



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

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

**CITY COUNCIL REGULAR MEETING
AGENDA
MONDAY, DECEMBER 02, 2024
COUNCIL CHAMBERS CITY HALL**

FINANCE COMMITTEE – 6:30 P.M

(Barnhart, Robinson and Shepard)

REGULAR MEETING – 7:00 P.M.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

CONSENT AGENDA:

- [1.](#) Approval of Claims - December 2, 2024 - \$746,114.62
- [2.](#) Approval of Payroll Claims - November 22, 2024 - \$188,369.79
- [3.](#) Approval of Regular Council Meeting Minutes - November 18, 2024

VISITORS/PUBLIC COMMENT (Items not on agenda)

NOTICE OF PUBLIC HEARINGS/PUBLIC HEARINGS:

- [4.](#) Appointment of Austin Green as Probationary Police Patrol Officer

NEW BUSINESS:

- [5.](#) **Letter to Flathead County Commissioners**
In support of Neighbor Works Montana to manage the workforce housing assistance program.

ORDINANCES / RESOLUTIONS:

- [6.](#) Notice of Public Hearing
The Boys and Girls Club of Glacier Country, Inc. are requesting a Zone Change from CR-5 to CRA-1.

REPORTS / BUSINESS FROM MAYOR & COUNCIL

CITY MANAGER REPORT

CITY ATTORNEY REPORT

MISCELLANEOUS

7. Correspondence

ADJOURN

Next Scheduled Meetings:

City Council – Regular Meeting, **December 16, 2024** – 7:00 PM

Planning Board – **December 12, 2024**

11/27/24
12:59:49

CITY OF COLUMBIA FALLS
Claim Approval List
For the Accounting Period: 11/24

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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
46677		3238 360 OFFICE SOLUTIONS	50.07						
	14824090	11/20/24 PD- (3) DIVIDER	50.07			1000 420100	210		101000
		Total for Vendor:	50.07						
46668		2708 BULLITT COMMUNICATIONS	428.00						
	73007	11/18/24 FD-(4) BATTERIES	428.00			1000 420400	220		101000
		Total for Vendor:	428.00						
46679		184 CENEX HARVEST STATES COOP	76.13						
	SH7-IV7628	09/08/24 FD-RURAL FIRE LP TANK LEAS	76.13			1000 420400	344		101000
		Total for Vendor:	76.13						
46687		3028 CENTURYLINK - BUSINESS SERVICES	377.43						
	712647387	11/16/24 COMP-10/16/24 - 11/15/24	377.43			1000 410580	345		101000
		Total for Vendor:	377.43						
46690		14 CITY OF COLUMBIA FALLS	407.21						
	112624	11/26/24 FAC-10/17-11/17/24	108.61			1000 411200	342		101000
	112624	11/26/24 FD-10/17-11/17/24	33.86			1000 420400	342		101000
	112624	11/26/24 PRKS-10/17-11/17/24	35.33			1000 460400	342		101000
	112624	11/26/24 STRS-10/17-11/17/24	98.34			2500 430200	342		101000
	112624	11/26/24 WTR-10/17-11/17/24	46.03			5210 430500	342		101000
	112624	11/26/24 SWR-10/17-11/17/24	85.04			5310 430600	342		101000
		Total for Vendor:	407.21						
46684		3290 CLEAR CAREER PROFESSIONALS LLC	9,000.00						
	1170	11/22/24 CITY MANAGER EXECUTIVE SEARCH	9,000.00			1000 410400	399		101000
		Total for Vendor:	9,000.00						
46692		2945 CRAPO LTD	4,028.17						
	51393	11/21/24 STRS-31.47N TON BLUE ICE MELT	4,028.17			2500 430200	221		101000
		Total for Vendor:	4,028.17						

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Claim/	Check	Vendor #/Name/	Document \$/	Disc \$						Cash
		Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
46699	E	1879 EVERGREEN WASTE CONNECTIONS	505.25							
		4791723V41 11/01/24 FAC-10/1-10/31/24	91.65			1000 411200	340		101000	
		4791724V41 11/01/24 STRS-10/1-10/31/24	184.55			2500 430200	340		101000	
		4791725V41 11/01/24 WTR-10/1-10/31/24	91.65			5210 430500	340		101000	
		4791841V41 11/01/24 SWR-10/1-10/31/24	76.30			5310 430600	340		101000	
		4791843V41 11/01/24 PRKS-10/1-10/31/24	61.10			1000 460400	340		101000	
		Total for Vendor:	505.25							
46660		1383 FASTENAL COMPANY	371.20							
		MTKAL28326 10/28/24 SWR-(36) WIRE CLIPS	371.20			5310 430600	240		101000	
		Total for Vendor:	371.20							
46678		438 FERGUSON WATERWORKS	13.23							
		0908683 11/14/24 WTR-(63) RUB COUP GSKT	13.23			5210 430500	230		101000	
		Total for Vendor:	13.23							
46655		1892 FLATHEAD COUNTY	225.00							
		GLACIER PROPERTIES LLC								
		GILHRIST, TOBY & MINDY - RUSH ORDER								
		6409 11/07/24 OWNERSHIP LIST-GLT RENTAL	75.00			1000 411000	390		101000	
		6411 11/19/24 OWNERSHIP-GILHRIST	150.00			1000 411000	390		101000	
		Total for Vendor:	225.00							
46671		3019 FLATHEAD PUBLISHING GROUP	3,883.00							
		028034 09/18/24 PD-PATROL OFFICER AD	1,676.00			1000 420100	390		101000	
		028392-1 09/27/24 FIN-CASHIER AD	328.00			1000 410500	331		101000	
		028402-1 09/27/24 FIN-FIN DIRECTOR AD	407.67			1000 410500	331		101000	
		028392-1 09/27/24 WTR-CASHIER AD	328.00			5210 430500	390		101000	
		028392-1 09/27/24 SWR-CASHIER AD	328.00*			5310 430600	390		101000	
		028402-1 09/27/24 WTR-FIN DIRECTOR AD	407.67			5210 430500	390		101000	
		028402-1 09/27/24 SWR-FIN DIRECTOR AD	407.66*			5310 430600	390		101000	
		Total for Vendor:	3,883.00							

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		Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj		Account
46689		3113 GLOBAL ARCHIVES INC	166.32							
	2024077	11/25/24 WTR-MONTHLY STORAGE AS BUILTS	83.16			5210 430500	363			101000
	2024077	11/25/24 SWR-MONTHLY STORAGE AS BUILTS	83.16			5310 430600	363			101000
		Total for Vendor:	166.32							
46682		3010 GOLD COMMUNICATION SERVICES,	6,234.60							
		RADIO AND SPEAKER REPAIRS								
	1597	11/15/24 PD-(10) RADIO'S,ANTENNA	6,234.60			1000 420100	212			101000
		Total for Vendor:	6,234.60							
46657		2806 HANSON'S HARDWARE	452.02							
	613242	11/18/24 FAC- DRAIN DISSOLVER	19.99			1000 411200	220			101000
	613184	11/13/24 WTR-SNOW PUSHER	40.99			5210 430500	220			101000
	613269	11/20/24 SWR-GUTTER CABLE	74.99			5310 430600	240			101000
	613266	11/20/24 SWR-WTR FILTER	64.95			5310 430600	240			101000
	613262	11/20/24 WTR-SM ENG FUEL	24.99			5210 430500	231			101000
	613262	11/20/24 WTR- LRG GLOVES	32.99			5210 430500	220			101000
	613232	11/18/24 SWR-MISC SCREWS	18.28			5310 430600	240			101000
	613253	11/19/24 STR--MISC SCREWS	8.32			2500 430200	240			101000
	613236	11/18/24 STR-BOLTS,MISC SCREWS	12.32			2500 430200	240			101000
	613251	11/19/24 STR-250' BLK SERV CORD	15.86			2500 430200	240			101000
	613254	11/19/24 STR-PAINT, VISE, MARKER	35.76			2310 470300	930			101000
	613256	11/19/24 STR-MISC SCREWS	21.76			2500 430200	240			101000
	613290	11/21/24 FAC- 4PK SLIDE DISC	29.37			1000 411200	220			101000
	613259	11/19/24 FAC-DRAIN CLEANER/OPENER	22.98			1000 411200	220			101000
	613271	11/20/24 SWR-MISC SCREWS	6.50			5310 430600	240			101000
	613301	11/22/24 SWR-COUPLING, CONNECTOR	7.98			5310 430600	240			101000
	613323	11/25/24 WTR-DUCT TAPE	13.99			5210 430500	220			101000
		Total for Vendor:	452.02							
46673		3062 HIGHGRADE CONSTRUCTION	65,053.65							
		PROGRESS PAYMENT FOR 5 OF 6 HYDRANT REPLACEMENTS- HB355								
	1141	11/21/24 WTR-5 HYDRANT REPLACEMENTS	65,053.65			5210 430500	934			101000
		Total for Vendor:	65,053.65							

