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

PHONE (406) 892-4391
FAX (406) 892-4413

CITY COUNCIL REGULAR MEETING
AGENDA
MONDAY, JULY 07, 2025
COUNCIL CHAMBERS CITY HALL

FINANCE COMMITTEE – 6:30 P.M

(Barnhart, King and Lovering)

Contact City Clerk Staaland for virtual meeting registration information no later that 5:00 PM the day of the meeting by calling 406-892-4388 or email staalandb@cityofcolumbiafallls.com.

REGULAR MEETING – 7:00 P.M.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

CONSENT AGENDA:

1. Approval of Claims - June 2025 - $375,471.57
2. Approval of Claims - July 7, 2025 - $69,353.72
3. Approval of Payroll Claims - 2nd Qtr. - $94,426.73
4. Approval of Payroll Claims - June 20, 2025 - $125,034.35
5. Approval of Payroll Claims - July 3, 2025 - $126,759.74
6. Approval of Regular Council Meeting Minutes - June 16, 2025
7. Approval of City Auditor Contract
8. Approval of Cedar Creek Dam 5-Year Inspection Contract
9. Approval of Water and Sewer Preliminary Engineering Reports Contract

EMPLOYEE INCENTIVE:

10. Kara Darling - 15 year employee service pin presentation

APPOINTMENTS:

11. New Probationary Police Patrol Officers Josh Fields and Andy Doyle

VISITORS/PUBLIC COMMENT (Items not on agenda)

NOTICE OF PUBLIC HEARINGS/PUBLIC HEARINGS:

12. Staff Report #CZC-25-02 - A zone change request from the existing CI-1 (Light Industrial) to CB-2 (General Commercial)
13. Preliminary Budget Hearing - Special Revenue Funds

ORDINANCES / RESOLUTIONS:

14. Ordinance # 834 - Amending the Columbia Falls zoning map from CI-1 Light Industrial to CB-2 General Business located at 2155 9th Street West

REPORTS / BUSINESS FROM MAYOR & COUNCIL

CITY MANAGER REPORT

15. City Manager's Report

MISCELLANEOUS

16. Fire Department Reports
17. Police Department June Activity Report
18. Correspondence

ADJOURN

Next Scheduled Meetings:
City Council – Regular Meeting, **Monday July 21, 2025** – 7:00 PM
Planning Commission – TBD

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct	Object	Proj	Cash Account
47574		3112 406 CLEANING OF COLUMBIA FALLS	3,400.00						
		565 06/23/25 FAC- JUNE JANITORIAL SERVICE	3,400.00			1000 411200	399		101000
		Total for Vendor:	3,400.00						
47545		3092 ADVANCED PUMP & EQUIPMENT, INC	800.88						
		16486 06/17/25 SWR-LS PARTS #6	800.88*			5310 430600	240		101000
		Total for Vendor:	800.88						
47580		376 ASSOCIATED BUSINESS SYSTEMS	198.50						
		21015 06/24/25 CRTS-LASER CHECKS 1,000 COUNT	198.50			1000 410360	210		101000
		Total for Vendor:	198.50						
47591		912 BIG SKY FIRE EQUIPMENT	1,587.00						
		0505499 06/26/25 FD-HELMET FRONT/FIRE HELMET(3	1,587.00*			1000 420400	226		101000
		Total for Vendor:	1,587.00						
47590		2708 BULLITT COMMUNICATIONS	2,886.17						
		78145 06/26/25 FD-BAT PK(10)/SPEAKER MIC(17)	2,886.17			1000 420400	212		101000
		Total for Vendor:	2,886.17						
47564	E	997 CENTURYLINK - ELECTRONIC PAY	635.88						
		061825 06/18/25 CRT-06/18/25-07/17/25	25.92			1000 410360	345		101000
		061825 06/18/25 PD-06/18/25-07/17/25	115.74			1000 420100	345		101000
		061825 06/18/25 FD-06/18/25-07/17/25	85.30*			1000 420400	345		101000
		061825 06/18/25 POOL-06/18/25-07/17/25	86.33			1000 460445	345		101000
		061825 06/18/25 STRTS-06/18/25-07/17/25	83.93			2500 430200	345		101000
		061825 06/18/25 WTR-06/18/25-07/17/25	47.97			5210 430500	345		101000
		061825 06/18/25 SWR-06/18/25-07/17/25	120.70			5310 430600	345		101000
		061825 06/18/25 COMP SER-06/18/25-07/17/25	63.94			1000 410580	345		101000
		061825 06/18/25 POOL-ADJ FOR ACNT ACTIVATION	6.05			1000 460445	345		101000
		Total for Vendor:	635.88						
47552	E	3028 CENTURYLINK - LUMEN - ELECTRONIC FIBER AND DATA ONLINE	378.47						
		740630390 06/16/25 COMP-05/16/25-06/15/25	378.47			1000 410580	345		101000
		Total for Vendor:	378.47						

Item No.1.

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
47578		14 CITY OF COLUMBIA FALLS	2,770.58							
		062425 06/24/25 FAC-05/19/25-06/18/25	143.66			1000	411200	342		101000
		062425 06/24/25 FD-05/19/25-06/18/25	36.54			1000	420400	342		101000
		062425 06/24/25 STRS-05/19/25-06/18/25	98.24			2500	430200	342		101000
		062425 06/24/25 WTR-05/19/25-06/18/25	52.48			5210	430500	342		101000
		062425 06/24/25 SWR-05/19/25-06/18/25	118.91			5310	430600	342		101000
		062425 06/24/25 PRK-05/19/25-06/18/25	1,574.25			1000	460400	342		101000
		062425 06/24/25 POOL-05/19/25-06/18/25	746.50			1000	460445	342		101000
		Total for Vendor:	2,770.58							
47606		1145 CITY OF WHITEFISH BUILDING	2,000.00							
Permits issued for May 2025										
		053125 05/31/25 MINIMUM PERMITS 5/25	2,000.00			2394	420500	398		101000
		Total for Vendor:	2,000.00							
47600		776 COL.FALLS VOLUNTEER FIRE	15,320.15							
		062925 06/29/25 STATE ENTITLEMENT 4TH QUARTER	2,304.75			7120	212520			101000
		062925 06/29/25 MAY/JUN TAX COLLECTIONS	13,010.89			7120	212520			101000
		062925 06/29/25 TAX PEN & INT	2.85			7120	212520			101000
		062925 06/29/25 INTEREST ON BALANCE	1.66			7120	212520			101000
		Total for Vendor:	15,320.15							
47594		1679 COMMERCIAL MACHINE SERVICES INC.	5,346.66							
		58024 06/20/25 SWR-MACHINED PARTS FOR GATES	5,346.66*			5310	430600	240		101000
		Total for Vendor:	5,346.66							
47561		3230 DEX IMAGING LLC	1,128.00							
SERVICE CONTRACT FOR PRINTER IN PD 4/30/25-4/29/26										
		13198114 04/25/25 PD-SHARP/MX-M365N 4/25-4/26	1,128.00*			1000	420100	363		101000
		Total for Vendor:	1,128.00							
47581		191 DIVERSIFIED ELECTRIC CO.	1,127.00							
MTR, BEARING, SEAL, GASKET AND LABOR ON A PUMP										
		14535 06/18/25 PRK-LABOR ON FALLS PK PUMP	1,127.00			1000	460400	390		101000
		Total for Vendor:	1,127.00							

For the Accounting Period: 6/25

* ... Over spent expenditure

Claim/ Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
47554	532 DON "K" CHEVROLET	787.50							
	2023 DODGE CHARGER - Car #26								
	295204-1 06/04/25 PD-CAR#26 CHARGER ELEC SYSTE	787.50*			1000	420100	361		101000
	Total for Vendor:	787.50							
47609	1383 FASTENAL COMPANY	74.74							
	288458 06/20/25 PRK-MISC SCREWS/WASHERS	74.74			1000	460400	240		101000
	Total for Vendor:	74.74							
47592	438 FERGUSON WATERWORKS	47.19							
	0927162 06/23/25 SWR-501 GASKETS	47.19*			5310	430600	240		101000
	Total for Vendor:	47.19							
47583	3104 FIRST CALL COMPUTER SOLUTIONS,	5,640.00							
	DEPOSIT - 3 LAPTOPS W/ DOCKING STATIONS & 1 PC								
	REMAINING BALANCE $900 ($180 PER FUND; GENERAL, BLDG, STR, WTR, SWR)								
	LAPTOPS FOR CITY MANAGER, FINANCE DIRECTOR, ACCOUNTING POSITION								
	DESKTOP FOR GIS								
	105847 06/24/25 GEN-3 LAPTOPS & 1 PC	1,628.40			1000	410580	212		101000
	105847 06/24/25 BLD-3 LAPTOPS & 1 PC	377.40			2394	420500	212		101000
	105847 06/24/25 STR-3 LAPTOPS & 1 PC	377.40*			2500	430200	212		101000
	105847 06/24/25 WTR-3 LAPTOPS & 1 PC	1,628.40*			5210	430500	212		101000
	105847 06/24/25 SWR-3 LAPTOPS & 1 PC	1,628.40			5310	430600	212		101000
	Total for Vendor:	5,640.00							
47596	240 FLATHEAD CONCRETE PRODUCTS, INC.	1,620.00							
	27460 06/27/25 STR-JERSEY BARRIER RAIL (3)	1,620.00			2500	430200	220		101000
	Total for Vendor:	1,620.00							
47567	1892 FLATHEAD COUNTY	75.00							
	CEDAR POINTE SUB L11 173020								
	6542 06/18/25 OWNERSHIP LIST-J.JOST	75.00			1000	411000	390		101000
	Total for Vendor:	75.00							

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
47610		663 FLATHEAD COUNTY SOLID WASTE	23.93								
2 LOADS OUT OF THE COP BARN											
		1480169 05/27/25 FAC-MIXED WASTE PD GARAGE	7.50*			1000		410500	220		101000
		1486428 06/09/25 FAC-MIXED WASTE PD GARAGE	16.43*			1000		410500	220		101000
		Total for Vendor:	23.93								
47616		24 FLATHEAD COUNTY TREASURER	1,110.25								
		063025 06/30/25 CRT-TECH SUR 06/25	515.00			1000		212201			101000
		063025 06/30/25 CRT-LEA/CRIM CONV SRCHRGE 6/25	595.25			1000		212201			101000
		Total for Vendor:	1,110.25								
47533		3075 FLATHEAD OIL	279.95								
		25-10723 06/13/25 SWR- 5/1 PHILLIPS 66 SYNCON	279.95*			5310		430600	231		101000
		Total for Vendor:	279.95								
47587		2814 FLATHEAD PEST SOLUTIONS	83.00								
		19607 06/25/25 FD-MONTHLY EXT BARRIER	83.00*			1000		420400	399		101000
		Total for Vendor:	83.00								
47612		3019 FLATHEAD PUBLISHING GROUP	897.00								
		226380 06/25/25 WTR-2024 DRINKING WATER REPORT	897.00			5210		430500	390		101000
		Total for Vendor:	897.00								
47557		2948 GLACIER CLOTHING CO.	75.20								
EMBROIDERY SET UP											
		13450 04/07/25 ADMIN-EMBROIDERY E.HANKS	75.20*			1000		410400	390		101000
		Total for Vendor:	75.20								
47582		3113 GLOBAL ARCHIVES INC	166.32								
		2024186 06/25/25 WTR-MONTHLY STORAGE AS BUILTS	83.16*			5210		430500	363		101000
		2024186 06/25/25 SWR-MONTHLY STORAGE AS BUILTS	83.16*			5310		430600	363		101000
		Total for Vendor:	166.32								

* ... Over spent expenditure

Claim/ Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct Object	Proj	Cash Account
47546	3034 GRONDAHL RECREATION INC.	44,882.00							
	25C781 03/21/25 PRKS-COLUMBUS PARK	44,882.00			4010	460400	940		101000
	Total for Vendor:	44,882.00							
47560	2806 HANSON'S HARDWARE	453.14							
	615780 06/03/25 PRK-ENGINE FUEL	49.98			1000	460400	231		101000
	615809 06/05/25 POOL-TAPE/CABLE TIE/CORD	44.45			1000	460445	220		101000
	615813 06/05/25 PRK-GRASS SEED	9.99			1000	460400	225		101000
	615901 06/10/25 WTR-CLEAR BENT PIN (5)	3.29*			5210	430500	220		101000
	615925 06/11/25 WTR-BLEACH	6.99*			5210	430500	220		101000
	615932 06/11/25 WTR-FLASHLIGHT	23.99*			5210	430500	220		101000
	615892 06/09/25 PRK-ROTOR/ 4" SPR HEAD	21.48			1000	460400	240		101000
	615908 06/10/25 SWR-MISC SCREWS	1.14*			5310	430600	240		101000
	615935 06/11/25 STR-NITR GLOVE 100 CT	23.99			2500	430200	220		101000
	615936 06/11/25 PRK-4" SPEAR HEAD	10.98			1000	460400	240		101000
	615936 06/11/25 PRK-WEED KILLER	65.98			1000	460400	221		101000
	615938 06/11/25 SWR-CONDUIT	31.99*			5310	430600	240		101000
	615941 06/12/25 PRK-CAULK/COVER/TRAY SET	31.46			1000	460400	240		101000
	615962 06/13/25 POOL-PLASTIC WHEEL	10.99			1000	460445	220		101000
	616058 06/19/25 SWR-HEX BRUSHING/ COUPLING	17.47*			5310	430600	240		101000
	616057 06/19/25 PRK-ENG FUEL (2)	49.98			1000	460400	231		101000
	616057 06/19/25 PRK-PAINT	48.99			1000	460400	220		101000
47613	2806 HANSON'S HARDWARE	160.08							
	616119 06/25/25 STEPPING STONE	34.90			4010	460400	940		101000
	616193 06/30/25 POOL-WINDEX	13.99			1000	460445	224		101000
	616193 06/30/25 PRK-SQUEEGEE/RAKE HNDL/CLOCK	49.26			1000	460445	220		101000
	616097 06/23/25 WTR-ADAPTER/TAPE/WAND/PEX STK	44.95*			5210	430500	220		101000
	616108 06/24/25 WTR-ENAMEL	5.99*			5210	430500	220		101000
	616127 06/25/25 SWR-FOAM SEALANT	10.99*			5310	430600	240		101000
	Total for Vendor:	613.22							
47542	1119 HDR ENGINEERING, INC.	3,243.64							
	1200730035 05/22/25 SWR-SCADA ON CALL #3	3,243.64			5310	430600	354		101000
	Total for Vendor:	3,243.64							

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
47549		1659 HIGH COUNTRY LINEN SUPPLY	273.30							
		0637583 06/16/25 FAC-CITY HALL, PD, CRT, FIN	236.56			1000	411200	224		101000
		0637584 06/16/25 FAC-FIRE HALL	36.74			1000	411200	224		101000
		Total for Vendor:	273.30							
47534		3116 IBS, INC	105.14							
		873342-2 05/23/25 STR-SAFETY GLASSES / AIR HOS	105.14			2500	430200	220		101000
		Total for Vendor:	105.14							
47566		3320 JEREMIAH JOST	6,966.37							
		061925 06/19/25 POOL-PAINTING/FASCIA MAINT	4,878.87			1000	460445	366		101000
		061925 06/19/25 FAC-FASCIA/GUTTER MAINT	2,087.50			1000	411200	366		101000
		Total for Vendor:	6,966.37							
47540		2590 L.N. CURTIS & SONS	2,413.29							
		956545 06/09/25 FD-GLOVES (20)	2,072.57*			1000	420400	226		101000
		963107 06/27/25 FD-GLOVES (3)	340.72*			1000	420400	226		101000
		Total for Vendor:	2,413.29							
47562		162 LOGAN HEALTH - WHITEFISH	42.00							
		65656733 06/07/25 PD-EVIDENCE	21.00*			1000	420100	390		101000
		67226907 06/15/25 PD-EVIDENCE	21.00*			1000	420100	390		101000
		Total for Vendor:	42.00							
47604		2595 MACON SUPPLY, INC	28.50							
		274521 06/26/25 SWR-YELLOW CONE NZLE/SIKAFLEX	28.50*			5310	430600	240		101000
		Total for Vendor:	28.50							
47548		735 MASTER TECH REPAIR	805.00							
		9635-25 06/03/25 STR-POLE SAW/ WHEELED LINE	730.00*			2500	430200	212		101000
		9633-46 06/11/25 STR-TRIMMER HEAD	35.00			2500	430200	220		101000
		9822-29 06/24/25 SWR-QUICK FILL TRIM HEAD	40.00*			5310	430600	240		101000
		Total for Vendor:	805.00							

* ... Over spent expenditure

Claim/ Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct	Object	Proj	Cash Account
47537	916 MID-AMERICAN RESEARCH CHEMICAL	194.02						
	0848942 05/15/25 POOL-DECK REPR 50# CON PATCH	63.60*			1000 460445	240		101000
	0851389 06/12/25 STR-CITRUS GLOSS BOSS	130.42			2500 430200	220		101000
	Total for Vendor:	194.02						
47570	3065 MODERN MACHINERY	1,712.54						
	3088789 04/30/25 STRS-STREET SWEEPER BROOMS	1,712.54			2500 430200	232		101000
	Total for Vendor:	1,712.54						
47598	707 MONTANA DEPT. OF REVENUE	2,253.64						
	WWTP PAY APP #10 1% STATE WITHHOLING-PROSPECT							
	WWTP10 06/26/25 WWTP-PAY APP #10 1%	2,253.64			5310 430600	930		101000
	Total for Vendor:	2,253.64						
47565	103 MONTANA LAW ENFORCEMENT ACADEMY	165.00						
	25141 05/21/25 PD-C.STEPHENS LEQ APR	165.00			1000 420100	380		101000
	Total for Vendor:	165.00						
47576	3119 MONTANA TRUCK WORKS, LLC	722.63						
	760 06/23/25 FD-433 ENGINE OVERHEATING	722.63*			1000 420400	361		101000
47608	3119 MONTANA TRUCK WORKS, LLC	935.29						
	772 06/30/25 FD-491 Service and Insp. 3hr	935.29*			1000 420400	361		101000
	Total for Vendor:	1,657.92						
47569	3241 MOTION INDUSTRIES, INC.	14.52						
	41665 06/20/25 SWR-WAS PUMP REPAIR	14.52*			5310 430600	240		101000
	Total for Vendor:	14.52						
47603	2305 MOTOROLA SOLUTIONS, INC.	1,000.00						
	This invoice was for Car #26; however the invoice for Car #25 was billed late also and paid for Car #26. Car #25 was not billed to capital account as the bills from Motorola have been coming late.							
	8282100783 03/27/25 PD-IN CAR VIDEO SYSTEM	1,000.00*			1000 420100	390		101000
	Total for Vendor:	1,000.00						

Item No.1.

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Claim/ Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
47572	2707 MOUNTAIN ALARM	131.62							
	ALARM MONITORING 07/01/25-07/31/25								
	6589562 07/01/25 FAC-CITY HALL	62.52			1000	411200	366		101000
	6589309 07/01/25 FAC-FIRE DEPARTMENT	69.10			1000	411200	366		101000
	Total for Vendor:	131.62							
47535	2491 MSU EXTENSION DISTRIBUTION	1,204.41							
	2616 06/03/25 STUDY COMMISSION TRAINING	1,204.41			2350	410130	380		101000
	Total for Vendor:	1,204.41							
47555	1247 MURDOCH'S RANCH & HOME	418.95							
	*RAMAINING BALANCE ON PRESSURE WASHER & (2) STIHL BLOWERS								
	256777 06/02/25 PRK-TRIMMER LINE	23.99			1000	460400	220		101000
	257780 06/04/25 PRK-TRIMMER LINE	23.99			1000	460400	220		101000
	258193 06/11/25 WTR-BRUSHLESS DRILL KIT	99.00*			5210	430500	220		101000
	013299248 03/13/25 PRK-REMAINING BALANCE	11.00			1000	460400	212		101000
	257920 06/09/25 SWR-GATE LS#8	260.97*			5310	430600	220		101000
	Total for Vendor:	418.95							
47605	52 NAPA AUTO PARTS	31.93							
	118534 06/20/25 SWR-HEX DIE/ Z400 (55)	19.48*			5310	430600	240		101000
	116772 06/03/25 SWR-CUT OFF WHEEL	12.45*			5310	430600	240		101000
	Total for Vendor:	31.93							
47544	132 NORMONT EQUIPMENT COMPANY	985.10							
	33750 05/07/25 STRS-TRANSFER PUMP	335.85			2500	430200	240		101000
	34043 06/24/25 STRS-DURAPATCHER PARTS	649.25			2500	430200	240		101000
	Total for Vendor:	985.10							
47553	3231 NORTHERN ROCKIES FIRE	764.00							
	1051 06/18/25 FD-SHRT/GLOVE(3)VEST(5)HAT(3)	764.00*			1000	420400	226		101000
	Total for Vendor:	764.00							

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Claim/ Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct Object	Proj	Cash Account
47539	2816 O'REILLY AUTO PARTS	312.05							
PD-OIL CHANGE SUPPLIES FOR 21, 22, 23, 25 CF7									
	120232 06/04/25 STR-STARTER FLUID	21.99			2500	430200	220		101000
	119600 05/30/25 STR-FUEL HOSE	86.52			2500	430200	232		101000
	123344 06/27/25 PD-OIL CHANGE SUPPLIES	167.62			1000	420100	231		101000
	123788 06/30/25 PD-OIL CHANGE SUPPLIES CAR #23	35.92			1000	420100	232		101000
	Total for Vendor:	312.05							
47573	3085 ORTHOPEDIC REHAB INC	400.00							
JOSHUA FIELDS, ANDREW DOYLE									
	061525 06/15/25 PD-PRE EMP SCRN (2) J.F & A.D	400.00*			1000	420100	390		101000
	Total for Vendor:	400.00							
47595	63 PETTY CASH	52.50							
No reciept as purchased from Seville Hutterite Colony									
	050625 05/06/25 FAC-FLOWERS FOR OUTSIDE	40.00			1000	411200	220		101000
	052025 05/20/25 FAC-FLOWERS FOR OUTSIDE	12.50			1000	411200	220		101000
	Total for Vendor:	52.50							
47611	2932 PIONEER CHEMICAL SUPPLY LLC	6,779.22							
	14683 06/23/25 POOL-15 GAL DRUM ACID	3,259.17*			1000	460445	240		101000
	14693 06/24/25 POOL-1" TANK MOUNT KIT	260.41*			1000	460445	240		101000
	14701 06/26/25 POOL-15 GAL DRUM ACID	3,259.64*			1000	460445	240		101000
	Total for Vendor:	6,779.22							
47602	3193 POMP'S TIRE SERVICE INC	6,572.44							
	2090014285 06/27/25 STR-CASE LOADER VERSABUILT	6,572.44			2500	430200	232		101000
	Total for Vendor:	6,572.44							
47618	2112 PRICE, KATHY	134.40							
GOVERNMENT SUMMIT UPDATE TRAINING - LIBBY, MT									
	063025 06/30/25 L.S.-TRAVEL FOR LGSC TRAINING	134.40			1000	410100	380		101000
	Total for Vendor:	134.40							

* ... Over spent expenditure

Claim/ Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct		Object	Proj	Cash Account
47599	3277 PROSPECT CONSTRUCTION INC	223,109.95							
PAY APP #10 Application Period 04/25/25-05/25/25									
	PAY APP 10 06/26/25 SWR-WWTP PAY APP10 4/25-5/	223,109.95			5310	430600	930		101000
	Total for Vendor:	223,109.95							
47558	3225 RUSTIC MOOSE LLC	20.50							
RE-CREATED AS SHERWIN WILLIAMS CASHED PRIOR CLAIM.									
	958-2 05/15/25 PRK-HAT EMBROIDERY	20.50			1000	460400	226		101000
	Total for Vendor:	20.50							
47586	1042 SANDS SURVEYING, INC.	2,887.50							
	39943 06/24/25 P/Z-ROUTINE SRVS 5/21-6/23/25	2,887.50			1000	411000	399		101000
	Total for Vendor:	2,887.50							
47588	299 SCHOOL DISTRICT NO.6	6,000.00							
	1629 06/25/25 YTH REC PROGRAM YR 2024/2025	6,000.00			1000	460400	399		101000
	Total for Vendor:	6,000.00							
47575	2755 SHERWIN-WILLIAMS CO	260.69							
	6023-6 06/20/25 FAC-PAINT	43.95*			1000	411200	240		101000
	6573-7 06/23/25 STRS-PAINT/ACETONE	216.74			2500	430200	240		101000
	Total for Vendor:	260.69							
47615	3297 Staples, Inc	44.90							
	724737 06/17/25 FIN-ERASER	0.80*			1000	410500	210		101000
	724737 06/17/25 WTR-ERASER	0.81*			5210	430500	210		101000
	724737 06/17/25 SWR-ERASER	0.81*			5310	430600	210		101000
	724737 06/17/25 POOL-TOILET PAPER	46.88			1000	460445	220		101000
	682601 06/13/25 FIN-REFILL ERASER (CREDIT)	-1.46*			1000	410500	210		101000
	682601 06/13/25 WTR-REFILL ERASER (CREDIT)	-1.47*			5210	430500	210		101000
	682601 06/13/25 SWR-REFILL ERASER (CREDIT)	-1.47*			5310	430600	210		101000
	Total for Vendor:	44.90							

* ... Over spent expenditure

Claim/ Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct		Object	Proj	Cash Account
47541	1797 STATE INFORMATION TECHNOLOGY	38.40							
	522464 05/01/25 PD-ITSD/EMAIL 5/1/25-5/31/25	38.40*			1000	420100	355		101000
	Total for Vendor:	38.40							
47619	1653 SUPER 1 FOODS	135.65							
	3082547 06/27/25 WTR-TESTING WATER	23.82			5310	430600	222		101000
	2343222 06/17/25 STR-COOKING SPRAY FOR STENCIL	34.57			2500	430200	220		101000
	3911553 06/30/25 POOL-PAPER TOWELS	4.18			1000	460445	224		101000
	3911553 06/30/25 POOL-SUNSCREEN	73.08			1000	460445	220		101000
	Total for Vendor:	135.65							
47568	3268 TACONE CONSULTING	1,800.00							
	2270 06/23/25 PD-ACTIVE SHTR TRAIN (6)	1,800.00		20609	1000	420100	380		101000
	Total for Vendor:	1,800.00							
47597	1644 THE CHEMNET CONSORTIUM	245.00							
RANDOM DRUG TEST (RILEY & KING) - DRUG & ALCOHOL TEST (SCHULP - TRAFFIC ACCIDENT, BACKED INTO A CAR IN A PARKING LOT IN EVERGREEN)									
	128328 06/27/25 PRK-N.RILEY RANDOM DT	70.00			1000	460400	399		101000
	128328 06/27/25 SWR-D.SCHULP DT & ALCOHOL	105.00*			5310	430600	399		101000
	128328 06/27/25 STR-K.KING RANDOM DT	70.00			2500	430200	399		101000
	Total for Vendor:	245.00							
47579	2699 THE MAIL ROOM, INC	260.16							
INVOICE # D125130 6/09/25 - 6/20/25									
	D125130 06/23/25 PD-MAIL SRVS 6/09/25-6-20/25	13.77*			1000	420100	310		101000
	D125130 06/23/25 FIN-MAIL SRVS 6/09/25-6-20/25	17.97			1000	410500	310		101000
	D125130 06/23/25 WTR-MAIL SRVS 6/09/25-6-20/25	33.14*			5210	430500	310		101000
	D125130 06/23/25 SWR-MAIL SRVS 6/09/25-6-20/25	33.14*			5310	430600	310		101000
	D125130 06/23/25 CRT-MAIL SRVS 6/09/25-6-20/25	120.16*			1000	410360	310		101000
	D125130 06/23/25 PNZ-MAIL SRVS 6/09/25-6-20/25	41.98			1000	411000	310		101000
	Total for Vendor:	260.16							

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct	Object	Proj	Cash Account
47550		1623 THE UPS STORE #4515	40.17						
		031223 06/16/25 PD-EVIDENCE SHIPPING	13.39*			1000 420100	310		101000
		061425 06/14/25 PD-EVIDENCE SHIPPING	13.39*			1000 420100	310		101000
		031072 06/09/25 PD-EVIDENCE SHIPPING	13.39*			1000 420100	310		101000
		Total for Vendor:	40.17						
47589		3177 THE WAVE	500.00						
		1772 06/21/25 POOL-LIFEGUARD COURSE (4)	500.00*			1000 460445	380		101000
		Total for Vendor:	500.00						
47601		3237 THOMPSON, RONALD	501.48						
LAW ENFORCEMENT TRAINING HELENA 06/06/25-06/11/25 - FIREARMS INSTRUCTOR TRAINING									
		062925 06/29/25 PD-FIREARM TRN RJ THOMPSON	501.48			1000 420100	380		101000
		Total for Vendor:	501.48						
47559		3200 USABLUEBOOK	2,583.25						
		734186 06/10/25 SWR-PIRANHA SEWER HOSE	2,287.73*			5310 430600	220		101000
		738075 06/12/25 SWR-TNT AMMONIA TESTS 25 PK	295.52			5310 430600	222		101000
		Total for Vendor:	2,583.25						
47593		919 VALLEY GLASS INC.	647.00						
		K0214021 06/19/25 PRK-COATING FOR SIGNS	647.00			1000 460400	220		101000
		Total for Vendor:	647.00						
47556	E	1218 VERIZON WIRELESS - ELECTRONIC	1,514.10						
		6115915427 06/12/25 ADMIN- 05/13/25-06/12/25	34.90*			1000 410400	345		101000
		6115915427 06/12/25 FIN-05/13/25-06/12/25	34.90			1000 410500	345		101000
		6115915427 06/12/25 FD-05/13/25-06/12/25	140.47*			1000 420400	345		101000
		6115915427 06/12/25 FAC-05/13/25-06/12/25	12.45			1000 411200	345		101000
		6115915427 06/12/25 STRS-05/13/25-06/12/25	112.03			2500 430200	345		101000
		6115915427 06/12/25 PD-05/13/25-06/12/25	785.93			1000 420100	345		101000
		6115915427 06/12/25 PRKS-05/13/25-06/12/25	49.79*			1000 460400	345		101000
		6115915427 06/12/25 WTR-05/13/25-06/12/25	196.72			5210 430500	345		101000
		6115915427 06/12/25 SWR-05/13/25-06/12/25	97.14			5310 430600	345		101000
		6115915427 06/12/25 CRT-05/13/25-06/12/25	49.77			1000 410360	345		101000
		Total for Vendor:	1,514.10						

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
47617		1134 VICTIM-WITNESS ADVOCATE PROGRAM	354.00							
		JUNE25 06/30/25 CRT-JUNE 2025	354.00			2917	410360	356		101000
		Total for Vendor:	354.00							
47547		84 WESTERN BUILDING CENTER	224.78							
		1408558 06/05/25 STR-STEEL WOOL	4.29			2500	430200	220		101000
		1420164 06/12/25 POOL-NYLON BRUSHING	4.98*			1000	460445	240		101000
		1420331 06/12/25 PRK- KEYS (10)	9.95			1000	460400	220		101000
		1429225 06/17/25 SWR-CONCRETE	1.27*			5310	430600	240		101000
		1431303 06/18/25 SWR-MLR VALVE REPAIR	22.26*			5310	430600	240		101000
		1433681 06/19/25 SWR-WAS PUMP REPAIR	32.04*			5310	430600	240		101000
		1446146 06/26/25 FD-ELECTRONIC KEYPAD	149.99			1000	420400	220		101000
		Total for Vendor:	224.78							
47551		3319 ZENNER USA, INC.	1,687.95							
		0101508 05/08/25 WTR-WATER METERS (10)	1,687.95			5210	430500	230		101000
		Total for Vendor:	1,687.95							

\# of Claims 77 Total: 375,471.57 # of Vendors 72

Total Electronic Claims 2,528.45

Total Non-Electronic Claims 372943.12

Item No.1.

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object Proj	Cash Account
*** Cancelled in 6/25 ****		*** Claim from another period (7/21) ****							
42142	999999	ESTATE OF STEPHEN BURROUGHS	185.52						
		072921 07/29/21 WTR-DEPOSIT REFUND/BURROUGHS	185.52			5210	214010		101000
*** Cancelled in 6/25 ****		*** Claim from another period (8/21) ****							
42247	999999	DUNNAGAN, NORMAN JR	19.35						
		082621 08/26/21 WTR-REFUND OVRPMNT/DUNNAGAN	19.35			5210	214010		101000
*** Cancelled in 6/25 ****		*** Claim from another period (12/21) ****							
42691	999999	TYLER, JENNIFER	193.12						
		122721 12/27/21 WTR-DEPOSIT REFUND	193.12			5210	214010		101000
*** Cancelled in 6/25 ****		*** Claim from another period (8/22) ****							
43558	999999	HORATH, BRADEN	113.75						
REFUND WATER DEPOSIT									
		083022 08/30/22 WTR-DEPOSIT REFUND 07323	113.75			5210	214010		101000
*** Cancelled in 6/25 ****		*** Claim from another period (9/22) ****							
43660	999999	HAKONSSON, JARON	12.62						
REFUND WATER OVERPMT									
		092622 09/26/22 WTR-OVERPMT REFUND 06131	12.62			5210	214010		101000
*** Cancelled in 6/25 ****		*** Claim from another period (1/23) ****							
44099	999999	COULTER, LUKE	228.80						
WATER DEPOSIT REFUND									
		012723 01/27/23 WTR-WATER DEP REFUND 01025	228.80			5210	214010		101000
*** Cancelled in 6/25 ****		*** Claim from another period (3/23) ****							
44266	3122	GUNTHER, LINKOLN	25.00						
		031423 03/14/23 WTR-L GUNTHER NOTARY APP FEE	12.50			5210	430500	380	101000
		031423 03/14/23 SWR-L GUNTHER NOTARY APP FEE	12.50*			5310	430600	380	101000
*** Cancelled in 6/25 ****		*** Claim from another period (4/23) ****							
44333	3068	SUPERIOR LAND & LAWN CARE LLC	375.00						
		93 04/04/23 FD-MARCH SNOW REMOVAL	375.00*			1000	420400	399	101000
*** Cancelled in 6/25 ****		*** Claim from another period (5/23) ****							
44515	999999	DUGAN, JOSHUA	226.34						
WATER DEPOSIT REFUND 100 11TH ST W									
		052623 05/26/23 WTR-WATER DEP REFUND 01047-47	226.34			5210	214010		101000
*** Cancelled in 6/25 ****		*** Claim from another period (11/23) ****							
45217	999999	ALICIA ROBISON	27.37						
		113023 11/30/23 WATER DEPOSIT REFUND ROBISON	27.37			5210	214010		101000

# of Claims 10 Total: 1,406.87

For the Accounting Period: 6/25

Fund/Account	Amount
1000 GENERAL FUND	
101000 CASH/CASH EQUIVALENTS	52,725.15
2350 Local Government Review	
101000 CASH/CASH EQUIVALENTS	1,204.41
2394 BUILDING CODE ENFORCEMENT FUND	
101000 CASH/CASH EQUIVALENTS	2,377.40
2500 SPECIAL STREET MAINTENANCE DISTRICT FUND	
101000 CASH/CASH EQUIVALENTS	13,020.34
2917 CRIME VICTIMS ASSISTANCE FUND	
101000 CASH/CASH EQUIVALENTS	354.00
4010 CAPITAL PROJECTS FUND - Parks	
101000 CASH/CASH EQUIVALENTS	44,916.90
5210 WATER ENTERPRISE FUND	
101000 CASH/CASH EQUIVALENTS	3,791.00
5310 SEWER ENTERPRISE FUND	
101000 CASH/CASH EQUIVALENTS	240,355.35
7120 FIRE RELIEF DISABILITY/PENSION FUND	
101000 CASH/CASH EQUIVALENTS	15,320.15
Total:	374,064.70

Council Meeting Date: 07/07/25

Claims Submitted to Council:$ $375,471.57

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 following Claims are non-routine and/or significant in nature:

1. First Call: $5,640.00 - computer replacement for Finance and GIS. (Funds 1000, 2394, 5210 and 5310)
2. Grondahl Recreation: $44,882.00 - playground equipment for Columbus Park. (Fund 4010)
3. Jeremiah Jost: $6966.37 - maintenance repair on City Hall and Pool fascia/gutters. (Fund 1000)
4. Pioneer Chemical: $6,779.22 - pool chemicals for start-up. (Fund 1000)
5. Pomp's Tire Service: $6,572.44 - tires for Street Dept. case loader. (Fund 2500)
6. Prospect Construction: $223,109.95 - ARPA WWTP project. (Fund 5310)

The remaining Claims are routine in nature. If you have any questions, please reach out.

Thank you,
Jessica Rice

(406) 892-4327
financedirector@cityofcolumbiafalls.com

Item No.2.

For the Accounting Period: 7/25

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
		*** Claim from another period (6/25) ****								
47650		1145 CITY OF WHITEFISH BUILDING	12,167.35							
		Permits issued for June 2025								
		060125 06/01/25 BUILDING PERMITS 06/25	10,654.15			2394	420500	398		101000
		060125 06/01/25 ELECTRICAL PERMITS 06/25	657.80			2394	420500	398		101000
		060125 06/01/25 MECHANICAL PERMITS 06/25	855.40			2394	420500	398		101000
		Total for Vendor:	12,167.35							
47636		3173 CIVICPLUS, LLC	1,785.00							
		331527 05/01/25 ORD-MUNICODE SFTWRE LIC RENEW	1,785.00*			1000	510300	300		101000
		Total for Vendor:	1,785.00							
		*** Claim from another period (6/25) ****								
47641		255 COLUMBIA FALLS CHAMBER OF	15.00							
		01902 05/13/25 ADMIN-CHAMBER LEARNING @ LUNCH	15.00			1000	410400	380		101000
		Total for Vendor:	15.00							
		*** Claim from another period (6/25) ****								
47648		3026 DAILY INTER LAKE	163.55							
		PRELIM BUDGET, SPECIAL ASSESMENT AND PML								
		06292025 06/01/25 FIN-NOPH PRE BUDGET	163.55			1000	410500	331		101000
		Total for Vendor:	163.55							
		*** Claim from another period (6/25) ****								
47644	E	2961 FIRST BANKCARD-ELECTRONIC PYMT	12,443.69							
		11120 05/27/25 PD-DISPOSABLE MOUTH PIECES	112.39			1000	420100	212		101000
		052825 05/28/25 POOL-DUMPSTER	206.75			1000	460445	340		101000
		9816208 05/29/25 SWR-CABLE	14.99			5310	430600	210		101000
		053025 05/30/25 FAC-FLOWERS	27.00			1000	411200	220		101000
		060125 06/01/25 EMAIL SERVICES	151.00			1000	410580	355		101000
		050725 05/07/25 FD-PHYSICAL FFI ACCADAMY	302.00			1000	420400	380		101000
		4318873676 06/03/25 PD-A.BURNS NOTARY	40.00			1000	420100	380		101000
		4022649 06/02/25 EMS-FIRST AID BACKPACK	82.62			1000	420730	220		101000
		19974 06/04/25 PD-A.BURNS BUSINESS CARDS	37.00			1000	420100	210		101000
		35536 05/30/25 SWR-SAMPLER PARTS	342.00			5310	430600	240		101000
		6815842769 06/05/25 FD-JOST,VESSELS,KIENAS DRV	208.28			1000	420400	380		101000
		7783424 06/05/25 FIN-FRONT DESK TONER	319.99			1000	410500	210		101000
		9613022 06/06/25 POOL-POOL CLEANING KIT	65.99			1000	460445	220		101000
		40190996 06/03/25 EMS-AIRWAY APPARATUS	704.88			1000	420730	220		101000
		061025 06/10/25 PRK-BEAR PROOF GARBAGE CANS	3,266.78			1000	460400	225		101000

This Claims report includes details of two additional Claims runs:

1. June 30th - end of Fiscal Year 25 run.

2. July 1st - Special run to pay Breck Law Office.

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct	Object	Proj	Cash Account
		3067347 06/09/25 FD-BOOTS	1,119.54			1000 420400	220		101000
		9869052 06/09/25 FD-KEYBOARD	46.99			1000 420400	220		101000
		061125 06/11/25 POOL-SWIMSUITS	504.35			1000 460445	226		101000
		5662621 06/11/25 POOL-UNIFORM SHIRT (2)	25.97			1000 460445	226		101000
		061125 06/11/25 POOL-UMBRELLA	71.78			1000 460445	212		101000
		3561055 06/11/25 POOL-CHAIRS	116.99			1000 460445	220		101000
		7238608 06/11/25 POOL-UNIFORM	30.33			1000 460445	226		101000
		1581475 06/03/25 PD-NOTARY CERTIFICATE	25.00			1000 420100	380		101000
		7238608 06/11/25 POOL-THERMAL PAPER	29.12			1000 460445	210		101000
		7238608 06/11/25 POOL-BOOGIE BOARDS/TOYS	66.95			1000 460445	225		101000
		7238608 06/11/25 POOL-UNIFORMS	33.92			1000 460445	226		101000
		7238608 06/11/25 POOL-UNIFORMS	76.16			1000 460445	226		101000
		6361832 06/11/25 POOL-UNIFORMS	378.84			1000 460445	226		101000
		841042 06/16/25 FIN-FINANCE TRAINING	570.00			1000 410500	380		101000
		3769867 06/17/25 PD-FLASH DRIVES	113.98			1000 420100	210		101000
		81177843 06/18/25 FD-RESCUE TOOLS/FLASHLIGHTS	442.20			1000 420400	212		101000
		35897 06/18/25 SWR-SAMPLER PART	2,811.00			5310 430600	240		101000
		062025 06/20/25 WTR-TRAILER PLATES	14.81			5210 430500	361		101000
		062025 06/20/25 SWR-TRAILER PLATES	14.81			5310 430600	361		101000
		5665846 06/23/25 CRT-POST IT'S	11.33			1000 410360	380		101000
		052925 05/29/25 SWR-DROPPERS AND MAGNETS	18.96			5310 430600	222		101000
		052925 05/29/25 SWR-SUPERJET TRIGGER SPRAY GUN	38.99			5310 430600	220		101000
		Total for Vendor:	12,443.69						
47624		3104 FIRST CALL COMPUTER SOLUTIONS,	1,800.00						
		105878 07/01/25 IT AGREEMENT JULY	1,800.00			1000 410580	355		101000
		Total for Vendor:	1,800.00						
		*** Claim from another period (6/25) ****							
47647		663 FLATHEAD COUNTY SOLID WASTE	2,742.88						
		17994 06/30/25 SWR-SLUDGE WASTE 6/03-6/26/25	2,742.88			5310 430600	395		101000
		Total for Vendor:	2,742.88						
		*** Claim from another period (6/25) ****							
47649		1119 HDR ENGINEERING, INC.	17,586.00						
BECK, MAASSEN, MAES, NERVIG, O'NEAL, AND SCHULTZ									
		1200730033 06/12/25 SWR-ARPA INV#31 THRU 5/31/	17,586.00			5310 430600	930		101000
		Total for Vendor:	17,586.00						

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
47629		2537 MICROCOMM	400.00								
		SCADA AT CITY HALL									
		20294 06/05/25 WTR-SCADA 6/25-6/26	400.00			5210		430500	355		101000
		Total for Vendor:	400.00								
47633		638 MONTANA JUSTICE, CITY & MUNCIPAL	100.00								
		070125 07/01/25 CRT-DUES (2) COURT CLERKS	100.00		20127	1000		410360	335		101000
		Total for Vendor:	100.00								
47630		44 MONTANA LEAGUE OF CITIES AND	8,569.50								
		ML01869 06/12/25 LS-FY26 MEBERSHIP DUES	8,569.50*			1000		410100	335		101000
		Total for Vendor:	8,569.50								
47635		149 MONTANA MAGISTRATES ASSOCIATION	300.00								
		07012025 05/13/25 CRT-ANNUEL DUES FY 7/25-6/26	300.00			1000		410360	335		101000
		Total for Vendor:	300.00								
47634		2935 MONTANA TAXPAYERS ASSOCIATION	60.00								
		070125 07/01/25 LS-SUBSCRIPTION DUES 25/26	60.00*			1000		410100	335		101000
		Total for Vendor:	60.00								
47632		2139 MONTANA WEST ECONOMIC	500.00								
		2684 06/02/25 LS-CHERRY MEMBERSHIP FY 25/26	500.00*			1000		410100	335		101000
		Total for Vendor:	500.00								
47628	E	3303 MONTANASKY NETWORKS, INC -	79.95								
		07/16/25-08/16/25									
		5832071625 06/17/25 WTR-INTERNET/WIFI	79.95			5210		430500	345		101000
		Total for Vendor:	79.95								
47625		2025 NORTH VALLEY SPORTSMAN CLUB	84.00								
		070125 07/01/25 PD:25/26 MEMBERSHIP	84.00			1000		420100	335		101000
		Total for Vendor:	84.00								

* ... Over spent expenditure

Claim/ Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct	Object	Proj	Cash Account
47627	2758 NORTHWEST SHOOTER	2,000.00						
	205 06/03/25 PD-FAC USE 07/1/25 TO 06/30/26	2,000.00			1000 420100	335		101000
	Total for Vendor:	2,000.00						
47637	2816 O'REILLY AUTO PARTS	203.06						
	123881 07/01/25 PD-#21 BATTERY	225.06			1000 420100	232		101000
	123897 07/01/25 PD-CORE RETURN	-22.00			1000 420100	232		101000
	Total for Vendor:	203.06						
47623	2017 RAILROAD MANAGEMENT COMPANY III,	834.10						
	529370 06/26/25 WTR-WATER LIC FEE 10/25-9/26	417.05			5210 430500	390		101000
	529369 06/26/25 SWR-SEWER LIC FEE 10/25-9/26	417.05*			5310 430600	390		101000
	Total for Vendor:	834.10						
47631	2868 SAPPHIRE RESOURCE CONNECTION	1,500.00						
EMPLOYEE ASSISTANCE PROGRAM (EAP) CONTRACT								
	2618 05/22/25 EAP CONTRACT ANNUAL 07/25-6/26	1,180.00			1000 411800	399		101000
	2618 05/22/25 EAP CONTRACT ANNUAL 07/25-6/26	108.00			2500 430200	399		101000
	2618 05/22/25 EAP CONTRACT ANNUAL 07/25-6/26	91.00			5210 430500	399		101000
	2618 05/22/25 EAP CONTRACT ANNUAL 07/25-6/26	121.00*			5310 430600	399		101000
	Total for Vendor:	1,500.00						
	*** Claim from another period (6/25) ****							
47639	3297 Staples, Inc	105.97						
	6034938163 06/20/25 FIN-PAPER PADS	1.01			1000 410500	210		101000
	6034938163 06/20/25 WTR-PAPER PADS	1.01			5210 430500	210		101000
	6034938163 06/20/25 SWR-PAPER PADS	1.02			5310 430600	210		101000
	6034938162 06/20/25 FAC-TOILET PAPER	93.76			1000 411200	224		101000
	6035013145 06/21/25 FIN-PAPER PADS	3.06			1000 410500	210		101000
	6035013145 06/21/25 WTR-PAPER PADS	3.06			5210 430500	210		101000
	6035013145 06/21/25 SWR-PAPER PADS	3.05			5310 430600	210		101000
	Total for Vendor:	105.97						
	*** Claim from another period (6/25) ****							
47646	3280 SUSAN M NICOSIA, CPA, LLC	4,485.00						
	CITY-04 06/30/25 FIN-TRAINING 05/26/25-06/30/2	1,495.00			1000 410500	399		101000
	CITY-04 06/30/25 WTR-TRAINING 05/26/25-06/30/2	1,495.00			5210 430500	399		101000
	CITY-04 06/30/25 SWR-TRAINING 05/26/25-06/30/2	1,495.00*			5310 430600	399		101000
	Total for Vendor:	4,485.00						

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
		*** Claim from another period (6/25) ****									
47640		84 WESTERN BUILDING CENTER	1,156.67								
		1429202 06/17/25 SWR-CONCRETE	7.72			5310		430600	240		101000
		1437666 06/23/25 SWR-ASSORTED FASTENERS	0.58			5310		430600	240		101000
		1437650 06/23/25 SWR-ASSORTED FASTENERS	12.83			5310		430600	240		101000
		1439671 06/24/25 SWR-BRASS CONNECTOR	-15.16			5310		430600	240		101000
		1439674 06/24/25 SWR-ASSORTED FASTENERS	1.24			5310		430600	240		101000
		1439653 06/24/25 SWR-ASRTD FASTENERS/BRASS CON	21.46			5310		430600	240		101000
		1443344 06/25/25 PRK-MISC FOR PARK SIGNS	171.13			1000		460400	220		101000
		1436022 06/20/25 FD-CORDLESS POWER CUTTER	885.24			1000		420400	212		101000
		1447803 06/27/25 POOL-ARROW T50 STAPLE	5.69			1000		460445	220		101000
		1448377 06/27/25 WTR- SPRAY PAINT	25.97			5210		430500	220		101000
		1449198 06/28/25 POOL-NYLON BRUSHING	4.98			1000		460445	240		101000
		1451803 06/30/25 POOL-SQUEEGEE	34.99			1000		460445	220		101000
		Total for Vendor:	1,156.67								
		*** Claim from another period (6/25) ****									
47638		3275 WITTY'S GARAGE	272.00								
UNITS 21, 22, 23, 25											
		1104 06/30/25 PD-OIL/FILTER CHNG	272.00			1000		420100	360		101000
		Total for Vendor:	272.00								

\# of Claims 24 Total: 69,353.72 # of Vendors 22

Total Electronic Claims 12,523.64

Total Non-Electronic Claims 56830.08

For the Accounting Period: 7/25

Fund/Account	Amount
1000 GENERAL FUND	
101000 CASH/CASH EQUIVALENTS	28,915.10
2394 BUILDING CODE ENFORCEMENT FUND	
101000 CASH/CASH EQUIVALENTS	12,167.35
2500 SPECIAL STREET MAINTENANCE DISTRICT FUND	
101000 CASH/CASH EQUIVALENTS	108.00
5210 WATER ENTERPRISE FUND	
101000 CASH/CASH EQUIVALENTS	2,527.85
5310 SEWER ENTERPRISE FUND	
101000 CASH/CASH EQUIVALENTS	25,635.42
Total:	69,353.72

For the Accounting Period: 7 / 25

Council Meeting Date: July 7, 2025

Claims Submitted to Council:$ $69,353.72

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

For the Accounting Period: 7/25

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
47622		1700 BRECK LAW OFFICE, PC	8,626.24								
JULY 2025 FEES											
		JULY 25 06/04/25 LGL-FEES JULY	2,113.84*			1000		411100	350		101000
		JULY 25 06/04/25 CRT-FEES JULY	4,308.63*			1000		410365	350		101000
		JULY 25 06/04/25 WTR-FEES JULY	694.60*			5210		430500	350		101000
		JULY 25 06/04/25 SWR-FEES JULY	694.60*			5310		430600	350		101000
		JULY 25 06/04/25 PLZ-FEES JULY	347.30*			1000		411000	350		101000
		JULY 25 06/04/25 PD-FEES JULY	140.40*			1000		420100	399		101000
		JULY 25 06/04/25 WTR-FEES JULY	31.20			5210		430500	357		101000
		JULY 25 06/04/25 SWR-FEES JULY	46.13*			5310		430600	357		101000
		JULY 25 06/04/25 STR-FEES JULY	62.39			2500		430200	399		101000
		JULY 25 06/04/25 ADDITIONAL LABOR	187.15*			1000		411100	350		101000
		Total for Vendor:	8,626.24								

\# of Claims 1 Total: 8,626.24 # of Vendors 1

For the Accounting Period: 7/25

Fund/Account	Amount
1000 GENERAL FUND	
101000 CASH/CASH EQUIVALENTS	7,097.32
2500 SPECIAL STREET MAINTENANCE DISTRICT FUND	
101000 CASH/CASH EQUIVALENTS	62.39
5210 WATER ENTERPRISE FUND	
101000 CASH/CASH EQUIVALENTS	725.80
5310 SEWER ENTERPRISE FUND	
101000 CASH/CASH EQUIVALENTS	740.73
Total:	8,626.24

For the Accounting Period: 7 / 25

Council Meeting Date: July 7, 2025

Claims Submitted to Council:$ $8,626.24

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

Special Claims run to pay Breck Law Office.

If you have any questions, please reach out.

