



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

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

**CITY COUNCIL REGULAR MEETING
AGENDA
MONDAY, FEBRUARY 01, 2021
COUNCIL CHAMBERS CITY HALL**

FINANCE COMMITTEE – 6:30 P.M

(Barnhart, Piper, Shepard)

NOTE: Regular Council Meeting will be held in the Council Chambers as well as by virtual meeting to provide for social distancing and public health and safety. Council requests attendees wear masks for the health and safety of the public and the City employees and officials. Contact City Clerk Barb Staland to register for ZOOM meeting access information. Email: staalandb@cityofcolumbiefalls.com

REGULAR MEETING – 7:00 P.M.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

CONSENT AGENDA:

- 1.** Approval of Claims - February 1, 2021 - \$84,683.77
- 2.** Approval of Payroll Claims - January 22, 2021 - \$120,624.15
- 3.** Approval of January 19, 2021 Regular City Council Meeting Minutes
- 4.** Manager Excess Vacation Carryover/Compensation
- 5.** Approval of Encroachment Agreement - Carlyle Properties, LLC and City and authorize City Manager to execute

VISITORS/PUBLIC COMMENT (Items not on agenda)

NOTICE OF PUBLIC HEARINGS/PUBLIC HEARINGS:

6. NOTICE OF PUBLIC HEARINGS - FEBRUARY 9, 2021 AND MARCH 1, 2021:

The Columbia Falls City-County Planning Board will hold a public hearing for the following items at their regular meeting on Tuesday, February 9, 2021 at 6:30 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 March 1, 2021 starting at 7:00 p.m. in the same location. Both hearings will be conducted in accordance with the most current recommended and/or required public health and safety protocols in place at the time of the hearing. The City website, <https://cityofcolumbiafalls.org>, will contain updated information if there is any change to the planned hearings.

Request for a Conditional Use Permit to construct a House and Accessory Dwelling over 800 Square Feet:

Lori Bjork is requesting a Conditional Use Permit to construct a new house of 2,600 square feet and convert the existing house of 1,700 square feet into an accessory dwelling unit. The Columbia Falls Zoning Code requires a Conditional Use Permit (CUP) for Accessory Dwelling Units that exceed 800 square feet in residential zones. The 0.98 acre property is described as Assessor's Tract 3AC in SE4NW4SE4 of Section 4, Township 30 North, Range 20 West, P.M.M., Flathead County. The property is located 1550 14th Street EN but also has frontage on 13th Street EN.

Request for a Conditional Use Permit to construct an Accessory Dwelling in the existing house in the CB-2 Zoning District:

Kevin and Cindy Hooker (current owners) and Six Peaks, LLC (prospective owners) are requesting a Conditional Use Permit to convert half of the existing 1,288 square foot house into an accessory apartment. The house is located at 28 6th Street East in Columbia Falls and is zoned CB-2 (General Business). The zoning code allows Single Family Residential use as a permitted use in the CB-2 and it allows an Accessory Apartment within the same building with a Conditional Use Permit (CUP). The 6,250 square feet property is described as Lot 11, Block 45 of the Columbia Falls Townsite in Section 8, Township 30 North, Range 20 West, P.M.M., Flathead County.

Request change the zoning from CR-5 (Two Family Residential) to CRA-1 (Multi-Family Residential) in the Columbia Falls Zoning Jurisdiction:

The applicant, Toby Gilchrist, is requesting a zone change for 302 Meadow Lake Boulevard from the current CR-5 Two-Family designation to a CRA-1 Multi-Family residential designation. The vacant property is approximately 2.5 acres in size and is located approximately ¼ mile north of Highway 2 on Meadow Lake Blvd. The property is described as Assessors' Tract's 2BDAE and 2BDAA of Section 7, Township 30 North, Range 20 West, P.M.M., Flathead County.

Request for a Conditional Use Permit to construct 36 units of Apartment in the Columbia Falls Zoning Jurisdiction:

The applicant, Toby Gilchrist, is requesting a Conditional Use Permit to construct 36 units of apartments in two buildings, eighteen units in each building. The proposed two-story apartments will access Meadow Lake Blvd near the intersection with Best Way. The vacant property is approximately 2.5 acres in size and is located approximately ¼ mile north of Highway 2 at 302

Meadow Lake Blvd. The property is described as Assessors' Tract's 2BDAE and 2BDAEA of Section 7, Township 30 North, Range 20 West, P.M.M., Flathead County.

Persons are allowed to attend the hearing(s), subject to the most recent public gathering restrictions enacted by County and State agencies at or prior to the time of the hearing. Persons are encouraged to submit written comments prior to the meeting. Written comments carry the same weight as public testimony given during the hearing. Written comments may be sent to Columbia Falls City Hall, Attention: Barb Staalnd, City Clerk, 130 6th Street West, Columbia Falls, MT 59912 or via email: staalndb@cityofcolumbiafalls.com. For more information on the proposed Planned Unit Development, please call Eric Mulcahy, Columbia Falls City Planner at 755-6481.

UNFINISHED BUSINESS:

7. Continuation of Extension of Services Update

APPOINTMENTS:

- [8.](#) Approve the appointment of Clay Lundgren to the Columbia Falls City-County Planning Board/Zoning Commission for a 2 year term expiring December 31, 2022
- [9.](#) Tree Board Appointment - 3 year term ending December 31, 2023 - Matt Bishop

REPORTS / BUSINESS FROM MAYOR & COUNCIL

CITY MANAGER REPORT

- [10.](#) Manager's Update

CITY ATTORNEY REPORT

MISCELLANEOUS

[Correspondence](#)

ADJOURN

Next Scheduled Meetings:

City Council – Regular Meeting, **Tuesday February 16, 2021** – 7:00 PM

Planning Board – February 9, 2021 - 6:30 PM

Council Workshop – Planning/Zoning Issues - Monday, March 29, 2021 – 6:30 PM

01/28/21
18:39:44

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Claim Approval List
For the Accounting Period: 1/21

