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

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

# CITY COUNCIL REGULAR MEETING
# AGENDA
# MONDAY, JULY 20, 2020
# COUNCIL CHAMBERS CITY HALL

**FINANCE COMMITTEE – 6:30 P.M**

(Barnhart, Karper, Lovering)

NOTE: Regular Meeting will be held in the Council Chambers as well as by virtual meeting to provide for social distancing. Contact City Clerk Barb Staaland to register for login information. Email: staalandb@cityofcolumbiafalls.com

**REGULAR MEETING – 7:00 P.M.**

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

**CONSENT AGENDA:**

1. Approval of Claims - July 20, 2020 - $130,521.72
2. Approval of Payroll Claims - July 10, 2020 - $125,172.59
3. Approval of July 6, 2020 Regular Council Meeting Minutes
4. Approval of RTP Grant Agreement - Fish, Wildlife and Parks and authorize City Manager to execute.

**VISITORS/PUBLIC COMMENT** (Items not on agenda)

**EMPLOYEE RECOGNITION:**

10 Year Pin - Kara Darling, Lead Court Clerk

**NOTICE OF PUBLIC HEARINGS/PUBLIC HEARINGS:**

5. **Public Hearing - Request to establish a Conditional Use Permit in the Columbia Falls Zoning Jurisdiction**

Heather Peters is requesting a Conditional Use Permit to operate a drive-thru coffee stand at 2620 9th Street West (formerly Melby's). The property is zoned CB-2 Commercial however all drive-thru's require a conditional use permit in this zone. The coffee stand was formerly located at the Town Pump Site at Highway 2 and 40. The property is described as Assessor's Tract 9D in NW1/4 Section 18, 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 Staaland, City Clerk, 130 6th Street West, Room A, Columbia Falls, MT 59912 or via email: staalandb@cityofcolumbiafalls.com. For more information on the proposed conditional use, please call Eric Mulcahy, Columbia Falls City Planner at 755-6481.

A. Adopt Staff Report CCU-20-02 as Findings of Fact.

B. Approval of CUP - Final Action Under Resolutions.

**6. Public Hearing - Resort Tax Code Adoption - Continued from July 6, 2020:**

On July 6, 2020, during the 7:00 p.m. regular council meeting, the City Council of the City of Columbia Falls, shall conduct a public hearing for the purpose of adopting Chapter 3.20 Resort Tax in the Columbia Falls Municipal Code. The hearing will be continued until the July 20, 2020 Council Regular Council meeting.

The City Council will now complete the formal code adoption for the Columbia Falls Resort Tax as approved with the June 2, 2020 election.

The proposed Chapter 3.20 Resort Tax is available for review at the office of the City Clerk, City of Columbia Falls 130 6th Street West, Columbia Falls, MT. Persons may contact the City Clerk or City Manager at 406-892-4391 or for more information about the hearing.

Responses to the public hearing may be in writing addressed to the at or delivered in person to the City Council during the hearing

**7. Public Hearing - 2021 FY Preliminary Budget**

The City of Columbia Falls is beginning the 2020-21 Fiscal year budget process. Notice is hereby given that the City Council of the City of Columbia Falls, Montana, will hold public hearings beginning on July 20, 2020 at 7:00 p.m. in the Columbia Falls City Hall, 130-6th Street West, Columbia Falls, Montana, for the following purposes:

Preliminary Budget
Presentation and consideration of the preliminary budget for fiscal year beginning July 1, 2020 and ending June 30, 2021. This hearing will be continued until final adoption of the budget after receiving the certified taxable valuation.

Special Assessments

Consideration of the adoption of the Street Lighting District and Street Maintenance District assessments for FY2020/2021. Council will hear any objections to the final adoption of the resolution levying special assessments for FY 2020/2021. Special Assessments are estimated as follows:

| | |
|---|---|
| Street Lighting District | $ 30,049 |
| Street Maintenance District | $316,000 |

Individual property payment schedules are available for inspection ten (10) days from this notice, in the office of the City Clerk, 130 6th Street West, Columbia Falls, Montana, during regular hours Monday through Friday, 7:00 AM to 6:00 PM.

Permissive Medical Levy
Consideration of adoption on the proposed tax levy to fund health insurance premium contributions for group benefits beyond the amount of contributions in effect on June 30, 1999. The actual mills for consideration will be made available upon receipt of the certified tax valuation for the year.

Taxpayers are encouraged to attend the hearings and give written or oral comments on any or all of the budget-related items. Written comments may be mailed to the City Clerk, 130 6th Street West, Room A, Columbia Falls, Montana, 59912. Questions regarding the proposed items can be made by contacting City Manager Susan Nicosia at 892-4391.

Tonight's hearing, July 20, 2020, will consist of the Special Assessments and Permissive Medical Levy.

**NEW BUSINESS:**

Project Advisory Committee Appointments

**ORDINANCES / RESOLUTIONS:**

9. **Second and Final Reading - Ordinance # 802 -** An Ordinance of the City Council of the City of Columbia Falls, Montana, Amending the Columbia Falls Zoning Map to Allow the Development of a Planned Unit Development (PUD) Overlay on Property Described as Lots 8,9 and 10 of Block 46 of Columbia Falls Townsite in Section 8, Township 30 North, Range 20 West, P.M.M., Flathead County, Montana

10. **First Reading - Ordinance # 803** - An Ordinance of the City Council of the City of Columbia Falls, Montana, Adding Chapter 3.20 Resort Tax to the Columbia Falls Municipal Code.

11. **Resolution # 1827 -** A Resolution of the City Council of the City of Columbia Falls, Montana, Approving an Application for a Conditional Use Permit for a Drive-Thru Coffee Stand to be Located at 2620 9th Street West, More Particularly Described as Parcel 1 COS No. 6901 and Parcel A COS No. 19185, Tract 9DF in NW1/4NW1/4 Of Section 18, Township 30 North, Range 20 West, P.M.M., Flathead County, Montana.

**REPORTS / BUSINESS FROM MAYOR & COUNCIL**

**CITY MANAGER REPORT**

**CITY ATTORNEY REPORT**

**MISCELLANEOUS**

12. June 2020 Preliminary Finance Report
13. June 2020 Police Activity Report
14. Correspondence

**ADJOURN**

Next Scheduled Meetings:
City Council – Regular Meeting, August 3, 2020 – 7:00 PM
Planning Board – August 11, 2020 - 6:30 p.m.

Item No.1.



* ... Over spent expenditure

| Claim/ | Check | Vendor #/Name/ Invoice #/Inv Date/Description | Document $/ Line $ | Disc $ | PO # | Fund Org Acct | Object Proj | Cash Account |
|---|---|---|---|---|---|---|---|---|
| | | *** Claim from another period ( 6/20) **** | | | | | | |
| 40743 | | 2719 2M COMPANY INC | 43.55 | | | | | |
| | | 20179894-0 06/30/20 PRKS-SOLENOID,FILTER | 14.20 | | | 1000 460400 | 240 | 101000 |
| | | 20179894-0 06/30/20 PRKS-AC SOLENOID | 7.35 | | | 1000 460400 | 240 | 101000 |
| | | 20179894-0 06/30/20 PRKS-4" POP UP ROTOR | 22.00 | | | 1000 460400 | 212 | 101000 |
| | | Total for Vendor: | 43.55 | | | | | |
| 40756 | | 3092 ADVANCED PUMP & EQUIPMENT, INC | 16,348.26 | | | | | |
| | | 10257 07/06/20 RIVER'S EDGE RESTROOM PROJ | 16,348.26* | | | 4010 460400 | 930 | 101000 |
| | | Total for Vendor: | 16,348.26 | | | | | |
| | | *** Claim from another period ( 6/20) **** | | | | | | |
| 40738 | | 1700 BRECK LAW OFFICE, PC | 2,838.60 | | | | | |
| | | 070720 07/07/20 BADGER DIR BILLING LEGAL FEES | 2,838.60 | | | 1000 411100 | 351 | 101000 |
| 40770 | | 1700 BRECK LAW OFFICE, PC | 6,420.66 | | | | | |
| | | 070720A 07/07/20 LEGAL FEES AUG 2020 | 1,330.67* | | | 1000 411100 | 350 | 101000 |
| | | 070720A 07/07/20 LEGAL FEES AUG 2020 | 3,400.75* | | | 1000 410365 | 350 | 101000 |
| | | 070720A 07/07/20 LEGAL FEES AUG 2020 | 532.26* | | | 5210 430500 | 350 | 101000 |
| | | 070720A 07/07/20 LEGAL FEES AUG 2020 | 532.26* | | | 5310 430600 | 350 | 101000 |
| | | 070720A 07/07/20 LEGAL FEES AUG 2020 | 266.14* | | | 1000 411000 | 350 | 101000 |
| | | 070720A 07/07/20 LEGAL FEES AUG 2020 | 107.58* | | | 1000 420100 | 399 | 101000 |
| | | 070720A 07/07/20 LEGAL FEES AUG 2020 | 23.90* | | | 5210 430500 | 357 | 101000 |
| | | 070720A 07/07/20 LEGAL FEES AUG 2020 | 35.86* | | | 5310 430600 | 357 | 101000 |
| | | 070720A 07/07/20 LEGAL FEES AUG 2020 | 47.81* | | | 2500 430200 | 399 | 101000 |
| | | 070720A 07/07/20 LEGAL FEES AUG 2020 | 143.43* | | | 1000 411100 | 350 | 101000 |
| | | Total for Vendor: | 9,259.26 | | | | | |
| | | *** Claim from another period ( 6/20) **** | | | | | | |
| 40775 | | 3028 CENTURYLINK - BUSINESS SERVICES | 1,101.34 | | | | | |
| This is for service from 09/20 to 10/19/19. | | | | | | | | |
| | | 1484739711 01/19/20 ADMIN-VOIP 09/20TO 10/19/1 | 37.50 | | | 1000 410400 | 345 | 101000 |
| | | 1484739711 01/19/20 FIN-VOIP 09/20TO 10/19/19 | 137.34 | | | 1000 410500 | 345 | 101000 |
| | | 1484739711 01/19/20 MAIN VOIP PORT | 400.00 | | | 1000 410580 | 345 | 101000 |
| | | 1484739711 01/19/20 PD-VOIP 09/20TO 10/19/19 | 187.50 | | | 1000 420100 | 345 | 101000 |
| | | 1484739711 01/19/20 FD-VOIP 09/20TO 10/19/19 | 60.86 | | | 1000 420400 | 345 | 101000 |
| | | 1484739711 01/19/20 WTR-VOIP 09/20TO 10/19/19 | 40.63 | | | 5210 430500 | 345 | 101000 |
| | | 1484739711 01/19/20 SWR-VOIP 09/20TO 10/19/19 | 40.63 | | | 5310 430600 | 345 | 101000 |
| | | 1484739711 01/19/20 STRS-VOIP 09/20TO 10/19/19 | 9.38 | | | 2500 430200 | 345 | 101000 |

* ... Over spent expenditure

| Claim/ | Check | Vendor #/Name/ Invoice #/Inv Date/Description | Document $/ Line $ | Disc $ | PO # | Fund | Org | Acct | Object | Proj | Cash Account |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 1484739711 01/19/20 CRTS-VOIP 09/20TO 10/19/19 | 187.50 | | | 1000 | | 410360 | 345 | | 101000 |
| | | Total for Vendor: | 1,101.34 | | | | | | | | |
| 40765 | E | 2852 CHARTER COMMUNICATIONS | 114.98 | | | | | | | | |
| Acct#8313201010137874 | | | | | | | | | | | |
| | | 1378740701 07/01/20 PD-07/01 TO 07/30/20 INTER | 114.98* | | | 1000 | | 420100 | 355 | | 101000 |
| | | Total for Vendor: | 114.98 | | | | | | | | |
| 40739 | | 2872 CINTAS FIRST AID & SAFETY | 283.04 | | | | | | | | |
| | | 5018887314 07/08/20 SWR -FIRST AID SUPPLIES | 91.18* | | | 5310 | | 430600 | 220 | | 101000 |
| | | 5018887314 07/08/20 WTR-FIRST AID SUPPLIES | 119.13* | | | 5210 | | 430500 | 220 | | 101000 |
| | | 5018887314 07/08/20 STRS-FIRST AID SUPPLIES | 52.11* | | | 2500 | | 430200 | 220 | | 101000 |
| | | 5018887315 07/08/20 PD-FIRST AID SUPPLIES | 20.62* | | | 1000 | | 420100 | 220 | | 101000 |
| | | Total for Vendor: | 283.04 | | | | | | | | |
| | | *** Claim from another period ( 6/20) **** | | | | | | | | | |
| 40754 | | 1145 CITY OF WHITEFISH BUILDING | 11,113.70 | | | | | | | | |
| PERMITS ISSUED FOR JUNE 2020 | | | | | | | | | | | |
| | | JUNE 2020 07/01/20 JUNE 2020 BUILDING PERMITS | 8,112.65 | | | 2394 | | 420500 | 398 | | 101000 |
| | | JUNE 2020 07/01/20 JUNE 2020 ELECTRICAL PERMIT | 2,404.35 | | | 2394 | | 420500 | 398 | | 101000 |
| | | JUNE 2020 07/01/20 JUNE 2020 MECHANICAL PERMIT | 297.70 | | | 2394 | | 420500 | 398 | | 101000 |
| | | JUNE 2020 07/01/20 JUNE 2020 PLUMBING PERMITS | 299.00 | | | 2394 | | 420500 | 398 | | 101000 |
| | | Total for Vendor: | 11,113.70 | | | | | | | | |
| | | *** Claim from another period ( 6/20) **** | | | | | | | | | |
| 40772 | | 2713 COMPLETE RESTORATION LLC | 2,994.16 | | | | | | | | |
| | | 20-0702.1 07/02/20 FAC-06/01 TO 06/30/20 | 2,994.16 | | | 1000 | | 411200 | 399 | | 101000 |
| | | Total for Vendor: | 2,994.16 | | | | | | | | |
| | | *** Claim from another period ( 6/20) **** | | | | | | | | | |
| 40768 | | 3026 DAILY INTER LAKE | 149.83 | | | | | | | | |
| | | 27119 06/28/20 PLNG/ZONING PETER DRIVE THRU P | 149.83 | | | 1000 | | 411000 | 331 | | 101000 |
| | | Total for Vendor: | 149.83 | | | | | | | | |
| | | *** Claim from another period ( 6/20) **** | | | | | | | | | |
| 40784 | E | 1879 EVERGREEN WASTE CONNECTIONS | 424.85 | | | | | | | | |
| | | 063020 07/01/20 FAC-06/01/20 TO 06/30/20 | 73.24 | | | 1000 | | 411200 | 340 | | 101000 |
| | | 063020 07/01/20 STRS-06/01/20 TO 06/30/20 | 168.55 | | | 2500 | | 430200 | 340 | | 101000 |
| | | 063020 07/01/20 WTR-06/01/20 TO 06/30/20 | 73.24 | | | 5210 | | 430500 | 340 | | 101000 |
| | | 063020 07/01/20 SWR-06/01/20 TO 06/30/20 | 61.00 | | | 5310 | | 430600 | 340 | | 101000 |
| | | 063020 07/01/20 PRKS-06/01/20 TO 06/30/20 | 48.82 | | | 1000 | | 460400 | 340 | | 101000 |
| | | Total for Vendor: | 424.85 | | | | | | | | |

* ... Over spent expenditure

| Claim/ | Check | Vendor #/Name/ Invoice #/Inv Date/Description | Document $/ Line $ | Disc $ | PO # | Fund Org Acct | Object Proj | Cash Account |
|---|---|---|---|---|---|---|---|---|
| | | *** Claim from another period ( 6/20) **** | | | | | | |
| 40776 | | 869 FLATHEAD COMMUNITY HEALTH | 100.00 | | | | | |
| | | 385441 07/10/20 SWR-385441 URINE AND DOT PHYSI | 100.00* | | | 5310 430600 | 399 | 101000 |
| | | Total for Vendor: | 100.00 | | | | | |
| | | *** Claim from another period ( 6/20) **** | | | | | | |
| 40777 | | 663 FLATHEAD COUNTY SOLID WASTE | 2,655.40 | | | | | |
| | | 967903 06/30/20 SWR-SLUDGE | 202.14 | | | 5310 430600 | 395 | 101000 |
| | | 967969 06/02/20 SWR-SLUDGE | 193.44 | | | 5310 430600 | 395 | 101000 |
| | | 968476 06/04/20 SWR-SLUDGE | 177.92 | | | 5310 430600 | 395 | 101000 |
| | | 968524 06/04/20 SWR-SLUDGE | 170.46 | | | 5310 430600 | 395 | 101000 |
| | | 969358 06/09/20 SWR-SLUDGE | 178.54 | | | 5310 430600 | 395 | 101000 |
| | | 969387 06/09/20 SWR-SLUDGE | 172.64 | | | 5310 430600 | 395 | 101000 |
| | | 969775 06/11/20 SWR-SLUDGE | 179.16 | | | 5310 430600 | 395 | 101000 |
| | | 970779 06/16/20 SWR-SLUDGE | 194.37 | | | 5310 430600 | 395 | 101000 |
| | | 970813 06/16/20 SWR-SLUDGE | 179.47 | | | 5310 430600 | 395 | 101000 |
| | | 971357 06/18/20 SWR-SLUDGE | 178.54 | | | 5310 430600 | 395 | 101000 |
| | | 972242 06/23/20 SWR-SLUDGE | 166.43 | | | 5310 430600 | 395 | 101000 |
| | | 972276 06/23/20 SWR-SLUDGE | 179.78 | | | 5310 430600 | 395 | 101000 |
| | | 972760 06/25/20 SWR-SLUDGE | 132.27 | | | 5310 430600 | 395 | 101000 |
| | | 973599 06/30/20 SWR-SLUDGE | 193.75 | | | 5310 430600 | 395 | 101000 |
| | | 973614 06/30/20 SWR-SLUDGE | 156.49 | | | 5310 430600 | 395 | 101000 |
| | | Total for Vendor: | 2,655.40 | | | | | |
| | | *** Claim from another period ( 6/20) **** | | | | | | |
| 40749 | | 24 FLATHEAD COUNTY TREASURER | 816.68 | | | | | |
| | | JUNE 2020 07/01/20 CRTS-TECH SURCHARGE | 385.00 | | | 1000 212201 | | 101000 |
| | | JUNE 2020 07/01/20 CRTS-LAW ENFORCE ACADEMY | 431.68 | | | 1000 212201 | | 101000 |
| | | Total for Vendor: | 816.68 | | | | | |
| | | *** Claim from another period ( 6/20) **** | | | | | | |
| 40742 | | 21 FLATHEAD ELECTRIC COOP INC | 14,288.97 | | | | | |
| | | 063020 06/30/20 FAC-05/24 TO 06/25/20 | 376.91 | | | 1000 411200 | 341 | 101000 |
| | | 063020 06/30/20 PD-05/24 TO 06/25/20 | 36.12 | | | 1000 420100 | 341 | 101000 |
| | | 063020 06/30/20 FD-05/24 TO 06/25/20 | 286.18 | | | 1000 420400 | 341 | 101000 |
| | | 063020 06/30/20 PRKS-05/24 TO 06/25/20 | 417.28 | | | 1000 460400 | 341 | 101000 |
| | | 063020 06/30/20 POOL-05/24 TO 06/25/20 | 492.79 | | | 1000 460445 | 341 | 101000 |
| | | 063020 06/30/20 LIGHTING-05/24 TO 06/25/20 | 2,509.69 | | | 2400 430200 | 341 | 101000 |
| | | 063020 06/30/20 STRS-05/24 TO 06/25/20 | 134.31 | | | 2500 430200 | 341 | 101000 |
| | | 063020 06/30/20 WTR-05/24 TO 06/25/20 | 3,973.84 | | | 5210 430500 | 341 | 101000 |