Thank you,
Jessica Rice

(406) 892-4327
financedirector@cityofcolumbiafalls.com

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
47574		3112 406 CLEANING OF COLUMBIA FALLS	3,400.00								
		565 06/23/25 FAC- JUNE JANITORIAL SERVICE	3,400.00			1000		411200	399		101000
		Total for Vendor:	3,400.00								
47545		3092 ADVANCED PUMP & EQUIPMENT, INC	800.88								
		16486 06/17/25 SWR-LS PARTS #6	800.88*			5310		430600	240		101000
		Total for Vendor:	800.88								
47580		376 ASSOCIATED BUSINESS SYSTEMS	198.50								
		21015 06/24/25 CRTS-LASER CHECKS 1,000 COUNT	198.50			1000		410360	210		101000
		Total for Vendor:	198.50								
47591		912 BIG SKY FIRE EQUIPMENT	1,587.00								
		0505499 06/26/25 FD-HELMET FRONT/FIRE HELMET(3	1,587.00*			1000		420400	226		101000
		Total for Vendor:	1,587.00								
47590		2708 BULLITT COMMUNICATIONS	2,886.17								
		78145 06/26/25 FD-BAT PK(10)/SPEAKER MIC(17)	2,886.17			1000		420400	212		101000
		Total for Vendor:	2,886.17								
47564	E	997 CENTURYLINK - ELECTRONIC PAY	635.88								
		061825 06/18/25 CRT-06/18/25-07/17/25	25.92			1000		410360	345		101000
		061825 06/18/25 PD-06/18/25-07/17/25	115.74			1000		420100	345		101000
		061825 06/18/25 FD-06/18/25-07/17/25	85.30*			1000		420400	345		101000
		061825 06/18/25 POOL-06/18/25-07/17/25	86.33			1000		460445	345		101000
		061825 06/18/25 STRTS-06/18/25-07/17/25	83.93			2500		430200	345		101000
		061825 06/18/25 WTR-06/18/25-07/17/25	47.97			5210		430500	345		101000
		061825 06/18/25 SWR-06/18/25-07/17/25	120.70			5310		430600	345		101000
		061825 06/18/25 COMP SER-06/18/25-07/17/25	63.94			1000		410580	345		101000
		061825 06/18/25 POOL-ADJ FOR ACNT ACTIVATION	6.05			1000		460445	345		101000
		Total for Vendor:	635.88								
47552	E	3028 CENTURYLINK - LUMEN - ELECTRONIC FIBER AND DATA ONLINE	378.47								
		740630390 06/16/25 COMP-05/16/25-06/15/25	378.47			1000		410580	345		101000
		Total for Vendor:	378.47								

* ... Over spent expenditure

Claim/ Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct	Object	Proj	Cash Account
47578	14 CITY OF COLUMBIA FALLS	2,770.58						
	062425 06/24/25 FAC-05/19/25-06/18/25	143.66			1000 411200	342		101000
	062425 06/24/25 FD-05/19/25-06/18/25	36.54			1000 420400	342		101000
	062425 06/24/25 STRS-05/19/25-06/18/25	98.24			2500 430200	342		101000
	062425 06/24/25 WTR-05/19/25-06/18/25	52.48			5210 430500	342		101000
	062425 06/24/25 SWR-05/19/25-06/18/25	118.91			5310 430600	342		101000
	062425 06/24/25 PRK-05/19/25-06/18/25	1,574.25			1000 460400	342		101000
	062425 06/24/25 POOL-05/19/25-06/18/25	746.50			1000 460445	342		101000
	Total for Vendor:	2,770.58						
47606	1145 CITY OF WHITEFISH BUILDING	2,000.00						
Permits issued for May 2025								
	053125 05/31/25 MINIMUM PERMITS 5/25	2,000.00			2394 420500	398		101000
	Total for Vendor:	2,000.00						
47600	776 COL.FALLS VOLUNTEER FIRE	15,320.15						
	062925 06/29/25 STATE ENTITLEMENT 4TH QUARTER	2,304.75			7120 212520			101000
	062925 06/29/25 MAY/JUN TAX COLLECTIONS	13,010.89			7120 212520			101000
	062925 06/29/25 TAX PEN & INT	2.85			7120 212520			101000
	062925 06/29/25 INTEREST ON BALANCE	1.66			7120 212520			101000
	Total for Vendor:	15,320.15						
47594	1679 COMMERCIAL MACHINE SERVICES INC.	5,346.66						
	58024 06/20/25 SWR-MACHINED PARTS FOR GATES	5,346.66*			5310 430600	240		101000
	Total for Vendor:	5,346.66						
47561	3230 DEX IMAGING LLC	1,128.00						
SERVICE CONTRACT FOR PRINTER IN PD 4/30/25-4/29/26								
	13198114 04/25/25 PD-SHARP/MX-M365N 4/25-4/26	1,128.00*			1000 420100	363		101000
	Total for Vendor:	1,128.00						
47581	191 DIVERSIFIED ELECTRIC CO.	1,127.00						
MTR, BEARING, SEAL, GASKET AND LABOR ON A PUMP								
	14535 06/18/25 PRK-LABOR ON FALLS PK PUMP	1,127.00			1000 460400	390		101000
	Total for Vendor:	1,127.00						

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
47554		532 DON "K" CHEVROLET	787.50								
		2023 DODGE CHARGER - Car #26									
		295204-1 06/04/25 PD-CAR#26 CHARGER ELEC SYSTE	787.50*			1000		420100	361		101000
		Total for Vendor:	787.50								
47609		1383 FASTENAL COMPANY	74.74								
		288458 06/20/25 PRK-MISC SCREWS/WASHERS	74.74			1000		460400	240		101000
		Total for Vendor:	74.74								
47592		438 FERGUSON WATERWORKS	47.19								
		0927162 06/23/25 SWR-501 GASKETS	47.19*			5310		430600	240		101000
		Total for Vendor:	47.19								
47583		3104 FIRST CALL COMPUTER SOLUTIONS,	5,640.00								
		DEPOSIT - 3 LAPTOPS W/ DOCKING STATIONS & 1 PC									
		REMAINING BALANCE $900 ($180 PER FUND; GENERAL, BLDG, STR, WTR, SWR)									
		LAPTOPS FOR CITY MANAGER, FINANCE DIRECTOR, ACCOUNTING POSITION									
		DESKTOP FOR GIS									
		105847 06/24/25 GEN-3 LAPTOPS & 1 PC	1,628.40			1000		410580	212		101000
		105847 06/24/25 BLD-3 LAPTOPS & 1 PC	377.40			2394		420500	212		101000
		105847 06/24/25 STR-3 LAPTOPS & 1 PC	377.40*			2500		430200	212		101000
		105847 06/24/25 WTR-3 LAPTOPS & 1 PC	1,628.40*			5210		430500	212		101000
		105847 06/24/25 SWR-3 LAPTOPS & 1 PC	1,628.40			5310		430600	212		101000
		Total for Vendor:	5,640.00								
47596		240 FLATHEAD CONCRETE PRODUCTS, INC.	1,620.00								
		27460 06/27/25 STR-JERSEY BARRIER RAIL (3)	1,620.00			2500		430200	220		101000
		Total for Vendor:	1,620.00								
47567		1892 FLATHEAD COUNTY	75.00								
		CEDAR POINTE SUB L11 173020									
		6542 06/18/25 OWNERSHIP LIST-J.JOST	75.00			1000		411000	390		101000
		Total for Vendor:	75.00								

* ... Over spent expenditure

Claim/ Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
47610	663 FLATHEAD COUNTY SOLID WASTE	23.93							
2 LOADS OUT OF THE COP BARN									
	1480169 05/27/25 FAC-MIXED WASTE PD GARAGE	7.50*			1000	410500	220		101000
	1486428 06/09/25 FAC-MIXED WASTE PD GARAGE	16.43*			1000	410500	220		101000
	Total for Vendor:	23.93							
47616	24 FLATHEAD COUNTY TREASURER	1,110.25							
	063025 06/30/25 CRT-TECH SUR 06/25	515.00			1000	212201			101000
	063025 06/30/25 CRT-LEA/CRIM CONV SRCHRGE 6/25	595.25			1000	212201			101000
	Total for Vendor:	1,110.25							
47533	3075 FLATHEAD OIL	279.95							
	25-10723 06/13/25 SWR- 5/1 PHILLIPS 66 SYNCON	279.95*			5310	430600	231		101000
	Total for Vendor:	279.95							
47587	2814 FLATHEAD PEST SOLUTIONS	83.00							
	19607 06/25/25 FD-MONTHLY EXT BARRIER	83.00*			1000	420400	399		101000
	Total for Vendor:	83.00							
47612	3019 FLATHEAD PUBLISHING GROUP	897.00							
	226380 06/25/25 WTR-2024 DRINKING WATER REPORT	897.00			5210	430500	390		101000
	Total for Vendor:	897.00							
47557	2948 GLACIER CLOTHING CO.	75.20							
EMBROIDERY SET UP									
	13450 04/07/25 ADMIN-EMBROIDERY E.HANKS	75.20*			1000	410400	390		101000
	Total for Vendor:	75.20							
47582	3113 GLOBAL ARCHIVES INC	166.32							
	2024186 06/25/25 WTR-MONTHLY STORAGE AS BUILTS	83.16*			5210	430500	363		101000
	2024186 06/25/25 SWR-MONTHLY STORAGE AS BUILTS	83.16*			5310	430600	363		101000
	Total for Vendor:	166.32							

* ... Over spent expenditure

Claim/ Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct	Object	Proj	Cash Account
47546	3034 GRONDAHL RECREATION INC.	44,882.00						
	25C781 03/21/25 PRKS-COLUMBUS PARK	44,882.00			4010 460400	940		101000
	Total for Vendor:	44,882.00						
47560	2806 HANSON'S HARDWARE	453.14						
	615780 06/03/25 PRK-ENGINE FUEL	49.98			1000 460400	231		101000
	615809 06/05/25 POOL-TAPE/CABLE TIE/CORD	44.45			1000 460445	220		101000
	615813 06/05/25 PRK-GRASS SEED	9.99			1000 460400	225		101000
	615901 06/10/25 WTR-CLEAR BENT PIN (5)	3.29*			5210 430500	220		101000
	615925 06/11/25 WTR-BLEACH	6.99*			5210 430500	220		101000
	615932 06/11/25 WTR-FLASHLIGHT	23.99*			5210 430500	220		101000
	615892 06/09/25 PRK-ROTOR/ 4" SPR HEAD	21.48			1000 460400	240		101000
	615908 06/10/25 SWR-MISC SCREWS	1.14*			5310 430600	240		101000
	615935 06/11/25 STR-NITR GLOVE 100 CT	23.99			2500 430200	220		101000
	615936 06/11/25 PRK-4" SPEAR HEAD	10.98			1000 460400	240		101000
	615936 06/11/25 PRK-WEED KILLER	65.98			1000 460400	221		101000
	615938 06/11/25 SWR-CONDUIT	31.99*			5310 430600	240		101000
	615941 06/12/25 PRK-CAULK/COVER/TRAY SET	31.46			1000 460400	240		101000
	615962 06/13/25 POOL-PLASTIC WHEEL	10.99			1000 460445	220		101000
	616058 06/19/25 SWR-HEX BRUSHING/ COUPLING	17.47*			5310 430600	240		101000
	616057 06/19/25 PRK-ENG FUEL (2)	49.98			1000 460400	231		101000
	616057 06/19/25 PRK-PAINT	48.99			1000 460400	220		101000
47613	2806 HANSON'S HARDWARE	160.08						
	616119 06/25/25 STEPPING STONE	34.90			4010 460400	940		101000
	616193 06/30/25 POOL-WINDEX	13.99			1000 460445	224		101000
	616193 06/30/25 PRK-SQUEEGEE/RAKE HNDL/CLOCK	49.26			1000 460445	220		101000
	616097 06/23/25 WTR-ADAPTER/TAPE/WAND/PEX STK	44.95*			5210 430500	220		101000
	616108 06/24/25 WTR-ENAMEL	5.99*			5210 430500	220		101000
	616127 06/25/25 SWR-FOAM SEALANT	10.99*			5310 430600	240		101000
	Total for Vendor:	613.22						
47542	1119 HDR ENGINEERING, INC.	3,243.64						
	1200730035 05/22/25 SWR-SCADA ON CALL #3	3,243.64			5310 430600	354		101000
	Total for Vendor:	3,243.64						

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
47549		1659 HIGH COUNTRY LINEN SUPPLY	273.30								
		0637583 06/16/25 FAC-CITY HALL, PD, CRT, FIN	236.56			1000		411200	224		101000
		0637584 06/16/25 FAC-FIRE HALL	36.74			1000		411200	224		101000
		Total for Vendor:	273.30								
47534		3116 IBS, INC	105.14								
		873342-2 05/23/25 STR-SAFETY GLASSES / AIR HOS	105.14			2500		430200	220		101000
		Total for Vendor:	105.14								
47566		3320 JEREMIAH JOST	6,966.37								
		061925 06/19/25 POOL-PAINTING/FASCIA MAINT	4,878.87			1000		460445	366		101000
		061925 06/19/25 FAC-FASCIA/GUTTER MAINT	2,087.50			1000		411200	366		101000
		Total for Vendor:	6,966.37								
47540		2590 L.N. CURTIS & SONS	2,413.29								
		956545 06/09/25 FD-GLOVES (20)	2,072.57*			1000		420400	226		101000
		963107 06/27/25 FD-GLOVES (3)	340.72*			1000		420400	226		101000
		Total for Vendor:	2,413.29								
47562		162 LOGAN HEALTH - WHITEFISH	42.00								
		65656733 06/07/25 PD-EVIDENCE	21.00*			1000		420100	390		101000
		67226907 06/15/25 PD-EVIDENCE	21.00*			1000		420100	390		101000
		Total for Vendor:	42.00								
47604		2595 MACON SUPPLY, INC	28.50								
		274521 06/26/25 SWR-YELLOW CONE NZLE/SIKAFLEX	28.50*			5310		430600	240		101000
		Total for Vendor:	28.50								
47548		735 MASTER TECH REPAIR	805.00								
		9635-25 06/03/25 STR-POLE SAW/ WHEELED LINE	730.00*			2500		430200	212		101000
		9633-46 06/11/25 STR-TRIMMER HEAD	35.00			2500		430200	220		101000
		9822-29 06/24/25 SWR-QUICK FILL TRIM HEAD	40.00*			5310		430600	240		101000
		Total for Vendor:	805.00								

* ... Over spent expenditure

Claim/ Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
47537	916 MID-AMERICAN RESEARCH CHEMICAL	194.02							
	0848942 05/15/25 POOL-DECK REPR 50# CON PATCH	63.60*			1000	460445	240		101000
	0851389 06/12/25 STR-CITRUS GLOSS BOSS	130.42			2500	430200	220		101000
	Total for Vendor:	194.02							
47570	3065 MODERN MACHINERY	1,712.54							
	3088789 04/30/25 STRS-STREET SWEEPER BROOMS	1,712.54			2500	430200	232		101000
	Total for Vendor:	1,712.54							
47598	707 MONTANA DEPT. OF REVENUE	2,253.64							
WWTP PAY APP #10 1% STATE WITHHOLING-PROSPECT									
	WWTP10 06/26/25 WWTP-PAY APP #10 1%	2,253.64			5310	430600	930		101000
	Total for Vendor:	2,253.64							
47565	103 MONTANA LAW ENFORCEMENT ACADEMY	165.00							
	25141 05/21/25 PD-C.STEPHENS LEQ APR	165.00			1000	420100	380		101000
	Total for Vendor:	165.00							
47576	3119 MONTANA TRUCK WORKS, LLC	722.63							
	760 06/23/25 FD-433 ENGINE OVERHEATING	722.63*			1000	420400	361		101000
47608	3119 MONTANA TRUCK WORKS, LLC	935.29							
	772 06/30/25 FD-491 Service and Insp. 3hr	935.29*			1000	420400	361		101000
	Total for Vendor:	1,657.92							
47569	3241 MOTION INDUSTRIES, INC.	14.52							
	41665 06/20/25 SWR-WAS PUMP REPAIR	14.52*			5310	430600	240		101000
	Total for Vendor:	14.52							
47603	2305 MOTOROLA SOLUTIONS, INC.	1,000.00							
This invoice was for Car #26; however the invoice for Car #25 was billed late also and paid for Car #26. Car #25 was not billed to capital account as the bills from Motorola have been coming late.									
	8282100783 03/27/25 PD-IN CAR VIDEO SYSTEM	1,000.00*			1000	420100	390		101000
	Total for Vendor:	1,000.00							

* ... Over spent expenditure

Claim/ Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct	Object	Proj	Cash Account
47572	2707 MOUNTAIN ALARM	131.62						
	ALARM MONITORING 07/01/25-07/31/25							
	6589562 07/01/25 FAC-CITY HALL	62.52			1000 411200	366		101000
	6589309 07/01/25 FAC-FIRE DEPARTMENT	69.10			1000 411200	366		101000
	Total for Vendor:	131.62						
47535	2491 MSU EXTENSION DISTRIBUTION	1,204.41						
	2616 06/03/25 STUDY COMMISSION TRAINING	1,204.41			2350 410130	380		101000
	Total for Vendor:	1,204.41						
47555	1247 MURDOCH'S RANCH & HOME	418.95						
	*RAMAINING BALANCE ON PRESSURE WASHER & (2) STIHL BLOWERS							
	256777 06/02/25 PRK-TRIMMER LINE	23.99			1000 460400	220		101000
	257780 06/04/25 PRK-TRIMMER LINE	23.99			1000 460400	220		101000
	258193 06/11/25 WTR-BRUSHLESS DRILL KIT	99.00*			5210 430500	220		101000
	013299248 03/13/25 PRK-REMAINING BALANCE	11.00			1000 460400	212		101000
	257920 06/09/25 SWR-GATE LS#8	260.97*			5310 430600	220		101000
	Total for Vendor:	418.95						
47605	52 NAPA AUTO PARTS	31.93						
	118534 06/20/25 SWR-HEX DIE/ Z400 (55)	19.48*			5310 430600	240		101000
	116772 06/03/25 SWR-CUT OFF WHEEL	12.45*			5310 430600	240		101000
	Total for Vendor:	31.93						
47544	132 NORMONT EQUIPMENT COMPANY	985.10						
	33750 05/07/25 STRS-TRANSFER PUMP	335.85			2500 430200	240		101000
	34043 06/24/25 STRS-DURAPATCHER PARTS	649.25			2500 430200	240		101000
	Total for Vendor:	985.10						
47553	3231 NORTHERN ROCKIES FIRE	764.00						
	1051 06/18/25 FD-SHRT/GLOVE(3)VEST(5)HAT(3)	764.00*			1000 420400	226		101000
	Total for Vendor:	764.00						

* ... Over spent expenditure

Claim/ Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct		Object	Proj	Cash Account
47539	2816 O'REILLY AUTO PARTS	312.05							
PD-OIL CHANGE SUPPLIES FOR 21, 22, 23, 25 CF7									
	120232 06/04/25 STR-STARTER FLUID	21.99			2500	430200	220		101000
	119600 05/30/25 STR-FUEL HOSE	86.52			2500	430200	232		101000
	123344 06/27/25 PD-OIL CHANGE SUPPLIES	167.62			1000	420100	231		101000
	123788 06/30/25 PD-OIL CHANGE SUPPLIES CAR #23	35.92			1000	420100	232		101000
	Total for Vendor:	312.05							
47573	3085 ORTHOPEDIC REHAB INC	400.00							
JOSHUA FIELDS, ANDREW DOYLE									
	061525 06/15/25 PD-PRE EMP SCRN (2) J.F & A.D	400.00*			1000	420100	390		101000
	Total for Vendor:	400.00							
47595	63 PETTY CASH	52.50							
No reciept as purchased from Seville Hutterite Colony									
	050625 05/06/25 FAC-FLOWERS FOR OUTSIDE	40.00			1000	411200	220		101000
	052025 05/20/25 FAC-FLOWERS FOR OUTSIDE	12.50			1000	411200	220		101000
	Total for Vendor:	52.50							
47611	2932 PIONEER CHEMICAL SUPPLY LLC	6,779.22							
	14683 06/23/25 POOL-15 GAL DRUM ACID	3,259.17*			1000	460445	240		101000
	14693 06/24/25 POOL-1" TANK MOUNT KIT	260.41*			1000	460445	240		101000
	14701 06/26/25 POOL-15 GAL DRUM ACID	3,259.64*			1000	460445	240		101000
	Total for Vendor:	6,779.22							
47602	3193 POMP'S TIRE SERVICE INC	6,572.44							
	2090014285 06/27/25 STR-CASE LOADER VERSABUILT	6,572.44			2500	430200	232		101000
	Total for Vendor:	6,572.44							
47618	2112 PRICE, KATHY	134.40							
GOVERNMENT SUMMIT UPDATE TRAINING - LIBBY, MT									
	063025 06/30/25 L.S.-TRAVEL FOR LGSC TRAINING	134.40			1000	410100	380		101000
	Total for Vendor:	134.40							

* ... Over spent expenditure

Claim/ Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct	Object	Proj	Cash Account
47599	3277 PROSPECT CONSTRUCTION INC	223,109.95						
	PAY APP #10 Application Period 04/25/25-05/25/25							
	PAY APP 10 06/26/25 SWR-WWTP PAY APP10 4/25-5/	223,109.95			5310 430600	930		101000
	Total for Vendor:	223,109.95						
47558	3225 RUSTIC MOOSE LLC	20.50						
	RE-CREATED AS SHERWIN WILLIAMS CASHED PRIOR CLAIM.							
	958-2 05/15/25 PRK-HAT EMBROIDERY	20.50			1000 460400	226		101000
	Total for Vendor:	20.50						
47586	1042 SANDS SURVEYING, INC.	2,887.50						
	39943 06/24/25 P/Z-ROUTINE SRVS 5/21-6/23/25	2,887.50			1000 411000	399		101000
	Total for Vendor:	2,887.50						
47588	299 SCHOOL DISTRICT NO.6	6,000.00						
	1629 06/25/25 YTH REC PROGRAM YR 2024/2025	6,000.00			1000 460400	399		101000
	Total for Vendor:	6,000.00						
47575	2755 SHERWIN-WILLIAMS CO	260.69						
	6023-6 06/20/25 FAC-PAINT	43.95*			1000 411200	240		101000
	6573-7 06/23/25 STRS-PAINT/ACETONE	216.74			2500 430200	240		101000
	Total for Vendor:	260.69						
47615	3297 Staples, Inc	44.90						
	724737 06/17/25 FIN-ERASER	0.80*			1000 410500	210		101000
	724737 06/17/25 WTR-ERASER	0.81*			5210 430500	210		101000
	724737 06/17/25 SWR-ERASER	0.81*			5310 430600	210		101000
	724737 06/17/25 POOL-TOILET PAPER	46.88			1000 460445	220		101000
	682601 06/13/25 FIN-REFILL ERASER (CREDIT)	-1.46*			1000 410500	210		101000
	682601 06/13/25 WTR-REFILL ERASER (CREDIT)	-1.47*			5210 430500	210		101000
	682601 06/13/25 SWR-REFILL ERASER (CREDIT)	-1.47*			5310 430600	210		101000
	Total for Vendor:	44.90						

* ... Over spent expenditure

Claim/ Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct	Object	Proj	Cash Account
47541	1797 STATE INFORMATION TECHNOLOGY	38.40						
	522464 05/01/25 PD-ITSD/EMAIL 5/1/25-5/31/25	38.40*			1000 420100	355		101000
	Total for Vendor:	38.40						
47619	1653 SUPER 1 FOODS	135.65						
	3082547 06/27/25 WTR-TESTING WATER	23.82			5310 430600	222		101000
	2343222 06/17/25 STR-COOKING SPRAY FOR STENCIL	34.57			2500 430200	220		101000
	3911553 06/30/25 POOL-PAPER TOWELS	4.18			1000 460445	224		101000
	3911553 06/30/25 POOL-SUNSCREEN	73.08			1000 460445	220		101000
	Total for Vendor:	135.65						
47568	3268 TACONE CONSULTING	1,800.00						
	2270 06/23/25 PD-ACTIVE SHTR TRAIN (6)	1,800.00		20609	1000 420100	380		101000
	Total for Vendor:	1,800.00						
47597	1644 THE CHEMNET CONSORTIUM	245.00						
RANDOM DRUG TEST (RILEY & KING) - DRUG & ALCOHOL TEST (SCHULP - TRAFFIC ACCIDENT, BACKED INTO A CAR IN A PARKING LOT IN EVERGREEN)								
	128328 06/27/25 PRK-N.RILEY RANDOM DT	70.00			1000 460400	399		101000
	128328 06/27/25 SWR-D.SCHULP DT & ALCOHOL	105.00*			5310 430600	399		101000
	128328 06/27/25 STR-K.KING RANDOM DT	70.00			2500 430200	399		101000
	Total for Vendor:	245.00						
47579	2699 THE MAIL ROOM, INC	260.16						
INVOICE # D125130 6/09/25 - 6/20/25								
	D125130 06/23/25 PD-MAIL SRVS 6/09/25-6-20/25	13.77*			1000 420100	310		101000
	D125130 06/23/25 FIN-MAIL SRVS 6/09/25-6-20/25	17.97			1000 410500	310		101000
	D125130 06/23/25 WTR-MAIL SRVS 6/09/25-6-20/25	33.14*			5210 430500	310		101000
	D125130 06/23/25 SWR-MAIL SRVS 6/09/25-6-20/25	33.14*			5310 430600	310		101000
	D125130 06/23/25 CRT-MAIL SRVS 6/09/25-6-20/25	120.16*			1000 410360	310		101000
	D125130 06/23/25 PNZ-MAIL SRVS 6/09/25-6-20/25	41.98			1000 411000	310		101000
	Total for Vendor:	260.16						

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct	Object	Proj	Cash Account
47550		1623 THE UPS STORE #4515	40.17						
		031223 06/16/25 PD-EVIDENCE SHIPPING	13.39*			1000 420100	310		101000
		061425 06/14/25 PD-EVIDENCE SHIPPING	13.39*			1000 420100	310		101000
		031072 06/09/25 PD-EVIDENCE SHIPPING	13.39*			1000 420100	310		101000
		Total for Vendor:	40.17						
47589		3177 THE WAVE	500.00						
		1772 06/21/25 POOL-LIFEGUARD COURSE (4)	500.00*			1000 460445	380		101000
		Total for Vendor:	500.00						
47601		3237 THOMPSON, RONALD	501.48						
LAW ENFORCEMENT TRAINING HELENA 06/06/25-06/11/25 - FIREARMS INSTRUCTOR TRAINING									
		062925 06/29/25 PD-FIREARM TRN RJ THOMPSON	501.48			1000 420100	380		101000
		Total for Vendor:	501.48						
47559		3200 USABLUEBOOK	2,583.25						
		734186 06/10/25 SWR-PIRANHA SEWER HOSE	2,287.73*			5310 430600	220		101000
		738075 06/12/25 SWR-TNT AMMONIA TESTS 25 PK	295.52			5310 430600	222		101000
		Total for Vendor:	2,583.25						
47593		919 VALLEY GLASS INC.	647.00						
		K0214021 06/19/25 PRK-COATING FOR SIGNS	647.00			1000 460400	220		101000
		Total for Vendor:	647.00						
47556	E	1218 VERIZON WIRELESS - ELECTRONIC	1,514.10						
		6115915427 06/12/25 ADMIN- 05/13/25-06/12/25	34.90*			1000 410400	345		101000
		6115915427 06/12/25 FIN-05/13/25-06/12/25	34.90			1000 410500	345		101000
		6115915427 06/12/25 FD-05/13/25-06/12/25	140.47*			1000 420400	345		101000
		6115915427 06/12/25 FAC-05/13/25-06/12/25	12.45			1000 411200	345		101000
		6115915427 06/12/25 STRS-05/13/25-06/12/25	112.03			2500 430200	345		101000
		6115915427 06/12/25 PD-05/13/25-06/12/25	785.93			1000 420100	345		101000
		6115915427 06/12/25 PRKS-05/13/25-06/12/25	49.79*			1000 460400	345		101000
		6115915427 06/12/25 WTR-05/13/25-06/12/25	196.72			5210 430500	345		101000
		6115915427 06/12/25 SWR-05/13/25-06/12/25	97.14			5310 430600	345		101000
		6115915427 06/12/25 CRT-05/13/25-06/12/25	49.77			1000 410360	345		101000
		Total for Vendor:	1,514.10						

* ... Over spent expenditure

Claim/ Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct		Object	Proj	Cash Account
47617	1134 VICTIM-WITNESS ADVOCATE PROGRAM	354.00							
	JUNE25 06/30/25 CRT-JUNE 2025	354.00			2917	410360	356		101000
	Total for Vendor:	354.00							
47547	84 WESTERN BUILDING CENTER	224.78							
	1408558 06/05/25 STR-STEEL WOOL	4.29			2500	430200	220		101000
	1420164 06/12/25 POOL-NYLON BRUSHING	4.98*			1000	460445	240		101000
	1420331 06/12/25 PRK- KEYS (10)	9.95			1000	460400	220		101000
	1429225 06/17/25 SWR-CONCRETE	1.27*			5310	430600	240		101000
	1431303 06/18/25 SWR-MLR VALVE REPAIR	22.26*			5310	430600	240		101000
	1433681 06/19/25 SWR-WAS PUMP REPAIR	32.04*			5310	430600	240		101000
	1446146 06/26/25 FD-ELECTRONIC KEYPAD	149.99			1000	420400	220		101000
	Total for Vendor:	224.78							
47551	3319 ZENNER USA, INC.	1,687.95							
	0101508 05/08/25 WTR-WATER METERS (10)	1,687.95			5210	430500	230		101000
	Total for Vendor:	1,687.95							

\# of Claims 77 Total: 375,471.57 # of Vendors 72

Total Electronic Claims 2,528.45

Total Non-Electronic Claims 372943.12

For the Accounting Period: 6/25

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct	Object Proj	Cash Account
*** Cancelled in 6/25 ****		*** Claim from another period (7/21) ****						
42142	999999	ESTATE OF STEPHEN BURROUGHS	185.52					
		072921 07/29/21 WTR-DEPOSIT REFUND/BURROUGHS	185.52			5210 214010		101000
*** Cancelled in 6/25 ****		*** Claim from another period (8/21) ****						
42247	999999	DUNNAGAN, NORMAN JR	19.35					
		082621 08/26/21 WTR-REFUND OVRPMNT/DUNNAGAN	19.35			5210 214010		101000
*** Cancelled in 6/25 ****		*** Claim from another period (12/21) ****						
42691	999999	TYLER, JENNIFER	193.12					
		122721 12/27/21 WTR-DEPOSIT REFUND	193.12			5210 214010		101000
*** Cancelled in 6/25 ****		*** Claim from another period (8/22) ****						
43558	999999	HORATH, BRADEN	113.75					
REFUND WATER DEPOSIT								
		083022 08/30/22 WTR-DEPOSIT REFUND 07323	113.75			5210 214010		101000
*** Cancelled in 6/25 ****		*** Claim from another period (9/22) ****						
43660	999999	HAKONSSON, JARON	12.62					
REFUND WATER OVERPMT								
		092622 09/26/22 WTR-OVERPMT REFUND 06131	12.62			5210 214010		101000
*** Cancelled in 6/25 ****		*** Claim from another period (1/23) ****						
44099	999999	COULTER, LUKE	228.80					
WATER DEPOSIT REFUND								
		012723 01/27/23 WTR-WATER DEP REFUND 01025	228.80			5210 214010		101000
*** Cancelled in 6/25 ****		*** Claim from another period (3/23) ****						
44266	3122	GUNTHER, LINKOLN	25.00					
		031423 03/14/23 WTR-L GUNTHER NOTARY APP FEE	12.50			5210 430500	380	101000
		031423 03/14/23 SWR-L GUNTHER NOTARY APP FEE	12.50*			5310 430600	380	101000
*** Cancelled in 6/25 ****		*** Claim from another period (4/23) ****						
44333	3068	SUPERIOR LAND & LAWN CARE LLC	375.00					
		93 04/04/23 FD-MARCH SNOW REMOVAL	375.00*			1000 420400	399	101000
*** Cancelled in 6/25 ****		*** Claim from another period (5/23) ****						
44515	999999	DUGAN, JOSHUA	226.34					
WATER DEPOSIT REFUND 100 11TH ST W								
		052623 05/26/23 WTR-WATER DEP REFUND 01047-47	226.34			5210 214010		101000
*** Cancelled in 6/25 ****		*** Claim from another period (11/23) ****						
45217	999999	ALICIA ROBISON	27.37					
		113023 11/30/23 WATER DEPOSIT REFUND ROBISON	27.37			5210 214010		101000

# of Claims 10 Total: 1,406.87

For the Accounting Period: 6/25

Fund/Account	Amount
1000 GENERAL FUND	
101000 CASH/CASH EQUIVALENTS	52,725.15
2350 Local Government Review	
101000 CASH/CASH EQUIVALENTS	1,204.41
2394 BUILDING CODE ENFORCEMENT FUND	
101000 CASH/CASH EQUIVALENTS	2,377.40
2500 SPECIAL STREET MAINTENANCE DISTRICT FUND	
101000 CASH/CASH EQUIVALENTS	13,020.34
2917 CRIME VICTIMS ASSISTANCE FUND	
101000 CASH/CASH EQUIVALENTS	354.00
4010 CAPITAL PROJECTS FUND - Parks	
101000 CASH/CASH EQUIVALENTS	44,916.90
5210 WATER ENTERPRISE FUND	
101000 CASH/CASH EQUIVALENTS	3,791.00
5310 SEWER ENTERPRISE FUND	
101000 CASH/CASH EQUIVALENTS	240,355.35
7120 FIRE RELIEF DISABILITY/PENSION FUND	
101000 CASH/CASH EQUIVALENTS	15,320.15
Total:	374,064.70

Council Meeting Date: 07/07/25

Claims Submitted to Council:$ $375,471.57

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 following Claims are non-routine and/or significant in nature:

1. First Call: $5,640.00 - computer replacement for Finance and GIS. (Funds 1000, 2394, 5210 and 5310)
2. Grondahl Recreation: $44,882.00 - playground equipment for Columbus Park. (Fund 4010)
3. Jeremiah Jost: $6966.37 - maintenance repair on City Hall and Pool fascia/gutters. (Fund 1000)
4. Pioneer Chemical: $6,779.22 - pool chemicals for start-up. (Fund 1000)
5. Pomp's Tire Service: $6,572.44 - tires for Street Dept. case loader. (Fund 2500)
6. Prospect Construction: $223,109.95 - ARPA WWTP project. (Fund 5310)

The remaining Claims are routine in nature. If you have any questions, please reach out.

Thank you,
Jessica Rice

(406) 892-4327
financedirector@cityofcolumbiafalls.com

CITY OF COLUMBIA FALLS
Payroll Summary For Payrolls from 06/30/25 to 06/30/25

Payroll 6/30/25
Quarterly Reports
2nd Qtr.
Plus Health Ins.
$94,426.73
Barb Staaland

Total for Payroll Checks

	Employee	Employer	Amount
Total		0.00	

Total Payroll Expense (Gross Pay + Employer Contributions): 0.00
Total Discounts: 0.70
Total Payroll Expense (Less Discounts): -0.70

Check Summary

Payroll Checks Prev. Out.	$9,983.06
Payroll Checks Issued	$91,547.83
Payroll Checks Redeemed	$7,979.26
Payroll Checks Outstanding	$93,551.63
Electronic Checks	$2,878.90

Deductions Accrued		Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Total Ded.	0.00	0.00	0.00	0.00	

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

Item No.3.

Pay?	Thru?	Payroll Liability	Check $	Elect?	Discount	Payee
Yes	06/30/25	HEALTHINS/PRE	69816.40			MONTANA MUNICIPAL INTERLOCAL AUTHORITY
Yes	06/30/25	MUTUAL OF OMAHA	573.80			MONTANA MUNICIPAL INTERLOCAL AUTHORITY
No	06/30/25	UNUM LIFE INS.	143.05			MONTANA MUNICIPAL INTERLOCAL AUTHORITY
Yes	06/30/25	Unempl. Insur.	2878.90	Elect		UNEMPLOYMENT INSURANCE DIVISION
Yes	06/30/25	Workers' Comp	21157.63		0.70	MMIA - WC PROGRAM

Payroll
6/20/2025
$125,034.35
Barb Staaland

Total for Payroll Checks

	Employee	Employer	Amount
ADDL HOURS (Additional)	0.00		693.56
COMA HOURS (Comp Time Accumulated)	12.76		
COMP HOURS (Comp Time Used)	8.00		205.72
OTHE HOURS (Other Time Used)	8.00		200.88
OVER HOURS (Overtime)	65.50		2,989.29
OVTD HOURS (STEP overtime)	9.50		397.01
REG HOURS (Regular Time)	3,058.50		99,384.81
SHFN HOURS (Shift B)	332.00		664.00
SHFQ HOURS (OVT B)	5.50		16.50
SICK HOURS (Sick Time)	24.00		721.84
VACA HOURS (Vacation Time Used)	84.25		2,247.59
VOLN HOURS (Not in use)	24.00		1,200.00
GROSS PAY	107,521.20	0.00	
NET PAY	76,530.14	0.00	
NET PAY (CHECKS)	1,467.17		
NET PAY (DIRECT DEPOSIT)	75,062.97		
AFLAC-POSTTAX	86.97	0.00	
AFLAC-PRETAX	150.29	0.00	
CITY OF COLUMBI	20.00	0.00	
FIT	8,014.55	0.00	
FLEX ALLEGIANCE	712.50	22.50	
FOP	450.00	0.00	
HEALTHINS/PRE	3,865.50	29,931.90	
MEDICARE	1,558.49	1,558.49	
MT ST FIRE ASSO	110.80	0.00	
MUTUAL OF OMAHA	286.90	0.00	
NATIONWIDE/CITY	0.00	4,689.08	
NATIONWIDE/EMP	200.00	0.00	
P.E.R.S.	4,335.16	4,977.21	
PERS RETIREE	0.00	18.14	
PERS/FURS	1,185.55	1,591.06	
PERS/POLICE	2,589.27	4,145.73	
SIT	2,999.00	0.00	
SOCIAL SECURITY	4,076.58	4,076.58	
TEAMSTERS DUES	349.50	0.00	
UNEMPL. INSUR.	0.00	476.61	
WORKERS' COMP	0.00	3,508.38	
CHARLES SCHWAB	1,824.54	0.00	
FIREFIGHTERS FC	12.93	0.00	
FIRST INTERSTAT	1,262.41	0.00	
FREEDOM BANK	3,780.97	0.00	
GLACIER BANK KA	6,525.71	0.00	
GLACIER BANK MS	3,377.90	0.00	
GLACIER BANK/CF	20,287.26	0.00	
GLACIER BANK/WF	2,121.75	0.00	
MORGAN STANLEY	4,189.96	0.00	
NAVY FEDERAL CR	1,794.78	0.00	
PARKSIDE CR U	12,462.08	0.00	

REGIONS BANK	2,181.68	0.00
STOCKMAN BANK	1,331.11	0.00
USAA FEDERAL	1,494.01	0.00
WELLS FARGO	2,477.20	0.00
WELLS FARGO, TX	1,974.56	0.00
WFISH CR UNION	7,964.12	0.00
FIT/SIT BASE	94,482.93	0.00
MEDICARE BASE	107,481.99	0.00
PERS BASE	95,644.90	0.00
SOC SEC BASE	65,751.39	0.00
UN BASE	105,921.20	0.00
WC BASE	107,592.43	0.00
Total		54,995.68

Total Payroll Expense (Gross Pay + Employer Contributions): 162,516.88

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

Check Summary

Payroll Checks Prev. Out.	$2,322.49
Payroll Checks Issued	$7,660.57
Payroll Checks Redeemed	$2,095.38
Payroll Checks Outstanding	$7,887.68
Electronic Checks	$117,373.78

Deductions Accrued		Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security	8,153.16		8,153.16		212260
Medicare	3,116.98		3,116.98		212260
P.E.R.S.	9,312.37		9,312.37		212270
Unempl. Insur.	476.61	2,878.79		3,355.40	212210
Workers' Comp	3,508.38	21,158.33		24,666.71	212220
FIT	8,014.55		8,014.55		212260
SIT	2,999.00		2,999.00		212260
AFLAC-PRETAX	150.29	150.29	300.58		212230
NATIONWIDE/EMP	200.00		200.00		212280
Teamsters dues	349.50	349.50	699.00		212310
PERS/Police	6,735.00		6,735.00		212240
NATIONWIDE/CITY	4,689.08		4,689.08		212280
AFLAC-POSTTAX	86.97	86.97	173.94		212230
PERS/FURS	2,776.61		2,776.61		212275
MT ST FIRE ASSO	110.80		110.80		212315
HEALTHINS/PRE	33,797.40	63,111.70		96,909.10	212400
CITY OF COLUMBI	20.00		20.00		212450
FLEX ALLEGIANCE	735.00		735.00		212285
FOP	450.00		450.00		212335
PERS RETIREE	18.14		18.14		212270
MUTUAL OF OMAHA	286.90	573.80		860.70	212400
Total Ded.	85,986.74	88,309.38	48,504.21	125,791.91	

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

7/3/2025
Payroll
$ 124,759.74
Barb Stanlaved

Total for Payroll Checks

	Employee	Employer	Amount
ADDL HOURS (Additional)	0.00		150.00
COMA HOURS (Comp Time Accumulated)	19.13		
COMP HOURS (Comp Time Used)	8.00		229.36
J001 HOURS (CLOTH ALLOW)	0.00		400.00
OTHE HOURS (Other Time Used)	16.00		401.76
OTTR HOURS (Training OT PD)	15.00		426.30
OVER HOURS (Overtime)	70.00		3,100.90
OVTD HOURS (STEP overtime)	19.50		814.91
PERS HOURS (Personal Time Used)	4.00		152.88
REG HOURS (Regular Time)	3,202.25		98,840.09
SHFN HOURS (Shift B)	408.00		816.00
SHFQ HOURS (OVT B)	33.50		100.50
SICK HOURS (Sick Time)	105.57		2,471.29
VACA HOURS (Vacation Time Used)	151.25		5,085.10
GROSS PAY	112,989.09	0.00	
NET PAY	81,338.32	0.00	
NET PAY (CHECKS)	3,003.45		
NET PAY (DIRECT DEPOSIT)	78,334.87		
AFLAC-POSTTAX	86.97	0.00	
AFLAC-PRETAX	219.10	0.00	
CITY OF COLUMBI	20.00	0.00	
FIT	8,408.65	0.00	
FLEX ALLEGIANCE	712.50	22.50	
FOP	450.00	0.00	
HEALTHINS/PRE	3,865.50	29,931.90	
MEDICARE	1,598.70	1,598.70	
MT ST FIRE ASSO	112.43	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.	4,239.16	4,867.02	
PERS/FURS	1,202.97	1,614.46	
PERS/POLICE	2,717.56	4,351.11	
SIT	3,119.00	0.00	
SOCIAL SECURITY	4,061.83	4,061.83	
TEAMSTERS DUES	349.50	0.00	
UNEMPL. INSUR.	0.00	619.24	
WORKERS' COMP	0.00	3,429.18	
CHARLES SCHWAB	1,824.54	0.00	
FIREFIGHTERS FC	232.73	0.00	
FIRST INTERSTAT	1,244.47	0.00	
FREEDOM BANK	3,687.90	0.00	
GLACIER BANK KA	6,622.77	0.00	
GLACIER BANK MS	3,106.18	0.00	
GLACIER BANK/CF	20,712.51	0.00	
GLACIER BANK/WF	2,121.75	0.00	
MORGAN STANLEY	4,406.79	0.00	
NAVY FEDERAL CR	2,184.24	0.00	

PARKSIDE CR U	13,352.54	0.00
REGIONS BANK	2,037.80	0.00
STOCKMAN BANK	1,248.61	0.00
USAA FEDERAL	1,577.23	0.00
WELLS FARGO	2,874.16	0.00
WELLS FARGO, TX	2,498.31	0.00
WFISH CR UNION	8,602.34	0.00
FIT/SIT BASE	99,832.30	0.00
MEDICARE BASE	110,254.99	0.00
PERS BASE	95,562.95	0.00
SOC SEC BASE	65,513.51	0.00
UN BASE	112,589.09	0.00
WC BASE	111,283.80	0.00
Total		52,558.94

Total Payroll Expense (Gross Pay + Employer Contributions): 165,548.03

Check Summary

Payroll Checks Prev. Out.	$92,789.29
Payroll Checks Issued	$5,398.88
Payroll Checks Redeemed	$337.80
Payroll Checks Outstanding	$97,850.37
Electronic Checks	$121,360.86

Deductions Accrued		Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security	8,123.66		8,123.66		212260
Medicare	3,197.40		3,197.40		212260
P.E.R.S.	9,106.18		9,106.18		212270
Unempl. Insur.	619.24	619.24		1,238.48	212210
Workers' Comp	3,429.18	3,429.18		6,858.36	212220
FIT	8,408.65		8,408.65		212260
SIT	3,119.00		3,119.00		212260
AFLAC-PRETAX	219.10	219.10		438.20	212230
NATIONWIDE/EMP	200.00		200.00		212280
Teamsters dues	349.50	349.50		699.00	212310
PERS/Police	7,068.67		7,068.67		212240
NATIONWIDE/CITY	2,063.00		2,063.00		212280
AFLAC-POSTTAX	86.97	86.97		173.94	212230
PERS/FURS	2,817.43		2,817.43		212275
MT ST FIRE ASSO	112.43		112.43		212315
HEALTHINS/PRE	33,797.40	33,797.40		67,594.80	212400
CITY OF COLUMBI	20.00		20.00		212450
FLEX ALLEGIANCE	735.00		735.00		212285
FOP	450.00		450.00		212335
PERS RETIREE	0.00				212270
MUTUAL OF OMAHA	286.90	286.90		573.80	212400
Total Ded.	84,209.71	38,788.29	45,421.42	77,576.58	

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

CITY OF COLUMBIA FALLS
CITY COUNCIL REGULAR MEETING MINUTES
HELD JUNE 16, 2025

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

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

Also present: City Manager Hanks, City Clerk Staaland, 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 Shepard and the motion carried.

CONSENT AGENDA: Councilor Shepard made motion to approve the consent agenda noting all claims appeared to be in order, seconded by Councilor Piper and the motion carried unanimously.
Approval of Claims - June 16, 2025 - $209,532.69
Finance - Void Outstanding Checks - Effective 06/30/2025
SLIPA Grant - Fire Hydrant Replacement Change Order #1
Approval of Payroll Claims - June 6, 2025 - $120,680.50
Approval of Regular Council Meeting Minutes - June 2, 2025
Records Destruction Document

APPOINTMENT: Volunteer Firefighter Sydney Mainolfi
Fire Chief Weeks recommended Sydney Mainolfi for appointment as a probationary volunteer firefighter. Ms. Mainolfi, a current EMT-B, participated in the West Valley Fire Department cadet program and has shown consistent dedication.

Councilor Piper made motion to approve Probationary Volunteer Firefighter Sydney Mainolfi, seconded by Councilor Shepard and the motion carried unanimously.
City Clerk Staaland administered oath of Office to Mr. Mainolfi.

NOTICE OF PUBLIC HEARINGS/PUBLIC HEARINGS:

Public Hearing - 2025-2026 Fiscal Year Preliminary Budget Hearings:

City Manager Hanks announced the beginning of the FY 2025–26 Preliminary Budget Hearings. Hearings will commence July 7, 2025 and remain open through September 2025, concluding with final budget approval. The hearings will cover capital projects, projected revenues, and expenditures.

ORDINANCES / RESOLUTIONS:

Resolution #1944 - Establishing Fees for the use of the City Pool

City Manager Hanks stated that fees remain unchanged from 2024, but a new resolution is required to make the fee schedule open-ended.

Councilor Piper made motion to approve Resolution #1944 Establishing Fees for the use of The City Pool, seconded by Councilor Price with council voting as follows. Ayes: Price, Shepard, Piper and Barnhart.

Staff Report #CPP25-02: Preliminary Plat – T&C Business Park
City Manager Hanks stated City Planner Mulcahy is not present this evening and he would be delivering the submitted report regarding a proposed five-lot light industrial subdivision at 330 Meadow Lake Boulevard. The 10.47-acre site, previously used for equipment storage, requires structural fill to replace organic material. The property is zoned light industrial (CI1) and lies within municipal water and sewer boundaries.

Key findings include:

- Geotechnical recommendations require substantial excavation, particularly on Lots 1, 2, 3, and 4.
- Wetland presence on Lot 5 is acknowledged, with no current development proposed within it.
- Groundwater was encountered 17–27 feet below grade; proposed utilities will mitigate environmental impacts.
- Traffic projections estimate 153 average daily trips, not requiring a traffic study.
- Staff recommends a pedestrian path along Meadow Lake Boulevard.
- Variance requested for no internal sidewalks, curb, or gutter due to light traffic.
- Private internal roads will be maintained by the subdivision association.

Councilor Price questioned the 24-foot-wide private road and absence of sidewalks given potential truck traffic. Hanks responded that the road width meets safety and zoning requirements for light industrial areas. Hanks confirmed that a private road is not uncommon, and the City recommends that any roads in the subdivision remain private. Price also inquired about the phrasing “but not limited to” five lots. City Attorney Breck clarified that the preliminary plat specifies five lots, and further lots would require future approval.

Councilor Shepard motioned to approve Staff Report # CPP25-02 as findings of fact, seconded by Councilor Piper with council voting as follows. Ayes: Shepard, Piper and Barnhart. Noes: Price.

Resolution #1945 - Preliminary Plat Approval T & C Business Park
Councilor Shepard made motion to approve Resolution #1945 Preliminary Plat Approval T & C Business Park, seconded by Councilor Piper with council voting as follows. Ayes: Piper, Shepard and Barnhart. Noes: Price.

Resolution #1946 - Heritage Days 2025
City Manager Hanks introduced the resolution to formally recognize Heritage Days 2025 and designate event planners: Shirley Reynolds, Sean Reynolds, Jordan Reynolds, Art Ott, Vicki Ott, and Todd Deruchia.

Councilor Price motioned to approve Resolution #1946 Heritage Days 2025, seconded by Councilor Piper with council voting as follows. Ayes: Price, Shepard, Piper and Barnhart.

Resolution #1947 - Children’s Memorial Garden at Wildcat Park

Life Scout Merrick Fairchild presented the final design for her Eagle Scout project. The City Council previously authorized development of the project, which has been reviewed and approved to move forward to council by the Parks Committee. City staff will oversee construction and maintain the garden.

Mayor Barnhart confirmed maintenance and sprinkler system details. Ms. Fairchild confirmed that the City Parks Department would maintain the garden and that she would supply components for expanding the existing sprinkler system.

Councilor Price motioned to approve Resolution #1947 a Children's Memorial Garden at Wildcat Park, seconded by Councilor Shepard with council voting as follows. Ayes: Shepard, Piper, Price and Barnhart.

Ordinance #833 Final Reading - Amending the Columbia Falls Zoning Map from CB-2 Commercial to CR-5 Two-Family Residential at 394 Railroad Street

Councilor Shepard made motion to approve the Final Reading of Ordinance #833 - Amending the Columbia Falls Zoning Map from CB-2 Commercial to CR-5 Two-Family Residential at 394 Railroad Street, seconded by Councilor Piper with council voting as follows. Ayes: Piper, Price, Shepard and Barnhart.

REPORTS / BUSINESS FROM MAYOR & COUNCIL

Councilor Shepard questioned the reintroduction of public comment during deliberations. City Attorney Breck confirmed that Council may do so but must be clear about it.

Shepard also confirmed weed notice enforcement is underway.

Councilor Price asked about curb painting around town. Hanks said crews are prioritizing pedestrian paths and intersection painting. Price raised concerns about e-bikes exceeding speed limits on walking paths. Police Chief Stephens noted they are not permitted on walking paths, and the department will increase patrols. Piper asked if a license is required to operate e-bikes; Stephens replied that it is not.

Mayor Barnhart expressed concern over non-functioning falls at Glacier Bank. City Manager Hanks said the motor has failed and it may need to be replaced. He noted high weeds and grass at city entrances, urging code enforcement. He also raised budget concerns related to reduced Canadian tourism and emphasized caution. Barnhart addressed an abandoned, overgrown property near the railroad on Highway 2, calling it a fire hazard, and requested owner identification and follow-up.