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46685		3057 HUNGRY HORSE NEWS	59.40						
	12/25/24	11/25/24 ANNUAL SUBSCRIPTION 52 WEEKS	59.40			1000 410500	330		101000
		Total for Vendor:	59.40						
46697		999999 JACK WILKINSON	189.20						
	112624	11/26/24 WTR- REFUND-WILINSON	189.20			5210 214010			101000
		Total for Vendor:	189.20						
46680		3289 JEREMIAH JOST	333.00						
	265004726	11/06/24 FD-REMB. SPECKLE MASK KIT	333.00			1000 420400	226		101000
		Total for Vendor:	333.00						
46667		999999 JOSEPH BURKE	99.00						
		JOSEPH MOVED OUT IN MAY							
	112024	11/18/24 WTR-REFUND BURKE	99.00			5210 214010			101000
		Total for Vendor:	99.00						
46666		3284 LARRY GROGAN	37.98						
	112024	11/14/24 FD-REMB. FOR BATTERIES	37.98			1000 420400	220		101000
		Total for Vendor:	37.98						
46681		1080 LES SCHWAB TIRE CENTER	1,123.84						
	9050060288	11/25/24 PD-NEW TIRES- UNIT 25	1,123.84			1000 420100	361		101000
		Total for Vendor:	1,123.84						
46669		3283 MICHAEL RIGHETTI	1,500.00						
	NOV 2024	11/12/24 NOV-DEC HOUSING SHRIVES	1,500.00			1000 410400	390		101000
		Total for Vendor:	1,500.00						
46686		916 MID-AMERICAN RESEARCH CHEMICAL	148.10						
	0834687-IN	11/15/24 STR-(10)GREASE TUBES	148.10			2500 430200	220		101000
		Total for Vendor:	148.10						

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46698		707 MONTANA DEPT. OF REVENUE	5,840.13						
		WWTP IMPROVEMENTS - BIOREACTOR EXPANSION PAY APP #4							
		PAY APP 4 11/25/24 1% W/HOLDING-PROSPECT CONST	5,840.13			5310 430600	930		101000
		Total for Vendor:	5,840.13						
46661		3094 MONTANA STATE VOLUNTEER FIRE	65.00						
	112024	11/15/24 FD-CAL YR 2025 DUES	65.00			1000 420400	335		101000
		Total for Vendor:	65.00						
46662		1247 MURDOCH'S RANCH & HOME	28.96						
	247494	11/14/24 SWR-COUPLER THREAD	19.99			5310 430600	240		101000
	247996	11/21/24 SWR-TARP STRAP	8.97			5310 430600	240		101000
		Total for Vendor:	28.96						
46670		52 NAPA AUTO PARTS	222.70						
	100736	11/18/24 SWR-SPARK PLUG/2006 CHEVY	99.60			5310 430600	232		101000
	100671	11/18/24 SWR-DIESEL ANTIGEL	59.96			5310 430600	231		101000
	099772	11/07/24 STR-OIL FILTER -UNIT 9	31.71			2500 430200	232		101000
	099772	11/07/24 STR- OIL- UNIT 9	31.43			2500 430200	231		101000
		Total for Vendor:	222.70						
46664		955 NORTHWEST TOOL REPAIR	69.32						
	86181	11/18/24 SWR-SWITCH,BRUSH SET,LABOR	69.32			5310 430600	360		101000
		Total for Vendor:	69.32						
46658		2678 O'NEIL PRINTERS, INC	778.00						
	2331	11/14/24 FIN-4000 WINDOW ENVELOPES	259.34			1000 410500	210		101000
	2331	11/14/24 WTR-4000 WINDOW ENVELOPES	259.33			5210 430500	210		101000
	2331	11/14/24 SWR-4000 WINDOW ENVELOPES	259.33			5310 430600	210		101000
		Total for Vendor:	778.00						
46674		2816 O'REILLY AUTO PARTS	25.97						
	499773	11/19/24 STR-WIRE CONN	6.99			2500 430200	240		101000
	499793	11/19/24 STR-WIRE CONN	6.99			2500 430200	240		101000
	499775	11/19/24 STR-FLASHING LITE	11.99			2500 430200	232		101000
		Total for Vendor:	25.97						

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
46696		63 PETTY CASH	40.40						
	457166	06/26/24 COUN-RETIREMENT-NICOSIA	19.95			1000 410100	220		101000
	062424	06/26/24 PD-POSTAGE DUE	0.46			1000 420100	310		101000
	1829828	09/18/24 FIN-IPHONE CASE PROTECTOR	19.99			1000 410500	210		101000
		Total for Vendor:	40.40						
46675		1495 PLATT ELECTRIC SUPPLY	478.64						
	5S87117	11/22/24 FAC- REPLACEMENT LIGHTS	159.28			1000 411200	220		101000
	5S93795	11/25/24 FAC-REPLACEMENT LIGHTS	319.36			1000 411200	220		101000
		Total for Vendor:	478.64						
46694		3193 POMP'S TIRE SERVICE INC	1,820.61						
	2090010916	11/14/24 SWR-TIRES, GUARD-BACKHOE	1,820.61			5310 430600	361		101000
		Total for Vendor:	1,820.61						
46676		3192 POP A SQUAT PORTABLES	1,425.00						
	17471	10/23/24 PRKS-OCT-(10) PORTA POTTIES	950.00			1000 460400	399		101000
	17753	11/22/24 PRKS-NOV-(5) PORTA POTTIES	475.00			1000 460400	399		101000
		Total for Vendor:	1,425.00						
46695		3277 PROSPECT CONSTRUCTION INC	578,172.37						
	WWTP BIOREACTOR EXPANSION PROJECT - PAY APP 4								
	PAY APP 4	11/25/24 SWR-WWTP BIOREACTOR PAY APP	584,012.50			5310 430600	930		101000
	PAY APP 4	11/25/24 SWR-1% W/HOLDING	-5,840.13			5310 430600	930		101000
		Total for Vendor:	578,172.37						
46663		1653 SUPER 1 FOODS	16.36						
	2860294	11/16/24 SWR-WATER	16.36			5310 430600	222		101000
		Total for Vendor:	16.36						
46665		1623 THE UPS STORE #4515	206.34						
	025833	11/14/24 PD-EVIDENCE SHIPPING	12.67			1000 420100	310		101000
	025832	11/14/24 PD-EVIDENCE SHIPPING	28.38			1000 420100	310		101000
	025832	11/14/24 PD- OFFIVCE SUPPLIES	5.99			1000 420100	210		101000
	025834	11/14/24 PD-EVIDENCE SHIIPING	36.55			1000 420100	310		101000
	025973	11/21/24 SWR-CAMERA REPAIR SHIPPING	110.08			5310 430600	310		101000

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
	026003	11/22/24 PD-EVIDENCE SHIPPING	12.67			1000 420100	310		101000
		Total for Vendor:	206.34						
46672		1295 U.S. BANK - SPA LOCKBOX CM9695	60,075.00						
2009	B SEWER,	2009 C SEWER, 2005 WATER AND 2020 WATER							
	2739053	11/15/24 SWR-2009 B SEWER PRINCIPAL	9,000.00			5310 490215	610		101000
	2739053	11/15/24 SWR-2009 B SEWER INTEREST	356.25			5310 490215	620		101000
	2739054	11/15/24 SWR-2009 C SEWER PRINCIPAL	12,000.00			5310 490215	610		101000
	2739054	11/15/24 SWR-2009 C SEWER INTEREST	2,295.00			5310 490215	620		101000
	2739216	11/15/24 WTR-2005 WATER PRINCIPAL	15,000.00			5210 490210	610		101000
	2739216	11/15/24 WTR-2005 WATER INTEREST	348.75			5210 490210	620		101000
	2739217	11/15/24 WTR-2020 WATER PRINCIPAL	14,000.00			5210 490220	610		101000
	2739217	11/15/24 WTR-2020 WATER INTEREST	7,075.00			5210 490220	620		101000
		Total for Vendor:	60,075.00						
46691		3200 USABLUBOOK	219.00						
	00542288	11/14/24 SWR-REPLACEMENT CAP	219.00			5310 430600	222		101000
		Total for Vendor:	219.00						
46688	E	1218 VERIZON WIRELESS	1,576.40						
	9978631404	11/12/24 ADMIN-10/13/24-11/12/24	34.90			1000 410400	345		101000
	9978631404	11/12/24 FIN-10/13/24-11/12/24	34.90			1000 410500	345		101000
	9978631404	11/12/24 FIRE-10/13/24-11/12/24	140.46			1000 420400	345		101000
	9978631404	11/12/24 FAC-10/13/24-11/12/24	12.45			1000 411200	345		101000
	9978631404	11/12/24 STRS-10/13/24-11/12/24	112.02			2500 430200	345		101000
	9978631404	11/12/24 PD-10/13/24-11/12/24	848.23			1000 420100	345		101000
	9978631404	11/12/24 PRKS-10/13/24-11/12/24	49.79			1000 460400	345		101000
	9978631404	11/12/24 WTR-10/13/24-11/12/24	196.72			5210 430500	345		101000
	9978631404	11/12/24 SWR-10/13/24-11/12/24	97.14			5310 430600	345		101000
	9978631404	11/12/24 CRT-10/13/24-11/12/24	49.79			1000 410360	345		101000
		Total for Vendor:	1,576.40						
46659		84 WESTERN BUILDING CENTER	292.62						
	4I1139085	11/15/24 WTR-(9) HEX SCREWS	21.51			5210 430500	240		101000
	4I1138621	11/14/24 WTR-(2) SCREWS	0.96			5210 430500	240		101000
	4I1140433	11/15/24 WTR-COUPPING	4.99			5310 430600	240		101000
	4I1137961	11/14/24 SWR-CONNECT,SHUTOFF,BUSHING	45.74			5310 430600	240		101000

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		4I1144726 11/19/24 FD-LUBRICANT	5.49			1000 420400	220		101000
		4I1140011 11/15/24 STR-CUT OUT TOOL,ROTOZIP	200.98			2500 430200	212		101000
		4I1149147 11/21/24 SWR-TAPE,WIRE CONNECTORS	12.95			5310 430600	220		101000
		Total for Vendor:	292.62						
		# of Claims 42	Total:	746,114.62	# of Vendors	40			
		Total Electronic Claims		2,081.65					
		Total Non-Electronic Claims		744032.97					