For the Accounting Period: 7/20

* ... Over spent expenditure

| Claim/ | Check | Vendor #/Name/ Invoice #/Inv Date/Description | Document $/ Line $ | Disc $ | PO # | Fund | Org | Acct | Object | Proj | Cash Account |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 063020 06/30/20 SWR-05/24 TO 06/25/20 | 6,061.85 | | | 5310 | | 430600 | 341 | | 101000 |
| | | Total for Vendor: | 14,288.97 | | | | | | | | |
| 40779 | | 3095 GREAT NORTHERN LOCK AND SAFE | 180.00 | | | | | | | | |
| | | 7392 07/07/20 POOL-SERVICE CALL, LABOR | 90.00* | | | 1000 | | 460445 | 399 | | 101000 |
| | | 7392 07/07/20 WTR-SERVICE CALL, LABOR | 90.00* | | | 5210 | | 430500 | 399 | | 101000 |
| | | Total for Vendor: | 180.00 | | | | | | | | |
| | | *** Claim from another period ( 6/20) **** | | | | | | | | | |
| 40760 | | 2806 HANSON'S HARDWARE | 229.90 | | | | | | | | |
| | | 595269 06/24/20 WTR-EZ POUR GAS REPLACE SPOUT | 13.99* | | | 5210 | | 430500 | 220 | | 101000 |
| | | 595295 06/26/20 PRKS-6 OZ MOSQUITO SPRAY | 5.49 | | | 1000 | | 460400 | 240 | | 101000 |
| | | 595304 06/26/20 FAC-BSKT STAINER ASSEMBLY | 11.99 | | | 1000 | | 411200 | 240 | | 101000 |
| | | 595165 06/12/20 WTR-HAND SHWR HEAD | 30.99* | | | 5210 | | 430500 | 220 | | 101000 |
| | | 595183 06/15/20 WTR-MISC SCREWS | 3.12* | | | 5210 | | 430500 | 220 | | 101000 |
| | | 595157 06/12/20 WTR-ALPHA LUGGAGE LOCK | 9.49* | | | 5210 | | 430500 | 220 | | 101000 |
| | | 595078 06/04/20 POOL-1/2CHR KITCH P TRAP | 24.99* | | | 1000 | | 460445 | 220 | | 101000 |
| | | 595025 06/01/20 STRS-GAL50:1 SM ENG FUEL | 43.98 | | | 2500 | | 430200 | 231 | | 101000 |
| | | 595036 06/02/20 PRKS-3/8 T50 STAPLES | 4.29 | | | 1000 | | 460400 | 220 | | 101000 |
| | | 595123 06/09/20 WTR-3/4 BUSHING,3/8 HEX | 7.28* | | | 5210 | | 430500 | 220 | | 101000 |
| | | 595133 06/10/20 PRKS-1/4 FORG LOAD BINDER | 28.99 | | | 1000 | | 460400 | 220 | | 101000 |
| | | 595134 06/10/20 PRKS-1/4" CLEVIS GRAB HOOK | 5.49 | | | 1000 | | 460400 | 220 | | 101000 |
| | | 595215 06/18/20 PRKS-2 CYCLE OIL | 19.03 | | | 1000 | | 460400 | 231 | | 101000 |
| | | 595245 06/22/20 STRS-MOSQUITO SPRAY | 17.98* | | | 2500 | | 430200 | 220 | | 101000 |
| | | 595257 06/23/20 WTR-MISC SCREWS | 2.80* | | | 5210 | | 430500 | 220 | | 101000 |
| 40786 | | 2806 HANSON'S HARDWARE | 21.20 | | | | | | | | |
| | | 595399 07/08/20 WTR-MISC SCREWS | 4.12* | | | 5310 | | 430600 | 220 | | 101000 |
| | | 595401 07/08/20 WTR-SCREW PIN,UTIL CLEVIS | 14.46* | | | 5310 | | 430600 | 220 | | 101000 |
| | | 595394 07/08/20 WTR-MISC SCREWS | 2.62* | | | 5310 | | 430600 | 220 | | 101000 |
| | | Total for Vendor: | 251.10 | | | | | | | | |
| 40766 | | 2849 J2 BUSINESS PRODUCTS | 114.69 | | | | | | | | |
| | | 835215-0 07/08/20 PD-TONER,CLASP ENVELOPES | 69.91* | | | 1000 | | 420100 | 210 | | 101000 |
| | | C 831189-0 06/18/20 PD-RETURN PHONE CORD | -11.56* | | | 1000 | | 420100 | 210 | | 101000 |
| | | 834578-0 07/02/20 CRTS-PAPER,INKER,CORD,PLANNE | 49.89* | | | 1000 | | 410360 | 210 | | 101000 |
| | | 835331-0 07/09/20 ADMIN-MESSAGE PADS | 1.61* | | | 1000 | | 410500 | 210 | | 101000 |
| | | 835331-0 07/09/20 WTR-MESSAGE PADS | 1.61* | | | 5210 | | 430500 | 210 | | 101000 |

* ... Over spent expenditure

| Claim/ | Check | Vendor #/Name/ Invoice #/Inv Date/Description | Document $/ Line $ | Disc $ | PO # | Fund | Org | Acct | Object | Proj | Cash Account |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 835331-0 07/09/20 SWR-MESSAGE PADS | 1.61* | | | 5310 | | 430600 | 210 | | 101000 |
| | | 835331-0 07/09/20 PLNG-MESSAGE PADS | 0.81* | | | 1000 | | 411000 | 210 | | 101000 |
| | | 835331-0 07/09/20 BLDG-MESSAGE PADS | 0.81* | | | 1000 | | 411200 | 210 | | 101000 |
| | | Total for Vendor: | 114.69 | | | | | | | | |
| | | *** Claim from another period ( 6/20) **** | | | | | | | | | |
| 40736 | | 3091 JIFFY LUBE | 47.68 | | | | | | | | |
| | | 27419536 06/30/20 PRKS-OIL CHANGE 2004 FORD F2 | 47.68 | | | 1000 | | 460400 | 361 | | 101000 |
| | | Total for Vendor: | 47.68 | | | | | | | | |
| | | *** Claim from another period ( 6/20) **** | | | | | | | | | |
| 40787 | | 2759 KTURBO USA, INC | 429.00 | | | | | | | | |
| | | 20200625A 06/25/20 SWR-AIR FILTER | 429.00* | | | 5310 | | 430600 | 240 | | 101000 |
| | | Total for Vendor: | 429.00 | | | | | | | | |
| | | *** Claim from another period ( 6/20) **** | | | | | | | | | |
| 40758 | | 1690 LASALLE SAND & GRAVEL, LLC | 181.33 | | | | | | | | |
| | | 121041 06/22/20 PRKS-RIVERS EDGE SIGNAGE | 63.60 | | | 1000 | | 460400 | 930 | | 101000 |
| | | 121045 06/22/20 PRKS-RIVERS EDGE SIGNAGE | 56.06 | | | 1000 | | 460400 | 930 | | 101000 |
| | | 121036 06/22/20 PRKS-RIVERS EDGE SIGNAGE | 61.67 | | | 1000 | | 460400 | 930 | | 101000 |
| | | Total for Vendor: | 181.33 | | | | | | | | |
| | | *** Claim from another period ( 6/20) **** | | | | | | | | | |
| 40783 | | 282 MONTANA DEPT. OF LABOR & | 669.42 | | | | | | | | |
| (.005) X 133,883 = $669.42 | | | | | | | | | | | |
| | | 063020 06/30/20 JULY 1, 2019 TO JUNE 30,2020 | 669.42 | | | 2394 | | 420500 | 399 | | 101000 |
| | | Total for Vendor: | 669.42 | | | | | | | | |
| | | *** Claim from another period ( 6/20) **** | | | | | | | | | |
| 40744 | | 43 MONTANA ENVIRONMENTAL LABORATORY | 644.00 | | | | | | | | |
| | | 2005002 06/02/20 SWR-NITRATE, NITRITE | 60.00 | | | 5310 | | 430600 | 394 | | 101000 |
| | | 2005314 06/10/20 SWR-AMMONIA | 85.00 | | | 5310 | | 430600 | 394 | | 101000 |
| | | 2005316 06/12/20 SWR-CADMIUM,COPPER LAB | 259.00 | | | 5310 | | 430600 | 394 | | 101000 |
| | | 2005666 06/16/20 SWR-NITRATE,NITRITE | 60.00 | | | 5310 | | 430600 | 394 | | 101000 |
| | | 2005981 06/23/20 SWR-NITRATE,NITRITE | 60.00 | | | 5310 | | 430600 | 394 | | 101000 |
| | | 2005544 06/09/20 WTR-COLIFORM | 120.00 | | | 5210 | | 430500 | 394 | | 101000 |
| | | Total for Vendor: | 644.00 | | | | | | | | |
| 40753 | | 1682 MONTANA MUNICIPAL INTERLOCAL | 41,066.00 | | | | | | | | |
| PROPERTY PROGRAM | | | | | | | | | | | |
| | | PR-025-202 07/01/20 JULY 1 TO JUNE 30, 2021 | 20,478.00* | | | 1000 | | 510330 | 510 | | 101000 |
| | | PR-025-202 07/01/20 WTR-JULY 1 TO JUNE 30, 202 | 2,474.25* | | | 5210 | | 510330 | 510 | | 101000 |

Item No.1.



* ... Over spent expenditure

| Claim/ | Check | Vendor #/Name/ Invoice #/Inv Date/Description | Document $/ Line $ | Disc $ | PO # | Fund | Org Acct | Object | Proj | Cash Account |
|---|---|---|---|---|---|---|---|---|---|---|
| | | PR-025-202 07/01/20 SWR-JULY 1 TO JUNE 30, 202 | 18,113.75* | | | 5310 | 510330 | 510 | | 101000 |
| | | Total for Vendor: | 41,066.00 | | | | | | | |
| 40778 | | 3094 MONTANA STATE VOLUNTEER FIRE | 55.00 | | | | | | | |
| | | 070120 07/01/20 FD-2020-2021 ANNUAL DUES K WEE | 55.00* | | | 1000 | 420400 | 335 | | 101000 |
| | | Total for Vendor: | 55.00 | | | | | | | |
| | | *** Claim from another period ( 6/20) **** | | | | | | | | |
| 40752 | | 722 MORRISON-MAIERLE, INC. | 6,021.31 | | | | | | | |
| | | 200810 06/26/20 WELL NO 3 PRO ENGINEER SERVICE | 6,021.31 | | | 5210 | 430500 | 931 | | 101000 |
| | | Total for Vendor: | 6,021.31 | | | | | | | |
| | | *** Claim from another period ( 6/20) **** | | | | | | | | |
| 40764 | | 1247 MURDOCH'S RANCH & HOME KALISPELL | 67.95 | | | | | | | |
| | | 5068 06/16/20 PRKS-BLUE PONCHO RAINGEAR | 7.99 | | | 1000 | 460400 | 226 | | 101000 |
| | | 5097 06/22/20 STRS-SHOVELS | 59.96 | | | 2500 | 430200 | 212 | | 101000 |
| | | Total for Vendor: | 67.95 | | | | | | | |
| | | *** Claim from another period ( 6/20) **** | | | | | | | | |
| 40767 | | 52 NAPA AUTO PARTS | 42.30 | | | | | | | |
| | | 9293679 06/23/20 POOL-TAP-THREAD PLUG | 3.46* | | | 1000 | 460445 | 220 | | 101000 |
| | | 9300830 06/29/20 SWR-AUX LIGHTER OUTLET | 8.49 | | | 5310 | 430600 | 232 | | 101000 |
| | | 9302703 06/30/20 SWR-TRAILER WIRE CONNECTS | 26.36 | | | 5310 | 430600 | 232 | | 101000 |
| | | 9302552 06/30/20 SWR-FUSE HOLDER | 3.99 | | | 5310 | 430600 | 232 | | 101000 |
| 40789 | | 52 NAPA AUTO PARTS | 125.14 | | | | | | | |
| | | 9308342 07/06/20 SWR-BATTERY, SHOP TOWELS,OIL | 125.14* | | | 5310 | 430600 | 240 | | 101000 |
| | | Total for Vendor: | 167.44 | | | | | | | |
| 40788 | | 1121 NICOSIA, SUSAN | 84.99 | | | | | | | |
| | | 071120 07/11/20 POOL-RED UMBRELLA | 84.99* | | | 1000 | 460445 | 220 | | 101000 |
| | | Total for Vendor: | 84.99 | | | | | | | |
| | | *** Claim from another period ( 6/20) **** | | | | | | | | |
| 40748 | | 162 NORTH VALLEY HOSPITAL | 17.33 | | | | | | | |
| | | 2358763000 07/01/20 PD-BLD COLLECT,EVIDENCE | 17.33 | | | 1000 | 420100 | 390 | | 101000 |
| | | Total for Vendor: | 17.33 | | | | | | | |

* ... Over spent expenditure

| Claim/ | Check | Vendor #/Name/ Invoice #/Inv Date/Description | Document $/ Line $ | Disc $ | PO # | Fund | Org | Acct | Object | Proj | Cash Account |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 40747 | | 2816 O'REILLY AUTO PARTS | 26.95 | | | | | | | | |
| | | 4774319644 07/04/20 PD-16 OZ AUTO DETAILER | 26.95* | | | 1000 | | 420100 | 232 | | 101000 |
| 40780 | | 2816 O'REILLY AUTO PARTS | 9.99 | | | | | | | | |
| | | 4774320417 07/10/20 FD-9PC BIT SET | 9.99* | | | 1000 | | 420400 | 212 | | 101000 |
| | | Total for Vendor: | 36.94 | | | | | | | | |
| 40745 | | 2856 PAYNEWEST INSURANCE | 70.00 | | | | | | | | |
| MICHELLE HERMAN NORATY BOND AND E&O INSURANCE | | | | | | | | | | | |
| | | 274070 07/01/20 FIN-MHERMAN NOTARY BD,E&O | 23.34* | | | 1000 | | 410500 | 390 | | 101000 |
| | | 274070 07/01/20 SWR-MHERMAN NOTARY BD, E&O | 23.33* | | | 5310 | | 430600 | 390 | | 101000 |
| | | 274070 07/01/20 WTR-MHERMAN NOTARY BD, E&O | 23.33* | | | 5210 | | 430500 | 390 | | 101000 |
| | | Total for Vendor: | 70.00 | | | | | | | | |
| | | *** Claim from another period ( 6/20) **** | | | | | | | | | |
| 40761 | | 1235 PEPSI COLA BOTTLING CO. | 239.00 | | | | | | | | |
| | | 91756341 06/10/20 POOL-STOCK POP MACHINE | 239.00* | | | 1000 | | 460445 | 220 | | 101000 |
| | | Total for Vendor: | 239.00 | | | | | | | | |
| | | *** Claim from another period ( 6/20) **** | | | | | | | | | |
| 40782 | | 1495 PLATT ELECTRIC SUPPLY | 37.11 | | | | | | | | |
| | | 0M28719 06/29/20 SWR-12AWG PUSH IN ELECTRICAL | 37.11* | | | 5310 | | 430600 | 220 | | 101000 |
| | | Total for Vendor: | 37.11 | | | | | | | | |
| | | *** Claim from another period ( 6/20) **** | | | | | | | | | |
| 40773 | E | 3008 REPUBLIC SERVICES | 776.22 | | | | | | | | |
| | | 0872000189 06/30/20 PRKS-WELCOME PARK JUNE 202 | 90.00 | | | 1000 | | 460400 | 399 | | 101000 |
| | | 0872000189 06/30/20 PRKS-TALBOT BIKE PTH JUNE2 | 90.00 | | | 1000 | | 460400 | 399 | | 101000 |
| | | 0872000189 06/30/20 PRKS-RIVERS EDGE#2 JUNE 20 | 90.00 | | | 1000 | | 460400 | 399 | | 101000 |
| | | 0872000189 06/30/20 PRKS-RIVERS EDGE JUNE 2020 | 90.00 | | | 1000 | | 460400 | 399 | | 101000 |
| | | 0872000189 06/30/20 PRKS-PINEWOOD PRK JUNE 202 | 146.22 | | | 1000 | | 460400 | 399 | | 101000 |
| | | 0872000189 06/30/20 PRKS-HORINE PARK JUNE 2020 | 90.00 | | | 1000 | | 460400 | 399 | | 101000 |
| | | 0872000189 06/30/20 PRKS-DEPOT PARK JUNE 2020 | 90.00 | | | 1000 | | 460400 | 399 | | 101000 |
| | | 0872000189 06/30/20 PRKS-COLUMBUS PRKS JUNE 20 | 90.00 | | | 1000 | | 460400 | 399 | | 101000 |
| | | Total for Vendor: | 776.22 | | | | | | | | |