Mayor Barnhart emphasized adherence to land amendment rules. Councilor Shepard added that many light industrial subdivisions in nearby cities also lack sidewalks, reinforcing the staff recommendation.

CITY MANAGER REPORT

- **Horine Well**: The variable frequency drive has failed. The city is operating on two wells while evaluating backup solutions. The city could be without the Horine Well for up to 60 days as they reconstruct a new variable frequency drive. We're also working with the engineers to have backup solutions and working through other options.

- **City Pool**: Boiler failure forced closure. A technician identified a faulty thermal switch. Repairs were underway with reopening expected by Wednesday.
- **CFAC Site**: Work on aligning the diversion ditch is on track, fully funded by CFAC.
- **Farmers Market**: Staff is working with organizers to ensure parking and safety requirements are met under the CB-2 zoning.
- **Columbus Park**: Playground equipment has arrived; installation is scheduled for mid-to-late July.
- **Gateway to Glacier**: Temporary construction easements are being sent to approximately 70 homeowners for grade corrections related to infrastructure work.

OTHER REPORTS:
Police Chief Stephens reported that two experienced Patrol Officer have been hired, Officer Fields has already started, and Officer Doyle begins on June 28.

MISCELLANEOUS:
Fire Department is out checking hydrants daily.
Chief Stephens said a new officer started and another one starts on the 28th.
Police Department May Activity Report
Correspondence

ADJOURN
Councilor Shepard motioned to adjourn at 7:53 p.m., seconded by Councilor Piper.

____
Mayor

____
City Clerk

COLUMBIA FALLS
MONTANA

City Council
Agenda Item Summary

Title: Appointment of City Auditor

Date: July 1, 2025

Staff Contact: Jessica Rice, Finance Director

AGENDA ITEM SUMMARY:
Appointment of City Auditor

BACKGROUND:
In February 2025, the City was notified by the Montana Department of Administration's Local Government Services Bureau (LGSB) that it would not approve an additional contract with the City's current audit firm, Doyle and Associates.

On Tuesday, May 20, 2025, the Finance Director distributed a Request for Proposals (RFP) to all eligible audit firms listed on the LGSB Audit Roster (approximately 33 firms). The RFP requested proposals for Single Audit Services for the following fiscal years:

- FY 2023–2024 (July 1, 2023 – June 30, 2024)
- FY 2024–2025 (July 1, 2024 – June 30, 2025)
- FY 2025–2026 (July 1, 2025 – June 30, 2026)

The submission deadline was 4:00 p.m. on Monday, June 16, 2025. By the deadline, two proposals were received—from Nexus CPA Group (Kalispell, MT) and Eide Bailly (Denver, CO, with a Montana-based government auditor in Missoula, MT).

STAFF RECOMMENDATION:
After reviewing the proposals, it is recommended to award the contract to Nexus CPA Group based on their competitive fee schedule and proposed audit timeline.

SUGGESTED MOTION:
Motion to approve Nexus CPA Group as the City Auditor for a three-year term.

ATTACHMENTS:

- Nexus CPA Group Proposal
- Eide Bailly Proposal

CPA GROUP

Certified Public Accountants | Government Audit Specialists
P.O. Box 1957
Kalispell, MT 59903-1957
(406) 756-6879

Proposal for Professional Audit Services

Submitted to:
City of Columbia Falls

Submitted by:

Jonathan Mahrt, CPA
Managing Member, Nexus CPA Group, PLLC
(406) 461-9602

Date of Submission:
May 22, 2025

Nexus CPA Group
406.756.6879
dda@ddaudit.com

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

TABLE OF CONTENTS

Nexus CPA Group
406.756.6879
dda@ddaudit.com

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

EXECUTIVE SUMMARY

Nexus CPA Group is pleased to submit this proposal to provide independent audit services to City of Columbia Falls for the fiscal year ending June 30, 2024, June 30, 2025, and June 30, 2026. Nexus CPA Group is proud to carry forward the legacy of Denning, Downey, & Associates, CPAs, a respected firm founded in 1994. With over 30 years of experience serving Montana's cities, counties, school districts, and special districts, we understand the responsibilities, regulatory requirements, and public trust placed on your organization.

Our firm is committed to delivering more than just an audit. We focus on building long-term, collaborative relationships with our clients, providing clear communication, proactive support, and dependable expertise in governmental accounting and reporting. We know that your staff is busy, so we strive to make the audit process efficient, respectful of your time, and as smooth as possible.

This proposal outlines our understanding of your needs, our qualifications, and a tailored approach designed to deliver a high-quality audit that meets all applicable standards and deadlines. Our audit will be conducted in accordance with Generally Accepted Auditing Standards (GAAS), Government Auditing Standards (GAS), and the Uniform Guidance (if applicable), and will include all required financial reporting and communication with those charged with governance.

We believe Nexus CPA Group is uniquely positioned to serve City of Columbia Falls due to:

- Our specialization in local government audits throughout Montana
- A dedicated team with deep knowledge of GASB standards and compliance requirements
- A proven track record of timely, thorough audits that result in clear, actionable insights

We welcome the opportunity to serve as your audit partner and look forward to the chance to work together in support of your continued accountability and financial stewardship.

Sincerely,

Jonathan Mahrt, CPA
Managing Member, Nexus CPA Group

Nexus CPA Group
406.756.6879
dda@ddaudit.com

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

ABOUT NEXUS CPA GROUP

Nexus CPA Group is a Montana-based firm specializing in auditing and consulting services for local governments and special districts. We are proud to continue the legacy of Denning, Downey & Associates, CPAs — a firm with over 30 years of trusted service to Montana's public sector. Our deep roots in this work have shaped a team that understands not only the technical requirements of government auditing, but also the importance of relationships, responsiveness, and local insight.

We serve a broad range of governmental entities, including:

- Cities and towns
- Counties
- School districts
- Special districts (e.g., fire, irrigation, water & sewer)

The accounting needs of Montana's local governments make up 100% of our business.

At Nexus CPA Group, we don't view audits as transactional. We approach each engagement as a partnership — one where our role is to provide clarity, confidence, and support to the governing board and staff. Our team is trained specifically in governmental accounting and auditing standards (GASB, GAAS, Uniform Guidance), and we maintain a culture of continuous learning to stay current with evolving regulations and best practices.

Our Core Values

1. **Integrity: Trust in Every Action**
   We uphold unwavering ethical standards, ensuring transparency and fairness in every government audit and advisory engagement. Our honest practices build lasting trust with clients and stakeholders.

2. **Service: Clients at Our Core**
   We empower government entities with tailored assurance solutions, delivering responsive, mission-driven support that strengthens their financial confidence and public trust.

Nexus CPA Group
406.756.6879
dda@ddaudit.com

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

3. **Precision: Accuracy in Every Step**
   We deliver audits with exacting accuracy, adhering to GASB standards and ensuring reliable, error-free outcomes that meet the highest expectations of our government clients.

4. **Grit: Unyielding Perseverance**
   We tackle complex audits and tight deadlines with relentless determination, maintaining quality and precision to deliver trusted results for government entities.

5. **Unity: Strength Through Collaboration**
   Our tight-knit team combines diverse expertise to produce exceptional audits, united by shared goals and mutual trust to serve our government clients effectively.

Summary of organization

Position	# of Staff
Managing Member	1
Audit Senior	2
Staff Auditors	3
Paraprofessional staff	3
Administrative staff	2

Why Clients Choose Nexus

- Specialized expertise in Montana governmental audits
- Consistently on-time and efficient audit delivery
- Hands-on partner involvement in all phases of the engagement
- Respect for your time and operations during fieldwork

Our goal is to make the audit process smooth, informative, and value-driven. Whether you are navigating compliance challenges, managing federal grants, or preparing for major changes under GASB, we bring the experience and insight to help you succeed.

Nexus CPA Group
406.756.6879
dda@ddaudit.com

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

KEY MEMBERS OF THE TEAM

At Nexus CPA Group, we believe the success of any audit engagement depends on the experience, expertise, and accessibility of the team assigned. We are proud to offer a team of professionals who specialize in governmental auditing and are committed to delivering a high-quality, efficient, and supportive audit process.

Each engagement is staffed with experienced personnel at all levels to ensure thorough planning, smooth fieldwork, and effective communication from start to finish. Below is a list of the key members of team:

Managing Member
Jonathan Mahrt, CPA

Jonathan will oversee the entire audit engagement, ensuring all work meets professional standards, deadlines, and your expectations. With over 11 years of governmental audit experience, he is actively involved in planning, reviewing audit results, and communicating directly with your board and management team.

Jonathan joined Denning, Downey & Associates, CPA's, P.C. in 2014. He is a member of the Montana Society of CPA's, the American Institute of Certified Public Accountants (AICPA), and the Association of Certified Fraud Examiners (ACFE). Since joining the firm, he has accumulated more than 28,000 hours of governmental audit and consulting experience.

Senior Auditors

Our audit seniors supervise and lead onsite or remote fieldwork, coordinate day-to-day activities with your staff, and manage testing procedures. They bring expertise in government accounting standards (GASB) and Uniform Guidance audits, ensuring compliance while identifying opportunities for process improvements.

The audit seniors include **Angela Holmes** and **Tica Hall, CPA.**

- **Angela Holmes** is a 2011 graduate of the University of Phoenix. Before joining Denning, Downey & Associates, Angela worked as a compliance officer. In addition to managing audit projects, she has significant experience with year-end closing assistance and financial statement preparation. Angela has been with the firm for over 8 years and has accumulated more than 17,000 hours of governmental audit and consulting experience.

- **Tica Hall, CPA** is a graduate of the University of Wyoming. She joined Denning, Downey & Associates in 2021 as a paraprofessional while completing her Master of Accountancy program, then transitioned into an auditor role. Tica brings a wealth of knowledge in governmental auditing and is committed to providing high-quality audit services.

Staff Auditors

Our staff auditors assist with audit fieldwork, sampling, and analytical procedures. As trained governmental audit professionals, they provide support under the direct supervision of senior staff.

The staff auditors include **Maggie Scotti-Belli** and **Sari Palmatier-Paap**.

Commitment to Continuity

We recognize that continuity of audit personnel is critical to an efficient and productive engagement. Nexus CPA Group makes every effort to maintain a consistent team throughout the term of our relationship, minimizing the need for retraining and preserving institutional knowledge year over year.

UNDERSTANING YOUR NEEDS

At Nexus CPA Group, we understand that City of Columbia Falls faces a unique set of challenges when it comes to financial management, transparency, and compliance with state and federal regulations. Our deep experience working with local governments across Montana positions us to offer valuable insight and specialized expertise that is tailored to your needs.

Key Considerations for City of Columbia Falls

1. **Governmental Compliance Requirements**

   We recognize the importance of adhering to the stringent accounting standards set forth by the Governmental Accounting Standards Board (GASB) and other regulatory bodies. Our audit will ensure that your financial statements comply with the latest accounting principles, including GASB's evolving standards. Additionally, we will provide assistance in meeting the requirements for Single Audits and Uniform Guidance, ensuring compliance with federal funding regulations if applicable.

2. **Timely Reporting and Accountability**

   We understand the pressures of meeting the rigorous reporting deadlines required for local governments. Nexus CPA Group is committed to delivering your audit results on time, allowing your board and management team to make timely and informed decisions. Our efficient audit process ensures that we work closely with your staff to minimize disruptions while maintaining high standards of quality and accuracy.

3. **Transparency and Public Trust**

   As a public entity, City of Columbia Falls has a responsibility to maintain the trust of the community, elected officials, and other stakeholders. Our audit process is designed to be transparent, offering clear communication throughout the engagement. We will provide actionable insights that go beyond the numbers to support good governance, accountability, and financial transparency.

4. **Complexity of Fund Accounting and Reporting**

   Local governments often manage multiple funds, including general funds, special revenue funds, capital project funds, and proprietary funds. Understanding the complexity of this fund structure is critical to producing an accurate and compliant audit. Nexus CPA Group has deep expertise in fund accounting and will ensure that all fund balances, revenues, and expenditures are appropriately categorized and presented.

5. **Continued Support After the Audit**

   Our work doesn't stop once the audit report is finalized. We offer ongoing support to ensure that you are well-equipped to implement any recommendations, address potential deficiencies, and continue improving internal controls and financial management practices.

Customized Approach to Your Needs

By understanding the unique regulatory and operational needs of City of Columbia Falls, Nexus CPA Group will tailor our audit approach to meet your specific challenges. Whether it's navigating new state or federal compliance requirements, improving internal processes, or enhancing financial reporting, we are here to guide you every step of the way.

OUR APPROACH

At Nexus CPA Group, we believe that a successful audit is built on a strong foundation of thorough planning, clear communication, and consistent, proactive execution. Our approach is designed to provide City of Columbia Falls with a comprehensive, transparent, and high-quality audit that meets all applicable standards and deadlines, while minimizing disruptions to your operations.

Independence:

We require that all professional staff members be familiar with, and adhere to, the independence rules, regulations, interpretations, and rulings of the AICPA, the State of Montana Board of Public Accountants, and the U.S. General Accounting Office. Each member of our staff is independent of your entity, and each individual assigned to the audit will sign an independence representation for the engagement.

Conflict of interest:

Nexus CPA Group is aware of and complies with the independence rules of the AICPA, State Board of Accountancy and the U.S. General Accounting Office regarding possible conflicts of interest.

Strengths:

The strength of our firm lies in our overall auditing expertise. Individually and collectively, we have a strong understanding of internal control, both conceptually and the practical aspects; of audit procedures and techniques; of federal program audit requirements; and of state legal compliance requirements. We have a thorough audit review process starting with the assignment of an owner as "In-Charge" of every client. The "In-Charge" ensures that all appropriate audit procedures are performed, the work is complete, and all conclusions are proper. Upon completion of the field work, an overall audit review and technical review of the audit report is performed by our in-house "audit reviewer." The audit reviewer is responsible for informing all audit staff of potential deficiencies in the work performed.

Audit Philosophy:

Our firm is committed to conducting audits of the highest quality in the most efficient and effective manner possible. Efficiency and effectiveness is gained through extensive experience with similar entities and an organized planning process specifically designed to each individual audit. We are committed to providing technical assistance on an on-going basis. Although we define and utilize the concept of materiality in conducting our audits, we also firmly believe that the internal control work should include all cash collection areas, regardless of the amount collected and some testing should be performed in these areas. Nexus CPA Group philosophy that audits should be conducted in a friendly, helpful, but completely objective and professional manner has helped us to establish an excellent reputation in our field of expertise. Each audit requires a different approach dependent on our risk assessment and planning process including our assessment of internal controls and compliance requirements relevant to the entity being audited.

Relate and Interact:

We will establish a professional, friendly, and courteous relationship with your administration and employees. Because of our many years of experience and individual personalities, we will conduct the audit with the least disruption possible to your employees. You will be kept informed on the audit progress and timely informed on any problem or potential problem areas of the audit. All audit findings will be reviewed and explained to the appropriate individuals.

Communication:

It is our philosophy to communicate fully with appropriate client personnel at the proper time as the audit progresses. We encourage full discussion of sensitive and complex issues in order to resolve all audit issues. The findings and recommendations, if any, that may be included in the various auditors' reports, including the management letter, will be constructive in nature, intended to be helpful, and informative.

Use of Sampling:

We utilize random, systematic, judgmental, stratified and statistical sampling methods. The type of sample used depends on the population tested and related audit risk.

Use of Analytical Procedures:

We utilize analytical procedures during the early planning stages of the audit in an effort to help focus our substantive procedures. During the substantive stage of the audit to help support amounts reported on the financial statements and during the closing of the audit to look at transactions that occurred after the date of the audit report that may have an effect of the audit.

Risk-based Auditing:

Our audits are conducted using a **risk-based approach.** Risk-based auditing offers significant advantages over traditional checklist-based auditing. Most importantly, it focuses on identifying and addressing areas with a higher risk of material misstatement, rather than relying on a checklist that may not capture all potential issues.

Throughout the audit process, identified risks are continually assessed and summarized. Related or similar risks are grouped together, and tailored audit procedures are designed specifically to address all potentially high-risk areas. This targeted approach allows us to deliver a more effective, efficient, and meaningful audit.

Management Representation Letter:

At the end of the engagement, management is requested to prepare a representation letter and address it to the auditor. If questions arise about anything in the content of the letter, management and the audit firm must first resolve the issues prior to report issuance.

Exit Conference Presentation:

At the end of the engagement, we will perform several exit conferences. The first, an informal conference will be held only with management of the City of Columbia Falls. At this conference we will go over all the recommendations given both written and oral. At the formal exit we will go over the report and all written comments. We encourage questions and open communication at both meetings.

Sharing information:

We utilize both the State Portal as well as other services such as ShareFile for sharing information.

Strategy for the Future:

The base of our practice is, and will continue to be, in auditing and consulting of Montana local governments. We keep on top of emerging local government and auditing issues by subscribing to the appropriate reference material and by maintaining a complete library. In the past three years we have kept our clients current by providing annual update seminars.

Staff training and Continuing Professional Education (CPE):

Nexus CPA Group is committed to providing training for all staff in order to maintain the highest quality of audit possible.

Governmental Auditing Standards requires all staff to have at least 24 hours of CPE related to government accounting every two years.

Our firm requires that all professional staff have at least 80 hours of governmental CPE every two years. In addition, we require that all non-professional staff have at least 24 hours of governmental CPE annually.

A complete listing of courses taken by the shareholders of the firm is available upon request.

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1740 U.S. Hwy 93 South
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Kalispell, MT 59903

CLIENT SERVICE PHILOSPHY

At Nexus CPA Group, we are committed to building long-term, trust-based relationships with our clients. Our client service philosophy is centered on understanding your unique needs, providing timely and actionable insights, and offering continuous support throughout the audit process and beyond.

Our Core Client Service Principles

1. **Accessibility & Responsiveness**

   We understand that timely communication is critical to the success of every audit. Our team is accessible and responsive, ensuring that you can reach us whenever you need assistance. We make it a priority to answer your questions promptly and keep you informed throughout every stage of the audit process.

2. **Collaboration & Partnership**

   We don't see our role as just auditors; we see ourselves as partners in your success. We work closely with your finance team, providing guidance, answering questions, and addressing challenges as they arise. Our collaborative approach ensures that the audit process is as smooth and efficient as possible.

3. **Transparency & Integrity**

   We operate with the highest level of transparency and integrity. Our goal is to provide you with an audit that not only meets professional standards but is also clear and understandable. If any issues arise during the audit, we will communicate them immediately and work with you to find practical solutions.

4. **Customized Service & Flexibility**

   Every client is unique, and we understand that one-size-fits-all solutions don't always work in the government sector. We tailor our audit approach to meet the specific needs and challenges of your organization, ensuring that we address the areas most critical to your financial health and compliance needs.

5. **Continuous Improvement**

   Our service doesn't stop when the audit is complete. We provide post-audit support and guidance to help you implement recommendations, enhance internal controls, and improve your financial management processes. We aim to be a trusted advisor, not just during the audit, but for the long term.

6. **Commitment to Excellence**

   We are dedicated to delivering the highest level of service to every client. Our team strives for excellence in every aspect of our work, from meticulous audit procedures to clear and actionable reporting. We continually improve our skills and knowledge to provide you with the most up-to-date and effective services.

Our Promise to You

- We will listen carefully to your needs and respond with solutions that work for your unique circumstances.
- We will provide timely, clear, and actionable information to help you make informed decisions.
- We will work alongside you to address challenges, identify opportunities, and ensure financial accountability and transparency.

By focusing on open communication, responsive service, and continuous support, we ensure that Nexus CPA Group is a trusted partner in your financial management and governance.

FEES AND DELIVERABLES

At Nexus CPA Group, we strive to provide high-quality audit services at a competitive price. Our fee structure is designed to reflect the complexity of the audit, the level of expertise required, and the time commitment needed to meet your specific needs. We are committed to transparency, ensuring there are no hidden fees or surprises.

Proposed Fees

Our fees are based on the scope of the audit, the size of your organization, and the complexity of your financial reporting requirements. Below are the fee breakdowns for the audit of City of Columbia Falls for the fiscal year ending July 1, 2023 through June 30, 2024, June 30, 2025, and June 30, 2026:

Service	Fiscal Year End	Fee
Financial Statement/Single Audit	June 30, 2024	$ 41,000
Financial Statement/Single Audit	June 30, 2025	$ 34,100
Financial Statement/Single Audit	June 30, 2026	$ 35,800

Travel and Miscellaneous Expenses:
Billed at cost (if applicable).

Note: The fees outlined above are based on our initial understanding of your needs and the scope of the audit. If there are significant changes to the scope of the audit (e.g., inclusion of a component unit) or additional services become necessary, we will notify you in advance and discuss any adjustments to the fees accordingly.

Additional Services

Montana local governments often require additional services that fall outside of the scope of an audit or other assurance engagements. These services, referred to as **non-attest services**, may include, but are not limited to, the preparation of GASB 34-compliant financial statements, assistance with year-end closing procedures, and other consulting support related to financial reporting.

In accordance with Government Auditing Standards, City of Columbia Falls must designate an individual with suitable skills, knowledge, and experience to oversee and assume responsibility for these non-attest services. Nexus CPA Group will work closely with your designated individual to ensure that these services are performed in a manner that maintains the integrity of the audit process and complies with all relevant ethical standards.

Non-attest services are provided under a separate fee arrangement and are not included in the base audit fee. A detailed summary of the proposed non-attest services and associated fees is included in the appendices of this proposal for your reference.

Our performance of non-attest services will not impair our independence as auditors, as we do not assume management responsibilities or make management decisions on behalf of City of Columbia Falls.

Affirmations

- Nexus CPA Group, PLLC has the skills, experience, and staffing necessary to complete your audit within the required timeframe
- Our firm is licensed by the State of Montana, listed on the roster of qualified auditors, and is a member of the AICPA Government Audit Quality Center.
- We will comply with all applicable state statutes during the performance of your audit.
- We have no ethics violations or disciplinary actions filed against us with either the Montana Board of Public Accountants or the AICPA.
- All of our professional staff are current with their continuing professional education requirements.
- Our firm maintains full independence from your government.
- We carry $2 million in professional liability insurance coverage.
- We will report immediately to your governing board upon discovery of any illegal acts or irregularities (fraud).
- All working paper files remain the property of Nexus CPA Group, PLLC. Working papers will be retained for a minimum of three years, in accordance with professional standards.

Our Audit Requirements

- We believe in full transparency throughout the audit process. Therefore, all exit meetings (preliminary and final) must include at least one member of your governing board.

- To ensure consistency with our staffing and audit schedule, we require all engagements to be under a three-year audit contract.

- If your organization is preparing its own GASB 34 financial statements and footnotes, a final version must be provided prior to the commencement of audit fieldwork. A minimum of 45 days is required to complete the audit after receipt of the final financial statements and footnotes to ensure a quality audit.

- Due to ongoing staffing challenges, it is critical that your team submits all requested audit information by the agreed-upon deadlines. Failure to meet these deadlines may result in: (1) A delay in the issuance of your audit, (2) Additional audit fees, or (3) Cancellation of the audit contract.

- If your government seeks the Certificate of Achievement for Excellence in Financial Reporting through GFOA, we are happy to assist by answering technical questions. However, it remains your responsibility to ensure the financial report fully complies with GFOA Certificate of Excellence requirements.

Deliverables

Upon completion of the audit, Nexus CPA Group will provide the following deliverables:

1. **Audit Reports**
    - A complete set of financial statements for the fiscal year ending June 30, 2024, June 30, 2025, and June 30, 2026, prepared in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.
    - A Single Audit Report (if applicable), including findings and recommendations related to federal grants and compliance.
2. **Audit Findings and Recommendations**

- A comprehensive summary of any audit findings, including compliance issues or areas for operational improvement.
- Specific recommendations to enhance your financial reporting processes or internal controls, based on the audit results.

3. **Final Presentation**
   - An exit to at least one member of the governing body and management summarizing the audit results and addressing any questions or concerns. This presentation will provide key insights and recommendations for the future.
4. **Post-Audit Support**
   - Ongoing consultation to answer any questions that arise from the audit process, assist with implementing recommended changes, and support your team with financial planning or policy development as needed.

Payment Terms

Billing Frequency: Payments for the audit engagement will be billed periodically based on work in progress, with the final payment due upon delivery of the completed audit report. Any additional expenses incurred during the engagement will be included on the progress invoices as they arise.

Fee Adjustments

If unforeseen circumstances arise that significantly change the scope of work, we will promptly discuss the matter with you before proceeding. Any additional services beyond the original scope will be billed separately at our standard hourly rates, as agreed upon in advance.

AUDIT TIMELINE

At Nexus CPA Group, we understand the importance of completing the audit efficiently and within the required timeframes. To begin the audit process, we will request the necessary information from City of Columbia Falls, typically in July or August following the fiscal year-end. Once we have received the required materials, we will assign a dedicated audit team to initiate the audit.

Based on the state defined deadlines, the audit team will schedule the engagement and communicate the timeframe for each phase, including planning, fieldwork, and the final report issuance. We aim to ensure that all steps are completed within the established timeline, providing you with clear expectations throughout.

To guarantee a thorough and high-quality audit, we require a minimum of 45 days to complete the audit, starting from the time we develop an understanding of City of Columbia Falls's operations and financial processes during the initial planning phase. This timeline includes everything from planning and fieldwork to the finalization and issuance of the audit report.

Throughout the process, we will maintain regular communication with City of Columbia Falls to keep the audit on track and ensure that all deadlines for delivering the final audit report are met.

If City of Columbia Falls would like more specifics on the timeframe, please reach out to Jonathan Mahrt, CPA, Managing Member, for further details.

Flexibility in Timing

We understand that certain events or unforeseen circumstances may impact the timeline. Should any changes arise, we will work with you to adjust the schedule accordingly to ensure that all deliverables are met in a timely manner.

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Kalispell, MT 59903

RELEVANT EXPERIENCE

At Nexus CPA Group, we have over 30 years of experience working with Montana's local governments, including cities, counties, school districts, and special districts. Our extensive background in governmental audits allows us to deliver tailored solutions that meet the unique challenges of the public sector.

We are proud to continue the legacy of **Denning, Downey & Associates, CPAs**, a firm that has served Montana's public sector for over three decades. Our deep understanding of the regulatory requirements, funding structures, and reporting standards that Montana local governments face positions us to provide invaluable support in ensuring compliance and financial integrity.

For the fiscal year 2024, our team will successfully complete **115 audits** for a broad range of government entities, broken down as follows:

Financial Statement and Single Audits:

Government Type	Audits
County	23
School District	28
City/Town	11
Other Special Districts	4
Total	65

Financial Statement Audits:

Government Type	Audits
County	3
School District	23
City/Town	12
Other Special Districts	12
Total	50

Each engagement is approached with a commitment to understanding the specific needs and nuances of the client, ensuring that all audits are completed efficiently, on time, and in full compliance with Governmental Auditing Standards (GAS).

We have built a reputation for our reliability, technical expertise, and ability to foster positive, collaborative relationships with local government leaders and staff. Our experience, combined with our commitment to personalized service, makes us uniquely qualified to meet the audit needs of City of Columbia Falls.

APPENDICES

Appendix A: Peer Review Plan

As part of our commitment to maintaining the highest standards of quality and professionalism, Nexus CPA Group is currently in the process of transitioning from the prior peer review system used by **Denning, Downey & Associates, CPAs**. Given the change in firm structure, the previous peer review does not apply to our current practice.

To ensure compliance with professional standards, we will contract an independent peer review service, with the expected completion of this review scheduled by **December 31st, 2026**. This timeline aligns with the requirements set forth by our professional standards for peer reviews and will ensure that we maintain the highest level of audit quality and integrity.

In the interim, we continue to operate under the same robust **quality control system** that was established by **Denning, Downey & Associates**. Additionally, we are actively updating our system to comply with the new **Quality Management System (QMS)** standards, which reflect the evolving needs of our industry and regulatory environment.

This ongoing commitment to quality assurance is integral to the services we provide and reinforces our dedication to upholding the integrity of our audit work.

Appendix B: Relevant Experience

The following is a list of clients for whom we have completed audit engagements during the most recent fiscal year. We encourage you to reach out to any of these entities for a reference regarding the quality of our work, professionalism, and service approach.

Counties

Beaverhead County
Blaine County
Broadwater County
Carter County
Chouteau County
Dawson County
Fergus County
Flathead County
Garfield County
Judith Basin County
Lake County
Liberty County
Lincoln County
Madison County
Musselshell County
Phillips County
Pondera County
Powder River County
Powell County
Richland County
Sanders County
Sheridan County
Toole County
Treasure County

Cities and Towns

City of Baker
City of Belgrade
Town of Broadus
Town of Culberson
Town of Darby
Town of Eureka
City of Glendive
City of Hardin
City of Libby
Town of Manhattan
Town of Plains
City of Polson
Town of Sheridan
City of Sidney
Town of Stanford
Town of Stevensville
Town of Terry
City of Townsend
Town of Twin Bridges
Town of Virginia City
City of Whitefish

School Districts

Amsterdam School District
Arlee School District
Belfry School District
Belgrade School District
Bigfork School District
Bitterroot Valley Coop
Bridger School District
Cayuse Prairie School District
Centerville School District
Columbia Falls School District
Darby School District
Deer Park School District
Dodson School District
Eureka School District
Evergreen School District
Fair-Mont Egan School District
Flathead County Coop
Fortine School District
Frazer School District
Gallatin Gateway School District
Glendive School District
Havre School District
Helena Flats School District
Hot Springs School District
Jordan School District
Kila School District
Laural School District
Libby School District
Livingston School District
Lone Rock School District
Polson School District
Ramsay School District
Rocky Boy School District
Ronan School District
Seeley Lake School District
Somers School District
Stevensville School District
Target Range School District
Thompson Falls School District
Three Forks School District
Townsend School District
Trout Creek School District
Troy School District
Upper West Schore School District
Vaughn School District
West Valley School District
Whitefish School District
Wolf Point School District

We are proud of the long-standing relationships we have built with Montana's local governments and are confident that our clients will speak to our commitment to excellence and responsive service.

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Appendix C: Non-Attest Services and Related Fees

This appendix lists the additional non-attest services that Nexus CPA Group offers, which are separate from the audit work but may be needed for full financial reporting or compliance.

Service	FY2024	FY2025	FY2026
Footnotes	No Charge	No Charge	No Charge
Data Collection Form	$ 1,000	$ 1,000	$ 1,000
Preparation of Schedule of Expenditures of Federal Awards	No Charge	$ 3,500	$ 3,500
Preparation of GASB 34 Financials	No Charge	$ 4,700	$ 4,700
Notes/Adjustments for Pensions GASB 68	No Charge	$ 1,750	$ 1,750
Cash Flow Statement preparation (per statement)	No Charge	$ 850/each	$ 850/each
Consulting (per hour)	$ 315/hour	$ 325/hour	$ 335/hour

Appendix D: Other Relevant Documentation

This appendix includes documentation demonstrating Nexus CPA Group's qualifications and compliance with professional and legal requirements. These documents ensure that our firm meets the standards necessary to serve Montana's local governments responsibly and professionally.

The following items are available upon request or can be provided as part of contract finalization:

- **Professional Liability Insurance** – Certificate of insurance showing current coverage for audit and assurance services. (In process of obtaining; policies will be in effect as of July 1, 2025)

- **Workers' Compensation and General Liability Insurance** – Documentation of required coverage in accordance with Montana law. (In process of obtaining; policies will be in effect as of July 1, 2025)

- **Peer Review Letter (when available)** – As noted in Appendix A, Nexus CPA Group will complete a peer review by December 31, 2026, per professional standards.

- **Staff CPA Licenses** – Current CPA licenses for key engagement personnel.

- **Montana CPA Firm License** – Proof of active licensure with the Montana Board of Public Accountants (see below).

State of Montana
Employment Standards Division
Board of Public Accountants

This certificate verifies licensure as:
FIRM

PAC-FIRM-LIC-55762
Status: **Active**
Expires: **12/31/2025**

NEXUS CPA GROUP, PLLC
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Montana Department of
LABOR & INDUSTRY
RENEW OR VERIFY YOUR LICENSE AT:
https://ebiz.mt.gov/pol

June 16, 2025

Request for Proposal (RFP) Response – Audit Services

CITY OF COLUMBIA FALLS

Submitted By:

Eide Bailly LLP
Paul Kane, CPA
Partner

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EideBailly®

What inspires you, inspires us.

eidebailly.com

Executive Summary

WE WANT TO WORK WITH YOU

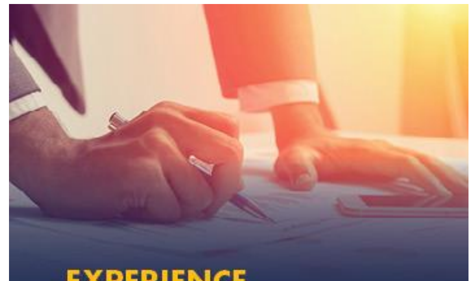
Thank you for giving Eide Bailly the opportunity to propose on Single Audit services for City of Columbia Falls (the City). **As a national firm with a strong Montana presence that specializes in government auditing,** we are confident the City will benefit from the experience we provide and believe our firm to be the best candidate for this engagement.

Extensive Government Industry Experience: As one of the largest industries we serve, we've been steadfastly helping government entities for more than 70 years and currently work with more than 1,200 government clients. We appreciate the operational and political aspects of these clients and are excited about government work. We have multiple clients that are similar in size and/or complexity, so we understand how to externally audit cities and have served on the inside through internal and performance audits, agreed-upon procedures, and consulting engagements. Our dedicated professionals work year-round with government clients; we commit the necessary resources to show our commitment.

By embracing change and focusing on innovative ideas, we've grown with our clients to become a top 20 accounting firm in the nation. We're passionate about building relationships in states such as Montana and a city such as yours, where we're interested in sharing our skill set and client service. As a valued client, you'll experience:

- **Dedicated Professionals, National Resources**: While you'll be served by dedicated professionals, the City will also have access to national resources, including more than 3,500 professionals with diverse skill sets and experiences across the firm.
- **Proactive Communication**: Your service team will keep you informed of changes affecting your organization.
- **Partner Involvement**: You can anticipate partner and senior staff involvement not only during the audit engagement, but also throughout the year as issues, questions and opportunities arise.

Efficiencies Across Montana Clients: We are excited to create efficiencies for the City's engagement by leveraging not only our experience with other Montana government entities, but also through travel coordination and consistent staffing across engagements, creating increasingly effective audit experiences for the City and our other local government clients in the state of Montana.



EXPERIENCE

Our experienced professionals are committed to the industries we serve. We focus on training, and we like to think of ourselves as thought leaders.

PEOPLE

We're a team of collaborators and innovators. Our culture is the heart of our firm, and we're always working together to do things differently and better.

COMMUNICATION

Open, honest, frequent communication ensures that you're not in for any surprises. We'll stay in touch throughout the year so you feel understood, connected and confident.

CORPORATE RESPONSIBILTY

We consider ourselves good corporate citizens—caring for our people, giving back to our communities, and taking care of our environment.

Our firm was recently awarded the audit engagement for City of Great Falls. This entity joins other government clients in the state, such as the Billings School District and the Montana Board of Investments, with whom we have enjoyed long-term relationships, along with Lewis and Clark County, Gallatin County, City of Bozeman, City of Kalispell, City of Missoula, two Montana school districts in Bozeman and Great Falls, and consulting engagements for the Montana Board of Housing and the City of Glendive. Our familiarity with the state's government entities and the perspective gained from those engagements will benefit the City's engagement.

Timeliness: We'll meet your deadlines. Our professionals are trained to anticipate, identify and respond to your needs in a timely manner. We'll work closely with your management team to customize our services to your needs. We believe in clear, up-front and open communication with no surprises. We understand and will comply with the schedules and scope for the audit, and will perform all work within the timeframes outlined.

Unmatched Client Service is Our Passion: Our history of high staff continuity — significantly higher than most firms — means you'll work consistently with the same team, all of whom have been chosen because of their experience serving and advising government entities similar to the City. Working with Eide Bailly means all your service needs will be addressed within a single, core team, resulting in greater efficiency and scale.

Thought Leadership: We are leaders in the government industry, offering valuable perspectives beyond our core strength of accounting and tax compliance. We're business advisors who want to help guide the strategy and operations of your organization, and we'll make sure you feel connected and understand the process. Our professionals work closely together so you receive valuable service from people who understand your needs and know your business.

We Want to Work with You: We've developed the following proposal with the City in mind, and we'll provide timely, personalized external auditing services for you. We'll also get to know you and your staff and take the time to understand your specific challenges and opportunities. We deliver honest and insightful advice beyond what is normally experienced in the public accounting industry. Our tagline, **what inspires you, inspires us**, is more than words to add to marketing materials. We gain energy from those we serve, which turns into a passionate interest in our clients' success.

The following pages highlight our firm's strengths and solutions we can provide for the City. We believe this demonstrates why Eide Bailly merits serious consideration. You'll be a highly valued client, and we would be proud to work with the City, building a trusting relationship with your team. Please contact me if you would like to discuss any aspect of this proposal.

Sincerely,

Paul Kane

Paul Kane, CPA
Partner
303.459.6758
pkane@eidebailly.com

1) Statement of Qualifications

A. Qualifications of Auditor

a. Confirm Auditor is independent and licensed to practice in Montana.

Eide Bailly is independent of City of Columbia Falls as defined by the generally accepted auditing standards and the U.S. Government Accountability Office's *Government Auditing Standards*. Within the past five years, the firm has not had any relationships involving the City.

The second general standard for auditing requires the audit organization and the auditors be free from personal and external impairments to independence. As defined by these standards, Eide Bailly is independent in fact and in appearance, and no relationships, either personal or professional, exist that would cause our firm to not be impartial in dealing with the City.

Should Eide Bailly enter into any professional relationships deemed relevant during the course of this engagement, we will notify you in writing of such relationship.

Licensed to Practice

Eide Bailly and each of the professional staff assigned to the City are properly registered and licensed to practice in Montana.

Firm Registrations:

Montana Secretary of State Registration Number – P128257
Montana State Board of Accountancy Permit Number – 204

A majority of states, including Montana, have adopted mobility legislation—a practice privilege that generally permits a licensed CPA in good standing from a substantially equivalent state to practice outside of his or her principal place of business without obtaining another license. All assigned key professional staff have complied with government industry qualification standards, including continuing education requirements.

b. Confirm Auditor has no conflict of interest with regard to any other work performed.

We confirm we do not have any conflicts of interest with regard to any other work performed.

c. Confirm Auditor is included in the Montana Department of Administration – Local Government Services Bureau

Eide Bailly is registered with the Montana Department of Administration – Local Government Services Bureau.

d. Confirm Auditor has Single Audit Act Certification

Eide Bailly has experience providing single audits related to federal expenditures which ensure our clients remain compliant. Our single audits include an audit of both the financial statements and the federal awards. We also assist in the preparation of the Data Collection Form and prepare the reporting package for submission to the Federal Audit Clearinghouse.

Eide Bailly has a three-year average of auditing more than $28.8 billion in federal expenditures, which provides us with extensive experience in single audits. Not only are we on the forefront of new regulations, but because of our vast experience with government entities, we are also familiar with a wide variety of federal programs. As the City looks to expand its current federal programs, we can pull from our expansive database of federal programs that we have audited and provide consultation on what has worked effectively for other entities. This will help the City establish strong controls and processes over new federal programs rather than trying to rework controls and processes after the programs are established.

Our single audit experience includes the Department of Education, Department of Housing and Urban Development, Department of Agriculture, Department of Commerce, Department of Interior, Department of Transportation, Department of Justice, Department of Labor, Department of the Treasury, Department of Health and Human Services, Homeland Security, National Foundation on the Arts and the Humanities, Environmental Protection Agency, Department of Energy, Office of the National Drug Control Policy, Department of Defense and the Bureau of Land Management.

Paired with our many years of experience, we are qualified to effectively work with your organization to ensure federal requirements are met.

e. The Auditor will provide a copy of the most recent peer review. Attach with Submission.

Our membership with the American Institute of Certified Public Accountants (AICPA) requires a third-party peer review of our audit and accounting practice every three years. Our most recent quality review included several government engagements and received a rating of 'Pass'.

Cherry Bekaert LLP
Your Guide Forward

Report on the Firm's System of Quality Control

To the Partners of Eide Bailly LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Eide Bailly LLP (the "Firm") applicable to engagements not subject to Public Company Accounting Oversight Board ("PCAOB") permanent inspection in effect for the year ended April 30, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants ("Standards").

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility
The Firm is responsible for designing and complying with a system of quality control to provide the Firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility
Our responsibility is to express an opinion on the design of and compliance with the Firm's system of quality control based on our review.

Required Selections and Considerations
Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans; audits performed under FDICIA; and examinations of service organizations (SOC 1® and SOC 2® engagements).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.

Opinion
In our opinion, the system of quality control for the accounting and auditing practice of Eide Bailly LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended April 30, 2023, has been suitably designed and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies,)* or *fail*. Eide Bailly LLP has received a peer review rating of *pass*.

Cherry Bekaert LLP

Atlanta, Georgia
January 9, 2024

B. Qualifications of Team, that the Auditor will assign to the City

AN EXPERIENCED SERVICE TEAM

We're passionate about our work—and your success. We've selected professionals for your service team who are the right fit for your engagement, based on their knowledge and experience in the government industry.

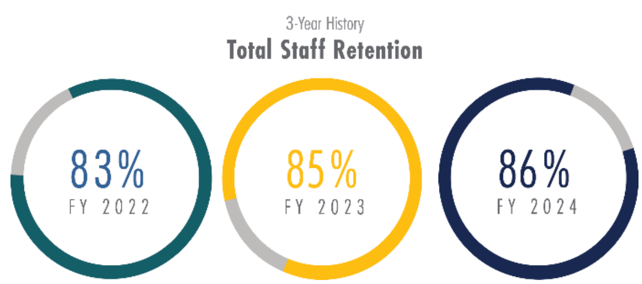
Paul Kane will serve as the Engagement Partner, with **Jill Morasko** serving as Audit Manager. These professionals are licensed to practice public accounting and bring strong credentials and a desire to work with the City. If awarded this engagement, these individuals will serve as your primary contacts. Additional resources will support the project team as necessary.

Senior and Staff Associates

Once we determine the timing that works best for you, we'll assign a senior and staff associates to your engagement. Our seniors are experienced in public accounting, with several who specialize in the government industry. All members of our staff are required to comply with necessary continuing professional education (CPE) requirements, and most members of our staff significantly exceed their required amount.

Staff Continuity

To help ensure a strong business relationship and to minimize disruptions, we keep staffing changes to a minimum. Compared to the national average, Eide Bailly experiences a higher retention rate, which translates to providing our clients with consistent service teams. We'll strive for continuity of staff for your engagement. With this continuity comes quality as team members' knowledge of your organization grows from year to year.



Team Overview

We know the importance of a strong business relationship, so we keep staffing changes to a minimum year-to-year. Eide Bailly has a high retention rate, allowing us to provide stability. The following information will provide an overview of your service team.

PAUL KANE, CPA

Partner

INSPIRATION: I find great fulfillment in the time I spend working and building relationships with my clients. A favorite quote of mine is: "The key is to set realistic customer expectations, and then not to just meet them, but to exceed them — preferably in unexpected and helpful ways."

303.459.6758 | pkane@eidebailly.com

Paul provides audit and other assurance services. He works directly with clients and our staff to ensure that client needs are exceeded and goals are met. Paul also ensures work is done efficiently, effectively and delivered as promised.

When you work with Paul, you can expect him to always be available. He will take the time to understand your company, your expectations, your needs and your situation. Paul enjoys building relationships with his clients and team, and works onsite throughout the audit to ensure issues and questions are handled as they arise.

While Paul is not busy with work and other professional commitments, he is a huge fan of music, (listening, not playing) and thoroughly enjoys the live music scene Denver has to offer. Additionally, he is a huge sports fan (both playing and watching) and is a very passionate fan of both the Denver Nuggets and Broncos. He also loves hanging out with his family and cherishes every minute he gets to spend with his wife and four kids, who are growing up way too fast!

Client Work

Paul has more than 20 years of public accounting experience providing services to a variety of industries, including construction and real estate clients. He has worked with several real estate private equity investment funds, some of which are considered registered investment advisors.

Paul also spends time working with local and state governments, agencies and districts. He serves some of the largest local governments in Colorado and Nevada, including cities, counties and school districts. He also has experience with Uniform Guidance, including working with a variety of federal grants and agencies.

Memberships

American Institute of Certified Public Accountants

Colorado Society of Certified Public Accountants

Construction Financial Management Association

Colorado Government Finance Officers Association

Designation/Licensures

Certified Public Accountant

Education

Bachelor of Science, Accounting - University of Colorado, Denver

Community

Denver Metro Chamber Leadership Foundation - Impact Denver Class of 2015

Junior Achievement Volunteer

Relevant Clients

State of Montana
City of Kalispell
City of Bozeman
City of Durango, CO
City of Steamboat Springs
City of Lakewood, CO

JILL MORASKO, CPA

Manager

406.896.2402 | jmorasko@eidebailly.com

Jill has more than seven years of experience with government audits, conducting financial statement and compliance audits of State of Montana executive and judicial branch agencies.

Jill also has experience in single audits and determining compliance with a wide range of federal and state laws, policies and regulations.

Her additional experience is in the nonprofit industry, where she reviews financial data and note information for the Schedule of Federal Awards in accordance with Uniform Guidance requirements.

Client Work

Ensures compliance with complex federal and state laws, regulations, grant award requirements and office policies.

Compiles financial data and note information for the Schedule of Federal Awards in accordance with Uniform Guidance requirements.

Performs financial analysis and review of the financial statements and footnotes.

Memberships

American Institute of Certified Public Accountants

Designation/Licensures

Certified Public Accountant

Education

Master of Accountancy - University of Montana, Missoula, MT

Bachelor of Science, Business Administration and Accounting - University of Montana, Missoula, MT

Relevant Clients

City of Bozeman, MT
City of Kalispell, MT
City of Missoula, MT
City of Great Falls, MT
Lewis and Clark County, MT
State of Montana
Great Falls SD, MT

2) Auditors Ability to Meet Required Schedule

A. Can the Auditors meet Required Schedule?

We confirm our ability to meet the required schedule. By engaging in thorough audit planning and communications with management, we begin each engagement with a strong understanding of the various deadlines for each of the financial and single audits and the steps involved along the way to meet these deadlines. An audit project plan will be developed between our team and the City and then followed closely, and we will work with the City's management team to customize our auditing services and specific timelines to your needs. We believe in clear, up-front and open communication with no surprises.

B. Auditor's Proposal for Completing 2024 FY Audit

AUDIT METHODOLOGY

At Eide Bailly, we promise you a better overall experience. Though multiple firms are capable of accomplishing the objectives of an audit, we appreciate that every situation and every organization is different, and our tailored approach is based on the needs of each client.

We value our business relationships and demonstrate this through partner and manager involvement. Our senior-level professionals are involved with our clients and accessible throughout the year. They do not delegate all tasks to staff, but rather stay involved on-site during fieldwork and remain connected throughout the year. This approach delivers the greatest benefit to our clients because we are able to stay abreast of changes in and updates to our clients' operating environments and collaborate to achieve optimal results.

Our clients experience a communication approach that stands apart in both style and frequency. Because we recognize effective interaction is critical throughout the entire audit process, our service and communication begins with planning and continues throughout the year. Additionally, we communicate collaboratively with our clients and include them in the process as our peers. Our clients offer a wealth of knowledge and information about their organization, and interacting with them as a business peer ultimately produces the best outcome.

Prior to beginning the engagement, we will discuss with management:

- The engagement timeline.
- The audit approach and process.
- Additional considerations that may affect scope, schedules and workpapers to be prepared by your personnel.

Upon appointment as your auditor, we will discuss the audit schedules and work with you to ensure the timeline meets your needs and makes the most effective use of your staff members' time.

AUDIT WORK PLAN

Planning → Interim Work → Fieldwork → Reporting → Ongoing Communication

Our audit approach is designed for collaboration and optimal results. It consists of five major components: Planning, Interim, Fieldwork, Reporting and Ongoing Communication. If awarded, we will discuss with management our proposed schedule, but we also have the flexibility to make any changes to meet reporting deadlines. The objectives of each component are described in the following pages:

PLANNING

- Discuss and finalize the engagement timeline, audit approach and process.
- Discuss risks and concerns of the management and accounting staff, including the City Council, if requested.
- Evaluate the nature of the operating environment (e.g., changes in volume, degree of system and reporting centralization, sensitivity of processed data, impact on critical business processes, potential financial impacts, planning conversions and economic and regulatory environment).
- Review interim financial information and reports to identify significant risks and changes.
- Review significant estimate areas and consider underlying assumptions.
- Gain an understanding of the City, its reporting units and their environments.
- Document internal control systems, including IT, and related changes from prior periods.
- Consider fraud, risk of noncompliance, illegal acts, abuse, etc.
- Assess audit risk and identify of potential audit issues.
- Assess materiality and testing scopes, to the extent possible, and present audit plan.
- Prepare and communicate audit request lists and work papers.
- Develop expectations regarding timing and audit progress.
- Gain understanding of single audit programs and perform an analysis of potential major federal programs.

INTERIM WORK: SINGLE AUDIT

Phase I: Risk Assessment and Planning: This phase encompasses the planning and risk assessment of your federal programs. The planning phase sets the tone as well as set the stage for an efficient and effective single audit. We will work closely with management to properly identify federal programs and clusters to determine the major programs to be tested. The steps include:

- Determine grant awards and funding increments.
- Determine the Type A and Type B thresholds.
- Perform a review of the past two single audits and document the program risk to determine risk, for any programs above the threshold (Type A).
- Make final determination of major programs to be tested.
- Review applicable Uniform Guidance *Compliance Supplement* for any unusual items and determine direct and material compliance areas for each major program.

Phase II: Major Program Testing: After making the major program determination, we will test the major programs through the following steps:

- Obtain audit steps from the *Compliance Supplement*.
- Obtain the process and controls related to the direct and material compliance areas identified during planning. The controls for each area need to address the five components of Committee of Sponsoring Organizations of the Treadway Commission (COSO) as required by Uniform Guidance.
- Select samples for control and compliance testing.
- Perform control testing for effectiveness and compliance testing of selected transactions.
- Report material weaknesses or material noncompliance to management.
- Hold periodic status meetings and discuss potential findings with management while our auditors are in the field.

Phase III: Assessment and Reporting: The above steps are based on the preliminary Schedule of Expenditures of Federal Awards (SEFA). Once the SEFA has been finalized, we will determine if any additional major programs are to be tested. We will:

- Perform major program testing steps for any newly identified programs.
- Review prior findings, if any, and determine if findings were cleared by management and do not need to be reported during the current year.
- Prepare the Schedule of Findings and Questioned Costs.
- Hold an exit conference with management and key grant personnel and provide a draft report of the single audit and any Yellow Book findings required to be reported. Findings are reviewed by the Manager and Engagement Partner prior to the exit conference.

INTERIM WORK: FINANCIAL STATEMENT

- Communicate with management to determine internal controls, perform walk-throughs and to discuss any potential audit issues.
- Determine audit procedures by area, based on results of planning and risk assessment.
- Determine confirmation needs.
- Prepare listing of audit information requested from the City.
- Review minutes, resolutions and ordinances.
- Perform tests of legal compliance.
- Provide weekly updates to the City staff.
- Hold exit conference with management.

FINAL FIELDWORK

- Audit areas based on risk assessment.
- Obtain and prepare schedules and analyses supporting the financial information.
- Discuss findings with management, if any.
- Discuss proposed journal entries with management, if any.
- Finalize single audit testing.
- Provide weekly updates to the City staff.
- Hold exit conference with management.

REPORTING

- Review of financial statements by the Engagement Partner.
- Review of financial statements by the Technical Review Partner to obtain a second opinion on the completeness and adequacy of financial statement disclosures and audit procedures.
- Complete management letters and review with management.
- Prepare other communications to management and the Board.
- Assist with preparation of the Data Collection Form and the reporting package for submission to the Federal Audit Clearinghouse.
- Present to the City Council at its regularly scheduled meeting, if requested.

ONGOING COMMUNICATION

- Obtain interim financial statements throughout the year for review.
- Analyze significant changes and identify areas to further tailor our audit plans and keep us up to date with continuing changes.
- Compare interim results to year-end results for the past few years to identify potential issues in the financial reporting process.
- Participate periodically at your City Council meetings, and any other meetings, upon request.

