ROOM A | 130 6TH STREET WEST
COLUMBIA FALLS, MT 59912

PHONE (406) 892-4391
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CITY COUNCIL REGULAR MEETING
AGENDA
MONDAY, NOVEMBER 03, 2025
COUNCIL CHAMBERS CITY HALL

FINANCE COMMITTEE – 6:30 P.M

(Barnhart, Piper and Price)

REGULAR MEETING – 7:00 P.M.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

CONSENT AGENDA:

1. Approval of Claims - November 3, 2025 - $72,669.31
2. Approval of October 24, 2025 Payroll Claims - $205,139.31
3. Approval of Regular Council Meeting Minutes - October 20, 2025
4. Acknowledgment of Receipt – Audit Conclusion Governance Letter from Nexus CPA

VISITORS/PUBLIC COMMENT (Items not on agenda)

NEW BUSINESS:

5. Communications Consultant Contract – Maven Ops, LLC

   Communications consultant will establish a professional social media and communications foundation for the City of Columbia Falls. The purpose is to enhance transparent, consistent, and engaging public communications that strengthen the connection between the City, residents, businesses, and visitors.

   Motion to authorize the City Manager to execute a contract with MavenOps for communications consulting.

6. City Staff will provide an overview of the City's Snow Clearance procedures and Street Priorities Map.

REPORTS / BUSINESS FROM MAYOR & COUNCIL

CITY MANAGER REPORT

7. City Manager Report

CITY ATTORNEY REPORT

MISCELLANEOUS

8. Correspondence

ADJOURN

Next Scheduled Meetings:
City Council – Regular Meeting, **November 17, 2025 -** 7:00 PM
Planning Board – **November 13, 2025** - 6:00 PM
Study Commission – **November 19, 2025 -** 6:30 PM

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
48075		3112 406 CLEANING OF COLUMBIA FALLS	3,400.00							
		615 10/23/25 FAC- OCT JANITORIAL SERVICE	3,400.00			1000	411200	399		101000
		Total for Vendor:	3,400.00							
48073		3071 ACTIVE 911, INC.	26.64							
Subscribtion renewal: quantity 4 - Active Alert										
		648632 10/22/25 FD-ACTIVE ALERT SUBSCRIP	26.64			1000	420400	390		101000
		Total for Vendor:	26.64							
48091	E	997 CENTURYLINK - ELECTRONIC PAY	597.94							
		101825 10/18/25 CRT-10/18/25-11/17/25	33.12			1000	410360	345		101000
		101825 10/18/25 PD-10/18/25-11/17/25	116.06			1000	420100	345		101000
		101825 10/18/25 FD-10/18/25-11/17/25	86.05			1000	420400	345		101000
		101825 10/18/25 POOL-10/18/25-11/17/25	44.82			1000	460445	345		101000
		101825 10/18/25 STRTS-10/18/25-11/17/25	84.67			2500	430200	345		101000
		101825 10/18/25 WTR-10/18/25-11/17/25	31.97			5210	430500	345		101000
		101825 10/18/25 SWR-10/18/25-11/17/25	105.31			5310	430600	345		101000
		101825 10/18/25 COMP SER-10/18/25-11/17/25	95.94			1000	410580	345		101000
		Total for Vendor:	597.94							
48088		14 CITY OF COLUMBIA FALLS	1,389.06							
		102425 10/24/25 FAC-09/18/25-10/17/25	131.55			1000	411200	342		101000
		102425 10/24/25 FD-09/18/25-10/17/25	34.73			1000	420400	342		101000
		102425 10/24/25 PRK-09/18/25-10/17/25	996.82			1000	460400	342		101000
		102425 10/24/25 STR-09/18/25-10/17/25	112.85			2500	430200	342		101000
		102425 10/24/25 WTR-09/18/25-10/17/25	21.93			5210	430500	342		101000
		102425 10/24/25 SEWER-09/18/25-10/17/25	91.18			5310	430600	342		101000
		Total for Vendor:	1,389.06							
48070		3335 COLUMBIA PROPERTY SERVICES, LLC	6,835.00							
MEADOW LAKE - HYDRANT REPLACEMENT, 5TH ST - TREE DAMAGE										
		3554 09/01/25 WTR-Meadow Lk SIDEWALK REPAIR	3,735.00			5210	430500	399		101000
		3555 09/01/25 CPFP-5TH ST W. SIDEWALK REPAIR	3,100.00			2700	470100	930		101000
		Total for Vendor:	6,835.00							

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
48077		3026 DAILY INTER LAKE	181.94							
FLOOD PLAIN PERMIT: TRACY HALDEMAN										
		41972 10/08/25 PRK-26 FORD F150 SALE	74.80*			1000	460400	930		101000
		42161 10/15/25 P&Z-FLOOD PLAIN PERMIT	107.14			1000	411000	331		101000
		Total for Vendor:	181.94							
48089		3230 DEX IMAGING LLC	2,005.36							
SERVICE CONTRACT FOR PRINTER IN FINANCE DEPT. 10/20/25-10/19/26										
		14192073 10/22/25 FIN-SHARP/MX-M363 ANNUAL CON	668.45			1000	410500	363		101000
		14192073 10/22/25 WTR-SHARP/MX-M363 ANNUAL CON	668.45			5210	430500	363		101000
		14192073 10/22/25 SWR-SHARP/MX-M363 ANNUAL CON	668.46			5310	430600	363		101000
		Total for Vendor:	2,005.36							
48078		2413 DIVISION OF CRIMINAL	4,707.36							
		2510021 10/21/25 PD-FY24/25 CJIN TRANSACTIONS	4,707.36			1000	420100	363		101000
		Total for Vendor:	4,707.36							
48081		3324 DOUBLE DIAMOND CONTRACTING INC.	2,750.00							
5 MARTHA RD										
SOUTH MEADOW LAKE RD										
		12843 10/20/25 GT-5 MARTHA ASPHALT REPAIR	1,375.00			2820	430200	399		101000
		12844 10/20/25 WTR-S MDWLAKE ASPHALT REPAIRS	1,375.00			5210	430500	399		101000
		Total for Vendor:	2,750.00							
48052		2501 ENCOMPASS SUPPLY	115.67							
		112788 10/13/25 STR-NATURE GRIT SOAP	115.67			2500	430200	220		101000
		Total for Vendor:	115.67							
48083		438 FERGUSON WATERWORKS	6,433.05							
		0935933-1 10/13/25 WTR-WATER DEPT STOCK	1,071.13			5210	430500	230		101000
		0938391 10/13/25 WTR-3/4 DUAL CHK/SPUDS	1,661.92			5210	430500	230		101000
		0939066 10/16/25 WTR-SENSUS ANNUAL SOFTWARE SU	1,850.00			5210	430500	355		101000
		0939066 10/16/25 SWR-SENSUS ANNUAL SOFTWARE SU	1,850.00			5310	430600	355		101000
		Total for Vendor:	6,433.05							

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Claim/ Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
48097	3322 FIELDS, JOSH	543.48							
	102125 10/21/25 PD-MLEA TRAINING LEQ TRAVEL	543.48			1000	420100	380		101000
	Total for Vendor:	543.48							
48104	3104 FIRST CALL COMPUTER SOLUTIONS,	1,800.00							
	108425 11/01/25 FIN-SUBSCRIPT BILLING NOV	1,800.00			1000	410580	355		101000
	Total for Vendor:	1,800.00							
48105	22 FLATHEAD COUNTY CLERK & RECORDER	120.00							
	1117642 10/03/25 LS- (3) COUNCIL RESOLUTIONS	120.00			1000	410100	390		101000
	Total for Vendor:	120.00							
48054	2814 FLATHEAD PEST SOLUTIONS	83.00							
SERVICE FOR OCTOBER									
	20750 10/20/25 FD-CITY MONTHLY EXT BARRIER	83.00			1000	420400	399		101000
	Total for Vendor:	83.00							
48098	2948 GLACIER CLOTHING CO.	362.00							
EMBROIDERY ON COATS									
	13927 10/08/25 SWR-(4) EMBROIDERY	144.80			5310	430600	226		101000
	13927 10/08/25 STR-(3 EMBROIDERY	108.60			2500	430200	226		101000
	13927 10/08/25 WTR-(2) EMBROIDERY	72.40			5210	430500	226		101000
	13927 10/08/25 PRK-(1) EMBROIDERY	36.20			1000	460400	226		101000
	Total for Vendor:	362.00							
48106	999999 GLACIER LOFT LLC	1,741.42							
	25789864 10/08/25 SWR- REPAIR 739 10TH ST W	1,741.42			5310	430600	360		101000
	Total for Vendor:	1,741.42							
48092	3113 GLOBAL ARCHIVES INC	166.32							
October 140 Engineering Drawings									
	2024240 10/25/25 WTR-MONTHLY STORAGE AS BUILTS	83.16			5210	430500	363		101000
	2024240 10/25/25 SWR-MONTHLY STORAGE AS BUILTS	83.16			5310	430600	363		101000
	Total for Vendor:	166.32							