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* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
41451		3112 406 CLEANING OF COLUMBIA FALLS	3,600.00					
	363	01/24/21 FAC-JAN 2021 JANITORIAL SERVIC	3,600.00			1000 411200	399	101000
		Total for Vendor:	3,600.00					
41441		2825 BATTERIES PLUS BULBS #647	11.00					
	P35858808	01/20/21 FD-1 EA 3.6V LIION FLASH BA	11.00			1000 420400	220	101000
		Total for Vendor:	11.00					
41454		1896 BORDER STATES ELECTRIC SUPPLY	1,480.00					
	STUDIO 5000	FBD DESIGN CONFIG NL PERPETUAL						
	921410697	01/20/21 SWR-ROCKWELL SUPPORT WWTP P	1,480.00			5310 430600	355	101000
		Total for Vendor:	1,480.00					
41435		1260 CARQUEST AUTO PARTS	7.07					
	1678-35216	01/14/21 SWR-WHITE DUMP AIR BRAKE A	7.07			5310 430600	231	101000
		Total for Vendor:	7.07					
41448		3028 CENTURYLINK - BUSINESS SERVICES	1,172.83					
	191216912	01/20/21 ADMIN-12/20 TO 01/19/21 VOI	34.17			1000 410400	345	101000
	191216912	01/20/21 FIN-12/20 TO 01/19/21 VOIP	108.19			1000 410500	345	101000
	191216912	01/20/21 COMP PORT-12/20 TO 01/19/21	533.64			1000 410580	345	101000
	191216912	01/20/21 PD-12/20 TO 01/19/21 VOIP P	170.85			1000 420100	345	101000
	191216912	01/20/21 FD-12/20 TO 01/19/21 VOIP P	55.46			1000 420400	345	101000
	191216912	01/20/21 BLDG-12/20 TO 01/19/21 VOIP	17.09			2394 420500	345	101000
	191216912	01/20/21 WTR-12/20 TO 01/19/21 VOIP	37.02			5210 430500	345	101000
	191216912	01/20/21 SWR-12/20 TO 01/19/21 VOIP	37.02			5310 430600	345	101000
	191216912	01/20/21 STRS-12/20 TO 01/19/21 VOIP	8.54			2500 430200	345	101000
	191216912	01/20/21 CRTS-12/20 TO 01/19/21 VOIP	170.85			1000 410360	345	101000
		Total for Vendor:	1,172.83					
41449	E	997 CENTURYLINK - ELECTRONIC PAY	815.12					
	011821	01/18/21 CRTS-JAN18-FEB17,2021 PHONES	32.55			1000 410360	345	101000
	011821	01/18/21 PD-JAN18-FEB17,2021 PHONES	130.71			1000 420100	345	101000
	011821	01/18/21 FD-JAN18-FEB17, 2021 PHONES	61.88			1000 420400	345	101000
	011821	01/18/21 POOL-JAN18-FEB17, 2021 PHONES	23.27			1000 460445	345	101000
	011821	01/18/21 STRS-JAN18-FEB17, 2021 PHONES	134.62			2500 430200	345	101000

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		Invoice #/Inv Date/Description	Line \$		PO #	Fund	Org	Acct	Object	Proj	Account
	011821	01/18/21 WTR-JAN18-FEB17, 2021 PHONES	198.32			5210		430500	345		101000
	011821	01/18/21 SWR-JAN18-FEB17, 2021 PHONES	233.77			5310		430600	345		101000
		Total for Vendor:	815.12								
41453		14 CITY OF COLUMBIA FALLS	364.43								
	012521	01/25/21 FAC-12/17/2020 TO 01/15/2021	94.36			1000		411200	342		101000
	012521	01/25/21 FD-12/17/2020 TO 01/15/2021	34.01			1000		420400	342		101000
	012521	01/25/21 PRKS-12/17/2020 TO 01/15/2021	10.50			1000		460400	342		101000
	012521	01/25/21 STRS-12/17/2020 TO 01/15/2021	95.88			2500		430200	342		101000
	012521	01/25/21 WTR-12/17/2020 TO 01/15/2021	45.68			5210		430500	342		101000
	012521	01/25/21 SWR-12/17/2020 TO 01/15/2021	84.00			5310		430600	342		101000
		Total for Vendor:	364.43								
41464		115 CITY SERVICE VALCON LLC	81.37								
	WWTP GENERATOR										
	0476071	01/07/21 SWR-36 GALS #2 DYED DIESEL	81.37			5310		430600	231		101000
		Total for Vendor:	81.37								
41473		776 COL.FALLS VOLUNTEER FIRE	3,246.11								
	DECEMBER TAX DISTRIBUTION										
	012820X	01/28/21 DEC TAX RECEIPTS-REAL	3,229.69			7120		212520			101000
	012820X	01/28/21 DEC TAX RECEIPTS-PP	2.29			7120		212520			101000
	012820X	01/28/21 DEC TAX-P&I	14.13			7120		212520			101000
		Total for Vendor:	3,246.11								
41431		3026 DAILY INTER LAKE	352.56								
	I00429776	01/12/21 FIN-27475 EDA LEGAL NOTICE	352.56			1000		410500	331		101000
		Total for Vendor:	352.56								
41460		2701 DIAMOND SPRINKLER SYSTEMS, INC	167.72								
	REPAIRS TO SPRINKLER SYSTEM AT BOTHE AND LAURIDSEN DUE TO MONUMENT INSTALL.										
	4481	12/27/19 PRKS-SPRINKLER REPAIR	167.72			1000		460400	399		101000
		Total for Vendor:	167.72								

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		Invoice #/Inv Date/Description	Line \$		PO #	Fund	Org	Acct	Object Proj Account
41450	E	2961 FIRST BANKCARD-ELECTRONIC PYMT	1,662.02						
	012221	12/30/20 FIN-2 POWER CABLES FOR MONITOR	13.89			1000		410500	212 101000
	012221	12/30/20 CRTS-TONER CARTRIDGES, RUBR BA	264.82			1000		410360	210 101000
	012221	01/04/21 PD-ADOBE PDF RENEWAL01/21-01/2	119.88			1000		420100	355 101000
	012221	01/06/21 SWR-LOGMEIN YRLY SUBSCRIP G.JEN	279.99			5310		430600	934 101000
	012221	01/08/21 FD-TONER CARTRIDGES	93.96			1000		420400	210 101000
	012221	01/05/21 FIN-FLOOR MAT/EASEL HOLDER S B	37.28			1000		410500	210 101000
	012221	01/08/21 COMP-HP LASERJET PRO M277DW	977.49*			1000		410580	212 101000
	012221	01/13/21 PD-ICE CLEATS FOR OFFICERS	39.98			1000		420100	226 101000
	012221	01/14/21 FD-FOREHEAD THERMOMETER	51.99			1000		420400	220 101000
	012221	01/18/21 SWR-RATCHET LOCK ASSY & SPRING	37.06			5310		430600	232 101000
	012221	01/19/21 SWR-LOGMEIN YRLY SUBSCRIP REFUN	-279.99			5310		430600	934 101000
	012221	01/19/21 PD-10 EA.16 GB USB 2.5 FLASH M	25.67			1000		420100	210 101000
		Total for Vendor:	1,662.02						
41469		3104 FIRST CALL COMPUTER SOLUTIONS,	1,700.00						
	02/01/21	COMP-FEB 2021 CONTRACTED IT SR	1,700.00			1000		410580	355 101000
		Total for Vendor:	1,700.00						
41432		1892 FLATHEAD COUNTY	225.00						
	5260	01/15/21 CERT OWNR LIST-BJORK. L	75.00			1000		411000	390 101000
	5259	01/14/21 CERT OWNR LIST-OWEN H.	75.00			1000		411000	390 101000
	5257	01/13/21 CERT OWNR LIST-HOOKER K.& C.	75.00			1000		411000	390 101000
		Total for Vendor:	225.00						
41436		2948 GLACIER CLOTHING CO.	75.00						
	9522	10/28/20 WTR-EMBROIDERY	25.00			5210		430500	226 101000
	9522	10/28/20 SWR-EMBROIDERY	25.00			5310		430600	226 101000
	9522	10/28/20 STRS-EMBROIDERY	25.00			2500		430200	226 101000
		Total for Vendor:	75.00						
41457		3113 GLOBAL ARCHIVES INC	171.10						
	21001	01/25/21 SWR- MONTHY STORAGE AS BUILTS	85.55*			5210		430500	363 101000
	21001	01/25/21 WTR-MONTHLY STORAGE AS BUILTS	85.55*			5310		430600	363 101000
		Total for Vendor:	171.10						