We take a "no surprises" approach to our engagements. We work closely with management and accounting personnel throughout the audit process, hold weekly meetings to review open items and discuss potential accounting or compliance issues and provide periodic written or oral reports on the status of the audit to representatives of the City. At the end of fieldwork, we will hold an exit conference with management to discuss any potential findings and come to a conclusion. We strive not to have additional findings subsequent to the exit conference.

Audit Schedule

We understand your requested timeline and are committed to meeting your deadlines.

Eide Bailly commits to you that if your team is prepared for the audit when our team is in the field, we will meet your deadlines. We will work closely with your team through the planning stages to clearly define expectations and the items required from your team in order to facilitate an efficient audit to enable us to meet your deadline. The following table identifies the structure of our audit for City reports and the timing of each section:

Engagement Timeline

Activity	FY2024	FY2025	FY2026
Planning	July 2025	December 2025	December 2026
Interim Single Audit Fieldwork	July 2025	December 2025	December 2026
Fieldwork	August 2025	January 2026	January 2027
Exit Conference	September 2025	February 2026	February 2027
Reporting	September 2025	February 2026	February 2027
Ongoing Communication	**Throughout the Year**		

Use of Technology

Eide Bailly staff utilizes progressive and effective software to streamline processes and make them as efficient as possible. These technologies include:

EB Bridge

Our client portal, EB Bridge, is designed to strengthen the relationship between Eide Bailly and our clients, facilitating collaboration and connection between our clients and employees. EB Bridge enables clients to engage effectively throughout their interactions with improved processes, better document management, and a more efficient annual client access review.

Suralink

Suralink is an interactive Provided by Client (PBC) software solution which improves the client experience for document exchange. This addition to our suite of tools saves a substantial amount of time managing PBC documents, creating increased efficiencies during your engagement.

Data Extraction Software

TeamMate Analytics: Eide Bailly designs our approach to incorporate the use of TeamMate Analytics to maximize efficiency while conducting a very effective audit. Through TeamMate Analytics, we can extract information from related databases and create databases that check for duplicate payments, summarize payments, extract journal entries from specific accounts, develop expectations for analytical procedures and recalculate system calculations, among a host of other procedures developed by our audit team.

DataSnipper: Eide Bailly's audit approach is enhanced by the use of DataSnipper, a powerful Excel add-in that improves efficiency and fosters effective auditing practices. This innovative tool allows us to leverage artificial intelligence (AI) for automated document matching. With configurable templates for standardized audit procedures, DataSnipper streamlines workpaper preparation and review while enhancing collaboration within our audit practice.

SMOOTH TRANSITION

We understand the transition from one professional services firm to another can cause some inconvenience to management and staff. We realize the decision to change service providers is not one to be taken lightly. Our goal is to make the transition as smooth as possible. We'll manage the transition to minimize time demands on your employees and ensure a timely first year audit in accordance with professional standards.

Planning

Spend more time in the planning stages of the audit to understand accounting and operational processes.

Prepared by Client List (PBC)

Provide an extensive and detailed PBC list of schedules, documents and confirmations, starting with items already prepared.

Prior Workpapers

Review prior workpapers to understand schedules and other documentation. We will modify our requests to match what you have seen in the past.

Issue Resolution

Identify issues during the planning stage and resolve before starting the audit.

First-Year Investment

Manage the first-year audit to minimize time demands and ensure a timely audit. We know the first-year hours will be 10-15% higher and believe these hours are an investment in a multi-year engagement.

More Time in the Field

Partners and managers spend more time in the field, so issues are resolved in the field and not at the end of the audit.

No Surprises

Have an ‘open door’ / no ‘gotchas’ policy.

Communication

Continue ongoing communications during the audit process and through the year.

CCH ProSystem fx Engagement by Wolters Kluwer

This software is used to perform the audit, retains the electronic workpapers and supporting documentation, performs project tracking and facilitates quality engagement review.

Flexibility to Meet Your Needs

Eide Bailly performs all engagements in a paperless environment. As a technology-driven firm, we've seen no issues in performing audit procedures off-site from our clients. We utilize tools, such as using Microsoft Teams, which allows us to communicate with our clients face to face, while sharing screens, to make the process as seamless as possible. We host webinars to educate our clients on changing circumstances and how to successfully navigate those changes. We have no concerns completing this audit remotely should the City desire it. We'll discuss with management which approach, remote versus on-site, works best for you.

Maintaining Positive Relationships

Our number one goal is to meet the City's expectations while providing the necessary required audit services. We work with our teams to provide the best client service and select team members based on that goal. However, there are times we may not meet that expectation or fall short in meeting client satisfaction. When those times occur, we admit our shortcomings and meet with management to determine on an agreed upon plan to improve those areas.

As the engagement partner, **Paul Kane** is responsible for monitoring the City's satisfaction of our services and will meet with your management during the year to evaluate the overall satisfaction and make any necessary adjustments. Our clients know and respect us for our positive culture — we're also proud to be **ranked in the 2025 Vault Top 25 Accounting Firms list for client interaction.** Negative comments are relatively infrequent. Over the past three years, Eide Bailly's Net Promoter Score (NPS) has maintained at or been near 70. For context, the professional survey firm ClearlyRated reports an average NPS of 38 for the accounting industry. While we know our score reflects a high level of satisfaction, we're committed to consistent and regular improvements to drive continual improvements for our client base.

3) Other Information

Demonstrated Experience

WHAT INSPIRES YOU, INSPIRES US

Your experience will be different than working with other CPA firms because we offer knowledge and skills backed by more than 100 years of service. Our professionals deliver industry and subject matter expertise resourcefully, ensuring we're providing guidance that directly reflects your needs. Our clients benefit from local, personal service and, at the same time, enjoy access to more than 3,500 professionals with diverse skill sets and experiences.

Navigating a Path to Success Together

By embracing change and focusing on innovative ideas, we've grown along with our clients to become one of the top 20 accounting firms in the nation. Accounting is about numbers, but our business is about relationships.

We'll be there for you every step of the way. Talented, down-to-earth people work at our firm, and we're inspired to deliver outstanding expertise and care. We're driven to help you take on the now and the next with inspired ideas, solutions and results.

Our work with clients is more than an engagement. It's a relationship, built on values and trust — and results. When working with Eide Bailly, you'll:

- Work with professionals who truly care about your business and will take the time to get to know you and your organization.
- Gain insight from our industry and service specialists to accomplish your objectives, address challenges and leverage new opportunities.
- Make better business decisions knowing you're guided by advisors who care about your success.
- Appreciate our hands-on service style; we're always looking for new ways to solve your problems or help you embrace opportunities.

AT A GLANCE

TOP **20** CPA FIRM

50+ OFFICES IN U.S. & INDIA

425+ PARTNERS

3,500+ STAFF MEMBERS

FOUNDED IN **1917**

WE UNDERSTAND GOVERNMENTS

Our firm's Government Industry Group has 300+ full-time professionals who share information, learn from others, and stay up to date on industry developments. To gain the greatest benefit, the knowledge is shared with professionals across the firm.

The government industry represents one of Eide Bailly's largest niche areas — with more than 1,200 government clients firmwide. We provide audit services for a variety of cities, counties, colleges and universities, fire relief agencies, housing authorities, school districts, state agencies, and tribal entities. Through serving these clients, our professionals have gained focused expertise in the government industry and will provide you with insightful advice.

These services include, but are not limited to, evaluating internal control structure, assessing control risk, and performing tests of controls, as well as testing compliance with applicable laws and regulations in accordance with *Government Auditing Standards*.

Government Industry Involvement

Eide Bailly prioritizes staying current with changes to the government industry. We help clients adapt to changes within the existing standards and implement any new standards. Our team members are engaged in the government industry and are well positioned in organizations associated with government entities including:

- AGA (formerly Association of Government Accountants), local and national boards, and the Financial Management Standards Board.
- American Institute of Certified Public Accountants' (AICPA) Governmental Audit Quality Center (GAQC), Private Companies Practice Section (PCPS) Technical Committee.
- Governmental Accounting Standards Advisory Council (GASAC).
- Review committee of the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting.
    - **Brian Stavenger**, Partner, serves on the GFOA's Committee on Economic Development and Capital Planning.
    - **James Ramsey**, Partner, serves on the GFOA's Accounting, Auditing, and Financial Reporting Standing Committee.
- National Association of State Auditors, Comptrollers and Treasurers (NASACT).

In addition, our team members have been sought out to present on government topics for multiple professional associations including the Institute of Internal Auditors and the Association of Certified Fraud Examiners.

Gerry Boaz, Governmental Accounting Standards Board (GASB) Implementation Specialist, has regularly attended GASB meetings since 2000 as part of his liaison duties and responsibilities for the State of Tennessee, State Auditor's Office, and provided detailed summaries of those meetings to the NASACT. Gerry is continuing the practice of regularly attending GASB meetings on behalf of Eide Bailly and providing information for newsletters, e-blasts, and webinars, succeeding Eide Bailly Retired Partner **Eric Berman**, who attended GASB meetings since 1995.

We have been involved with many GASB task forces over the years that have shaped the future of state and local government accounting and financial reporting. Our task force participation include what became GASB No. 74 and 75 on Other Post-Employment Benefits (OPEB); GASB No. 103, *Financial Reporting Model Improvements*; the note disclosure project, which evolved into GASB No. 7, *Communication Methods in General Purpose External Financial Reports That Contain Basic Financial Statements: Notes to Financial Statements—an amendment of GASB Concepts Statement No. 3*; and the current revenue and expense recognition (RER) model and voluntary digital financial reporting projects.

Due to our leadership positions, you will have access to information not available from other accounting firms.

Thought Leadership

A number of Eide Bailly partners are nationally recognized state and local government thought leaders who present at dozens of national venues throughout the year. These venues include: GFOA; NASACT; California Society of Municipal Finance Officers; California State Association of County Retirement Systems; California Association of Public Retirement Systems; AGA National Professional Development Conference; National Association of Housing and Redevelopment Officials (NAHRO); California, Iowa, Idaho, and Utah Societies of CPAs; and Colorado and Oregon GFOAs. We also provide training for state and local agencies, including:

- State of Montana
- State of Nevada
- Florida GFOA School of Governance
- Florida GFOA seminars and conferences
- Controllers' offices of the State of Tennessee
- Commonwealth of Massachusetts
- Texas AGA
- Texas State Auditor

Furthermore, **Eric Berman**, Retired Partner, is the author for the entire Governmental Library for Commerce Clearinghouse Wolters Kluwer (CCH). This library serves as the interpretative reference on government Generally Accepted Accounting Principles (GAAP), government best practices and government audits for governments, auditors and educators nationwide.

Online Publications: We publish articles related to hot issues within the government accounting arena. Below is a list of some of the recent articles posted to our website and emailed to our clients:

- What Governments Need to Know About New Accounting Standards
- How Organizations Can Increase Profitability
- Essential KPIs to Track Your Financial Performance
- How to Report on Key Performance Indicators Effectively
- Optimize Your Workforce for Peak Performance

GOVERNMENT UPDATES

www.eidebailly.com/events/gasb-webinars

Our complimentary webinars provide a comprehensive overview of the latest GASB updates and implementation strategies, issues affecting governments, best practices, and pitfalls to avoid.

Recorded Webinars

GASB's Latest Standards 2025-03
Governing the Future: Digital Transformation and Smart Contracts in Public Service
Intersection of Recruitment, Retention, Leadership Development & Change Management
GASB Update: Escaping the Maze and Charting the Path Ahead
Subrecipient Monitoring: The What, Where, When and Why
Getting Ready for June 30th: Closing a Fiscal Year and GAAP You Need to Know
GASB 101 & 103: Compensated Absences & Financial Reporting Model Improvements
Engagement Buffet: What Will You Choose?
What is an Accounting Change vs. an Error? Implementing GASB-100

Implementation of New Standards

In an industry where standards continually evolve and change, Eide Bailly makes it a priority to stay current and assist our clients with necessary changes. In addition to helping clients implement new standards, we also help them adapt to changes within the existing standards.

Several of our professionals serve on committees that have direct input into writing new standards. This enables our involvement from the beginning and ability to influence the final outcome. Our clients benefit from our strong understanding of the standards and how they may affect their organization. We will work with the City to create a plan to address new standards one to two years prior to implementation.

REFERENCES

As a top 20 CPA firm, we've built our business on relationships and believe our clients to be the best critics of our service. The clients below have similarities to your organization, and we encourage you to contact them to learn about their Eide Bailly experiences.

Similar Clients

City of Kalispell PO Box 1230 Bozeman, MT 59771 2023-Present	**Contact**	**Aimee Cook**, Finance Director 406.758.7755 | acooke@kalispell.com
	Scope	Financial statement audit, single audit, agreed-upon procedures (AUP)
City of Bozeman PO Box 1230 Bozeman, MT 59771 2023-Present	**Contact**	**Aaron Funk,** Controller 406.582.2335 | afunk@bozeman.net
	Scope	Financial statement audit, single audit and AUP
City of Missoula 435 Ryman St Missoula, MT 59802 2024-Present	**Contact**	**Leigh Griffing,** Finance Director 406.552.6122 | griffingl@ci.missoula.mt.us
	Scope	Financial statement audit, single audit and AUP
Lewis & Clark County 316 N Park Ave Helena, MT 59623 2024-Present	**Contact**	**Sherry Peets,** Accounting Manager 406.447.8307| accounting@lccountymt.gov
	Scope	Financial statement audit, single audit
Gallatin County, MT 311 W Main Room 203 Bozeman, MT 59715 2023-Present	**Contact**	**Justine Swanson**, Chief Financial Officer 406.582.3002 | Justine.Swanson@gallatin.mt.gov
	Scope	Financial statement audit, single audit, financial statement preparation
Great Falls Public Schools 1100 4th St S Great Falls, MT 59403 2023-Present	**Contact**	**Brian Patrick,** Director of Business Operations 406.268.6050 | brian_patrick@gfps.k12.mt.us
	Scope	Financial statement audit, single audit, financial statement preparation (nonattest).
Billings Public Schools 415 North 30th St. Billings, MT 59101 2002-Present	**Contact**	**Craig Van Nice**, CFO 406.281.5017 | vannicec@billingsschools.org
	Scope	Financial statement audit, single audit, lease implementation assistance, GASB consulting and business consulting.

Bozeman Public Schools 404 West Main Street Bozeman, MT 59715 2023-Present	**Contact**	**Lacy Clark,** Director of Business Services 406.522.6045 | lacy.clark@bsd7.org
	Scope	Financial statement audit and single audit.
City of Durango 949 E. 2nd Avenue Durango, CO. 81301 2019-Present	**Contact**	**Devon Schmidt,** Chief Financial Officer devon.schmidt@durangoco.gov | 970.759.0140
	Scope	Annual Audit, Airport Annual Audit, and Single Audit
Town of Snowmass Village PO Box 5010 Snowmass Village, CO 81615 2007-Present	**Contact**	**Kim Weber**, Finance Director 970.871.8237 | kweber@steamboatsprings.net
	Scope	Financial statement audit and single audit
City of Steamboat Springs 137 10th St Steamboat Springs, CO 80477 2007-Present	**Contact**	**Marianne Rakowski**, Finance Director 970.923.3796 | mrakowski@tosv.com
	Scope	Financial statement audit and single audit

Time and Price for Engagement

Our fees are based on the complexity of the issue and the experience level of the staff members necessary to address it. If you request additional services, we'll obtain your agreement on fees before commencing work, so there are no surprises or hidden fees. We propose the following fees based on our understanding of the scope of work and the level of involvement of the City's staff:

FY 2024 (July 1, 2023 - June 30, 2024)

Estimated Total Hours:	375 hours total*
Price for Audit Personnel:	$57,500*
Price for Travel:	$5,000
Price for typing, clerical and report Preparation:	Included
Total Price for FY 2024 Audit:	**$62,500**

FY 2025 (July 1, 2024 - June 30, 2025)

Estimated Total Hours:	325 hours total*
Price for Audit Personnel:	$59,000**
Price for Travel:	$5,000
Price for typing, clerical and report Preparation:	Included
Total Price for FY 2025 Audit:	**$64,000**

FY 2026 (July 1, 2025 - June 30, 2026)

Estimated Total Hours:	325 hours total*
Price for Audit Personnel:	$66,500**
Price for Travel:	$5,000
Price for typing, clerical and report Preparation:	Included
Total Price for FY 2026 Audit:	**$66,500**

Total Price for Engagement: $193,000**

**Includes hours estimated for completion of the annual audit and single audit, assuming testing of one major single audit program. Additional single audit programs will be billed at $9,500 per program.*

***Fee for FY 2025 and 2026 audits does not include the estimated costs related to preparation of the financial statements. If this service is desired, we will work with management to determine the extent of the help needed and provide estimated hours and fees at that time.*

Technology Fee

Total fees include a 5% technology fee used to support and enhance the quality work we provide by investing in technology.

Billing Policy Regarding Inquiries

We know clients appreciate access to all their service team members. We embrace this opportunity for constant communication and will ensure our team members are available when you have questions and issues. This service is included in the scope of the engagement. If a particular issue surfaces that falls outside the scope of this engagement, we'll bring it to your attention and obtain approval before proceeding.

Future Year Pricing Guarantees

Our fee increases for future years are consistent with inflationary increases in the industry. They are contingent upon no major changes to the City, and that significant accounting and auditing rule changes and procedures remain consistent with current requirements. Fees don't include additional time that could be incurred due to changes to the scope of the engagement.

The Best Value for Your Dollar Spent

Eide Bailly understands we may not be the lowest cost provider; however, our fees encompass far more than just the requested services. With year-round communication, invitations to educational events, access to resources on any accounting and regulation changes and information on other topics of interest to your industry, our staff work hard at building a trusting relationship with the City. Our current clients value this all-encompassing approach over lower fees, with additional charges for involvement beyond the conclusion of an engagement.

The Right Choice for City of Columbia Falls

EXCEEDING EXPECTATIONS AND ACHIEVING GOALS

To us, work isn't just work; we see it as a chance to help you solve problems, achieve goals and pursue passions. After thoughtfully reviewing your needs and taking the time to understand your business, we think we're the best fit for this opportunity.

We can connect you with the knowledge, resources and solutions that help bring confidence to your business decisions.

If you have questions or would like additional information, don't hesitate to contact us. We want to make sure you have everything you need to make your decision.

Paul Kane, CPA
Partner
303.459.6758
pkane@eidebailly.com

We Want to Work with You

We're driven to help clients take on the now and the next with inspired ideas, solutions and results. We look forward to working with you.

Requested Contract Exceptions

We have suggested modifications to the sample contract to conform with firm policies and professional standards, but we are happy to talk about concerns and finalize language that works for both parties.

Single Audit Services Request for Proposal (RFP)

Standard Audit Contract

Comments: *We have suggested some modifications to the Contract to conform with firm policies and professional standards, but we are happy to talk about concerns and finalize language that works for both parties. Additionally, in order to ensure compliance with applicable professional standards, the firm will also require Entity to sign an annual engagement letter, which includes clauses addressing matters such as dispute resolution and limitations on liability that we consider important to us and standard in our line of work, to be negotiated on commercially reasonable terms.*

Contract, Section 17.D Report Distribution

The Contractor shall provide the State with an ~~a text-searchable, unlocked, and unencrypted~~ electronic copy of the audit report at no charge.

Comments: *An unlocked, unencrypted copy of the report frustrates the purpose of the audit and could create an undue influence threat to auditor independence.*

Contract, Section 23 Access to Records

The Contractor shall give the State and, when required by law, the Montana Legislative Audit Division, access to the Contractor's work programs, supporting working papers, time records, and all other documents relating to the audit. Access to these documents must be provided remotely or at the State's offices in Helena, Montana.

Comments: *These records are stored and would be provided remotely.*

Contract, Section 27 Indemnity

The Contractor shall defend and indemnify the State and Entity, their elected and appointed officials, agents, and employees from and against all claims, causes of action, damages, liabilities, court costs and attorney fees in favor of the Contractor's employees or third parties for bodily or personal injuries, death, or damage to tangible property arising from the acts or omissions or alleged acts or omissions of the Contractor and/or its agents, employees, representatives, assigns, subcontractors under this contract.[1] This defense and indemnify obligation does not apply to acts or omissions arising from the ~~sole~~ negligence of the State or Entity under this contract.[2]

Comments: *[1] Clarification added. [2] Use of the word "sole" suggests that the firm is required to indemnify where indemnitees are partially responsible for the loss. This is prohibited by AICPA Conduct Rule 1.228.020. Under that rule, an auditor cannot indemnify an "attest client for damages, losses, or costs arising from lawsuits, claims, or settlements that relate, directly or indirectly, to the attest client's acts."*

Contract, Section 28 Insurance – Professional Liability

If occurrence coverage is unavailable or cost-prohibitive, the state will accept 'claims made' coverage provided the following conditions are met: 1) the commencement date of the contract must not fall outside the effective date of insurance coverage and it will be the retroactive date for insurance coverage in future years, and 2) the claims made policy must have a three-year tail for claims that are made (filed) after the cancellation or expiration date of the policy.

~~The State and Entity may require complete copies of certificates of insurance during the term of this contract.~~

Comments: *We can provide certificates of insurance along with any required endorsements. However, the terms and conditions of the firm's insurance policies are the firm's confidential business information that, as a*

matter of longstanding firm policy, are not disclosed outside the firm. In lieu of disclosure, the firm would be glad to provide a letter from its insurers stating (in effect) that the policy terms are reasonable and within the market range.
Contract, Section 32 Termination after Audit Commences
…The non-breaching party shall provide the other party written notice of the breach and allow 20 days to remedy the breach. If the Contractor is the breaching party and fails to remedy the breach, the Contractor shall be entitled to compensation for services performed in accordance with applicable professional standards up to the date of termination. ~~is not entitled to the fee set out in this contract~~.[1] This is the Entity's and the State's sole remedy. If the Entity is the breaching party, the Entity shall pay the Contractor a pro rata portion of the fee set out in this contract, based on the ~~percentage~~ hours of work completed at the time of termination.[2] This is the Contractor's sole remedy… Contractor may terminate this contract annually after the provision of the deliverable, with sixty (60) days written notice. If such a termination occurs, the State shall consent to the termination upon written notification by the Contractor.[3] **Comments**: *[1] Forfeiture of the entire fee, regardless of how much work was completed, is disproportionate and could be and undue influence threat to auditor independence. [2] "Percentage of work completed" does not align well with time and materials billing because it does not accurately reflect the actual hours worked, especially where significant work is performed before the drafting of final reports can begin. [3] The firm should maintain a unilateral termination right to accommodate changing needs of the parties and to protect auditor independence.*
Contract, Section 34 Single Audit Act Certification
If the audit is required to meet the requirements of the Single Audit Act of 1984, as amended, and Uniform Guidance, the Contractor certifies that neither it nor any of its principals providing services under this engagement is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from performing audits by any Federal department or agency. **Comments**: *Clarification that this should be limited to members of the engagement team.*

Caring for our external and internal clients with a passion to go the extra mile.

Respecting our peers and their individual contributions.

Conducting ourselves with the highest level of integrity at all times.

Trusting and supporting one another.

Being accountable for the overall success of the firm,
not just individual or office success.

Stretching ourselves to be innovative and creative, while managing the related risks.

Recognizing the importance of maintaining a balance between work and home life.

Promoting positive working relationships.

And, most of all, enjoying our jobs ... and having fun!

EideBailly®

What inspires you, inspires us.

eidebailly.com

COLUMBIA FALLS
MONTANA

City Council
Agenda Item Summary

Title: Cedar Creek Dam 5-year Inspection Contract

Date: 07/02/2025

Staff Contact: Shawn Bates, PWD

AGENDA ITEM SUMMARY: Cedar Creek Dam 5-year inspection.

BACKGROUND: As the operator of Cedar Creek Dam, the City of Columbia Falls is required by the State to complete an engineered inspection every five years. The last five-year inspection was conducted in July 2020.

ANALYSIS: The City of Columbia Falls has selected HDR Engineering to complete the 2025 5-year dam inspection. HDR is the firm the city utilized for the 2020 5-year dam inspection.

FINANCIAL CONSIDERATIONS: The total cost of this year's five-year inspection is $32,689. The Montana DNRC is providing funding assistance for the dam safety evaluation and reporting, covering up to 50 billable hours. The DNRC's share of the cost is $13,850, while the City's portion amounts to $18,839. For reference, the cost of the five-year inspection in 2020 was $8,100.

STAFF RECOMMENDATION: I recommend that the City Council authorize the City Manager to sign the contract with HDR Engineering to ensure this crucial project remains on schedule.

SUGGESTED MOTION: Motion to authorize the City Manager to execute the five-year dam inspection contract with HDR Engineering.

ATTACHMENTS: HDR Engineering 5-year dam inspection contract.

SHORT FORM AGREEMENT BETWEEN OWNER AND HDR ENGINEERING, INC. FOR PROFESSIONAL SERVICES AGREEMENT NUMBER ____________

THIS AGREEMENT is made as of this ______ day of ___July___________, 2025, between City of Columbia Falls, MT ("OWNER"), with principal offices at 130 6th Street West, Columbia Falls, Montana, and HDR ENGINEERING, INC., ("ENGINEER" or "CONSULTANT") for services in connection with the project known as Cedar Creek Five-Year Dam Inspection ("Project");

WHEREAS, OWNER desires to engage ENGINEER to provide professional engineering, consulting and related services ("Services") in connection with the Project; and

WHEREAS, ENGINEER desires to render these Services as described in SECTION I, Scope of Services.

NOW, THEREFORE, OWNER and ENGINEER in consideration of the mutual covenants contained herein, agree as follows:

SECTION I. SCOPE OF SERVICES

ENGINEER will provide Services for the Project, which consist of the Scope of Services as outlined on the attached Exhibit A.

SECTION II. TERMS AND CONDITIONS OF ENGINEERING SERVICES

The HDR Engineering, Inc. Terms and Conditions, which are attached hereto in Exhibit B, are incorporated into this Agreement by this reference as if fully set forth herein.

SECTION III. RESPONSIBILITIES OF OWNER

The OWNER shall provide the information set forth in paragraph 6 of the attached "HDR Engineering, Inc. Terms and Conditions for Professional Services."

SECTION IV. COMPENSATION

Compensation for the proposed services will be billed on a Time and Materials basis, to a maximum, based upon the scope of services described herein. The total fee for these services is not to exceed $18,839 unless mutually agreed upon by HDR and the Client.

Compensation terms are defined as follows:

Direct Labor Cost shall mean salaries and wages, (basic and overtime) paid to all personnel engaged directly on the Project. The Direct Labor Costs and the factor applied to Direct Labor Costs will be adjusted annually as of the first of every year to reflect equitable changes to the compensation payable to Engineer.

Reimbursable Expense shall mean the actual expenses incurred directly or indirectly in connection with the Project for transportation travel, subconsultants, subcontractors, technology charges, telephone, telex, shipping and express, and other incurred expense.

SECTION V. PERIOD OF SERVICE

Upon receipt of written authorization to proceed, ENGINEER shall perform the services described in Exhibit A within a reasonable period of time.

Unless otherwise stated in this Agreement, the rates of compensation for ENGINEER'S services have been agreed to in anticipation of the orderly and continuous progress of the project through completion. If any specified dates for the completion of ENGINEER'S services are exceeded through no fault of the ENGINEER, the time for performance of those services shall be automatically extended for a period which may be reasonably required for their completion and all rates, measures and amounts of ENGINEER'S compensation shall be equitably adjusted.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

City of Columbia Falls
"OWNER"

BY: ______________________

NAME: ______________________

TITLE: ______________________

ADDRESS: 130 6th St. West
Columbia Falls, MT 59912

HDR ENGINEERING, INC.
"ENGINEER"

BY: ______________________

NAME: Tim Erickson

TITLE: Vice President

ADDRESS: 970 South 29th Street West
Billings, MT 59102

EXHIBIT A

SCOPE OF SERVICES

BACKGROUND

HDR will assist the City of Columbia Falls (the City) with the five-year inspection process on Cedar Creek Dam which includes review of relevant available information, a visual inspection of the site, and a dam safety evaluation to allow for continued monitoring, issue detection, and observation of current conditions as well as identifying future risk potential. As part of the five-year inspection, HDR will review the Emergency Action Plan (EAP) and the Operations and Maintenance Manual (O&M Manual) for Cedar Creek Dam to provide the City with recommended updates.

SCOPE OF SERVICES

The scope of services is identified in the following tasks and will commence upon written Notice to Proceed (NTP) with the selected tasks. The project schedule will be determined at the time of NTP but is anticipated to be five months.

Tasks	Description
1	Project Management
2	Data Review & Inspection Preparation
3	Visual Inspection
4	Dam Safety Evaluation – **DNRC Funded**
5	Reporting – **DNRC Funded**
6	Quality Control

Task 1. Project Management

Objective and Approach

This task includes project management, coordination with the City, MT Department of Natural Resources and Conservation (DNRC), and the HDR team. The Project Manager (PM) will manage the work and will be responsible for quality of the tasks and deliverables.

Project management includes team coordination, tracking the project schedule and budget, progress of deliverables, quality, milestones, and invoicing. The PM will be the primary HDR point of contact and will provide status updates to the City.

Task 1 Assumptions

The fee for this task is based upon the following assumptions:

- Project management effort is a function of the project duration and is based on the schedule included in the scope of services. Notice to Proceed is anticipated in June 2025, with work to be completed at the submittal of the final inspection report by the end of October 2025.
- According to DNRC's Instructions for Requesting Financial Assistance, this task isn't eligible to cost share/contract with the DNRC.
- Invoice and progress report format will follow HDR standard format.
- The City will review progress report and approve invoices.
- Direct expenses for travel, sustenance, printing, and photocopying will be billed to the City.
- Contract completion notice will be included with the final progress report and invoice.

Task 1 Deliverables

Deliverable work products consist of the following:

- Monthly progress report and invoice transmitted to the City digitally or otherwise as requested.

Task 2. Data Review & Inspection Preparation

Objective and Approach

This task includes review of previous evaluation/inspection reports and available data on the design, construction, operation, and maintenance for Cedar Creek Dam.

Task 2 Assumptions

The fee for this task is based upon the following assumptions:

- Available data will be provided by the City upon Notice to Proceed.
- Data will be provided in electronic format.

Task 2 Deliverables

- None

Task 3. Visual Inspection

Objective and Approach

Two HDR team members will inspect Cedar Creek Dam as required by the DNRC's Five-Year Engineer's Inspection Items (ARM 36.14.602), in coordination with the City and the DNRC. The visual inspection checklist template provided by DNRC will be used for each inspection. An inspection of the conduit will be performed during the visual inspection, unless outflows do not allow for an inspection, in which a second site visit may be necessary.

Task 3 Assumptions

The fee for this task is based upon the following assumptions:

- The inspection is assumed to take one site visit (one day). If a second site visit is required, additional scope will be required.
- The conduit inspection will utilize DNRC's inspection sled and will be requested to reserve as part of inspection date coordination. If the City has means to video inspect the conduits with existing equipment, scheduling of the visual inspection may provide additional flexibility.
- The inspection is assumed to occur in July 2025. If conditions to inspect the conduit are not favorable, the visual inspection will either need to be rescheduled for lower flows or a second visit will be necessary to complete the conduit inspection. The visual inspection is required by the DNRC by July 24, 2025.
- According to DNRC's Instructions for Requesting Financial Assistance, this task isn't eligible to cost share/contract with the DNRC.

Task 3 Deliverables

Deliverable work products consist of the following:

- Draft and Final DNRC Inspection Checklist.
- Video inspection of conduit.
- Photos from visual inspection.

Task 4. Dam Safety Evaluation – DNRC Funded

Objective and Approach

As required by DNRC's Five-Year Evaluation process, a Dam Safety Evaluation must be conducted for each dam. The requirements vary between a low-consequence dam and a high-consequence dam. Cedar Creek Dam is considered a high-consequence dam, therefore according to the DNRC, the dam must undergo a more detailed-approach to the dam safety evaluation. The intent of the dam safety evaluation is to perform a review of existing documents to determine reasonableness in the standard of care and note deficiencies that may be observed. No new calculations, validation of prior calculations, or analyses are intended to be part of this review. If deficiencies are identified, recommendations in the report will be provided. We will review the record documents for the following items:

- Review of breach analysis and inundation mapping
- Review of loss of life estimates used to determine spillway adequacy (DNRC Technical Note 2)
- Review of hydrologic analysis and assumptions involved to determine the Inflow Design Flood (IDF)

- Review of hydraulic capacity and performance of spillways
- Review of water delivery structures
- Review of the reservoir drawdown analysis and the ability of the water delivery structures to draw down the reservoir in an emergency
- Review of seepage and stability analysis
- Review of design of seepage collection and filtering systems
- Review of instrumentation, following DNRC's TN 10 (Analysis of Dam Instrumentation as part of a Five-Year Dam Evaluation)

Task 4 Assumptions

The fee for this task is based upon the following assumptions:

- Prior calculations and analyses will be available for review and no new analysis will be performed as part of this evaluation. If additional analyses are required, HDR will work with the City to update the existing scope or incorporate these findings in the five-year inspection report as recommendations.
- Instrumentation data will be provided as an update to the previous analysis.
- According to DNRC's Instructions for Requesting Financial Assistance, the dam safety evaluation can be cost shared and contracted with the DNRC. It is assumed that Cedar Creek Dam is eligible for 50 billable hours between Task 4 and 5.
- No new data collection will be necessary.

Task 4 Deliverables

Deliverable work products consist of the following:

- Deliverables will be incorporated into Task 5.

Task 5. Reporting – DNRC Funded

Objective and Approach

The visual inspection, dam safety evaluation, and recommendations will be documented in a Five-Year Dam Evaluation Report. HDR will use the DNRC template to develop the report, as required by the Inspection Assistance Program.

HDR will coordinate a quality control review prior to finalizing the report, including the option to arrange a time for HDR to present and discuss highlights from the report with the City and to address questions the City may have. Revisions that may need to be made following the review and discussion will be incorporated into the report and finalized.

Task 5 Assumptions

- The DNRC template will be used to develop the report.
- The report will be provided to the City as a draft for review.
- One meeting with the City to discuss inspection highlights will occur.

- According to DNRC's Instructions for Requesting Financial Assistance, the dam safety evaluation can be cost shared and contracted with the DNRC. It is assumed that Cedar Creek Dam is eligible for 50 billable hours between Task 4 and 5.
- The City will provide the final report to the DNRC.

Task 5 Deliverables

Deliverable work products consist of the following:

- An electronic copy of the draft and final inspection report for Cedar Creek Dam. Hard copies can be provided if requested.

Task 6. Quality Control

Objective and Approach

The draft report and associated documentation will be reviewed for Quality Control.

Task 6 Assumptions

- Quality Control will be completed on the draft report and comments will be addressed prior to the delivery of the final report.

Task 6 Deliverables

Deliverable work products consist of the following:

- Quality Control completion document.

General Project Assumptions

1. Structures and systems studied, reviewed, analyzed, or designed by the Engineer are dependent upon the City's continued operation and maintenance of the project structures and systems in accordance with all permits, laws and regulations that permit the construction and operation of the structures and systems, including any Engineer-prepared operations and maintenance plans. Any failures or dam safety incidents as the result of the The City's inaction is not the responsibility of the Engineer.
2. For visual inspections, the Engineer makes no warranties or guarantees regarding any failure to detect hidden, covered, inaccessible, or internal structural or material defects, corrosion, or damages in components, embedment, reinforcing, anchorages and parts of equipment, structures, or mechanisms being inspected, that are not readily discernible by external visual inspection through reasonable efforts.
3. The condition of the dam will vary over time depending on numerous and constantly changing internal and external conditions. It would be incorrect to assume that the reported condition of the dam will continue to represent the condition of the dam at some point in the future. Only through continued care and inspection can unsafe conditions be detected.

BUDGET

Tasks	City Fee	DNRC Fee
Task 1. Project Management, Administration, and Quality Control	$5,888	
Task 2. Data Review & Inspection Preparation	$3,548	
Task 3. Visual Inspection	$7,147	
Task 4. Dam Safety Evaluation*		$9,972
Task 5. Reporting*		$3,878
Task 6. Quality Control	$2,256	
TOTAL FOR INSPECTION	**$18,839**	**$13,850**

*Assumed 50 hours for Cedar Creek Dam to be covered by DNRC in Dam Safety Evaluation and Reporting.

EXHIBIT B

TERMS AND CONDITIONS

HDR Engineering, Inc. Terms and Conditions for Floodplain, Dams and Levee Professional Services

1. STANDARD OF PERFORMANCE
Notwithstanding any other provision of any contract term between the ENGINEER and the OWNER, the standard of care for all professional engineering, consulting and related services performed or furnished by ENGINEER and its employees under this Agreement will be the care and skill ordinarily used by members of ENGINEER's profession practicing under the same or similar circumstances at the same time and in the same locality. ENGINEER makes no warranties, express or implied, under this Agreement or otherwise, in connection with ENGINEER's services.

ENGINEER and OWNER agree that no other party is an intended or unintended third-party beneficiary of this contract, and that ENGINEER's duties run solely to OWNER.

2. INSURANCE/INDEMNITY
ENGINEER agrees to procure and maintain, at its expense, Workers' Compensation insurance as required by statute; Employer's Liability of $250,000; Automobile Liability insurance of $1,000,000 combined single limit for bodily injury and property damage covering all vehicles, including hired vehicles, owned and non-owned vehicles; Commercial General Liability insurance of $1,000,000 combined single limit for personal injury and property damage; and Professional Liability insurance of $1,000,000 per claim for protection against claims arising out of the performance of services under this Agreement caused by negligent acts, errors, or omissions for which ENGINEER is legally liable. OWNER shall be made an additional insured on Commercial General and Automobile Liability insurance policies and certificates of insurance will be furnished to the OWNER. ENGINEER agrees to indemnify OWNER for third party personal injury and property damage claims to the extent caused by ENGINEER's negligent acts, errors or omissions. However, neither Party to this Agreement shall be liable to the other Party for any special, incidental, indirect, or consequential damages (including but not limited loss of use or opportunity; loss of good will; cost of substitute facilities, goods, or services; cost of capital; and/or fines or penalties), to loss of profits or revenue arising out of, resulting from, or in any way related to the project or the Agreement from any cause or causes, including but not limited to any such damages caused by the negligence, errors or omissions, strict liability or breach of contract.

3. OPINIONS OF PROBABLE COST
Any opinions of probable project cost or probable construction cost provided by ENGINEER are made on the basis of information available to ENGINEER and on the basis of ENGINEER's experience and qualifications, and represents its judgment as an experienced and qualified professional engineer. However, since ENGINEER has no control over the cost of labor, materials, equipment or services furnished by others, or over the contractor(s') methods of determining prices, or over competitive bidding or market conditions, ENGINEER does not guarantee that proposals, bids or actual project or construction cost will not vary from opinions of probable cost ENGINEER prepares.

4. CONSTRUCTION PROCEDURES
ENGINEER's observation or monitoring portions of the work performed under construction contracts shall not relieve the contractor from its responsibility for performing work in accordance with applicable contract documents. ENGINEER shall not control or have charge of, and shall not be responsible for, construction means, methods, techniques, sequences, procedures of construction, health or safety programs or precautions connected with the work and shall not manage, supervise, control or have charge of construction. ENGINEER shall not be responsible for the acts or omissions of the contractor or other parties on the project. ENGINEER shall be entitled to review all construction contract documents and to require that no provisions extend the duties or liabilities of ENGINEER beyond those set forth in this Agreement. OWNER agrees to include ENGINEER as an indemnified party in OWNER's construction contracts for the work, which shall protect ENGINEER to the same degree as OWNER. Further, OWNER agrees that ENGINEER shall be listed as an additional insured under the construction contractor's liability insurance policies.

5. CONTROLLING LAW
This Agreement is to be governed by the law of the state where ENGINEER's services are performed.

6. OWNER-PROVIDED SERVICES AND INFORMATION
OWNER will provide all criteria and information pertaining to the project in OWNER's possession, and any requirements or budgetary limitations. The OWNER agrees to bear full responsibility for the technical accuracy and content of OWNER-furnished documents, information and services.

In performing services hereunder, it is understood by OWNER that ENGINEER is not engaged in rendering any type of legal, insurance or accounting services, opinions or advice. Further, it is the OWNER's sole responsibility to obtain the advice of an attorney, insurance counselor or accountant to protect the OWNER's legal and financial interests.

7. SUCCESSORS AND ASSIGNS
OWNER and ENGINEER, respectively, bind themselves, their partners, successors, assigns, and legal representatives to the covenants of this Agreement. Neither OWNER nor ENGINEER will assign, sublet, or transfer any interest in this Agreement or claims arising therefrom without the written consent of the other.

8. RE-USE OF DOCUMENTS
All documents, including all reports, drawings, specifications, computer software or other items prepared or furnished by ENGINEER pursuant to this Agreement, are instruments of service with respect to the project. ENGINEER retains ownership of all such documents. OWNER may retain copies of the documents for its information and reference in connection with the project; however, none of the documents are intended or represented to be suitable for reuse by OWNER or others on extensions of the project or on any other project. Any reuse without written verification or adaptation by ENGINEER for the specific purpose intended will be at OWNER's sole risk and without liability or legal exposure to ENGINEER, and OWNER will defend, indemnify and hold harmless ENGINEER from all claims, damages, losses and expenses, including attorney's fees, arising or resulting therefrom. Any such verification or adaptation will entitle ENGINEER to further compensation at rates to be agreed upon by OWNER and ENGINEER.

9. TERMINATION OF AGREEMENT
OWNER or ENGINEER may terminate the Agreement, in whole or in part, by giving seven (7) days written notice, if the other party substantially fails to fulfill its obligations under the Agreement through no fault of the terminating party. Where the method of payment is "lump sum," or cost reimbursement, the final invoice will include all services and expenses associated with the project up to the effective date of termination. An equitable adjustment shall also be made to provide for termination settlement costs ENGINEER incurs as a result of commitments that had become firm before termination, and for a reasonable profit for services performed.

10. SEVERABILITY
If any provision of this agreement is held invalid or unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provision, term or condition shall not be construed by the other party as a waiver of any subsequent breach of the same provision, term or condition.

11. INVOICES
ENGINEER will submit monthly invoices for services rendered and OWNER will make prompt payments in response to ENGINEER's invoices.

ENGINEER will retain receipts for reimbursable expenses in general accordance with Internal Revenue Service rules pertaining to the support of expenditures for income tax purposes. Receipts will be available for inspection by OWNER's auditors upon request.

If OWNER disputes any items in ENGINEER's invoice for any reason, including the lack of supporting documentation, OWNER may temporarily delete the disputed item and pay the remaining amount of the invoice.

OWNER will promptly notify ENGINEER of the dispute and request clarification and/or correction. After any dispute has been settled, ENGINEER will include the disputed item on a subsequent, regularly scheduled invoice, or on a special invoice for the disputed item only.

OWNER recognizes that late payment of invoices results in extra expenses for ENGINEER. ENGINEER retains the right to assess OWNER interest at the rate of one percent (1%) per month, but not to exceed the maximum rate allowed by law, on invoices which are not paid within thirty (30) days from the date of the invoice. In the event undisputed portions of ENGINEER's invoices are not paid when due, ENGINEER also reserves the right, after seven (7) days prior written notice, to suspend the performance of its services under this Agreement until all past due amounts have been paid in full.

12. CHANGES
The parties agree that no change or modification to this Agreement, or any attachments hereto, shall have any force or effect unless the change is reduced to writing, dated, and made part of this Agreement. The execution of the change shall be authorized and signed in the same manner as this Agreement. Adjustments in the period of services and in compensation shall be in accordance with applicable paragraphs and sections of this Agreement. Any proposed fees by ENGINEER are estimates to perform the services required to complete the project as ENGINEER understands it to be defined. For those projects involving conceptual or process development services, activities often are not fully definable in the initial planning. In any event, as the project progresses, the facts developed may dictate a change in the services to be performed, which may alter the scope. ENGINEER will inform OWNER of such situations so that changes in scope and adjustments to the time of performance and compensation can be made as required. If such change, additional services, or suspension of services results in an increase or decrease in the cost of or time required for performance of the services, an equitable adjustment shall be made, and the Agreement modified accordingly.

13. CONTROLLING AGREEMENT
These Terms and Conditions shall take precedence over any inconsistent or contradictory provisions contained in any proposal, purchase order, requisition, notice-to-proceed, or like document. In resolving inconsistent or contradictory provisions between this Agreement and any other document or understanding, the terms of these Terms and Conditions shall control.

14. EQUAL EMPLOYMENT AND NONDISCRIMINATION
In connection with the services under this Agreement, ENGINEER agrees to comply with the applicable provisions of federal and state Equal Employment Opportunity for individuals based on color, religion, sex, or national origin, or disabled veteran, recently separated veteran, other protected veteran and armed forces service medal veteran status, disabilities under provisions of executive order 11246, and other employment, statutes and regulations, as stated in Title 41 Part 60 of the Code of Federal Regulations § 60-1.4 (a-f), § 60-300.5 (a-e), § 60-741 (a-e).

15. CERTIFICATIONS
The use of the word “certify” or “certification” by a registered professional engineer in the practice of professional engineering or land surveying constitutes an expression of professional opinion regarding those facts or findings which are the subject of the certification, and does not constitute a warranty or guarantee, either expressed or implied. Certification of analyses is a statement that the analyses have been performed correctly and in accordance with sound engineering practices. Certification of structural works is a statement that the works are designed in accordance with sound engineering practices and OWNER approved design loads. Certification of “as built"' conditions is a statement that the structure(s) has been built according to specifically identified drawings, specifications and contract documents to the extent the structure(s) is readily observable, is in place, and is fully functioning. The definition and legal effect of any and all certifications shall be limited as stated herein.

16. EXECUTION
This Agreement, including the exhibits and schedules made part hereof, constitute the entire Agreement between ENGINEER and OWNER, supersedes and controls over all prior written or oral understandings. This Agreement may be amended, supplemented or modified o instrument duly executed by the parties.

17. ALLOCATION OF RISK
OWNER AND ENGINEER HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING ENGINEER’S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE RISKS, SO, TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF ENGINEER (AND ITS RELATED CORPORATIONS, SUBCONSULTANTS AND EMPLOYEES) TO OWNER AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE LESSER OF $1,000,000 OR ITS FEE, FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF ENGINEER’S SERVICES OR THIS AGREEMENT REGARDLESS OF CAUSE(S) OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY.

18. LITIGATION SUPPORT
In the event ENGINEER is required to respond to a subpoena, government inquiry or other legal process related to the services in connection with a legal or dispute resolution proceeding to which ENGINEER is not a party, OWNER shall reimburse ENGINEER for reasonable costs in responding and compensate ENGINEER at its then standard rates for engineering services when gathering information and documents and shall pay ENGINEER its standard rates for providing expert witness services when attending depositions, hearings, and trial.

If ENGINEER is made a party to any litigation concerning OWNER’s flood control structures, OWNER shall reimburse ENGINEER for all costs of defense pending a final determination of ENGINEER’s professional liability. If ENGINEER is found by a court of competent jurisdiction to have been negligent, ENGINEER shall reimburse OWNER the costs of defense paid by OWNER, and shall satisfy any judgment up to ENGINEER’s limitation of liability. Any amount in excess of ENGINEER’s limitation of liability shall be paid by OWNER.

19. MAINTENANCE OF STRUCTURES AND SYSTEMS
OWNER agrees that structures and systems studied, reviewed, analyzed or designed by the ENGINEER are dependent upon OWNER’s continued operation and maintenance of the project structures and systems in accordance with all permits, laws and regulations that permit the construction and operation of the structures and systems, including any Engineer prepared operations and maintenance plans. Should OWNER fail to operate or maintain the structures to be in full compliance with permits, approvals, and operations and maintenance plans, ENGINEER shall have no liability to OWNER, and OWNER shall indemnify, release and hold ENGINEER and its employees harmless from any liability resulting from any direct or consequential damage resulting from such non-compliance, including but not limited to claims made by third-parties against ENGINEER.

20. VISUAL INSPECTIONS
For visual inspections, OWNER hereby releases, holds harmless, indemnifies and agrees to defend ENGINEER against any claims, damages, losses, liabilities, expenses or costs arising out of any failure to detect hidden, covered, inaccessible, or internal structural or material defects, corrosion, or damages in components, embedment, reinforcing, anchorages and parts of equipment, structures, or mechanisms being inspected, that are not readily discernible by external visual inspection through reasonable efforts.

21. DESIGN CRITERIA DISCLAIMER
Prevailing science and understanding of natural forces including, but not limited to, flood, rain, temperature, earthquakes and wind indicates a dynamic and non-stationary system of potential loads. OWNER acknowledges and accepts all liability for the selection of appropriate return intervals and selection of extreme natural events for the use in the design of the dam, levee or flood control system. OWNER acknowledges they have taken into account the impacts of the various natural events when selecting the design criteria for the project.

22. OPERATIONAL TECHNOLOGY SYSTEMS
OWNER agrees that the effectiveness of operational technology systems and features designed, recommended or assessed by

ENGINEER (collectively “OT Systems”) are dependent upon OWNER’s continued operation and maintenance of the OT Systems in accordance with all standards, best practices, laws, and regulations that govern the operation and maintenance of the OT Systems. OWNER shall be solely responsible for operating and maintaining the OT Systems in accordance with applicable laws, regulations, and industry standards (e.g. ISA, NIST, etc.) and best practices, which generally include but are not limited to, cyber security policies and procedures, documentation and training requirements, continuous monitoring of assets for tampering and intrusion, periodic evaluation for asset vulnerabilities, implementation and update of appropriate technical, physical, and operational standards, and offline testing of all software/firmware patches/updates prior to placing updates into production. Additionally, OWNER recognizes and agrees that OT Systems are subject to internal and external breach, compromise, and similar incidents. Security features designed, recommended or assessed by ENGINEER are intended to reduce the likelihood that OT Systems will be compromised by such incidents. However, ENGINEER does not guarantee that OWNER’s OT Systems are impenetrable and OWNER agrees to waive any claims against ENGINEER resulting from any such incidents that relate to or affect OWNER’s OT Systems.

23. FORCE MAJEURE

ENGINEER shall not be responsible for delays caused by factors beyond ENGINEER’s reasonable control, including but not limited to delays because of strikes, lockouts, work slowdowns or stoppages, government ordered industry shutdowns, power or server outages, acts of nature, widespread infectious disease outbreaks (including, but not limited to epidemics and pandemics), failure of any governmental or other regulatory authority to act in a timely manner, failure of the OWNER to furnish timely information or approve or disapprove of ENGINEER’s services or work product, or delays caused by faulty performance by the OWNER’s or by contractors of any level or any other events or circumstances not within the reasonable control of the party affected, whether similar or dissimilar to any of the foregoing. When such delays beyond ENGINEER’s reasonable control occur, the OWNER agrees that ENGINEER shall not be responsible for damages, nor shall ENGINEER be deemed in default of this Agreement, and the parties will negotiate an equitable adjustment to ENGINEER’s schedule and/or compensation if impacted by the force majeure event or condition.

24. EMPLOYEE IMMUNITY

The parties to this Agreement acknowledge that an individual employee or agent may not be held individually liable for negligence with regard to services provided under this Agreement. To the maximum extent permitted by law, the parties intend i) that this limitation on the liability of employees and agents shall include directors, officers, employees, agents and representatives of each party and of any entity for whom a party is legally responsible, and ii) that any such employee or agent identified by name in this Agreement shall not be deemed a party. Specifically, in the event that all or a portion of the services is performed in the State of Florida, the following provision shall be applicable:

THE PARTIES ACKNOWLEDGE THAT PURSUANT TO APPLICABLE FLORIDA STATUTES AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE WITH REGARD TO SERVICES PROVIDED UNDER THIS AGREEMENT. To the maximum extent permitted by law, the Parties intend i) that this limitation on the liability of employees and agents shall include directors, officers, employees, agents and representatives of each Party and of any entity for whom a Party is legally responsible, and ii) [illegible] such employee or agent identified by name in this Agreement shall not be deemed a Party. The Parties further acknowledge that the Florida statutes referred to above include but are not limited to: §558.0035(1)(a)-(e);§471.023(3)(an engineer is personally liable for negligence except as provided in § 558.0035); §472.021(3) (surveyor and mapper); §481.219(11)(architect and interior designer);§481.319(6) (landscape architect); and §492.111(4) (geologist).