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Fund Summary for Claims
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Fund/Account	Amount
1000 GENERAL FUND	
101000 CASH/CASH EQUIVALENTS	25,800.66
2310 TAX INCREMENT DISTRICT FUND	
101000 CASH/CASH EQUIVALENTS	35.76
2500 SPECIAL STREET MAINTENANCE DISTRICT FUND	
101000 CASH/CASH EQUIVALENTS	4,919.53
5210 WATER ENTERPRISE FUND	
101000 CASH/CASH EQUIVALENTS	103,326.82
5310 SEWER ENTERPRISE FUND	
101000 CASH/CASH EQUIVALENTS	612,031.85
Total:	746,114.62

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Council Meeting Date: 12/02/2024

Claims Submitted to Council:\$ 746,114.62

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

Prepared By: Jessica Rice, Finance Director

Jessica Rice

Approved by Mark Shrives, Interim City Manager

Mark Shrives

City Council to Approve by motion on consent agenda

The following six (6) claims are significant:

1. Clear Career Professionals LLC - \$9,000.00. Hiring firm for City Manager position. (Fund 1000)
2. Gold Communication Services - \$6,234.60. PD radio repairs. (Fund 1000)
3. Highgrade Construction - \$65,053.65. HB355 progress payment for fire hydrants - 5 of 6 complete. (Fund 1000)
4. Montana Dept of Revenue - \$5,840.13. WWTP sewer improvements - 1%. (Fund 5310)
5. Prospect Construction - \$578,172.37. WWTP sewer improvements - payment 4. (Fund 5310)
6. US Bank - \$60,075.00. Water and sewer debt payments. (Fund 5210 and 5310)

The remaining claims are routine in nature. Please let me know if you have any questions.

Jessica Rice
(406) 892-4327

11/21/24
15:48:48

CITY OF COLUMBIA FALLS
Payroll Summary For Payrolls from 11/22/24 to 11/22/24

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Item No.2.

Total for Payroll Checks

	Employee	Employer	Amount
ADDL HOURS (Additional)	0.00		8.80
COMA HOURS (Comp Time Accumulated)	10.50		
COMP HOURS (Comp Time Used)	2.50		70.28
HOL HOURS (Holiday Pay)	582.37		19,097.56
HOLW HOURS (Holiday Worked @ 2.5x)	16.00		598.32
J003 HOURS (PD HOL WK)	109.00		4,904.15
J008 HOURS (PD HOL WK OT)	5.00		559.65
OVER HOURS (Overtime)	142.25		6,715.82
OVTD HOURS (STEP overtime)	4.00		163.86
PERS HOURS (Personal Time Used)	8.00		353.49
REG HOURS (Regular Time)	2,087.75		68,442.70
SFTO HOURS (Shift Sup/FTO - \$1.5/hour)	36.00		54.00
SHFN HOURS (Shift B)	276.00		552.00
SHFQ HOURS (OVT B)	32.00		96.00
SHFU HOURS (Hol wk B)	48.00		240.00
SICK HOURS (Sick Time)	60.50		1,687.11
VACA HOURS (Vacation Time Used)	181.00		7,170.93
VOLN HOURS (Not in use)	23.00		1,150.00
GROSS PAY	110,714.67	0.00	
NET PAY	79,230.35	0.00	
NET PAY (CHECKS)	337.80		
NET PAY (DIRECT DEPOSIT)	78,892.55		
AFLAC-POSTTAX	86.97	0.00	
AFLAC-PRETAX	150.29	0.00	
CITY OF COLUMBI	20.00	0.00	
FIT	9,795.99	0.00	
FLEX ALLEGIANCE	616.00	20.00	
FOP	450.00	0.00	
HEALTHINS/PRE	3,071.00	27,285.90	
MEDICARE	1,558.73	1,558.73	
MT ST FIRE ASSO	111.36	0.00	
MUTUAL OF OMAHA	286.90	0.00	
NATIONWIDE/CITY	0.00	622.23	
NATIONWIDE/EMP	200.00	0.00	
P.E.R.S.	3,615.76	4,151.23	
PERS RETIREE	0.00	154.19	
PERS/FURS	1,191.53	1,599.11	
PERS/POLICE	3,006.90	4,814.38	
SIT	3,597.00	0.00	
SOCIAL SECURITY	3,376.39	3,376.39	
TEAMSTERS DUES	349.50	0.00	
UNEMPL. INSUR.	0.00	491.04	
WORKERS' COMP	0.00	3,757.66	
BECU	721.31	0.00	
CHARLES SCHWAB	1,814.27	0.00	
FIRST INTERSTAT	1,116.30	0.00	
FREEDOM BANK	3,837.16	0.00	
GLACIER BANK KA	6,479.34	0.00	

Payroll
11-22-24
\$188,369.79
Baw Staaland

11/21/24
15:48:48

CITY OF COLUMBIA FALLS
Payroll Summary For Payrolls from 11/22/24 to 11/22/24

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GLACIER BANK MS	3,232.40	0.00
GLACIER BANK/CF	19,450.30	0.00
GLACIER BANK/WF	2,221.75	0.00
NAVY FEDERAL CR	3,846.26	0.00
PARKSIDE CR U	8,624.96	0.00
REGIONS BANK	3,302.53	0.00
STOCKMAN BANK	1,469.16	0.00
USAA FEDERAL	5,379.15	0.00
USBANK.	2,423.37	0.00
WELLS FARGO	2,873.46	0.00
WELLS FARGO, TX	3,502.62	0.00
WFISH CR UNION	8,598.21	0.00
FIT/SIT BASE	98,863.19	0.00
MEDICARE BASE	107,499.61	0.00
PERS BASE	92,014.83	0.00
SOC SEC BASE	54,458.14	0.00
UN BASE	109,114.67	0.00
WC BASE	107,513.61	0.00

Total 47,830.86

Total Payroll Expense (Gross Pay + Employer Contributions): 158,545.53

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

Check Summary

Payroll Checks Prev. Out.	\$1,872.11
Payroll Checks Issued	\$66,594.91
Payroll Checks Redeemed	\$1,316.75
Payroll Checks Outstanding	\$67,150.27
Electronic Checks	\$121,774.88

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security	6,752.78	6,752.78		212260
Medicare	3,117.46	3,117.46		212260
P.E.R.S.	7,766.99	7,766.99		212270
Unempl. Insur.	491.04	1,865.83	2,356.87	212210
Workers' Comp	3,757.66	14,136.87	17,894.53	212220
FIT	9,795.99	9,795.99		212260
SIT	3,597.00	3,597.00		212260
AFLAC-PRETAX	150.29	150.29		212230
NATIONWIDE/EMP	200.00	200.00		212280
Teamsters dues	349.50	699.00		212310
PERS/Police	7,821.28	7,821.28		212240
TEAMSTERS INIT	0.00			212310
NATIONWIDE/CITY	622.23	622.23		212280
AFLAC-POSTTAX	86.97	173.94		212230
PERS/FURS	2,790.64	2,790.64		212275
MT ST FIRE ASSO	111.36	111.36		212315
HEALTHINS/PRE	30,356.90	63,556.20	-4,111.50	212400
CITY OF COLUMBI	20.00	20.00		212450
UNUM LIFE INS.	0.00	143.05	143.05	212400
FLEX ALLEGIANCE	636.00	636.00		212285

11/21/24
15:48:48

CITY OF COLUMBIA FALLS
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CFP ASSOCIATION	0.00			212325
FOP	450.00		450.00	212335
CITY OF CF ELEC	0.00			212450
PERS RETIREE	154.19		154.19	212270
MUTUAL OF OMAHA	286.90	286.90	573.80	212400
Total Ded.	79,315.18	46,107.21	109,139.44	16,282.95

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

CITY OF COLUMBIA FALLS

CITY COUNCIL REGULAR MEETING MINUTES

HELD NOVEMBER 18, 2024

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

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

Also present: Interim City Manager Shrives, City Clerk Staaland, City Attorney Breck via Zoom and Police Chief Stephens.

PLEDGE OF ALLEGIANCE

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

CONSENT AGENDA: Councilor Piper made motion to approve the consent agenda, noting all claims appeared to be in order, seconded by Councilor Price with council voting as follows. Ayes: Robinson, Shepard, King, Lovering, Piper, Price and Barnhart.

Approval of Claims - November 18, 2024 - \$442,491.03

Approval of Payroll Claims - November 8, 2024 - \$109,546.38

Approval of Regular Council Meeting Minutes - November 4, 2024

A PIF payment plan agreement made between Howard Range, of 300 1st Street W. and the City of Columbia Falls.

UNFINISHED BUSINESS:

Change Order #2 to the Wastewater Treatment Plant Project

This Change Order adds an additional cost of \$58,198.75 to the project. One of the requirements of SRF funding was that the project must follow the requirement of using American Iron and Steel. When the project was bid, the project did not have the American Iron and Steel requirement.

Once it was decided to utilize SRF funding, the city requested costs from the contractor to add American Iron and Steel to the contract price. The contractor went back to their supplier and asked for revised costs to include American Iron and Steel to the project. Those are the new costs that are in Change Order #2 said Shrives.

The contract increase to the project is \$58,198.75. This will change the project costs from \$4,280,000. to \$4,338,198.75.

Interim City Manager Shrives recommends approval of Task Order #2.

Councilor Lovering motioned to approve Change Order #2 to the Wastewater Treatment Plant Project, seconded by Councilor Shepard with council voting as follows. Ayes: Shepard, Lovering, Piper, Price, Robinson and Barnhart. Nay: King

Selection of Executive Recruiting Firm for the City Manager Search

A Request for Proposal (RFP) was issued by the city to fifteen executive search firms. Nine proposals were submitted to the city. The hiring committee was provided the proposals and after the members completed their review, two firms were chosen. The hiring committee asked City Manager Shrives to conduct reference checks and an interview with the two firms, Clear Career Professionals LLC and CPS HR Consulting. After completing the interviews and his analysis of each firm, City Manager Shrives provided the results to the hiring committee. After review by the hiring committee, their recommendation was to move forward and negotiate a contract with the firm Clear Career Professionals, LLC.