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41442		1824 GOVERNMENT FINANCE OFFICERS	160.00					
	2011003	01/12/21 FIN-RENEWAL 12/01/20 -11/30/2	80.00			1000 410500	335	101000
	2011003	01/12/21 ADMIN-RENEWAL12/01/20-11/30/2	80.00			1000 410400	335	101000
		Total for Vendor:	160.00					
41440		3095 GREAT NORTHERN LOCK AND SAFE	4,300.00					
	8200	01/19/21 PRKS-RVRS EDGE RR TIMER LOCKS	3,850.00			4010 460400	930	101000
	8216	01/26/21 STRS-TRUCK SHOP LOCK&INSTALL	450.00			2500 430200	366	101000
		Total for Vendor:	4,300.00					
41466		1485 HILL BROTHERS AUTO BODY & TOWING	165.00					
	2723	01/24/21 PD-IMPOUND TOW NISSAN ALTIMA	165.00			1000 420100	399	101000
		Total for Vendor:	165.00					
41458		3116 IBS, INC	564.98					
	745976-1	01/13/21 FD-2 CUBIC FT ORGANIC ABSORB	564.98			1000 420400	220	101000
		Total for Vendor:	564.98					
41428		2849 J2 BUSINESS PRODUCTS	10,738.68					
	855617-0	01/11/21 FIN-REG AND WINDOW ENVELOPES	56.75			1000 410500	210	101000
	855617-0	01/11/21 WTR-REG AND WINDOW ENVELOPES	56.75			5210 430500	210	101000
	855617-0	01/11/21 SWR-REG AND WINDOW ENVELOPES	56.74			5310 430600	210	101000
	137121	01/22/21 ADMIN-MX3071 PRINT/SCAN MACHIN	8,116.00			4020 410400	940	101000
	137122	01/22/21 WTR-CONTRACT 01/20/21-01/19/22	785.00*			5210 430500	363	101000
	137122	01/22/21 SWR-CONTRACT 01/20/21-01/1	785.00*			5310 430600	363	101000
	137122	01/22/21 FIN-CONTRACT 01/20/21-01/1	785.00*			1000 410500	363	101000
	856768-0	01/21/21 CRTS-STAPLER,PENS, LTR FILE	64.78			1000 410360	210	101000
	857288-0	01/26/21 FIN-1 DZ LEGAL PADS 8.5 X 11	10.89			1000 410500	210	101000
	857288-0	01/26/21 WTR-1 DZ LEGAL PADS 8.5 X 11	10.89			5210 430500	210	101000
	857288-0	01/26/21 SWR-1 DZ LEGAL PADS 8.5 X 11	10.88			5310 430600	210	101000
		Total for Vendor:	10,738.68					
41445		2707 KENCO SECURITY AND TECHNOLOGY	82.50					
	2322008	02/01/21 FAC- CITY HALL JAN 2021 ALARM	38.50			1000 411200	366	101000
	2320740	02/01/21 FAC-FD JAN 2021 ALARM MONITOR	44.00			1000 411200	366	101000
		Total for Vendor:	82.50					

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41444		3078 KLJ ENGINEERING LLC	6,865.28					
		COLUMBIA FALLS URBAN AREA TRANSPORTATION PLAN						
	10148190	01/21/21 PRO SRVS END 01/16/21	6,865.28			1000 410100	399	101000
		Total for Vendor:	6,865.28					
41463		1080 LES SCHWAB TIRE CENTER	1,024.56					
	9050040335	01/23/21 PD-CAR #16 SUSPENSION REPA	1,024.56			1000 420100	361	101000
		Total for Vendor:	1,024.56					
41446		916 MID-AMERICAN RESEARCH CHEMICAL	75.60					
	0721849-IN	01/14/21 SWR-BREAKAWAY PENETRATING	75.60			5310 430600	240	101000
		Total for Vendor:	75.60					
41456		2933 MONT. DEPARTMENT OF NATURAL	50.00					
	012621	01/26/21 WTR-REDUND WELL CONST FILE FEE	50.00			5210 430500	390	101000
		Total for Vendor:	50.00					
41430		3094 MONTANA STATE VOLUNTEER FIRE	55.00					
	012121	01/21/21 FD-CAL YR 2021 DUES CHIEF WEEK	55.00			1000 420400	335	101000
		Total for Vendor:	55.00					
41474		1247 MURDOCH'S RANCH & HOME KALISPELL	19.98					
	5956	01/25/21 STRS-GORILLA CONSTRUCTION GLUE	19.98			2500 430200	220	101000
		Total for Vendor:	19.98					
41459		52 NAPA AUTO PARTS	51.49					
	9516867	01/19/21 SWR-5 GAL HYD OIL - WHITE DUM	51.49			5310 430600	231	101000
		Total for Vendor:	51.49					
41433		2477 NEW CASTLE ELECTRIC, INC	490.00					
	5428	01/12/21 PRKS-PULL ADD. WIRES RVRS EDGE	490.00			4010 460400	930	101000
		Total for Vendor:	490.00					

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41437		2002 NORTHWEST PARTS & EQUIPMENT & C289268 01/19/21 SWR-WHITE DUMP -T BOLT CLAMP	9.50 9.50			5310 430600	232	101000
		Total for Vendor:	9.50					
41468		56 NORTHWEST PIPE FITTINGS INC 4460028 01/22/21 SWR-CLAMPS, ELBOWS, ADAPTERS, BU	250.46 250.46			5310 430600	934	101000
		Total for Vendor:	250.46					
41429		2678 O'NEIL PRINTERS, INC	478.00					
	1142 01/13/21	FIN-4000 WINDOW ENVELOPES	159.33			1000 410500	210	101000
	1142 01/13/21	WTR-4000 WINDOW ENVELOPES	159.33			5210 430500	210	101000
	1142 01/13/21	SWR-4000 WINDOW ENVELOPES	159.34			5310 430600	210	101000
		Total for Vendor:	478.00					
41462		2816 O'REILLY AUTO PARTS	49.99					
	4774-34054 01/20/21	SWR-5 GAL HYD OIL	49.99			5310 430600	231	101000
		Total for Vendor:	49.99					
41470		66 POSTMASTER	2,000.00					
	2021012801 01/28/21	SWR-BILL CARD POSTAGE	1,000.00			5310 430600	310	101000
	20210128 01/28/21	WTR-BILL CARD POSTAGE	1,000.00			5210 430500	310	101000
		Total for Vendor:	2,000.00					
41472		1828 RBM LUMBER, INC.	55.39					
	86705 01/21/21	STRS-1 EA 1X10 F/L V/G STOCK	55.39			2500 430200	220	101000
		Total for Vendor:	55.39					
41434		2769 RESPONSE EQUIPMENT SPECIALISTS,	11,261.29					
	2922 01/08/21	PD-CAR #21 UPFITTING VEHICLE	10,702.99			4020 420100	940	101000
	2870 01/18/21	PD-CAR#18 70 AMP RELAY REPAIR	498.45			1000 420100	361	101000
	2920 01/18/21	PD-CAR#20 LEFT TURN LAMP REPAI	59.85			1000 420100	361	101000
		Total for Vendor:	11,261.29					