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48102	3307 HANKS, ERIC M.	661.40							
	LEAGUE OFTOWNS AND CITIES TRAINING PAID WITH PERSONAL CARD								
	102825 10/28/25 ADMIN-TRAINING	661.40			1000	410400	380		101000
	Total for Vendor:	661.40							
48107	2869 LEADSONLINE	1,873.00							
	421563 10/15/25 PD-TRACK INVESTIGATION SYS	1,873.00			1000	420100	335		101000
	Total for Vendor:	1,873.00							
48058	162 LOGAN HEALTH - WHITEFISH	42.00							
	82561547 10/03/25 PD-EVIDENCE	21.00			1000	420100	399		101000
	42630359 11/01/24 PD-EVIDENCE	21.00			1000	420100	399		101000
	Total for Vendor:	42.00							
48065	735 MASTER TECH REPAIR	60.00							
	7496-37 09/30/25 STR-TACK WAGON PARTS	60.00			2500	430200	240		101000
	Total for Vendor:	60.00							
48087	146 MIKE'S CONOCO CORPORATE OFFICE	75.95							
	10535 10/07/25 STR-PROPANE	75.95			2500	430200	220		101000
	Total for Vendor:	75.95							
48059	3265 MISSION 1ST EXCAVATION	2,275.94							
	WATER LINE REPLACEMENT 122 2ND AVE WEST								
	1162 10/16/25 WTR-LINE REPL 50%/CITY SHARE	1,910.00			5210	430500	360		101000
	1162 10/16/25 WTR-LINE REPL 30%/CITY SHARE	365.94			5210	430500	360		101000
	Total for Vendor:	2,275.94							
48053	631 MONTANA DEPT. OF ENVIRONMENTAL	4,372.00							
	512601399 10/16/25 WTR-COMM CONNECTION FEE	4,372.00			5210	430500	391		101000
	Total for Vendor:	4,372.00							
48108	3152 MONTANA ELITE LLC	10,000.00							
	LIGHTNING ARRESTORS & DISCONNECTS								
	2508 10/30/25 SWR-LS #3&4 LIGHTNING	10,000.00			5310	430600	360		101000
	Total for Vendor:	10,000.00							

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
48074		43 MONTANA ENVIRONMENTAL LABORATORY	502.00								
		2509336 09/05/25 SWR-NITRATE, NITRATE (TKN)	75.00			5310		430600	394		101000
		2509618 09/09/25 SWR-NITRATE,NITRATE (TKN)	100.00			5310		430600	394		101000
		2509620 09/05/25 SWR-ALUMINUM DISSOLVED	17.00			5310		430600	394		101000
		2509955 09/16/25 SWR-NITRATE,NITRATE (TKN)	75.00			5310		430600	394		101000
		2510262 09/24/25 SWR-NITRATE, NITRATE (TKN)	75.00			5310		430600	394		101000
		2509835 09/09/25 WTR-COLIFORM	160.00			5210		430500	394		101000
		Total for Vendor:	502.00								
48072		103 MONTANA LAW ENFORCEMENT ACADEMY	350.00								
LEQ OCTOBER 13-17 2025											
		25372 10/25/25 PD-FIELDS LEQ REGISTRATION	175.00			1000		420100	380		101000
		25372 10/25/25 PD-DOYLE LEQ REGISTRATION	175.00			1000		420100	380		101000
		Total for Vendor:	350.00								
48060	E	3303 MONTANASKY NETWORKS, INC -	79.95								
11/16/25-12/16/25											
		5832111625 10/20/25 WTR-INTERNET/WIFI	79.95			5210		430500	345		101000
		Total for Vendor:	79.95								
48079		2305 MOTOROLA SOLUTIONS, INC.	243.75								
		1411210534 10/13/25 PD-IN CAR VIDEO SYSTEM	243.75			1000		420100	390		101000
		Total for Vendor:	243.75								
48084		1247 MURDOCH'S RANCH & HOME	85.43								
		258963 10/08/25 STR-10" ORGANIZER	9.99			2500		430200	220		101000
		259122 10/09/25 SWR-COUPLER / THREAD / CLMP	55.45			5310		430600	220		101000
		256877 10/16/25 STR-LOW PRESSURE REGULATOR	19.99			2500		430200	220		101000
		Total for Vendor:	85.43								
48071		52 NAPA AUTO PARTS	936.05								
		128796 10/07/25 STR-TUB TOWELS	17.99			2500		430200	220		101000
		129406 10/14/25 WTR-SOCKET WRENCH SET	279.99			5210		430500	212		101000
		129921 10/20/25 FD-MEGUIARS FINE CLEANER	39.98			1000		420400	232		101000
		130016 10/21/25 STR-31 GARAGE DR LUB	9.29			2500		430200	220		101000
		130015 10/21/25 STR-2008 FORD BRAKE PARTS	-654.99			2500		430200	232		101000

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Claim/ Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
	130393 10/24/25 STR-CREDIT INV#129719	-141.56			2500	430200	232		101000
	129719 10/17/25 STR-2008 FORD BRAKE PARTS	1,291.38			2500	430200	232		101000
	130278 10/23/25 FD-WAX / CLEANER	93.97			1000	420400	220		101000
	Total for Vendor:	936.05							
48057	2168 NORTH CENTRAL LABORATORIES	84.50							
	526827 10/15/25 SWR-BOD STANDARD PIPET BULBS	84.50			5310	430600	222		101000
	Total for Vendor:	84.50							
48056	3231 NORTHERN ROCKIES FIRE	787.00							
	1304 10/20/25 FD-SAFETY VEST / HOOD / HELMET	442.00			1000	420400	226		101000
	1310 10/22/25 FD-LEATHER BUNKER BOOT	345.00			1000	420400	226		101000
	Total for Vendor:	787.00							
48061	2002 NORTHWEST PARTS & EQUIPMENT &	97.19							
ITEMS FOR THE TACK WAGON									
	356984 10/07/25 STR-GAS HOSE / GREASE	97.19			2500	430200	240		101000
	Total for Vendor:	97.19							
48066	1437 NORTHWESTERN ENERGY	109.21							
NATURAL GAS SERVICE									
	100625 10/06/25 POOL-9/24/25-10/02/25	109.21			1000	460445	344		101000
	Total for Vendor:	109.21							
48090	2816 O'REILLY AUTO PARTS	253.01							
	140186 10/24/25 PD-CAR #24 CAPSULE	46.61			1000	420100	232		101000
	140077 10/23/25 STR-OIL FILTER	7.93			2500	430200	232		101000
	140077 10/23/25 STR-FUEL FILTER	16.75			2500	430200	232		101000
	140077 10/23/25 STR-AIR FILTER	23.75			2500	430200	232		101000
	140077 10/23/25 STR-MOTOR OIL	35.99			2500	430200	231		101000
	140077 10/23/25 STR-WIPER BLADE	37.99			2500	430200	232		101000
	139961 10/22/25 STR-OIL FILTER	13.34			2500	430200	232		101000
	139961 10/22/25 STR-AIR FILTER	26.73			2500	430200	232		101000
	139961 10/22/25 STR-OIL FILTER	7.93			2500	430200	232		101000
	139961 10/22/25 STR-MOTOR OIL	35.99			2500	430200	231		101000
	Total for Vendor:	253.01							

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
48101		3192 POP A SQUAT PORTABLES	950.00								
		RIVERS EDGE, TALBOT BIKE PATH, PINEWOOD, WELCOME PARK, RAILROAD , DEPOT, TENNIS COURTS, FENHOLT, COLUMBUS									
		21149 10/31/25 PRKS-PORTA POTTIES (10)	950.00			1000		460400	399		101000
		Total for Vendor:	950.00								
48110		66 POSTMASTER	2,000.00								
		BILL CARD POSTAGE									
		103125 10/31/20 SWR-BILL CARD POSTAGE	1,000.00			5310		430600	310		101000
		103125 10/31/25 WTR-BILL CARD POSTAGE	1,000.00			5210		430500	310		101000
		Total for Vendor:	2,000.00								
48111		3336 PUTNAM, ART	2,907.40								
		103125 10/31/25 TERM COST-FINAL PAYOUT	2,907.40			1000		510620	100		101000
		Total for Vendor:	2,907.40								
48093		3329 PYE-BARKER FIRE & SAFETY	131.62								
		7203032 11/01/25 FAC-ALARM MONITORING	62.52			1000		411200	366		101000
		7202225 11/01/25 FAC-ALARM MONITORING	69.10			1000		411200	366		101000
		Total for Vendor:	131.62								
48103		3313 RICE, JESSICA	796.52								
		MONTANA LEAGUE OF TOWNS AND CITIES OCTOBER 14-17 2025									
		102125 10/21/25 FIN-HOTEL CONFERENCE	796.52			1000		410500	380		101000
		Total for Vendor:	796.52								
48068		3169 RILEY, NATHAN	106.00								
		MRWS IN GREAT FALLS 3/21-3/24/23									
		102225 10/22/25 WTR-MRWS MEALS	106.00*			1000		430200	380		101000
		Total for Vendor:	106.00								
48076		1042 SANDS SURVEYING, INC.	2,100.00								
		40393 10/22/25 P/Z-ROUTINE SRVS 9/24-10/10/25	2,100.00			1000		411000	399		101000
		Total for Vendor:	2,100.00								