* ... Over spent expenditure

| Claim/ Check | Vendor #/Name/ Invoice #/Inv Date/Description | Document $/ Line $ | Disc $ | PO # | Fund | Org | Acct | Object | Proj | Cash Account |
|---|---|---|---|---|---|---|---|---|---|---|
| | *** Claim from another period ( 6/20) **** | | | | | | | | | |
| 40740 | 2769 RESPONSE EQUIPMENT SPECIALISTS, | 2,797.01 | | | | | | | | |
| | 2268 07/01/20 FD-THROTTLE CABLE 1994 HME PUM | 396.33 | | | 1000 | | 420400 | 361 | | 101000 |
| | 2113 07/01/20 FD-VALVE REPLACE 2006 CHEVY C5 | 889.35 | | | 1000 | | 420400 | 361 | | 101000 |
| | 2097 07/01/20 FD-VALVE KIT 2002 HME LADDER | 1,511.33 | | | 1000 | | 420400 | 361 | | 101000 |
| | Total for Vendor: | 2,797.01 | | | | | | | | |
| | *** Claim from another period ( 6/20) **** | | | | | | | | | |
| 40741 | 2755 SHERWIN-WILLIAMS CO | 249.90 | | | | | | | | |
| | 6065-4 06/24/20 STRS-YELLOW PAINT CROSSWALKS | 249.90 | | | 2500 | | 430200 | 243 | | 101000 |
| | Total for Vendor: | 249.90 | | | | | | | | |
| | *** Claim from another period ( 6/20) **** | | | | | | | | | |
| 40746 | 3068 SUPERIOR LAND & LAWN CARE LLC | 500.00 | | | | | | | | |
| | 10100202 07/01/20 FD-LAWNMOW 06/04 TO 06/25 | 500.00 | | | 1000 | | 420400 | 399 | | 101000 |
| | Total for Vendor: | 500.00 | | | | | | | | |
| | *** Claim from another period ( 6/20) **** | | | | | | | | | |
| 40763 | 2699 THE MAIL ROOM, INC | 246.74 | | | | | | | | |
| | D101211 07/06/20 PD-PARCELS, FLATS | 14.64 | | | 1000 | | 420100 | 310 | | 101000 |
| | D101101 07/06/20 FIN-BAR CODED MAIL | 46.00 | | | 1000 | | 410500 | 310 | | 101000 |
| | D101101 07/06/20 WTR-BAR CODED MAIL | 50.32 | | | 5210 | | 430500 | 310 | | 101000 |
| | D101101 07/06/20 SWR-BAR CODED MAIL | 50.32 | | | 5310 | | 430600 | 310 | | 101000 |
| | D101101 07/06/20 PD-BAR CODED MAIL | 6.80 | | | 1000 | | 420100 | 310 | | 101000 |
| | D101101 07/06/20 PLNG-BAR CODED MAIL | 17.01 | | | 1000 | | 411000 | 310 | | 101000 |
| | D101212 07/06/20 PLNG-CERTIFIED MAIL | 14.80 | | | 1000 | | 411000 | 310 | | 101000 |
| | D101100 07/06/20 CRTS-BAR CODED MAIL | 46.85 | | | 1000 | | 410360 | 310 | | 101000 |
| | Total for Vendor: | 246.74 | | | | | | | | |
| | *** Claim from another period ( 6/20) **** | | | | | | | | | |
| 40751 | 3016 TRANSUNION RISK AND ALTERNATIVE | 100.00 | | | | | | | | |
| | JUNE 2020 07/01/20 PD-06/01/20 TO 06/30/20 | 100.00* | | | 1000 | | 420100 | 355 | | 101000 |
| | Total for Vendor: | 100.00 | | | | | | | | |
| | *** Claim from another period ( 6/20) **** | | | | | | | | | |
| 40759 | 3084 TW ENTERPRISES INC | 953.00 | | | | | | | | |
| | 45532 05/18/20 SWR-GENERATOR SERVICE FOR TREA | 953.00 | | | 5310 | | 430600 | 360 | | 101000 |
| | Total for Vendor: | 953.00 | | | | | | | | |

* ... Over spent expenditure

| Claim/ | Check | Vendor #/Name/ Invoice #/Inv Date/Description | Document $/ Line $ | Disc $ | PO # | Fund | Org | Acct | Object | Proj | Cash Account |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | *** Claim from another period ( 6/20) **** | | | | | | | | | |
| 40755 | | 919 VALLEY GLASS INC. | 1,440.00 | | | | | | | | |
| | | W0054140 06/16/20 FAC-COVID WINDOWS | 1,440.00 | | | 1000 | | 411200 | 360 | | 101000 |
| | | Total for Vendor: | 1,440.00 | | | | | | | | |
| | | *** Claim from another period ( 6/20) **** | | | | | | | | | |
| 40750 | | 1134 VICTIM-WITNESS ADVOCATE PROGRAM | 723.50 | | | | | | | | |
| | | JUNE 2020 07/01/20 CRTS-VIC WITNESS ADVOCATE | 723.50 | | | 2917 | | 410360 | 356 | | 101000 |
| | | Total for Vendor: | 723.50 | | | | | | | | |
| | | *** Claim from another period ( 6/20) **** | | | | | | | | | |
| 40762 | | 2245 VIRTUAL CIRCUIT IT | 452.00 | | | | | | | | |
| | | 21094 06/12/20 PD-UPGRADES,TROUBLESHOOTING | 452.00* | | | 1000 | | 420100 | 355 | | 101000 |
| 40769 | | 2245 VIRTUAL CIRCUIT IT | 798.00 | | | | | | | | |
| | | 21122 07/06/20 ADMIN-BACKUPS,ANTIVIRUS | 798.00* | | | 1000 | | 410580 | 355 | | 101000 |
| | | Total for Vendor: | 1,250.00 | | | | | | | | |
| | | *** Claim from another period ( 6/20) **** | | | | | | | | | |
| 40757 | | 3093 WESTCOAST ROTOR, INC | 7,787.22 | | | | | | | | |
| | | 28732 06/29/20 SWR-NEW ROTOR, GEAR JNT KIT | 7,787.22* | | | 5310 | | 430600 | 240 | | 101000 |
| | | Total for Vendor: | 7,787.22 | | | | | | | | |
| | | *** Claim from another period ( 6/20) **** | | | | | | | | | |
| 40774 | | 84 WESTERN BUILDING CENTER | 319.47 | | | | | | | | |
| | | 4611992 06/03/20 FD-CREDIT MEMO INV4606982 | -39.68 | | | 1000 | | 420400 | 240 | | 101000 |
| | | 4612783 06/09/20 POOL-BRASS ELBOW,BOLTS,WASHER | 16.50* | | | 1000 | | 460445 | 220 | | 101000 |
| | | 4611310 05/29/20 STRS-LATH WOOD 4' POINT | 21.00* | | | 2500 | | 430200 | 220 | | 101000 |
| | | 4611545 06/01/20 WTR-PAINT BRUSHES AND LINERS | 38.15* | | | 5210 | | 430500 | 220 | | 101000 |
| | | 4611924 06/03/20 POOL-WALLPLATE,BOLT,SNAP,SIGN | 25.41* | | | 1000 | | 460445 | 220 | | 101000 |
| | | 4611925 06/03/20 POOL-DROP IN ANCHOR | 1.92* | | | 1000 | | 460445 | 220 | | 101000 |
| | | 4613941 06/17/20 POOL-OUTDOOR COVER | 13.98* | | | 1000 | | 460445 | 220 | | 101000 |
| | | 1474321 06/19/20 PRKS-LANDSCAPER RENTAL | 124.49 | | | 1000 | | 460400 | 397 | | 101000 |
| | | 1474438 06/20/20 PRKS-RENTAL RET DID NOT USE | -110.00 | | | 1000 | | 460400 | 397 | | 101000 |
| | | 4614616 06/22/20 SWR-KICKDOWN DOOR STOP | 8.19* | | | 5310 | | 430600 | 240 | | 101000 |
| | | 4614763 06/23/20 PRKS-SCREW,BITS,FASTENERS | 21.64 | | | 1000 | | 460400 | 220 | | 101000 |
| | | 4614818 06/23/20 SWR-IRRIGATION | 52.86* | | | 5310 | | 430600 | 240 | | 101000 |
| | | 4614899 06/24/20 STRS-18" SONOTUBE | 12.76 | | | 2500 | | 430200 | 242 | | 101000 |
| | | 4615176 06/25/20 WTR-TAPE,DUCT TAPE,BATTERY | 22.77* | | | 5210 | | 430500 | 220 | | 101000 |
| | | 4613955 06/17/20 POOL-OUTDOOR COVERS X 4 | 27.96* | | | 1000 | | 460445 | 220 | | 101000 |
| | | 4615350 06/26/20 FAC-JOINT,SINK DRN,PUTTY,WASH | 50.84 | | | 1000 | | 411200 | 240 | | 101000 |

* ... Over spent expenditure

| Claim/ | Check | Vendor #/Name/ Invoice #/Inv Date/Description | Document $/ Line $ | Disc $ | PO # | Fund | Org | Acct | Object | Proj | Cash Account |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 4615577 06/29/20 SWR-CLR POLY FILM | 30.68* | | | 5310 | | 430600 | 240 | | 101000 |
| | | Total for Vendor: | 319.47 | | | | | | | | |
| | | *** Claim from another period ( 6/20) **** | | | | | | | | | |
| 40771 | E | 2733 WEX Fleet Universal | 3,215.38 | | | | | | | | |
| | | 66187294 06/30/20 PD-JUNE 2020 GAS CARD | 1,247.22 | | | 1000 | | 420100 | 231 | | 101000 |
| | | 66187294 06/30/20 FD-JUNE 2020 GAS CARD | 365.92 | | | 1000 | | 420400 | 231 | | 101000 |
| | | 66187294 06/30/20 PRKS-JUNE 2020 GAS CARD | 441.19 | | | 1000 | | 460400 | 231 | | 101000 |
| | | 66187294 06/30/20 WTR-JUNE 2020 GAS CARD | 391.89 | | | 5210 | | 430500 | 231 | | 101000 |
| | | 66187294 06/30/20 SWR-JUNE 2020 GAS CARD | 201.15 | | | 5310 | | 430600 | 231 | | 101000 |
| | | 66187294 06/30/20 STRS-JUNE 2020 GAS CARD | 526.48 | | | 2500 | | 430200 | 231 | | 101000 |
| | | 66187294 06/30/20 FAC-JUNE 2020 GAS CARD | 10.49 | | | 1000 | | 411200 | 231 | | 101000 |
| | | 66187294 06/30/20 STRS-08 TRAILBLAZER JUN 20 G | 7.76 | | | 2500 | | 430200 | 231 | | 101000 |
| | | 66187294 06/30/20 WTR-08 TRAILBLAZER JUN 20 GA | 7.76 | | | 5210 | | 430500 | 231 | | 101000 |
| | | 66187294 06/30/20 SWR-08 TRAILBLAZER JUN 20 GA | 7.76 | | | 5310 | | 430600 | 231 | | 101000 |
| | | 66187294 06/30/20 PLNG-08 TRAILBLAZER JUN 20 G | 7.76 | | | 1000 | | 411000 | 380 | | 101000 |
| | | Total for Vendor: | 3,215.38 | | | | | | | | |
| 40781 | | 2915 WHITE ROCK AGGREGATE LLC | 88.97 | | | | | | | | |
| | | 13277 07/06/20 STRS-3/4 CRUSH | 42.01 | | | 2820 | | 430200 | 452 | | 101000 |
| | | 13269 07/06/20 STRS-3/4 CRUSH | 46.96 | | | 2820 | | 430200 | 452 | | 101000 |
| | | Total for Vendor: | 88.97 | | | | | | | | |

# of Claims 52 Total: 130,521.72

Total Electronic Claims 4,531.43

Total Non-Electronic Claims 125990.29

For the Accounting Period: 7/20

| Fund/Account | Amount |
|---|---|
| 1000 GENERAL FUND | |
| 101000 CASH/CASH EQUIVALENTS | $45,660.80 |
| 2394 BUILDING CODE ENFORCEMENT FUND | |
| 101000 CASH/CASH EQUIVALENTS | $11,783.12 |
| 2400 SPECIAL LIGHTING DISTRICT FUND | |
| 101000 CASH/CASH EQUIVALENTS | $2,509.69 |
| 2500 SPECIAL STREET MAINTENANCE DISTRICT FUND | |
| 101000 CASH/CASH EQUIVALENTS | $1,351.98 |
| 2820 GAS TAX FUND | |
| 101000 CASH/CASH EQUIVALENTS | $88.97 |
| 2917 CRIME VICTIMS ASSISTANCE FUND | |
| 101000 CASH/CASH EQUIVALENTS | $723.50 |
| 4010 CAPITAL PROJECTS FUND - Parks | |
| 101000 CASH/CASH EQUIVALENTS | $16,348.26 |
| 5210 WATER ENTERPRISE FUND | |
| 101000 CASH/CASH EQUIVALENTS | $14,072.06 |
| 5310 SEWER ENTERPRISE FUND | |
| 101000 CASH/CASH EQUIVALENTS | $37,983.34 |
| Total: | $130,521.72 |

Council Meeting Date: 07/20/20

Claims Submitted to Council:$ 130,521.72

Claims Denied/Withheld by Council Finance Committee:$_______________ Claim #'s:_________________

Prepared By: Sandy Carlson, Finance Director

Sandy Carlson

Approved by Susan M. Nicosia, City Manager

Susan Nicosia

City Council to Approve by motion on consent agenda

The following claims are significant:

-City of Whitefish $11,113.70 June 20 Permits (Fund 2394)
-Morrison-Maierle $6,021.31 Well #3 Engineering (Fund 5210)
-Advanced Pump & EQPT $16,348.26 Rivers Edge Lift Station & Pump (Fund 4010)
-Montana Municipal Interlocal Authority $41,066 Insurance (Funds 1000,5210,5310)

The remaining items are routine.
June Claims $64,713.85
July Claims $65,807.87

If you have questions, please let me know.

Sandy

Total for Payroll Checks

| | Employee | Employer | Amount |
|---|---|---|---|
| ADDL HOURS (Additional) | 0.00 | | 228.46 |
| COMA HOURS (Comp Time Accumulated) | 6.00 | | |
| COMP HOURS (Comp Time Used) | 17.50 | | 409.50 |
| HOL HOURS (Holiday Pay) | 263.71 | | 6,449.69 |
| HOLC HOURS (Holiday Worked @ 2.5x) | 8.00 | | 602.20 |
| J003 HOURS (PD HOL WK) | 53.00 | | 2,840.64 |
| OVER HOURS (Overtime) | 14.00 | | 576.30 |
| OVTD HOURS (STEP overtime) | 3.00 | | 122.00 |
| REG HOURS (Regular Time) | 2,043.75 | | 51,129.75 |
| REG1 HOURS (Additional to regular) | 415.00 | | 9,722.05 |
| SHFN HOURS (Shift B) | 274.75 | | 274.75 |
| SHFQ HOURS (OVT B) | 15.00 | | 22.50 |
| SHFU HOURS (Hol wk B) | 23.00 | | 57.50 |
| SICK HOURS (Sick Time) | 20.25 | | 425.31 |
| VACA HOURS (Vacation Time Used) | 54.50 | | 1,482.30 |

July 10, 2020
Payroll
$ 125,172.59
Barb Haaland

| | Employee | Employer |
|---|---|---|
| GROSS PAY | 74,342.95 | 0.00 |
| NET PAY | 50,176.65 | 0.00 |
| NET PAY (CHECKS) | 1,707.40 | |
| NET PAY (DIRECT DEPOSIT) | 48,469.25 | |
| 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 | 106.00 | 0.00 |
| FIT | 5,631.49 | 0.00 |
| FLEX ALLEGIANCE | 967.00 | 35.00 |
| FOP | 320.00 | 0.00 |
| HEALTHINS/PRE | 2,921.07 | 17,673.20 |
| MEDICARE | 1,037.01 | 1,037.01 |
| MT ST FIRE ASSO | 27.73 | 0.00 |
| NATIONWIDE/CITY | 0.00 | 1,174.60 |
| NATIONWIDE/EMP | 310.62 | 0.00 |
| P.E.R.S. | 3,426.14 | 3,803.47 |
| PERS/FURS | 296.72 | 398.21 |
| PERS/POLICE | 1,970.43 | 3,154.88 |
| SIT | 3,153.00 | 0.00 |
| SOCIAL SECURITY | 2,721.58 | 2,721.58 |
| TEAMSTERS DUES | 259.00 | 0.00 |
| UNEMPL. INSUR. | 0.00 | 334.56 |
| UNUM LIFE INS. | 201.90 | 0.00 |
| WA CHILD SUPPOR | 138.46 | 0.00 |
| WORKERS' COMP | 0.00 | 3,109.29 |
| WELLS FARGO | 902.68 | 0.00 |
| CHARLES SCHWAB | 1,406.40 | 0.00 |
| FIRST INTERSTAT | 4,074.80 | 0.00 |
| FREEDOM BANK | 1,045.25 | 0.00 |
| GLACIER BANK KA | 4,869.45 | 0.00 |
| GLACIER BANK/CF | 14,044.69 | 0.00 |

| | | |
|---|---|---|
| GLACIER BANK/WF | 1,792.24 | 0.00 |
| PARKSIDE CR U | 9,297.32 | 0.00 |
| THREE RIVERS | 991.07 | 0.00 |
| USAA FEDERAL | 1,120.39 | 0.00 |
| USBANK. | 1,858.36 | 0.00 |
| VALLEY BANK KAL | 350.00 | 0.00 |
| VERIDIAN CREDIT | 325.00 | 0.00 |
| WELLS FARGO | 2,527.50 | 0.00 |
| WELLS FARGO GA | 1,193.81 | 0.00 |
| WFISH CR UNION | 2,670.29 | 0.00 |
| FIT/SIT BASE | 64,338.98 | 0.00 |
| MEDICARE BASE | 71,517.49 | 0.00 |
| PERS BASE | 68,036.10 | 0.00 |
| SOC SEC BASE | 43,896.58 | 0.00 |
| UN BASE | 74,342.95 | 0.00 |
| WC BASE | 72,807.40 | 0.00 |

Total 33,441.80
Total Payroll Expense (Gross Pay + Employer Contributions): 107,784.75

Check Summary
---------------

| | |
|---|---|
| Payroll Checks Prev. Out. | $22,774.34 |
| Payroll Checks Issued | $46,029.82 |
| Payroll Checks Redeemed | $22,146.15 |
| Payroll Checks Outstanding | $46,658.01 |
| Electronic Checks | $79,142.77 |

| Deductions Accrued | | Carried Forward From Previous Month | Deduction Checks Issued | Difference | Liab Account |
|---|---|---|---|---|---|
| Social Security | 5443.16 | | 5443.16 | | 212260 |
| Medicare | 2074.02 | | 2074.02 | | 212260 |
| P.E.R.S. | 7229.61 | | 7229.61 | | 212270 |
| Unempl. Insur. | 334.56 | 334.56 | | 669.12 | 212210 |
| Workers' Comp | 3109.29 | 3109.29 | | 6218.58 | 212220 |
| FIT | 5631.49 | | 5631.49 | | 212260 |
| SIT | 3153.00 | | 3153.00 | | 212260 |
| AFLAC-PRETAX | 111.99 | 111.99 | | 223.98 | 212230 |
| NATIONWIDE/EMP | 310.62 | | 310.62 | | 212280 |
| Teamsters dues | 259.00 | 259.00 | | 518.00 | 212310 |
| PERS/Police | 5125.31 | | 5125.31 | | 212240 |
| NATIONWIDE/CITY | 1174.60 | | 1174.60 | | 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 | 20594.27 | 20597.47 | 41659.65 | -467.91 | 212400 |
| CITY OF COLUMBI | 106.00 | | 106.00 | | 212450 |
| UNUM LIFE INS. | 201.90 | 201.90 | 403.68 | 0.12 | 212400 |
| FLEX ALLEGIANCE | 1002.00 | | 1002.00 | | 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 | 320.00 | | 320.00 | | 212335 |

| | | | | |
|---|---|---|---|---|
| Total Ded. | 57608.10 | 24678.69 | 74995.94 | 7290.85 |

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

# CITY OF COLUMBIA FALLS
# CITY COUNCIL REGULAR MEETING MINUTES
# HELD JULY 06, 2020

**FINANCE COMMITTEE – 6:30 P.M**

(Barnhart, Karper, Lovering)

**REGULAR MEETING – 7:00 P.M.**

**CALL TO ORDER**

**ROLL CALL** Mayor Barnhart, Councilor Fisher, Councilor Karper, Councilor Lovering, Councilor Piper, Councilor Robinson and Councilor Shepard.