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41471		999999 RICH MINSON	300.00					
		JOB INVOICE #1075 FROM BIG BEAR PLUMBING. REIMBUSEMENT FOR WATERLINE REPAIR.						
	012821	01/28/21 WTR-REIMBURSEMENT	300.00			5210 430500	360	101000
		Total for Vendor:	300.00					
41452		1042 SANDS SURVEYING, INC.	1,856.00					
	33804	01/21/21 P/Z-12/21-01/20/21 CONTRT SRVE	1,856.00			1000 411000	399	101000
		Total for Vendor:	1,856.00					
41443		1644 THE CHEMNET CONSORTIUM	125.00					
	106943	01/20/21 RANDOM SELECTION FEE 2-10 FTE	125.00			1000 411800	399	101000
		Total for Vendor:	125.00					
41465		1623 THE UPS STORE #4515	10.71					
		TRACKING # 1ZWA36710344244168						
	2021-00000	01/26/21 PD-EVIDENCE SHIPPING	10.71			1000 420100	310	101000
		Total for Vendor:	10.71					
41447	E	1295 U.S. BANK - SPA LOCKBOX CM9695	26,560.55					
		February 15th 2021 Street improvement payment and fire engine 433 payment.						
	98538700	01/22/21 Street Improv principal pymn	19,758.28			3020 490500	610	101000
	98538700	01/22/21 Street Improv interest pymnt	496.13			3020 490500	620	101000
	97242630	01/22/21 Fire Eng 433 principal pymnt	6,002.38			1000 490500	610	101000
	97242630	01/22/21 Fire Eng 433 interest pymnt	303.76			1000 490500	620	101000
		Total for Vendor:	26,560.55					
41467		523 USA BLUE BOOK	371.43					
	473077	01/14/21 SWR-2 PKS TNT+ AMMONIA TESTS	124.38			5310 430600	222	101000
	473077	01/14/21 SWR-2 EA MANHOLE CVR LIFTER	80.78			5310 430600	220	101000
	473077	01/14/21 SWR-1 PK HACH TOTAL PHOSPHATE	79.39			5310 430600	222	101000
	473077	01/14/21 SWR-SHIPPING	54.96			5310 430600	220	101000
	474545	01/15/21 SWR-1 EA BPR BUTTRESS ADAPTER	31.92			5310 430600	220	101000
		Total for Vendor:	371.43					

01/28/21
18:39:44

CITY OF COLUMBIA FALLS
Claim Approval List
For the Accounting Period: 1/21

Page: 8 of 10
Report ID: AP100V

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
41439	E	1218 VERIZON WIRELESS	1,198.23					
		9871187736 01/12/21 ADMIN-12/13 TO 01/12/21 CE	22.47			1000 410400	345	101000
		9871187736 01/12/21 FIN-12/13 TO 01/12/21 CELL	22.47			1000 410500	345	101000
		9871187736 01/12/21 FD-12/13 TO 01/12/21 CELLP	60.52			1000 420400	345	101000
		9871187736 01/12/21 FAC-12/13 TO 01/12/21 CELL	12.47			1000 411200	345	101000
		9871187736 01/12/21 STRS-12/13 TO 01/12/21 CEL	78.95			2500 430200	345	101000
		9871187736 01/12/21 PD-12/13 TO 01/12/21 CELLP	748.67			1000 420100	345	101000
		9871187736 01/12/21 WTR-12/13 TO 01/12/21 CELL	151.27			5210 430500	345	101000
		9871187736 01/12/21 SWR-12/13 TO 01/12/21 CELL	101.41			5310 430600	345	101000
		Total for Vendor:	1,198.23					
41438		84 WESTERN BUILDING CENTER	27.94					
		4639042 01/14/21 SWR-1 EA 3/8" 4 X 8 CDX PLYWO	27.94			5310 430600	240	101000
41461		84 WESTERN BUILDING CENTER	354.88					
		4639751 01/20/21 SWR-ASSORTED FASTENERS	5.25			5310 430600	934	101000
		4639938 01/22/21 SWR-POLY FILM, ASSORTED FASTN	318.95			5310 430600	220	101000
		4639686 01/20/21 SWR-POLY FILM	30.68			5310 430600	220	101000
		Total for Vendor:	382.82					
		# of Claims	46	Total:	84,683.77			
		Total Electronic Claims			30,235.92			
		Total Non-Electronic Claims			54447.85			

01/28/21
18:39:45

CITY OF COLUMBIA FALLS
Fund Summary for Claims
For the Accounting Period: 1/21

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Fund/Account	Amount
1000 GENERAL FUND	
101000 CASH/CASH EQUIVALENTS	\$28,858.50
2394 BUILDING CODE ENFORCEMENT FUND	
101000 CASH/CASH EQUIVALENTS	\$17.09
2500 SPECIAL STREET MAINTENANCE DISTRICT FUND	
101000 CASH/CASH EQUIVALENTS	\$868.36
3020 GO Street Improvements	
101000 CASH/CASH EQUIVALENTS	\$20,254.41
4010 CAPITAL PROJECTS FUND - Parks	
101000 CASH/CASH EQUIVALENTS	\$4,340.00
4020 CAPITAL PROJECTS FUND - General	
101000 CASH/CASH EQUIVALENTS	\$18,818.99
5210 WATER ENTERPRISE FUND	
101000 CASH/CASH EQUIVALENTS	\$2,904.81
5310 SEWER ENTERPRISE FUND	
101000 CASH/CASH EQUIVALENTS	\$5,375.50
7120 FIRE RELIEF DISABILITY/PENSION FUND	
101000 CASH/CASH EQUIVALENTS	\$3,246.11
Total:	\$84,683.77

01/28/21
18:39:45

CITY OF COLUMBIA FALLS
Claim Approval Signature Page
For the Accounting Period: 1 / 21

Page: 10 of 10
Report ID: AP100A

Council Meeting Date: 02/01/2021

Claims Submitted to Council: \$ 84,683.77

Claims Denied/Withheld by Council Finance Committee: \$ _____ Claim #'s: _____

Prepared By: Shawn Bates, Finance Director

Shawn Bates

Approved by Susan M. Nicosia, City Manager

Susan Nicosia

City Council to Approve by motion on consent agenda

The following claims are significant:

KLJ Engineering LLC - \$6,865.28 Urban transportation plan (Fund 1000)

J2 Business Products - \$8,116 New copier (Fund 4020)

Response Equipment Specialist - \$10,702.99 Equipment for new PD patrol vehicle (Fund 4020)

U S Bank - \$26,560.55 Street improvement and fire engine 433 loan payments (Funds 3020 & 1000)

The remaining claims are routine. If you have any questions let me know.

Shawn

01/21/21
14:45:18

CITY OF COLUMBIA FALLS
Payroll Summary For Payrolls from 01/22/21 to 01/22/21

Page: 1 of 3
Report ID: P130

Item No.2.