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
48080		199 SCHELLINGER CONSTRUCTION	214.99							
		170471 10/16/25 PRKS-SAND	214.99			1000	460400	452		101000
		Total for Vendor:	214.99							
48067		3175 SIGN SOLUTIONS USA, LLC	81.39							
		419951 10/16/25 STR-4X6 DIGITAL SIGN	81.39			2500	430200	220		101000
		Total for Vendor:	81.39							
48099		3297 Staples, Inc	547.42							
		6045463182 10/18/25 FIN-STAPLES	7.85			1000	410500	210		101000
		6045301109 10/16/25 FIN-COPY PAPER	33.56			1000	410500	210		101000
		6045301109 10/16/25 WTR-COPY PAPER	33.57			5210	430500	210		101000
		6045301109 10/16/25 SWR-COPY PAPER	33.57			5310	430600	210		101000
		6045301108 10/26/25 FD-TONER	409.39*			1000	420400	210		101000
		6045683423 10/22/25 FIN-MANILA FOLDER (1) BOX	9.82			1000	410500	210		101000
		6045683423 10/22/25 WTR-MANILA FOLDER (1) BOX	9.83			5210	430500	210		101000
		6045683423 10/22/25 SWR-MANILA FOLDER (1) BOX	9.83			5310	430600	210		101000
		Total for Vendor:	547.42							
48063		1797 STATE INFORMATION TECHNOLOGY	40.45							
		522976 09/01/25 PD-ITSD/EMAIL 9/1/25-9/30/25	40.45			1000	420100	355		101000
		Total for Vendor:	40.45							
48112		3222 SUMMIT FIRE & SECURITY LLC	966.00							
		3412409 07/29/25 SWR-ANNUAL EXTINGUISH SERVICE	266.00			5310	430600	399		101000
		3552106 09/30/25 SWR-ANNUAL EXTINGUISH SERVICE	700.00			5310	430600	399		101000
		Total for Vendor:	966.00							
48086		2699 THE MAIL ROOM, INC	170.16							
INVOICE # D126739 10/06/25-10/17/25										
		D126739 10/20/25 PD-MAIL SRVS 10/6/25-10/17/25	8.66			1000	420100	310		101000
		D126739 10/20/25 FIN-MAIL SRVS 10/6/25-10/17/2	14.34			1000	410500	310		101000
		D126739 10/20/25 WTR-MAIL SRV 10/6/25-10/17/2	19.70			5210	430500	310		101000
		D126739 10/20/25 SWR-MAIL SRV 10/6/25-10/17/2	19.70			5310	430600	310		101000
		D126739 10/20/25 CRT-MAIL SRVS 10/6/25-10/17/2	92.66			1000	410360	310		101000
		D126739 10/20/25 PNZ-MAIL SRVS 10/6/25-10/17/2	14.36			1000	411000	310		101000

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	D126739 10/20/25 FIRE-MAIL SRV 10/6/25-10/17/2	0.74			1000	420400	310		101000
	Total for Vendor:	170.16							
48094	1623 THE UPS STORE #4515	13.39							
	034933 10/21/25 PD-EVIDENCE SHIPPING	13.39			1000	420100	310		101000
	Total for Vendor:	13.39							
48064 E	1218 VERIZON WIRELESS - ELECTRONIC	1,577.12							
	6125897050 10/12/25 ADMIN-9/13/25-10/12/25	34.91			1000	410400	345		101000
	6125897050 10/12/25 FIN-9/13/25-10/12/25	34.91			1000	410500	345		101000
	6125897050 10/12/25 FD-9/13/25-10/12/25	140.50			1000	420400	345		101000
	6125897050 10/12/25 FAC-9/13/25-10/12/25	12.46			1000	411200	345		101000
	6125897050 10/12/25 STRS-9/13/25-10/12/25	112.10			2500	430200	345		101000
	6125897050 10/12/25 PD-9/13/25-10/12/25	848.59			1000	420100	345		101000
	6125897050 10/12/25 PRKS-9/13/25-10/12/25	49.82			1000	460400	345		101000
	6125897050 10/12/25 WTR-9/13/25-10/12/25	196.83			5210	430500	345		101000
	6125897050 10/12/25 SWR-9/13/25-10/12/25	97.19			5310	430600	345		101000
	6125897050 10/12/25 CRT-9/13/25-10/12/25	49.81			1000	410360	345		101000
	Total for Vendor:	1,577.12							
48109	2338 WEEKS, KARL	24.40							
REIMBURSE FOR MONTANA DEPT. OF MOTOR VEHICLE 2025 FIRETRUCK									
	103025 10/30/25 FD-REIMBURSE MVD TAGS FIRE TRK	24.40			1000	420400	390		101000
	Total for Vendor:	24.40							
48082	84 WESTERN BUILDING CENTER	255.83							
	1614456 10/06/25 STR-BLACK SILICONE	10.99			2500	430200	220		101000
	1618064 10/08/25 SWR-COUPLING	57.66			5310	430600	240		101000
	1619130 10/08/25 SWR-BALL VALVE / PVC / ADAPTO	122.68			5310	430600	240		101000
	1632634 10/16/25 SWR-PUSH BROOM	24.99			5310	430600	220		101000
	1638557 10/20/25 SWR-PHOTOCELL LAMP	18.99			5310	430600	240		101000
	1639944 10/21/25 SWR-OUTLET BOX	6.99			5310	430600	240		101000
	1644953 10/23/25 SWR-HEX BOLT	19.04			5310	430600	240		101000
	1618064 10/08/25 SWR-RETURN COUPLE	-5.69			5310	430600	240		101000
	090325 09/03/25 SWR-ADJUSTMENT	0.18			5310	430600	240		101000
	Total for Vendor:	255.83							

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct	Object	Proj	Cash Account
48062		3021 WGM GROUP	3,640.00						
		76751 10/15/25 WTR-WATER PER 9/1/25-9/30/25	3,640.00			5210 430500	354		101000
		Total for Vendor:	3,640.00						

\# of Claims 55 Total: 72,669.31 # of Vendors 52

Total Electronic Claims 2,255.01

Total Non-Electronic Claims 70414.30

For the Accounting Period: 10/25

Fund/Account	Amount
1000 GENERAL FUND	
101000 CASH/CASH EQUIVALENTS	26,400.23
2500 SPECIAL STREET MAINTENANCE DISTRICT FUND	
101000 CASH/CASH EQUIVALENTS	1,617.90
2700 CEDAR CREEK TRUST	
101000 CASH/CASH EQUIVALENTS	3,100.00
2820 GAS TAX FUND	
101000 CASH/CASH EQUIVALENTS	1,375.00
5210 WATER ENTERPRISE FUND	
101000 CASH/CASH EQUIVALENTS	22,638.77
5310 SEWER ENTERPRISE FUND	
101000 CASH/CASH EQUIVALENTS	17,537.41
Total:	72,669.31

Council Meeting Date: November 3, 2025

Claims Submitted to Council:$ $72,669.31

Claims Denied/Withheld by Council Finance Committee:$______________ Claim #'s:________________

Prepared By: Jessica Rice, Finance Director

Jessica Rice

Approved by Eric Hanks, City Manager

Eric Hanks

City Council to Approve by motion on consent agenda

The claims noted below are non-routine or material in nature:

1. Columbia Property Service, LLC: $6,835.00 - sidewalk repair at Meadow Lake Blvd and 5th Street W. (Funds 5210 and 2700)
2. Montana Elite LLC: $10,000.00 - Lift Station 3 & 4 lightning arrestors and disconnects. (Fund 5310)

The remaining claims are routine in nature. If you have any questions, please do not hesitate to reach out.