Also present: City Manager Nicosia, City Clerk Staaland, City Attorney Breck, Planner Eric Mulcahy and Police Chief Peters.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**
Council Piper motioned to approve the agenda, second by Councilor Robinson and the motion carried.

**CONSENT AGENDA:**
Councilor Lovering motioned to approve the consent agenda noting all claims appeared to be in order, second by Councilor Karper with council voting as follows. Ayes: Shepard, Fisher, Karper, Lovering, Piper, Robinson and Barnhart.

Approval of Claims - June 30, 2020 - $132,251.88
Approval of Claims July 6, 2020 - $19,672.50
Approval of Payroll Claims - June 26, 2020 - $81,404.88
June 30, 2020 - Payroll Quarterly - $23,131.11
Approval of Council Meeting Minutes - June 15, 2020
Approval of 2020-21 FY City Manager Employment Agreement
Approval of Contract for Professional Services - HDR Engineering, Inc. - $8,146 - Dam Inspection and authorize City Manager to sign.

**VISITORS/PUBLIC COMMENT** (Items not on agenda)
None

**NOTICE OF PUBLIC HEARINGS/PUBLIC HEARINGS:**
**Public Hearing - July 6, 2020: PUD – Eckert**:

Mayor Barnhart read the notice of hearing and requested the staff report presentation:
Request to establish a Planned Unit Development in the Columbia Falls Zoning Jurisdiction:
Erik Eckert is requesting a Planned Unit Development overlay for the property located on 7th Street East between 1st and 2nd Avenues East. The PUD takes three existing city lots all zoned CR-5 and reorients them creating four townhouse units. The overall effect is a reduction in units from six to four. No other deviations

are requested through the PUD. The property is described as Lots 8, 9, & 10, Block 46, Columbia Falls Townsite in Section 8, Township 30 North, Range 20 West, P.M.M., Flathead County.

City Planner Mulcahy reviewed staff report CPUD-20-02. Mulcahy said with this PUD the applicant would be clustering the units in a more accessible and buildable section of the property thereby avoiding more sensitive portions of the site, leaving 76% of the site untouched. Mulcahy said he reviewed this proposal with City staff as indicated in the report. Due to the slope of the roadway, the applicant will get pay cash in lieu for a sidewalk as determined by the Public Works Director. Mulcahy said he received the Geotechnical report governing the requirements to construct the foundations, walkways and retaining walls on this property, noting that the building plans will consider the sensitive areas. Mulcahy noted that approximately 20-25 years ago, the Mosquito Flats neighborhood was changed from CR-5 to CR-3 zoning, essentially from duplexes to single family homes, but that change did not include property uphill from the flats. Mulcahy noted that it is most common to have zoning transitions from commercial to multifamily to single family as shown with the existing zoning. Mulcahy reported that at the June 9, 2020 Planning Board meeting the Board approved the PUD with the nine listed recommendations, which also include amendments made by the Board. Staff is recommending approval of the PUD.

Mayor Barnhart asked the application for his presentation. Erik Eckert, the applicant showed the renderings of his proposed PUD for the property. Mr. Eckert said the property will be for sale and he does not favor nightly rentals. The units will be in the $300,000 range similar to the Columbia Crest units. Mr. Eckert said he wants to work with the neighbors and has spoken with some of them regarding the proposal. He intends on living in one of the units and it will be a quality project.

Mayor Barnhart opened the Public Hearing at 7:17 p.m.

Joe Sullivan, resides at 211 7th Street East, said he is concerned with construction and flooding in the area along with drainage. Mr. Sullivan said he deals with constant flooding from the springs on the hillside. Mr. Sullivan said he is also concerned with the Geotechnical report stating it was dry as it is not dry.

Mayor Barnhart closed the Public Hearing at 7:20 p.m.

City Clerk Staaland noted there was no further correspondence received. All written comments were included in the Council packet.

City Planner Mulcahy wanted to clarify the geotechnical report did find water on the property but it is not considered jurisdictional wet lands. Mulcahy said the applicant had a wet land expert come in to test the property. They typically look for three factors: Hydrant soils, wetlands indicator plants and the presence of water over a specific period of the growing season. You must have all three factors to determine that it is jurisdictional wetlands. She did not find all three factors on the applicant's property.

Motion made by Councilor Piper to adopt Staff Report CPUD-20-02 as Findings of Fact, seconded by Councilor Lovering, with voting as follows. Ayes: Mayor Barnhart, Councilor Fisher, Councilor Karper, Councilor Robinson, Councilor Lovering, Councilor Piper, Councilor Shepard.
Mayor Barnhart noted that further action will be taken under Ordinances/Resolutions.

**Public Hearing - Resort Tax Adoption:**

Mayor Barnhart read the public hearing notice: On July 6, 2020, during the 7:00 p.m. regular council meeting, the City Council of the City of Columbia Falls, shall conduct a public hearing for the purpose of adopting Chapter 3.20 Resort Tax in the Columbia Falls Municipal Code.

The City Council will now complete the formal code adoption for the Columbia Falls Resort Tax as approved with the June 2, 2020 election.

The proposed Chapter 3.20 Resort Tax is available for review at the office of the City Clerk, City of Columbia Falls 130 6th Street West, Columbia Falls, MT. Persons may contact the City Clerk or City Manager at 406-892-4391 or 130 6th Street West, Columbia Falls, MT for more information about the hearing.

City Manager Nicosia noted that the hearing will be continued on July 20, 2020 to allow for public participation due to the error on the publishing dates (July 5th and 12th). The publication on the 12th has been revised to reflect that the hearing will be continued on the 20th. City Manager Nicosia said this evening we will be reviewing the proposed code, Chapter 3.20, as drafted earlier by Council before calling for the election. At this point, the ballot language established the 3% Resort Tax and how it will be used over the duration of 20 years. Council agreed in April 2020 to not collect the tax monies until October 2021 if the resort tax passed on June 2nd. Nicosia noted that 3.20.510 A (4) codifies the council intent to not collect the taxes until October 1, 2021. City Manager Nicosia also noted that the council and city staff had previously discussed collecting the tax on a quarterly basis instead of monthly but that change was not made previously made in the draft ordinance. Nicosia recommended Council consider the amended language in3.20.510 changing to quarterly collections.

Mayor Barnhart opened the Public Hearing at 7:36 pm. Mayor Barnhart noted that the hearing is open until July 20, 2020.

**Notice of Public Hearings – July 20, 2020:**

Mayor Barnhart read the public hearing notice that the City Council of the City of Columbia Falls, Montana, will hold public hearings beginning on July 20, 2020 at 7:00 p.m. in the Columbia Falls City Hall, 130 6th Street West, Columbia Falls, for the following purposes:

<u>Preliminary Budget</u>

Presentation and consideration of the preliminary budget for fiscal year beginning July 1, 2020 and ending June 30, 2021. This hearing will be continued until final adoption of the budget after receiving the certified taxable valuation.

<u>Special Assessments</u>

Consideration of the adoption of the Street Lighting District and Street Maintenance District assessments for FY2020/2021. Council will hear any objections to the final adoption of the resolution levying special assessments for FY 2020/2021. Special Assessments are estimated as follows:

| | |
|---|---|
| Street Lighting District | $ 30,049 |
| Street Maintenance District | $316,000 |

Individual property payment schedules are available for inspection ten (10) days from this notice, in the office of the City Clerk, 130 6th Street West, Columbia Falls, Montana, during regular hours Monday through Friday, 7:00 AM to 6:00 PM.

Permissive Medical Levy

Consideration of adoption on the proposed tax levy to fund health insurance premium contributions for group benefits beyond the amount of contributions in effect on. The actual mills for consideration will be made available upon receipt of the certified tax valuation for the year.

Taxpayers are encouraged to attend the hearings and give written or oral comments on any or all of the budget-related items. Written comments may be mailed to the City Clerk. Questions regarding the proposed items can be made by contacting City Manager Susan Nicosia at 892-4391.

**ORDINANCES / RESOLUTIONS:**

Resolution # 1823 - A Resolution of the City Council of the City of Columbia Falls, Montana, Amending Fund 3536 SID 36 Fund Budget Revenues and Appropriations for the Fiscal Year Ending June 30, 2020

City Manager Nicosia said the city received a payoff from a taxpayer for SID 36 and the payoff amount was properly remitted to the Water Fund, thereby over spending the original budget authority for SID 36; by statute the City can adjust the budget for appropriations for unbudgeted revenue. Nicosia recommends increasing Fund 3536 SID 36 revenues in the amount of the prepayment as well as the expenditures.

Councilor Shepard made motion to approve Resolution # 1823, second by Councilor Fisher with council voting as follows. Ayes: Lovering, Piper, Robinson, Shepard, Fisher, Karper and Barnhart.

Resolution # 1824 - A Resolution of the City Council of the City of Columbia Falls, Montana Fixing the Limits of the Salary and Compensation of Certain City Officials and Employees Pursuant to Title 7, Chapter 4, Part 42, M.C.A., for the Fiscal Year 2020/2021

City Manager Nicosia reported that this is an annual resolution setting the salaries and pay for the department heads and non-union employees. Nicosia noted that the Salary Committee met and reviewed the proposed compensation as presented. Councilor Lovering motioned to approve Resolution # 1824, second by Councilor Robinson with council voting as follows. Ayes: Piper, Robinson, Shepard, Fisher, Karper, Lovering and Barnhart.

Resolution # 1825 - A Resolution of the City Council of the City of Columbia Falls, Montana Establishing Fees for Excavation and Encroachment Permits

City Manager Nicosia said when the City updated the Municipal Code all dollar amounts were removed from the Code and replaced with the language that all fees and permit amounts would be set by resolution. This resolution establishes the Excavation permit fee at $50, as originally referenced in the municipal code and also adds a fee of $50 for Encroachment permits.

Councilor Piper made motion to approve Resolution #1825, second by Councilor Lovering with council voting as follows. Ayes: Robinson, Shepard, Fisher, Karper, Lovering, Piper and Barnhart.

Resolution # 1826 - A Resolution of the City Council of the City of Columbia Falls Expressing Their Continued Support of the City's Police Department

Mayor Barnhart read Resolution # 1826. Councilor Fisher motioned to approve Resolution #1826, second by Councilor Shepard with council voting as follows. Ayes: Shepard, Fisher, Karper, Lovering, Piper, Robinson and Barnhart.

Mayor and Council had the opportunity to acknowledge and thank Police Officers Herman and Rice who were attendance along with the Police Chief.

**First Reading -** Ordinance # 802 - An Ordinance of the City Council of the City of Columbia Falls, Montana, Amending the Columbia Falls Zoning Map to Allow the Development of a Planned Unit Development (PUD) Overlay on Property Described as Lots 8, 9 and 10 of Block 46 of Columbia Falls Townsite in Section 8, Township 30 North, Range 20 West, P.M.M., Flathead County, Montana.

Councilor Shepard made motion to approve the First Reading of Ordinance #802, second by Councilor Piper and the motion carried.

**REPORTS / BUSINESS FROM MAYOR & COUNCIL**

Councilor Piper said there are weeds on top of the hill next to the old ice skating rink that need mowed.

Councilor Robinson said the weeds by the green box site are also high. City Manager said that is a county property and they will need to address it.

Councilor Shepard said on July 5th fireworks were going off until 2:30 am within the city limits. Shepard said he would like clarification on the barking dog ordinance as he and his neighbors are tired of dogs barking. City Manager said City Planner Mulcahy will do a site visit to confirm zoning compliance. Shepard thanked the Police Department and Chief Peters for doing a good job for the City.

Councilor Lovering said the weeds need to be cut coming around the corner on 6th St. E. and 2nd Ave E. Lovering also inquired on where the County is on mosquito control at River's Edge Park. City Manager said the County reported that they had success treating larvae and then flooding started. Nicosia said she called today to inquire about an updated status. Nicosia said the parks crew will be working on cutting weeds on city property/right of ways.

Councilor Fisher said he will wear his mask to council meetings throughout tourist season due to the tourists coming into his establishment. He wishes to keep everyone safe by doing his part.

Mayor Barnhart said he appreciates the gentleman who is going to build the townhouses; this project will really clean up that particular property.  Mayor Barnhart would like to revisit the train whistle and closing the crossing on 4th Ave EN.

**CITY MANAGER REPORT**

Manager's Report/Project Update

The Parks Committee met on June 22nd to review the 2021 FY planned projects, review current project and Council Goals. The Committee had opportunity to review the current grant projects: Community Pond Grant/NWMR Grant – kiosk project that is nearing completion at River's Edge Park. PWD Bradshaw reviewed the DOC Tourism Grant project – bathroom at River's Edge Park. The City is in the process of obtaining necessary building and floodplain permitting. Tyler will also be sending out RFQ for the utility work. The bathroom site had to be modified due to floodplain elevations which slowed the project. The RTP Grant contract has not yet been sent to the City but they sent an email saying the contract shall be out soon. During the committee meeting, Tyler reviewed the approved trails project.

The Salary Committee also met on June 22nd and reviewed the department head and manager salary and compensation for the 20-21 FY. The salary resolution and manager's contract reflect the committee's approval. The City had completed a salary survey prior to negotiating with Teamsters and FOP and the City made changes to the pay scales to remain competitive with similar cities and to meet the City's goals: attract good candidates, retain employees and motivate employees. The Salary Committee reviewed the City's policies on establishing pay and did not recommend changing the current policy.

The City Pool was down all last week as the storm on Saturday 27th caused a power outage. The motor in the circulation pump malfunctioned. We plan on opening on Tuesday; July 7th.The City can increase pool participation from the current 50. We will go up to 75 and if distancing is possible, we can go up to 100.

Nicosia reported that Building and planning activities have remained busy. The City issued $16,698 in permits in June. 2020 YTD was $179,070 compared to 2019 at $113,858. Based on applications, the Planning Board will be meeting each month at least through September. Planning Fees totaled $23,000 in the 2020 FY compared to $11,481 in the prior year.

The City worked with the Flathead County Health Clinic to provide a Columbia Falls location for the COVID-19 asymptomatic individuals to be tested. They will utilize the location behind the Chamber of Commerce building beginning Wednesday, July 8th form 1 pm – 6 pm.

The City just completed another successful health challenge with 25 individuals actively participating.

There is a call out for individuals interested in serving on the Transportation Plan Project Advisory Committee. The City would like to add 4-5 citizens in addition to city staff, council rep and Planning Board rep. The committee will meet 6-7 times in the process, beginning in August.

Nicosia also reported that the City is advertising for an opening on the Board of Adjustment as long-time member Jon Ludviksen moved out of the area. The position can be filled either in city or planning area and the term expires Dec. 2020.

**MISCELLANEOUS**

Correspondence to City Council

Fire Chief Report - June 29, 2020 – YTD activity

## ADJOURN

Councilor Lovering motioned to adjourn, second by Councilor Robinson and the meeting was adjourned at 8:32 p.m.

________________________________
Mayor

________________________________
City Clerk

**FISH, WILDLIFE & PARKS RECREATIONAL TRAILS PROGRAM**
**PROJECT AGREEMENT**
RTP2009

THIS AGREEMENT, entered into this July 9, 2020, by and between Montana Fish, Wildlife & Parks, the governmental agency of the State of Montana designated to act for the State of Montana, for the purpose of implementing the Recreational Trails Program, with its principal place of business at 1420 East Sixth Avenue, Helena, Montana, hereafter called the "Department", and the Columbia Falls, City of, hereinafter referred to as the "Subrecipient" in accordance with 2 C.F.R. 200.300.

As outlined in the Subrecipient Cover Form, the purpose of this Agreement is to fund the River's Edge Park Trails Improvement Project. This award funds trail improvements and construction on 1 mile of trails at River's Edge City Park in Columbia Falls.

The Subrecipient Cover Form is hereby incorporated into and made part of this Agreement.

WITNESSETH:

WHEREAS, the Subrecipient desires to conduct River's Edge Park Trails Improvement Project and to comply with the reimbursement requirements as a recipient of the amount approved by the Department for this trails project; and,

WHEREAS, it is the desire of the Department to administer the grant to the Subrecipient of said project and to determine satisfactory completion and performance;

NOW, THEREFORE, in consideration of the covenants to be performed by each party on behalf of the other, as hereinafter set forth, it is hereby understood and agreed by and between the parties hereto as follows:

1. That the Subrecipient will conduct the following described trail project in accordance with the plans and specifications approved with the Project Application submitted to the Department.