Total for Payroll Checks

	Employee	Employer	Amount
	-----	-----	-----
COMA HOURS (Comp Time Accumulated)	14.63		
COMP HOURS (Comp Time Used)	1.00		19.64
OTHE HOURS (Other Time Used)	20.75		543.92
OVER HOURS (Overtime)	45.00		1,707.85
OVRTA HOURS (Stone Garden)	8.00		517.79
OVRTD HOURS (STEP overtime)	13.00		730.86
REG HOURS (Regular Time)	2,302.50		62,046.13
SFTO HOURS (Shift Sup/FTO - \$1.5/hour)	85.50		128.25
SHFN HOURS (Shift B)	312.00		312.00
SHFQ HOURS (OVT B)	1.00		1.50
SICK HOURS (Sick Time)	67.50		2,114.07
VACA HOURS (Vacation Time Used)	45.25		1,035.76
VOLN HOURS (Not in use)	26.00		1,300.00
GROSS PAY	69,157.77	0.00	
NET PAY	46,275.51	0.00	
NET PAY (CHECKS)	330.80		
NET PAY (DIRECT DEPOSIT)	45,944.71		
AFLAC-POSTTAX	64.48	0.00	
AFLAC-PRETAX	111.99	0.00	
CHILD SUPPORT	88.61	0.00	
CHILD SUPPORT P	413.07	0.00	
CITY OF COLUMBI	25.00	0.00	
FIT	5,172.82	0.00	
FLEX ALLEGIANCE	1,039.63	35.00	
FLEX DEP CARE	208.33	2.50	
FOP	360.00	0.00	
HEALTHINS/PRE	2,823.57	17,037.37	
MEDICARE	964.78	964.78	
MT ST FIRE ASSO	27.73	0.00	
NATIONWIDE/CITY	0.00	1,561.83	
NATIONWIDE/EMP	360.62	0.00	
P.E.R.S.	3,070.84	3,409.03	
PERS/FURS	296.72	398.21	
PERS/POLICE	2,104.27	3,369.14	
SIT	2,863.00	0.00	
SOCIAL SECURITY	2,361.26	2,361.26	
TEAMSTERS DUES	266.34	0.00	
UNEMPL. INSUR.	0.00	304.01	
UNUM LIFE INS.	120.74	0.00	
WA CHILD SUPPOR	138.46	0.00	
WORKERS' COMP	0.00	2,881.15	
WELLS FARGO	1,015.88	0.00	
CHARLES SCHWAB	1,407.91	0.00	
FIRST INTERSTAT	4,364.59	0.00	
FREEDOM BANK	1,112.60	0.00	
GLACIER BANK KA	4,651.89	0.00	
GLACIER BANK/CF	12,994.38	0.00	
GLACIER BANK/WF	1,616.86	0.00	

Payroll
Jan 22, 2021
\$ 120,624.65
Bau Staaland

01/21/21
14:45:18

CITY OF COLUMBIA FALLS
Payroll Summary For Payrolls from 01/22/21 to 01/22/21

Page: 2 of 3
Report ID: P130

PARKSIDE CR U	7,863.30	0.00
THREE RIVERS	998.49	0.00
USAA FEDERAL	1,082.28	0.00
USBANK.	2,078.72	0.00
VALLEY BANK KAL	100.00	0.00
VERIDIAN CREDIT	325.00	0.00
WELLS FARGO	1,825.28	0.00
WELLS FARGO GA	1,251.18	0.00
WFISH CR UNION	3,256.35	0.00
FIT/SIT BASE	59,350.13	0.00
MEDICARE BASE	66,536.08	0.00
PERS BASE	65,025.18	0.00
SOC SEC BASE	38,084.96	0.00
UN BASE	67,557.77	0.00
WC BASE	69,472.28	0.00

Total 32,324.28
Total Payroll Expense (Gross Pay + Employer Contributions): 101,482.05
*** PAYROLL REGISTER + VOLUNTEER PAYROLL REGISTER = PAYROLL SUMMARY ***

Check Summary

Payroll Checks Prev. Out.	\$68,675.19
Payroll Checks Issued	\$45,698.37
Payroll Checks Redeemed	\$68,089.30
Payroll Checks Outstanding	\$46,284.26
Electronic Checks	\$74,926.28

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security 4722.52		4722.52		212260
Medicare 1929.56		1929.56		212260
P.E.R.S. 6479.87		6479.87		212270
Unempl. Insur. 304.01	647.35		951.36	212210
Workers' Comp 2881.15	6001.74		8882.89	212220
FIT 5172.82		5172.82		212260
SIT 2863.00		2863.00		212260
AFLAC-PRETAX 111.99	111.99	223.98		212230
NATIONWIDE/EMP 360.62		360.62		212280
Teamsters dues 266.34	266.34	532.84	-0.16	212310
PERS/Police 5473.41		5473.41		212240
NATIONWIDE/CITY 1561.83		1561.83		212280
AFLAC-POSTTAX 64.48	64.48	128.96		212230
PERS/FURS 694.93		694.93		212275
MT ST FIRE ASSO 27.73		27.73		212315
HEALTHINS/PRE 19860.94	19860.94	41625.00	-1903.12	212400
CITY OF COLUMBI 25.00		25.00		212450
UNUM LIFE INS. 120.74	120.74	241.47	0.01	212400
FLEX ALLEGIANCE 1074.63		1074.63		212285
CHILD SUPPORT 88.61		88.61		212330
CHILD SUPPORT P 413.07		413.07		212330
WA CHILD SUPPOR 138.46		138.46		212330
FOP 360.00		360.00		212335

01/21/21
14:45:18

CITY OF COLUMBIA FALLS
Payroll Summary For Payrolls from 01/22/21 to 01/22/21

Page: 3 of 3
Report ID: P130

Item No.2.

FLEX DEP CARE	210.83		210.83	212285
Total Ded.	55206.54	27073.58	74349.14	7930.98

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

**CITY OF COLUMBIA FALLS
CITY COUNCIL REGULAR MEETING MINUTES
HELD JANUARY 19, 2021**

FINANCE COMMITTEE – 6:30 P.M.
(Barnhart, Karper, Lovering)

REGULAR MEETING – 7:00 P.M.

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

ROLL CALL

Mayor Don Barnhart, Councilor Darin Fisher, Councilor Doug Karper, Councilor Paula Robinson, Councilor Jenny Lovering and Councilor Mike Shepard. ABSENT: Councilor John Piper.

Also Present: City Manager Nicosia, City Clerk Staalnd, Deputy City Attorney Breck and Sergeant Murphy.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Councilor Karper motioned to approve the agenda, seconded by Councilor Robinson with Council voting as follows. Ayes: Mayor Barnhart, Councilor Fisher, Councilor Karper, Councilor Robinson, Councilor Lovering and Councilor Shepard.

CONSENT AGENDA:

Motion made by Councilor Lovering and seconded by Councilor Karper, with Council voting as follows. Ayes: Mayor Barnhart, Councilor Fisher, Councilor Karper, Councilor Robinson, Councilor Lovering and Councilor Shepard.