Thank you,
Jessica
(406) 892-4327

Total for Payroll Checks

	Employee	Employer	Amount
COMA HOURS (Comp Time Accumulated)	38.25		
COMP HOURS (Comp Time Used)	2.00		59.06
HOL HOURS (Holiday Pay)	328.66		11,103.85
HOLW HOURS (Holiday Worked @ 2.5x)	12.00		478.62
J003 HOURS (PD HOL WK)	26.50		1,315.76
J008 HOURS (PD HOL WK OT)	35.00		1,984.44
J010 HOURS (OT TRAINING)	16.00		735.60
OTHE HOURS (Other Time Used)	19.38		501.55
OTTR HOURS (PD Reg. Training)	68.00		2,086.60
OVER HOURS (Overtime)	6.75		317.51
PERS HOURS (Personal Time Used)	10.00		286.90
REG HOURS (Regular Time)	2,462.25		84,916.74
SHFN HOURS (Shift B)	348.00		696.00
SHFU HOURS (Hol wk B)	24.00		120.00
SICK HOURS (Sick Time)	77.13		2,321.08
VACA HOURS (Vacation Time Used)	183.24		5,989.02
VOLN HOURS (Not in use)	27.00		1,350.00
GROSS PAY	112,912.73	0.00	
NET PAY	79,865.25	0.00	
NET PAY (CHECKS)	337.80		
NET PAY (DIRECT DEPOSIT)	79,527.45		
AFLAC-POSTTAX	86.97	0.00	
AFLAC-PRETAX	249.32	0.00	
CITY OF COLUMBI	20.00	0.00	
FIT	8,815.01	0.00	
FLEX ALLEGIANCE	1,012.50	25.00	
FOP	495.00	0.00	
HEALTHINS/PRE	4,137.60	31,971.90	
MEDICARE	1,588.82	1,588.82	
MT ST FIRE ASSO	113.52	0.00	
MUTUAL OF OMAHA	286.90	0.00	
NATIONWIDE/CITY	0.00	2,063.00	
NATIONWIDE/EMP	200.00	0.00	
P.E.R.S.	4,312.98	4,951.75	
PERS RETIREE	0.00	18.14	
PERS/FURS	1,214.64	1,630.12	
PERS/POLICE	3,154.05	5,049.99	
SIT	3,302.00	0.00	
SOCIAL SECURITY	3,753.67	3,753.67	
TEAMSTERS DUES	304.50	0.00	
UNEMPL. INSUR.	0.00	612.19	
WORKERS' COMP	0.00	3,623.68	
CHARLES SCHWAB	1,925.44	0.00	
FIRST INTERSTAT	1,233.90	0.00	
FREEDOM BANK	3,784.98	0.00	
GLACIER BANK KA	6,800.10	0.00	
GLACIER BANK MS	3,227.08	0.00	
GLACIER BANK/CF	23,323.34	0.00	

Oct. 24, 2025
Payroll
$205,139.31
Barb Staaland

GLACIER BANK/WF	2,250.42	0.00
MORGAN STANLEY	4,406.79	0.00
NAVY FEDERAL CR	2,093.70	0.00
PARKSIDE CR U	12,432.47	0.00
REGIONS BANK	2,584.95	0.00
STOCKMAN BANK	1,515.60	0.00
USAA FEDERAL	1,499.85	0.00
WELLS FARGO	2,517.26	0.00
WELLS FARGO, TX	1,971.67	0.00
WFISH CR UNION	7,959.90	0.00
FIT/SIT BASE	98,631.64	0.00
MEDICARE BASE	109,576.31	0.00
PERS BASE	101,491.70	0.00
SOC SEC BASE	60,542.94	0.00
UN BASE	111,312.73	0.00
WC BASE	112,727.87	0.00
Total		55,288.26

Total Payroll Expense (Gross Pay + Employer Contributions): 168,200.99

*** PAYROLL REGISTER + VOLUNTEER PAYROLL REGISTER = PAYROLL SUMMARY ***

Check Summary

Payroll Checks Prev. Out.	$108,098.58
Payroll Checks Issued	$80,945.70
Payroll Checks Redeemed	$107,010.01
Payroll Checks Outstanding	$82,034.27
Electronic Checks	$124,193.61

Deductions Accrued		Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security	7,507.34		7,507.34		212260
Medicare	3,177.64		3,177.64		212260
P.E.R.S.	9,264.73		9,264.73		212270
Unempl. Insur.	612.19	1,210.62		1,822.81	212210
Workers' Comp	3,623.68	7,075.18		10,698.86	212220
FIT	8,815.01		8,815.01		212260
SIT	3,302.00		3,302.00		212260
AFLAC-PRETAX	249.32	249.32	498.64		212230
NATIONWIDE/EMP	200.00		200.00		212280
Teamsters dues	304.50	304.50	609.00		212310
PERS/Police	8,204.04		8,204.04		212240
NATIONWIDE/CITY	2,063.00		2,063.00		212280
AFLAC-POSTTAX	86.97	86.97	173.94		212230
PERS/FURS	2,844.76		2,844.76		212275
MT ST FIRE ASSO	113.52		113.52		212315
HEALTHINS/PRE	36,109.50	36,618.50	76,356.00	-3,628.00	212400
CITY OF COLUMBI	20.00		20.00		212450
FLEX ALLEGIANCE	1,037.50		1,037.50		212285
FOP	495.00		495.00		212335
PERS RETIREE	18.14		18.14		212270
MUTUAL OF OMAHA	286.90	286.90	573.80		212400

Total Ded.	88,335.74	45,831.99	125,274.06	8,893.67

**** Carried Forward column only correct if report run for current period.

CITY OF COLUMBIA FALLS
CITY COUNCIL REGULAR MEETING MINUTES
HELD OCTOBER 20, 2025

Mayor Barnhart called the meeting to order at 7:00 p.m.

ROLL CALL: Councilor King, Councilor Lovering, Councilor Piper, Councilor Price, Councilor Robinson, Councilor Shepard and Mayor Barnhart.

Also Present: City Manager Hanks, City Clerk Stalaand, Deputy City Attorney Breck, Fire Chief Weeks and Police Chief Stephens.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA: Councilor Piper motioned to approve the agenda seconded by Councilor Robinson and the motion carried.

CONSENT AGENDA: Councilor King motioned to approve the consent agenda noting all claims appeared to be in order, seconded by Councilor Lovering with council voting as follows. Ayes: Price, Robinson, Shepard, King, Lovering, Piper and Barnhart.
Approval of Claims - October 20, 2025 - $157,336.38
Approval of Payroll Claims - October 10, 2025 - $122,613.13
Approval of Regular Council Meeting Minutes - Oct. 6, 2025
Plant Investment Fee 5-year Agreements - Innov8Housing, LLC

VISITORS/PUBLIC COMMENT (Items not on agenda)
Roger Hopkins, 949 Vans Ave. invited Mayor and council to participate in an open discussion with the City Council candidates on October 28, 2025 at 6:15p.m. at the HUB in Columbia Falls. Mayor Barnhart expressed interest in conversing with City Attorney Breck on current council and City Manager involvement in attending such meeting.

Shirley Folkwein, 285 Shooting Star Lane, asked if she was able to ask questions during the City Managers report on the Land Use Planning Consultant Contract.

APPOINTMENTS: Fire Chief Weeks reported that the Columbia Falls Fire Department voted to accept Jacob Thomas as a probationary Volunteer Firefighter. Mr. Thomas has completed all pre-hire requirements and demonstrated a strong interest in joining the department. He is currently employed at GPIA and holds an ARFF certification. Chief Weeks stated that Mr. Thomas would be an excellent addition to the team and recommended council approval.

Councilor Piper motioned to appoint Jacob Thomas as probationary Volunteer Firefighter, seconded by Councilor Shepard and the motion carried unanimously.

City Clerk Staaland administered Oath of Office to Mr. Thomas.

NEW BUSINESS:

Land Use Planning Consultant Contract in support of MLUPA

City Manager Hanks reported that a contract selection committee consisting of Planning Commissioner Fisher, Councilor Price, Mayor Barnhart, himself, and Eric Mulcahy reviewed six proposals for land use planning services. Five firms were highly qualified, with significant experience in Montana cities. The committee unanimously selected Cushing Terrell as its top choice based on qualifications.

Hanks explained the process was proposal-based, with contract price negotiated afterward. Cushing Terrell's initial proposal totaled approximately $184,000**,** exceeding the city's budget. Using funds from the city's Pro-Housing Grant ($392,000 total, with $100,000 allocated for the land use consultant), Hanks negotiated a reduced $100,000 contract that focused on essential elements of the project.

He noted that while some portions of the proposal had to be cut, such as a traditional in-person open house public participation will still be prioritized through virtual open houses. City Hall will be open for residents to attend these virtual sessions in person, and Hanks will facilitate the meetings locally.

The kickoff workshop is tentatively planned for November 13, 2025, as a joint session of the City Council and Planning Commission, where the consultant will outline the engagement process, data collection, and review of current and future land use maps.

Hanks emphasized that there would continue to be numerous opportunities for public engagement, including in-person events tied to the upcoming water and sewer PER discussions in November, as well as through regular Planning Commission meetings. Additional sessions may be scheduled as the project advances.

He clarified that some technical work, such as GIS mapping, utility data, and housing analysis, will utilize existing city and county data rather than being redone to save costs. The Housing Study and utility PERs will serve as baseline references for the consultant's work.

Mayor Barnhart commended the quality of the proposals, noting that four of the five finalists had University of Montana connections and that Cushing Terrell's regional experience made them the clear choice.

Councilor Lovering suggested displaying maps during public discussions to help residents visualize zoning and infrastructure issues. Hanks confirmed large-format utility, zoning, and floodplain maps will be available at City Hall and posted online.