2. That the Subrecipient is ready to proceed on its project. Subrecipient will initiate project immediately and complete said project on or before October 15, 2022. Final request for reimbursement must be received no later than December 31, 2022. Any program funds associated with this project that are unexpended and which have not been requested for reimbursement by this date will be lost to the Subrecipient.

3. The Subrecipient guarantees that it has funds necessary for the implementation of this project, that it will pay for said project, and will request reimbursement for allowable costs only in accordance with 2 CFR 200 Part E. Upon receipt of satisfactory billing documentation from the Subrecipient, the Department agrees to reimburse the Subrecipient the allowable funds expended by the Subrecipient. The Department's share approved at this time shall not exceed

**$ 100,000.00**. The Subrecipient will provide an amended budget, Project Cost Information, from their RTP application showing adjustments based upon the grant amount identified herein and explaining any changes in the scope of the project in the description text following said amended budget information. The amended budget information, if applicable, will be completed by the Subrecipient and uploaded in Web Grants and must be completed prior to the return of the signed Project Agreement.

4. The National Recreational Trails Fund is an 80% recreational trails program/20% Subrecipient cost-share program. At the time/s of request for reimbursement by the Subrecipient, the Subrecipient will account for Subrecipient funds expended and value of in-kind contributions, with the Subrecipient's share being not less than 20% of costs incurred. The Subrecipient total required match is not less than **$ 25,000.00**.

5. It is understood and agreed by both parties hereto that the mandates of the Recreational Trails Program are hereby incorporated into this Agreement by this reference http://www.fhwa.dot.gov/environment/recreational_trails/guidance/ and that the same shall be binding upon both parties hereto, and that modification of this Agreement, and special terms and conditions to the project may be established by the Department upon agreement by the Department and the Subrecipient.

6. The Subrecipient agrees to provide the Department with all reports and certifications, including accounting reports, receipts and vouchers as requested and in the form and upon the dates requested either prior to commencement of the project or at any time during the project. The Subrecipient also agrees to follow accounting procedures satisfactory to the Department and to provide, upon request at any time during the project, a financing commitment indicating that continued funds will be available for completion of the project as proposed in the referenced plans and specifications, and to reimburse the Department for any and all overpayments on this project. In addition, the Subrecipient agrees to allow Federal, Legislative, Department or State Auditors access to its records for the purpose of determining that this grant is administered in accordance with grant terms and conditions and, upon request, to provide the Department with a copy of any such audit.

7. Requests for reimbursement by the Subrecipient may be made throughout the project agreement dates and at project completion but it is required that a reimbursement request is made before eight (8) months from the date the project is made active in the Financial Management Information System (FMIS) and every eight (8) months thereafter.

**The project was activated in July 2020.**
**The first reimbursement request is due no later than March 31, 2021.**

Financial inactivity on all RTP projects is now tracked and project funds can be de-obligated if the eight (8) month requirement is not met. Financial reimbursement will be contingent upon the Subrecipient satisfying the Department that expenditures are consistent with the project agreement. Match requirements must be met with each reimbursement request.

8. Purchase of Goods or Services. Goods and services for trails projects typically include purchase of such things as equipment, equipment parts, equipment repairs, trailhead or trailside facilities,

signs, rental of equipment or facilities, contracted labor for grooming, maintaining, rehabilitating, planning, engineering, developing or building trails.

a. Goods or Services costing less than $5,000 may be purchased without bids. However, it is recommended that price comparisons be made to ensure the best buy.

b. Goods or services costing $5,000 to $25,000 require limited solicitation. This should include cost proposals, by fax or written format, from at least three prospective vendors if possible and if cost effective. If there are fewer than three potential vendors available, that must be documented. The Subrecipient must forward documentation of this limited solicitation, results and a copy of the contract/agreement to the Trails Programs Office at the time of the reimbursement request.

c. For goods or services costing more than $25,000, the Subrecipient must solicit for bids or proposals. This includes notifying prospective vendors directly and advertising in a publication of area significance and allowing at least 21 days for submittal of proposals. The Subrecipient must forward documentation of this solicitation, results and a copy of the contract/agreement to the Trails Programs Office at the time of the reimbursement request.

d. For any equipment purchased with Recreational Trails Program funds, that equipment may only be used for the specific purposes identified in the project application and agreement for the following five years (see Condition 9f), and the grant Subrecipient must provide a maintenance schedule for that equipment prior to requesting reimbursement for purchase or operation of that equipment. Prior to purchase, the grant Subrecipient, <u>in consultation with the Department,</u> must produce a cost-benefit analysis to determine if renting or leasing equipment would provide a cost advantage over purchase.

e. No employee, officer or agent of the Subrecipient shall participate in the selection, award or administration of a contract supported by Recreational Trails Program funds if a real or apparent conflict of interest would be involved. Goods or services may not be purchased by the Subrecipient from any business in which the Subrecipient, an officer or agent has a financial or other interest.

f. Equipment purchased with Recreational Trails Program funds will not be used for personal gain or purposes. Equipment that costs more than $1,000 may not be traded or sold by the Subrecipient in less than five (5) years without prior written approval by the Department and immediately reverts to the Department within a five-year time period of the signed contract agreement date.

- **Buy America** -- "Buy America" provisions apply to steel and iron used in a Recreational Trails Project.
- For any trail project, "Buy America" applies, (especially if the trail project uses steel I-beams for a bridge), unless the cost for that item is less than 0.1 percent of the contract or $2,500, whichever is greater. See 23 CFR 635.410(b)(4).
- Trail grooming and maintenance equipment are included in the "Buy America" requirement and a Buy America waiver request must be approved prior to any purchase of motorized equipment. Non-motorized equipment purchases must also be approved prior to purchase (i.e. ginzu groomers, etc.)

9. The Department may unilaterally terminate this agreement upon refusal by the Subrecipient to allow access to records necessary to carry out the legislative audit and analysis function set forth in Title 2, Section 7, Part 5, Montana Codes Annotated.

10. The Subrecipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.)

11. The Subrecipient, or subcontractor, shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

12. The Subrecipient will participate in reporting as a condition of acceptance of the Federal Funding. Status reports are due in the Web Grants system on the following schedule:

| Reporting Period | Status Report Due Date |
|---|---|
| July 1 – December 31 | January 31 |
| January 1 – June 30 | July 31 |

13. The Subrecipient will participate in an initial risk assessment conducted by the Department prior and during the Agreement term.

14. The Subrecipient will participate in the Subrecipient Survey provided annually by Department.

15. The Subrecipient will participate in onsite monitoring conducted by the Department. Department may conduct onsite monitoring visit(s) with Subrecipient during this Agreement to ensure project goals and objectives as outlined in the Project Application are on track. Department may also request the meeting(s) as problems arise. Department may schedule the monitoring visit with Subrecipient. Subrecipient's failure to participate in any monitoring visits, missing or rescheduling two consecutive monitoring visits, or Subrecipient's failure to make a good faith effort to resolve problems may result in termination of the Agreement.

16. The Subrecipient further agrees that this trail project will be available to the general public.

17. Subrecipient has reviewed and agrees to comply with the Special Conditions Appendix attached to this Agreement. Appendix is hereby incorporated into and made part of this Agreement.

18. Subrecipient shall provide State, Legislative Auditor, or their authorized agents access to any records necessary to determine Contract compliance. State may terminate this Agreement, without incurring liability, for Subrecipient's refusal to allow access as required by this section. (18-1-118, MCA.)

19. Subrecipient shall create and retain all records supporting River's Edge Park Trails Improvement Project for a period of three (3) years after either the completion date of this Contract or termination of the Contract.

20. The Subrecipient may be subject to the audit requirements of 2 CFR 200 Subpart F. If applicable, the audit must be complete, and the data collection form and reporting package submitted to the Federal Audit Clearinghouse within the earlier of 30 calendar days after the receipt of the auditor's report(s) or nine months after the end of the audit period. For local governments and school districts, the Subrecipient will provide the report to the State of Montana, Department of Administration, Local Government Services Bureau. All other Subrecipients such as Tribal Communities and Non-Profit Organizations will provide the report to the State of Montana, Department of Fish, Wildlife & Parks if audit findings are discovered.

21. The Subrecipient further agrees to protect, defend, and save the state, its elected and appointed officials, agents and employees, while acting within the scope of their duties as such, harmless from and against all claims demands, and causes of action of any kind or character, including the cost of defense thereof, arising in favor of the Subrecipient's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of service performed or omissions of services or in any way resulting from the acts or omissions of the Subrecipient and/or its agents, employees, subcontractors, representatives, or the state under this Agreement.

22. It is understood and agreed by both parties that a failure to comply with any of the points listed above can result in a voiding of this Agreement and a loss of further Recreational Trails Program assistance.

IN WITNESS WHEREOF, the Department has caused its name to be subscribed thereunto duly authorized and the Subrecipient has caused its name to be subscribed by its proper officers, thereunto duly authorized, on the day and year first above written.

**RTP SUBRECIPIENT ORGANIZATION**

Columbia Falls, City of

By: ________________________________________
**Printed Name** of Subrecipient Project Coordinator

By: ________________________________________ Date: ________________
**Signature** of Subrecipient Project Coordinator

**MONTANA FISH, WILDLIFE & PARKS**

By: Carissa Beckwith, Recreation Trails Program Manager, Montana State Parks

By: Carissa Beckwith Date: July 9, 2020
**Signature** of Agency Representative

**Special Conditions Appendix**

Applies to all agreements, contracts and collaborative agreements initiated by
Montana Fish, Wildlife & Parks

1. SAM/DUNS. Subrecipient agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB). Subrecipient agrees to obtain a Dun & Bradstreet (DUNS) number and to maintain a current registration. The details and processes for registration are available at https://www.dnb.com and https://www.sam.gov/portal/SAM/#1. 2 C.F.R. 200.331.

2. Suspension/Debarment. Subrecipient confirms it is not debarred, suspended or otherwise listed on the System for Award Management (SAM) Excluded Parties List. 2. C.F.R. Appendix II (I).

3. To register with the Secretary of State. Business that are incorporated in another state or country, but which are conducting activity in Montana, must determine whether they are transacting business in Montana in accordance with 35-1-1026 and 35-8-1001, MCA. Such businesses may want to obtain guidance of their attorney or accountant to determine whether their activity is considered transacting business. If businesses determine that they are transacting business in Montana, they must register with the Secretary of State and obtain a certificate of authority to demonstrate that they are in good standing in Montana. To obtain registration materials, call the Office of the Secretary of State at (406) 444-3665 or visit their website at http://sos.mt.gov.

4. Approved Project/Program. Grant funds may be used only for the purposes in the subrecipient's approved program/project. The subrecipient shall not undertake any work or activities that are not described in the grant project/program.

5. Availability of Funds. This grant award is conditional upon availability of government funds and may be reduced at any time due to budget reductions.

6. Non-committal to Future Funding. Award of this grant does not commit the Montana Fish, Wildlife and Parks to future funding.

7. Misuse of Award Funds. The subrecipient understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under an award, and civil and/or criminal penalties.

8. Identical Cost Items for Multiple Awards. The subrecipient agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this award, and those award funds have been, are being used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this award, the recipient will promptly notify, in writing, the MFWP grant manager to eliminate any inappropriate duplication of funding.

9. Reversion of Unexpended Funds. Any funds not properly expended during the grant period shall lapse and revert to the Montana Fish, Wildlife and Parks.

10. Project Income. No projects administered by Montana Fish, Wildlife & Parks and funded through Federal funding sources should produce an income stream. See 2 C.F.R. 200.77 Program Income for definition of what is considered program income. *If there is a possibility that the project will produce income, subrecipient must confer with Program Coordinator prior to commencement of project.*

11. Cancellation of Award. Subrecipients are required to provide an implementation timeline with the project description. Projects that do not include a timeline of implementation are subject to the following condition:

    a. COMMENCEMENT. If a project is not operational within the time frame identified in the contract, the subrecipient must report by letter to MFWP the steps taken to initiate the project, the reasons for delay, the expected start date and the impact the delay may have on the scheduled completion deadline.

12. Indirect Cost Rate:
    a. A subrecipient that has an established Federally Approved Indirect Cost Rate agreement in place may request reimbursement for indirect costs. Subrecipients must provide a copy of the organization's Federal Indirect Cost Negotiation Agreement.

    b. De minimis Indirect Cost Rate. A subrecipient that is eligible under the Part 200 Uniform Requirements to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise MFWP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC).

13. Single Audit Requirement. Subrecipients are required to allow State access to Subrecipient's records and financial statements as required under Uniform Guidance (2 CFR 200). Subrecipients who receive less than $750,000 in federal funds during the fiscal year are exempt from audit but are required to have available records for review or audit by State. Subrecipients who expend $750,000 or more in federal funds during its fiscal year are required to have a single audit conducted in accordance with 2 C.F.R. 200.514 or undergo a program-specific audit.

14. Personnel Time and Attendance Records. Applicant must maintain time and attendance records to support personnel costs associated with grant project.

15. Travel Reimbursement. State rates for mileage, per diem and lodging are maximum amounts that can be charged by subrecipients funded by MFWP. Subrecipient may utilize its travel policy and rates. Rates, however, may not exceed Federal rates.

16. Vehicle Usage Rate: Programs must utilize the State of Montana motor pool rate or the straight mileage rate for the duration of the grant. The rate must be tracked per project and reported accordingly.

17. Consultant Services. Consultant services provided by consultants employed with profit, nonprofit, and not-for-profit organizations are subject to competitive bidding procedures. Contracted services provided by other types of organizations may also have restrictions. Please check with Program Manager prior to committing grant funds.

18. High-Risk Subrecipient. The subrecipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the agency determines that the recipient is a high-risk grantee. 2 C.F.R. 200.331(b) and 2 C.F.R. 200.331(e).

19. Reduce Text Messaging While Driving. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and subrecipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

20. Compliance with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60). (All construction contracts awarded in excess of $10,000 by grantees and their contractors or subrecipients.)

21. Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3). (All contracts and subgrants for construction or repair.)

22. Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5). (Construction contracts awarded by grantees and subrecipients more than $2,000, and more than $2,500 for other contracts which involve the employment of mechanics or laborers.)

23. Compliance with 41 U.S.C. 4712, Enhancement of Recipient and Subrecipient Employee Whistle Protection: (a) This award, related subawards and related contracts over the simplified acquisition threshold and all employees working on this award, related subawards and related contracts over the simplified acquisition threshold are subject to the whistleblower rights and remedies established at 41 USC 4712. (b) Recipients, their subrecipients, and their contractors awarded contracts over the simplified acquisition threshold related to this award, shall inform their employees in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 USC 4712. (c) The recipient shall insert this clause, including this paragraph, in all subawards and in contracts over the simplified acquisition threshold related to this award.

24. Compliance with notice of awarding federal agency requirements and regulations pertaining to reporting.

25. Compliance with notice of awarding federal agency requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed during or under such contract.

26. Compliance with awarding federal agency requirements and regulations pertaining to copyrights and rights in data.

27. Compliance with equal opportunity to participate in and benefit from programs described is available to all individuals without regard to their race, color, religion, national origin or ancestry, sex, age, handicap, disability, sexual orientation, gender identity, military or veteran status or political affiliation. Complaints of discrimination should be sent to the Office of Human Resources, Montana Department of Fish, Wildlife & Parks, 1420 E. Sixth Avenue, Helena, Montana 59601.

28. Compliance with all applicable provisions of the Federal Funding Accountability and Transparency Act of 2006. 2 C.F.R. § 170.100. As of March 1, 2011, recipients of federal grants and contracts, including Montana Fish, Wildlife and Parks, must comply with subrecipient reporting requirements under the Federal Funding Accountability and Transparency Act ("FFATA"). Under FFATA, Montana Fish, Wildlife and Parks is now required to report on newly-issued first tier subgrants of $25,000 or more. The information reported will be made available to the public on the USASpending.gov website. The reports filed pursuant to FFATA include the following information:

    a. Name of entity receiving the award;
    b. Amount of the award;
    c. Information on the award including transaction type, funding agency, program source, award title and CFDA number;
    d. Location of the entity receiving the award and primary location of performance under the award, including city, state, congressional district and country;
    e. DUNS Number of the entity receiving the award or the parent entity of the recipient; and
    f. Names and total compensation of the five highest compensated officers of the entity if, during the preceding fiscal year, it received: (a)80 percent or more of its annual gross revenues in federal awards, and (b) $25 million or more in annual gross revenues from federal awards; and if the public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 or section 6104 of the Internal Revenue Code of 1976.

29. Compliance with all applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Act of 2014. 2 C.F.R. 200.

MONTANA STATE PARKS

STATEPARKS.MT.GOV MONTANA FWP THE OUTSIDE IS IN US ALL.

## Subrecipient Agreement Cover Form

| | |
|---|---|
| 1. SUBRECIPIENT NAME<br>Columbia Falls, City of | 5. SHORT PROJECT TITLE<br>River's Edge Park Trails Improvement Project |
| 2. SUBRECIPIENT CONTACT<br>Tyler Bradshaw<br>130 6th Street West<br>Columbia Falls, MT 59912<br>(406) 892-4430 bradshawt@cityofcolumbiafalls.com | 6. FWP CONTRACT LIAISION<br>Carissa Beckwith, Recreation Trails Program Manager<br>carissa.beckwith@mt.gov (406) 444-3343 |
| 3. SUBRECIPIENT UNIQUE ENTITY IDENTIFIER (DUNS NUMBER)<br>102366739 (SAM 5P2X9) | 7. FWP FINANCIAL LIAISION<br>Jennifer Thompson, Accounting Bureau Chief<br>jenthompson@mt.gov (406) 444-4286 |
| 4. SUBRECIPIENT TYPE<br>City Government | 8. PERIOD OF PERFORMANCE<br>START DATE: July 9, 2020<br>END DATE: October 15, 2022 |

| | | | |
|---|---|---|---|
| 9. AWARD TO SUBRECIPIENT THIS ACTION<br>$ 100,000.00 | 10. FED FUNDS COMMITTED ON THIS ACTION<br>$ 100,000.00 | 11. NON-FED FUNDS COMMITTED THIS ACTION<br>$ 25,000.00 | 12. SUBRECIPIENT MATCH REQUIRED THIS ACTION<br>$ 25,000.00 |
| 13. TOTAL AWARD TO SUBRECIPIENT<br>$ 100,000.00 | 14. TOTAL FED FUNDS COMMITTED ON THIS AGREEMENT<br>$ 100,000.00 | 15. TOTAL NON-FED FUNDS COMMITTED ON THIS AGREEMENT<br>$ 25,000.00 | 16. TOTAL SUBRECIPIENT MATCH REQUIRED THIS AGREEMENT<br>$ 25,000.00 |

17. IS THIS RESEARCH & DEVELOPMENT YES ☐ NO ☒

18. SUBRECIPIENT INDIRECT COST RATE AND TERMS (IF CHARGING INDIRECT COSTS, PLEASE ATTACH 1) COPY OF NEGOTIATED RATE FROM THE COGNIZENT AGENCY, OR 2) IF DE MINIMIS RATE IS USED, ATTACH A COPY OF CURRENT FINANCIAL STATEMENTS. BY SIGNING THIS CONTRACT, SUBRECIIENT CERTIFIES COMPLIANCE WITH 2 CFR 200.414 IN RELATION TO THE DE MINIMIS RATE)
Indirect costs not used.