COLUMBIA FALLS
MONTANA

City Council
Agenda Item Summary

Title: 2025 Water and Sewer Preliminary Engineering Reports.

Date: 07/02/2025

Staff Contact: Shawn Bates, PWD

AGENDA ITEM SUMMARY: The City of Columbia Falls is required under Montana SB 382 to complete Preliminary Engineering Reports (PERs) for its water and sewer infrastructure.

BACKGROUND: The City's PERs were last updated in 2018. PERs are critical tools for assessing system needs and prioritizing future projects, and up-to-date PERs are a requirement for securing most funding opportunities.

ANALYSIS: The PER Selection Committee has selected Morrison-Maierle Engineering to complete the Sewer PER. WGM Group, in partnership with AE2S Engineering, has been chosen to complete the Water PER.

FINANCIAL CONSIDERATIONS: The contract amount for the Sewer PER is $125,000. The Water PER contract is $120,000, with an additional $40,000 option (see contract) if further funding becomes available.

STAFF RECOMMENDATION: I recommend that the City Council authorize the City Manager to execute the contract with Morrison-Maierle Engineering for the Sewer PER and with WGM Group/AE2S for the Water PER.

SUGGESTED MOTION: Motion to authorize the City Manager to execute the contracts for Morrison-Mariele and WGM/AE2S.

ATTACHMENTS: Morrison-Mariele sewer PER contract and WGM Group/AE2S water PER Contract.

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement for Professional Services, hereinafter referred to as "Agreement", made and entered into this 7th day of July, 202025, in the City of Columbia Falls, County of Flathead, State of Montana, by and between the City of Columbia Falls, hereinafter referred to as "Owner" and WGM Group, Inc., a Montana corporation, whose address is 1111 East Broadway, Missoula, Montana 59802, hereinafter referred to as "Consultant."

WHEREAS, Owner desires to engage Consultant to render professional services related to a Water System Preliminary Engineering Report (PER) Update; and

WHEREAS, Owner has complied with state and federal procurement requirements regarding the selection of a professional consultant; and

WHEREAS, Owner desires to enter into an agreement with Consultant as hereinafter provided, for the above-described project;

NOW THEREFORE, for and in consideration of the mutual promises and agreements set forth herein, Owner and Consultant mutually stipulate and agree to the following provisions:

I. Scope of Professional Services

Consultant agrees to perform professional services in connection with the project and will serve as Owner's representative in those phases of the project to which this Agreement applies.

Professional services to be provided by Consultant are generally described as preparation of a Water System PER Update. The fixed scope of services for this Agreement is detailed in **Exhibit A** and by this reference is made a part of this Agreement.

II. Compensation

A. Consulting services shall be billed on a lump sum fee basis. The lump sum fee for the fixed scope of work is $120,000 for the Project Baseline and an additional $40,000 for Additional Scope (pending additional grant funding) for a total amount of $160,000 without the benefit of a supplement to this Agreement (see **Exhibit A**).

B. Owner shall remit payment for services within 30 calendar days of receipt of Consultant's invoice.

C. Final payment shall be made within 30 calendar days after all data for the entire work has been turned over to Owner, and upon receipt by Owner of notice from Consultant that services have been completed in accord with this Agreement.

D. The cost records and accounts pertaining to this Agreement will be kept and made available for inspection by representatives of Owner for a period of three years after final payment.

III. Period of Service

This Agreement takes effect as of the date entered above. The project design services performed by the Consultant will be completed by May 2026.

IV. Owner's Responsibilities

Owner agrees to provide Consultant with all available information pertinent to the project and to perform the following services:

A. Give thorough consideration to all reports, estimates, drawings, specifications, proposals, change orders, payment claims, and other documents presented by Consultant and inform Consultant of all decisions within a reasonable time.

B. Hold all required special meetings, serve all required public and private notices, receive and act upon all requirements in the development of the project and pay all costs incident thereto.

C. Furnish legal, accounting, bonding, and insurance counseling services as required for the project.

D. Furnish Consultant with a copy of any design and construction standards Owner shall require Consultant to follow in the preparation of contract documents.

E. Accept full technical, administrative, and legal responsibility for any Owner-furnished test data, site data, record drawings, and similar items.

V. Termination of Agreement

This Agreement may be terminated as follows:

A. If, at any time before the date of completion, one of the parties determines that the other party has failed to comply with any of the terms and conditions of this Agreement, the aggrieved party may give notice, in writing, to the defaulting party of any deficiencies claimed. The notice will be sufficient for all purposes if it describes the default in general terms. If the defaulting party fails to cure and correct all defaults claimed within a reasonable period to be specified in the notice, the aggrieved may, with no further notice, declare this Agreement to be terminated in whole or in part.

B. If Consultant is the defaulting party, Consultant will thereafter be entitled to receive payment for those services satisfactorily performed to the date of termination.

C. If Owner is the defaulting party, Owner will pay Consultant for those services satisfactorily performed to the date of the termination.

VI. Compliance with Laws

Consultant will abide by the provisions of the Civil Rights Act of 1964 which states that under Title VI, no person may, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

In accordance with applicable state and federal laws, Consultant agrees that any and all hiring by Consultant related to this Agreement shall be on the basis of merit and qualifications and there shall be no discrimination on the basis of race, color, religious creed, political ideas, gender, age, marital status, physical or mental handicap, national origin or ancestry, by persons performing this Agreement. Qualifications mean such abilities as are genuinely related to competent performance of the particular occupational task.

VII. Conflict of Interest

Consultant covenants that it presently has no interest and will not acquire any interest, direct or indirect, in the project, which would conflict in any manner or degree with the performance of its services hereunder. Consultant further covenants that, in performing this Agreement, it will employ no person who has any such interest.

Consultant further covenants that it has not employed or retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of this Agreement.

VIII. Opinions of Construction Costs

In providing opinions of probable construction cost, Owner understands that Consultant has no control over costs or the price of labor, equipment, or materials, or over the Contractor’s method of pricing, and that the opinions of probable construction cost provided are to be made based on Consultant’s qualifications and experience. Consultant makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual costs.

IX. Indemnification

Consultant and its officers and employees agree, to the fullest extent permitted by law, to indemnify and hold Owner harmless from any damage, liability, or cost (including reasonable attorneys’ fees and costs of defense) to the extent caused by Consultant’s negligent acts, errors, or omissions in the performance of professional services under this Agreement and those of Consultant’s sub-consultants or anyone for whom Consultant is legally liable.

Owner and its officers and employees agree, to the fullest extent permitted by law, to indemnify and hold Consultant harmless from any damage, liability, or cost (including reasonable attorneys’ fees and costs of defense) to the extent caused by Owner’s negligent acts, errors, or omissions and those of his or her contractors, subcontractors or consultants or anyone for whom Owner is legally liable and arising from the project that is the subject of this Agreement. Consultant is not obligated to indemnify Owner in any manner whatsoever for Owner's own negligence.

X. Public Safety

Consultant shall not be responsible or liable for project safety, efficiency, and/or adequacy of the Owner's Contractor's plant, appliances, and methods or for any damage or injuries, which may result from their failure and/or improper construction, maintenance, or operations. This indemnification includes damage to public and/or private property or improvements and/or injuries to any employees of Owner, the Contractors, and/or the general public that may be caused or contributed to by the activities related to the project.

Project safety shall be the sole responsibility of Owner's Contractor, the Contractor's construction superintendents, designated safety officers, or a project safety officer designated and employed by Owner.

XI. Ownership and Publication of Materials

All reports, information, data and other materials prepared by Consultant pursuant to this Agreement are the property of Owner, which have the authority to release, publish or otherwise use, in whole or part, information relating hereto. Any reuse by Owner without written verification or adaptation by Consultant for the specific purpose intended will be at Owner's sole risk and without liability or legal exposure to Consultant.

XII. Independent Consulting Contractor

It is understood by the parties hereto that Consultant is an independent consulting contractor and that neither its principals nor its employees are employees of Owner for purposes of tax, retirement system, or social security (FICA) withholding. It is further understood that pursuant to Section 39-71-401, MCA, Consultant has obtained and will maintain at its expense for the duration of this Agreement, coverage in a Workers' Compensation insurance program with either the State of Montana, a private insurance carrier, or an approved self-insurance plan in accordance with Montana state law for its principals and employees for the services to be performed hereunder.

XIII. Governing Law

This Agreement will be construed under and governed by the laws of the State of Montana. In the event of litigation concerning it, venue is the Fourth Judicial District in and for the County of Missoula, State of Montana.

XIV. Insurance

Consultant hereby certifies that it has and shall maintain during the time period of this Agreement, liability insurance in the minimum amount of $300,000 per occurrence and $1,000,000 annual aggregate, which includes liability for accidents occurring during delivery or at the delivery sites that are attributable to Consultant or its agents' conduct.

Consultant shall maintain, during the term of this contract, Professional Errors and Omissions Insurance in the minimum amount of $1,000,000.00

XV. <u>Liaison</u>

The designated liaisons for Owner and Consultant are as follows:

City of Columbia Falls	WGM Group, Inc.
Attn: Eric Hanks, City Manager	Attn: Stephanie A. Reynolds, PE
130 6th St. West	1111 East Broadway
Columbia Falls, MT 59912	Missoula, MT 59802

All notices and correspondence related to this Agreement shall be sent to the above-listed individuals.

XVI. <u>Modification and Waiver</u>

This Agreement may not be modified, altered, or changed except pursuant to a written agreement signed by the parties hereto. A waiver of any term or condition of this Agreement or of any breach of this Agreement shall not be deemed a waiver of any other term or condition of this Agreement or any part hereof or of any later breach of this Agreement. Any waiver must be in writing.

XVII. <u>Binding Effect</u>

This Agreement and all covenants hereof shall inure to the benefit of and be binding upon Owner and Consultant respectively and their successors, assigns and legal representatives. Neither Owner nor Consultant shall have the right to assign, transfer or sublet his interest or obligations hereunder without written consent of the other party.

XVIII. <u>Severability</u>

If a part of this Agreement is valid, all valid parts that are severable from the invalid part remain in effect. If a part of this Agreement is invalid in one or more of its applications, the part remains in effect in all valid applications that are severable from the invalid applications.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on the day and year in this certificate first hereinabove written.

Consultant: WGM Group, Inc.
1111 East Broadway
Missoula, Montana 59802

Miranda Ming

______________________________ Date: July 2, 2025

Miranda Ming, CFO

Owner: City of Columbia Falls
130 6th St. West
Columbia Falls, MT 59912

____________________________________ Date: ____________________
Eric Hanks, City Manager

EXHIBIT A

Scope of Work and Fee Estimate

Water System Preliminary Engineering Report Update
City of Columbia Falls

June 24, 2025

This scope includes preparing a Preliminary Engineering Report (PER) to update the City of Columbia Falls' 2018 Water System PER, addressing the requirements of Senate Bill 382 (SB382) and identifying updated water system infrastructure needs. The PER update will be prepared in accordance with the Water, Wastewater and Solid Waste Action Coordinating Team (W^2ASACT) *Uniform Preliminary Engineering Report for Montana Public Facility Projects* for use with future project funding applications. To ensure compliance with SB382 and position the City of Columbia Falls for successful pursuit of state and federal funding, SB382 documentation compliance will be incorporated into the PER update.

The following Scope of Work defines individual PER phases and tasks to compile available information, define and develop alternatives and their respective system requirements for screening and analysis, and compilation of the final PER update. This work assumes a 20-year planning period. Almost all phases include memo deliverables which will allow for City review as the work progresses and prior to going on to next steps. All memos will then be incorporated into the final PER update. The Uniform Application PER includes the following sections which will generally serve as the basis for this scope of work:

1. Project Planning
2. Existing Facilities
3. Need for Project
4. Alternatives Considered
5. Selection of an Alternative
6. Proposed Project (Recommended Alternative)
7. Conclusions and Recommendations

This scope of work is separated into two sections, with the first section called "Project Baseline" and the second section called "Additional Scope". The Project Baseline is for the funding that is currently available, and the Additional Scope is contingent on receiving additional grant funding. This allows baseline work to be contracted and then adds scope as additional funds become available. The City will perform their own grant application and administration. The tiered scope structure is as follows:

> Project Baseline: includes project management, data collection, project planning, water demand, existing conditions modeling, future conditions modeling, evaluation of storage and transmission main alternatives, and a PER update.
>
> Additional Scope: includes project management, AWWA water audit support, source capacity review, PER financial evaluation (i.e. funding strategy, budget, engineer's opinion of probable cost), and PER uniform checklist.

PROJECT BASELINE SCOPE OF WORK:

Phase 01: Project Management $10,000
WGM's project manager will actively manage the project team, allocate appropriate resources, and keep in regular contact with the client. Project progress will be evaluated monthly through earned value estimating to ensure the project is on track at each step in the process. The following tasks are included:

- Project schedule, work plan, and workflow
- Team oversight, coordination, and resource allocation
- Client correspondence and meetings
- Earned value estimating
- QA/QC

Deliverables: Monthly progress reports, project schedule and work plan.

Phase 02: Data Collection $6,000
This phase includes data collection for the existing water system. This work seeks to compile existing system information including source production, storage, transmission and distribution mains. The following items are included:

- Collect information from the City regarding existing water system infrastructure including engineering plans and reports, GIS data, existing WaterCAD model, etc.
- Obtain existing leak detection reports, condition assessments, age of mains and material types, water quality data, and historic metered water use data from the City.
- Update existing infrastructure documentation from the 2018 PER to reflect present day conditions.
- Perform a site inventory with City staff to evaluate the condition of existing above-grade infrastructure and operations. Document existing conditions in a technical memorandum.

Deliverable: Existing Conditions Memo.

Exclusions: Field data collection such as sampling and testing, and confined-space entry are excluded. Existing infrastructure documentation is assumed to be readily available and sufficient to serve as the basis of infrastructure planning and the PER update.

Phase 03: Project Planning $5,000
Establishing the service area boundary will serve as the basis for future water system modeling. If the City's growth policy or future service area is being updated concurrently with this PER update, the timing of that information may affect the modeling effort. This work seeks to define the City of Columbia Falls' future service area boundary. The following items are included:

- Work with City staff to establish a 20-year growth projection for the planned service area.
- Collect information from the City regarding future service area boundaries and any planned near-term development.
- Review Growth Policy recommendations specifically identifying limits of the planned City water service area and associated land uses (e.g. residential, commercial, industrial).
- Prepare a Water System Planning and Service Area memorandum identifying the proposed service area boundary, associated land uses and population projection.

- Include one (1) public meeting for review and comment relating to the service area and land use plan concurrently or in conjunction with the City's growth policy update process.
- Provide memorandum for City review and approval.

Deliverable: Water System Planning and Service Area Memo.

Exclusions: Defining or revising the City's future service area or growth policy boundary is not included. Revisions or updates to the City's growth policy area after this phase is complete may have a significant impact on other phases. Recognizing that the planning boundary and public process will be completed this fall, initial assumptions may need to be set to keep the PER Update project timeline moving forward. Revisiting those initial assumptions and making minor modeling changes may need to occur once the growth area is finalized. Any significant re-work is excluded from this scope.

Phase 04: Water Demand Forecast and Design Criteria $5,500
This phase seeks to forecast water demands for the service area and land uses identified in Phase 03 and establish the water system design criteria and parameters to use in evaluating water system improvement needs and alternatives. The following items are included:

- Evaluate and determine existing water system average daily demand per capita based on reviewed metered history and generally accepted published engineering and DEQ standards for calculating average day demand (ADD).
- Evaluate and determine acceptable ADD peaking factors to determine maximum day demand (MDD) and peak hour demand (PHD) for the existing water system.
- Review existing water system ADD, MDD and PHD with the City and establish water demand factors for use in the PER for future conditions.
- Establish water storage volume requirements based on the 20-year population projections.
- Based on the land use designation and service area established in Phase 03, develop 20-year water demand forecast for ADD, MDD and PHD to be used in the PER to identify water system improvements and alternatives.
- Prepare a Water Demand Forecast and Design Criteria memo for review and approval by the City to establish these parameters for use in the PER.

Deliverable: Water Demand Forecast and Design Criteria Memo.

Exclusions: None

Phase 05: Existing Conditions Water System Model Development $22,500
Perform hydraulic modeling utilizing the City's existing WaterCAD model to evaluate the existing water system across the range of demand scenarios identified in Phase 04. The following tasks are included in this phase:

- Review and update the existing WaterCAD model. Evaluate the existing model network and connectivity. Review facility information and determine if additional data is required for system analysis.
- Update current scenario demands based on the Phase 03 and 04 findings.
- Model existing system operations, review facility pressure data and flow rates for model validation.
- Perform fire flow analysis to evaluate existing system capacity with respect to State of Montana guidelines.
- Analyze water main capacity and identify constricting mains within the system.

- Analyze system storage capacity needs.
- Analyze system pressures to determine any high- or low-pressure areas.
- Identify any existing system deficiencies.
- Hold one (1) virtual meeting to review model results with City.
- Prepare an Existing Facilities Memo and provide to City for review.

Deliverable: Updated WaterCAD model, Existing Facilities Memo.

Exclusions: This work assumes the City's existing WaterCAD model is viable for the purposes of this PER update and that transitioning to a GIS-based model will not be required.

Phase 06: Future Conditions Water System Model Development $25,000
Proposed condition modeling will be performed to evaluate system expansion and upgrades as identified by the design team as part of the PER alternative screening, evaluation and selection process. This evaluation will also be used to determine the ability of the existing water system to serve future growth as required by SB382. The following tasks are included:

- Update future scenario demands based on the Phase 03 and 04 findings.
- Perform fire flow analysis to evaluate system capacity with respect to State of Montana guidelines.
- Analyze future water main capacity and identify constricting mains within the system.
- Analyze future system storage capacity needs.
- Analyze future system pressure.
- Identify system extension needs and potential capacity limitations based on future growth.
- Establish and document need for the project, specifically addressing the need for water storage and transmission main redundancy.
- Hold one (1) virtual meeting to review model results with City.
- Prepare a Need for Project Memo that includes documentation of existing system deficiencies based on future growth and demand conditions.

Deliverable: Need for Project Memo.

Phase 07: Storage and Transmission Alternatives $24,000
The City's existing storage and transmission infrastructure will be evaluated based on age, condition, and failure risk. The capacity of this infrastructure will be evaluated with respect to the existing and future demands established in Phase 04. The following tasks are included in this phase:

- Using data collected in previous phases, evaluate the condition of the existing storage tank and transmission main and review maintenance history.
- Determine any condition issues or deficiencies of the existing storage tank and transmission main and establish any future maintenance needs and associated timelines.
- Use the hydraulic model to analyze storage infrastructure and transmission main alternatives to provide for system redundancy and growth.
- Evaluate water age for existing and future tank scenarios.
- Analyze up to three (3) alternatives for redundant finished water storage focused on use of a new ground or elevated tank.
- Evaluate location options based on modeling results, topography, and future growth scenarios. Consider environmental impacts, land requirements, potential construction problems, and long-term sustainability.

- Prepare conceptual-level transmission piping layouts incorporating alternatives for water storage facilities.
- Prepare cost estimates of each alternative, evaluate non-monetary factors, and provide a life cycle cost analysis to assist with alternative selection.
- Prepare an Alternatives Considered and Selection of an Alternative Memo.

Deliverable: Alternatives Considered and Selection of an Alternative Memo.

Exclusions: Field investigation of the existing tank, interior inspection, or transmission main sampling or structural testing.

Phase 08: Preliminary Engineering Report Update $22,000
Prepare an updated PER that incorporates all findings and recommendations from previously completed phases into a single report. It is anticipated that the water system upgrade alternatives previously identified in the 2018 PER are still generally applicable. As such, the report will be formatted to build upon the previously identified alternatives. Infrastructure capacity and sizing will be updated to reflect the updated service area boundary and demand projections. Additional alternatives will be incorporated as identified based on the future condition hydraulic model.

The PER update will follow the *Uniform Application for Montana Public Facility Projects* format established by W^2ASACT. The PER update will compile memos from previous phases to: analyze the existing water system including water mains, service lines, wells and storage tank; identify future system needs; develop improvement alternatives; and select preferred action items. The following items are included in this phase:

- Compile information presented in all previous memos into a PER update that meets W^2ASACT Uniform Application requirements. Prepare executive summary, conclusions and recommendations, and appendices.
- Present water model results from previous phases. Discuss source development and storage alternatives to meet system requirements for 20-year planning period to maintain proper system operations during design demand scenarios.
- Integrate a section within the PER specifically referencing SB382, summarizing applicable components and responses. Include discussions on environmental sustainability, resource analysis, and ability of the water system to support anticipated future growth.
- Incorporate Additional Scope phases into report pending award of additional grant funding.
- Prepare a Proposed Project (Recommended Alternative) Memo and provide to City for review.
- Provide draft PER update to City for review and comment prior to finalizing.
- Present PER update to City Council for final approval with discussion on implementation and next steps.
- Provide final PER to City after Council meeting.

Deliverable: Proposed Project (Recommended Alternative) Memo, PER update in accordance with W^2ASACT Uniform Application requirements for City's use in seeking future project funding, SB382 compliance narrative within the final PER document.

Exclusions: Existing and/or new well pump testing, collection and/or analysis of aquifer/well water samples for quality testing, alternative analyses exceeding those quantified for this phase, funding agency applications for preferred alternative. The funding strategy, budget, and engineer's opinion of probable cost associated with the PER update are excluded from this phase and are covered in Phase 12 pending additional grant funding.

ADDITIONAL SCOPE:

Phase 09: Project Management **$2,500**

WGM's project manager will actively manage the project team, allocating appropriate resources and keeping in regular contact with the client. Project progress will be evaluated monthly through earned value estimating to ensure the project is on track at each step in the process. The following tasks are included:

- Project schedule, work plan, and workflow
- Team oversight, coordination, and resource allocation
- Client correspondence and meetings
- Earned value estimating
- QA/QC

Deliverables: Monthly progress reports, project schedule and work plan.

Phase 10: AWWA Water Audit Assistance **$15,000**

The American Water Works Association (AWWA) provides free software for the City to use to complete a nonrevenue water audit. WGM will work with a dedicated City staff member to guide the water audit process, answer questions, review data, and provide oversight. The following items will be provided:

- Conduct a condition assessment of existing water distribution infrastructure data, including materials, age, and documented issues to identify areas prone to leakage or failure.
- Evaluate historical data, including billing records.
- Estimate current water loss rates and identify potential sources of non-revenue water.
- Recommend mitigation strategies to reduce losses and improve system efficiency.
- Prepare a Water Audit Summary memo for City review and approval.

Deliverable: Water Audit Summary Memo.

Exclusions: No physical sampling or testing will be conducted. Assumes a City staff member will be doing the water audit work and data entry/compilation with assistance from WGM.

Phase 11: Source Capacity Review **$6,000**

Review well-related capacity and evaluate timeline for future source capacity needs and/or pump infrastructure improvements based on the results identified in previous phases. The following tasks are included:

- Compare DEQ requirements for source capacity and pump infrastructure for both existing and future water system conditions.
- Prepare Source Capacity and Pump Infrastructure Summary Memo.

Deliverable: Source Capacity and Pump Infrastructure Summary Memo.

Phase 12: Preliminary Engineering Report Financial Evaluation **$9,000**
Prepare a financial evaluation for the PER update that includes developing a cost estimate, preparing a budget section, and presenting a funding strategy for the preferred alternative. This work will be incorporated into the final PER Update in Phase 08. The following items are included in this phase:

- Provide Engineer's Opinion of Probable Construction Costs (EOPCC) and a projection of future operations and maintenance (O&M) cost estimate(s) for the preferred alternative.
- Develop an Annual Operating Budget Section, including documentation of revenues, expenses, debt service, reserves, tabulation of users, rate structures, and other applicable information. This work shall reference the City's rate study recommendations that will be performed concurrently with this PER update under separate contract.
- Formulate a funding strategy for the preferred alternative that includes reviewing local, state, and federal grant and loan options and details a tailored co-funding approach (i.e., cash, debt, grants, and impact fees), future debt service, and cost implications using an Equivalent Dwelling Unit (EDU) approach.
- Prepare a Financial Evaluation memorandum and submit to City for review and comments prior to incorporating into the final PER update.

Deliverable: Financial Evaluation Memo.

Exclusions: The funding strategy and annual operating budget will coordinate with the work concurrently being performed for the City under a separate contract.

Phase 13: Uniform Environmental Checklist **$7,500**
Prepare a Uniform Environmental Checklist (UEC) in accordance with the W^{2}ASACT requirements associated with the *Uniform Preliminary Engineering Report for Montana Public Works Facility Projects* documenting the environmental and social impacts of the preferred alternative(s) presented in the PER Update.

- Complete UEC and source documentation.
- Prepare the preferred alternative project summary with supporting maps.
- Submit UEC to State and Federal agencies for review and comment.
- Revise PER Update based on comments received.

Deliverable: Uniform Environmental Checklist per W^{2}ASACT requirements.

ADDITIONAL SERVICES
Engineer's scope of services is explicitly limited to those described in the phases and tasks above, including those items specifically quantified, such as meetings and analysis of alternatives. Exceeding those quantities estimated above may require an adjustment to the fee estimate. Services not specifically described in the tasks above are not included in this scope of work.

FEE ESTIMATE AND SCHEDULE
Our fees will be billed on a lump sum basis with a fee of **$120,000 for Project Baseline and a fee of $40,000 for Additional Scope (pending award of grant funding) for a total project cost of $160,000**. Fees are valid through August 2026. Assuming no schedule delays are experienced due to requested scope changes/additions or circumstances out of WGM's or City's control, the final PER Update and Uniform Application are anticipated to be completed by May 1, 2026. A cost summary is provided below.

Item No.9.

COST SUMMARY	
PROJECT BASELINE	
01 – Project Management	$10,000
02 – Data Collection	$6,000
03 – Project Planning	$5,000
04 – Water Demand Forecast and Design Criteria	$5,500
05 – Existing Conditions Water System Model Development	$22,500
06 – Future Conditions Water System Model Development	$25,000
07 – Storage and Transmission Alternatives	$24,000
08 – Preliminary Engineering Report Update	$22,000
SUBTOTAL	*$120,000*
ADDITIONAL SCOPE	
09 – Project Management	$2,500
10 – AWWA Water Audit Assistance	$15,000
11 – Source Capacity Review	$6,000
12 – Preliminary Engineering Report Financial Evaluation	$9,000
13 – Uniform Environmental Checklist	$7,500
SUBTOTAL	*$40,000*
TOTAL	**$160,000**

Morrison Maierle
engineers • surveyors • planners • scientists

172 TIMBERWOLF PARKWAY • KALISPELL, MT 59901
406.752.2216 • m-m.net

June 11, 2025

Shawn Bates, Public Works Director
City of Columbia Falls
130 6th Street West
Columbia Falls, MT 59912

RE: Wastewater System Preliminary Engineering Report for the City of Columbia Falls
Scope and Fee Proposal

Dear Shawn:

The following is a scope and fee proposal to provide engineering services for the wastewater system preliminary engineering report (PER).

Background and Project Understanding

The City of Columbia Falls (City) completed its last wastewater system Preliminary Engineering Report (PER) in 2018. This report concentrated on the wastewater treatment plant and lift stations, as well as gravity sewer mains. The 2018 PER adhered to the W2ASACT Preliminary Engineering Report Outline and recommended several projects to address deficiencies in the wastewater system. While some of these recommended projects have been completed, several others remain to be constructed.

The PER effort will build on information from the 2018 PER while taking a fresh look at the wastewater system. The updated PER will offer further analysis regarding areas of potential growth in the collection system. The PER will employ the W2ASACT Preliminary Engineering Report Outline, which is attached to this letter.

Scope of Services

The following is the scope of services for this proposal:

1. Project Management
    a. Work related to the administration of the contract, including invoicing, managing activities within task budgets, monitoring project progress, and monitoring the overall project schedule.
    b. Each invoice will be accompanied by a brief project status update.

2. Project Kickoff
    a. Site Visit by the project manager, collection system engineer, and treatment system engineer:
        i. Tour the wastewater treatment plant, lift stations, and collection system.
        ii. Discuss the condition of the existing systems with Public Works staff.
        iii. Meet with Public Works staff to refine the objectives and needs for the PER.
    b. Identify data and information needs from the City.

3. Chapters 1, 2, and 3
    a. Prepare a draft copy of Chapters 1, 2, and 3 per the W2ASACT Preliminary Engineering Report Outline and submit to the City for review.
        i. Update service population and growth projections from the 2018 PER based on the Housing Needs Study (March 2025) or other existing sources.
        ii. Update flow and load criteria using up to five years of data. Use previously prepared PERs and evaluations, and current information provided by City staff as the basis for Chapter 2.
        iii. Collection System and Lift Stations: Describe the existing condition, performance, and capacity of the collection system and lift stations. Evaluate areas of potential growth and their impact on the system. Capacity will be evaluated using the collection system model developed as part of this scope. Summarize the needs and deficiencies in Chapter 3.
        iv. Treatment Plant: Describe existing condition, performance, and capacity of treatment plant components and identify needs and deficiencies. Rely on previous BioWin modeling results provided by HDR for process capacity information and recommendations. Summarize needs and deficiencies in Chapter 3.
    b. Facilitate a workshop with the City Public Works staff to discuss questions and comments concerning Chapters 1, 2, and 3. Out-of-town staff to join virtually.
    c. Implement City comments into Chapters 1, 2, and 3.

4. Community Meeting 1
    a. Provide a public meeting advertisement/notice for the City to publish in the local newspaper.
    b. Prepare a poster board for display in City Hall (or other areas) outlining the following information:
        i. Purpose of the community meeting(s)
        ii. Outline the planning process
        iii. Review the known deficiencies of the Wastewater System
        iv. Contact Information
        v. Other information as pertinent
    c. Prepare a PowerPoint presentation.
    d. Lead the community meeting and answer any questions.
    e. Meeting to be attended by the project manager, collection system engineer, and treatment system engineer.
    f. Provide summary notes of public comments and questions at the meeting.
    g. Follow up with the City based on community comments.

5. Chapters 4 and 5
    a. Prepare a draft copy of Chapters 4 and 5 per the W2ASACT Preliminary Engineering Report Outline and submit to the City for review.
    b. Review and update the improvement alternatives previously developed in the previous PER and develop up to three (3) treatment alternatives and ten (10) collection system alternatives to address more recently identified needs. Update cost estimates in the previous PER and develop cost estimates for newly developed alternatives.

   c. Facilitate a workshop with public works staff to discuss alternative evaluation criteria and priorities used for ranking of alternatives developed in Chapter 4. Discuss questions and comments concerning Chapters 4 and 5. Out-of-town staff to join virtually.
   d. Implement workshop results and City comments into Chapters 4 and 5.

6. Chapter 6
   a. Prepare a draft copy of Chapter 6 per the W2ASACT Preliminary Engineering Report Outline and submit to the City for review.
   b. Implement City comments into Chapter 6.

7. Community Meeting 2
   a. Provide a public meeting advertisement/notice for the City to publish in the local newspaper.
   b. Prepare a poster board for display in City Hall (or other areas) outlining the following information:
      i. Summarize Community Meeting #1 information.
      ii. Review alternatives to address deficiencies and cost.
      iii. Discuss the environmental review process.
      iv. Contact Information.
      v. Other information as pertinent.
   c. Prepare a PowerPoint presentation.
   d. Lead the community meeting and answer any questions.
   e. Meeting to be attended by the project manager, collection system engineer, and treatment system engineer.
   f. Provide summary notes of public comments and questions at the meeting.
   g. Follow up with the City based on community comments.

8. Prepare Final PER
   a. Prepare Chapter 0 – Executive Summary.
   b. Prepare Chapter 7 – Conclusions and Recommendations.
   c. Compile Appendices.
   d. Submit the final PER for City review.
   e. Implement any final comments from the City.

9. Environmental Review
   a. Provide environmental impacts discussion for all developed alternatives.
   b. Complete the Uniform Environmental Checklist for the selected project(s).
   c. Prepare and distribute notification letters to applicable agencies to solicit comments on the project(s).

10. Collection System Model – Trunk Lines and Future Growth Lines Only
   a. Prepare a digital computer model of the collection system main trunk lines, future growth lines, and lift stations using the program Bentley OpenFlows Sewer.
   b. The City's GIS shapefile shall be used to populate the model. Record drawings provided by the City will be used to assign vertical elevations.

c. If areas of capacity concern remain after implementing record drawing slopes, field survey will be conducted to gather slope data at the areas of concern. We have assumed 1 day (8 hours) of field survey.
d. The attached map highlights the anticipated sewer mains to be modeled.

11. Regional System Planning for Future Growth
    a. Analyze areas of potential regional growth identified by the City.
    b. Estimate potential population growth, wastewater flows, and system impacts for the identified regional growth areas.
    c. Regional growth areas shall be limited to areas adjacent to the City boundary that could reasonably be developed with the next 20 years. Anticipated areas include:
        i. CFAC Property
        ii. Meadow Lake Boulevard
        iii. Cedar Palace Property
        iv. Area Immediately East of the river on HWY 2
        v. Blue Moon Area
        vi. Meadow Lake Lift Station
    d. Provide a recommendation of system upgrades to accommodate regional system growth.

<u>Assumptions</u>

1. The City will convey any known condition or performance issues within the wastewater collection system and treatment plant to the Engineer. The engineer will conduct a single, one-day site visit to investigate concerns brought forth by the City and conduct a high-level inspection of major components. A comprehensive field investigation of all system components is not included.

2. The City will analyze available sewer camera recordings and convey any concerns to the Engineer for further investigation of those specific issues. Reviewing all sewer camera recordings of the system is not included.

3. The analysis, deficiencies, and facility improvements of the wastewater treatment plant will be based on the 2018 PER. The following are anticipated facility improvements:

    a. Supplemental Carbon
    b. 2nd DAFT Unit
    c. Redundant Turbo Blower
    d. Effluent Analyzer
    e. Redundant Bar Screen
    f. UV System
    g. Break Room
    h. Compost Facility
    i. 2nd 5 Stage Bioreactor – Long Term Improvement, analysis will be high-level planning
    j. Up to three additional alternatives will be developed based on findings during the facility evaluation. City staff have indicated the potential need for a new clarifier and SCADA system upgrades.

4. A full treatment or hydraulic capacity model of the wastewater treatment plant will not be performed. The City would like to wait until new data is available from the recent wastewater treatment plant upgrades to use for the capacity analysis. This PER will utilize existing capacity data available from the 2018 PER and subsequent analyses.

Deliverables

The following is a list of deliverables.

1. Draft report of Chapters 1 through 3
2. Draft report of Chapters 4 through 6
3. Final report with all chapters and appendices
4. Notes from 2 community meetings
5. Notes from 2 workshops with City staff

Three hard copies and a digital PDF copy of each deliverable will be provided.

City Responsibilities

1. Communicate effectively with Morrison-Maierle staff to ensure local operational knowledge is passed along and included in strategies and solutions.
2. Provide existing record drawings, influent and effluent data, lift station run times and flows, and any other relevant information that is available for the systems being analyzed. Requests for information will be submitted as the need for local data and information is identified.
3. Provide water usage data to serve as the basis for sewer loadings in the sewer model. The information will be supplied in Excel format and will include monthly billing data by address for a minimum of 3 years.
4. Review draft report chapters and provide input.
5. Participate in meetings and workshops to determine a recommended path forward.
6. Participate in community meetings.
7. Provide feedback on desired improvements and their priority.
8. Provide feedback on alternative scoring criteria and ranking.
9. Complete any desired community engagement activities to solicit comments and gain interest from the public.
10. Provide direction on areas of anticipated regional growth.
11. Provide access to collection and treatment facilities for the site visit and any site survey.

Fee Estimate

The total estimated fee for the services described herein is **$125,000**. An estimated fee breakout spreadsheet is attached.

The current Morrison-Maierle hourly rate and expense schedules are attached to this proposal. Rates may be adjusted on January 1 and July 1 of each year, but the contract ceiling will not change without authorization from the City. We have assumed that the project will be complete prior to July 1, 2026.

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Schedule

A proposed project schedule is attached.

Please feel free to contact me with any questions or concerns concerning this proposal. We look forward to working with you on this project.

Sincerely,
Morrison-Maierle, Inc.

Charles R. Leisinger

C.R. Leisinger, PE
Project Manager

Enclosures: Standard Agreement (8 pages)
Hourly Rate Schedules (2 pages)
Summary of Proposed Costs (2 pages)
Project Schedule (1 page)
W2ASACT Preliminary Engineering Report Outline (11 pages)

engineers • surveyors • planners • scientists

STANDARD AGREEMENT BETWEEN CLIENT AND MORRISON-MAIERLE, INC.

Project Number : 0541.035.00
Project Name : Wastewater System PER

This is an Agreement made as of , 2025 between MORRISON-MAIERLE, INC. (CONSULTANT) and the City of Columbia Falls, (CLIENT).

The Client intends to prepare a preliminary engineering report (PER) for the City of Columbia Falls wastewater system (brief description of the project).

CONSULTANT'S RESPONSIBILITIES

The Scope of Services shall consist of the following which shall be referred to as the Project: Scope of services as described in the attached scope and fee letter dated June 11, 2025.

The Project Schedule is described as: Project schedule as described in the attached schedule dated June 11, 2025.

CLIENT and CONSULTANT in consideration of their mutual covenants herein agree to the performance of professional services by CONSULTANT and the payment for those services by CLIENT as set forth below:

METHOD OF PAYMENT

If unforeseen conditions are discovered during the Project, the CLIENT agrees that the desired work may be completed at an additional cost. This cost will be communicated with the CLIENT at the earliest convenience with details on the additional expense.

Payment is due upon receipt of CONSULTANT's statement(s). CLIENT agrees to pay interest at the maximum legal rate allowed by law for payments not received within 30 days after receipt of the statement. We reserve the right to withhold final documents until payment is made.

☒ Method 1 - HOURLY RATE - Hourly rates as specified in the Special Provisions or attachments hereto, plus an amount equal to CONSULTANT's actual reimbursable expenses related to the project times a factor of 1.1. The total compensation for services identified herein is estimated to be $125,000.

☐ Method 2 - LUMP SUM - A lump sum fee of $.

☐ Method 3 - RETAINER - Deposit with MMI a retainer fee in the amount of Dollars. It is understood that all invoices or charges will be charged against said retainer. If effort consumes the retainer and additional services are required, then the Owner shall replenish the retainer in the agreed upon amount within 5 business days. Failure to replenish retainer will be sufficient cause to immediately stop work and withhold delivery of the work product.

☐ Method 4 - SPECIFY -

SPECIAL PROVISIONS AND ATTACHMENTS

The following Special Provisions and Attachments are integrated into and form a part of this Agreement.

☒ Scope of Services
☒ Schedule
☐ Budget Worksheet
☒ Hourly Rate Schedule
☒ Engineer's Fee Estimate
☐ Other Additional Information:

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GENERAL PROVISIONS OF STANDARD AGREEMENT

The following General Provisions of Standard Agreement are integrated into and form a part of this Agreement.

SECTION 1 - BASIC SERVICES OF CONSULTANT

1.1 CONSULTANT shall perform the services as set forth in the Scope of Services as described on page one of this Agreement, or as further described in Attachments hereto.

1.2 Execution of this Agreement by the CLIENT constitutes written authorization for the CONSULTANT to proceed.

1.3 CONSULTANT shall serve as the CLIENT'S prime professional consultant representative for the Project and perform services as set forth in the Agreement.

1.4 CONSULTANT shall advise CLIENT as to the necessity of the CLIENT providing or obtaining data from others or services required for the Project which are not part of the CONSULTANT'S Scope of Services. The CONSULTANT shall not be responsible for any damages or consequences resulting from the CLIENT's failure to provide or obtain the data or services identified. If CONSULTANT recommends any services that the CLIENT declines to authorize, the CLIENT hereby agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless CONSULTANT, its officers, directors, employees and subconsultants from any damages, liabilities or costs arising out of or in any way connected with CONSULTANT not providing these services.

1.5 If the project requires the CONSULTANT'S services during the construction phase of the project, the scope of services shall be as set forth on page one or as described on attachments hereto. CONSULTANT will determine, in general, if the work is proceeding in a fashion such that, once complete, the work will substantially conform to the design intent of the Contract Documents. CONSULTANT will not perform exhaustive or detailed review of the Contractor's work. If the CONSULTANT is retained as the commissioning authority, then the Consultant will perform the review of the Contractor's work expressly written in the commissioning authority's scope of services. CONSULTANT shall not be responsible for Contractor's construction means, methods, sequence, safety program, techniques or procedures necessary for performing the work.

CONSULTANT shall not be responsible for the acts or omissions of any Contractor or Subcontractor or any other persons at the site or otherwise performing any of the Contractor's work. However, nothing contained herein shall be construed to release CONSULTANT from its responsibilities to properly perform duties undertaken by the Consultant as set forth in this Agreement.

1.6 In providing services under this Agreement, CONSULTANT will endeavor to perform in a manner consistent with that degree of care and skill ordinarily used by members of CONSULTANT'S profession practicing under similar conditions at the same time and in the same locality on the same or similar projects ("Standard of Care"). If the CONSULTANT'S scope of services includes design, CONSULTANT will perform the design services in compliance with existing codes and regulations in place and applicable at the time the design is prepared. CLIENT understands that the CONSULTANT cannot anticipate changes in applicable statutes, codes, or regulations, or the project site or environmental conditions. CONSULTANT makes no warranties, express or implied, under this Agreement or otherwise, in connection with CONSULTANT's services. The CONSULTANT will be notified in writing of any alleged errors or omissions. Upon receipt of this notice, CONSULTANT will review the alleged error or omission. If CONSULTANT agrees its services have not met this standard, CONSULTANT will assist in determining corrective action.

1.7 The CLIENT, without invalidating this Agreement, may request a change in the scope of services and CONSULTANT shall issue to CLIENT a proposal setting forth an adjustment to the scope of services, budget, and schedule for the additional services provided by CONSULTANT. Any modification to this Agreement must be in the form of a written Amendment and executed by both CONSULTANT and CLIENT. If the CLIENT elects to reduce CONSULTANT'S scope of services, the CLIENT shall release, hold harmless, defend and indemnify CONSULTANT from any and all claims, damages, losses or costs associated with or arising out of such reduction in services.

1.8. If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to the CONSULTANT are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks or other material terms of this Agreement, the CONSULTANT may call for renegotiation of appropriate portions of this Agreement. The CONSULTANT shall notify the CLIENT of the changed conditions necessitating renegotiation, and the CONSULTANT and the CLIENT shall promptly and in good faith enter into renegotiation of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement in accordance with Article 4.9.

1.9 If CONSULTANT'S scope of services includes review of submittals or other similar items, CONSULTANT shall review and accept or take other appropriate action on the Contractor submittals, such as shop drawings, product data, samples and other data, which the Contractor is required to submit, but only for the limited purpose of checking for conformance with the design concept and the information shown in the Construction Documents. This review shall not include review of the accuracy or completeness of details, such as quantities, dimensions, weights or gauges, fabrication processes, construction means or methods, coordination of the work with other trades or construction safety precautions, all of which are the sole responsibility of the Contractor. The CONSULTANT'S review shall be conducted with reasonable promptness while allowing sufficient time in the CONSULTANT'S judgment to permit adequate review. Review of a specific item shall not indicate that the CONSULTANT has reviewed the entire assembly of which the item is a component. The CONSULTANT shall not be responsible for any deviations from the Construction Documents not brought to the attention of the CONSULTANT in writing by the Contractor. The CONSULTANT shall not be required to review partial submissions or those for which submissions of correlated items have not been received.

1.10 The Americans with Disabilities Act, the Fair Housing Amendments Act, and related federal and state "accessibility" laws and regulations (collectively "Acts") are not detailed building codes. The requirements of the Acts are general in nature and open to differing interpretations. The CONSULTANT will provide services in a manner consistent with the intent of the Acts and shall comply with the Standard of Care in responding to the requirements of the Acts, but does not warrant or guarantee that the project will satisfy all possible interpretations or applications of the Acts.

SECTION 2 - CLIENT'S RESPONSIBILITIES

2.1 CLIENT shall provide all previous documents relating to the Project, all criteria and full information as to CLIENT's requirements for the Project and shall designate a person with the authority to act on CLIENT's behalf on all aspects of the Project. CLIENT shall give prompt written notice to CONSULTANT whenever CLIENT observes or otherwise becomes aware of any defect in the work or any error or omission in the services provided by CONSULTANT.

2.2 CLIENT shall also be responsible for the following and pay all costs incident thereto:

1. Provide such legal, accounting and other counseling services as may be required for the project.
2. Obtain and pay all costs incidental to obtaining permits from governmental authorities having jurisdiction over the Project.
3. Obtain and furnish approvals from governmental authorities having jurisdiction over the Project.
4. Pay all costs incident to obtaining bids or proposals from Contractor(s).
5. Pay all permit, review and filing fees required by governmental agencies.
6. In the event that the regulations pertinent to this contract are modified by any governing entity that result in changes to the scope of services, CONSULTANT reserves the right to renegotiate the fee of this agreement.

2.3 The CLIENT and CONSULTANT acknowledge that changes in design and/or construction of the Project may be required for a variety of reasons during the design, permitting and construction phases of the Project. As a result, unforeseen changes may cause the final costs of the Project to exceed the initial Project cost estimates for construction, commissioning, engineering, permitting, planning, and surveying. The CLIENT agrees to set aside sufficient funds as a contingency reserve to be used, as required, to cover any such increased Project Costs. The CLIENT also understands and acknowledges that although the CONSULTANT'S design documents shall be prepared within the Standard of Care, the Contractor may require additional information from the CONSULTANT to clarify, correct, supplement, and coordinate the design intent shown in the Construction Documents that result in increases in the Project Costs, Construction Costs, or Operational Costs, and that these costs may increase even if the CONSULTANT has complied with the Standard of Care.

2.4 CLIENT agrees to provide to CONSULTANT all available information necessary to perform CONSULTANT'S services under this Agreement. The CLIENT shall furnish, at CLIENT'S expense, all information, requirements, reports, data, surveys, and instructions required. CONSULTANT is entitled to rely on the accuracy and completeness of all such information provided.

2.5 CLIENT shall furnish right-of-way entry onto the project site for CONSULTANT to perform necessary field measurements, studies or other activities as required to provide the CONSULTANT'S services.

SECTION 3 - PAYMENT TO CONSULTANT

The method for payment of services is specified on page one of this Agreement.

3.1 Method 1. The CONSULTANT will submit monthly statements requesting payment which shall be based on the amount of services provided and expenses incurred by CONSULTANT during the billing period. Payment is due CONSULTANT upon receipt of statement by CLIENT.

3.2 Method 2. The CONSULTANT will submit monthly statements requesting payment which shall be based on the percent complete. Payment is due CONSULTANT upon receipt of statement by CLIENT.

3.3 Method 3. Full payment of the Retainer is required prior to the start of work. If replenish of Retainer is required full payment of the agreed upon amount is required within 5 business days for continuation of the work.

3.4 Method 4. Specify any unique terms here

3.5 Terms for All Methods:

Reimbursable expenses mean the actual expenses incurred by CONSULTANT or CONSULTANT'S associates or consultants in connection with the Project such as expenses for: transportation, subsistence (including items subject to deduction limitations), telephone calls, postage, and reproduction of documents, computer charges, equipment charges and similar project-related items.

If CLIENT fails to make any payment due CONSULTANT for services and expenses within thirty (30) days after receipt of CONSULTANT'S statement therefore, the amounts due CONSULTANT shall include an additional charge at the maximum legal rate allowed by law plus reasonable attorney fees, court costs and actual expenses incurred in connection with collection of any past due amount.

CONSULTANT may suspend performance of services upon ten (10) calendar days' notice to the CLIENT for failure of payments when due or any other breach of this Agreement. CONSULTANT shall not have any liability whatsoever to the CLIENT for any costs or damages as a result of such suspension. If CONSULTANT resumes services after payment by CLIENT, the time schedule and compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expense necessary for CONSULTANT to resume performance. If an invoice remains unpaid for more than 90 days, CONSULTANT shall have the right, but not the obligation, to initiate collection procedures. If the CLIENT fails to make payment when due and CONSULTANT incurs any costs in order to collect sums from the CLIENT, the CLIENT agrees that all such collection costs incurred shall immediately become due and payable to CONSULTANT. This obligation of CLIENT to pay CONSULTANT'S collection costs shall survive the term of this Agreement or any termination by either party.

If the CLIENT fails to make payment to CONSULTANT in accordance with this Agreement, this failure shall constitute a material breach of this Agreement and shall be cause for termination of this Agreement by CONSULTANT.

Hourly rates and reimbursable expenses will be adjusted annually to reflect equitable changes in the compensation payable to the CONSULTANT.

SECTION 4 – OTHER TERMS AND CONDITIONS

4.1 All documents including reports, drawings, specifications and other deliverables, whether in printed or electronic media format, prepared or furnished by CONSULTANT pursuant to this Agreement are instruments of service of CONSULTANT and CONSULTANT shall be deemed the owner and author of such instruments of service. CONSULTANT shall retain all common law, statutory law and other rights, including, without limitation, all copyrights, in the instruments of service whether or not the Project is completed and regardless of whether the information is provided in paper or electronic format. CLIENT may make and retain copies for information and reference in connection with the use and occupancy of the project by CLIENT and others; however, such documents are not intended or represented to be suitable for reuse by CLIENT or others on extensions of the Project or on any other project.

The CLIENT shall not reuse or make any modification to the documents, drawings, data, or electronic files without the prior written consent of CONSULTANT. In the event the CLIENT, or the CLIENT's Contractors, subcontractors, or anyone else for whom the CLIENT is legally responsible, makes any changes to the information provided by CONSULTANT without CONSULTANT'S prior written consent, the CLIENT shall assume full responsibility for the results of such changes and agrees to waive any claim against CONSULTANT and release CONSULTANT from any liability arising directly or indirectly from such changes. In addition, the CLIENT agrees, to the fullest extent permitted by law, to defend, indemnify and hold CONSULTANT harmless from any claim, cause of action, damage, liability or cost, including reasonable attorney's fees and costs of defense, arising from any changes made by anyone other than CONSULTANT or from any reuse of the drawings, data and electronic files without the prior written consent of CONSULTANT.

The CLIENT is aware that differences may exist between the electronic files delivered and any printed hard-copy documents. In the event of a conflict between any signed hard-copy documents by CONSULTANT and electronic files, the signed or sealed hard-copy documents shall govern. CONSULTANT makes no representation as to the compatibility of electronic files with any hardware, software, or system used by the CLIENT or any other party. The CLIENT assumes all risk and cost associated with the use of these files on the CLIENT'S system. Client assumes sole and exclusive responsibility for determining if any conflict exists. Nothing in the electronic files alters the requirements of the Contract Documents, including, and without limitation, the need to check, confirm and coordinate all dimensions and details, take field measurements, verify field conditions, and coordinate the recipient's work with that of other contractors or subcontractors for the various projects.

Delivery of the electronic files shall not be deemed a sale by the CONSULTANT, and the CONSULTANT makes no warranties, either express or implied, of merchantability and fitness for any particular purpose.

4.2 Because CONSULTANT has no control over the cost of or availability of labor, materials, equipment or services furnished by others, or over the Contractor(s) methods of determining prices, or over competitive bidding or market conditions, CONSULTANT'S opinions of probable costs including Project costs, construction costs ("Construction Costs"), or fuel, energy, or power costs ("Energy Costs") are made on the basis of CONSULTANT'S experience and qualifications and represent CONSULTANT'S judgment as an experienced and qualified professional CONSULTANT familiar with the construction industry. CONSULTANT cannot and does not warrant or guarantee that proposals, bids or actual costs including Project Costs, Construction Costs or Energy Costs will not vary from opinions of probable cost prepared by CONSULTANT.

