a city, town, county, or consolidated city-county government that requests funds under the Bridge and Road Safety and Accountability Account must match each \$20 requested with \$1 of local government matching funds; and,

**WHEREAS**, a city, town, county, or consolidated city-county government requesting distribution of allocated funds may make such a request to the Department of Transportation between March 1 and November 1 of the year the funds were allocated; and,

**WHEREAS**, the project to be funded is improvements to 17<sup>th</sup> Avenue West; and

**WHEREAS**, the local match for the allocated funds has been budgeted from the Stormwater System Fund.

**THEREFORE, NOW BE IT RESOLVED THAT:**

1. The City of Polson requests distribution of a portion of its share of the allocated Bridge and Road Safety and Accountability funds to be used for the project identified herein.
2. That the City Commission hereby empowers and authorizes Cynda M. Dooley, Finance Officer to execute such further documents as may be necessary to facilitate the distribution of said funds.

**Adopted this 19th day of October, 2020.**

\_\_\_\_\_  
Paul Briney, Mayor

**ATTEST:**

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

**APPENDIX A  
CITY OF POLSON  
BRIDGE AND ROAD SAFETY AND ACCOUNTABILITY PROGRAM  
DISTRIBUTION OF 2020 FUNDS**

Proposed Project:

17 <sup>th</sup> Avenue Project	\$220,578.00
Project Description: Repave 17 <sup>th</sup> Ave with a 3" overlay and construct a 10' sidewalk on the north side with curb and gutters	
2019 BaRSAA Funds received (100%)	\$ 79,691.74
2019 Matching Funds from Stormwater System Fund (minimum match is 5%)	\$ 3,984.59
2020 BaRSAA Funds requesting (27.09%)	\$ 31,967.85
2020 Matching Funds from Stormwater System Fund (minimum match is 5%)	\$ 1,598.39
Other funding sources (possible SID bonds & grants)	<u>\$103,335.43</u>
Total Funding	<u>\$220,578.00</u>

**CITY OF POLSON  
RESOLUTION 2020-# \_\_\_\_\_  
REQUESTING DISTRIBUTION OF BRIDGE AND ROAD SAFETY AND ACCOUNTABILITY  
PROGRAM FUNDS FOR CALENDAR YEAR 2020**

**WHEREAS**, the Bridge and Road Safety and Accountability Account requires the Montana Department of Transportation to allocate accrued funds to cities, towns, counties, and consolidated city-county governments for construction, reconstruction, maintenance, and repair of rural roads, city or town streets and alleys, bridges, or roads and streets that the city, town, county, or consolidated city-county government has the responsibility to maintain; and,

**WHEREAS**, a city, town, county, or consolidated city-county government that requests funds under the Bridge and Road Safety and Accountability Account must match each \$20 requested with \$1 of local government matching funds; and,

**WHEREAS**, a city, town, county, or consolidated city-county government requesting distribution of allocated funds may make such a request to the Department of Transportation between March 1 and November 1 of the year the funds were allocated; and,

**WHEREAS**, the project to be funded is improvements to 11<sup>th</sup> Ave West; and

**WHEREAS**, the local match for the allocated funds has been budgeted from the Stormwater System Fund.

**THEREFORE, NOW BE IT RESOLVED THAT:**

1. The City of Polson requests distribution of its share of the allocated Bridge and Road Safety and Accountability funds to be used for the project identified herein.
2. That the City Commission hereby empowers and authorizes Cynda M. Dooley, Finance Officer to execute such further documents as may be necessary to facilitate the distribution of said funds.

**Adopted this 19<sup>th</sup> day of October, 2020.**

\_\_\_\_\_  
Paul Briney, Mayor

**ATTEST:**

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

**APPENDIX A  
CITY OF POLSON  
BRIDGE AND ROAD SAFETY AND ACCOUNTABILITY PROGRAM  
DISTRIBUTION OF 2020 FUNDS**

Proposed Project:

11<sup>th</sup> Avenue West Project (Preliminary estimate) \$100,000.00  
Project Description: Repair worst portion of  
11<sup>th</sup> Ave West and the two intersecting crossroads  
where they intersect.

BaRSAA Funds requesting (72.91%)	\$ 86,017.10
Matching Funds from Stormwater System Fund (minimum match is 5%)	\$ 4,300.86
Other funding sources	<u>\$ 9,682.04</u>
Total Funding	<u>\$100,000.00</u>