19. FEDERAL AWARD PROJECT DESCRIPTION: (REQUIRED FOR FFATA):
FWP contract number RTP2009 awarded to the city of Columbia Falls for the River's Edge Park Trails Improvement Project. This award will fund trail improvements and construction on 1 mile of trails at River's Edge City Park in Columbia Falls.

20. FUNDING SOURCE INFORMATION/FEDERAL AND NON-FEDERAL

| A. FUNDING SOURCE (FS) | B. FS AWARD DATE TO FWP | C. FAIN - FEDERAL AWARD IDENTIFICATION NUMBER | D. TOTAL FED. AWARD TO FWP | E. TOTAL OBLIGATION TO SUBRECIPIENT | F. CFDA NUMBER AND NAME |
|---|---|---|---|---|---|
| Federal Highway Administration | March 4, 2020 | 693JJ21930000Z940MTRTP2009 | $ 1,590,638.00 | $ 100,000.00 | 20.219 Recreational Trails Program |
| | | | | | |
| | | | GRAND TOTAL (should equal 12 above) | $ 100,000.00 | |

Last revised date: 10/19

# CITY OF COLUMBIA FALLS

## NOTICE OF PUBLIC HEARING

The Columbia Falls City-County Planning Board will hold a public hearing for the following item at their regular meeting on Tuesday, July 14, 2020 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 July 20, 2020 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 to establish a Conditional Use Permit in the Columbia Falls Zoning Jurisdiction:**

Heather Peters is requesting a Conditional Use Permit to operate a drive-thru coffee stand at 2620 9th Street West (formerly Melby's). The property is zoned CB-2 Commercial however all drive-thru's require a conditional use permit in this zone. The coffee stand was formerly located at the Town Pump Site at Highway 2 and 40. The property is described as Assessor's Tract 9D in NW1/4 Section 18, 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 Staaland, City Clerk, 130 6th Street West, Room A, Columbia Falls, MT 59912 or via email: staalandb@cityofcolumbiafalls.com. For more information on the proposed conditional use, please call Eric Mulcahy, Columbia Falls City Planner at 755-6481.

DATED this 24th day of June, 2020

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

Publish: Daily Interlake Sunday June 28rd 2020

**CONDITIONAL USE PERMIT REQUEST**
**COLUMBIA FALLS AREA ZONING JURISDICTION**

# COLUMBIA FALLS PLANNING OFFICE STAFF REPORT #CCU-20-02
**For Heather Peter's Friske Beans Drive-Thru Coffee Stand on the site that was previously Melby's Home Interiors**

**June 29, 2020**
**AS AMENDED BY PLANNING BOARD JULY 14, 2020**

A report to the Columbia Falls City-County Planning Board and Zoning Commission and the Columbia Falls City Council regarding a request to permit a conditional use for a drive-thru Espresso Stand within the Columbia Falls Zoning Jurisdiction. The Conditional Use request is scheduled for a public hearing before the Planning Board on July 14, 2020 at 6:30 PM and the City Council on July 20, 2020 at 7:00 p.m. 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.

## BACKGROUND INFORMATION

A. **PETITIONERS**
Heather Peters
1114 8th Street West
Columbia Falls, MT 59912

B. **PETITIONER'S TECHNICAL ASSISTANCE**
Same

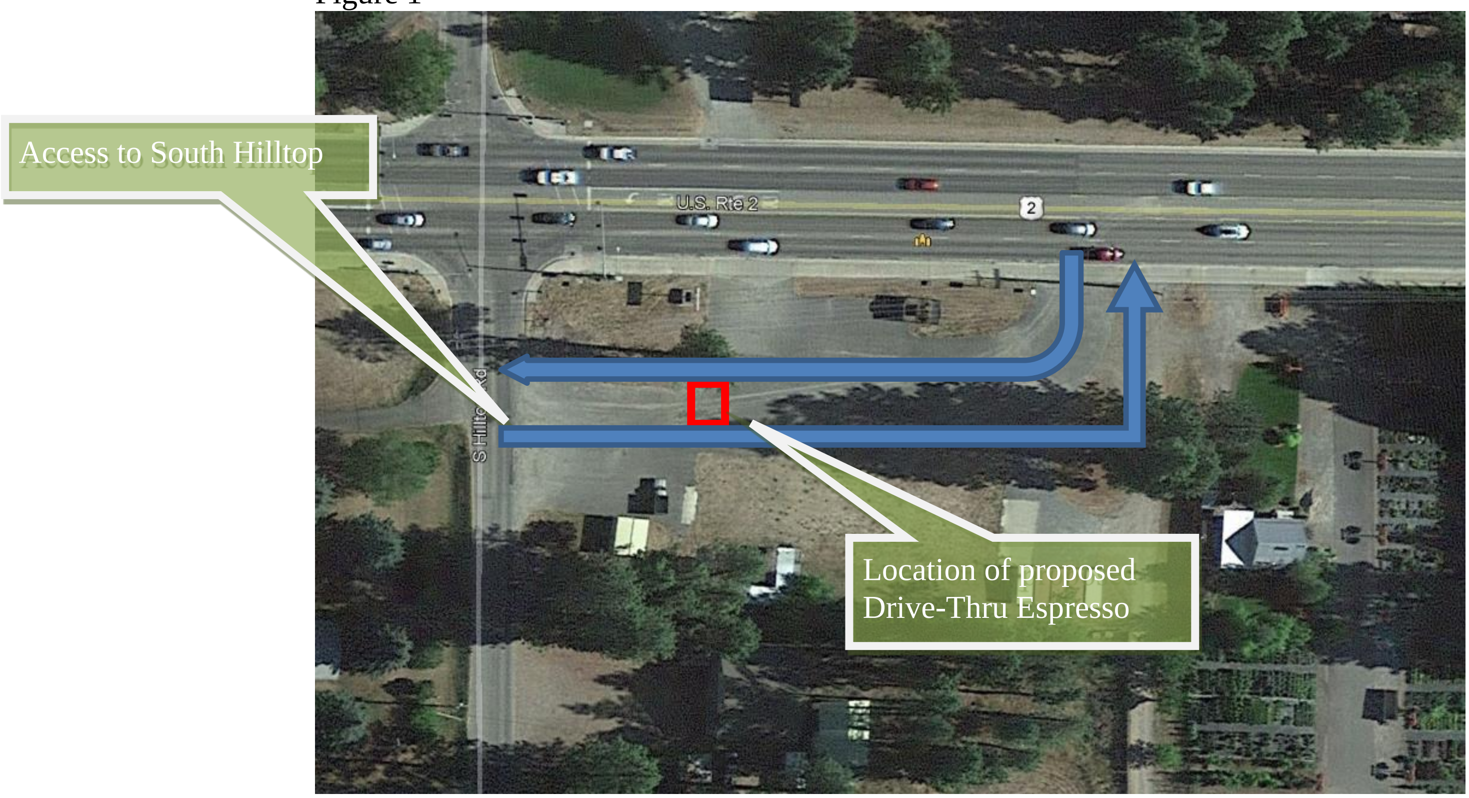
C. **LOCATION/DESCRIPTION**

| | | | | | |
|---|---|---|---|---|---|
| Subdivision Name: | N/A | Block: N/A | | Lot : N/A | |
| Tract: | 9DF | | | | |
| Section: | 18 | Township: | 30N | Range: | 20W |
| Address | 2620 9th Street West, Columbia Falls | | | | |

D. **REQUEST**
A Conditional Use Permit to establish a drive-thru espresso business located on the site vacated by Melby's Home Interiors. This particular drive-thru was previously located at the Town Pump site on Highway 2 and 40. The Town Pump did not renew the lease so the applicants have temporarily moved the building to this site pending the outcome of the CUP.


Drive-thru stored temporarily on the Melby's Site pending the outcome of the CUP process.

Figure 1




E. **REASON FOR REQUEST**

Drive through espresso businesses are only permitted in this zone as a conditional use. The applicant proposes to lease the location from Melby's.

F. **EXISTING LAND USE**

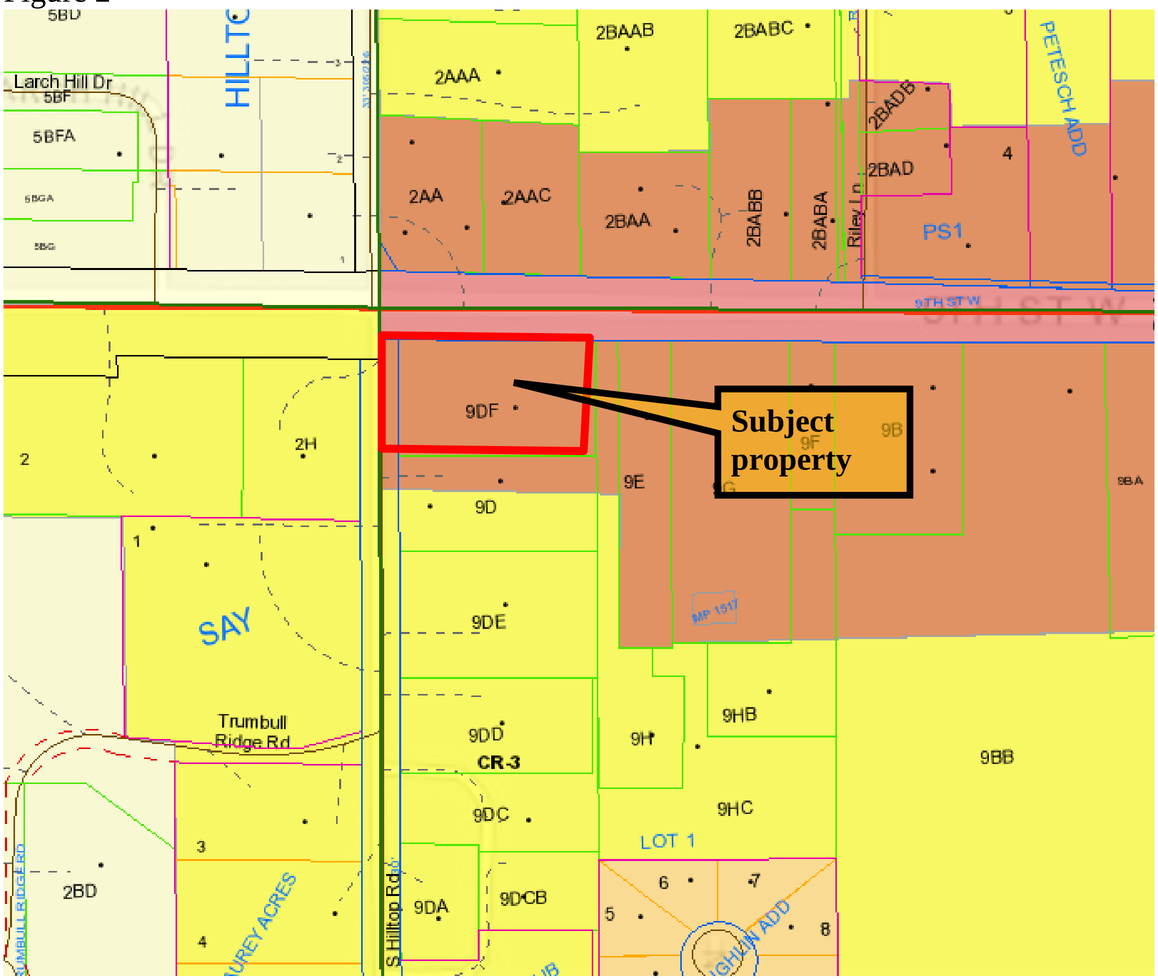
Currently the site is vacant with the exception of some storage containers which were left over from the Melby's fire. The applicants are also storing the drive-thru on the property temporarily while the go through the Conditional Use Permit process (Figure 1)

G. **ADJACENT ZONING AND LAND USE:**

| | | |
|---|---|---|
| North | CB-2 | Meadow Lake Laundry facility and residential |
| South | CB-2 and CR-3 | Columbia Glass and residential |
| East | CB-2 | Columbia Nursery and Antique Shop |
| West | CR-3 | Residential. |

The current use and other uses in the area are in reasonable compliance with the existing zoning.

Figure 2

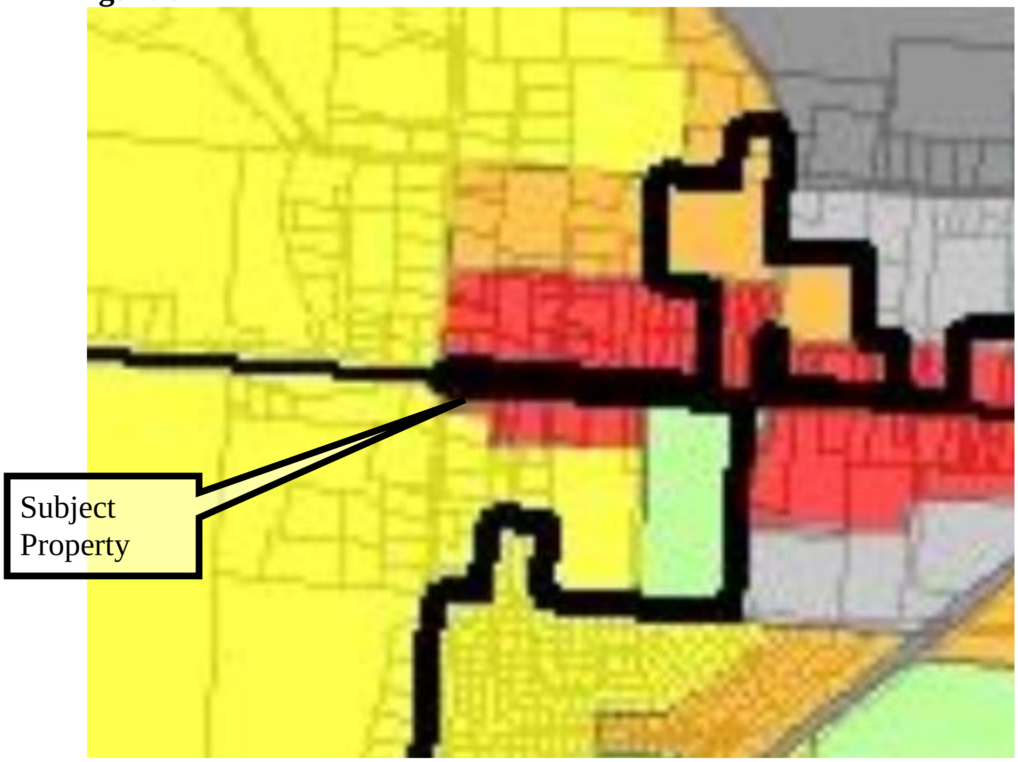



Zoning Map – Flathead County GIS

H. **GROWTH POLICY DESIGNATION:**

The subject area is designated as commercial as indicated by the red shading on the Columbia Falls Growth Policy Map (Figure 3) indicated below:

**Figure 3**




Portion of the Columbia Falls Growth Policy Map

## EVALUATION BASED ON REQUIRED CRITERIA

**18.210.080** Criteria required for consideration of a Conditional Use Permit:
A Conditional Use Permit may be granted only if the proposal, as submitted, conforms to all of the following general Conditional Use Permit criteria, as well as to all other applicable criteria that may be requested.

a. Site Suitability. (That the site is suitable for the use) This includes:

i. Adequate Usable Space: The proposed use will be located on property previously supporting a business. The site is flat and suited for business use. The applicants will set-up their drive-thru that was previously located at the Town Pump property on Highway 2 and 40. There is adequate room and existing driveways.

ii. Adequate Access: Currently there are three approaches to the property. Two existing approaches onto Highway 2 and a single approach to South Hilltop. In communications with James Freyholtz, PE of the Montana Department of Transportation (MDOT), the department is comfortable with the change in use and location of driveways.


iii. Absence of Environmental Constraints: The site is flat and void of wetlands, rivers, or streams. There is no floodplain or other environmental factors that would constrain the development of this site.

b. Appropriateness of Design. The site plan for the proposed use will provide convenient and functional use of the lot. Consideration of design should include:

i. Parking Scheme: Parking is currently provided with the old paved Melby's parking areas. The proposed business has no inside seating and therefor client parking is not needed for the use. Parking is only needed for the employees of this business. According to the application, the property was recently purchased by the Columbia Nursery owners and that they plan to expand their business onto the property and will be sharing parking with the drive-thru.

ii. Traffic Circulation: See discussion previous in a.ii) The applicant provided a very rough sketch of the proposed use and circulation. In communications with James Freyholtz, PE of the Montana Department of Transportation (MDOT), the department is comfortable with the change in use and location of driveways.

iii. Open Space: Open space is not required in the commercial districts. Staff will recommend a condition requiring a dimensioned site plan be submitted to staff so that the landscape requirement can be determined.

iv. Fencing/Screening: None is required.

v. Landscaping: The small building standards require that 5% of the total lot area be landscaped (§18.441.070.B). The site plan submitted with the application is not clearly dimensioned so staff is recommending a condition requiring a clearly dimensioned site plan so that we can determine the amount of existing landscape area and determine if additional landscaping will be required.

vi. Signage: A signage plan was not submitted with the application. This is not an issue as the City has an established signage code and application process that functions independently of the CUP. However any future signage will need to meet the signage standard of the Columbia Falls Zoning Code. In addition, the old Melby's sign face needs to be removed from the property as it no longer advertises a business on the property.

c. Availability of Public Services and Facilities. The following services and facilities are to be available and adequate to serve the needs of the use as designed and proposed:
The services required are provided as shown in the table above.

| | |
|---|---|
| Sewer | On-site Septic |
| Water | Shared Well with neighbor to the south |
| Storm Water Drainage | Owner provided |
| Fire Protection | Columbia Falls Volunteer Fire |
| Police Protection | Flathead County Sheriff's Office |
| Streets | Flathead County and Mont. Dept. Transportation |

Immediate Neighborhood Impact. - Typical negative impacts which extend beyond the proposed site include, but are not limited to:

i. Excessive Traffic Generation: The property is zoned CB-2 (General Business) and as such anticipates traffic generated by establishments such as the drive-through espresso business. The traffic generated by the business would not be out of character with the neighboring retail, service, or hospitality businesses.

ii. Noise or Vibration: Staff anticipates no noise or vibration with the proposed use.

iii. Dust, Glare, Or Heat: The proposed drive through espresso use will not generate dust, glare or heat.

iv. Smoke, Fumes, Gas, or Odors: The proposed use will not generate smoke, fumes, gas, or odors that would be out of character with any food/beverage establishment located along Highway 2. The only difference between the drive-through and a coffee shop without a drive-through is that there will be cars idling in line while waiting at the window.

v. Inappropriate Hours of Operation: Owner advises that operating hours will be between 7:00 AM to 3:00 PM. These are completely acceptable hours for a commercial district. Staff is not proposing any limits on the hours of operation.