4.3 In recognition of the relative risks and benefits of the Project to both the CLIENT and the CONSULTANT, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, to limit the liability of the CONSULTANT to the CLIENT, and anyone claiming by or through the CLIENT, for any and all claims, losses, costs, damages of any nature whatsoever, and claims expenses from any cause or causes(including attorneys' fees and costs and expert witness fees and costs), including those resulting from negligence, breach of contract, breach of statutory duty or otherwise (collectively "Claims") so that their total aggregate liability for and in connection with the entire Project, regardless of how limited in scope the services under this Agreement may be, shall not exceed an amount equal to the CONSULTANT'S total compensation under this Agreement or the total amount of $125,000, whichever is greater. The CLIENT further agrees that the officers, principals, directors and employees of the CONSULTANT and its agents will not be individually liable in respect of any Claims, holds such individuals harmless from all Claims and covenants not to bring any Claims against such individuals. Claims by, through or under the CLIENT shall specifically include any claims by purchasers of the Project (both first purchasers and subsequent purchasers), subsequent purchasers of the entire Project (during or after completion), lenders of the CLIENT and their assignees, any assignee of the CLIENT, and any invitee of the CLIENT. The parties agree that specific consideration has been given by the CONSULTANT for this limitation and that it is deemed adequate. The CLIENT acknowledges that it could obtain a higher liability limit from the CONSULTANT in return for increasing the CONSULTANT's fee, but has elected not to do so.

4.4 Changed or Unforeseen Conditions. The CLIENT recognizes that in the course of completing the services under this Agreement, the CONSULTANT may encounter changed or unforeseen conditions which are beyond the control of the CONSULTANT and thus creating potential for claims and additional costs to the CONSULTANT which are not covered in fees charged and/or earned for services provided. Should any such changed or unforeseen condition occur during the performance of this contract, the CLIENT hereby waives any claim against the CONSULTANT and agrees to defend, indemnify and hold the CONSULTANT harmless from any claim or liability for injury or loss allegedly arising from the CONSULTANT'S encountering of changed or unforeseen conditions other than claims or liability arising from the sole negligence or willful misconduct of the CONSULTANT. The CLIENT agrees to compensate the CONSULTANT for any time spent and expenses incurred by the CONSULTANT in defense of any such claim involving changed or unforeseen conditions with such compensation based upon the CONSULTANT'S prevailing fee schedule and expense reimbursement policy.

4.5 In the event that a dispute should arise relating to the performance of the services to be provided under this Agreement, the CLIENT and CONSULTANT agree that they shall first attempt to resolve the dispute through direct discussion by principals or representatives with full authority to reach a compromise. If the dispute is not resolved through direct discussion, the parties will then submit the matter to mediation by a mutually agreed upon mediator. The mediation shall be held in the city where the project is located unless the parties mutually agree to hold the mediation in another location. CLIENT and CONSULTANT further agree to include a similar mediation agreement with all Contractors, subcontractors, subconsultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between all parties. The Mediator's fee shall be shared equally by the parties. If the dispute is not resolved by mediation, the matter may then be considered by other methods of dispute resolution.

4.6 If CONSULTANT has reason to believe that the total cost of services to the CLIENT for work under this Agreement shall exceed the budgeted amount, CONSULTANT shall inform CLIENT in writing of such and submit a revised estimated project cost for approval. CLIENT shall not be obligated to reimburse CONSULTANT for costs incurred in excess of the estimated cost set forth in this Agreement and CONSULTANT shall not be obligated to continue performance under the Agreement or to incur costs in excess of the estimated cost set forth in this Agreement unless and until CLIENT has notified CONSULTANT in writing that the amount has been amended and shall have specified in such notice a revised estimated cost which shall thereupon constitute the estimated cost of services under this Agreement.

4.7 Any litigation or other dispute arising out or of or relating to this Agreement shall be governed by the law of the state in which the project is located regardless of conflict of law principles or any other choice of law provision. Unless otherwise precluded by the law of the state in which the project is located, venue and jurisdiction for any dispute shall either be in the state in which the project is located or, at Morrison-Maierle, Inc.'s sole option and discretion, may be in the First Judicial District Court, Lewis and Clark County, Montana.

4.8 The CONSULTANT shall not be required to execute any document that would result in its certifying, guaranteeing or warranting the existence of conditions whose existence the CONSULTANT cannot ascertain.

4.9 Either party may terminate this Agreement for cause upon 10 calendar days' written notice for the following reasons:

1. Substantial failure by either party to perform in accordance with this Agreement;
2. Assignment of this Agreement without the written consent of the other party;
3. Suspension of the project or CONSULTANT'S services for more than 60 calendar days, consecutive or aggregate;
4. Material changes in the conditions under which this Agreement was executed, the Scope of Services, the nature of the project, or the failure of the parties to reach an agreement on compensation and/or schedule adjustments necessitated by such changes.

In the event of a termination not the fault of CONSULTANT, the CLIENT shall pay CONSULTANT, in addition to payment for services rendered and reimbursable expenses incurred, all expenses incurred by CONSULTANT in connection with the orderly termination of this Agreement, including, but not limited to, demobilization, reassignment of personnel, associated overhead costs, and all other expenses resulting from the termination.

4.10 CLIENT and CONSULTANT each binds itself and its partners, successors, executors, administrators, assigns, and legal representatives to the other party of this Agreement and to the partners, successors, executors, administrators, assigns and legal representatives of such other party, in respect to all covenants, agreements and obligations of this Agreement. Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than CLIENT and CONSULTANT. There are no intended third-party beneficiaries of this Agreement.

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4.11 In accordance with the terms of this contract, the CONSULTANT will provide labor and materials for the improvement of the CLIENT's property or property for which the CLIENT acts as agent. The terms of this contract also provide for specific payment terms to the CONSULTANT for services rendered. Should the CLIENT not comply with these payment terms, the CLIENT's property or the agent-represented property may be subject to a lien against said property for all services and materials furnished for the project. The right to claim a lien will comply with the lien laws of the State under jurisdiction.

4.12 CONSULTANT and CLIENT agree that, without prior consent of the other party, neither will offer employment to or discuss employment with any of the other party's associates or employees until one year after this Agreement is terminated.

4.13 If CONSULTANT mistakenly leaves out of the Construction Documents any component or item required for the Project, CONSULTANT shall not be responsible for the cost or expense of constructing or adding the component or item to the extent such item or component would have been required and included in the original construction documents. In no event will the CONSULTANT be responsible for any cost or expense that provides betterment, upgrades or enhances the value of the Project.

4.14 CONSULTANT and CLIENT do not intend for this Agreement to benefit any third-party. No third-party may claim to be a third-party beneficiary of this Agreement.

4.15 During the term of this Agreement and following its expiration or termination for any reason, neither the CLIENT nor the CONSULTANT shall transfer, assign, convey or sublet any right, claims (including any causes of action or claims alleging breach, loss or damages arising out of this Agreement), duty or obligation under it, nor any other interest therein without the prior written consent of the other party. However, CONSULTANT may, where CONSULTANT deems necessary, hire subconsultants to provide services covered by this Agreement.

4.16 Neither the professional activities of CONSULTANT, nor the presence of CONSULTANT at the construction/project site, shall relieve the general Contractor and all subcontractors of any of their responsibilities and duties to perform the work in accordance with the contract documents and to comply with any health or safety precautions required by any regulatory agencies. CONSULTANT does not have authority to control any Contractor or its employees in connection with their work or any health or safety programs or procedures. The CLIENT agrees that the Contractor and subcontractors are solely responsible for job site safety. Accordingly, the CLIENT shall require the Contractor and all subcontractors to indemnify and hold harmless the CONSULTANT from any and all claims, losses, suits, damages, and liabilities, including attorneys' fees and costs, arising in any way from such contractors' or subcontractors' services or work product, except to the extent caused by the sole negligence of the CONSULTANT.

4.17 CONSULTANT shall assist the CLIENT in applying for permits and approvals where required by law. In cases where the scope of services requires CONSULTANT to submit, on behalf of the CLIENT, a permit application and/or approval by a third party to this contract, CONSULTANT does not make any warranties, guarantees, or representations as to the success of CONSULTANT'S effort on behalf of the CLIENT. Payment for services rendered by CONSULTANT is not contingent upon the successful acquisition of these permits.

4.18 Notwithstanding any other provision in this Agreement, neither the CLIENT nor CONSULTANT, their respective officers, directors, shareholders, partners, employees, agents, members, subconsultants, or employees shall be liable to the other or shall make any claim for any incidental, indirect, or consequential damages arising out of or in any way connected to the project or this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation, or any other consequential damages that either party may have incurred from any cause of action.

4.19 This Agreement is the entire agreement between CONSULTANT and CLIENT. It supersedes all prior communications, understandings, and agreements, whether oral or written. Any Amendment or modification to this Agreement must be written and executed by both CONSULTANT and CLIENT.

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IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first above written.

CLIENT:

City of Columbia Falls

Signed: ______

By: Eric Hanks

Title: City Manager

Contact Information and Address for giving notices:

City of Columbia Falls

130 6th St W

Columbia Falls, MT 59912

Email: citymanager@cityofcolumbiafalls.com

Phone: 406-892-4391

Address for Invoices (if different)

______

______

CONSULTANT:

Morrison-Maierle, Inc.

Signed: [signature]

By: Ryan Jones

Title: Vice President

Contact Information and Address for giving notices:

Morrison-Maierle, Inc.

172 Timberwolf Parkway

Kalispell, MT 59901

Email: cleisinger@m-m.net

Phone: 406-752-2216

Project Number: 0541.035.00

Project Name: Wastewater System PER

Version 2/5/2024

MORRISON - MAIERLE
SUMMARY OF PROPOSED COSTS

CITY OF COLUMBIA FALLS
WASTEWATER SYSTEM PER

MAJOR WORK ITEM	Supervising Engineer IV	Senior Engineer I	Design Engineer II	Design Engineer I	Engineer Intern II	Project Coordinator II	Total Hours	Total Labor
PROJECT MANAGEMENT								
Contracting				8			8	$1,392.00
Scheduling				4			4	$696.00
Invoicing				8			8	$1,392.00
Project Monitoring				4			4	$696.00
Coordination				8			8	$1,392.00
							0	$0.00
Sub-Totals	0	0	0	32	0	0	32	$5,568.00
PROJECT KICKOFF								
Wastewater Plant Tour			8	4			12	$2,248.00
Lift Station/Collection System Tour		8		4			12	$2,320.00
Meeting with City		2	2	2			6	$1,142.00
Identify data and information needs				4			4	$696.00
							0	$0.00
Sub-Totals	0	10	10	14	0	0	34	$6,406.00
PREPARE REPORT - COLLECTION AND GENERAL INFO								
Analyze provided data				4	4		8	$1,268.00
Lift Station Analysis				4	4		8	$1,268.00
Existing Collection System Analysis				4	4		8	$1,268.00
Chapter 1				2	2		4	$634.00
Chapter 2				8	8		16	$2,536.00
Chapter 3				8	8		16	$2,536.00
Chapter 4				8	8		16	$2,536.00
Chapter 5				4	4		8	$1,268.00
Chapter 6				4	4		8	$1,268.00
Chapter 0				2	8		10	$1,492.00
Chapter 7				2	6		8	$1,206.00
Cost Estimates				2	16		18	$2,636.00
Draft Exhibits				2	8		10	$1,492.00
Comment Revisions				4	8		12	$1,840.00
Internal Meetings (4 Virtual)				4	4		8	$1,268.00
Client Meetings & Prep (1 Virtual)				4			4	$696.00
Printing						4	4	$636.00
Quality Assurance Review		8					8	$1,624.00
							0	$0.00
Sub-Totals	0	8	0	66	96	4	174	$27,472.00

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PREPARE REPORT - TREATMENT								
Analyze provided data			2		8		10	$1,532.00
Analyze Existing Processes			2		16		18	$2,676.00
Analyze Existing Project Improvements			2		16		18	$2,676.00
SCADA Hardware Analysis		16					16	$3,248.00
Chapter 1			2		2		4	$674.00
Chapter 2			4		12		16	$2,492.00
Chapter 3			4		12		16	$2,492.00
Chapter 4			8		8		16	$2,696.00
Chapter 5			4		8		12	$1,920.00
Chapter 6			2		4		6	$960.00
Chapter 7			2		2		4	$674.00
Cost Estimates			4		8		12	$1,920.00
Supplier Coordination					4		4	$1,348.00
Draft Exhibits			2		8		10	$1,144.00
Comment Revisions			2		4		6	$960.00
Internal Meetings (4 Virtual)			4		4		8	$960.00
Client Meetings (1 Virtual)			4				4	$776.00
Quality Assurance Review	8						8	$3,152.00
							0	$0.00
Sub-Totals	8	16	48	0	116	0	188	$32,300.00

COMMUNITY MEETINGS								
Prepare Advertisement, Notices, and Poster Board				8		4	12	$2,028.00
Prepare PowerPoints			4	4		2	10	$1,790.00
Attend Meetings (2 Each)		16	16	4			36	$7,048.00
Prepare Meeting Notes				4			4	$696.00
							0	$0.00
Sub-Totals	0	16	20	20	0	6	62	$11,562.00

ENVIRONMENTAL REVIEW								
Uniform Checklist					12		12	$1,716.00
Project Description					6		6	$858.00
Agency Letters					4	2	6	$890.00
Gather Info					4		4	$572.00
							0	$0.00
Sub-Totals	0	0	0	0	26	2	28	$4,036.00
COLLECTION SYSTEM MODEL								
Import and Cleanup GIS Shapefile		2		12	24		38	$5,926.00
Assign Vertical		2		8	24		34	$5,230.00
Assign Flows		2		8	16		26	$4,086.00
Calibration		2		8			10	$1,798.00
Collect Field Data		2			10		12	$1,836.00
Report		2		24	24		50	$8,014.00
							0	$0.00
Sub-Totals	0	12	0	60	98	0	170	$26,890.00
REGIONAL GROWTH ANALYSIS								
Regional Population Estimates		2		8			10	$1,798.00
Regional Flow Estimate		2		8			10	$1,798.00
Impacts to System		2		8			10	$1,798.00
Scope Projects		2		8			10	$1,798.00
							0	$0.00
							0	$0.00
Sub-Totals	0	8	0	32	0	0	40	$7,192.00
TOTAL	**8**	**70**	**78**	**224**	**336**	**12**	**728**	**$121,426.00**

SUMMARY OF ESTIMATED LABOR COSTS	HOURS	RATE	TOTAL LABOR
Supervising Engineer IV	8	$297.00	$2,376.00
Senior Engineer I	70	$203.00	$14,210.00
Design Engineer II	78	$194.00	$15,132.00
Design Engineer I	224	$174.00	$38,976.00
Engineer Intern II	336	$143.00	$48,048.00
Project Coordinator II	12	$159.00	$1,908.00
TOTAL LABOR	**728**		**$120,650.00**

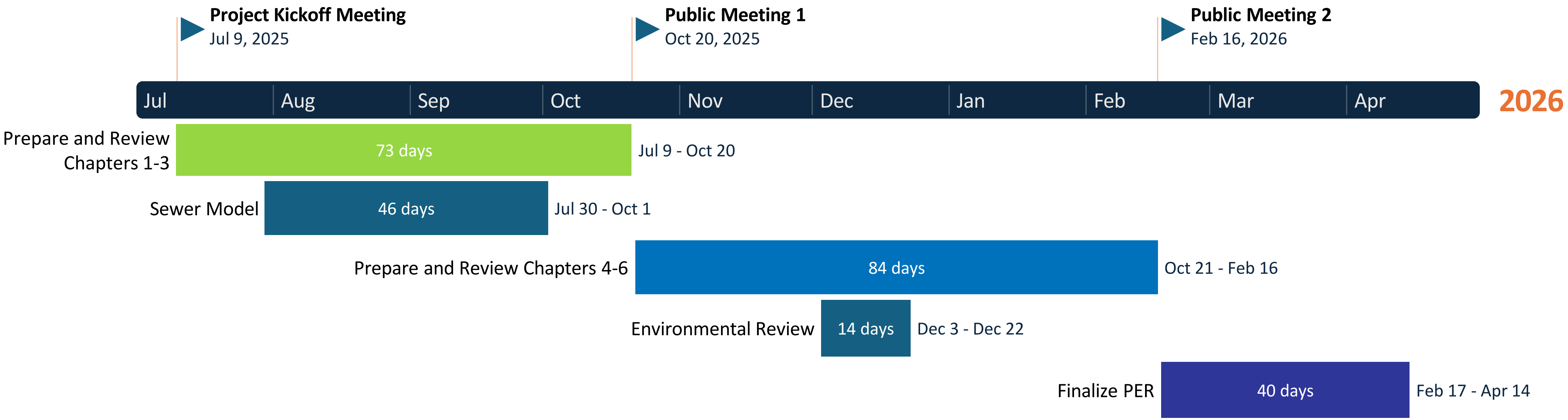
DIRECT EXPENSE DESCRIPTION	UNITS	NUMBER UNITS	UNIT COST	TOTAL COST
Automobile Mileage	miles	2,940	$1.10	$3,234.00
Automobile Mileage (On-site with Hourly Charge)	miles	0	$0.62	$0.00
Automobile Hourly Charge	hour	0	$5.00	$0.00
GPS/Robot Equipment	day	1	$240.00	$240.00
Miscellaneous Survey Supplies	ls	0	$100.00	$0.00
Lodging	nights	2	$300.00	$600.00
Per Diem	day	2	$54.00	$108.00
TOTAL DIRECT EXPENSES				**$4,182.00**

COST SUMMARY	COST CEILING	
Direct Labor	$120,650.00	
Direct Expenses	$4,182.00	
TOTAL	$124,832.00	**Round to $125,000 for final contract amount**

Columbia Falls Wastewater PER

Proposed Schedule

6/11/2025



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Standard Rate Schedule
Effective Thru
June 30, 2025

Item No.9.

		Standard Rate	Overtime Rate
Engineer	Supervising Engineer V	$305.00	$305.00
	Supervising Engineer IV	$297.00	$297.00
	Supervising Engineer III	$267.00	$267.00
	Supervising Engineer II	$257.00	$257.00
	Supervising Engineer I	$242.00	$242.00
	Senior Engineer II	$225.00	$225.00
	Senior Engineer I	$203.00	$203.00
	Design Engineer II	$194.00	$194.00
	Design Engineer I	$174.00	$174.00
	Engineer Intern II	$143.00	$143.00
	Engineer Intern I	$128.00	$128.00
Planner	Supervising Senior Planner	$236.00	$236.00
	Senior Planner	$208.00	$208.00
	Planner III	$159.00	$159.00
	Planner II	$145.00	$145.00
	Planner I	$127.00	$127.00
Scientist	Environmental Scientist III	$193.00	$193.00
	Environmental Scientist II	$146.00	$146.00
	Environmental Scientist I	$126.00	$126.00
	Senior Geologist	$233.00	$233.00
	Geologist III	$208.00	$208.00
	Geologist II	$169.00	$169.00
	Geologist I	$144.00	$144.00
Designer and Technician	Senior Communications Designer	$250.00	$250.00
	Communications Designer	$129.00	$129.00
	CAD Designer III	$175.00	$175.00
	CAD Designer II	$149.00	$149.00
	CAD Designer I	$136.00	$203.00
	CAD Tech III	$133.00	$199.00
	CAD Tech II	$115.00	$173.00
	CAD Tech I	$102.00	$153.00
	Senior Engineering Designer	$190.00	$190.00
	Engineering Designer	$130.00	$130.00
Resident Project Representative	Senior Resident Project Representative	$192.00	$192.00
	Resident Project Representative IV	$185.00	$185.00
	Resident Project Representative III	$173.00	$173.00
	Resident Project Representative II	$146.00	$218.00
	Resident Project Representative I	$131.00	$197.00
Administrative	Administrative Manager	$132.00	$132.00
	Administrative Coordinator III	$122.00	$122.00
	Administrative Coordinator II	$116.00	$173.00
	Administrative Coordinator I	$94.00	$140.00
	Project Coordinator III	$118.00	$118.00
	Project Coordinator II	$106.00	$159.00
	Project Coordinator I	$96.00	$144.00
	Technical Intern	$88.00	$133.00
Survey	Senior Survey Manager	$238.00	$238.00
	Survey Manager	$183.00	$183.00
	Land Surveyor IV	$177.00	$177.00
	Land Surveyor III	$171.00	$171.00
	Land Surveyor II	$151.00	$151.00
	Land Surveyor I	$121.00	$121.00
	Remote Sensing Specialist II	$155.00	$155.00
	Remote Sensing Specialist I	$145.00	$145.00
	Survey Technician IV	$133.00	$133.00
	Survey Technician III	$117.00	$176.00
	Survey Technician II	$103.00	$154.00
	Survey Technician I	$87.00	$131.00

Expert Witness

Recommended rate for expert witness services (depositions and/or time in court) is charged at an hourly rate of 150-200% of the standard billing rate.

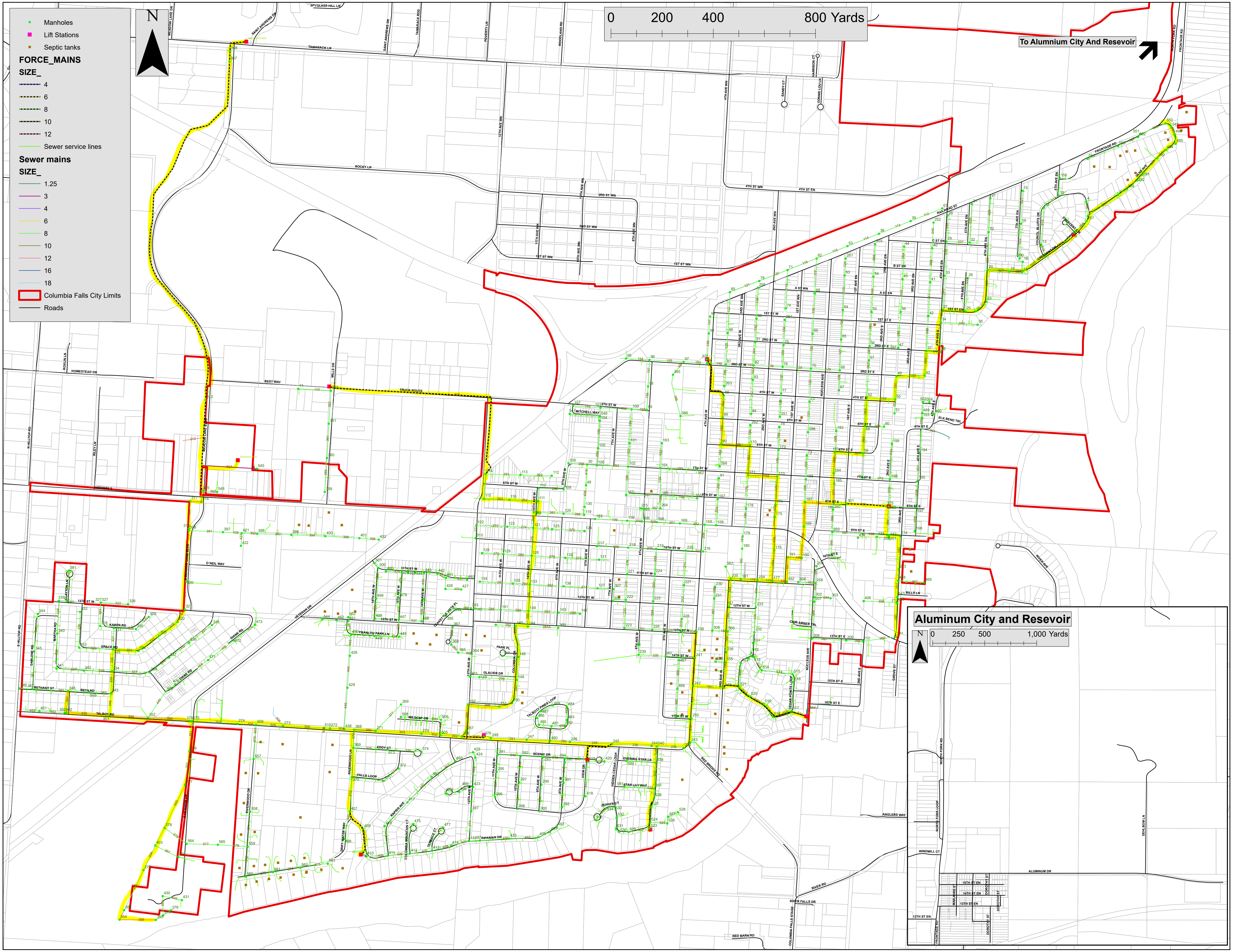
EQUIPMENT RATES	
Company Vehicle: highway miles - Pickups	$1.100/mile
highway miles – Medium SUV	$.838/mile
highway miles - Small SUV	$.710/mile
highway miles - Sedan	$.704/mile
on-site mileage	$ .704/mile plus $5.00/hour
Private Vehicle	$.700/mile
ATV	$50.00/day
UTV	$100.00/day
Survey-Grade GNSS (1 Receiver)	$120.00/day
Survey-Grade GNSS (2 Receivers)	$30.00/hour, $240.00/day
Resource-Grade (GIS) GNSS Receivers	$65.00/day
Hovermap LiDAR Scanner	$50.00/hour, $400.00/day
Robotic Total Station	$30.00/hour, $240.00/day
Total Station	$80.00/day
Trimble SX10 Scanning Total Station	$40.00/hour, $300.00/day
Trimble SX12 Scanning Total Station	$40.00/hour, $300.00/day
FARO Focus 3D Laser Scanner	$50.00/hour, $400.00/day
Hydrolite – TM Echosounder Kit	$100.00/day
Raft-Hydro-Bathy Surveys	$100.00/day
sUAS Survey Drone	$50.00/hour, $400.00/day
Nuclear Density Meter	$15.00/hour, $50.00/day, $200.00/week
Airflow Balancing Hood	$75.00/day
Core Drill	$10.00/hole
Digital Level	$50.00/day
Hammer Drill	$30.00/day

HYDROLOGICAL EQUIPMENT	
Conductivity Meter	$15.00/day
Disposable Bailers	$10.00/each
Dissolved Oxygen Meter	$20.00/day
PH Meter	$15.00/day
PH/Temp/Conductivity Meter	$25.00/day
Water Sample Fee	$10.00/each
In Situ Level Troll 700	$63.00/day, $250.00/week
AquaCalc Pro	$60.00/day, $120.00/week
Marsh McBirney 2000 Flowmeter	$60.00/day, $120.00/week
Global Water FP 111 Flowmeter	$25.00/day, $75.00/week
Submersible Pump (Redi Flo 2)	$155.00/day
Water Level Meter, 300 Ft.	$25.00/day, $50.00/week
Water Level Meter, 500 Ft.	$35.00/day, $75.00/week
Oil/Water Interface Well Probe	$40.00/day, $120.00/week
Hach Flo-Dar (logger & sensor)	$400.00/week, $1,000.00/month
Rain Gauge Sensor	$15.00/week, $60.00/month

PRINTING EXPENSES	
Black & White Copies	$.10/8.5X11, $.13/8.5x14, $.20/11x17
Color Copies	$.20/8.5X11, $.20/8.5x14, $.40/11x17
Binding	$.25/each
Lamination	$1.00/each
Oversize Print Black & White	$5.00/each
Oversize Print Color	$6.00/each
Print & Basic Mount	$12.00/each
Print & Machine Mount	$20.00/each
Print, Machine & Laminate White Board	$32.00/each

MISCELLANEOUS EXPENSE	
Lodging	Current Rates
Meals	$63.00/day

Materials and other direct costs will be invoiced at current rates plus minimum 10% markup. The following are included as direct costs: approved employee meals, lodging, transportation, premium delivery services (UPS, Federal Express, etc testing and survey supplies, premiums for special insurance, performance bonds, and consultants. Cost of professiona insurance is included in the hourly rates of personnel.



Manholes
Lift Stations
Septic tanks
FORCE_MAINS
SIZE_
4
6
8
10
12
Sewer service lines
Sewer mains
SIZE_
1.25
3
4
6
8
10
12
16
18
Columbia Falls City Limits
Roads
N
0 200 400 800 Yards
To Alumnium City And Resevoir
Aluminum City and Resevoir
N
0 250 500 1,000 Yards

UNIFORM PRELIMINARY ENGINEERING REPORT FOR MONTANA PUBLIC FACILITY PROJECTS

Attached is the revised Preliminary Engineering Report* outline. This outline replaces the previous W2ASACT Preliminary Engineering Report outline. Applicants that have started or completed a Preliminary Engineering Report using the outline contained in the Eighth Edition of the *Uniform Application for Montana Public Facilities Projects* may use that format for the upcoming (2014) funding cycle.

The outline provides information on what to include in a report. The level of detail required may vary according to the complexity of the specific project. In order to facilitate the review of the Preliminary Engineering Report (PER), adherence to the outline is strongly encouraged. The PER is submitted as part of an application to any of the federal and state agencies that fund public facilities in the State of Montana as listed in this publication. The PER must be prepared by a professional engineer licensed to practice in Montana.

Please note that the W2ASACT funding agencies in Montana require that an Executive Summary also be part of the Preliminary Engineering Report. This is specifically noted because the new report outline did not include an Executive Summary. Additionally, most funding agencies require completion of the Uniform Environmental Checklist.

Environmental resources that may be impacted by the proposed project must be identified and evaluated. This is accomplished, in part, by completing the Uniform Environmental Checklist, analyzing the potential impacts of the project on the identified environmental resources in the PER, and requesting that several State and Federal agencies comment on the selected alternative in order to identify any specific concerns that they may have about the proposed project. This process is explained in more detail in the section entitled, *Environmental Related Requirements.* Please note that for Rural Development funding, a stand-alone Environmental Report is required. Also, the TSEP and CDBG programs must be contacted separately regarding the environmental documentation needed to apply for funding.

The various agencies funding these projects have different requirements related to the environmental review process, the selection of the preferred engineering alternative, and adoption of the preliminary engineering report. Public review and notifying the public in particular varies by funding agencies. Failure to follow a particular funding agency's requirements may result in additional engineering and environmental review activities, which may include subsequent review and additional notices. As a result, applicants should contact those agencies that they are considering applying to, in order to determine each of the agencies specific requirements.

Prior to the final adoption of the preliminary engineering report, at least one public meeting is required in order to receive comments from the public. The public meeting must be properly noticed and the public must be provided with an opportunity at the meeting to comment on the project. Minutes of the meeting should reflect what was discussed about the project, including all comments received from the public. Refer to individual program's application guidelines for any additional hearing requirements.

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*The outline was developed by the following agencies in January of 2013:

- US Department of Agriculture, Rural Development, Rural Utilities Service, Water and Environmental Programs;
- US Environmental Protection Agency, Offices of Water, Ground Water and Drinking Water; and Waste Management;
- US Department of Housing and Urban Development, Office of Community Planning and Development;
- US Department of Health and Human Services, Indian Health Service; and
- the Small Communities Water Infrastructure Exchange.

GENERAL OUTLINE OF A PRELIMINARY ENGINEERING REPORT

0) EXECUTIVE SUMMARY
1) PROJECT PLANNING
    a. Location
    b. Environmental Resources Present
    c. Population Trends
    d. Community Engagement
2) EXISTING FACILITIES
    a. Location Map
    b. History
    c. Condition of Existing Facilities
    d. Financial Status of any Existing Facilities
    e. Water/Energy/Waste Audits
3) NEED for PROJECT
    a. Health, Sanitation and Security
    b. Aging Infrastructure
    c. Reasonable Growth
4) ALTERNATIVES CONSIDERED
    a. Description
    b. Design Criteria
    c. Map
    d. Environmental Impacts
    e. Land Requirements
    f. Potential Construction Problems
    g. Sustainability Considerations
        i. Water and Energy Efficiency
        ii. Green Infrastructure
        iii. Other
    h. Cost Estimates
5) SELECTION of an ALTERNATIVE
    a. Life Cycle Cost Analysis
    b. Non-Monetary Factors
6) PROPOSED PROJECT (Recommended Alternative)
    a. Preliminary Project design
    b. Project Schedule
    c. Permit Requirements
    d. Sustainability Considerations
        i. Water and Energy Efficiency
        ii. Green Infrastructure
        iii. Other
    e. Total Project Cost Estimate
    f. Annual Operating Budget
        i. Income
        ii. Annual O&M Costs
        iii. Debt Repayment
        iv. Reserves
7) CONCLUSIONS and RECOMMENDATIONS

DETAILED OUTLINE OF A PRELIMINARY ENGINEERING REPORT

The following is a more detailed outline that provides guidance regarding the type and level of detail under each of the required headings. It should be noted that the outline is by no means all-inclusive. The engineer should use judgment in presenting sufficient information in the preparation of the PER, taking into account that different systems require varying levels of detail (facultative lagoons versus mechanical plants, groundwater sources versus surface water treatment, land filling versus transportation, etc.). The level of effort required to prepare the report and the depth of analysis within the report should be proportional to the size and complexity of the proposed project.

Section 2.c of this outline requires an evaluation of existing facilities associated with the entire system. The intent of this requirement is not to force the unnecessary expenditure of time or money conducting a detailed engineering study and evaluation of system components not being replaced or improved as part of this project. However, in order for funding agencies to properly evaluate an application and make meaningful funding decisions, it is necessary for them to know the condition of all of the components of the system, the improvements that have been made to the various components of the system in the past, and how the remaining improvements that will be needed will be phased. It is therefore required that the general condition of all components of the system be discussed in the PER in enough detail to provide an understanding of the overall condition of the entire system. Drawings, schematics, and the level of detail required to convey this information is left to the professional judgment of the engineer preparing the PER.

0) EXECUTIVE SUMMARY

Provide a summary of why the engineering study was undertaken, a brief description of the basic needs or deficiencies of the system being studied, a brief description of the alternatives considered, a brief description of the preferred alternative, the estimated total cost to construct the preferred alternative and the net cost per user based on the proposed funding plan. Note any other pertinent conclusions.

1) PROJECT PLANNING

Describe the area under consideration. Service may be provided by a combination of central, cluster, and/or centrally managed individual facilities. The description should include information on the following:

a) <u>Location</u>. Provide scale maps and photographs of the project planning area and any existing service areas. Include legal and natural boundaries and a topographical map of the service area.

b) <u>Environmental Resources Present</u>. Provide maps, photographs, and/or a narrative description of environmental resources present in the project planning area that affect design of the project. Environmental review information that has already been developed to meet requirements of NEPA or a state equivalent review process can be used here.

c) <u>Population Trends</u>. Provide U.S. Census or other population data (including references) for the service area for at least the past two decades if available. Population projections for the project planning area and concentrated growth areas should be provided for the project design period. Base projections on historical records with justification from recognized sources.

d) <u>Community Engagement</u>. Describe the utility's approach used (or proposed for use) to engage the community in the project planning process. The project planning process should help the community develop an understanding of the need for the project, the utility operational service levels required, funding and revenue strategies to meet the requirements, along with other considerations.

2) EXISTING FACILITIES

Describe each part (e.g. processing unit) of the existing facility and include the following information:

a) Location Map. Provide a map and a schematic process layout of all existing facilities. Identify facilities that are no longer in use or abandoned. Include photographs of existing facilities.

b) History. Indicate when major system components were constructed, renovated, expanded, or removed from service. Discuss any component failures and the cause for the failure. Provide a history of any applicable violations of regulatory requirements.

c) Condition of Existing Facilities. Describe present condition; suitability for continued use; adequacy of current facilities; and their conveyance, treatment, storage, and disposal capabilities. Describe the existing capacity of each component. Describe and reference compliance with applicable federal, state, and local laws. Include a brief analysis of overall current energy consumption. Reference an asset management plan if applicable.

d) Financial Status of any Existing Facilities. (Note: Some agencies require the owner to submit the most recent audit or financial statement as part of the application package.) Provide information regarding current rate schedules, annual O&M cost (with a breakout of current energy costs), other capital improvement programs, and tabulation of users by monthly usage categories for the most recent typical fiscal year. Give status of existing debts and required reserve accounts.

e) Water/Energy/Waste Audits. If applicable to the project, discuss any water, energy, and/or waste audits which have been conducted and the main outcomes.

3) NEED for PROJECT

Describe the needs in the following order of priority:

a) Health, Sanitation and Security. Describe concerns and include relevant regulations and correspondence from/to federal and state regulatory agencies. Include copies of such correspondence as an attachment to the report.

b) Aging Infrastructure. Describe the concerns and indicate those with the greatest impact. Describe water loss, inflow and infiltration, treatment or storage needs, management. adequacy, inefficient designs, and other problems. Describe any safety concerns.

c) Reasonable Growth. Describe the reasonable growth capacity that is necessary to meet needs during the planning period. Facilities proposed to be constructed to meet future growth needs should generally be supported by additional revenues. Consideration should be given to designing for phased capacity increases. Provide number of new customers committed to this project.

4) ALTERNATIVES CONSIDERED

This section should contain a description of the alternatives that were considered in planning a solution to meet the identified needs. Documentation of alternatives considered is often a r weakness. Alternative approaches to ownership and management, system design (including resource efficient or green alternatives), and sharing of services, including various forms of partnerships, should be considered. In addition, the following alternatives should be considered, if practicable: building new centralized facilities, optimizing the current facilities (no construction), developing centrally managed decentralized systems, including small cluster or individual systems, and developing an optimum combination of centralized and decentralized systems. Alternatives should be consistent with those considered in the NEPA, or state equivalent, environmental review. Technically infeasible alternatives that were considered should be mentioned briefly along with an explanation of why they are infeasible, but do not require full analysis. For each technically feasible alternative, the description should include the following information:

a) Description. Describe the facilities associated with every technically feasible alternative. Describe source, conveyance, treatment, storage and distribution facilities for each alternative. A feasible system may include a combination of centralized and decentralized (on-site or cluster) facilities.

b) Design Criteria. State the design parameters used for evaluation purposes. These parameters should comply with federal, state, and agency design policies and regulatory requirements.

c) Map. Provide a schematic layout map to scale and a process diagram if applicable. If applicable, include future expansion of the facility.

d) Environmental impacts. Provide information about how the specific alternative may impact the environment. Describe only those unique direct and indirect impacts on floodplains, wetlands, other important land resources, endangered species, historical and archaeological properties, etc., as they relate to each specific alternative evaluated. Include generation and management of residuals and wastes.

e) Land Requirements. Identify sites and easements required. Further specify whether these properties are currently owned, to be acquired, leased, or have access agreements.

f) Potential Construction Problems. Discuss concerns such as subsurface rock, high water table, limited access, existing resource or site impairment, or other conditions which may affect cost of construction or operation of facility.

g) Sustainability Considerations. Sustainable utility management practices include environmental, social, and economic benefits that aid in creating a resilient utility.

i) Water and Energy Efficiency. Discuss water reuse, water efficiency, water conservation, energy efficient design (i.e. reduction in electrical demand), and/or renewable generation of energy, and/or minimization of carbon footprint, if applicable to the alternative. Alternatively, discuss the water and energy usage for this option as compared to other alternatives.

ii) Green Infrastructure. Discuss aspects of project that preserve or mimic natural processes to manage stormwater, if applicable to the alternative. Address management of runoff volume and peak flows through infiltration, evapotranspiration, and/or harvest and use, if applicable.

iii) Other. Discuss any other aspects of sustainability (such as resiliency or operational simplicity) that are incorporated into the alternative, if applicable.

h) Cost Estimates. Provide cost estimates for each alternative, including a breakdown of the following costs associated with the project: construction, non- construction, and annual O&M costs. A construction contingency should be included as a non-construction cost. Cost estimates should be included with the descriptions of each technically feasible alternative. O&M costs should include a rough breakdown by O&M category (see example below) and not just a value for each alternative. Information from other sources, such as the recipient's accountant or other known technical service providers, can be incorporated to assist in the development of this section. The cost derived will be used in the life cycle cost analysis described in Section 5a.

Example O&M Cost Estimate	
Personnel (i.e. Salary, Benefits, Payroll Tax, Insurance,	
Administrative Costs (e.g. office supplies, printing, etc.)	
Water Purchase or Waste Treatment Costs	
Insurance	
Energy Cost (Fuel and/or Electrical)	
Process Chemical	
Monitoring & Testing	
Short Lived Asset Maintenance/Replacement*	
Professional Services	
Residuals Disposal	
Miscellaneous	
Total	

*See Appendix A for example list.

5) SELECTION of an ALTERNATIVE

Selection of an alternative is the process by which data from the previous section, "Alternatives Considered" is analyzed in a systematic manner to identify a recommended alternative. The analysis should include consideration of both life cycle costs and non- monetary factors (i.e. triple bottom line analysis: financial, social, and environmental). If water reuse or conservation, energy efficient design, and/or renewable generation of energy components are included in the proposal provide an explanation of their cost effectiveness in this section.

a) Life Cycle Cost Analysis. A life cycle cost present worth analysis (an engineering economics technique to evaluate present and future costs for comparison of alternatives) should be completed to compare the technically feasible alternatives. Do not leave out alternatives because of anticipated costs; let the life cycle cost analysis show whether an alternative may have an acceptable cost. This analysis should meet the following requirements and should be repeated for each technically feasible alternative. Several analyses may be required of the project has different aspects, such as one analysis for different types of collection systems and another for different types of treatment.

1. The analysis should convert all costs to present day dollars;
2. The planning period to be used is recommended to be 20 years, but may be any period determined reasonable by the engineer and concurred on by the state or federal agency;
3. The discount rate to be used should be the “real’ discount rate taken from Appendix C of OMB Circular A-94 and found at

(www.whitehouse.gov/omb/circulars_a094/a94_appx-c);

4. The total capital cost (construction plus non-construction costs) should be included;

5. Annual O&M costs should be converted to present day dollars using a uniform series present worth (USPW) calculation;

6. The salvage value of the constructed project should be estimated using the anticipated life expectancy of the constructed items using straight line depreciation calculated at the end of the planning period and converted to present day dollars;

7. The present worth of the salvage value should be subtracted from the present worth costs;

8. The net present value (NPV) is then calculated for each technically feasible alternative as the sum of the capital cost (C) plus the present worth of the uniform series of annual O&M (USPW(O&M)) costs minus the single payment present worth of the salvage value (SPPW(S)): NPV = C + USPW (O&M) – SPPW (S)

9. A table showing the capital cost, annual O&M cost, salvage value, present worth of each of these values, and the NPV should be developed for state or federal agency review. All factors (major and minor components), discount rates, and planning periods used should be shown within the table;

10. Short lived asset costs (see Appendix A for examples) should also be included in the life cycle cost analysis if determined appropriate by the consulting engineer or agency. Life cycles of short lived assets should be tailored to the facilities being constructed and be based on generally accepted design life. Different features in the system may have varied life cycles.

b) Non-Monetary Factors. Non-monetary factors, including social and environmental aspects (e.g. sustainability considerations, operator training requirements, permit issues, community objections, reduction of greenhouse gas emissions, wetland relocation, reliability, operability) should also be considered in determining which alternative is recommended and may be factored into the calculations.

6) PROPOSED PROJECT (Recommended Alternative)

The engineer should include a recommendation for which alternative(s) should be implemented. This section should contain a fully developed description of the proposed project based on the preliminary description under the evaluation of alternatives. Include a schematic for any treatment processes, a layout of the system, and a location map of the proposed facilities. At least the following information should be included as applicable to the specific project:

a) Preliminary Project Design.

i) Drinking Water

Water Supply. Include requirements for quality and quantity. Describe recommended source, including site and allocation allowed.

Treatment. Describe process in detail (including whether adding, replacing or rehabilitating a process) and identify location of plant and site of any process discharges. Identify capacity of treatment plant (i.e. maximum daily demand).

Storage. Identify size, type and location.

Pumping Stations. Identify size, type, location and any special power requirements.

For rehabilitation projects, include description of components upgraded.

Distribution Layout. Identify general location of new pipe, replacement or rehabilitation, lengths, sizes and key components.

ii) Wastewater/Reuse (refer to Circular DEQ-2, Chapter10)

Collection System/Reclaimed Water System Layout. Identify general location of new pipe, replacement or rehabilitation: lengths, sizes, and key components.

Pumping Stations. Identify size, type, site location, and any special power requirements. For rehabilitation projects, include description of components upgraded.

Storage. Identify size, type, location and frequency of operation.

Treatment. Describe process in detail (including whether adding, replacing or rehabilitating a process) and identify location of any treatment units and site of any discharges (end use for reclaimed water). Identify capacity of treatment plant (i.e. average daily flow).

iii) Solid Waste

Collection. Describe process in detail and identify quantities of material (in both volume and weight), length of transport, location and type of transfer facilities, and any special handling requirements.

Storage. If any, describe capacity, type, and site location.

Processing. If any, describe capacity, type, and site location.

Disposal. Describe process in detail and identify permit requirements, quantities of material, recycling processes, location of plant, and site of any process discharges.

iv) Stormwater

Collection System Layout. Identify general location of new pipe, replacement or rehabilitation: lengths, sizes, and key components.

Pumping Stations. Identify size, type, location, and any special power requirements.

Treatment. Describe treatment process in detail. Identify location of treatment facilities and process discharges. Capacity of treatment process should also be addressed.

Storage. Identify size, type, location and frequency of operation.

Disposal. Describe type of disposal facilities and location.

Green Infrastructure. Provide the following information for green infrastructure alternatives:

- Control Measures Selected. Identify types of control measures selected (e.g., vegetated areas, planter boxes, permeable pavement, rainwater cisterns).
- Layout: Identify placement of green infrastructure control measures, flow

paths, and drainage area for each control measure.

- Sizing: Identify surface area and water storage volume for each green infrastructure control measure. Where applicable, soil infiltration rate, evapotranspiration rate, and use rate (for rainwater harvesting) should also be addressed.
- Overflow: Describe overflow structures and locations for conveyance of larger precipitation events.

b) Project Schedule. Identify proposed dates for submittal and anticipated approval of all required documents, land and easement acquisition, permit applications, advertisement for bids, loan closing, contract award, initiation of construction, substantial completion, final completion, and initiation of operation.

c) Permit Requirements. Identify any construction, discharge and capacity permits that will/may be required as a result of the project.

d) Sustainability Considerations (if applicable).

i) Water and Energy Efficiency. Describe aspects of the proposed project addressing water reuse, water efficiency, and water conservation, energy efficient design, and/or renewable generation of energy, if incorporated into the selected alternative.

ii) Green Infrastructure. Describe aspects of project that preserve or mimic natural processes to manage stormwater, if applicable to the selected alternative. Address management of runoff volume and peak flows through infiltration, evapotranspiration, and/or harvest and use, if applicable.

iii) Other. Describe other aspects of sustainability (such as resiliency or operational simplicity) that are incorporated into the selected alternative, if incorporated into the selected alternative.

e) Total Project Cost Estimate (Engineer's Opinion of Probable Cost). Provide an itemized estimate of the project cost based on the stated period of construction. Include construction, land and right-of-ways, legal, engineering, construction program management, funds administration, interest, equipment, construction contingency, refinancing, and other costs associated with the proposed project. The construction subtotal should be separated out from the non-construction costs. The non-construction subtotal should be included and added to the construction subtotal to establish the total project cost. An appropriate construction contingency should be added as part of the non-construction subtotal: For projects containing both water and waste disposal systems, provide a separate cost estimate for each system as well as a grand total. If applicable, the cost estimate should be itemized to reflect cost sharing including apportionment between funding sources. The engineer may rely on the owner for estimates of cost for items other than construction, equipment, and engineering.

f) Annual Operating Budget. Provide itemized annual operating budget information. The owner has primary responsibility for the annual operating budget, however, there are other parties that may provide technical assistance. This information will be used to evaluate the financial capacity of the system. The engineer will incorporate information from the owner's accountant and other known technical service providers.

i) Income. Provide information about all sources of income for the system including a proposed rate schedule. Project income realistically for existing and proposed new users separately, based on existing user billings, water treatment contracts, and other sources of income. In the absence of historic data or other reliable information, for budget purposes, base water use on 100 gallons per capita per day. Water use per residential connection may then be calculated based on the most recent U.S. Census, American Community Survey, or other data for the state or county of the average household size. When large agricultural or commercial users are projected, the report should identify those users and include facts to substantiate such projections and evaluate the impact of such users on the economic viability of the project.

ii) Annual O&M Costs. Provide an itemized list by expense category and project costs realistically. Provide projected costs for operating the system as improved. In the absence of other reliable data, based on actual costs of other existing facilities of similar size and complexity. Include facts in the report to substantiate O&M cost estimates. Include personnel costs, administrative costs, water purchase or treatment costs, accounting and auditing fees, legal fees, interest, utilities, energy costs, insurance, annual repairs and maintenance, monitoring and testing, supplies, chemicals, residuals disposal, office supplies, printing, professional services, and miscellaneous as applicable. Any income from renewable energy generation which is sold back to the electric utility should also be included, if applicable. If applicable, note the operator grade needed.

iii) Debt Repayments. Describe existing and proposed financing with the estimated amount of annual debt repayments from all sources. All estimates of funding should be based on loans, not grants.

iv) Reserves. Describe the existing and proposed loan obligation reserve requirements for the following:

Debt Service Reserve – For specific debt service reserve requirements consult with individual funding sources. If General Obligation bonds are proposed to be used as loan security, this section may be omitted, but this should be clearly stated if it is the case.

Short-Lived Asset Reserve – A table of short lived assets should be included for the system (See Appendix A for examples). The table should include the asset, the expected year of replacement, and the anticipated cost of each. Prepare a recommended annual reserve deposit to fund replacement of short-lived assets, such as pumps, paint, and small equipment. Short-lived assets include those items not covered under O&M, however, this does not include facilities such as a water tank or treatment facility replacement that are usually funded with long-term capital financing.

7) CONCLUSIONS and RECOMMENDATIONS

Provide any additional findings and recommendations that should be considered in development of the project. This may include recommendations for special studies, highlighting of the need for special coordination, a recommended plan of action to expedite project development, and any other necessary considerations.

COLUMBIA FALLS
MONTANA

City Council
Agenda Item Summary

Title: Swearing in of New Probationary Police Patrol Officers Joshua (Josh) Fields and Andrew (Andy) Doyle

Date: July 7, 2025

Staff Contact: Chad Stephens

AGENDA ITEM SUMMARY: Introduction & Swearing in of New Probationary Police Patrol Officers, Josh Fields and Andy Doyle.

BACKGROUND: In May, 2025, the Columbia Falls Police Department conducted applicant testing for the position of Probationary Police Patrol Officer. Throughout the intensive interview and following background investigation, Josh Fields and Andy Doyle stood out and were selected as our newest Police Patrol Officers.

Josh Fields is a Columbia Falls native, who attended school and played sports here. After high school he attended college in Arizona and continued playing baseball. Josh has previously worked for the Whitefish Police Department and the Montana Division of Criminal Investigation. He left law enforcement for the private sector but missed law enforcement so he is returning and brings over twelve years of experience to the Columbia Falls Police Department. Josh has strong ties to the local baseball community as a coach and mentor. We are very happy Josh has decided to continue his career with the Columbia Falls Police Department.

Andy Doyle hails from the mid-west. He has previously worked for the Flathead County Sheriff's Office for over ten years. He too left law enforcement for the private sector but never lost his affinity for law enforcement. Andy has associates degree in law enforcement and brings over ten years of local law enforcement experience to the Columbia Falls Police Department. Andy is also a very active member and leader in his church. We are excited and grateful he too has decided to rejoin law enforcement with the Columbia Falls Police Department.

ANALYSIS: All testing and background are completed, reviewed, and approved by the City Manager.

FINANCIAL CONSIDERATIONS: Salary is accounted for in the budget.

STAFF RECOMMENDATION: Chief will introduce Josh Fields and Andy Doyle and the City Clerk shall administer the oath of office. Badge pinning to follow.

SUGGESTED MOTION: No motion necessary.

ATTACHMENTS: Oath of Office

CITY OF COLUMBIA FALLS

NOTICE OF PUBLIC HEARINGS

The Columbia Falls Planning Commission will hold a public hearing for the following item at their regular meeting on Thursday, June 12, 2025 at 6:00 p.m. at the Council Chambers of City Hall, 130 6th Street West, Columbia Falls, Montana. The Columbia Falls City Council will hold a subsequent hearing on Monday, July 7, 2025 starting at 7:00 p.m. in the same location.

A zone change request from the existing CI-1 (Light Industrial) to CB-2 (General Commercial):

The 2155 Columbia Falls LLC is requesting a zone change (Map Amendment) for the north half of the property from the present CI-1 (Light Industrial) zoning designation to CB-2 (General Business) zoning designation. The southern half of the property is already zoned CB-2. The property is the site of the Lazy Day Trailer Park and is addressed as 2155 9th Street West Columbia Falls. The property is described as Lots 1A, 2A, 3A, 4A, and 5A of the Amended Plat of Lots 1, 2, 3, 4, and 5 of Sunshine; Section 7, Township 30 North, Range 20 West, P.M.M., Flathead County.

Persons may testify at the hearings or submit written comments prior to the meetings. Written comment may be sent to Columbia Falls City Hall, Attention: City Clerk, 130 6th Street West, Columbia Falls, MT 59912. For more information call Eric Mulcahy, Columbia Falls City Planner at 755-6481.