Shirley Folkwein, 285 Shooting Star Dr., expressed concern about the removal of in-person open houses and emphasized the importance of early public involvement. Hanks assured that the city is committed to inclusive engagement, with both virtual and in-person opportunities throughout the process.

Resident Glenn Wehe, 267 Roberts Road, asked whether public gatherings would still be allowed during virtual meetings. Hanks confirmed that City Hall will be open for participation, and materials such as maps and consultant presentations will be displayed to support meaningful discussion.

Staff recommended authorization to enter a $100,000 contract with Cushing Terrell for land use planning services.

Councilor Piper motioned to authorize the City Manager to execute the contract with Cushing Terrell for Land Use Planning Services, seconded by Councilor King with council voting as follows. Ayes: Robinson, Shepard, King, Lovering, Piper, Price and Barnhart.

REPORTS / BUSINESS FROM MAYOR & COUNCIL

Councilor King said she is pleased with the number of volunteer firefighters approved over the past few months.

Councilor Price inquired about parking concerns on 12th Avenue. Chief Stephens responded that officers would increase patrols in the area to monitor misuse of parking. Price also asked about the downed light pole at the baseball field. City Manager Hanks explained that the light pole is in the county and not under city jurisdiction. Price announced the upcoming Ladies Shopping Night on November 11th from 5:00 p.m. to 10:00 p.m.

Councilor Shepard reported that speeding continues to be an issue on Railroad Street.

Mayor Barnhart concurred with Shepard that speeding remains a problem but noted an increased police presence in that area. Mayor suggested providing new firefighters with copies of both the United States Constitution and the Montana State Constitution prior to taking their oath of office.

CITY MANAGER REPORT

City Manager Hanks reported there will be an increased police presence on Halloween to ensure public safety. The City, Police, and Fire Departments will share safety reminders on social media encouraging drivers to slow down, use crosswalks, and watch for children.

He noted recent vandalism and arson incidents at Horine and Marantette Parks are under investigation. Staff are evaluating security camera options for the parks.

The Government Study Commission will meet October 22 to review its final report, with a public hearing to follow. The report will be presented to the City Council on November 3.

Staff is updating the street condition and prioritization plan to identify maintenance needs over the next few years. A public-facing document and map will outline upcoming projects and snow removal routes, distinguishing city, county, and state responsibilities.

Upcoming items include the Land Use Planning Consultant project kickoff with Cushing Terrell on November 13, and a utility infrastructure open house in the third week of November featuring city engineers and consultants discussing water and sewer system modeling.

Hanks said the Gateway to Glacier Safety and Mobility Project is awaiting federal fund obligation, with bidding expected in November and construction anticipated to begin in March 2026.

The city is transitioning its phone service from Verizon to T-Mobile, saving approximately $4,000–$5,000 annually and improving connectivity.

The wastewater treatment plant expansion is nearing completion, with operational bioreactors and strong performance results. Bids are open for the Downtown Sidewalk and Parking Project, with a pre-bid meeting scheduled in the Council Chambers on October 29.

Hanks welcomed Roger Elliott as the new City Accountant, effective October 27, and commended staff for their Fire Prevention Week outreach.

He concluded by summarizing discussions from the Montana League of Cities and Towns Conference, highlighting sessions on property tax reform, TIF regulations, and the Montana Land Use Planning Act. He also noted statewide challenges with Burlington Northern Santa Fe Railroad (BNSF) regarding delays, permits, and coordination affecting local projects such as the 12th Avenue crossing.

MISCELLANEOUS REPORT

Fire Chief Weeks reported the department has been busy conducting tours and school education programs. He noted the department currently has 27 volunteers, with two additional recruits expected to join in the coming weeks.

Police Chief Stevens stated that Officer Friesen has transitioned into the STEP Grant position as the full-time DUI enforcement officer. He also announced the resignation of Officer R.J. Thompson, who is relocating for family reasons and will be greatly missed. The department has begun the hiring process to fill two patrol positions. In addition, the department is upgrading outdated computers, making FECC system improvements, and implementing the Axon upgrade, which includes new body cameras, in-car cameras, and a digital case management system for officers.

MISCELLANEOUS

Correspondence

ADJOURN: Councilor Lovering made motion to adjourn at 7:53 p.m. seconded by Councilor King.

____
Mayor

____
City Clerk

COLUMBIA FALLS
MONTANA

City Council
Agenda Item Summary

Title: Acknowledgment of Receipt – Audit Conclusion Governance Letter from Nexus CPA

Date: October 30, 2025

Staff Contact: Jessica Rice, Finance Director

AGENDA ITEM SUMMARY:
City Council has been asked to acknowledge receipt of the Audit Conclusion Governance Letter from Nexus CPA for the fiscal year ending June 30, 2024. This letter fulfills professional auditing standards by summarizing the auditor's responsibilities, key findings, and communications with management.

BACKGROUND:
Nexus CPA completed the audit of the City's FY2024 financial statements, including all governmental and business-type activities and component units. The auditors reported the following:

- **Accounting Practices:** The City implemented GASB Statement No. 100 and applied appropriate accounting policies. Financial disclosures were found to be neutral, consistent, and clear.
- **Estimates:** Key estimates such as Net Pension Liability and depreciation were evaluated and deemed reasonable.
- **Audit Process:** No significant difficulties were encountered, and there were no disagreements with management.
- **Misstatements:** All identified misstatements were reviewed; uncorrected items were immaterial, and material adjustments were corrected by management.
- **Other Matters:** Required supplementary and federal award information was consistent with audited financial data. The Governance Letter is intended for City Council and management use only.

STAFF RECOMMENDATION:
City Council acknowledge receipt of the FY2024 Audit Conclusion Governance Letter from Nexus CPA.

Nexus CPA Group
406.756.6879
office@nexuscpa.net

1740 U.S. Hwy 93 South
P.O. Box 1957
Kalispell, MT 59903

October 21, 2025

City Council
Eric Hanks, City Manager
Jessica Rice, Finance Director

City of Columbia Falls
130 6th Street West
Columbia Falls, MT 59912

We have audited the financials statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of City of Columbia Falls for the year ended June 30, 2024. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 16, 2025. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by City of Columbia Falls are described in Note 1 to the financial statements. As described in Note S to the financial statements, City of Columbia Falls changed accounting policies related to reporting accounting changes and error corrections by adopting statement of Governmental Accounting Standards (GASB Statement) No. 100, Accounting Changes and Error Corrections, in 2024. We noted no transactions entered into by City of Columbia Falls during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Government Wide and proprietary fund financial statements include the Net Pension Liability and depreciation expense.

- Net Pension Liability – Management's estimates are determined in accordance with GASB Statements No. 68 and are based on actuarial valuations performed by independent professional actuaries. These valuations incorporate assumptions related to discount rates, inflation, projected salary increases, investment returns, mortality, and other economic and demographic factors.

- Depreciation Expense – Management's estimate of depreciation expense is based on historical experience, capital asset records, and the established useful lives of asset classes in accordance with the entity's capitalization and depreciation policy.

We evaluated the key factors, methods, and assumptions used by management and the actuaries in developing these estimates and determined that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The attached schedule summarizes uncorrected misstatement of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. The attached schedule summarizes the material misstatements that we identified as a result of our audit procedures and were brought to the attention of, and were corrected by, management.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 24, 2025.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to City of Columbia Falls's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as City of Columbia Falls's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the Budgetary Comparison Schedule, Budget-to-GAAP Reconciliation, Management's Discussion and Analysis (MD&A, Schedule of Proportionate Share of the Net Pension Liability, Schedule of Total Pension Liability related to component unit, and Schedule of Contributions.) which are required supplementary information (RSI) that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide an assurance on the RSI.

We were engaged to report on the Schedule of Expenditures of Federal Awards, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restrictions on Use

This information is intended solely for the information and use of City County and management of City of Columbia Falls and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Jonathan Mahrt, CPA

Nexus CPA Group, PLLC

City of Columbia Falls
Adjustments
Fiscal year 2024

DON'T POST

Adj #	Fund Name	Fund Number	Account #	Description	Debit	(Credit)
1	Discrete component			Beginning net position		$ (41,580)
	Discrete component			Unrealized Loss on Investments	$ 41,580	
	Reason:	To agree the beginning net position of component unit to the prior year audit.				
2	Governmental Activities			Noncurrent compensated absences	$ 107,629	
	Governmental Activities			Noncurrent long-term debt		$ (107,629)
	Reason:	To reclassify the portion of the noncurrent long-term liabilities reported as compensated absences.				
3	Governmental Activities			Deferred outflows of resources - pensions	$ 430,258	
	Governmental Activities			Deferred inflows of resources - pensions	$ 306,756	
	Governmental Activities			Net Position - Beginning		$ (726,204)
	Governmental Activities			General government		$ (10,810)
	Reason:	To correct the reporting of the deferred outflows and inflows of the pensions per GASB 68, and beginning net position				
4	Other Governmental			Accounts receivable		$ (141,786)
	Other Governmental			Advance from other funds	$ 141,786	
	Reason:	To reclassify the interfund loan from the Cedar Creek Trust Fund.				
5	Governmental Activities			Accounts receivables/other		$ (141,786)
	Governmental Activities			Current portion of Long-Term Debt	$ 11,353	
	Governmental Activities			Long-Term Debt	$ 130,433	
	Governmental Activities			Net investment in capital assets		$ (141,786)
	Governmental Activities			Non spendable	$ 141,786	
	Reason:	To correct the government wide financial statements for the overstated loan.				