Mayor Barnhart said he was on the hiring committee with Councilor Robinson and Councilor King and they reviewed all proposals and came up with the same conclusion as City Manager Shrives.

Councilor Piper motioned to approve Clear Career Professionals, LLC as the recruiting firm for the City Manager search, seconded by Councilor Lovering with council voting as follows. Ayes: King, Lovering, Piper, Price, Robinson, Shepard and Barnhart.

NEW BUSINESS:

Ex-Officio - Local Government Review Study Commission

This appointment is to fill the council Ex-Officio position on the Local Government Review Study Commission. John Piper said he would like to serve as the Ex-Officio on the Local Government Review Study Commission.

Councilor Lovering made motion to appoint John Piper as the Ex-Officio - Local Government Review Study Commission, seconded by Councilor Price and the motion carried unanimously.

Flathead County Solid Waste Board and Board of Health

These appointments are to fill the Solid Waste term thru 12/31/25 and the Board of Health term from 01/01/25 thru 12/31/27.

Mayor Barnhart said he currently serves on both boards and is happy to renew his terms as he enjoys contributing to both Boards.

Councilor Shepard motioned to appoint Mayor Barnhart to the Flathead County Solid Waste Board and Board of Health, seconded by Councilor Robinson and the motion carried unanimously.

Acceptance of Saint Richards Subdivision Water Main Extension and release of letter of credit

On June 29, 2023, a Subdivision Improvement Agreement (SIA) was entered into between the City of Columbia Falls and the Boys and Girls Club of Glacier Country Inc. All requirements that were to be met are outlined in the SIA. Additionally, a requirement of the SIA was a guarantee of funds in the sum of \$239,342. That guarantee was provided in the form of an Irrevocable Letter of Credit provided by Freedom Bank.

The work has been completed by the Boys and Girls Club of Glacier Country Inc. and the Public Works Director has provided a letter outlining that all requirements of the SIA have been met. With the acceptance of the infrastructure, the City Council will also need to approve the release of the Letter of Credit for return to Freedom Bank and the Interim City Manager will provide a letter notifying the bank of the release of the irrevocable Letter of Credit.

Councilor Lovering motioned to accept the Saint Richards Subdivision Water Main Extension, seconded by Councilor Robinson and the motion carried unanimously.

Councilor Robinson made motion to release the Letter of Credit, seconded by Councilor Lovering with council voting as follows. Ayes: Lovering, Piper, Price, Robinson, Shepard, King and Barnhart.

REPORTS / BUSINESS FROM MAYOR & COUNCIL

Councilor Price inquired about the Parks Committee meeting. City Manager Shrives said the Parks Committee meeting has not been scheduled yet. Public Works Director Bates will schedule the meeting soon. The topic of the meeting will be funds that are available for playground equipment.

Councilor Price asked if the Police Department will help with parking and signs during the Night of Lights Parade. Police Chief Stephens replied that is correct. He has been in contact with the Lions Club concerning pedestrians in the road way. We also have permission from BNSF to stage the parade on BNSF property.

Mayor Barnhart asked if the city can ensure the Christmas tree lights are operable before the Night of Lights Parade. City Clerk Staaland said she has contacted JD Thinning and he will make sure the lights are on before the parade starts.

Mayor Barnhart said years ago the Jaycees use to post flags of the 12 holidays throughout town. Mayor Barnhart said nobody posts the flags anymore. Mayor Barnhart would encourage a civic group to start the program up again. Councilor Price said she believes the Lions Club has the flags and she will bring it up at the next meeting.

CITY MANAGER REPORT

City Manager Shrives asked Kelly and Justin how the sound is through Zoom, they both replied they could hear fine. Staff is working on the sound system and has done some adjustments with the existing sound and will continue researching microphones for each station.

City staff has looked into the 15 minute parking on Nucleus Ave. Staff has a call into the state and are waiting to hear back from them. There used to be a downtown business improvement district, which may be a route to go, along with putting business owners in charge of managing employee parking said Shrives.

The stop sign on 3rd Ave. E. has been reviewed by staff and the small stop sign is for the bike lane only, it is not a street sign. The crosswalk will be addressed by the street department when weather permits.

The new Finance Director Jessica Rice started today and we are looking forward to having her on board.

Councilor Robinson said the City of Whitefish is looking into hiring a lobbyist. Robinson would like to know why they are hiring a lobbyist and why the City of Columbia Falls doesn't. Shrives said the city utilizes the League of Cities and Towns. He will follow up with Dana in Whitefish as to why they feel the need to hire a lobbyist.

Mayor suggested having the Legislative Committee set up a meeting with the Senator Dave Fern and Representative Lynn Bennett. City Manager Shrives said he will work on it.

MISCELLANEOUS

Correspondence

ADJOURN

Councilor Lovering motioned to adjourn, seconded by Councilor Shepard and the meeting was adjourned at 7:33 p.m.

Mayor

City Clerk



COLUMBIA FALLS MONTANA

City Council Agenda Item Summary

Title: Swearing in of New Probationary Police Patrol Officer Austin Green

Date: 12/02/2024

Staff Contact: Chief Chad Stephens

AGENDA ITEM SUMMARY: Introduction & Swearing in of New Probationary Police Patrol Officer, Austin Green.

BACKGROUND: In October, 2024, the Columbia Falls Police Department conducted applicant testing for the position of Probationary Police Patrol Officer. Throughout the intensive testing and following background investigation, Austin Green stood out and was selected as our newest Police Patrol Officer. Austin is a Columbia Falls native, who attended school and played sports here. He went to college in Dillon MT at the University of Montana Western where he earned his degree. He was also a college athlete and coach while at UMW. Austin returned to Columbia Falls after college and began his teaching and coaching career. Austin has always thought of being a police officer, so when the opportunity presented itself to be able to serve in the community he grew up in he seized it. Austin and his wife Ellie call Columbia Falls home and exemplify what being part of a community really means. We are very happy Austin has decided to continue his life and career of service with the Columbia Falls Police Department.

ANALYSIS: All testing and background are completed, reviewed and approved.

FINANCIAL CONSIDERATIONS: Salary is accounted for.

STAFF RECOMMENDATION: Chief will introduce Austin Green and the City Clerk shall administer the oath of office. Badge pinning to follow.

SUGGESTED MOTION: No motion is necessary.

ATTACHMENTS: Oath of Office



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

Item No.5.

PHONE (406) 892-4391

FAX (406) 892-4413

December 3, 2024

Flathead County Commissioners
800 South Main
Room 302
Kalispell, MT 59901

Re: Homebuyers Assistance Program

Dear Commissioners, Abell, Holmquist, and Brodehl,

The City of Columbia Falls City Council met on December 2, 2024, and voted to provide our endorsement of NeighborWorks Montana (NWMt) to be chosen to manage the \$4.5 million state funded workforce housing assistance program.

The City has worked with NeighborWorks Montana on other projects, specifically the HOME downpayment loan program, and we feel they are more than capable of managing the workforce housing assistance program. Allowing the funds to be reallocated to another county would deprive Flathead County citizens of the opportunity to participate in this program.

Sincerely,

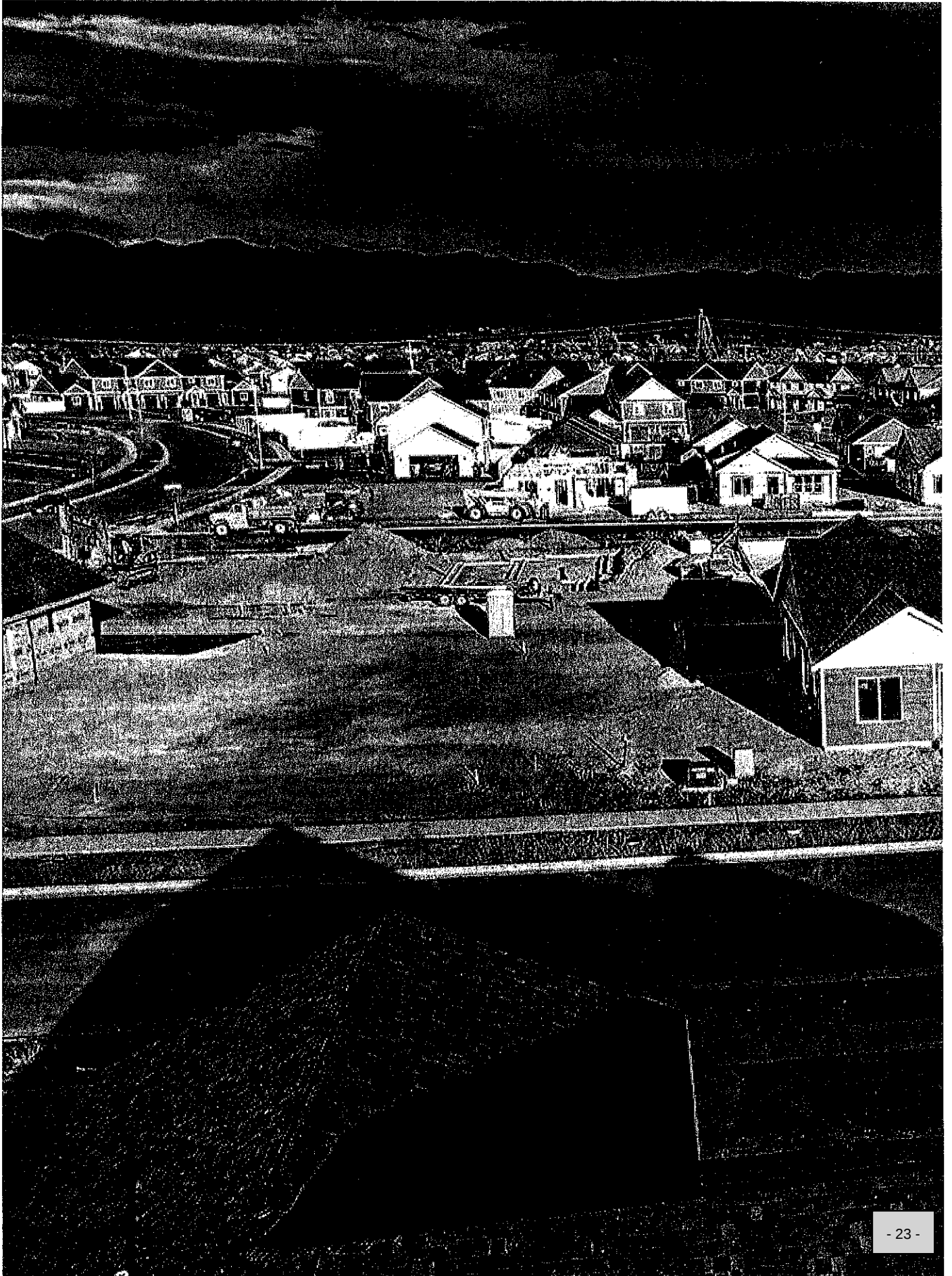
Don Barnhart
Mayor
City of Columbia Falls