DATED this 9th day of May, 2025

Eric Hanks
Eric Hanks, City Manager/Planning & Zoning Administrator
COLUMBIA FALLS PLANNING COMMISSION

Publish: Daily Interlake Sunday, May 25, 2025

Item No.12.

ZONE CHANGE REQUEST
COLUMBIA FALLS AREA ZONING JURISDICTION
MAP AMENDMENT TO CB-2 (GENERAL BUSINESS)
CITY OF COLUMBIA FALLS STAFF REPORT # CZC-25-02
May 28, 2025

A report to the Columbia Falls Planning Commission regarding a request for a Zoning Map Amendment from the existing CI-1 (Light Industrial) to the proposed CB-2 (General Business).

BACKGROUND INFORMATION

A. PETITIONERS

Owner:	2155 Columbia Falls, LLC 1925 Grand Ave Ste 129 Unit 61040 Billings MT 59102
Applicant:	Windsor Engineers, Jack Dougherty, PE 27300 NE 10th Ave Ridgefield, WA 98642

B. PETITIONER'S TECHNICAL ASSISTANCE

Windsor Engineers, Jack Dougherty, PE
27300 NE 10th Ave
Ridgefield, WA 98642

C. LOCATION/DESCRIPTION

The property is located at 2155 9th Street West in Columbia Falls, the corner of Highway 2 West and Meadow Lake Boulevard. The property is described as Lots 1A, 2A, 3A, 4A, & 5A of the Amended Plat of Lots 1, 2, 3, 4, and 5 of Sunshine, SE1/4SW1/4, Section 7, T30N, R20W, P.M.M., Flathead County, MT.

D. REQUEST

The applicant is requesting a Zone Change for the property that is currently the Lazy Day Mobile Home Park (Figure 1) but is in the process of converting to a different use. The trailer park property is split by zoning with CI-1 on the north half and CB-2 on the southern half (See Figure 2). The applicant is requesting the zone change on the northern half which will convert it from the CI-1 light industrial zone to CB-2 general business matching the southern half. Although the applicants have not identified the proposed use, the 2023 legislation signed by the Governor, SB 245 allows as a permitted use residential and mixed-use development. The CI-1 zone does not allow residential use making the existing manufactured home park a legal non-conforming use.

E. EXISTING LAND USE

The subject property is currently Lazy Day Trailer Park. According to an article printed in the Hungry Horse News, residents of the mobile home park have been given notice move by October 18th of 2025.

F. ADJACENT ZONING AND LAND USE:

North	CI-1	Currently vacant but an Industrial/business park plat has been submitted to the City
South	CB-2	Lower half of a manufactured home park
East	CB-2/CRA-1	Auto Zone and Assisted living facility
West	B-2/I-1	Business and mini-storage

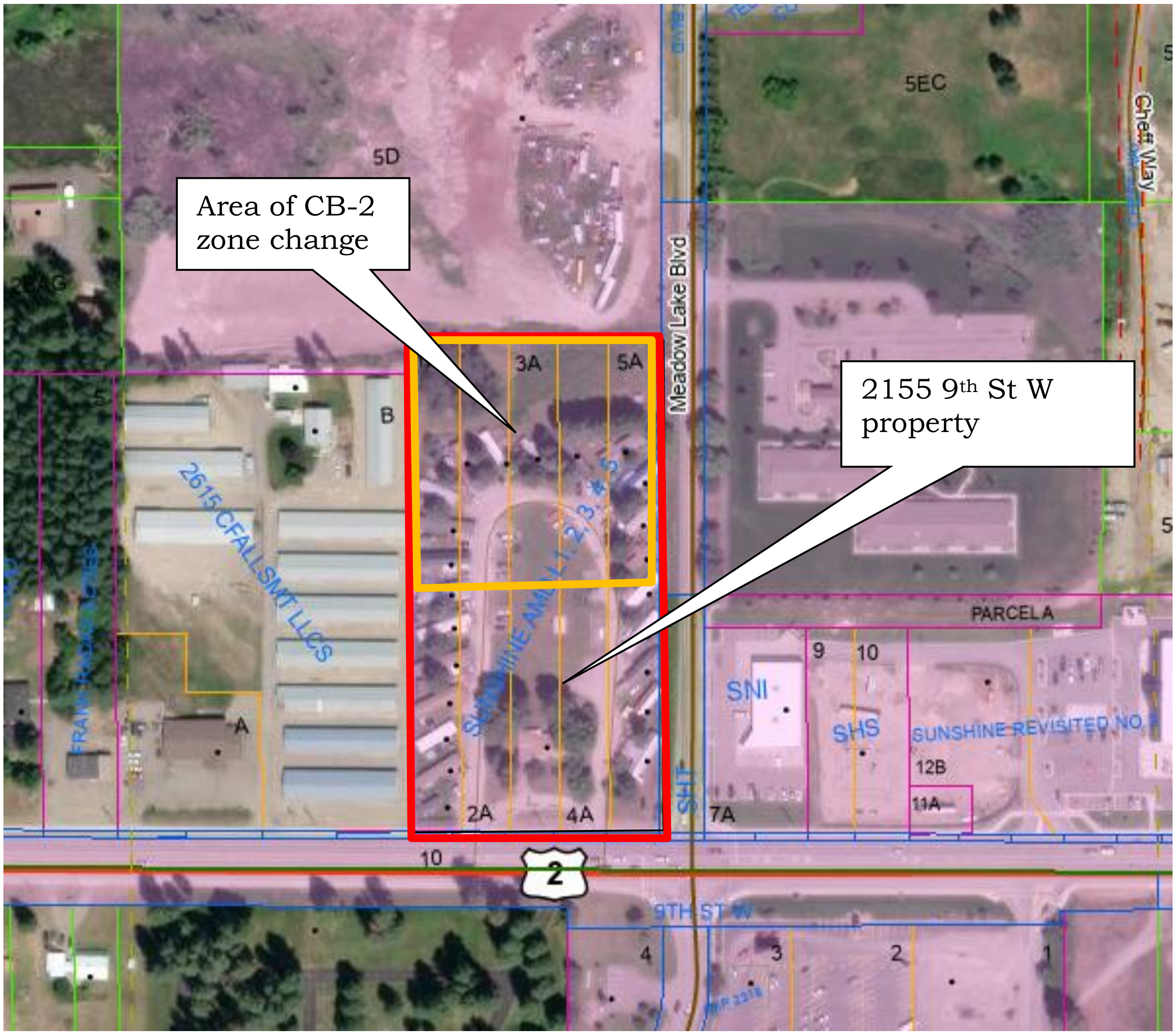


Figure 1: Source – Flathead County GIS

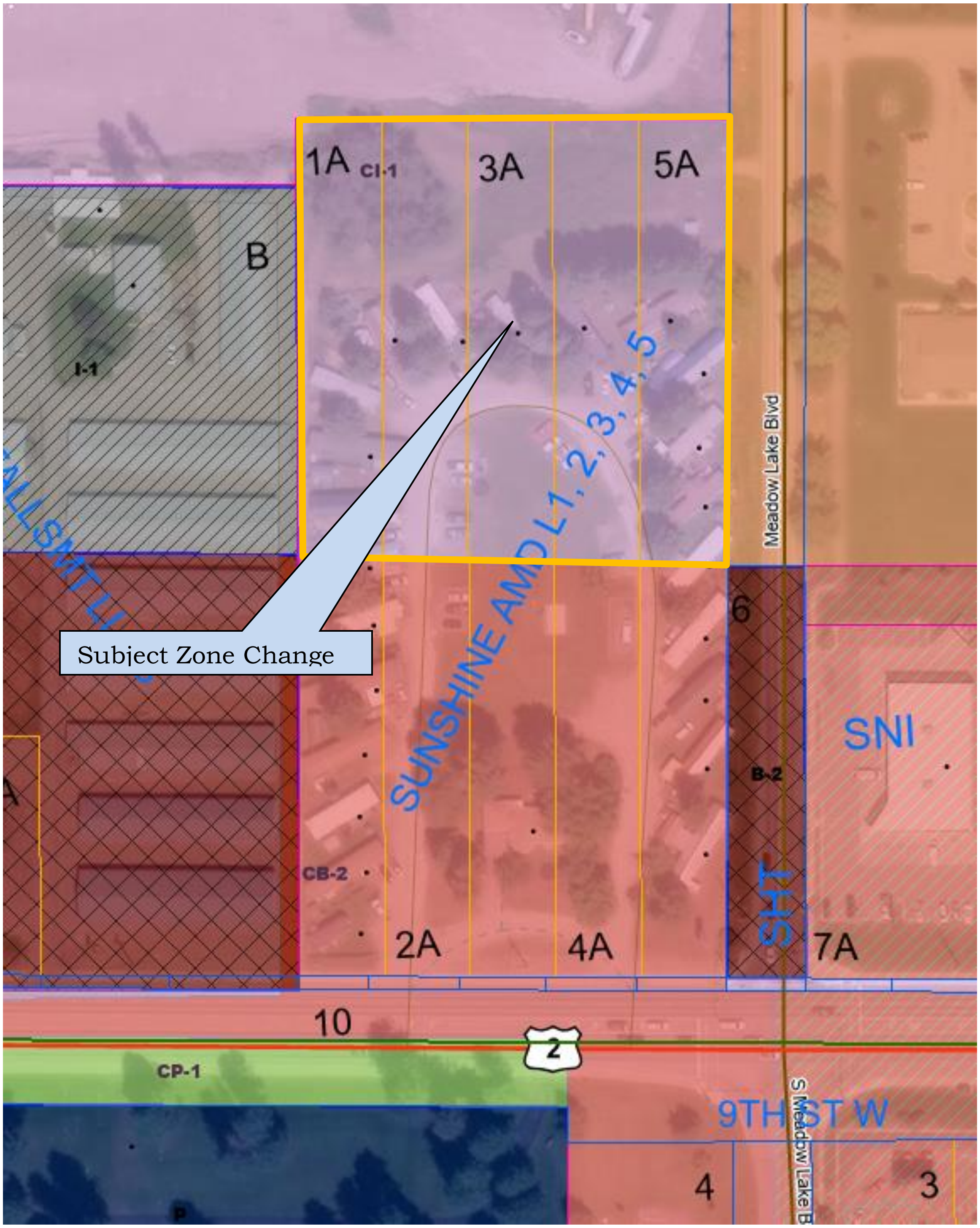
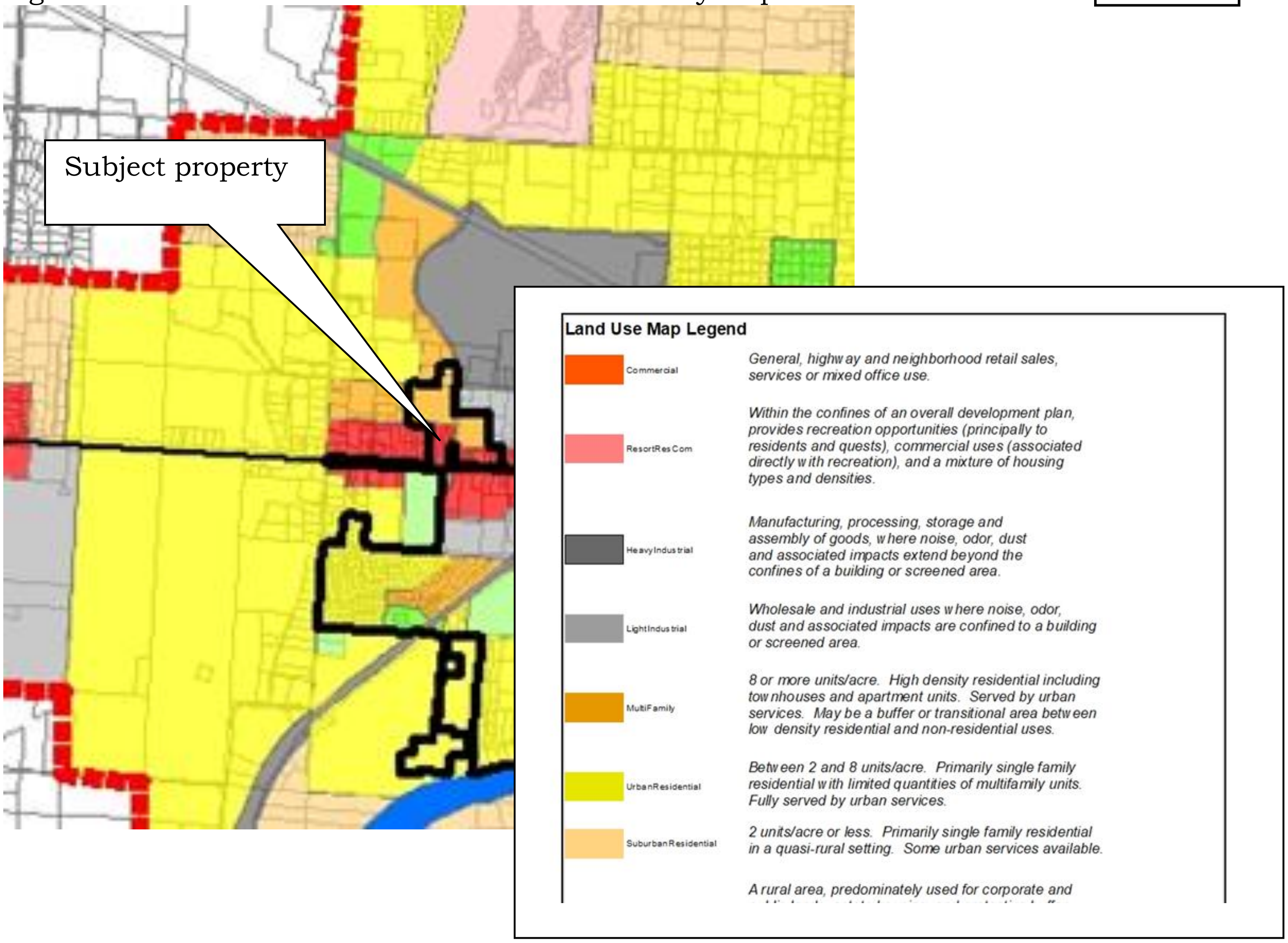


Figure 2: Source: Flathead County GIS – Zoning Layer

G. GROWTH POLICY DESIGNATION

The 2019 Columbia Falls Growth Policy Map shows the subject property as well as neighboring properties to the north and south as Commercial. Commercial is defined in the Growth Policy as "General highway and neighborhood retail sales, services or mixed office use."

Figure 3: Portion of the Columbia Falls Growth Policy Map



H. UTILITIES/SERVICES

The property is located inside the City limits of Columbia Falls.

Water	Columbia Falls Municipal Water
Sewer	Columbia Falls Municipal Sewer
Fire Protection	Columbia Falls City Fire Department
Police Protection	Columbia Falls City Police
Electricity	Flathead Electric

J. LOT SIZE DETAILS

The portion of the property subject to the zone change approximately 2.62 acres in size. There are five lots that make up the property and the northern half of each lot is zoned CI-1 and subject to this zone change request.

EVALUATION BASED ON STATUTORY CRITERIA

This request is reviewed pursuant to the criteria set forth in Section 76-2-304, M.C.A. and as stated by the Montana Supreme Court and Columbia Falls Zoning Code Chapter 18.212, amendments to text or the official map. The following findings are made:

1. Does the requested zone comply with the Growth Policy?

The 2019 Columbia Falls Growth Policy designates this property as commercial and is designated in red (Figure 3). The proposed change from CI-1 (Light Industrial) to CB-2 (General Commercial) does conform to the Columbia Falls Growth Policy

2. Is the requested zone designed to lessen congestion in the streets?

The subject property fronts on and has direct access to 9th Street West (US Highway 2 West). The southern half of the property is zoned CB-2 and the commercial zone anticipates all categories of intensive commercial use. The Zone Change from light industrial to CB-2 general commercial is keeping with the neighboring uses and intensity. As with all newly converted uses, the applicants will need to contact the Montana Department of Transportation to determine what improvements will need to be made to the entrance and whether a Traffic Impact Study will be needed to address the approach onto Highway 2 West. The MDOT could require alternative access to Meadow Lake Boulevard as mentioned in the MDOT's comment letter.

3. Will the requested zone secure safety from fire, panic, and other dangers?

The zoning and potential uses are anticipated in the City's long range planning document. Any new use, such as conversion to commercial use, will require the development to come through the City Site Review process to determine what improvements will be needed to address access, fire suppression, pedestrian movement, etc. The City's review process will ensure that the proposed use complies with the City's Fire, Public Works, and Zoning Codes which are all in place to address public safety.

4. Will the requested change promote the health and general welfare?

The site is not located within a 100-year floodplain, high fire hazard area or other hazards. The subject property is located within the City limits, connects to a State Highway and has access to municipal sewer and water services. The zone change should have no impacts on health and general welfare.

5. Will the requested zone provide for adequate light and air?

The City's zoning code has minimum standards for setback and height. The zoning code provided architectural design guidance, pedestrian movement, and minimum landscape requirements. These standards will provide for light and air in the general vicinity of the project.

6. Will the requested zone prevent the overcrowding of land?

The southern half of the property is already zoned CB-2. The northern half of the property is zoned CI-1 light industrial. The light industrial zone can be every bit as intense structurally as the proposed CB-2 commercial designations. The City's Growth Policy, and the neighboring zoning anticipate urban scale development. The proposed zone change will not create a crowded situation that was not already anticipated.

7. Will the requested zone avoid undue concentration of people?

The proposed zone change request for CB-2 (General Commercial) is in agreement with the growth policy. The subject property has access to an arterial route being US Highway 2. Neighboring uses include, a proposed light industrial business park, a large assisted living facility, auto parts store, First Interstate bank, Super 1 Foods, and other small business and office use. The Highway 2 corridor has long been planned and zoned for concentrations of people and use.

8. Will the requested zone facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements?

The property is located along Highway 2 West and Meadow Lake Boulevard. The intersection of Meadow Lake Boulevard and Highway 2 is signal controlled. The property is in the City Limits of Columbia Falls and has connection to the City's public water and sewer system. If the property develops with only commercial use, the development would not contribute children to the school system but would pay property taxes to the school district. Parks would not be required with a commercial development and would have little impact on the City's park system.

Should the developer of the project propose a mixed-use development commercial and residential, the project would be reviewed for pedestrian movement and integration into the City's urban grid and amenities for the residential component.

As stated previously, the developer has not disclosed the potential use of the entire site and it is not required for such a zone change. Particularly when the zone change is correcting the split zoning of the property and complying with the City's Growth Policy.

9. Does the requested zone give reasonable consideration to the peculiar suitability of the property for particular uses?

The subject property is relatively flat. The property is at the intersection of a State Highway and a major collector road in Meadow Lake Boulevard. The property is in the City Limits and has access to the City's municipal sewer and water facilities. The immediate neighbors to the north are industrial uses. The property to the east is an assisted living facility and retail commercial. To the south is Super 1 foods and the west is office and mini-storage. The proposed CB-2 zoning designation considers the neighboring commercial and industrial zoning.

10. Does the requested zone give reasonable consideration to the character of the district?

The subject property is located along the commercial strip of Columbia Falls. The neighboring commercial district has seen significant investment in new financial institutions, hardware store, proposed business park, dollar store and many other improvements to existing commercial establishments. The Growth Policy recommends commercial zoning for the property. The proposed application set does give consideration to the suitability of the district

11. Will the new zoning affect property values?

The property is located along Highway 2 West and Meadow Lake Boulevard. The property is surrounded by industrial and commercial uses with the exception of the assisted living facility and the cemetery. Any new use will be required to comply with building and fire code along with public works standards and the City's zoning code requirements. Converting the zoning designation from Light Industrial to General Commercial should preserve neighboring property values.

12. Will the requested zone encourage the most appropriate use of the land throug[h] the municipality?

The property is designated Commercial in the City's 2019 Growth Policy. Half of the property is already zoned commercial. The property is located at the intersection of Highway 2 West and Meadow Lake Boulevard which is a signal-controlled intersection.

SUMMARY

The map amendment request conforms to the Columbia Falls City Growth Policy and review criteria/findings discussed above. The project will be fully served by Municipal services. The requested zoning amendment corrects the split zoning of the property as the new commercial zone will match the southern half of the property's zoning designation.

RECOMMENDATION

Staff recommends that the Columbia Falls Planning Commission adopt Columbia Falls Planning Office Staff Report #CZC-25-02 as findings of fact and recommend approval of the requested zone change to the City Council.

Exhibit A

Legal Description

Lots 1A, 2A, 3A, 4A, & 5Aof the Amended Plat of Lots 1, 2, 3, 4, and 5 of Sunshine, SE1/4SW1/4, Section 7, T30N, R20W, P.M.M., Flathead County, MT.

Planning Department

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

PHONE (406) 892-4391

FAX (406) 892-4413

PAID

APR 1 7 2025

CITY OF COLUMBIA FALLS

PETITION FOR ZONING MAP AMENDMENT

FILING FEE ATTACHED $ 1315

Zone Change Base Fee SEE FEE SHEET

NAME OF APPLICANT: Windsor Engineers on behalf of property owner Contact: Jack Dougherty, P.E.

MAIL ADDRESS: 27300 NE 10th Ave

CITY/STATE/ZIP: Ridgefield, WA 98642 PHONE: 218.203.8323

INTEREST IN PROPERTY: Owners representative

PLEASE COMPLETE THE FOLLOWING:

A. Address of the property: 2155 9th Street W Columbia Falls, MT 59912

B. Legal Description: (Subdivision Name, Lot & Block and/or Tract Number (Section, Township, Range)

Lot 1A, 2A, 3A, 4A, and 5A or an Amended Plat of Lots 1,2,3,4 and 5 of Sunshine, according to the map or plat thereof on file and of record in the office of the Clerk and Recorder of Flathead County Montana. Section 07, Township 30 North, Range 20 West

(Attach sheet for metes and bounds)

C. Land in zone change (ac)

2.62 ac

D. The present zoning of the above property is: CI-1

E. The proposed zoning of the above property is: CB-2

F. State the changed or changing conditions that make the proposed amendment necessary:

We are requesting to rezone the entire parcel from split zoning (CI-1 and CB-2) to CB-2 (Community Business-2) to allow for cohesive and consistent development. The current split zoning creates planning and design challenges that limit the full potential of the site. Rezoning the parcel entirely to CB-2 will enable unified site planning, align with surrounding commercial uses, and prevent future compatibility issues between industrial and commercial uses.

HOW WILL THE PROPOSED CHANGE ACCOMPLISH THE INTENT AND PURPOSE OF:

A. Promoting the Growth Policy

Rezoning to CB-2 will eliminate split zoning and support cohesive commercial development along the Highway 2 corridor. This change aligns with the Columbia Falls Growth Policy by promoting compatible land use, infill development, and business growth in a key gateway area. The CB-2 designation better supports the site's location and intended commercial use.

B. Lessening congestion in the streets and providing safe access

Rezoning to CB-2 designation will allow for a more coordinated site design, including shared access points, internal circulation, and proper setbacks—reducing unnecessary curb cuts and traffic conflict points along 9th Street West. This promotes safer vehicle and pedestrian access while helping to lessen congestion on a busy corridor by encouraging efficient traffic flow and connectivity with neighboring commercial properties.

C. Promoting safety from fire, panic and other dangers

Rezoning to CB-2 allows for consistent development standards that ensure proper building placement, fire access, and adherence to commercial building codes. This promotes public safety by supporting site designs with adequate fire lanes, emergency access, and separation between structures, helping to reduce risks related to fire, panic, and other hazards.

D. Promoting the public interest, health, comfort, convenience, safety and general welfare

Rezoning to CB-2 serves the public interest by enabling compatible commercial development that improves access to services, enhances traffic and pedestrian safety, and ensures appropriate use of infrastructure. It supports public health, safety, comfort, and overall well-being by promoting thoughtful, coordinated growth in line with the city's vision and planning objectives.

E. Preventing the overcrowding of land

Rezoning to CB-2 helps prevent overcrowding by applying clear development standards such as setbacks, lot coverage limits, and parking requirements, ensuring the site is used efficiently without being overbuilt.

F. Avoiding undue concentration of population

Rezoning to CB-2 does not result in an undue concentration of population, as the existing CI zone did not permit residential uses. Therefore, this change introduces no new residential density. Instead, the CB-2 zoning emphasizes commercial uses, which help distribute activity more evenly across the area and reduce pressure on housing and infrastructure.

G. Facilitating the adequate provision of transportation, water, sewage, schools, parks and other public facilities

The rezoning to CB-2 will accomplish the intent and purpose of facilitating adequate transportation, water, sewer, and other public services by allowing coordinated commercial development that aligns with city standards. While extensions may be needed, the CB-2 designation ensures they are planned efficiently, supporting long-term infrastructure capacity and access to essential public facilities.

H. Giving reasonable consideration to the character of the district

See next page.

The rezoning to CB-2 gives reasonable consideration to the character of the district by matching the surrounding commercial uses along 9th Street West. It supports compatible development in scale and function, preserving the corridor's intended commercial character while enhancing visual consistency and land use harmony.

I. Giving consideration to the peculiar suitability of the property for particular uses

The rezoning gives consideration to the peculiar suitability of the property by recognizing its prime location along Highway 2 as ideal for general commercial use. Its visibility, access, and proximity to other businesses make it well-suited for CB-2 zoning, which supports a broad range of commercial activities that benefit both the property and the surrounding area.

J. Protecting and conserving the value of buildings

Rezoning to CB-2 helps protect and conserve the value of buildings by promoting compatible commercial development, reducing land use conflicts, and encouraging investment in quality site design that supports long-term property value and neighborhood stability.

K. Encouraging the most appropriate use of land by assuring orderly growth

The rezoning encourages the most appropriate use of land by supporting orderly commercial growth in a key corridor, aligning with the city's long-term plans and ensuring development occurs in a coordinated, well-planned manner.

The signing of this application signifies approval for Columbia Falls Planning staff to be present on the property for routine monitoring and inspection during approval process.

______________________	4/9/2025
(Applicant Signature)	(Date)

APPLICATION PROCESS

APPLICABLE TO ALL ZONING APPLICATIONS:

A. Pre-Application Meeting:

A discussion with the planning director or designated member of staff must precede filing of this application. Among topics to be discussed are: Growth Policy compatibility with the application, compatibility of the proposed zone change with surrounding zoning classifications, and the application procedure.

B. Completed application form.

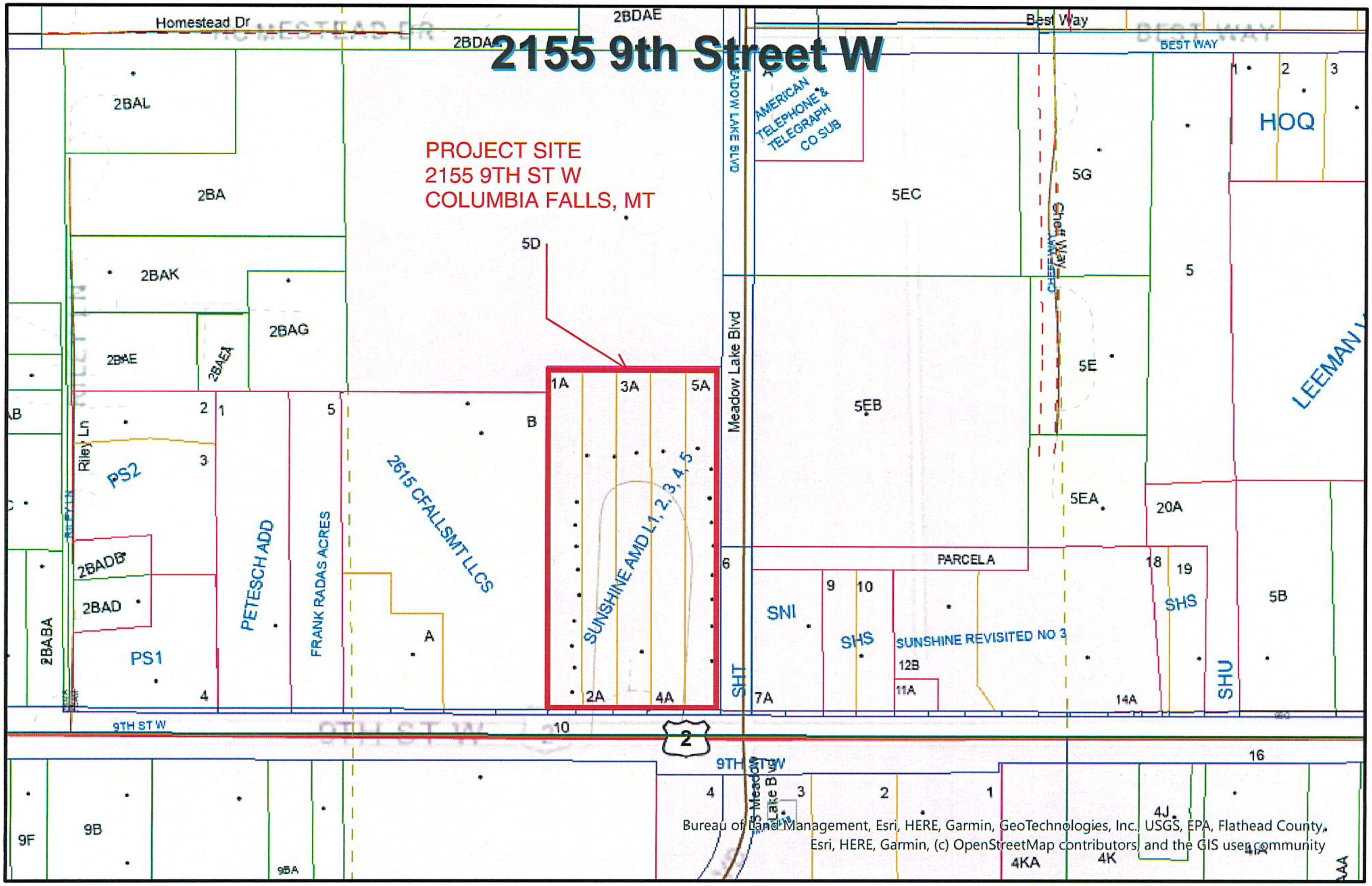
C. The application must be accepted as complete by the Columbia Falls Planning staff **thirty-five (35) days prior** to the date of the planning board meeting at which it will be heard in order that requirements of state statutes and the zoning regulations may be fulfilled.

E. Application Contents:

1. Petition for zone change signed by the real property owners representing at least 65% of the land area for which the change in zoning classification is sought.

2. A map showing the location and boundaries of the property.

3. A title report of the subject property.



Flathead County
GIS Department

800 South Main Street
Kalispell, Montana 59901

0 0.01 0.03 0.06 0.09 0.12 mi

The areas depicted on these maps are for illustrative purposes only and do not necessarily meet mapping, surveying, or engineering standards. Deriving conclusions from this map is done at the user's assumed risk.

First American

44 4TH ST W, PO BOX 188
KALISPELL, MT 59901

YELLOWSTONE

0100277432840262135

Transmittal

2155 COLUMBIA FALLS, LLC
1925 GRAND AVE, STE 129
BILLINGS, MT 59102

05/16/2022

Order Number: 1021265

Enclosed: 1 attached document(s)

Page Count: 6

Insured Titles

OWNER'S POLICY OF TITLE INSURANCE

Policy Number **OX 14224940**

Issued by Old Republic National Title Insurance Company

Any notice of claim and any other notice or statement in writing required to be given to the Company under this Policy must be given to the Company at the address shown in Section 18 of the Conditions.

COVERED RISKS

SUBJECT TO THE EXCLUSIONS FROM COVERAGE, THE EXCEPTIONS FROM COVERAGE CONTAINED IN SCHEDULE B, AND THE CONDITIONS, OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY, a Florida Corporation (the "Company") insures, as of Date of Policy and, to the extent stated in Covered Risks 9 and 10, after Date of Policy, against loss or damage, not exceeding the Amount of Insurance, sustained or incurred by the Insured by reason of:

1. Title being vested other than as stated in Schedule A.
2. Any defect in or lien or encumbrance on the Title. This Covered Risk includes but is not limited to insurance against loss from:
   (a) A defect in the Title caused by
      (i) forgery, fraud, undue influence, duress, incompetency, incapacity, or impersonation;
      (ii) failure of any person or Entity to have authorized a transfer or conveyance;
      (iii) a document affecting Title not properly created, executed, witnessed, sealed, acknowledged, notarized, or delivered;
      (iv) failure to perform those acts necessary to create a document by electronic means authorized by law;
      (v) a document executed under a falsified, expired, or otherwise invalid power of attorney;
      (vi) a document not properly filed, recorded, or indexed in the Public Records including failure to perform those acts by electronic means authorized by law; or
      (vii) a defective judicial or administrative proceeding.
   (b) The lien of real estate taxes or assessments imposed on the Title by a governmental authority due or payable, but unpaid.
   (c) Any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the Title that would be disclosed by an accurate and complete land survey of the Land. The term "encroachment" includes encroachments of existing improvements located on the Land onto adjoining land, and encroachments onto the Land of existing improvements located on adjoining land.
3. Unmarketable Title.
4. No right of access to and from the Land.
5. The violation or enforcement of any law, ordinance, permit, or governmental regulation (including those relating to building and zoning) restricting, regulating, prohibiting, or relating to
   (a) the occupancy, use, or enjoyment of the Land;
   (b) the character, dimensions, or location of any improvement erected on the Land;
   (c) the subdivision of land; or
   (d) environmental protection

   if a notice, describing any part of the Land, is recorded in the Public Records setting forth the violation or intention to enforce, but only to the extent of the violation or enforcement referred to in that notice.
6. An enforcement action based on the exercise of a governmental police power not covered by Covered Risk 5 if a notice of the enforcement action, describing any part of the Land, is recorded in the Public Records, but only to the extent of the enforcement referred to in that notice.
7. The exercise of the rights of eminent domain if a notice of the exercise, describing any part of the Land, is recorded in the Public Records.
8. Any taking by a governmental body that has occurred and is binding on the rights of a purchaser for value without Knowledge.
9. Title being vested other than as stated in Schedule A or being defective

   (a) as a result of the avoidance in whole or in part, or from a court order providing an alternative remedy, of a transfer of all or any part of the title to or any interest in the Land occurring prior to the transaction vesting Title as shown in Schedule A because that prior transfer constituted a fraudulent or preferential transfer under federal bankruptcy, state insolvency, or similar creditors' rights laws; or
   (b) because the instrument of transfer vesting Title as shown in Schedule A constitutes a preferential transfer under federal

bankruptcy, state insolvency, or similar creditors' rights laws by reason of the failure of its recording in the Public Records
(i) to be timely, or
(ii) to impart notice of its existence to a purchaser for value or to a judgment or lien creditor.

10. Any defect in or lien or encumbrance on the Title or other matter included in Covered Risks 1 through 9 that has been created or attached or has been filed or recorded in the Public Records subsequent to Date of Policy and prior to the recording of the deed or other instrument of transfer in the Public Records that vests Title as shown in Schedule A.

The Company will also pay the costs, attorneys' fees, and expenses incurred in defense of any matter insured against by this Policy, but only to the extent provided in the Conditions.

Issued through the Office of:

Insured Titles

Authorized Signature

OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY
A Stock Company
400 Second Avenue South, Minneapolis, Minnesota 55401
(612) 371-1111

By C Monroe *President*

Attest David Wold *Secretary*

EXCLUSIONS FROM COVERAGE

The following matters are expressly excluded from the coverage of this policy, and the Company will not pay loss or damage, costs, attorneys' fees, or expenses that arise by reason of:

1. (a) Any law, ordinance, permit, or governmental regulation (including those relating to building and zoning) restricting, regulating, prohibiting, or relating to
   (i) the occupancy, use, or enjoyment of the Land;
   (ii) the character, dimensions, or location of any improvement erected on the Land;
   (iii) the subdivision of land; or
   (iv) environmental protection;
   or the effect of any violation of these laws, ordinances, or governmental regulations. This Exclusion 1(a) does not modify or limit the coverage provided under Covered Risk 5.
   (b) Any governmental police power. This Exclusion 1(b) does not modify or limit the coverage provided under Covered Risk 6.
2. Rights of eminent domain. This Exclusion does not modify or limit the coverage provided under Covered Risk 7 or 8.
3. Defects, liens, encumbrances, adverse claims, or other matters
   (a) created, suffered, assumed, or agreed to by the Insured Claimant;
   (b) not Known to the Company, not recorded in the Public Records at Date of Policy, but Known to the Insured Claimant and not disclosed in writing to the Company by the Insured Claimant prior to the date the Insured Claimant became an Insured under this policy;
   (c) resulting in no loss or damage to the Insured Claimant;
   (d) attaching or created subsequent to Date of Policy (however, this does not modify or limit the coverage provided under Covered Risk 9 and 10); or
   (e) resulting in loss or damage that would not have been sustained if the Insured Claimant had paid value for the Title.
4. Any claim, by reason of the operation of federal bankruptcy, state insolvency, or similar creditors' rights laws, that the transaction vesting the Title as shown in Schedule A, is
   (a) a fraudulent conveyance or fraudulent transfer; or
   (b) a preferential transfer for any reason not stated in Covered Risk 9 of this policy.
5. Any lien on the Title for real estate taxes or assessments imposed by governmental authority and created or attaching between Date of Policy and the date of recording of the deed or other instrument of transfer in the Public Records that vests Title as shown in Schedule A.

CONDITIONS AND STIPULATIONS

1. DEFINITION OF TERMS

The following terms when used in this policy mean:

(a) "Amount of Insurance": The amount stated in Schedule A, as may be increased or decreased by endorsement to this policy, increased by Section 8(b), or decreased by Sections 10 and 11 of these Conditions.

(b) "Date of Policy": The date designated as "Date of Policy" in Schedule A.

(c) "Entity": A corporation, partnership, trust, limited liability company, or other similar legal entity.

(d) "Insured": The Insured named in Schedule A.

(i) The term "Insured" also includes

(A) successors to the Title of the Insured by operation of law as distinguished from purchase, including heirs, devisees, survivors, personal representatives, or next of kin;

(B) successors to an Insured by dissolution, merger, consolidation, distribution, or reorganization;

(C) successors to an Insured by its conversion to another kind of Entity;

(D) a grantee of an Insured under a deed delivered without payment of actual valuable consideration conveying the Title

(1) if the stock, shares, memberships, or other equity interests of the grantee are wholly-owned by the named Insured,

(2) if the grantee wholly owns the named Insured,

(3) if the grantee is wholly-owned by an affiliated Entity of the named Insured, provided the affiliated Entity and the named Insured are both wholly-owned by the same person or Entity, or

(4) if the grantee is a trustee or beneficiary of a trust created by a written instrument established by the Insured named in Schedule A for estate planning purposes.

(ii) With regard to (A), (B), (C), and (D) reserving, however, all rights and defenses as to any successor that the Company would have had against any predecessor Insured.

(e) "Insured Claimant": An Insured claiming loss or damage.

(f) "Knowledge" or "Known": Actual knowledge, not constructive knowledge or notice that may be imputed to an Insured by reason of the Public Records or any other records that impart constructive notice of matters affecting the Title.

(g) "Land": The land described in Schedule A, and affixed improvements that by law constitute real property. The term "Land" does not include any property beyond the lines of the area described in Schedule A, nor any right, title, interest, estate, or easement in abutting streets, roads, avenues, alleys, lanes, ways, or waterways, but this does not modify or limit the extent that a right of access to and from the Land is insured by this policy.

(h) "Mortgage": Mortgage, deed of trust, trust deed, or other security instrument, including one evidenced by electronic means authorized by law.

(i) "Public Records": Records established under state statutes at Date of Policy for the purpose of imparting constructive notice of matters relating to real property to purchasers for value and without Knowledge. With respect to Covered Risk 5(d), "Public Records" shall also include environmental protection liens filed in the records of the clerk of the United States District Court for the district where the Land is located.

(j) "Title": The estate or interest described in Schedule A.

(k) "Unmarketable Title": Title affected by an alleged or apparent matter that would permit a prospective purchaser or lessee of the Title or lender on the Title to be released from the obligation to purchase, lease, or lend if there is a contractual condition requiring the delivery of marketable title.

2. CONTINUATION OF INSURANCE

The coverage of this policy shall continue in force as of Date of Policy in favor of an Insured, but only so long as the Insured retains an estate or interest in the Land, or holds an obligation secured by a purchase money Mortgage given by a purchaser from the Insured, or only so long as the Insured shall have liability by reason of warranties in any transfer or conveyance of the Title. This policy shall not continue in force in favor of any purchaser from the Insured of either (i) an estate or interest in the Land, or (ii) an obligation secured by a purchase money Mortgage given to the Insured.

3. NOTICE OF CLAIM TO BE GIVEN BY INSURED CLAIMANT

The Insured shall notify the Company promptly in writing (i) in case of any litigation as set forth in Section 5(a) of these Conditions, (ii) in case Knowledge shall come to an Insured hereunder of any claim of title or interest that is adverse to the Title, as insured, and that might cause loss or damage for which the Company may be liable by virtue of this policy, or (iii) if the Title, as insured, is rejected as Unmarketable Title. If the Company is prejudiced by the failure of the Insured Claimant to provide prompt notice, the Company's liability to the Insured Claimant under the policy shall be reduced to the extent of the prejudice.

4. PROOF OF LOSS

In the event the Company is unable to determine the amount of loss or damage, the Company may, at its option, require as a condition of payment that the Insured Claimant furnish a signed proof of loss. The proof of loss must describe the defect, lien, encumbrance, or other matter insured against by this policy that constitutes the basis of loss or damage and shall state, to the extent possible, the basis of calculating the amount of the loss or damage.

5. DEFENSE AND PROSECUTION OF ACTIONS

(a) Upon written request by the Insured, and subject to the options contained in Section 7 of these Conditions, the Company, at its own cost and without unreasonable delay, shall provide for the defense of an Insured in litigation in which any third party asserts a claim covered by this policy adverse to the Insured. This obligation is limited to only those stated causes of action alleging matters insured against by this policy. The Company shall have the right to select counsel of its choice (subject to the right of the Insured to object for reasonable cause) to represent the Insured as to those stated causes of action. It shall not be liable for and will not pay the fees of any other counsel. The Company will not pay any fees, costs, or expenses incurred by the Insured in the defense of those causes of action that allege matters not insured against by this policy.

(b) The Company shall have the right, in addition to the options contained in Section 7 of these Conditions, at its own cost, to institute and prosecute any action or proceeding or to do any other act that in its opinion may be necessary or desirable to establish the Title, as insured, or to prevent or reduce loss or damage to the Insured. The Company may take any appropriate action under the terms of this policy, whether or not it shall be liable to the Insured. The exercise of these rights shall not be an admission of liability or waiver of any provision of this policy. If the Company exercises its rights under this subsection, it must do so diligently.

(c) Whenever the Company brings an action or asserts a defense as required or permitted by this policy, the Company may pursue the litigation to a final determination by a court of competent jurisdiction, and it expressly reserves the right, in its sole discretion, to appeal any adverse judgment or order.

6. DUTY OF INSURED CLAIMANT TO COOPERATE

(a) In all cases where this policy permits or requires the Company to prosecute or provide for the defense of any action or proceeding and any appeals, the Insured shall secure to the Company the right to so prosecute or provide defense in the action or proceeding, including the right to use, at its option, the name of the Insured for this purpose. Whenever requested by the Company, the Insured, at the Company's expense, shall give the Company all reasonable aid (i) in securing evidence, obtaining witnesses, prosecuting or defending the action or proceeding, or effecting settlement, and (ii) in any other lawful act that in the opinion of the Company may be necessary or desirable to establish the Title or any other matter as insured. If the Company is prejudiced by the failure of the Insured to furnish the required cooperation, the Company's obligations to the Insured under the policy shall terminate, including any liability or obligation to defend, prosecute, or continue any litigation, with regard to the matter or matters requiring such cooperation.

(b) The Company may reasonably require the Insured Claimant to submit to examination under oath by any authorized representative of the Company and to produce for examination, inspection, and copying, at such reasonable times and places as may be designated by the authorized representative of the Company, all records, in whatever medium maintained, including books, ledgers, checks, memoranda, correspondence, reports, e-mails, disks, tapes, and videos whether bearing a date before or after Date of Policy, that reasonably pertain to the loss or damage. Further, if requested by any authorized representative of the Company, the Insured Claimant shall grant its permission, in writing, for any authorized representative of the Company to examine, inspect, and copy all of these records in the custody or control of a third party that reasonably pertain to the loss or damage. All information designated as confidential by the Insured Claimant provided to the Company pursuant to this Section shall not be disclosed to others unless, in the reasonable judgment of the Company, it is necessary in the administration of the claim. Failure of the Insured Claimant to submit for examination under oath, produce any reasonably requested information, or grant permission to secure reasonably necessary information from third parties as required in this subsection, unless prohibited by law or governmental regulation, shall terminate any liability of the Company under this policy as to that claim.

7. OPTIONS TO PAY OR OTHERWISE SETTLE CLAIMS; TERMINATION OF LIABILITY

In case of a claim under this policy, the Company shall have the following additional options:

(a) To Pay or Tender Payment of the Amount of Insurance.

To pay or tender payment of the Amount of Insurance under this policy together with any costs, attorneys' fees, and expenses incurred by the Insured Claimant that were authorized by the Company up to the time of payment or tender of payment and that the Company is obligated to pay.

Upon the exercise by the Company of this option, all liability and obligations of the Company to the Insured under this policy, other than to make the payment required in this subsection, shall terminate, including any liability or obligation to defend, prosecute, or continue any litigation.

(b) To Pay or Otherwise Settle With Parties Other Than the Insured or With the Insured Claimant.

(i)To pay or otherwise settle with other parties for or in the name of an Insured Claimant any claim insured against under this policy. In addition, the Company will pay any costs, attorneys' fees, and expenses incurred by the Insured Claimant that were authorized by the Company up to the time of payment and that the Company is obligated to pay; or

(ii) To pay or otherwise settle with the Insured Claimant the loss or damage provided for under this policy, together with any costs, attorneys' fees, and expenses incurred by the Insured Claimant that were authorized by the Company up to the time of payment and that the Company is obligated to pay.

Upon the exercise by the Company of either of the options provided for in subsections (b)(i) or (ii), the Company's obligations to the Insured under this policy for the claimed loss or damage, other than the payments required to be made, shall terminate, including any liability or obligation to defend, prosecute, or continue any litigation.

8. DETERMINATION AND EXTENT OF LIABILITY

This policy is a contract of indemnity against actual monetary loss or damage sustained or incurred by the Insured Claimant who has suffered loss or damage by reason of matters insured against by this policy.

(a) The extent of liability of the Company for loss or damage under this policy shall not exceed the lesser of

(i) the Amount of Insurance; or

(ii) the difference between the value of the Title as insured and the value of the Title subject to the risk insured against by this policy.

(b) If the Company pursues its rights under Section 5 of these Conditions and is unsuccessful in establishing the Title, as insured,

(i) the Amount of Insurance shall be increased by 10%, and

(ii) the Insured Claimant shall have the right to have the loss or damage determined either as of the date the claim was made by the Insured Claimant or as of the date it is settled and paid.

(c) In addition to the extent of liability under (a) and (b), the Company will also pay those costs, attorneys' fees, and expenses incurred in accordance with Sections 5 and 7 of these Conditions.

9. LIMITATION OF LIABILITY

(a) If the Company establishes the Title, or removes the alleged defect, lien, or encumbrance, or cures the lack of a right of access to or from the Land, or cures the claim of Unmarketable Title, all as insured, in a reasonably diligent manner by any method, including litigation and the completion of any appeals, it shall have fully performed its obligations with respect to that matter and shall not be liable for any loss or damage caused to the Insured.

(b) In the event of any litigation, including litigation by the Company or with the Company's consent, the Company shall have no liability for loss or damage until there has been a final determination by a court of competent jurisdiction, and disposition of all appeals, adverse to the Title, as insured.

(c) The Company shall not be liable for loss or damage to the Insured for liability voluntarily assumed by the Insured in settling any claim or suit without the prior written consent of the Company.

10. REDUCTION OF INSURANCE; REDUCTION OR TERMINATION OF LIABILITY

All payments under this policy, except payments made for costs, attorneys' fees, and expenses, shall reduce the Amount of Insurance by the amount of the payment.

11. LIABILITY NONCUMULATIVE

The Amount of Insurance shall be reduced by any amount the Company pays under any policy insuring a Mortgage to which exception is taken in Schedule B or to which the Insured has agreed, assumed, or taken subject, or which is executed by an Insured after Date of Policy and which is a charge or lien on the Title, and the amount so paid shall be deemed a payment to the Insured under this policy.

12. PAYMENT OF LOSS

When liability and the extent of loss or damage have been definitely fixed in accordance with these Conditions, the payment shall be made within 30 days.

13. RIGHTS OF RECOVERY UPON PAYMENT OR SETTLEMENT

(a) Whenever the Company shall have settled and paid a claim under this policy, it shall be subrogated and entitled to the rights of the Insured Claimant in the Title and all other rights and remedies in respect to the claim that the Insured Claimant has against any person or property, to the extent of the amount of any loss, costs, attorneys' fees, and expenses paid by the Company. If requested by the Company, the Insured Claimant shall execute documents to evidence the transfer to the Company of these rights and remedies. The Insured Claimant shall permit the Company to sue, compromise, or settle in the name of the Insured Claimant and to use the name of the Insured Claimant in any transaction or litigation involving these rights and remedies.

If a payment on account of a claim does not fully cover the loss of the Insured Claimant, the Company shall defer the exercise of its right to recover until after the Insured Claimant shall have recovered its loss.

(b) The Company's right of subrogation includes the rights of the Insured to indemnities, guaranties, other policies of insurance, or bonds, notwithstanding any terms or conditions contained in those instruments that address subrogation rights.

14. ARBITRATION

Either the Company or the Insured may demand that the claim or controversy shall be submitted to arbitration pursuant to the Title Insurance Arbitration Rules of the American Land Title Association ("Rules"). Except as provided in the Rules, there shall be no joinder or consolidation with claims or controversies of other persons. Arbitrable matters may include, but are not limited to, any controversy or claim between the Company and the Insured arising out of or relating to this policy, any service in connection with its issuance or the breach of a policy provision, or to any other controversy or claim arising out of the transaction giving rise to this policy. All arbitrable matters when the Amount of Insurance is $2,000,000 or less shall be arbitrated at the option of either the Company or the Insured. All arbitrable matters when the Amount of Insurance is in excess of $2,000,000 shall be arbitrated only when agreed to by both the Company and the Insured. Arbitration pursuant to this policy and under the Rules shall be binding upon the parties. Judgment upon the award rendered by the Arbitrator(s) may be entered in any court of competent jurisdiction.

15. LIABILITY LIMITED TO THIS POLICY; POLICY ENTIRE CONTRACT

(a) This policy together with all endorsements, if any, attached to it by the Company is the entire policy and contract between the Insured and the Company. In interpreting any provision of this policy, this policy shall be construed as a whole.

(b) Any claim of loss or damage that arises out of the status of the Title or by any action asserting such claim shall be restricted to this policy.

(c) Any amendment of or endorsement to this policy must be in writing and authenticated by an authorized person, or expressly incorporated by Schedule A of this policy.

(d) Each endorsement to this policy issued at any time is made a part of this policy and is subject to all of its terms and provisions. Except as the endorsement expressly states, it does not (i) modify any of the terms and provisions of the policy, (ii) modify any prior endorsement, (iii) extend the Date of Policy, or (iv) increase the Amount of Insurance.

16. SEVERABILITY

In the event any provision of this policy, in whole or in part, is held invalid or unenforceable under applicable law, the policy shall be deemed not to include that provision or such part held to be invalid, but all other provisions shall remain in full force and effect.

17. CHOICE OF LAW; FORUM

(a) Choice of Law: The Insured acknowledges the Company has underwritten the risks covered by this policy and determined the premium charged therefor in reliance upon the law affecting interests in real property and applicable to the interpretation, rights, remedies, or enforcement of policies of title insurance of the jurisdiction where the Land is located.
Therefore, the court or an arbitrator shall apply the law of the jurisdiction where the Land is located to determine the validity of claims against the Title that are adverse to the Insured and to interpret and enforce the terms of this policy. In neither case shall the court or arbitrator apply its conflicts of law principles to determine the applicable law.

(b) Choice of Forum: Any litigation or other proceeding brought by the Insured against the Company must be filed only in a state or federal court within the United States of America or its territories having appropriate jurisdiction.