Client's approval of proposed adjustment(s):
The accountant went over all adjustments with me.
I have read the above adjustments.
I understand the purpose of each adjustment
I agree with the above adjustments.
I have posted the above adjustments to my accounting system

______________________________ October 24, 2025
Signature Date

City of Columbia Falls
Adjustments
Fiscal year 2024

POST TO Month 13/24 in BMS

Adj #	Fund Name	Fund Number	Account #	Description	Debit	(Credit)
1	Capital Projects	4020	211040	Advance to Cedar Creek		$ (141,786)
	Capital Projects	4020	381070	Proceeds from loan	$ 141,786	
	Reason:	To reclassify the Cedar Creek Trust loan from proceeds to advances between funds				

Client's approval of proposed adjustment(s):
The accountant went over all adjustments with me.
I have read the above adjustments.
I understand the purpose of each adjustment
I agree with the above adjustments.
I have posted the above adjustments to my accounting system

____ October 24, 2025
Signature Date

City of Columbia Falls
Passed Audit Adjustments
June 30, 2024

	ASSETS	LIABILITIES	PRIOR PERIOD ADJUSTMENTS	REVENUES	EXPENDITURES/ EXPENSES
Government Wide Financial Statements					
Governmental Activities					
Fair Value difference for investment accounts	$ 54,168			$ 54,168	
Unrecorded cash and payroll liabilities	$ 70,129	$ 70,129			
Net investment in capital assets difference	$ 8,439		$ 8,439		
Misclassification of LTD and compensated absences		$ 107,629			
Unreported OPEB		$ 40,810		$ 40,810	
Misclassified net position for deferred inflows on restricted funds			$ 378,338		
Misclassified net investment in capital assets			$ 8,439		
Misstated pension deferred outflows and inflows	$ 430,258	$ 306,756	$ 726,204	$ 10,810	
Overstated receivable and liability	$ 141,786	$ 141,786	$ -	$ -	$ -
Subtotal:	$ 704,780	$ 667,110	$ 1,121,420	$ 105,788	$ -
Add: PY accrual errors	$ -	$ -	$ -	$ -	$ -
Less: CY audit adjustments booked (negative)	$ (572,044)	$ (556,171)	$ (748,076)	$ (10,810)	$ -
Net CY error amount	$ 132,736	$ 110,939	$ 373,344	$ 94,978	$ -
Business Type Activities					
Fair Value difference for investment accounts	$ 30,534				$ 30,534
Unreported OPEB		$ 13,373		$ 13,373	
	$ -	$ -	$ -	$ -	$ -
Subtotal:	$ 30,534	$ 13,373	$ -	$ 13,373	$ 30,534
Add: PY accrual errors	$ -	$ -	$ -	$ -	$ -
Less: CY audit adjustments booked (negative)	$ -	$ -	$ -	$ -	$ -
Net CY error amount	$ 30,534	$ 13,373	$ -	$ 13,373	$ 30,534
Fund Financial Statements					
General Fund					
Fair Value difference for investment accounts	$ 9,646			$ 9,646	
	$ -	$ -	$ -	$ -	$ -
Subtotal:	$ 9,646	$ -	$ -	$ 9,646	$ -
Add: PY accrual errors	$ -	$ -	$ -	$ -	$ -
Less: CY audit adjustments booked (negative)	$ -	$ -	$ -	$ -	$ -
Net CY error amount	$ 9,646	$ -	$ -	$ 9,646	$ -
Resort Tax					
Fair Value difference for investment accounts	$ 9,000			$ 9,000	
	$ -	$ -	$ -	$ -	$ -
Subtotal:	$ 9,000	$ -	$ -	$ 9,000	$ -
Add: PY accrual errors	$ -	$ -	$ -	$ -	$ -
Less: CY audit adjustments booked (negative)	$ -	$ -	$ -	$ -	$ -
Net CY error amount	$ 9,000	$ -	$ -	$ 9,000	$ -
Tax Increment Financing District					
Fair Value difference for investment accounts	$ 14,753			$ 14,753	
	$ -	$ -	$ -	$ -	$ -
Subtotal:	$ 14,753	$ -	$ -	$ 14,753	$ -
Add: PY accrual errors	$ -	$ -	$ -	$ -	$ -
Less: CY audit adjustments booked (negative)	$ -	$ -	$ -	$ -	$ -
Net CY error amount	$ 14,753	$ -	$ -	$ 14,753	$ -
Capital Projects - General Equipment					
Fair Value difference for investment accounts	$ 2,052			$ 2,052	
Unreported interfund liability		$ 141,786		$ 141,786	
	$ -	$ -	$ -	$ -	$ -
Subtotal:	$ 2,052	$ 141,786	$ -	$ 143,838	$ -
Add: PY accrual errors	$ -	$ -	$ -	$ -	$ -
Less: CY audit adjustments booked (negative)	$ -	$ (141,786)	$ -	$ (141,786)	$ -
Net CY error amount	$ 2,052	$ -	$ -	$ 2,052	$ -
Water					

Fair Value difference for investment accounts	$ 7,810			$ 7,810	
Unreported OPEB		$ 5,261		$ 5,261	
	$ -	$ -	$ -	$ -	$ -
Subtotal:	$ 7,810	$ 5,261	$ -	$ 13,071	$ -
Add: PY accrual errors	$ -	$ -	$ -	$ -	$ -
Less: CY audit adjustments booked (negative)	$ -	$ -	$ -	$ -	$ -
Net CY error amount	$ 7,810	$ 5,261	$ -	$ 13,071	$ -
	Sewer				
Fair Value difference for investment accounts	$ 13,724			$ 13,724	
Unreported OPEB		$ 8,112		$ 8,112	
	$ -	$ -	$ -	$ -	$ -
Subtotal:	$ 13,724	$ 8,112	$ -	$ 21,836	$ -
Add: PY accrual errors	$ -	$ -	$ -	$ -	$ -
Less: CY audit adjustments booked (negative)	$ -	$ -	$ -	$ -	$ -
Net CY error amount	$ 13,724	$ 8,112	$ -	$ 21,836	$ -
Remaining fund types (aggregate) and discretely presented component units					
	All Other Aggregate				
Fair Value difference for investment accounts	$ 27,623			$ 27,623	
Misclassified interfund receivable	$ 141,786				
0	$ -	$ -	$ -	$ -	$ -
Subtotal:	$ 169,409	$ -	$ -	$ 27,623	$ -
Add: PY accrual errors	$ -	$ -	$ -	$ -	$ -
Less: CY audit adjustments booked (negative)	$ (141,786)	$ -	$ -	$ -	$ -
Net CY error amount	$ 27,623	$ -	$ -	$ 27,623	$ -

Signature

October 24, 2025
Date

COLUMBIA FALLS
MONTANA

Agenda Item Summary

Title: Communications Consultant Contract – Maven Ops, LLC

Date: October 27, 2025

Staff Contact: City Manager Hanks

AGENDA ITEM SUMMARY: City requires support from a communications consultant to establish a professional social media and communications foundation for the City of Columbia Falls. The purpose is to enhance transparent, consistent, and engaging public communications that strengthen the connection between the City, residents, businesses, and visitors. Additionally, the consultant will lead a focused three-month public outreach campaign to promote highway safety as part of the City's Selective Traffic Enforcement Program (STEP) grant.

DISCUSSION:

- Objectives
  - Establish a coordinated, public-facing presence across key social media platforms.
  - Directly support City Council priority to increase communication, transparency, civic education, and accessibility of City information.
  - Strengthen engagement with residents, businesses, and community partners.
- Key Tasks
  - Social Media Platform Setup:
    - City: Facebook, Instagram, LinkedIn
    - Police Department: Facebook, Instagram
    - Fire Department: Facebook, Instagram (not included in this contract)
  - Develop and implement a content plan and posting schedule.
  - Create a foundational messaging guide and establish consistent brand tone.
  - Design and implement a communications and community engagement strategy.
  - Provide monthly summaries of progress, analytics, and recommendations.
- Timeline
  - <u>Weeks 1-2</u>: Platform setup, content calendar creation, and initial soft-launch posts.
  - <u>Weeks 3-5</u>: Begin original creative content – short videos, branded graphics, and community/member features; activate engagement playbook basics.
  - <u>Weeks 6-9</u>: Expand storytelling, coordinate with departments and stakeholders for event coverage and civic announcements.
  - <u>Weeks 10-12</u>: Evaluate performance metrics, refine tone and cadence, and prepare recommendations for way ahead.