Nonprofit Seeks County Approval to Manage State-funded Workforce Housing Assistance Program

NeighborWorks Montana has systems in place to manage the \$4.5 million in funding set aside for Flathead County workforce housing during the 2023 Legislature for a new homebuyer assistance program, which is contingent on county commissioner approval

BY MAGGIE DRESSER

November 25, 2024



A subdivision under construction off of Three Mile Drive on the westside of Kalispell on Sept. 22, 2021 Hunter D'Antuono | Flathead Beacon

When the 2023 Legislature set aside \$50 million to address workforce housing across the state, lawmakers directed local housing nonprofits to establish management organizations for the new homebuyer assistant program and direct its funds, with \$4.5 million designated for Flathead County.

If approved by the Flathead County Commissioners, the funding would be managed by a Community Reinvestment Organization (CRO), which was established following the passage of House Bill 819 during the 2023 session. The organization would be tasked with matching the government dollars from the allocation, for a total of \$9 million in homebuyer assistance.

NeighborWorks Montana (NWMt), a housing nonprofit that creates homeownership opportunities for the state's workforce, has applied to become a CRO in several counties, including Flathead, to help execute the program, which would provide homebuyers with 30% of the cost of a home as a loan or an investment while recipients would agree to an equity cap of 1% per year. The cap allows the remainder of the equity to be recycled back into the program to provide long-term affordability for future homeowners. Eligible households must earn between 60% and 140% of the area median income (AMI).

"This is a space that NeighborWorks has been engaged in for 25 years," NWMt Homeownership Director Hanna Tester said. "We are good at secondary mortgage financing — it's our bread and butter — and we're good at raising and deploying capital. We would like to see the Flathead take advantage of employing this. What happens if they don't is that \$4.5 million will just be allocated to another county."

In order to receive the funding, county commissioners must sign off on the partnership by Dec. 31 or the money will be reallocated elsewhere. Counties are not required to contribute to the match and are at no financial risk.

“There’s no obligation — we are not asking for money, we are not asking counties to contribute,” Tester said. “We just need that signed resolution.”

As of Nov. 22, county commissioners had not yet decided if they wanted to add the resolution to the agenda. Commissioner Pam Holmquist said she would like to receive more public comment on the topic as she learns more about the program.

Established in 1998, NWMT has helped facilitate homeownership in a variety of ways including the Resident Owned Community (ROC) program, which helps homeowners finance manufactured-home parks and prevents against eviction.

As a Community Development Financial Institution (CDFI) certified by the U.S. Treasury, the nonprofit provides financing that supports housing opportunities along with providing down payment assistance loans.

Historically, NWMT has helped 91 families secure homeownership in the Flathead through down payment assistance loans while lending \$13 million leveraged in other financing sources including mortgages from local banks and credit unions.

In addition to Flathead County, the organization is approved by the cities of Kalispell, Whitefish and Columbia Falls to provide state HOME down payment loans, which help fill the gap between the total financing needed and the amount a primary mortgage lender is willing to lend for households at or below 80% of the median income.

“The cool thing about NeighborWorks Montana is we have all of these systems in place,” Tester said.

NWMT staff also work to guide prospective homeowners through the process by offering counseling and homeownership education, while working with mortgage lenders to make sure qualifications are met. The organization also offers gap financing, which helps fund development projects, down payments and closing costs.

In Flathead County, NWMT has provided more than 2,000 residents with homebuyer education and housing counseling while the nonprofit has provided more than \$280,000 in grants to partner organizations for these services.

As housing prices remain unaffordable in Flathead County, with the median housing price at \$600,000 in October, Tester highlighted the drastic spike in costs over the last 15 years.

For example, a family in 2009 earning 125% of the AMI was at about 88% of affordability — meaning income at 125% AMI amounted to about 88% of the average home's purchase price. Families would have needed a down payment assistance loan of 12% of the home price to cover that gap.

In 2024, that same family would only be able to afford 72% of the average home — with a 28% gap in affordability.

“Despite families still working hard, wages have not kept up with home prices and the gap is too big for most wage-earning families to cover,” Tester said. “It is much harder now for average working people in the Flathead to attain homeownership.”

maggie@flatheadbeacon.com

CITY OF COLUMBIA FALLS
NOTICE OF PUBLIC HEARINGS

Item No.6.

The Columbia Falls Planning Commission will hold a public hearing for the following item at their regular meeting on Thursday, November 14, 2024 at 6:00 p.m. in 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, December 2, 2024 starting at 7:00 p.m. in the same location.

Request for a zone change from CR-5 to CRA-1 in the Columbia Falls Zoning Jurisdiction:

Boys and Girls Club of Glacier Country, Inc are requesting a Zone Change from CR-5 to CRA-1. The property was previously used for the Boys and Girls Club in Columbia Falls which recently moved to the old elementary school site. A potential buyer of the property would like to open a physical therapy office in the old Boys and Girls Club building. A medical office such as a physical therapist office is a permitted use in the CRA-1 zone but not permitted in the CR-5 zone. The property is described as: Lots 4 & 5; Block 40; Columbia Falls Townsite; Section 8, 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, or email staalandb@cityofcolumbiafalls.com. For more information on the request call Eric Mulcahy, Columbia Falls City Planner at 755-6481.

DATED this 24th day of October, 2024

Mark Shrives

Mark Shrives, Interim City Manager/Planning & Zoning Administrator
COLUMBIA FALLS PLANNING COMMISSION

Publish: Daily Interlake Wednesday, October 30, 2024

**ZONE CHANGE REQUEST
COLUMBIA FALLS ZONING JURISDICTION
Boys and Girls Club of Glacier Country
COLUMBIA FALLS PLANNING OFFICE STAFF REPORT CZC#24-01
November 7, 2024**

A report to the Columbia Falls Planning Commission and the Columbia Falls City Council regarding a request to amend the zoning classification from CR-5 (Two Family Residential) to CRA-1 (Residential Apartment) within the Columbia Falls Zoning Jurisdiction. The zone change request is scheduled for a public hearing before the Planning Commission on Thursday, November 14, 2024, at 6:00 P.M. A subsequent hearing will be held by the Columbia Falls City Council December 2, 2024, at 7:00 P.M.

BACKGROUND INFORMATION

A. PETITIONERS

Boys and Girls Club of Glacier Country, Inc
175 Hutton Ranch Road, Suite 103-194.
Kalispell, MT 59901

APPLICANT

Glacier Peaks Mobile Physical Therapy, LLC
Attn: Jackie Bullock
jackie@glacierpeaksmobilept.com