**RECOMMENDATIONS:**

Staff recommends that the Planning Board adopt Staff report CCU-20-02 as findings of fact and that the Planning Board recommend approval of the Conditional Use Permit for permitting a drive through espresso stand at 2620 9th Street West, Columbia Falls should be granted with the following conditions:

1. The applicant shall secure a sign permit from the City of Columbia Falls for new signage appropriate to the drive-through espresso stand.
2. The applicant/owner will remove the Melby's sign face from the pole sign.
3. Secure approval from the Flathead City County Health Department for water and wastewater.
4. The applicant shall provide a sketch of the existing landscaping to show if they meet the 5% landscape requirements. If the existing landscaping is less than the 5% requirement, the applicant/owner will install the difference.
5. The applicant shall comply with the requirements of 18.440.020 Shipping Containers.

Item No.5.

1 130 6TH STREET WEST
ROOM A
COLUMBIA FALLS, MT 59912

PHONE (406) 892-4391

FAX (406) 892-4413

PAID
JUN 09 2020
CITY OF COLUMBIA FALLS

## APPLICATION FOR CONDITIONAL USE PERMIT

FILING FEE ATTACHED $__________

**PROPOSED USE:** Drive-thru coffee shop

(Describe in detail, indicate if continued to attached pages)

**OWNER(S) OF RECORD:**

Name: Heather Peters

Mailing Address: 1114 8th street West

City/State/Zip: Columbia Falls MT 5992 Phone: 406 270 9247

**PERSON(S) AUTHORIZED TO REPRESENT THE OWNER(S) AND TO WHOM ALL CORRESPONDENCE IS TO BE SENT:**

Name: Heather Peters

Mailing Address: 1114 8th st West

City/State/Zip: Columbia Falls MT 59912 Phone:

**LEGAL DESCRIPTION OF PROPERTY** (Refer to Property Records):

Street Address 2620 9th st. W Tract 9D Block ______ Lot ______

Subdivision Name ______________

Section 18 Township 30 Range 20

→ Tract 9D in NW 1/4 section 18 Township 30 N, Range 20W

**18.210.090 Burden of proof.**

The burden of proof for satisfying the aforementioned criteria shall rest with the applicant and not the planning board. The granting of a conditional use permit rests in the discretion of the city council as to whether or not the proposal conforms to the criteria and requirements set forth in Chapter 18.210.080

The Applicant is responsible for providing sufficiently complete information (see 18.210.090). Attached is the ***Required Criteria for Conditional Use Application*** the Planning Board and Council must use to create a "Finding of Fact" in making a decision. Please review the Criteria carefully before providing the following information and documents.

1. Zoning District and Zoning Classification in which use is proposed: property is zoned CB-2

2. Attach a plan of the affected lot which identifies the following items:
   a. Surrounding land uses.
   b. Dimensions and shape of lot.
   c. Topographic features of lot.
   d. Size(s) and location(s) of existing buildings.
   e. Size(s) and location(s) of proposed buildings.
   f. Existing use(s) of structures and open areas.
   g. Proposed use(s) of structures and open areas.
   h. Existing & proposed landscaping and fences.

3. On a separate sheet of paper, discuss the following topics relative to the proposed use:
   a Traffic flow and control.
   b Access to and circulation within the property.
   c Off-street parking and loading.

d Refuse and service areas.
e Utilities.
f Screening and buffering.
g Signs, yards and other open spaces.
h Height, bulk and location of structures.
i Location of proposed open space uses.
j Hours and manner of operation.
k Noise, light, dust, odors, fumes and vibration.
l If the application is for a home occupation conditional use permit provide the following information:
  1 Number of employees that will work on the premises.
  2 Number of employees that are not family members residing at the premises.
  3 Estimated number and frequency of clients/patrons that will visit the on-site business.
  4 How much area will be used for the business. Compared to the area used for residential purposes.

4. Attach supplemental information for proposed uses that have additional requirements.

I hereby certify under penalty of perjury and the laws of the State of Montana that the information submitted herein, on all other submitted forms, documents, plans or any other information submitted as a part of this application, to be true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application be incorrect or untrue, I understand that any approval based thereon may be rescinded, and other appropriate action taken. The signing of this application signifies approval for the planning staff to be present on the property for routine monitoring and inspection during the approval and development process.

Applicant Signature Date June. 2. 2020

## Required Criteria for Conditional Use Application

**18.210.080 Criteria required for consideration of a conditional use permit.**

A conditional use permit may be granted only if the proposal, as submitted, conforms to all of the following general conditional use permit criteria, as well as to all other applicable criteria that may be requested.

A. Site Suitability. That the site is suitable for the use. This includes:
1. Adequate usable space,
2. Adequate access, and
3. Absence of environmental constraints.

B. Appropriateness of Design. The site plan for the proposed use will provide the most convenient and functional use of the lot. Consideration of design should include:
1. Parking scheme,
2. Traffic circulation,
3. Open space,
4. Fencing/screening,
5. Landscaping, and
6. Signage.

C. Availability of Public Services and Facilities. The following services and facilities are to be available and adequate to serve the needs of the use as designed and proposed:
1. Sewer,
2. Water,
3. Storm water drainage,
4. Fire protection,
5. Police protection, and
6. Streets.

D. Use will not be detrimental to abutting properties in particular and the neighborhood in general. Typical negative impacts which extend beyond the proposed site include, but are not limited to:
1. Excessive traffic generation,
2. Noise or vibration,
3. Dust, glare, or heat,
4. Smoke, fumes, gas, or odors, and

City of Columbia Falls

Application for Conditional Use Permit

Proposed for Drive thru Coffee Shop

Owners: Heather Peters

Mailing: 1114 $8^{th}$ Street West – Columbia Falls MT

Legal Description

Property is a corner lot with access from Hwy 2/$9^{th}$ Street West and S. Hilltop rd.

Property is zoned CB-2

Property is described as Tract 9D in NW ¼, NW1/4 section 18.

Township 30 North, Range 20 West.

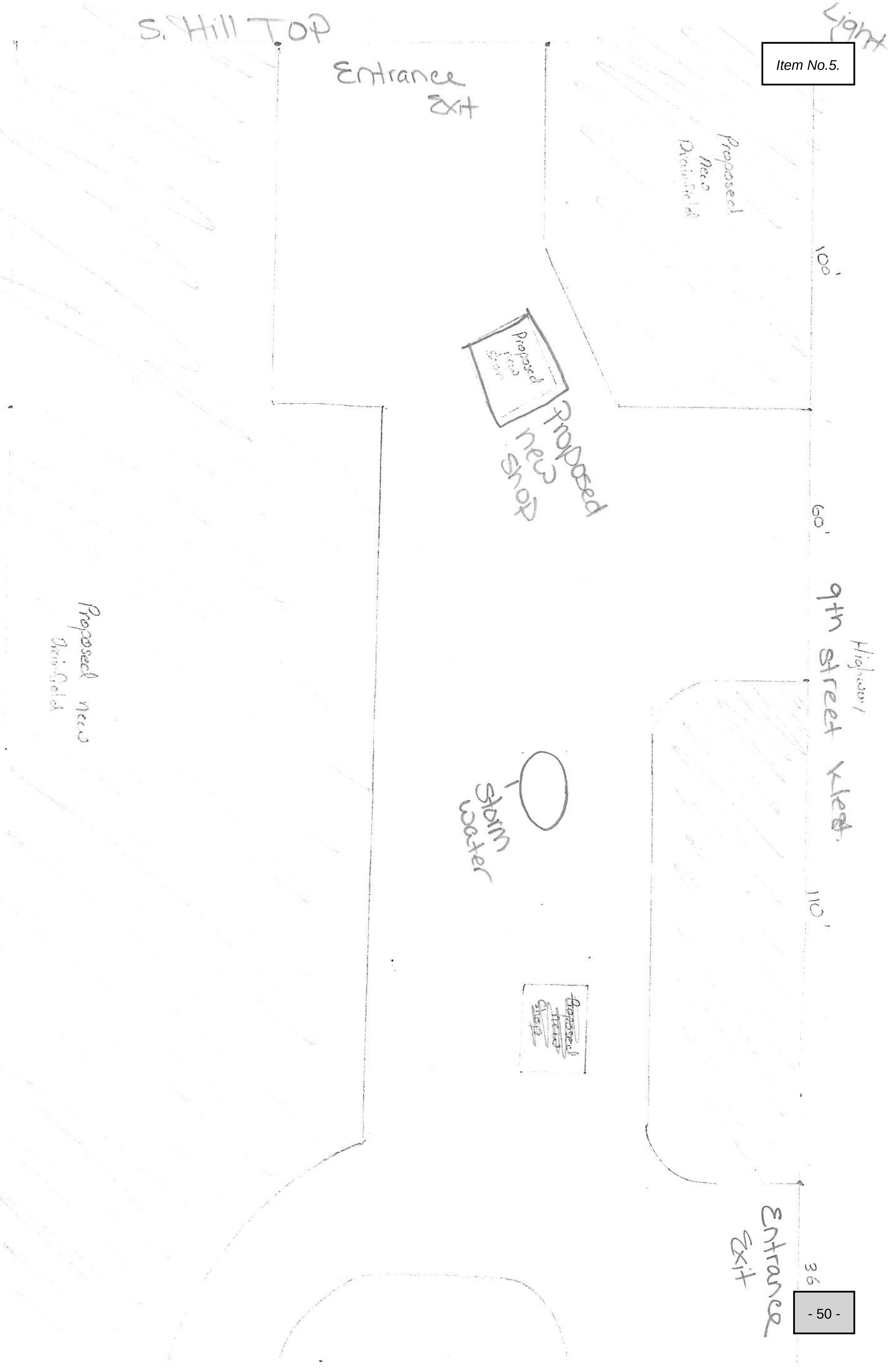
Street Address – 2620 $9^{th}$ Street West Columbia Falls MT

1. Zoning District – Classification in which use is proposed CB-2
2. Attached a plan of the affected lot. ( attached)

   A. Surrounding land use. Residential behind the property, a residential driveway next to the property, and Columbia Nursery next door. ( attached page)
   B. Attached sheet
   C. Attached sheet
   D. Sizes of existing buildings – Only a few storage containers are on location. Columbia Nursery is purchasing this land, they will decide if they are kept or not.
   E. Sizes and locations of proposed buildings – see attached sheet
   F. Existing uses of structures – Open lot ( use to be a furniture store – burnt down)
   G. Proposed use – A small drive thru coffee shop (will be using our current shop and then building a bit larger one this fall. Once the new shop is complete the old one will no longer be on this property) Attached sheet will show possible locations.
   H. Existing and proposed landscaping and fences. (We are renting the lot, I know that Columbia Nursery is proposing to landscape the front green area by the light.
3. On a separate sheet of paper discuss the following topics relative to the proposed use:
   A. Traffic flow and control. Drive thru on 2 sides of the shop. May enter from S. Hill top (traffic light) or from Highway 9th street W. Enter and exit will be made easy for traffic.
   B. Access from Highway $9^{th}$ street West, and from South Hill top. ( next to stop light)

C. Parking for employees only will be provided from Columbia Nursery in a designated area. Customers will be drive thru. Unloading of supplies for the coffee shop will be next to shop in parking lot, not on any streets.
D. Refuse and Service area:
E. Utilities – Well water, electric, and septic.
F. Screening and buffering.
G. Signs, yards and open space - 2 Signs are currently on the property, one will be used for Friske Beans, the other Columbia Nursery.
H. Height, Bulk, and location of structures (see attached sheet) Friske Beans is only responsible for our building.
I. Location of proposed open space use – see attached
J. Hours and manner of operation – Drive thru coffee stand. Mon-Fri 6am – 4pm Sat and Sunday 7am – 3 pm
K. Noise, light, dust, odors. Only vehicle noise, 2 outdoor lights on each side of window. Only a light yummy aroma of coffee ☺ Dust control, pavement for our shop and vehicles to drive on.
L. Application for home – NO

4. Signature – See attached.


S. Hill Top
Entrance
Exit
Light
Proposed
100'
Proposed New Shop
Proposed new shop
60'
9th Street West
Highway
Proposed
Storm water
110'
Proposed new shop
Entrance
Exit
36

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

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



May 22, 2020

Re: Notice for an Administrative Conditional Use Permit Request for a Drive-thru Coffee Stand.

Dear Adjacent Property Owner:

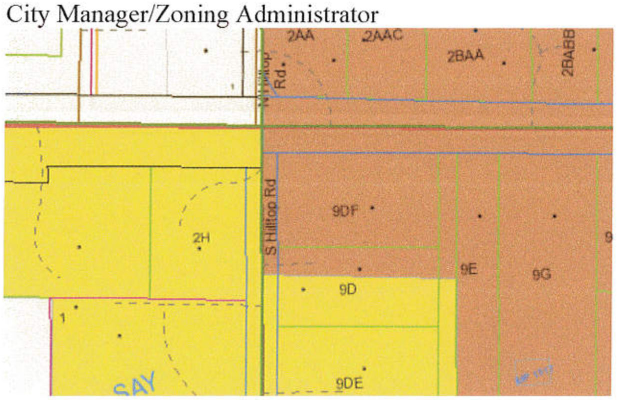
This office has received a request for an Administrative Conditional Use Permit (CUP) to temporarily place a drive-up Coffee Stand at 2620 9th St West (formerly Melby's). This request is to allow Ms. Peters to temporarily operate her coffee stand at this location while she completes the process to more permanently operate a drive thru coffee stand at this location. Ms. Peters is submitting an application for a permanent Conditional Use Permit that will go before the Planning Board and City Council for the required public hearings in July. Notice of the hearings will be sent to all adjacent property owners.

The property is a corner lot with access from Hwy 2/9th St W and S. Hilltop Rd. The property is zoned CB-2 in the Columbia Falls Zoning Jurisdiction and the zoning regulations require a conditional use permit for drive-up restaurants. The property is described as Tract 9D in NW 1/4, NW 1/4 Section 18, Township 30 North, Range 20 West, P.M.M., Flathead County.

Our records indicate that you are the owner of property within 150-feet of the proposed Administrative Conditional Use Permit Application. You are welcome to provide comment on the application, approval of which would allow the applicant to temporarily operate the drive thru coffee stand while undergoing the full permitting process. The comment period ends June 8, 2020. Please send comments to Susan Nicosia, City Manager/Zoning Administrator to the address above or email: nicosias@cityofcolumbiafalls.com.

Sincerely,

Susan M. Nicosia
City Manager/Zoning Administrator



No. 27119

CITY OF COLUMBIA FALLS
NOTICE OF PUBLIC HEARING

The Columbia Falls City-County Planning Board will hold a public hearing for the following item at their regular meeting on Tuesday, July 14, 2020 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 July 20, 2020 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 to establish a Conditional Use Permit in the Columbia Falls Zoning Jurisdiction:

Heather Peters is requesting a Conditional Use Permit to operate a drive-thru coffee stand at 2620 9th Street West (formerly Melby's). The property is zoned CB-2 Commercial however all drive-thru's require a conditional use permit in this zone. The coffee stand was formerly located at the Town Pump Site at Highway 2 and 40. The property is described as Assessor's Tract 9D in NW1/4 Section 18, 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 Staaland, City Clerk, 130 6th Street West, Room A, Columbia Falls, MT 59912 or via email: staalandb@cityofcolumbiafalls.com. For more information on the proposed conditional use, please call Eric Mulcahy, Columbia Falls City Planner at 755-6481.

DATED this 24th day of June, 2020

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

June 28, 2020
MNAXLP

Item No.5.

STATE OF MONTANA

FLATHEAD COUNTY

AFFIDAVIT OF PUBLICATION

**MARY BOOTH** BEING DULY SWORN, DEPOSES AND SAYS: THAT SHE IS THE LEGAL CLERK OF THE **DAILY INTER LAKE** A DAILY NEWSPAPER OF GENERAL CIRCULATION, PRINTED AND PUBLISHED IN THE CITY OF KALISPELL, IN THE COUNTY OF FLATHEAD, STATE OF MONTANA, AND THAT **NO. 27119** **LEGAL ADVERTISMENT** WAS PRINTED AND PUBLISHED IN THE REGULAR AND ENTIRE ISSUE OF SAID PAPER, AND IN EACH AND EVERY COPY THEREOF ON THE DATES OF JUNE 28, 2020

AND THE RATE CHARGED FOR THE ABOVE PRINTING DOES NOT EXCEED THE MINIMUM GOING RATE CHARGED TO ANY OTHER ADVERTISER FOR THE SAME PUBLICATION, SET IN THE SAME SIZE TYPE AND PUBLISHED FOR THE SAME NUMBER OF INSERTIONS.