- Consultant Background
    - Maven Ops, LLC is a locally owned business with over 20 years of experience in marketing and strategic communications. The firm specializes in helping public and private organizations build brand presence and achieve communication goals.

FINANCIAL ANALYSIS:

- $4,500 contract for a 90-day pilot project ($1,500 per month) within FY26 approved appropriations.
    - $1,750 – General Fund - Administrative Services
    - $1,750 – STEP Grant funding

STAFF RECOMMENDATION: Authorize the City Manager to sign a 90-day communications consulting contract with Maven Ops, LLC for an amount not to exceed $4,500.

SUGGESTED MOTION: Move to authorize the City Manager to execute a contract with MavenOps for communications consulting and execution services in the amount of $4,500 for a 90-day contract.

Professional Services Agreement

Between MavenOps (“Consultant”) and City of Columbia Falls (“Client”)

Effective Date

November 3, 2025

Term

90 Days (through January 31, 2026)

1. Scope of Work

MavenOps will provide communications consulting and execution services for the City of Columbia Falls and the Columbia Falls Police Department, in accordance with the approved strategy proposals.

A. City of Columbia Falls Communications Strategy & Execution

- Establish and manage official social-media platforms (Facebook, Instagram, LinkedIn).
- Coordinate city-wide messaging, event promotion, and community engagement.
- Align all digital communications with the new city website and leadership initiatives.

B. Police Department Communications Strategy & Execution

- In support of Selective Traffic Enforcement Program (STEP) program priorities, develop and implement communication campaigns promoting DUI awareness and community highway safety.
- Produce and distribute creative content (graphics, videos, messaging).
- Coordinate with city and police leadership for community outreach and education.

2. Term and Payment

This agreement is effective for a 90-day term, beginning November 3, 2025 and concluding January 31, 2026, unless extended by mutual written agreement.

The City of Columbia Falls agrees to compensate MavenOps as follows:
- $750 per month for City of Columbia Falls Communications Strategy & Execution
- $750 per month for Selective Traffic Enforcement Program (STEP) Communications Strategy & Execution

Total Monthly Compensation: $1,500
Payments are due on the 1st of each month via check or ACH transfer to MavenOps.

3. Confidentiality and Non-Disclosure

MavenOps acknowledges that, in the course of providing services, it may have access to confidential or proprietary information belonging to the City of Columbia Falls and/or the Columbia Falls Police Department. This obligation of confidentiality remains in effect during and after the termination of this agreement.

MavenOps agrees to:
- Maintain the confidentiality of all internal discussions, records, plans, and data.
- Not disclose or share such information with any third party without prior written consent from the City.
- Use confidential information solely for the purpose of fulfilling this agreement.

4. Independent Contractor Relationship

MavenOps is engaged as an independent contractor. Nothing in this agreement creates an employer-employee relationship between the City of Columbia Falls and MavenOps or its representatives. MavenOps is responsible for all taxes, insurance, and liabilities arising from its operations.

5. Ownership of Work

All materials and deliverables produced under this agreement shall be considered work-for-hire and become the property of the City of Columbia Falls upon full payment. MavenOps may retain limited rights to reference non-confidential work for portfolio or case-study purposes with prior written consent from the City.

6. Termination

Either party may terminate this agreement with 15 days' written notice. MavenOps shall be compensated for all work completed up to the termination date.

7. Entire Agreement

This document constitutes the entire agreement between MavenOps and the City of Columbia Falls and supersedes any prior understandings. Amendments must be in writing and signed by both parties.

8. Primary Points of Contact

For the City of Columbia Falls:
Eric Hanks, City Manager
130 6th Street West, Columbia Falls, MT 59912
citymanager@cityofcolumbiafalls.com | 406-892-438

For the Columbia Falls Police Department:
Chief Chad Stephens, Chief of Police
stephens@colfallsmt.com | 406-892-3234

For MavenOps:
Lauren Manley, Founder & Principal Consultant
Lauren@MavenOps.org | 305-987-5666

Signatures

City of Columbia Falls
By: ____________________________
Name: Eric Hanks
Title: City Manager
Date: ____________________

MavenOps
By: ____________________________
Name: Lauren Manley
Title: Founder & Principal Consultant
Date: ____________________

CITY OF COLUMBIA FALLS

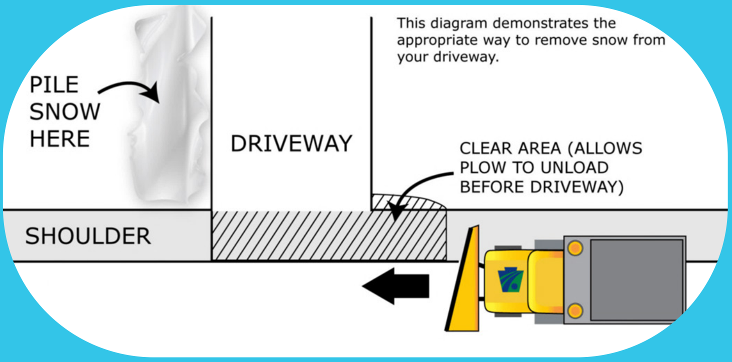
Snow Clearance - Things to Know

When does snow plowing start?

- Street crews work shift starts at 6:00 AM, M-F
- After hour call outs for 4 inches or more of forecast and/or actual accumulation.
- Clear prioritized high traffic routes and Safe Routes to School before morning traffic.

Can I shovel my snow into the street?

- No, you are not permitted to shovel snow from your driveway or parking areas to City Streets
- When shoveling, if you pile the majority of the snow to the left of your driveway, as you face your house, this helps to limit snow in front of your driveway.
- Sidewalk snow must NOT be placed on the street ,but snow can be windrowed along the curb.



What does the City do with icy streets?

- The City crews apply sand or chemicals as needed on major intersections and high traffic areas.
- Magnesium chloride is applied to streets before freezing to prevent the streets from becoming icy.
- If necessary, a sand mixture is applied. Unfortunately, the City cannot completely eliminate icy conditions so please drive cautiously.

Who is responsible for clearing the snow or ice from the sidewalk?

- Clearing snow and ice from sidewalks adjacent to private property is the responsibility of the property owner or resident per City Code 12.28.
- Sidewalk accumulation must be **removed by twelve noon after accumulating overnight**.
- If possible, please clear the snow early in the day to allow safe passage for children and adults walking to school, work, and the business district.

Do I have to move my vehicle from street parking?

- Yes, street parking interferes with safe snow clearance.
- The Police may provide a 24-hr warning notice before the vehicle is towed. For repeated violations or vehicles in areas creating safety hazards, the vehicle will be towed with out warning.

Columbia Falls Snow Removal Priority

PUBLIC WORKS DEPARTMENT

Item No.6.

130 6TH STREET WEST
COLUMBIA FALLS MT. 59912

PHONE: (406) 892-4430
FAX: (406) 892-4413

November 5, 2025

ATTENTION PROPERTY OWNER(S):

This is your onetime annual 10-day notice letter and will remain in effect until 12/31/2026 pursuant to City Code 12.28.050. This letter serves as a reminder that pursuant to City Code, the adjacent property owner is responsible for clearing the sidewalk of snow and ice for the safety and well-being of the public. The snow and ice should be cleared as soon as possible but no later than noon on the day following the accumulation.

If the snow and/or ice is not removed 10 days from the date of this notice, hand delivered by the City Public Works Department, the City will have the snow and ice removed and you will be billed. The City can place a lien on the property and apply the cost of the removal on the next tax bill. This is a onetime 10-day notice period. Subsequent snow events after this 10-day notice expires will be subject to City Code 12.28.020 and no 10-day grace period will be provided for the remainder of the 2026 calendar year.

Thank you for your cooperation.

Columbia Falls Public Works

(406) 892-4430

Applicable City Code: See reverse side

2.28.010 Removal From Abutting Sidewalk Required

Every person, partnership, corporation or other entity in charge or control of any building or lot of land within the city, fronting or abutting on or upon a paved sidewalk, whether as owner, tenant, occupant, lessee or otherwise, shall remove and clear away or cause to be removed and cleared away, snow and ice from such paved sidewalk, to the full width thereof, in that portion of the sidewalk that abuts or is in front of such building or lot or land.

12.28.020 Time When Accumulations Shall Be Cleared

Sidewalks shall, in all cases, be cleared of snow and ice accumulations which have accumulated on a previous day or during the nighttime, by twelve noon on the day following such accumulations of snow and/or ice upon any paved sidewalk within the city.

12.28.030 Use Of Sand Or Abrasives

In the event that snow and/or ice on a paved sidewalk has become so hard that it cannot be removed without the likelihood of damage to the sidewalk, the person or entity charged with its removal shall, within the time mentioned in Section 12.28.020, cause enough sand or other abrasive to be put or placed on the ice or snow on the sidewalk to make travel thereon reasonably safe, and shall, as soon thereafter as weather permits and ice and/or snow has softened, remove the same.