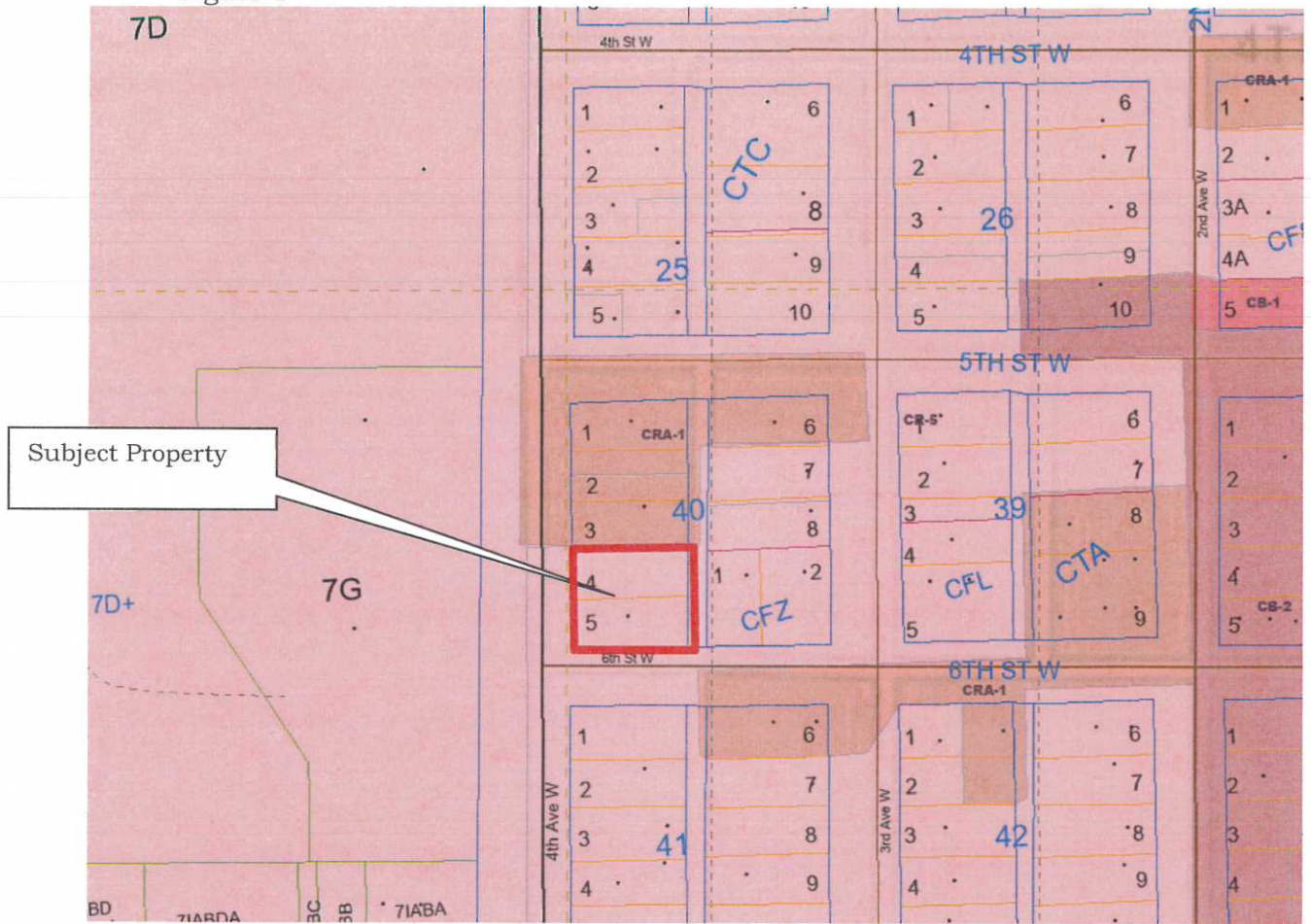
B. LOCATION/DESCRIPTION

The properties are located at 535 4th Ave W in Columbia Falls and has been used as the Boys and Girls Club in Columbia Falls until they recently moved across the street to the old school facility. The two City lots amount to 12,500 square feet. The properties are described as Lots 4 and 5, Block 40 of the Town of Columbia Falls in Section 8, T30N, R20W, P.M.M, Flathead County.

C. REQUEST

The request would amend the zoning on the property from CR-5 (Two Family Residential) to CRA-1 (Residential Apartment). See figure 1 for current zoning. The site is currently the unoccupied home of the Boys and Girls Club which recently moved just across the Street in the old Glacier Gateway school building. The Boys and Girls Club of Glacier Country are selling the property, and the new purchaser has a Physical Therapy Business. Medical offices are not allowed in the CR-5 zone but they are allowed in the CRA-1 zone as a permitted use. As the property is directly adjacent to CRA-1 zoning and there have historically been medical offices in the neighborhood, the zone change appears to be appropriate provided it meets the review criteria.

Figure 1



Columbia Falls Zoning District Map (Current Zoning Designation, Flathead County GIS)

D. EXISTING LAND USE

The property is the site of the former Boys and Girls Club. (See Figure 2)
Figure 2



Source: Flathead County GIS

E. ADJACENT ZONING AND LAND USE:

Figure 1 shows the existing zoning and use.

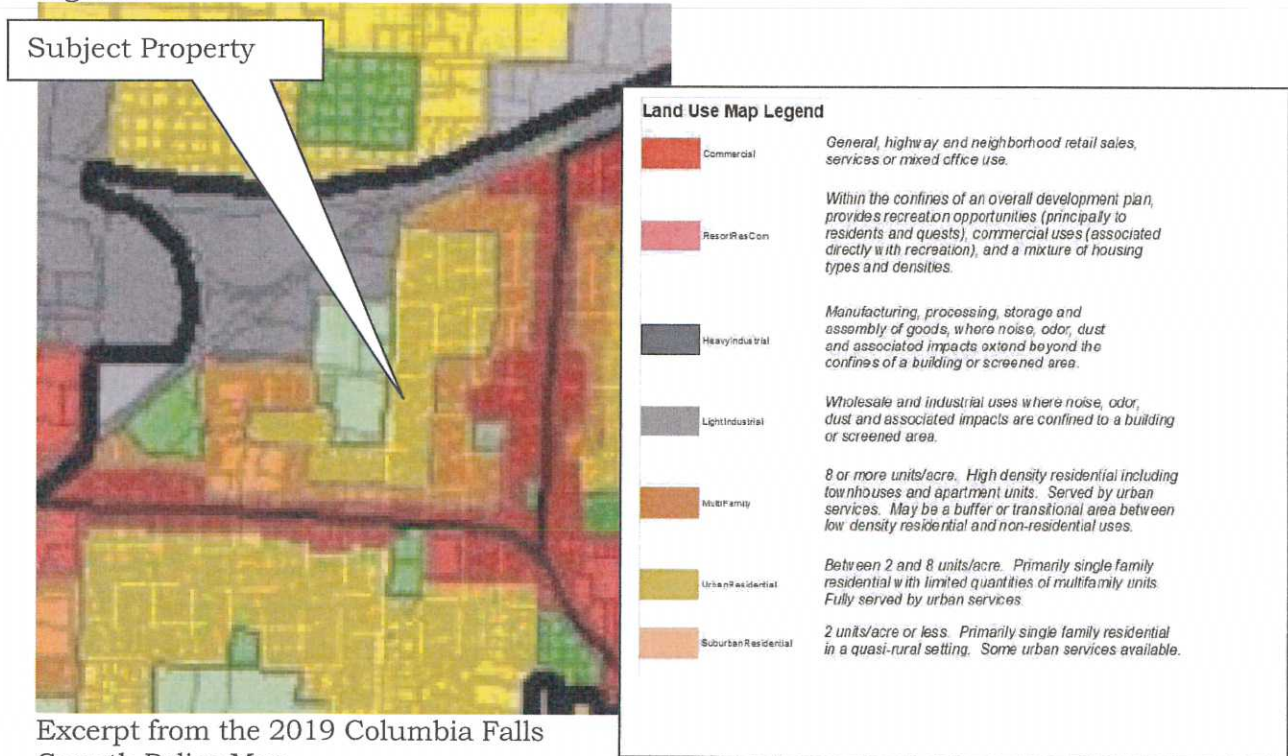
Direction from Site	Current Zoning	Current Use
North	CRA-1 (Residential Apartment)	Residential
South	CR-5 (Two Family Residential)	Residential
West	CR-5 (Two Family Residential)	Boys and Girls Club and Columbia Falls Elementary School
East	CR-5 (Two-Family Residential)	Residential

F. GROWTH POLICY DESIGNATION

The Columbia Falls Growth Policy map designates the subject property as urban residential with a density of two to eight units per acre. The designation allows residential and limited quantities of multi-family.

The property is located within the City Limits and is served by City Sewer and Water. 4th Ave West is an Urban Collector Street with a mix of low-density office, multi-family, single family and the school. The proposed CRA-1 is supported by the Growth Policy designation.

Figure 3



G. UTILITIES/SERVICES

The property is in the City limits of Columbia Falls.

Water

Sewer

Fire Protection

Police Protection

Electricity

The property is served by City water.

The property is served by City sewer

Columbia Falls Fire Department

Columbia Falls Police Department

Flathead Electric Co-op.

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. The following findings are made:

1. **Does the requested zone comply with the Growth Policy?**
The Columbia Falls Growth Policy Map designates the subject property for Urban Residential which supports the single family and limited multi-family found in the district. The zone change to CRA-1 complies with the long range planning document. (Figure 3)
2. **Is the requested zone designed to lessen congestion in the streets?**
The subject property is located along 4th Avenue West, a designated collector street. 4th Avenue West is slated for a major upgrade with a full City cross section, including curbs, gutter, sidewalk and boulevard. Parking for the Boys and Girls Club is currently provided with on-street parking. With the new use, parking will be provided off alley behind the building on-site, as off-site parking cannot be used to meet parking standards. With the building permit for the remodel, the applicants will pave the portion of alley providing access to the parking as well and the parking spaces. Should the property convert to the physical therapist office, parking and access will continue to be from the alley. Parking will be reviewed at time of building permit and conversion.
3. **Will the requested zone secure safety from fire, panic, and other dangers?**
The property is located within the City Limits of Columbia Falls. The property is served by City sewer and water. The Columbia Falls Police and Fire departments serve the site and the police and fire stations are located two blocks from the subject property. The property is not located or mapped within the 100-year floodplain of the Flathead River (FIRM Panel 1435J). The property is adjacent to a collector street providing good access to the proposed use.
4. **Will the requested change promote the health and general welfare?**
Neighboring land use consists of a mix of office, single family residential, multi-family residential, community services (Boys and Girls Club and the wrestling club), and the public elementary school. The proposed zone change is compatible with the neighboring uses and will promote health and general welfare.
5. **Will the requested zone provide for adequate light and air?**
The existing CR-5 setbacks are 20 feet in the front, 5-feet on the side, 15 feet on the side corner and 20 feet in the rear yards. The proposed CRA-1 setbacks are 15 feet in the front, 5-feet on the side, 15 feet on the side corner and 15 feet in the rear yards. A slight decrease in front and side yard setbacks. However, the proposed CRA-1 zoning is identical to the properties adjoining the property on the north. The proposed setbacks will match those of neighboring properties.
6. **Will the requested zone prevent the overcrowding of land?**
The proposed zone change closely complies with the Community's long range planning document, the Columbia Falls Growth Policy, 2019 Edition. The proposed zoning matches the zoning designation for the property located directly north of the property. The subject site is suitable for low density multi-family or the proposed physical therapist office which fits in the permitted use category of "clinic, medical and dental". The use and the intensities associated with the proposal should not create overcrowding of the land.
7. **Will the requested zone avoid undue concentration of people?**
The proposed CRA-1 zoning will have similar concentrations of people as the neighboring CRA-1 zoning located along the subject property's northern boundary. The

proposed zoning is compatible to neighboring zoning and will not create an undue concentration of people.