Approval of Claims - January 19, 2021 - \$92,726.63

Approval of Special Claims Run - January 5, 2021 - \$25,682.10

Approval of Payroll Claims - January 8, 2021 - \$85,455.08

Approval of January 4, 2021 Regular City Council Meeting Minutes

Approval of Amended Memorandum of Agreement - AFG and authorize City Manager to sign

Approval of Memorandum of Agreement - Flathead County Community Crisis Response and authorize City Manager to sign

Approval of Records Management Contract - Global Archives and authorize City Manager to sign

UNFINISHED BUSINESS:

Continuation of Extension of Services Update

City Manager Nicosia discussed the continuation of the Extension of Service update. The City Growth Policy compliments the City's Extension of Services policy. Nicosia said the City has to look at the impacts on our wastewater plant and water system. The City will have to evaluate the impact of growth on all city services, including the Fire Department and Police Department. Nicosia reviewed two more sections of the policy: Impacts on Services and Impediments to Growth. Nicosia noted that it is notably different to respond to emergency response calls in the City's current two square mile as opposed to having two police officers on duty and one is responding to a call in the far end of Meadow Lake Subdivision. Council reviewed city services

and discussed impacts on growth and extension of city boundaries. Nicosia and Council then discussed the impediments to growth in and around Columbia Falls:

- Lack of infrastructure
- High cost of extending infrastructure
- Presence of a significant agriculture lands and industrial areas
- Railroad tracks on north side of City boundary
- Flathead river on the south side of City boundary
- Large subdivisions (such as Meadow Lake) with private roads, separate water and sewer district

Nicosia and Council discussed the priorities of annexation and priority areas for extending services. Mayor Barnhart noted that the City should extend services immediately adjacent to the City, such as Pine St, Grove St and the area south of Marantette Park. Nicosia noted that Council will continue reviewing the policy until the draft is ready for final adoption.

NEW BUSINESS:

Approval of Glacier Village at Meadow Lake Resort - Preliminary Plat/PUD Two Year Extension and authorize City Manager to sign

City Manager Nicosia said the developer of Glacier Village at Meadow Lake has requested an additional extension of Preliminary Plat approval subject to the provisions of Section 17.12.050 which provides an extension pursuant to a written request. The City Planning Staff recommends approval to extend the Preliminary Plat/PUD for an additional two-year period from the current expiration date, January 20, 2021 to January 20, 2023.

Councilor Shepard motioned to approve the Glacier Village at Meadow Lake Resort – Preliminary Plat/PUD Two-year Extension to January 20, 2023; motion seconded by Councilor Lovering with Council voting as follows. Ayes: Karper, Lovering, Robinson, Shepard, Fisher and Barnhart.

Call for Bids - 6th Ave West Overlay Project

City Manager Nicosia reviewed the proposed 6th Ave West overlay project, recommending Council approve the Call for Bids. Nicosia said a portion of the project is budgeted to be funded from the Special Gas Tax Fund, up to \$113,991. Nicosia also noted that beginning March 1, 2021 the City can request the 2021 funds which were certified to the City as \$111,893.96, with required 5% match (\$5,594.70) for a total of \$117,488.66 additional Special Gas Tax Funds bringing the total to \$231,480. City Staff will request the balance needed for the project to come out of this year's TIF budget (two of the four blocks in the project are within the TIF). Nicosia said the plan is to open bids in February then awarding bids on March 1st.

Councilor Fisher made motion to approve the call for bids for the 6th Ave West Overlay Project, second by Councilor Shepard and the motion carried.

REPORTS / BUSINESS FROM MAYOR & COUNCIL

Councilor Shepard said he has received comments from of people in favor of the resort tax.

Mayor Barnhart said he has noticed the river bank sluffing away at River's Edge Park and asked if there was a way to save it. Nicosia said bank stabilization is in the adopted long range River's Edge Park plan but funding will be required; Nicosia noted that the City cannot apply for Mitigation Funds until Flathead County has updated the Disaster Mitigation Plan.

Councilor Karper said he noticed trees are getting cut along the river bank with all the new construction going on around Riparian Dr. and would like City staff to ensure that the work is allowed. Nicosia said property owners are limited to the work that can be completed, such as removing dead trees or debris but only to a certain point. Nicosia will have Eric Mulcahy inspect the work for compliance.

CITY MANAGER REPORT

Nicosia reported that the River's Edge Park bathroom should be operational by the end of the week.

Nicosia also reported that planning staff would like to schedule a workshop with Council to discuss various requests for "village" development in both residential and commercial settings. Council agreed to schedule the workshop the 5th Monday in March.

Nicosia updated Council on the Well Project, noting the pump has been installed and will be tested beginning on Tuesday and the well house construction is proceeding. Nicosia noted that the City Attorney's office has started the water rights process for the new well.

Clay Lundgren was the only applicant for the Planning Zoning Board. Nicosia said we can interview or move forward with appointment. Council indicated that Mr. Lundgren's appointment can be on the next agenda. Nicosia reported that Public Works Director Tyler Bradshaw has turned in his letter of resignation and will be returning to Alaska. He will be leaving the City on March 19th. Nicosia said we will start advertising the Public Works Position soon.

CITY ATTORNEY REPORT

Deputy City Attorney Breck reported that Mark Cahill is appealing the Board of Adjustment decision to approve the variance on 3rd Ave W. permitting the rebuilding of the apartment building that was destroyed by fire. Breck reported that Mr. Cahill has retained legal counsel. No hearing date has been scheduled but Breck will update Council as the appeal progresses.

MISCELLANEOUS

December Financial Report

December Police Activity Report

Correspondence

ADJOURN

Councilor Lovering motioned to adjourn, second by Councilor Shepard and the meeting adjourned at 7:54 p.m.

Mayor

City Clerk



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

Item No.4.

PHONE (406) 892-4391

FAX (406) 892-4413

January 25, 2021

To: Mayor & Council

From: Susan M. Nicosia, City Manager 

RE: Excess Vacation Carryover and Compensation

In accordance with state statute and my employment agreement effective July 1, 2020, I am requesting Council consent to carryover my excess vacation accrual as of December 31, 2020 to be used by December 31, 2021 (as it is not possible to use my accrued vacation hours before March 31, 2021). Further, pursuant to Section 2. C of the contract, I request compensation for the 112.38 hours I would otherwise forfeit.

Council Action Requested: Consent to carryover of excess hours through December 31, 2021 and compensation for hours that would otherwise be forfeited.



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

PHONE (406) 892-4391

FAX (406) 892-4413

Item No.4.

January 25, 2021

To: Susan M. Nicosia

From: City Manager Susan M. Nicosia 

RE: Excess Vacation Accrual as of December 31, 2020

As of December 31, 2020, you have 304.26 hours of excess vacation leave. Pursuant to the MCA, annual vacation leave may not be accumulated to a total exceeding two times the maximum number of days earned annually as of the end of the first pay period of the next calendar year. Of this amount, I have requested 112.38 hours of compensation that would be forfeited from last year, leaving 191.88 hours to be carried over and used by December 31st. Approval requested on the February 1st consent agenda to be in compliance with statutory requirements described below:

Excess vacation time is forfeited if not taken within 90 calendar days, or March 31st. However, it is the responsibility of the City to provide reasonable opportunity for you to use rather than forfeit accumulated vacation leave. If you make a reasonable written request to use excess vacation leave before the excess vacation leave must be forfeited, and the City denies the request, the excess vacation leave is not forfeited as of March 31st, but can be used before the end of the calendar year, December 31st.

Please review your vacation plans with your department head/supervisor. I will need copies of all vacation requests documenting use before the forfeiture date (March 31st). Should you submit a written request but it is in the best interest of the City to deny the use before March 31st, please see me as soon as possible for the proper documentation and approval. Statutory compliance is audited and documented.

The City encourages all employees to use their annual vacation leave not only for their own good but also for internal control purposes.