12.28.040 Deposit On Hydrants Or Storm Drains Prohibited

No person or entity charged with removal of ice and/or snow from sidewalks shall deposit or cause to be deposited any snow or ice on or against a fire hydrant or on any paved sidewalk or into, onto or upon any storm drain. It is provided, however, that snow or ice removed from paved sidewalks may be placed or windrowed on public roadways adjoining paved sidewalks, for removal therefrom by city.

12.28.050 Failure To Comply-Lien Upon Property

If the owner of any lot fails to comply with the provisions of this chapter, the city manager is hereby authorized to contract for the removal of any such snow and ice from such sidewalk and the city may pay for the same. Prior to entering into such a contract, the city shall provide ten days written notice, by certified mail, (the time period to begin running on the date of mailing) to the property owner, advising him or her of the city's intention to so contract, and enclosing a copy of this chapter. Only one such notice shall be required to be mailed in any calendar year. The amount so paid is a lien upon the lot and may be assessed and collected along with all other taxes and assessments against the property or otherwise recovered against the owner by a suit before any court of competent jurisdiction.

Item No.7.

COLUMBIA FALLS
City Manager's Report

City Calendar

<u>20 Oct</u>: City Council Regular Mtg

<u>22 Oct</u>: Government Study Commission
- Review final report

<u>3 Nov</u>: City Council Regular Mtg
- Snow Removal Prioritization Plan

<u>6 Nov/6 PM</u>: Fire Engine Push-In Ceremony

<u>13 Nov</u>: Joint Council - Planning Commission
- Land Use Planning Consultant Project Kickoff

<u>17 Nov</u>: City Council Regular Mtg
- Street Condition Prioritization Plan

<u>19 Nov</u>: Study Commission
- ***Public Hearing* Final Report**

<u>20 Nov/5 PM</u>: Columbia Falls Ahead 2045
- Utility Infrastructure Public Meeting

<u>1 Dec</u>: City Council Regular Mtg

NW MT Bear Education Working Group

Staff Highlights

City Manager
- NW MT Bear Education Working Group
- Gateway to Glacier Safety & Mobility Project
- MLC&T – BNSF Working Group

Public Works & Planning
- Now Hiring – Water Operator
- Geotechnical Boring (week of Nov 17)
- WWTP Expansion and Modernization Project
- Downtown Sidewalk and Parking Project
- Street Improvement Prioritization Plan
- Water and Sewer PERs

Finance & Admin
- Audit – Complete
- Annual Financial Report - Ongoing

Fire
- Fire Engine – Push In Ceremony

Police
- Interviews complete – Hiring 2x new officers
- Technology Upgrade – Ongoing

City Manager Report

Item No.7.

- **Citizen and Council Interest Items**
  - **Land Use Plan / Growth Policy Development –** Montana Land Use Planning Act (SB382)
    - City's Planning and Zoning website includes a MLUPA section
    - **Water PER –** Ongoing; finalizing Analysis of Current Infrastructure
    - **Sewer PER –** Ongoing; finalizing Analysis of Current Infrastructure
    - **Land Use Planning –** Joint City Council and Planning Commission Working Group (Nov 13th)
    - **Subdivision and Zoning Codes**

- **Capital Improvement Projects:** City Staff is available to discuss current project details
  - **Wastewater Treatment Plant**
    - Project substantial completion

  - **Gateway to Glacier Safety & Mobility Project** (*www.columbiafallsgatewaytoglacier.com*)
    - Currently do not anticipate significant delays due to federal government shutdown
    - City and Engineers are nearing 100% design
    - Temporary Construction Easements (ongoing)
    - Advertise for bids in Nov; **Open House in mid-Jan**; Construction in Mar 2026

  - **Downtown Sidewalk and Parking Improvement – Phase 2**
    - Advertise bid in Oct; Construction in 2026

  - **Railroad St Pathway Project** (MDT-led project)
    - Construction in Spring 2026
    - MDT sent letters to 16 property owners who've encroached on the state's Right of Way.

  - **River's Edge Projects**
    - Fishing Pond:
      - FWP Program Manager, Design Engineer, and City project coordination meeting
      - FWP pursuing matching grant funding for the fishing pond pier and slabs
    - Signage:
      - Flathead Rivers' Alliance – received grant funding from American Rivers
      - People and Carnivores – awaiting grant decision
      - Metal Entrance Sign – ongoing coordination
      - Timber Sign Frames – ongoing coordination
    - Disc Golf Course:
      - Tee Boxes Installation - ongoing

Sample Sign Design

11/1/2025

Visit the City of Columbia Falls Website and Contact Us for Questions
https://www.cityofcolumbiafalls.org/
https://www.cityofcolumbiafalls.org/contact-us

CITY OF COLUMBIA FALLS
CORRESPONDENCE LIST
COUNCIL MEETING
NOVEMBER 3, 2025

10/30/25 Email from Paul Kruger – RE: Tamarack Meadows

Evidence Brief: Garnier Creek Corridor- Tamarack Meadows Subdivision

Summary:

City and state records confirm that the Tamarack Meadows subdivision was approved with an internal contradiction. **Condition 18** of the City's Resolution No. 1891 required that the *Garnier Creek buffer remain undeveloped and in a natural state*, yet the same approval package contained engineering plans showing storm-water ponds and drainage swales within that very corridor.
The Montana Department of Environmental Quality's (DEQ) August 25 and September 2, 2025 enforcement letters now document that these unauthorized facilities were constructed and have discharged sediment directly into Garnier Creek.

1: City Approval Record

- **Planning Board Hearing, December 13, 2022:**
  Staff Report #CPP-22-03 described the project as a 103-lot subdivision with *17.5 acres of open space*, noting that *"Garnier Creek remains in a common open-space area, with no individual lots directly abutting the creek"* [1]
- **Environmental Findings:**
  The report specified that the creek corridor served as wildlife habitat and open space with a 50- to 170-foot buffer and that "Best Management Practices will be required to protect the creek from any construction runoff." [2]
- **Council Hearings, January 3 & 17 2023:**
  The Council reviewed the same staff report and adopted Resolution No. 1891 on February 6, 2023, conditionally approving the preliminary plat. [3]
- **Condition 18 (Resolution 1891, Attachment A):**
  > "The buffer area adjacent Garnier Creek shall remain undeveloped and in a natural state." [4]

2: Conflict Within the Approved Package

- The **Carver Engineering Drainage & Erosion Control Plan** (SD-1, August 2022) included *storm-water ponds F, G, H, J and K* and infiltration swales located *within or immediately adjacent to the labeled open-space tracts* along Garnier Creek. [5]
- Thus, at the time of City approval, the official record simultaneously required the creek corridor to remain *natural* while also accepting drainage facilities that alter it.
  - **The contradiction was not resolved prior to adoption of Resolution 1891, and the subdivision advanced under both directives.**

3: Subsequent DEQ Enforcement (2025)

- **August 25, 2025- Violation Letter:**
  DEQ found that outlet structures for three storm-water ponds and erosion-control matting along Garnier Creek were incomplete and that new disturbed areas adjacent to the creek lacked BMPs, resulting in sediment discharge. DEQ required corrective action by September 3, 2025. [6]
- **September 2, 2025- Formal Enforcement Letter:**
  DEQ confirmed *unpermitted construction-dewatering discharges* that released mud and sediment into Garnier Creek, causing visible sedimentation 0.35 miles downstream. The letter cites violations of the Montana Water Quality Act (§ 75-5-605, MCA) and MPDES Permit # MTR110954, with potential penalties up to $10,000 per day per violation. [7]

4: Regulatory Implications

Under **§ 76-3-608(5), MCA**, all conditions of subdivision approval are binding. Construction of storm-water ponds and drainage conveyances within the Garnier Creek open-space corridor therefore violates:

1. **Condition 18** of Resolution 1891 (city requirement to keep the buffer undeveloped); and
2. **State water-quality law**, as confirmed by DEQ's 2025 findings.

The DEQ enforcement record demonstrates the practical outcome of that contradiction: unauthorized storm-water infrastructure inside a protected creek corridor has resulted in measurable pollution of Garnier Creek.

References

1. City of Columbia Falls, Planning Packet Dec 13, 2022, Staff Report #CPP-22-03 p. 4.
2. Ibid., pp. 4 - 5 ("Effects on Wildlife and Natural Environment").
3. City Council Minutes Jan 3 and Jan 17, 2023; Resolution No. 1891 (approved Feb 6 2023).
4. Resolution No. 1891, Attachment A Condition 18, p. 7.
5. Tamarack Meadows Preliminary Plat with Overlay, Sheet SD-1 (Carver Engineering, Aug 2022).
6. Montana DEQ Violation Letter to Schellinger Construction Co., Aug 25, 2025, MPDES # MTR110954.
7. Montana DEQ Violation Letter to Schellinger Construction Co., Sept 2, 2025, MPDES # MTR110954 / MTUS00246.