8. Will the requested zone facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements?

The property subject to the CRA-1 zoning map amendment is located within the City Limits of Columbia Falls, it is connected to City sewer and water. The proposed physical therapist office will not generate school aged children but its location is across the street from one of the Columbia Falls elementary schools. The property is located on a collector street that is slated for significant upgrades. The property is located in an area that facilitates the urban intensities identified in the zoning regulations.

9. Does the requested zone give reasonable consideration to the peculiar suitability of the property for particular uses?

The subject property is located in an area of mixed use and densities. There is office space, single family residential, multi-family residential and a public school in the neighborhood. Converting the Boys and Girls Club to a physical therapist office will likely be less intense than the previous use. The proposal does give reasonable consideration to the suitability of the proposed use.

10. Does the requested zone give reasonable consideration to the character of the district?

The character of the neighborhood/district is a mix of use and intensities. The zone change does consider the character of the neighborhood and through this Map Amendment will convert the Boys and Girls Club use to a medical clinic and more specifically a physical therapist office.

11. Will the new zoning affect property values?

The applicant indicates that there will be some interior remodeling to bring the property and building up-to-date which would increase the value of the building. As the property is in a neighborhood with a mix of office, single family residential and multi-family residential there should be no detriment to neighboring property values.

12. Will the requested zone encourage the most appropriate use of the land throughout the municipality?

The subject property is designated in the Columbia Falls Growth Policy as Urban Residential. The text of the Growth Policy supports the zone change in this location. The zoning to the north is currently zoned CRA-1. This is an appropriate location for the requested use.

SUMMARY

The property is designated urban residential by the Columbia Falls Growth Policy. This designation supports two to eight dwellings per acre along with single family use and multi-family use. The proposed CRA-1 zoning designation allows "clinics, medical and dental", as a permitted use. The property is located adjacent to lands already zoned CRA-1. The intensity of the physical therapist office will likely be noticeably less than that of the Boy and Girls Club. The proposed densities are supported by the urban services and utilities of the City of Columbia Falls.

RECOMMENDATION

Staff finds that the subject sufficiently meets the adopted review criteria and supports the property rezoning from CR-5 to CRA-1. Staff recommends that the Columbia Falls Planning Commission adopt staff report CZC-24-01 as findings of fact and recommend approval of the zone change to the Columbia Falls City Council.

Exhibit A – Legal Description

Lots 4 & 5, Block 40 of the Town of Columbia Falls, Section 8, 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

PETITION FOR ZONING MAP AMENDMENT

FILING FEE ATTACHED \$ 1250

Zone Change Base Fee SEE FEE SHEET

Transferee:
Glacier Peaks Mobile Physical Therapy, LLC
Jackie Bullock
jackie@glacierpeaksmobilept.com
phone: 406-426-1560

NAME OF APPLICANT: Boys and Girls Club

MAIL ADDRESS: 175 Hutton Ranch Road Ste 103-194

CITY/STATE/ZIP: Kalispell MT 59901

PHONE: 651-338-5059

INTEREST IN PROPERTY: Current owner

Ron Osterbauer - CEO

PLEASE COMPLETE THE FOLLOWING:

- A. Address of the property: 535 4th Avenue West Columbia Falls, MT
- B. Legal Description: (Subdivision Name, Lot & Block and/or Tract Number (Section, Township, Range)
Columbia Falls. S08, T30N, R20W, Block 40 Lot 4 and 5

(Attach sheet for metes and bounds)
- C. Land in zone change (ac)
0.28 Acres
- D. The present zoning of the above property is: CR5
- E. The proposed zoning of the above property is: CRA-1
- F. State the changed or changing conditions that make the proposed amendment necessary:
Transfer of ownership with the intention to use the existing structure as a physical therapy clinic. The zoning code would need to change from CR-5 to CRA-1 in order to operate as a clinic.

HOW WILL THE PROPOSED CHANGE ACCOMPLISH THE INTENT AND PURPOSE OF:

- A. Promoting the Growth Policy
The proposed zoning change will increase healthcare access for Columbia Falls residents and increase employment opportunities for skilled workers. The building's new use and

business model will also increase the Columbia Falls tax base.

- B. Lessening congestion in the streets and providing safe access
The physical therapy clinic will have a lower number of patrons at more dispersed intervals in comparison to the current use model. Following zoning guidance, sufficient and safe clinic parking will be ensured.
- C. Promoting safety from fire, panic and other dangers
The clinic will ensure adherence to applicable fire and safety codes.
- D. Promoting the public interest, health, comfort, convenience, safety and general welfare
A physical therapy clinic will increase healthcare access to residents of Columbia Falls.
- E. Preventing the overcrowding of land
The clinic will operate within the existing structure.
- F. Avoiding undue concentration of population
The physical therapy clinic will have a lower number of patrons at more dispersed intervals in comparison to the current use model.
- G. Facilitating the adequate provision of transportation, water, sewage, schools, parks and other public facilities
In comparison to the current use model, the clinic will likely have a reduced footprint in terms utility consumption. Transportation, schools, parks and other public facilities should not be impacted.
- H. Giving reasonable consideration to the character of the district
Buildings directly adjacent to the existing structure are similarly zoned within CRA-1. Other lots within the vicinity are also zoned as CRA-1. Structure upgrades will take care to

preserve the building's character where possible and economically reasonable.

- I. Giving consideration to the peculiar suitability of the property for particular uses
The building's charm and character provide a warm environment, supporting healing.

Minor upgrades to the interior will improve functionality and facilitate privacy.

- J. Protecting and conserving the value of buildings

Inspections and upgrades will support the long-term structural integrity and property value,

Further, upgrades will take care to retain the building's character where possible.

- K. Encouraging the most appropriate use of land by assuring orderly growth

Columbia Falls is a growing, active community. Additional physical therapy offerings will support its residents in maintaining their active lifestyles.

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.

Authenticity

Ron Osterbauer

CEO, BGCGC

10/10/24

(Applicant Signature)

(Date)

Authenticity

Keith Valentine

President, BGCGC

10/10/24

Former Boys and Girls Club



Item No.2

CB-1

CB-2

CRA-1

CR-5

CRA-1

Subject Property

CR-5

CRA-1

Item No.6.

Former Boys and Girls Club

Item No. 2



Item No. 6.

CITY OF COLUMBIA FALLS
 NOTICE OF PUBLIC HEARINGS
 Item No.2.

Item No.6.

The Columbia Falls Planning Commission will hold a public hearing for the following item at their regular meeting on Thursday, November 14, 2024 at 6:00 p.m. in 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, December 2, 2024 starting at 7:00 p.m. in the same location.

Request for a zone change from CR-5 to CRA-1 in the Columbia Falls Zoning Jurisdiction: Boys and Girls Club of Glacier Country, Inc are requesting a Zone Change from CR-5 to CRA-1. The property was previously used for the Boys and Girls Club in Columbia Falls which recently moved to the old elementary school site. A potential buyer of the property would like to open a physical therapy office in the old Boys and Girls Club building. A medical office such as a physical therapist office is a permitted use in the CRA-1 zone but not permitted in the CR-5 zone. The property is described as: Lots 4 & 5; Block 40; Columbia Falls Townsite; Section 8, 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, or email staalandb@cityofcolumbiafalls.com. For more information on the request call Eric Mulcahy, Columbia Falls City Planner at 755-6481.

DATED this 24th day of October, 2024

Mark Shrives
 Mark Shrives, Interim City
 Manager/Planning & Zoning
 Administrator
 COLUMBIA FALLS PLANNING
 COMMISSION

October 30, 20.
 MNAXLP



Planning Department

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

PHONE (406) 892-4391

FAX (406) 892-4413

October 28, 2024

Re: Public Hearing Notice for a Zone Change for the Boys and Girls Club property at 535 4th Avenue West, Columbia Falls.

Dear Adjacent Property Owner:

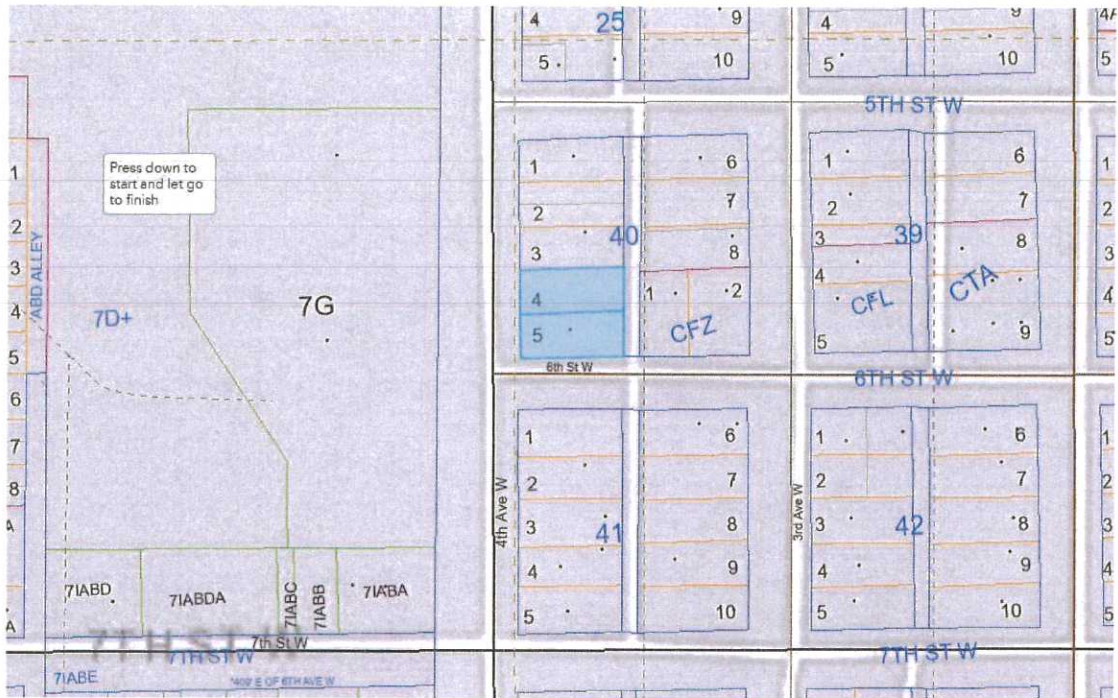
Our records indicate that you are the owner of property within 150-feet of the proposed project.