18. NOTICES, WHERE SENT

Any notice of claim and any other notice or statement in writing required to be given to the Company under this policy must be given to the Company at 400 Second Avenue South, Minneapolis, Minnesota 55401-2499.

ORT Form 4309A
Schedule A for ALTA Owners Policy of Title Insurance 6-17-06

SCHEDULE A

Insured Titles
44 4th Street West/P.O. Box 188
Kalispell, MT 59901

File No.:	**1021265-WHI**	Policy No.: **OX 14224940**
Address Reference:	**2155 9th St. W. Columbia Falls, MT 59912**	

1. Name of Insured:

   2155 Columbia Falls, LLC

2. The estate or interest in the Land that is insured by this policy is:

   Fee Simple

3. Title is vested in:

   2155 Columbia Falls, LLC

4. The Land referred to in this policy is described as follows:

   Lot 1A, 2A, 3A, 4A, and 5A of an Amended Plat of Lots 1, 2, 3, 4, and 5 of Sunshine, according to the map or plat thereof on file and of record in the office of the Clerk and Recorder of Flathead County, Montana.

   Excepting therefrom that portion deeded to the State of Montana for Highway purposes in Deed recorded November 13, 1979, in Book 679, Page 988, as Doc. No. 17328.

ORT Form 4309B
Schedule B of ALTA owners Policy of Title Insurance 6-17-06

SCHEDULE B

Policy No.: OX 14224940

File No. 1021265-WHI

EXCEPTIONS FROM COVERAGE

This policy does not insure against loss or damage, and the Company will not pay costs, attorneys' fees, or expenses that arise by reason of:

1. Taxes or assessments which are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the public records.

2. Any facts, rights, interests, or claims which are not shown by the public records but which could be ascertained by an inspection of said land or by making inquiry of persons in possession thereof.

3. Easements, claims of easement or encumbrances which are not shown by the public records.

4. Any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the title including discrepancies, conflicts in boundary lines, shortage in area, or any other facts that would be disclosed by an accurate and complete land survey of the land, and that are not shown in the public records.

5. (a) Unpatented mining claims; (b) reservations or exceptions in patents or in Acts authorizing the issuance thereof; (c) water rights, claims or title to water, ditch or ditch rights, whether or not the matters excepted under (a), (b), or (c) are shown by the public records.

6. Any lien, or rights to a lien, for services, labor or materials theretofore or hereafter furnished, imposed by law and not shown by the public records.

7. Any right, title or interest in any minerals, mineral rights or related matters, including but not limited to oil, gas, coal and other hydrocarbons, sand, gravel or other common variety materials, whether or not shown by the Public Records.

8. County road rights-of-way not recorded and indexed as a conveyance of record in the office of the Clerk and Recorder pursuant to Title 70, Chapter 21, M.C.A., including, but not limited to any right of the Public and the County of Flathead to use and occupy those certain roads and trails as depicted on County Surveyor's maps on file in the office of the County Surveyor of Flathead County.

9. 2022 taxes and special assessments are an accruing lien, amounts not yet determined or payable.

10. Easement for cable television and communication system granted to Northwest Video, Inc., recorded March 21, 1968 in Book 495, Page 474 as Instrument No. 2045.

11. Agreement upon the terms, conditions and provisions contained therein:
    Parties: Lazy Days Trailer Court and The City of Columbia Falls
    Recorded: March 11, 1998, as Instrument No. 1998-070-10150

12. Resolution No. 1129 for Annexation purposes, recorded August 27, 1998, as Instrument No. 1998-239-10300, and revised November 5, 1998, as Instrument No. 1998-309-10070.

13. Resolution No. 1168 for street maintenance, recorded July 9, 1999, as Instrument No. 1999-190-09170.

14. Unrecorded leaseholds; rights of parties in possession, rights of secured parties, vendors and vendees under conditional sales contracts of personal property installed on the premises herein, and rights of tenants to remove trade fixtures.

15. All matters, covenants, conditions, restrictions, easements and any rights, interests or claims which may exist by reason thereof, disclosed by the recorded plat of An Amended Plat of Lots 1, 2, 3 4, and 5 of Sunshine, but deleting any covenant, condition or restriction indicating a preference, limitation or discrimination based on race, color, religion, sex, handicap, familial status, or national origin to the extent such covenants, conditions or restrictions violate 42 USC 3604(C).

16. Deed of Trust dated April 20, 2022, to secure an original indebtedness of $1,235,000.00, and any other amounts and/or obligations secured thereby
Recorded: April 20, 2022, as Instrument No. 2022-000-10158
Grantor: 2155 Columbia Falls, LLC
Trustee: Insured Titles
Beneficiary: First Interstate Bank

Assignment of Rents by instrument recorded April 20, 2022, as Instrument No. 2022-000-10159.

17. Hazardous Substances Certificate and Indemnity Agreement upon the terms, conditions and provisions contained therein:
Parties: 2155 Columbia Falls, LLC and First Interstate Bank
Recorded: April 20, 2022, Instrument No. 2022-000-10160

rev. 07/2016

OLD REPUBLIC TITLE

FACTS	**WHAT DOES OLD REPUBLIC TITLE DO WITH YOUR PERSONAL INFORMATION?**
Why?	Financial companies choose how they share your personal information. Federal law gives consumers the right to limit some but not all sharing. Federal law also requires us to tell you how we collect, share, and protect your personal information. Please read this notice carefully to understand what we do.
What?	The types of personal information we collect and share depend on the product or service you have with us. This information can include: • Social Security number and employment information • Mortgage rates and payments and account balances • Checking account information and wire transfer instructions When you are *no longer* our customer, we continue to share your information as described in this notice.
How?	All financial companies need to share customers' personal information to run their everyday business. In the section below, we list the reasons financial companies can share their customers' personal information; the reasons Old Republic Title chooses to share; and whether you can limit this sharing.

Reasons we can share your personal information	Does Old Republic Title Share?	Can you limit this sharing?
For our everyday business purposes – such as to process your transactions, maintain your accounts(s), or respond to court orders and legal investigations, or report to credit bureaus	Yes	No
For our marketing purposes – to offer our products and services to you	No	We don't share
For joint marketing with other financial companies	No	We don't share
For our affiliates' everyday business purposes — information about your transactions and experiences	Yes	No
For our affiliates' everyday business purposes — information about your creditworthiness	No	We don't share
For our affiliates to market to you	No	We don't share
For non-affiliates to market to you	No	We don't share

Questions	**Go to** www.oldrepublictitle.com **(Contact Us)**

Who we are	
Who is providing this notice?	Companies with an Old Republic Title names and other affiliates. Please see below for a list of affiliates.
What we do	
How does Old Republic Title protect my personal information?	To protect your personal information from unauthorized access and use, we use security measures that comply with federal law. These measures include computer safeguards and secured files and buildings. For more information, visit http://www.OldRepublicTitle.com/newnational/Contact/privacy.
How does Old Republic Title collect my personal information?	We collect your personal information, for example, when you: • Give us your contact information or show your driver's license • Show your government-issued ID or provide your mortgage information • Make a wire transfer We also collect your personal information from others, such as credit bureaus, affiliates, or other companies.

Why can't I limit all sharing?	Federal law gives you the right to limit only: • Sharing for affiliates' everyday business purposes - information about your creditworthiness • Affiliates from using your information to market to you • Sharing for non-affiliates to market to you State laws and individual companies may give you additional rights to limit sharing. See the "Other important information" section below for your rights under state law.
Definitions	
Affiliates	Companies related by common ownership or control. They can be financial and nonfinancial companies. • *Our affiliates include companies with an Old Republic Title name, and financial companies such as Attorneys' Title Fund Services, LLC, Lex Terrae National Title Services, Inc., Mississippi Valley Title Services Company, and The Title Company of North Carolina.*
Non-affiliates	Companies not related by common ownership or control. They can be financial and non-financial companies. • *Old Republic Title does not share with non-affiliates so they can market to you*
Joint marketing	A formal agreement between non-affiliated financial companies that together market financial products or services to you. • *Old Republic Title doesn't jointly market.*

Affiliates Who May Be Delivering This Notice

American First Abstract, LLC	**American First Title & Trust Company**	**American Guaranty Title Insurance Company**	**Attorneys' Title Fund Services, LLC**	**Compass Abstract, Inc.**
eRecording Partners Network, LLC	**Genesis Abstract, LLC**	**Kansas City Management Group, LLC**	**L.T. Service Corp.**	**Lenders Inspection Company**
Lex Terrae National Title Services, Inc.	**Lex Terrae, Ltd.**	**Mara Escrow Company**	**Mississippi Valley Title Services Company**	**National Title Agent's Services Company**
Old Republic Branch Information Services, Inc.	**Old Republic Diversified Services, Inc.**	**Old Republic Exchange Company**	**Old Republic National Title Insurance Company**	**Old Republic Title and Escrow of Hawaii, Ltd.**
Old Republic Title Co.	**Old Republic Title Company of Conroe**	**Old Republic Title Company of Indiana**	**Old Republic Title Company of Nevada**	**Old Republic Title Company of Oklahoma**
Old Republic Title Company of Oregon	**Old Republic Title Company of St. Louis**	**Old Republic Title Company of Tennessee**	**Old Republic Title Information Concepts**	**Old Republic Title Insurance Agency, Inc.**
Old Republic Title, Ltd.	**Republic Abstract & Settlement , LLC**	**Sentry Abstract Company**	**The Title Company of North Carolina**	**Title Services, LLC**
Trident Land Transfer Company, LLC				

Item No.12.

NO. 31262

CITY OF COLUMBIA FALLS NOTICE OF PUBLIC HEARINGS

The Columbia Falls Planning Commission will hold a public hearing for the following item at their regular meeting on Thursday, June 12, 2025 at 6:00 p.m. at the Council Chambers of City Hall, 130 6th Street West, Columbia Falls, Montana. The Columbia Falls City Council will hold a subsequent hearing on Monday, July 7, 2025 starting at 7:00 p.m. in the same location.

A zone change request from the existing CI-1 (Light Industrial) to CB-2 (General Commercial): The 2155 Columbia Falls LLC is requesting a zone change (Map Amendment) for the north half of the property from the present CI-1 (Light Industrial) zoning designation to CB-2 (General Business) zoning designation. The southern half of the property is already zoned CB-2. The property is the site of the Lazy Day Trailer Park and is addressed as 2155 9th Street West Columbia Falls. The property is described as Lots 1A, 2A, 3A, 4A, and 5A of the Amended Plat of Lots 1, 2, 3, 4, and 5 of Sunshine; Section 7, Township 30 North, Range 20 West, P.M.M., Flathead County.

Persons may testify at the hearings or submit written comments prior to the meetings. Written comment may be sent to Columbia Falls City Hall, Attention: City Clerk, 130 6th Street West, Columbia Falls, MT 59912. For more information call Eric Mulcahy, Columbia Falls City Planner at 406-755-6481.

DATED this 9th day of May, 2025

/s/Eric Hanks
Eric Hanks, City Manager/Planning & Zoning Administrator
COLUMBIA FALLS PLANNING COMMISSION

May 25, 2025
MNAXLP

STATE OF MONTANA

FLATHEAD COUNTY

AFFIDAVIT OF PUBLICATION

DARLENE TREWEEK BEING DULY SWORN, DEPOSES AND SAYS: THAT SHE IS THE LEGAL CLERK OF THE **DAILY INTER LAKE** A DAILY NEWSPAPER OF GENERAL CIRCULATION, PRINTED AND PUBLISHED IN THE CITY OF KALISPELL, IN THE COUNTY OF FLATHEAD, STATE OF MONTANA, AND THAT **NO.** 31262

LEGAL ADVERTISEMENT WAS PRINTED AND PUBLISHED IN THE REGULAR AND ENTIRE ISSUE OF SAID PAPER, AND IN EACH AND EVERY COPY THEREOF ON THE DATES OF May 25, 2025

AND THE RATE CHARGED FOR THE ABOVE PRINTING DOES NOT EXCEED THE MINIMUM GOING RATE CHARGED TO ANY OTHER ADVERTISER FOR THE SAME PUBLICATION, SET IN THE SAME SIZE TYPE AND PUBLISHED FOR THE SAME NUMBER OF INSERTIONS.

Darlene Treweek

Subscribed and sworn to
Before me this May 25, 2025

Dorothy I. Glencross

Dorothy I. Glencross

Notary Public for the State of Montana
Residing in Kalispell
My commission expires 9/12/2025

DOROTHY I GLENCROSS
NOTARY PUBLIC for the
State of Montana
Residing at Kalispell, Montana
My Commission Expires
September 12, 2025

DOROTHY I GLENCROSS NOTARIAL SEAL STATE OF MONTANA

Planning Department

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

PHONE (406) 892-4391

FAX (406) 892-4413

May 23, 2025

Re: Public hearing notice for a Zone Change/Zoning Map Amendment at 2155 9th Street West, Columbia Falls.

Dear Adjacent Property Owner:

Our records indicate that you are the owner of property within 150-feet of the proposed project.

As the Planning Staff for the Columbia Falls Planning Jurisdiction, I am writing to provide you with a notice of a public hearing that involves a request from 2155 Columbia Falls LLC. The application is a Zone Change request for the north half of the property from CI-1 (Light Industrial) to CB-2 (General Business) matching the southern half of the property

If you have questions or comments concerning this matter, please call, visit or write me at City Hall. For written comment to be included in the Planning Commission packet, it needs to be submitted to the City Clerk, 130 6th Street West, Columbia Falls, MT 59912 no later than Thursday June 5th or by email: staalandb@cityofcolumbiafalls.com. Written or emailed comment may be provided up to 5:00 pm on the day of the hearing, it will just be passed out at the hearing. You are also invited to present verbal or written testimony during the public hearing on June 12th, 2025.

Sincerely,

Eric H. Mulcahy

Eric H. Mulcahy, City Planner

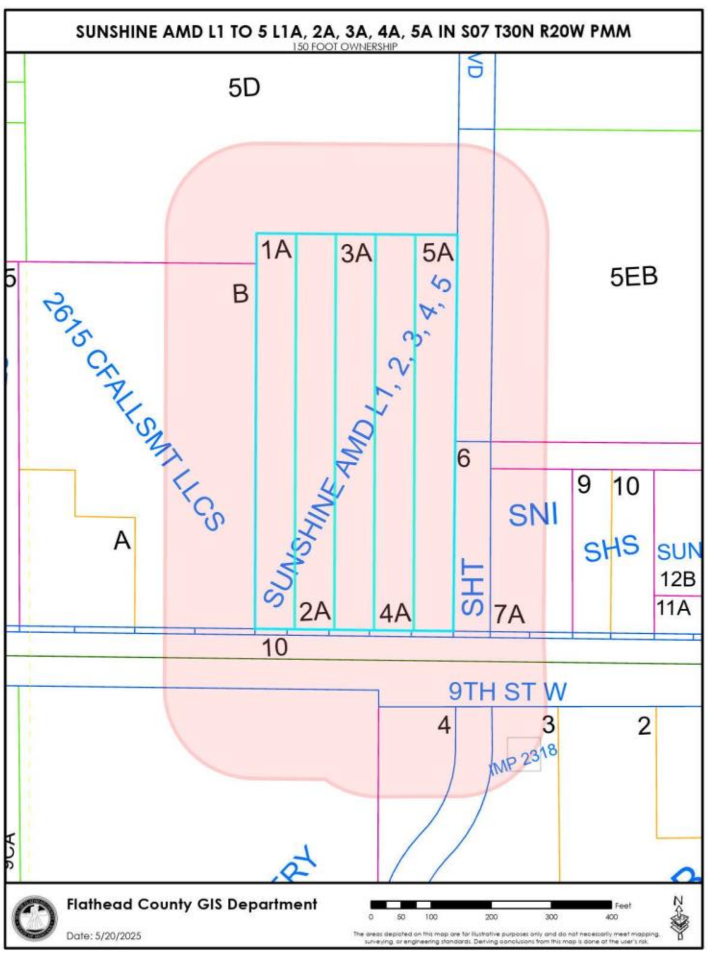
CITY OF COLUMBIA FALLS

NOTICE OF PUBLIC HEARINGS

The Columbia Falls Planning Commission will hold a public hearing for the following item at their regular meeting on Thursday, June 12, 2025 at 6:00 p.m. at the Council Chambers of City Hall, 130 6th Street West, Columbia Falls, Montana. The Columbia Falls City Council will hold a subsequent hearing on Monday, July 7, 2025 starting at 7:00 p.m. in the same location.

A zone change request from the existing CI-1 (Light Industrial) to CB-2 (General Commercial):

The 2155 Columbia Falls LLC is requesting a zone change (Map Amendment) for the north half of the property from the present CI-1 (Light Industrial) zoning designation to the CB-2 (General Business) zoning designation. The southern half of the property is already zoned CB-2. The property is the site of the Lazy Day Trailer Park and is addressed as 2155 9th Street West Columbia Falls, MT 59912. The property is described as Lots 1A, 2A, 3A, 4A, and 5A of the Amended Plat of Lots 1, 2, 3, 4, and 5 of Sunshine; Section 7, Township 30 North, Range 20 West, P.M.M., Flathead County.



Dear Ms. Staaland,

The Montana Department of Transportation (MDT) staff received your Public Hearing Notice for a Zone Change/Zoning Map Amendment at 2155 9th Street West, Columbia Falls. The Developer and Eric Mulcahy have also contacted MDT Kalispell Area staff concerning this property concerning development. MDT is not opposed to the zoning change.

The MDT Kalispell Area staff provided the comments below to Mr. Mulcahy.

Thank you for contacting the Montana Department of Transportation (MDT) regarding the zone change at 2155 9th Street West (US 2) in Columbia Falls. It appears that a review of the parcel's access and/or a change of use approach permit will need to be requested for this proposal.

MDT is concerned with the impact new development will have on the highway system. The number of additional vehicular trips the development will generate is the specific concern. Approaches to the highway system should be kept to a minimum to help facilitate safe traffic flow by reducing conflict points. Access to the highway may not be granted when reasonable access can be obtained from a lower classified roadway. If deemed necessary, this proposal may be sent through MDT's Systems Impact process for review.

Any new access or change in use of an existing access requires an approach permit to be approved by the MDT. The development would need to complete a Driveway Approach Application and an Environmental Checklist, found online at https://app.mdt.mt.gov/mntencr/. Any utility work within the highway right-of-way will require review and approval through MDT's electronic permitting process, known as the Utility Permitting Administration System (UPAS). Refer to this webpage for further information http://mdtupas.com/.

If you have any questions concerning these comments you can contact the MDT Kalispell Staff. They are copied on this email.

Thank you for the opportunity to comment.

Jean

Jean A. Riley, P.E.

Transportation Planning Engineer

Policy, Program & Performance Analysis Bureau

Montana Dept. of Transportation

406-444-9456

CITY OF COLUMBIA FALLS
CITY PLANNING COMMISSION MEETING MINUTES
HELD JUNE 12 2025

REGULAR MEETING – 6:00 PM.

President Fisher called Meeting to order at 6:00 PM

PRESENT: President Fisher, Vice President Ping, Commissioner Johnson, Commissioner Kavanagh

ABSENT: Commissioner Berube

Also present: City Manager Hanks, City Planner Mulcahy, City Attorney Breck (via Zoom), Public Works Clerk Sobczak

APPROVAL OF MINUTES:

Approval of May 8, 2025 Regular Meeting Minutes

Motion made by Kavanagh to approve the May 8, 2025 minutes as presented, Seconded by Johnson. Motion carried with all Commissioners present voting AYE

VISITOR OR PUBLIC COMMENT: (An opportunity for the Public to comment on any items not on tonight's agenda)

No public comment was presented.

PUBLIC HEARINGS AND ACTION:

A zone change request from the existing CI-1 (Light Industrial) to CB-2 (General Commercial):

City Planner Mulcahy presented a zone change request for the property located at 2155 9th Street West, commonly known as the Lazy Days Mobile Home Park. The request seeks to change the zoning of the northern half of the property from CI-1 Light Industrial to CB-2 General Business, aligning it with the existing CB-2 General Business zone of the southern half.

The property is currently split-zoned, with the southern half designated CB-2 and the northern half as Light Industrial. This split zoning has existed for at least 30 years.

The existing manufactured home park is a legal non-conforming use under current requirements.

Senate Bill 245, passed in 2023, allows residential and multifamily uses in commercial zones, leading to updates in the local zoning code.

The new owners are in the process of converting the property to a different commercial use and are requesting the zone change to achieve a single, consistent zoning classification (CB-2) for the entire parcel, which is a recommendation in the zoning ordinance to avoid complications with site development.

Adjacent zonings include Light Industrial to the north, CB-2 to the south (Super 1, AutoZone), CRA-1 (multifamily) to the east (an assisted living facility), and B-2 (Flathead County) to the west. The property is located within the city limits, specifically as the westernmost property.

The City's Growth Policy, which guides zoning, designates the entire property as commercial, supporting the proposed CB-2 zone.

Staff reviewed the request against the 12 criteria outlined in the City Zoning Ordinance, finding compliance with the Growth Policy. The change from a light industrial zone to a business zone, both intensive classifications, was noted as having no significant emphasis on local services or general welfare. The property is located at the intersection of Meadowlake Boulevard and Highway 2.

Potential transportation impacts were noted due to the property's location at the intersection of Meadowlake Boulevard and Highway 2. The Montana Department of Transportation (MDOT) will require a study to determine appropriate access approaches when the property converts to a new use, as transportation situations will definitely change. Otherwise, the zone change complies with the 12 criteria, which are the sole focus for such decisions.

Staff acknowledged the sensitive nature of converting a manufactured home park, which provides attainable housing, but emphasized that the decision must be based strictly on established criteria and growth policies, not the specific future use.

Staff recommended adopting the findings of fact from Staff Report #CZC-25-02 and approving the zone change.

The public hearing was opened at 6:08 PM. No proponents for the project came forward, and no members of the public offered comments. The public hearing was subsequently closed at 6:08 PM.

Commission members discussed the request, noting the procedural aspects and the benefit of consolidating the split zoning. Commissioner Johnson expressed initial difficulty in making a decision without knowing the specific future use but acknowledged the procedural understanding and the allowance for mixed-use projects under new legislation. Commissioner Kavanagh agreed that consolidating the split zoning made sense. President Fisher noted that while applications typically have a clear plan, this change was still logical.

A motion was made by Commissioner Johnson to adopt Staff Report #CZC-25-02 as findings of fact. Seconded by Vice President Ping. A roll call vote was performed and the motion passed with all Commissioners present voting AYE.

A motion was made by Vice President Ping to recommend approval of the Zone Change to City Council. Seconded by Commissioner Kavanagh. A roll call vote was performed and the motion passed with all Commissioners present voting AYE. City Council will hear this Zone Change on July 7, 2025.

A brief discussion was held regarding the ongoing housing study, the Montana Land Use Planning Act (MLUPA), and related initiatives. City Planner, confirmed that he and City Manager Hanks had a meeting about this prior to the current meeting. Their goal is to engage a planning consultant within the next couple of months to assist with these significant initiatives, including participation in the new land use plan. Additionally, a contract for water and sewer PERs (Preliminary Engineering Reports) is being prepared for City Council approval, which will help feed into the planning process, though this contract has not yet been approved. President Fisher noted that some other cities in the State appear to be further along in this process, and he has been observing their progress and surveys. City Planner Mulcahy mentioned are only a handful of consultants in Montana capable of handling this work, and many have been assisting other cities.

A motion to adjourn was made by Commissioner Johnson and seconded by Vice President Ping. The motion carried with all Commissioners present voting AYE.

ADJOURNMENT – Meeting duly adjourned at 6:15 PM

President

Attest:

Public Works Clerk

COLUMBIA FALLS
MONTANA

City Council
Agenda Item Summary

Title: Preliminary Budget Hearing – Special Revenue Funds
Resort Tax Fund, Special Lighting District, Special Street Maintenance District, and Gas Tax

Date: July 7, 2025

Staff Contact: City Manager Hanks

AGENDA ITEM SUMMARY: Preliminary Budget presentation for select Special Revenue Funds, including:

- 2100: Resort Tax Fund
- 2400: Special Lighting District Fund
- 2500: Special Street Maintenance District Fund
- 2820: Gas Tax Fund

Resort Tax Fund: (City Municipal Code – 3.20)

- Background:
  - April 2019 - Montana Department of Commerce designated Columbia Falls a qualifying resort community under state law - tourism-based economy and population size.
  - June 2020 - Voters approved a 3% resort tax authorizing a 20-year implementation period, with revenue allocations set: 55% public safety, 25% property tax relief, 14% infrastructure, 5% business collection reimbursements, and 1% city administration.
  - October 2021 – Revenue collection began and will continue through September 2040.
  - Resort Tax Collection History:
    - FY25 - $1,573,737; FY24 - $1,412,783; FY23 - $1,435,827; FY22 - $518,453
  - Resort Tax Rebate History:
    - **FY26 - $441,480 ($37,102 excess)**; FY25 - $371,785; FY24 - $847,925 ($637,960 excess); FY23 - $136,435

- FY25 Resort Tax Analysis

Total FY25 Revenue	**$1,656,565.46**
Less: 5% Business Admin Fee	$82,828.27
Total City Collections	**$1,573,737.19**
Less: FY24-25 Budgeted Revenues	$1,536,635.00
Excess Revenue for Tax Relief[1]	**$37,102.19**
Total Revenue for Distribution Calculation[2]	*$1,619,463.27*
Public Safety - 55%	$889,630.79
Other Infrastructure - 14%	$226,451.47
City Admin - 1%	$16,175.11
FY26 City Annual Appropriation or Reserve	**$1,133,624.29**
Tax Relief - 25%	$404,377.63
Excess Revenue for Tax Relief	$37,102.19
FY26 Total Tax Relief	**$441,479.82**

[1] Per state law, all excess collections above budget are added to tax relief
[2] Distribution Calculation is 100% of the projected budget or actual total revenue, whichever is less.

- FY26 Appropriations:
  - Public Safety – **$889,631**
    - $323,880 3x Police Officers (fully burdened costs)
    - $255,393 2.25x Fire Fighters (fully burdened costs)
    - $90,000 Police Vehicle (annual purchase)
    - $20,000 Debt Payment for Fire Engine
    - $200,358 Reserve Cash (+$212,927 from FY24) = $413,285 available for future
  - Infrastructure – **$226,451**
    - Options presented in future budget presentation, including capital improvements to Parks, Pool, Sidewalks, Roads, Facilities, etc.
    - FY25 Reserve Cash – $302,182 (+FY26 - 226,451) = **$528,633**
  - City Administration – **$16,175**

- FY26 Budget Projections:

Total Resort Tax Collections	$1,736,842
Less: 5% kept by business	$86,842
Net to City for Distribution	**$1,650,000**
City Distribution:	
Public Safety - 55%	$955,263
Other Infrastructure - 14%	$243,158
City Admin - 1%	$17,368
Tax Relief - 25%	$434,211
Total - City Distribution	**$1,650,000**

STAFF RECOMMENDATION: Upon review of the Final Budget, approve FY26 Resort Tax Appropriations and Budget Projections.

<u>Special Street Lighting District Fund:</u> (Montana Code Annotated 7-12-43)

- <u>Background:</u>
  - City of Columbia Falls established a Special Lighting District in 1949 to fund and maintain Street Lighting.
  - Revenues are collected according to linear feet along lighted roadways within the district
    - FY25 Rate <u>$0.126423/linear ft</u> for a total revenue of <u>$30,049/yr</u>
    - Rates have remained unchanged since FY19; City staff recommend to maintain the current rate for FY26.
  - City Municipal Code 17.14.130 - Street lights shall be installed at each street intersection, and at intermediate locations on blocks longer than 500 feet.
    - Note: Existing properties and neighborhoods must vote to join the Special Lighting District.
- <u>Analysis:</u>
  - Electric utility expenses for street lighting average $31,000/yr
  - Limited maintenance funds are needed for bulb replacement, pole damage, etc.
  - City Staff recommends a street light addition at 3rd Ave E and Hwy 2. Staff will re-engage property owners to determine their interest. Engineering design is complete.

STAFF RECOMMENDATION: Upon review of the Final Budget, levy Street Lighting District special assessment rate at $30,049.

<u>Special Street Maintenance District Fund</u>: (Montana Code Annotated 7-12-44)

- <u>Background:</u>
  - City of Columbia Falls established a Special Street Maintenance District to fund and maintain Street Maintenance. Historically, the fund has been insufficient to adequately maintain the City's streets.
    - FY10-19, the levy remained unchanged at $301,000
    - FY20-23, the levy increased to $316,000
    - FY24, the City Staff recommended a 4.4% increase with a projected 5% increase per year for the following four years (FY25-FY28).
      - FY25 - $346,500; **FY26 - $363,825;** FY27 - $382,016; FY28 - $401,117
  - Revenues are collected according to square footage for properties along City streets.

- <u>Analysis:</u>
  - Streets Maintenance District's expenditure budget is greater than $600,000/yr
    - Supplemented by the Gas Tax Fund and General Fund
  - <u>FY26 Projects</u> – Street Assessment is ongoing; street prioritized plan will be presented in Fall '26.

STAFF RECOMMENDATION: Upon review of the Final Budget, levy Special Street Maintenance District special assessment rate at $363,825.

<u>Gas Tax Fund</u>: (Montana Code Annotated 15-70-101)

- <u>Background:</u>
  - City receives a monthly disbursement for a share of state fuel-tax collections based on a road-mileage/population formula. Funds can be used for construction, reconstruction, maintenance and repair of streets and alleys.
  - FY26 budget projection is **$230,477**
    - FY25 - $224,389; FY24 - $235,306; FY24 (special one-time) - $196,574; FY23 - $93,346; FY22 - $100,141

STAFF RECOMMENDATION: Gas Tax Fund presentation is for information purposes only.

HISTORY – SPECIAL MAINTENANCE DISTRICTS

STREET MAINTENANCE DISTRICT City-Wide Square Footage		LIGHTING DISTRICT Front Footing / Specified Areas	
FY 87/88	$78,000 New/Creation	FY 87/88	$10,349
FY 88/89	$ 74,315	FY 88/89	$14,200
FY 89/90	$ 77,999	FY 89/90	$16,000
FY 90/91	$ 75,000	FY 90/91	$11,000
FY 91/92	$105,000	FY 91/92	$12,000
FY 92/93	$105,000	FY 92/93	$ 9,000
FY 93/94	$110,000	FY 93/94	$12,000
FY 94/95	$100,000	FY 94/95	$11,000
FY 95/96	$110,000	FY 95/96	$14,500
FY 96/97	$136,000	FY 96/97	$14,500
FY 97/98	$152,000	FY 97/98	$14,500
FY 98/99	$152,000	FY 98/99	$14,500
FY 99/2000	$162,990	FY 99/2000	$15,500
FY 00/01	$181,281	FY 00/01	$15,500
FY 01/02	$194,500	FY 01/02	$15,800
FY 02/03	$194,800	FY 02/03	$15,800
FY 03/04	$212,000	FY 03/04	$32,500
FY 04/05	$228,245	FY 04/05	$31,500
FY 05/06	$234,813	FY 05/06	$27,500
FY 06/07	$258,260	FY 06/07	$33,000
FY 07/08	$279,420	FY 07/08	$40,000
FY 08/09	$310,000	FY 08/09	$40,000
FY 09/10	$310,000	FY 09/10	$40,000
FY 10/11	$301,000	FY 10/11	$40,000
FY 11/12	$301,000	FY 11/12	$40,000
FY 12/13	$301,000	FY 12/13	$40,000
FY 13/14	$301,000	FY 13/14	$40,000
FY 14/15	$301,000	FY 14/15	$40,000
FY 15/16	$301,000	FY 15/16	$33,928
FY 16/17	$301,000	FY 16/17	$33,928
FY 17/18	$301,000	FY 17/18	$33,928
FY 18/19	$301,000	FY 18/19	$33,349
FY 19/20	$316,000	FY 19/20	$30,049
FY 20/21	$316,000	FY 20/21	$30,049
FY 21/22	$316,000	FY 21/22	$30,049
FY 22/23	$316,000	FY 22/23	$30,049
FY 23/24	$330,000	FY 23/24	$30,049
FY24/25	$346,500	FY 24/25	$30,049

302 – Street Maintenance District
= $0.008588700 per sq. ft.
40,343404.52 Square Footage

301 – Special Lighting District
= $0.12642300 per front foot
237,686.17 Front Footage

Please Return to:
City of Columbia Falls
130 6th St. W.
Columbia Falls, MT 59912

ORDINANCE NO. 834

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COLUMBIA FALLS, MONTANA, AMENDING THE COLUMBIA FALLS ZONING MAP FROM CI-1 LIGHT INDUSTRIAL TO CB-2 GENERAL BUSINESS AT THE LAZY DAY TRAILER PARK LOCATED AT 2155 9TH STREET WEST IN COLUMBIA FALLS FURTHER DESCRIBED AS LOTS 1A, 2A, 3A, 4A, AND 5A OF THE AMENDED PLAT OF LOTS 1, 2, 3, 4, AND 5 OF SUNSHINE SE1/4SW1/4, SECTION 7, T30N, R20W, P.M.M., FLATHEAD COUNTY, MONTANA.

WHEREAS, Windsor Engineers, Jack Dougherty, PE, of 27300 NE 10th Avenue, Ridgefield, WA 98642, the applicant, has requested an amendment to the Columbia Falls zoning map to change the zoning from the current CI-1 Light Industrial to CB-2 General Business at the Lazy Day Trailer Park located at 2155 9th Street West in Columbia Falls, Montana, further described as Lots 1A, 2A, 3A, 4A, and 5A of the amended plat of Lots 1, 2, 3, 4, and 5 of Sunshine SE1/4SW1/4, Section 7, T30N, R20W, P.M.M., Flathead County, Montana.

WHEREAS, the Columbia Falls Planning Department, on May 28, 2025 in Staff Report CZC-25-02, recommended approval of the requested zoning amendment; and

WHEREAS, said request was considered by the Columbia Falls City Planning Commission in a public hearing at its regularly scheduled meeting on Thursday, June 12, 2025, at which the Commission adopted Staff Report CZC-25-02 as Findings of Fact and recommended approval of the requested zoning map amendment; and

WHEREAS, a hearing on the Zoning Map Amendment was held by the City Council of the City of Columbia Falls, Montana, at a regular meeting on Monday, July 7, 2025, after said hearing was advertised according to law; and at said hearing on said date, the City Council considered the recommendation of the Planning Commission, the report of the Columbia Falls Planning Commission, together with any and all comments filed or voiced with respect to said change; and

WHEREAS, the City Council has determined that the zoning map amendment request is in the best interest of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA FALLS, MONTANA AS FOLLOWS:

Section One. Findings of Fact: That the Columbia Falls Planning Commission Report #CZC-25-02, dated May 28, 2025 is hereby adopted by the Council as findings of fact with respect to said zoning map amendment request.

Section Two. Change in Zoning Classification: That the requested zoning map amendment on property presently zoned CI-1 Light Commercial be changed to CB-2 General Business at the Lazy Day Trailer Park located at 2155 9th Street West in Columbia Falls, Montana, further described as Lots 1A, 2A, 3A, 4A, and 5A of the amended plat of Lots 1, 2, 3, 4, and 5 of Sunshine SE1/4SW1/4, Section 7, T30N, R20W, P.M.M., Flathead County, Montana.

Section Three. The Council finds that the proposal complies with the Columbia Falls City Growth Policy.

Section Four. Inconsistent Provisions: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section Five. Severability: The provisions of this Ordinance are severable. If any provision of this Ordinance is held invalid, such invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision.

Section Six. Effective Date: This Ordinance shall become effective thirty (30) days after its final passage and approval by the City Council of the City of Columbia Falls, Montana.

PASSED AND APPROVED BY THE CITY COUNCIL OF COLUMBIA FALLS, MONTANA THIS 7TH DAY OF JULY, 2025, THE COUNCIL VOTING AS FOLLOWS:

____

City Clerk

APPROVED BY THE MAYOR OF COLUMBIA FALLS, MONTANA THIS 7TH DAY OF JULY, 2025.

____

Mayor

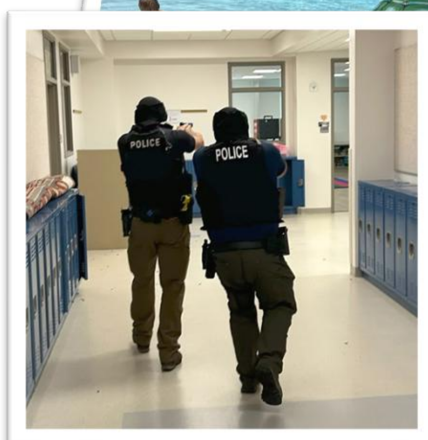
ATTEST:

____

City Clerk

COLUMBIA FALLS

City Manager's Report



Active Shooter Training and Parks and Pool Operations

City Calendar

7 July: City Council Regular Mtg
- ***Public Hearing*** - Zone Change 130 6th St W
- ***Public Hearing*** - Preliminary Budget

21 July: City Council Regular Mtg
- *Council Budget Workshop – Council Priorities, Final Thoughts (6 PM)*
- ***Public Hearing*** - Preliminary Budget

4 Aug: City Council Regular Mtg
- ***Public Hearing*** - Preliminary Budget

18 Aug: City Council Regular Mtg
- ***Public Hearing*** - Final Budget and Levies

Staff Highlights

City Manager
•FY26 Departmental Budget Development
•Gateway to Glacier Safety & Mobility Project
•Flathead County Jail Open House

Public Works & Planning
•Water System – Horine Well Repairs
•Swimming Pool Repairs
•5 Year Dam Inspection
•WWTP Expansion and Modernization Project
•Water & Sewer PERs (SB382)
•Gateway to Glacier Safety & Mobility Project
•Sidewalk and Parking Improvements - Phase 2
•Dam Inspection and 5 Year Permit

Police
•Active Shooter Training with School District

Fire
•Ongoing annual hydrant flow testing

Finance & Admin
•FY25 Budget Closeout
•FY26 Budget Prep
•Audit

City Manager Report

Item No.15.

- **City Council Election – November 4, 2025**
  - Candidate Preparation Sessions to support a well-informed election process. Candidates can contact the City Manager to schedule a session.
    - Equal Access: Same opportunity for all candidates
    - Set Agenda with publicly accessible information:
      - Budget Overview and Strategic Plans
      - Organizational Chart, City Staff functions, and City Calendar
      - Public Interest Items (MT Land Use Planning Act, Upcoming Construction Projects, Local Government Review, etc.)

- **Council and Community Inquiries**
  - Gateway to Glacier Safety & Mobility Project (*www.columbiafallsgatewaytoglacier.com*) Increasing public interest concerning impacts to the right of way in vicinity of residences
    - **Advertise for bids in Oct; Open House in Nov/Dec; Construction in Mar 2026**
    - Letters to impacted property owners requesting Temporary Construction Easements in the upcoming weeks
    - City staff is available to meet with individual residents

- **Budget: FY2025 Execution and FY2026 Development**
  - FY25 – Ongoing closeout of FY25 4th Quarter execution and closeout
  - FY26 – Preparing Budget and Levy Schedule
    - General Mill Levy including Resort Tax Offset
    - Permissive Medical Levy
    - Street Maintenance and Special Lighting District
  - City Contracts Comprehensive Review simultaneous to Budget Development

- **League of Cities and Montana Municipal Interlocal Authority**
  - MT League of Cities Annual Conference – Oct 15-17 – Billings

COLUMBIA FALLS
MONTANA

Budget Plan of Action & Milestones

Foster a fiscally responsible and forward-thinking community by embracing an incremental budgeting approach that ensures the continuity and enhancement of essential municipal services. The City is committed to strategically investing in capital improvements that strengthen our infrastructure, prioritizing public safety and public health, and maintaining the high level of service our residents expect and deserve.

17 Apr	Department Budget Worksheets
5 May	Council Regular Session – Budget Action Plan
28-15 May	Staff Budget Development
14 May	Staff Insurance Committee
19 May/6PM	Council Budget Workshop (FY25-26 Budget Goals, Priorities)
19 May	Council Regular Session
2 Jun/6PM	Council Personnel Committee
2 Jun	Council Regular Session
5 Jun/5PM	Council Public Works Committee
5 Jun/6PM	Council Public Safety Committee
16 Jun/6PM	Council Parks and Rec Committee
16 Jun	Council Regular Session
16 Jun	Notification of Public Hearing
7 Jul	Council Public Hearing for Preliminary Budget
21 Jul/6PM	Council Workshop (Final Budget Thoughts and Council Priorities)
21 Jul	Council Public Hearing for Preliminary Budget (Possible Adoption)
4 Aug	Certified Tax Values Received
4 Aug	Council Public Hearing for Budget
18 Aug	Council – Final Budget and Levies (Possible Adoption)
NLT 30 Sep	Budget Submission

May

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

June

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

July

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

August

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Columbia Falls Fire Department Incident Breakdown

Item No.16.

2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	2025
Dispatches	**33**	**29**	**24**	**33**	**26**	**23**							**168**	**Dispatches**
ALS Medical Total	0	3	0	1	0	0							4	ALS Medical Total
BLS Medical Total	16	9	8	15	12	7							67	BLS Medical Total
Medical CPR	0	2	0	1	0	0							3	Medical CPR
Medical ALS	0	1	0	1	0	0							2	Medical ALS
Medical BLS	5	5	2	4	4	2							22	Medical BLS
Medical Lift Assist	3	4	2	6	2	2							19	Medical Lift Assist
MVA with injury	4	0	2	1	2	2							11	MVA with injury
Extrication	0	0	0	0	0	0							0	Extrication
Ambulance Driver	0	0	0	1	0	0							1	Ambulance Driver
MVA non injury	4	0	0	4	4	1							13	MVA non injury
Airport Emergency	0	0	0	0	0	0							0	Airport Emergency
Traffic Control	0	0	0	0	0	0							0	Traffic Control
HazMat	4	0	0	2	1	2							9	HazMat
Hazardous Conditions	4	0	0	3	2	2							11	Hazardous Conditions
CO	0	0	0	0	0	0							0	CO
Gas Leak/Odor inside	2	0	0	0	1	0							3	Gas Leak/Odor inside
Gas Leak/Odor outside	2	0	0	0	0	1							3	Gas Leak/Odor outside
Powerline	0	0	0	3	1	0							4	Powerline
Other	0	0	0	0	0	1							1	Other
Service	0	1	0	1	0	1							3	Service
Good Intent	1	1	3	0	2	1							8	Good Intent
Fire Alarm	1	1	0	1	1	2							6	Fire Alarm
False Alarm	1	2	1	0	0	0							4	False Alarm
Illegal burn	0	0	2	1	1	1							5	Illegal burn
Smoke Investigation, outside	0	0	0	0	0	0							0	Smoke Investigation, outside
Smoke Investigation, inside	0	0	0	0	0	0							0	Smoke Investigation, inside
Cancelled enroute	6	3	9	3	4	9							34	Cancelled enroute
Fire, residential	4	2	1	0	1	0							8	Fire, residential
Fire, chimney	0	2	0	0	0	0							2	Fire, chimney
Fire, commercial	0	3	0	1	0	0							4	Fire, commercial
Fire, vehicle	0	1	0	0	1	0							2	Fire, vehicle
Fire, vegetation, grass	0	0	0	1	0	0							1	Fire, vegetation, grass
Fire, vegetation, wildland	0	0	0	0	1	0							1	Fire, vegetation, wildland
Dispatch Totals	33	29	24	33	26	23							**168**	**Dispatch Totals**
Structure fires (In District)	1	4	0	1	0	0							6	Structure fires
Structure fires (Mutual aid)	3	1	1	0	1	0							6	
Acres burned	0	0	0	0.5	0	0							0.5	Acres burned

Columbia Falls Fire Department
2025 Runs

Item No.16.

	Jan	Feb	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	Total	2025
calls	33	29	24	33	26	23							168	
Weeks	20	19	10	13	13	9							84	50.00%
Peterson	15	11	6	9	7	9							57	33.93%
Smith, R.	19	13	9	11	6	10							68	40.48%
Thomas	18	8	9	12	5	9							61	36.31%
Ross	16	14	3	6	3	2							44	26.19%
Loughery	5	4	1	2	2	4							18	10.71%
Smith, K.	5	1	10	3	10	6							35	20.83%
Arnold	10	7	8	11	12	7							55	32.74%
Perkins	5	4	6	3	4	3							25	14.88%
Willcut	8	9	7	6	10	9							49	29.17%
Woodruff	8	8	7	14	9	5							51	30.36%
Shanks	4	2	1	3	1	4							15	8.93%
Bates	1	0	1	4	2	1							9	5.36%
Stuhler	11	4	7	3	3	4							32	19.05%
Schrader	3	6	1	2	2	1							15	8.93%
Grogan	0	0	9	27	26	18							80	47.62%
Dickerson	4	1	1	2	1	0							9	5.36%
Butts	7	6	3	1	3	8							28	16.67%
Hogan	10	9	9	15	14	12							69	41.07%
Kehl	4	2	3	2	0	3							14	8.33%
Vessels	15	20	10	20	5	6							76	45.24%
Kienas	12	14	13	20	23	12							94	55.95%
Johnson	14	11	6	7	5	8							51	30.36%
Jost	6	19	8	19	9	6							67	39.88%
Atchley	1	2	0	0	0	0							3	1.79%
Thorsteinson	5	6	6	6	3	2							28	16.67%
Weber	2	6	1	3	1	0							13	7.74%
Mainolfi						7								
			#1 month		#2 month		2025 #1					Average:	47	28.02%

	Jan	Feb	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	Calls YTD 2025	
Total calls	33	29	24	33	26	23							168	
Rural	19	15	17	23	11	10							95	56.55%
City	14	14	7	10	15	13							73	43.45%
Mutual Aid Received	1	4	0	1	0	0							6	3.57%
Mutual Aid Given	3	1	1	1	3	1							10	5.95%
Medical & MVA	16	12	8	16	12	7							71	42.26%

Columbia Falls Fire Department
June 2025 Inspections

Item No.16.

Business Name	Address	Date Inspected	Reinspection Date
Montna Treehouse Retreat	2215 Dillon Rd	6/2/2025	N/A
Bloominati	3585 Hwy 40	6/5/2025	N/A
Lisa Taylor	11 Karen Rd	6/9/2025	6/26/2025
Ranger Joes Pizza	28 Scout Lane	6/11/2025	N/A
Potters Field Properties	1022 9th St W	6/11/2025	
Laura Branson	661 8th Ave EN #12	6/18/2025	N/A
Laura Branson	661 8th Ave EN #13	6/18/2025	N/A
Laura Branson	661 8th Ave EN #14	6/18/2025	N/A
Tacoholic Food Truck	Mobile	6/25/2025	N/A
Awesome Blossom	145 Falcon Lane	6/26/2025	N/A

Item No.17.

Columbia Falls Police Department
Monthly Activity Report
June 2025

Police	June					5 Year Average
	2025	2024	2023	2022	2021	
Arrests (Total)	30	37	No Stats	18	27	28
Adult	27	35	For	18	25	26
Juvenile	3	2	This	0	2	2
Accidents Investigated	19	21	Year	12	22	19
Stolen Property (Value)	9040	545	-	5097	26152	10209
Stolen Property (Recovered)	9000	39	-	117	26000	8789
Criminal Mischief (Incidents)	1	4	-	5	1	3
Damage Amount	500	550	-	1081	50	545
Misdemeanor Citations Issued	174	292	-	98	346	228
Traffic Offenses	158	242	-	89	337	207
Cell Phone Viol.	2	20	-	0	7	7
DUI Offenses	8	16	-	1	12	9
Drug Offenses	3	0	-	3	0	2
Traffic Stops	249	412	-	151	474	322
Court Fines and Forfeitures	22,700	22,864	-	19,365	32,510	24360
Miles patrolled	7,468	7,965	-	-	8644	8026
911 Phone Calls	321	203	-	95	151	193
Incident Reports	979	1046	-	795	1213	1008
Domestic Abuse/Assault	27	37	-	32	29	31
Felony Investigations	9	6	-	4	6	6
Business Check	81	85	-	44	75	71
Welfare Checks	14	15	-	15	19	16
Citizen Assist	52	58	-	62	61	58
Agency Assist	29	30	-	31	33	31

CITY OF COLUMBIA FALLS
CORRESPONDENCE LIST
COUNCIL MEETING
July 7, 2025

June 16, 2025 – Letter from DEQ-Notification of New PFAS Monitoring Requirements.

June 27, 2025 – Letter from Community Action Partnership of Northwest Montana.

Montana Department of Environmental Quality

June 6, 2025

BARB STAALAND
COLUMBIA FALLS CITY OF
130 6TH STREET WEST
COLUMBIA FALLS MT 59912

RECEIVED
JUN 16 2025
CITY OF COLUMBIA FALLS

RE: Notification of New PFAS Monitoring Requirements; Columbia Falls City Of MT0000181

Dear Barb Staaland,

This letter is to inform you about the newly announced Per- and Polyfluoroalkyl Substances (PFAS) initial monitoring requirements under the final National Primary Drinking Water Regulation (40 CFR Part 141 Subpart Z). PFAS have been linked to serious health risks, including cancer, hormonal disruption, liver disease, and pregnancy-related complications. All community and non-transient, non-community systems (NTNC) are required to monitor for PFAS at the entry points to their distribution system. Initial monitoring is based on each system's specific water source and/or the population served.

Columbia Falls City Of is required to collect two samples at each entry point to the distribution system by March 31, 2027.

You may begin sampling now; however, in developing your PFAS sampling plan, please keep in mind that samples must adhere to all the guidelines and timeline outlined below:

- Sampling Locations:
  WL002 EP502 WELL 1 OLD LP GWIC 85576
  WL007 EP507 WELL 2 CLARE PARK GWIC 278032
  WL008 EP508 WELL 3 HORINE PARK GWIC 309486
- Sampling Frequency: Two (2) samples must be collected at each entry point, 5 to 7 months apart.
- Timeline: All entry point samples must be collected within a 12-month period. To comply with this schedule and avoid a monitoring violation:
  - ✓ The first sample must be collected no later than October 31, 2026.
  - ✓ The last sample must be collected by March 31, 2027.

Initial monitoring results will determine routine monitoring requirements that begin on April 1, 2027. System with incomplete or elevated results will be required to sample quarterly. Satisfactory results may in once every three years sampling frequency.

C.C
City Man.
P.W.D.
City Council
BB

Community Action Partnership of Northwest Montana
CAPNM
Helping People • Improving Lives • Strengthening Communities

Item No.18.

40+ Years Proudly Serving Flathead, Lincoln, Lake and Sanders Counties.

June 4, 2025

RECEIVED
JUN 27 2025
CITY OF COLUMBIA FALLS

Main Office
214 Main Street
PO Box 8300
Kalispell, MT 59904
Phone: 406-752-6565
Fax: 406-752-6582

Outreach Offices
933 Farm to Market Rd.
Suite B
Libby, MT 59923
Phone: 406-293-2712
Fax: 406-293-2979

110 Main Street
PO Box 132
Polson, MT 59860
Phone: 406-883-3470
Fax: 406-883-3481

HRDC District 10

www.capnm.net

Dear City Council Member of our Community:

We are writing to reach out to you as a public elected official whom serves Flathead County and is familiar with the needs of the community-at-large with an interest in helping people, improving lives, and strengthening our community. CAPNM has a tripartite board which requires one board seat be held by a public elected official from each county we serve. We currently have an open board seat in Flathead County.

In the past year, CAPNM has served over2,550 households across Flathead County by helping over 110 individuals gain the skills and training needed to obtain employment and 44 households to earn the certificate needed for USDA and FHA down payment assistance grants and loans to purchase their first home by offering home buyer education workshops.

Most recently, in addition to continuing to provide energy assistance, Section 8 housing voucher administration, weatherization and senior home repair services, CAPNM has launched an affordable full time preschool to help address community needs. Later this year CAPNM will offer a teen program for middle and high school age students in need of some direction and focus devoted to tutoring, mentoring, peer support and activities.

If your personal values include helping people on the path to self-sufficiency and alleviating poverty, we would like to ask you to consider reaching out to learn more about joining our Board of Directors.

Please contact me at (406) 752-6565 to schedule a time to discuss the details of being a CAPNM board member. I look forward to hearing from you.

Kind regards,

Tracy C Diaz

Tracy Diaz
CEO

EQUAL HOUSING OPPORTUNITY