Should you have any questions, contact me as soon as possible.

cc: Mayor/Council

ENCROACHMENT AGREEMENT

THIS AGREEMENT is made and entered into this 1st day of February, 2021, by and between the **CITY OF COLUMBIA FALLS, MONTANA**, a municipal corporation organized and existing under the laws of the State of Montana, 130 Sixth Street West, Room A, Columbia Falls, Montana 59912, hereinafter referred to as “City,” and **CARLYLE PROPERTIES, LLC**, of 1123 9TH ST W COLUMBIA FALLS MT 59912, hereinafter referred to as “Owner.”

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the receipt and sufficiency whereof being hereby acknowledged, the parties hereto agree as follows:

1. City owns certain property in the City of Columbia Falls, Flathead County, Montana, described as follows: **12th Avenue West, with an amended right of way, as shown on COS 7473 and Exhibit A hereto, located within the City Limits of the City of Columbia Falls, and according to the map or plat thereof filed and of record with the Clerk and Recorder of Flathead County, Montana (hereinafter “Right of Way”).**

2. Owner owns certain property in the City of Columbia Falls, Flathead County, Montana, described as follows: **1123 9th Street West, Lots 1, EX S10’ and Lot 2 EX S10’, Block 5, Robindale Subdivision, Section 8, Township 30 North, Range 20 West, according to the map or plat thereof of on file and of record in the office of the County Clerk and Recorder of Flathead County, Montana, further described as Assessor # 0710375 (hereinafter “Property”).**

3. In order for Owner to more fully enjoy Owner’s property as described above, Owner hereby requests an Encroachment Permit from the City to allow Owner to keep and maintain and a currently existing paved parking lot and landscaping associated and used in connection with Owner’s business, Lyle Mitchell State Farm, totaling _____ feet _____ inches west beyond the lot into the Right of Way along the entire west boundary of the Property as more specifically described on the map attached hereto and incorporated herein as Exhibit A: (the “Encroachment Property”). subject to the City’s right to access the 20’ corridor straddling the water main and its right to terminate all or a portion of the permit for encroachment if and when necessary for further development of either 12th Avenue West or 9th Street (Highway 2).

4. By issuance of the Encroachment Permit, the City agrees to allow Owner to continue occupying the Right of Way with the Encroachment Property, as purposed on the date of this Agreement, subject to the following conditions and restrictions:

- The City shall, at its option, have the right to revoke its permission for all or a portion of the permitted Encroachment Property if and when necessary for further development of either 12th Avenue West or 9th Street (Highway 2);
- The Encroachment Property shall be subject to use only as described herein;
- The City shall have an ongoing and continuous right to access the 20’ corridor traversing the Encroachment Property, straddling the section of the

City's water main as shown in Exhibit A for the purpose of maintaining, repairing, and accessing such water main;

- No improvements other than those described in Section 3 above may be erected or constructed by Owners on the Encroachment Property; and,
- Owners shall regularly mow and maintain the Encroachment Property during the months of May, June, July, August, and September as well as any other time required to properly maintain and keep clean the landscaped area.

5. Owner agrees that Owner is not acquiring any property interest in the Right of Way or gaining any right to use any City property beyond that permitted in this Agreement.

6. The term of this Encroachment Permit shall be perpetual unless earlier terminated by the City and shall be renewable for subsequent annual terms at the City's sole and absolute discretion.

7. Owner agrees and promises that the maintenance of the Encroachment authorized hereby may not interfere with the use by City of the Right of Way. If Owner's Encroachment does interfere with City's use of the Right of Way, City may cancel this Agreement by giving the Owner one hundred eighty (180) days' written notice of its intent to cancel this Agreement. At the expiration of said 180 days, Owner shall remove, at Owner's expense, all of Owner's property and improvements from the Encroachment Property and restore the Right of Way to the condition it occupied prior to the Owner's installation of the improvements described in Section 3 above.

8. The City may, without advance notice, perform necessary repairs to any storm sewer that may be under the Encroachment Property. The City will minimize damage done to the Encroachment Property due to such repairs.

9. The permit granted herein shall run with the land and shall be binding on and shall inure to the benefit of the parties to this Agreement, their respective heirs, successors in interest, or assigns.

10. Owner agrees to hold the City of Columbia Falls, its officers, agents, and employees harmless from any costs, liability, expense, or damage of any kind, in any way arising out of the location of Owner's property / improvements on City property as herein authorized.

General Terms

11. This Agreement constitutes the entire agreement between the parties with regard to the subject matter hereof and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding on either party except to the extent incorporated in this Agreement.

Any modifications of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in writing signed by each party or an authorized representative of each party.

This Agreement shall be construed, interpreted and enforced in accordance with and shall be governed by the laws of the State of Montana applicable to agreements entered into and wholly to be performed therein. In the event of any conflict between any provisions hereof and any applicable laws to the contrary, the latter shall prevail, but this Agreement shall be deemed modified only to the extent necessary to remove such conflicts.

In the event legal action, including litigation, is undertaken to interpret or enforce any aspect of this Agreement, the prevailing party shall be entitled to attorney's fees and court costs.

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

CITY: **CITY OF COLUMBIA FALLS, MONTANA**

By _____
Susan Nicosia, City Manager

STATE OF Montana)
) ss.
 County of Flathead)

On this _____ day of February, 2021, before me, the undersigned, a Notary Public for the State of Montana, personally appeared SUSAN NICOSIA, City Manager for the City of Columbia Falls, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that she executed the same.

 Notary Public for the State of Montana

OWNER: **CARLYLE PROPERTIES, LLC**

By: _____
 Lyle E. Mitchell, Member

By: _____
 Carla H. Mitchell, Member

STATE OF Montana)
) ss.
 County of Flathead)

On this _____ day of February, 2021, before me, the undersigned, a Notary Public for the State of _____, personally appeared LYLE E. MITCHELL and CARLA H. MITCHELL as members of CARLYLE PROPERTIES, LLC, known to me to be the persons whose names are subscribed to the foregoing instrument, and acknowledged to me that they executed the same.

Notary Public for the State of Montana

EXHIBIT “A”

Encroachment Area and Description of Improvements

CURRENTLY BEING DRAFTED/WILL BE ATTACHED AND
DOCUMENT WILL BE RECORDED UPON COMPLETION OF
SURVEY DOCUMENT

CITY OF COLUMBIA FALLS
NOTICE OF PUBLIC HEARING

Item No.6.

The Columbia Falls City-County Planning Board will hold a public hearing for the following items at their regular meeting on Tuesday, February 9, 2021 at 6:30 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 March 1, 2021 starting at 7:00 p.m. in the same location. Both hearings will be conducted in accordance with the most current recommended and/or required public health and safety protocols in place at the time of the hearing. The City website, <https://cityofcolumbiafalls.org>, will contain updated information if there is any change to the planned hearings.

Request for a Conditional Use Permit to construct a House and Accessory Dwelling over 800 Square Feet:

Lori Bjork is requesting a Conditional Use Permit to construct a new house of 2,600 square feet and convert the existing house of 1,700 square feet into an accessory dwelling unit. The Columbia Falls Zoning Code requires a Conditional Use Permit (CUP) for Accessory Dwelling Units that exceed 800 square feet in residential zones. The 0.98 acre property is described as Assessor's Tract 3AC in SE4NW4SE4 of Section 4, Township 30 North, Range 20 West, P.M.M., Flathead County. The property is located 1550 14th Street EN but also has frontage on 13th Street EN.