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 by the Boys and Girls Club of Glacier Country for a zone change from the existing CR-5 zoning designation to the CRA-1 zoning designation. The reason for the change is to allow for a physical therapist office within the existing building. Medical offices are allowed in the CRA-1 zone but not in the CR-5 zone.

If you have questions or comments concerning this matter, please call Eric Mulcahy, Columbia Falls City Planner at 755-6481. For written comment to be included in the Planning Board packet, it needs to be submitted to the City Clerk, 130 6th Street West, Columbia Falls, MT 59912 no later than Thursday November 7th or by email: staalandb@cityofcolumbiafalls.com. Written or emailed comments 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 November 14, 2024.

Sincerely,

Eric H. Mulcahy, City Planner



CITY OF COLUMBIA FALLS
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**CITY OF COLUMBIA FALLS
CORRESPONDENCE LIST
COUNCIL MEETING
December 2, 2024**

11/26/24 - Letter from Mountain Climber –Annual Public Transportation Meeting.

11/25/24 - Habitat for Humanity of Flathead Valley Newsletter

11/27/24 Flathead County – News Release – Flathead County sets record for voter turnout in 2024 General Election

THANKS FOR 2024!

RECEIVED

NOV 26 2024

CITY OF COLUMBIA FALLS



Dear Friends of Habitat Flathead,

Thank you for sticking with us during this pivotal year for Habitat Flathead. During 2024, this Habitat affiliate tried new ways of working and I am pleased to report these experiments have gone well so far and show great promise going forward.

New Projects in 2024 & Results

Keeping Home Costs Low by Keeping the Land Underneath in Trust – This past year, we committed to building on two Northwest Community Land Trust properties for three new homes. This partnership reduces the price of each home by at least \$100,000 since the land stays in trust and is not part of the cost of the home. Next year, we will begin building on a lot donated by the City of Columbia Falls. Those parcels of land will also stay in the land trust and keep the price of the homes down.

Increasing our Volunteer Base to Build More Quickly – We opened a RV Park behind our ReStore this past spring to accommodate Habitat's roving volunteers, the Care-A-Vanners. The RV Park was full all summer and there were still volunteers into the fall until the last Care-A-Vanner left on October 27th. As a result, we built homes twice as quickly this past summer. We have reduced our time to build one house down to four months. Reservations for the RV slots for summer 2025 are almost full, so we believe we can maintain this pace and improve upon it year after year.

Investing in New Team and New Methods – Habitat Flathead's construction crews thrived under Steve's supervision for more than a decade. This fall, Steve retired and set sail and handed over the reins to Garrett, who he mentored for the past three years. The new crew has maintained the positive, lively, energetic vibe that our build sites are known for and they have introduced new construction technologies into our homes. For example, we are now using Insulated Concrete Form blocks to save on costs and time, and to make the houses more energy efficient by about 50%. The blocks are also much lighter than timber and are easier for volunteers to manage.

Partnering to Repair Homes – Our priority is to build as many energy-efficient, affordable homes as possible in the Flathead Valley to address the current housing crisis. Helping people, especially elderly people, stay in their homes is another approach to addressing the housing shortage. Through our "Rails & Ramps" project, we have partnered with the Senior Mobile Home Repair organization to build stairs, decks and ramps. Through this partnership, we are able to repair local homes without slowing down the construction of the new homes we are building.



New Projects Slated for 2025

Pre-production Facility inside the ReStore Building – To engage more volunteers and expedite the building process, we will convert the Yard Room of the ReStore into a pre-production space for the Construction team to cut and assemble framed walls. We can save about \$4,000 per home with pre-framing by reducing lumber waste, cutting hours of labor, and optimizing procurement. This pre-production space also gives us a place to keep working on our homes in extreme weather.

Mentoring Program – After years of working with new homeowners, we realize that they still need guidance and support for up to a year after they move into their new home. Financial management, home maintenance, and even lawncare can be daunting tasks for households that have previously lived in rentals. In 2025, we will recruit volunteers to work one-on-one with new Habitat homeowners during the six months before they move in and the twelve months after. Please consider being a Habitat Flathead Mentor!

Beyond 2025

Houses per Year – At this point, I know that the Habitat Flathead team can take on all the challenges of the next year and beyond. Before the end of 2025, I intend to publish our housing pipeline through 2030. As you will see from the pipeline, we will continue to gradually increase the number of homes we build every year. You can count on Habitat Flathead to grow steadily and noticeably to address the housing crisis.

Habitat Flathead's growth is possible because of the investments you have made in us. I am deeply grateful for all your donations and your hours of volunteering, ReStore shopping, and goodwill. I hope you continue to invest in Habitat Flathead as we build more and more homes.

As we enter into this magical holiday season, I am going to ask for a miracle - - land! We are in dire need of more land to build on. If you have any land you would like to donate or sell to Habitat Flathead, please contact me at director@habitatflathead.org. We also need funds to buy more land so we welcome financial donations for land procurement, too.

Many thanks for partnering with us this past year when we built twice as fast as the year before! My fervent wish for next year is that we continue to work together to bring more people into Habitat homes for the next holiday season.

Gratefully,



MaryBeth Morand
Executive Director
Habitat for Humanity of Flathead Valley

DONATE NOW





RECEIVED

NOV 26 2024

CITY OF COLUMBIA FALLS

November 13, 2024

Columbia Falls City Manager – Mark Shrives

130 6th St W

Columbia Falls, MT 59912

To Whom It May Concern,

It is time for our Annual Public Transportation Public meetings. We are sending you a personal invitation to attend any of our three public meetings we will be having in December. There have been many changes with public transportation in the Flathead Valley over the past few years. Please join us to discuss the changes and the challenges the valley faces regarding transportation needs as well as planning for the future.

We will be holding three Public Meetings, one each in Whitefish, Columbia Falls and Kalispell.

Whitefish – Thursday December 5th 6:00 p.m. – 7:30 p.m. at Whitefish City Council Chambers
418 E Second St, Whitefish

Kalispell – Thursday December 12th 2:00 – 3:30 at Flathead County South Campus Building located at 40
11th St West, Kalispell second floor meeting room.

Columbia Falls – Thursday December 19th 6:00 p.m. – 7:30 p.m. at Columbia Falls City Council Chambers
130 6th St West, Columbia Falls

For more information on this meeting call (406) 758-5728. We value your thoughts and hope to see you at the meeting. We look forward to hearing your input and answering any questions you might have.

Sincerely,

Elizabeth Wood

Transportation Director

Flathead County Public Transportation Mountain Climber

(406) 758-2130

ewood@flathead.mt.gov

Flathead County

(406) 758-5503
800 S Main St, Kalispell, MT 59901



CITY OF COLUMBIA FALLS

NOV 27 2024

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News Release

FOR IMMEDIATE RELEASE

Flathead County Sets Record for Voter Turnout in 2024 General Election

Flathead County, Montana – November 19, 2024 – Flathead County has achieved a historic milestone in the 2024 General Election, recording its highest voter turnout to date. A total of 64,055 ballots were cast, reflecting an increase of nearly 4,000 ballots compared to the 2020 election and over 15,000 more than the 2016 election.

Key Statistics from the 2024 General Election:

- **Total registered voters (active and inactive):** 84,331
- **Active registered voters:** 71,580
- **Overall voter turnout (active voters):** 89.5%
- **Ballots cast by type:**
 - Absentee: 50,820 (79.3%)
 - Poll: 12,105 (18.9%)
 - Provisional: 1,123 (1.8%)
- **Absentee voter turnout:** 95%
- **Poll voter turnout:** 70%
- **Rejected absentee ballots:** 399 (due to signature issues or lack of signature)
- **Uncounted ballots due to no affirmation:** 20
- **Misrouted ballots from other counties/states:** 10

Election Accuracy and Auditing Results

A post-election audit involving hand-counting ballots from six precincts—9, 11, 15, 25, 28, and 54—revealed a total variance of just +1 vote in Precinct 9, well within the allowable margin of error (5 votes or less than 0.5%). Of the 7,408 ballots audited, the overall margin of error was just 0.0135%.

While the election had a minor discrepancy of 7 ballots out of 64,055 cast (a 0.0109% margin of error), most discrepancies resulted from voters casting ballots in incorrect precincts. Though these voters were allowed to vote, credit could not be assigned in the precinct where they were incorrectly registered.

Flathead County remains committed to continuous improvement, with a goal of achieving a zero margin of error in future elections. The 2024 General Election highlights the dedication of election officials, poll workers, and volunteers who work tirelessly to uphold the integrity of the electoral process.

For further information, please contact Public Information Officer Tanath Bradley at tbradley@flathead.mt.gov.