Request for a Conditional Use Permit to construct an Accessory Dwelling in the existing house in the CB-2 Zoning District:

Kevin and Cindy Hooker (current owners) and Six Peaks, LLC (prospective owners) are requesting a Conditional Use Permit to convert half of the existing 1,288 square foot house into an accessory apartment. The house is located at 28 6th Street East in Columbia Falls and is zoned CB-2 (General Business). The zoning code allows Single Family Residential use as a permitted use in the CB-2 and it allows an Accessory Apartment within the same building with a Conditional Use Permit (CUP). The 6,250 square feet property is described as Lot 11, Block 45 of the Columbia Falls Townsite in Section 8, Township 30 North, Range 20 West, P.M.M., Flathead County.

Request change the zoning from CR-5 (Two Family Residential) to CRA-1 (Multi-Family Residential) in the Columbia Falls Zoning Jurisdiction:

The applicant, Toby Gilchrist, is requesting a zone change for 302 Meadow Lake Boulevard from the current CR-5 Two-Family designation to a CRA-1 Multi-Family residential designation. The vacant property is approximately 2.5 acres in size and is located approximately ¼ mile north of Highway 2 on Meadow Lake Blvd. The property is described as Assessors' Tract's 2BDAE and 2BDAEA of Section 7, Township 30 North, Range 20 West, P.M.M., Flathead County.

Request for a Conditional Use Permit to construct 36 units of Apartment in the Columbia Falls Zoning Jurisdiction:

The applicant, Toby Gilchrist, is requesting a Conditional Use Permit to construct 36 units of apartments in two buildings, eighteen units in each building. The proposed two-story apartments will access Meadow Lake Blvd near the intersection with Best Way. The vacant property is approximately 2.5 acres in size and is located approximately ¼ mile north of Highway 2 at 302 Meadow Lake Blvd. The property is described as Assessors'

Persons are allowed to attend the hearing(s), subject to the most recent public gathering restrictions enacted by County and State agencies at or prior to the time of the hearing. Persons are encouraged to submit written comments prior to the meeting. Written comments carry the same weight as public testimony given during the hearing. Written comments may be sent to Columbia Falls City Hall, Attention: Barb Staalnd, City Clerk, 130 6th Street West, Columbia Falls, MT 59912 or via email: staalandb@cityofcolumbiafalls.com. For more information on the proposed Planned Unit Development, please call Eric Mulcahy, Columbia Falls City Planner at 755-6481.

DATED this 19th day of January, 2021

Susan Nicosia

Susan Nicosia, City Manager/Planning & Zoning Administrator
COLUMBIA FALLS CITY-COUNTY PLANNING BOARD

Publish: Daily Interlake Sunday January 24th, 2020

Barb Staal and members of the Columbia Falls Planning Board/Zoning Commission,

I would like to submit my application as a city member for a position on the Columbia Falls Planning Board/Zoning Commission.

As a 15 year property owner and 10 year resident of Columbia Falls, I have a vested interest in the future of our city and community. I have also had the opportunity to work for businesses within our city, as well as those sitting just outside the limits, and been privileged to hear a variety of concerns regarding the growth of industry, housing, retail, and culture affecting my home town.

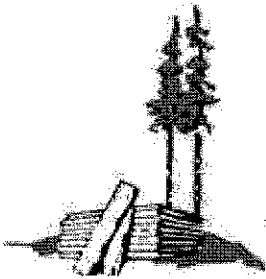
While I do not have any actual city government experience, I do have a basic understanding of committee process and procedure. In the coming years Columbia Falls, and all of the Flathead Valley, will undoubtedly face many challenges that will determine the productivity, sustainability, and overall livability of our community. I believe that the Planning Board/Zoning Commission will have a major impact on all of these issues and I would very much appreciate the opportunity to contribute.

In my previous career I had the opportunity to visit many cities that started as small suburbs, or resort towns. Some of those communities directed their growth in very positive manners, while others seemed to become overwhelmed and devalued, or dangerously overvalued with no sustainable base. I appreciate your consideration of my application for the open seat on this board and welcome the opportunity to be a part of our city's future.

Very best regards,

Clay Lundgren
307 5th St E
Columbia Falls, MT 59912
406.890.4212
clundgren406@gmail.com

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January 29th, 2021

City of Columbia Falls

RE: Tree Board

Hello, I would like to express my interest in serving on the City of Columbia Falls Tree Board. I am hoping to take over the place of Cameron Wohlschlegel. After speaking with Cameron about being a part of the Tree Board and what services the Board provides, I believe that I could provide some valuable insights and contributions to the City of Columbia Falls as a member of this group. It is my belief that my experience, education, passion, and expertise in a variety of tree species and care could greatly benefit our community.

Please allow me to introduce myself and give you some background info on why I believe I could be an asset to the Tree Board and our community. My name is Matt Bishop and I have been a resident in the town of Columbia falls since 2018. Currently I work at F.H. Stoltze Land and Lumber as a Forester. At Stoltze I am responsible for the care and management of 20,000 acres of company land as well as the administration and management of company lands, private, state, and federal timber sales. Before moving to the flathead valley, I studied forestry at the University of Montana in Missoula. While attending college I worked as an arborist performing tree care to horticultural varieties and native tree species around Missoula. After Graduating I was hired by F.H. Stoltze Land & Lumber Co. as a forest technician, which then led me into the forester position I am currently in. These previous work experiences have allowed me to gain useful knowledge and insights about the care of native and ornamental shrub and tree species commonly planted in western Montana and the Flathead valley.

As you can see I have been involved with trees for a number of years. For the last 6 years I have been professionally involved with some aspect of the timber and forestry industry. I believe that my experience and education of tree and shrub species would allow me to greatly contribute knowledge and insights to our community's Tree Board. Thank you for your time and I look forward to your response and hopefully serving our community and trees!

Sincerely,
Matt Bishop
Forester
406-892-7014



Member Company



Member Since 1966



Charter Member

February 1, 2021

To: Mayor & Council

From: City Manager Susan Nicosia

Re: Manager's Report

1. River's Edge Park Update – not quite complete as we have an issue with the toilets. Coming soon!
2. Well Project Update – we have received the Certificate of Substantial Completion from the engineers. The final punch list items, including paving improvements and final landscaping, will be completed in the spring as weather allows. City Attorney's office beginning work with Water Rights Attorney.
3. Good news from MMIA – the City's workers' compensation premiums have been reduced beginning January 1, 2021. The City will see about a \$15,000 savings for this fiscal year. The MMIA Board voted last week to amend the rate methodology to be in line with the State Funds' methodology. We will discuss on Monday.
4. The City is advertising for the unexpired Tree Board term remaining for Cameron Wohlschlegle ending December 31, 2021. Mr. Wohlschlegle has resigned from the Tree Board due to professional commitments but recommended that Mr. Bishop apply (appointed to the 3 year open term on this agenda). Please recruit a volunteer to serve the remainder of Cameron's term.

**CITY OF COLUMBIA FALLS
CORRESPONDENCE LIST
COUNCIL MEETING
FEBRUARY 1, 2021**

01/19/2021 Memorandum from MMIA-Notification of EB Membership for 2021-2022