Mary Booth
------------------------------------

Subscribed and sworn to
Before me this, June 28, 2020

Dorothy I. Glencross
------------------------------------
Dorothy I. Glencross

Notary Public for the State of Montana
Residing in Kalispell
My commission expires 9/12/2021

DOROTHY I GLENCROSS
STATE OF MONTANA
Notarial Seal

DOROTHY I GLENCROSS
Notary Public for the
State of Montana
Residing at KALISPELL, MT
My Commission Expires
September 12, 2021

CITY of COLUMBIA FALLS

# Planning Department

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

PHONE (406) 892-4391

FAX (406) 892-4413

June 24, 2020

Re: Public hearing notice for a CUP for Heather Peters and a Drive-Thru Coffee Stand

Dear Adjacent Property Owner:

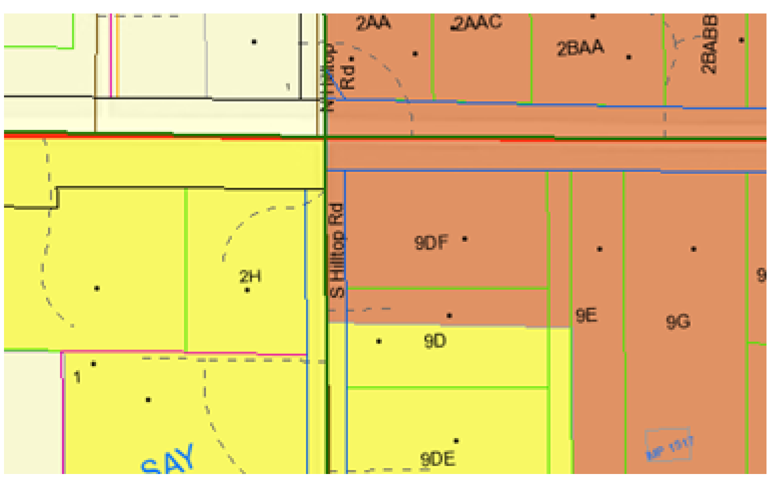
Our records indicate that you are the owner of property within 150-feet of the proposed project. As the Planning Staff for the Columbia Falls Planning Jurisdiction, I am writing to provide you with a notice of a public hearing for a Conditional Use Permit to operate a drive-thru coffee stand at 2620 9th Street West (formerly Melby's). The property is zoned CB-2 Commercial however all drive-thru's require a conditional use permit in this zone. The coffee stand was formerly located at the Town Pump Site at Highway 2 and 40. The property is described as Assessor's Tract 9D in NW1/4 Section 18, Township 30 North, Range 20 West, P.M.M., Flathead County. You previously received a letter for comment on the temporary permit. This hearing process will provide a permanent CUP for this operation.

If you have question or comments concerning this matter, please call, visit or write me at City Hall. 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 July 9, 2020 or by email: staalandb@cityofcolumbiafalls.com. Written or emailed comment may be provided up to 5:00 pm on the day of the hearing; it will just be emailed and/or passed out at the hearing.

Sincerely,

Eric H. Mulcahy

Eric H. Mulcahy, City Planner



# CITY OF COLUMBIA FALLS

## NOTICE OF PUBLIC HEARING

The Columbia Falls City-County Planning Board will hold a public hearing for the following item at their regular meeting on Tuesday, July 14, 2020 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 July 20, 2020 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 to establish a Conditional Use Permit in the Columbia Falls Zoning Jurisdiction:**

Heather Peters is requesting a Conditional Use Permit to operate a drive-thru coffee stand at 2620 9th Street West (formerly Melby's). The property is zoned CB-2 Commercial however all drive-thru's require a conditional use permit in this zone. The coffee stand was formerly located at the Town Pump Site at Highway 2 and 40. The property is described as Assessor's Tract 9D in NW1/4 Section 18, 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 Staaland, City Clerk, 130 6th Street West, Room A, Columbia Falls, MT 59912 or via email: staalandb@cityofcolumbiafalls.com. For more information on the proposed conditional use, please call Eric Mulcahy, Columbia Falls City Planner at 755-6481.

# CITY OF COLUMBIA FALLS
# MINUTES OF THE REGULAR MEETING
# HELD JULY 14, 2020

**CALL TO ORDER AND ROLL CALL**

PRESENT
Russ Vukonich
Mike Shepard
Claudette Byrd-Rinck via Zoom
Steve Hughes
Patti Singer
Robert Smith

ABSENT
Kurt Nelson
Sam Kavanagh
Steve Duffy

Also present were City Manager Susan Nicosia, City Planner Eric Mulcahy, City Attorney Justin Breck, and Public Works Clerk Alex Vissotzky.

**APPROVAL OF MINUTES:**

Minutes of the June 9, 2020 Planning Board - Motion made by Shepard, seconded by Singer to approve the minutes as read. Voting Yes: Vukonich, Shepard, Byrd-Rinck, Hughes, Singer, Smith.

**VISITOR OR PUBLIC COMMENT:** None.

**PUBLIC HEARINGS AND ACTION:**

Chairman Vukonich read the notice of hearing and asked for staff report presentation:

**Request to establish a Conditional Use Permit in the Columbia Falls Zoning Jurisdiction:**
Heather Peters is requesting a Conditional Use Permit to operate a drive-thru coffee stand at 2620 9th Street West (formerly Melby's). The property is zoned CB-2 Commercial however all drive-thru's require a conditional use permit in this zone. The coffee stand was formerly located at the Town Pump Site at Highway 2 and 40. The property is described as Assessor's Tract 9D in NW1/4 Section 18, Township 30 North, Range 20 West, P.M.M., Flathead County.

Planner Mulcahy presented Staff Report CCU-20-02 to the Board. The proposed drive-thru coffee stand was originally located at the HWY 2/ HWY 40 intersection at Town Pump. This new location is outside of city limits but within the Planning jurisdiction. It is zoned CB-2, which allows for drive-thru restaurants as a conditional use. The applicant, Heather Peters, will be leasing the drive-thru space from the owner; the site was formerly Melby's Furniture. There are no City Services located on the property so the application is working with Flathead County Environmental Health for well and septic approval and such approval is in the conditions of approval. Mulcahy noted that there is existing access to Highway 2 and Hilltop Rd. Mulcahy also reported that the applicant will provide a better site plan showing compliance with the landscaping requirements. Conditions also require sign permits as applicable in CB-2 and the existing sign will be removed. City staff recommends approval with 4 Conditions.

# CITY OF COLUMBIA FALLS
# MINUTES OF THE REGULAR MEETING
# HELD JULY 14, 2020

City Manager Nicosia stated that the shipping containers currently on the property do not comply with the Zoning Code, 18.440.020 as they are not shielded; they were used temporarily to house Melby's items after the building fire.

Motion made by Shepard, seconded by Smith to add Condition 5 stating that shipping containers will comply with Zoning Code 18.440.020 or be removed. Voting Yes: Vukonich, Shepard, Byrd-Rinck, Hughes, Singer, Smith.

Public Comment opened and closed at 6:40PM with no one wishing to comment. Mulcahy noted that staff has not received any written or verbal comments.

Motion made by Hughes, seconded by Shepard to approve CCU-20-02 as findings of fact.
Voting Yes: Vukonich, Shepard, Byrd-Rinck, Hughes, Singer, Smith.

Motion made by Shepard, Seconded by Singer to recommend approval of Conditional Use Permit with five with Conditions, as amended, to City Council. Voting Yes: Vukonich, Shepard, Byrd-Rinck, Hughes, Singer, Smith.

**ADJOURNMENT:** Motion by Hughes to adjourn 6:45 p.m., seconded by Vukonich.

________________________________
Chairman,

________________________________
**Alex Vissotzky** | Public Works Clerk

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

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

**NOTICE OF PUBLIC HEARINGS**
**RESORT TAX CODIFICATION**

On July 6, 2020, during the 7:00 p.m. regular council meeting, the City Council of the City of Columbia Falls, shall conduct a public hearing for the purpose of adopting Chapter 3.20 Resort Tax in the Columbia Falls Municipal Code. The hearing will be continued until the July 20, 2020 Council Regular Council meeting.

The City Council will now complete the formal code adoption for the Columbia Falls Resort Tax as approved with the June 2, 2020 election.

The proposed Chapter 3.20 Resort Tax is available for review at the office of the City Clerk, City of Columbia Falls 130 6th Street West, Columbia Falls, MT. Persons may contact the City Clerk or City Manager at 406-892-4391 or 130 6th Street West, Columbia Falls, MT for more information about the hearing.

Responses to the public hearing may be in writing addressed to the City Clerk at 130 6th Street West, Columbia Falls, MT 59912 or delivered in person to the City Council during the hearing.

DATED THIS 15th day of June, 2020

Barb Staaland
City Clerk

Publish: Daily Interlake Sunday July 5th and Sunday July 12th

# PROPOSED ORDINANCE LANGUAGE

# CHAPTER 3.20

# RESORT TAX

## 3.20.110: DEFINITIONS:

LUXURIES, MEDICAL SUPPLIES AND MEDICINE: Defined as set forth in Montana code 7-6-1501, and further in section 3.20.310 of this chapter.

RESORT TAX AND TAX: The resort tax passed by the electorate of the city and as enacted by this chapter.

## 3.20.210: RESORT TAX IMPOSED:

A. Tax Imposed: Pursuant to the election held on June 2, 2020, there is imposed a resort tax on the retail value of all goods and services sold, except for goods and services sold for resale, within the city by the following establishments:

1. Hotels, motels and other lodging or camping facilities;

2. Restaurants, fast food stores and other food service establishments;

3. Taverns, bars, nightclubs, lounges and other public establishments that serve beer, wine, liquor or other alcoholic beverages by the drink;

4. Destination ski resorts and other destination recreational facilities;

5. Establishments that sell luxuries shall collect a tax on such luxuries.

B. Rate Of Tax:

1. The exact rate of the resort tax is three percent (3%).

2. The duration of the resort tax is twenty (20) years from its effective date, said effective date being October 1, 2020, and will expire September 30, 2040.

C. Duty To Collect: It is the duty of each operator of any of the establishments mentioned in this chapter to collect, upon sale, the tax herein imposed.

## 3.20.310: LUXURIES TAX:

Each business subject to the tax shall collect the same on the retail value of all goods and services sold, except goods and services sold for resale, within the city by the establishments set forth in subsection 3.20.210 A of this chapter. All luxuries shall be taxed, and "luxuries" shall mean any gift item, luxury item or other item normally sold to the public or to transient visitors or tourists; but the term does not include food purchased unprepared or unserved, medicine, medical supplies and services, appliances, hardware supplies and tools or any necessities of life. The term luxuries shall be defined to include, but shall not be limited to:

Hotels, Motels and Other Lodging or Camping Facilities:

All goods and services sold
Conference, convention or event room or space rentals
Lodging based on rental periods of less than thirty (30) days
Lodging for which the state bed tax is payable:
Bed and breakfasts
Campgrounds and RV parks
Condominium rentals
Hotels and motels

Luxuries:

Attractions:
Bowling alleys – limited to liquor/food
Concerts

Golf courses:

Cart rentals
Green fees
Memberships
Merchandise sales
Movie and live theaters
Rodeos

Rentals:

Automobiles, trucks, trailers, RVs, jeeps, etc.
Conference, convention or event room or space rentals
Golf, ski and sports equipment
Motorcycles, bicycles, ATVs, etc.
Snowmobiles, boats, jet skis, etc.

Retail sales of goods (excluding sales for resale) of:

New and Used Books of local interest
Cameras and supplies
Candles
Clothing limited to logo wear, recreational clothing, gear and accessories that have been screen printed, embroidered, or otherwise imprinted with designs depicting or containing words such as Montana, Columbia Falls, Flathead County/Valley, Glacier Park or any combination thereof
Finished craft items, including those sold at arts and crafts fairs, other than those that are household furnishings
Jewelry and art including decorative dishes and dishwares not used for meals
Mail order and catalog sales
Motorcycles, snowmobiles, jet skis, etc.
Pictures and picture frames, posters, prints, handcrafted cards
Secondhand stores and antiques
Souvenir, imprinted and gift items with logos

Sporting goods including sold as used or on consignment, except when sold at a garage sale:

Bicycles except stationary fitness or exercise bicycles

Supermarket nonfood items:

Tobacco and tobacco products and nicotine delivery systems (aka vaping)

Services:

Guides and outfitters:
Hunting, fishing, rafting, horseback rides, etc.
Recreational services and labor

Restaurants, Fast Food And Other Food Service Establishments:

All goods and services sold, including delivery charges, but not tips
Foodstuffs intended for immediate human consumption
Fraternal organizations which provide food and beverages or rent their facilities to the public and nonmembers
Soda pop, gum and candy, including individual, bulk, and packaged candy quantities
Vending machines

Taverns, Bars, Nightclubs, Lounges And Other Public Establishments Serving Beer, Wine, Liquor Or Other Alcoholic Beverages By The Drink:

All alcoholic beverages, including beer and wine, sold by the drink or at retail
All goods and services sold
Private liquor stores

## 3.20.410: EXEMPTIONS TO TAX:

Notwithstanding section 3.20.310 of this chapter, sale or rental of the following goods and services shall be exempt from the tax:

Appliances:

Computers and computer supplies including webcams
Electronic communication and entertainment devices
Kitchen counter devices (mixers, toasters, etc.)
Stoves, refrigerators, freezers, washers, dryers, dishwashers, trash compactors
Telephone equipment
Vacuum cleaners

Food Purchased Unprepared Or Unserved:

Food items eligible for purchase with food stamps (except soda pop or candy)
Food items not purchased for immediate consumption; including a loaf of bread, noncarbonated

drinks, fitness drinks for later consumption
Vitamins

Hardware Supplies and Tools:

Implements and supplies used in the construction, improvement, maintenance or repair of buildings and their furnishings
Lawn and garden equipment and supplies

Hotels, Motels And Other Lodging Or Camping Facilities:

Lodging based on rental periods in excess of thirty (30) days

Medicine, Medical Supplies And Services:

Doctors, dentists, chiropractors, opticians
Medical supplies, items sold to be used for curative, prosthetic or medical maintenance purposes including exercise or fitness bicycles, fitness balls
Medicine, substances sold for curative or remedial properties, including nonprescription drugs
Psychologists, counselors, social workers
Therapeutic massage

Necessities Of Life:

Funeral directors
Supermarket nonfood items:
Baby and child care products:
Disposable diapers, powder, lotion, etc.
Cleaning supplies
Deodorant
Laundry detergent and bleach
Paper products
Personal hygiene:

Combs, brushes, sunblock, lip balm
Dietary supplements
Feminine hygiene: Kotex, tampax, douche
Soap and shampoo, lotions
Toilet paper
Toothpaste and mouthwash
Vitamins

Utilities:

Public and private including propane, heating oil, garbage, power, telephone, internet and cell phones

Other Items and Services:

Auto mechanical parts
Automotive accessories

Building contractors and tradesmen:
Plumbers, electricians, carpenters, roofers, drywallers, painters, masons, pest control, paving, excavating, HVAC, well drillers
Charcoal

Computer services
Contractor and homeowner equipment including vacuums and floor cleaners
Craft items and supplies including posterboard
Dishes and dishwares used for meals or cooking
Furniture and home furnishings including lawn and patio furniture and used furniture
Gambling revenues
Gasoline
Housewares and sundries
Lawn, garden, landscaping supplies and compost
Light bulbs
Motor oil
New and used car and truck sales
Newspapers
Nonprofit and charitable events:
Fraternal organizations which provide food and services only to members
Nonprofit fundraisers
School sports events

Other business and professional services:
Appliance repair
Auto repair and related services
Bank charges and interest
Car wash, towing
Hair salons and barbers
Health clubs
House cleaning and janitorial services
Insurance agents:
Health, life, auto, bonds
Interior decorators
Landscaping, snow removal and lawn care
Laundry, drycleaning and laundromats
Movers and ministorage units
Photo developing
Preschools and childcare
Printers and publishers

Professional services:

Lawyers, architects, accountants, appraisers, engineers, tax services, surveyors
Real estate commissions
School bus services
Security brokers and financial managers
Shipping agents (UPS)
Taxidermist
Taxis & Ride Sharing Services
Travel agent fees
Upholstery shops
Veterinarians

Safe deposit boxes
School supplies
Stationery and office supplies
Street legal motorcycles
Tires
Wholesale merchandise purchased for resale at retail

## 3.20.510: PAYMENT OF TAX:

A. Remittance:

1. The taxes collected by businesses ~~in any month~~ each quarter are to be remitted to the city on or before the twentieth day of the following month at the end of each quarter, or if such day falls on a Saturday, Sunday or holiday, then on the next business day.

2. For good cause shown in a written request of a taxpayer who would pay less than five dollars ($5.00) a ~~month~~ quarter, the city manager may extend the time for making returns and paying tax due.

3. For purposes of this tax, the quarters are as follows: 1st Quarter – July – September, 2nd Quarter – October – December, 3rd Quarter – January – March and 4th Quarter – April – June.

4. The resort tax will not be collected until the 2nd Quarter beginning October 1, 2021. The City Council delayed the collection of the resort tax for one year due to COVID-19.

B. Collection Duties And Responsibilities:

1. The officers responsible for receiving and accounting for the resort tax receipts are the city clerk and finance director.

2. The city manager and his agents shall be responsible for enforcing the collection of the resort tax and shall be responsible for overseeing the methods and procedures to be used in enforcing the collection of the resort tax. The city manager shall be entitled to use all lawful methods and procedures in enforcing the collection of resort taxes, including, but not limited to, random audits, correspondence demanding prompt payment, civil suits, initiating criminal prosecution and revocation of city business licenses.

C. Administrative Fee: Each collecting merchant shall be entitled to withhold five percent (5%) of the resort tax collected to defray its cost for the administration of the tax collection. The administration fee may be withheld by the business at the time of remitting the tax to the city. Failure to withhold the fee shall constitute the waiver and forfeiture of the same.

## 3.20.610: RECORDS AND TAX FORMS:

A. Forms; Confidentiality: The city shall provide each business in the city responsible for tax collection with the proper forms for reporting and remittance to the city. Remittance to the city of the resort tax shall be tabulated and accounted for on forms prescribed and furnished to the business by the city. The records and forms held by the city shall be confidential, and shall not be open to inspection by the public unless so ordered by the city council or a court of competent jurisdiction.

B. Preservation Of Records: Every business required to collect and remit the resort tax shall keep and preserve for a period of not less than three (3) years all records necessary to determine the verity of the taxes remitted and shall make the same available for audit or inspection at all reasonable times.

## 3.20.710: AUDITS:

Periodic random audits shall be conducted under the direction of the city manager or his designated representative and all business operators shall cooperate in all respects in the conduct of the audits. Failure to cooperate shall constitute a violation of the provisions of this chapter. There is nothing in this chapter that prevents routine analysis of the reported information to be verified by the Finance Director or City Clerk.

## 3.20.810: USE OF TAX MONIES:

The tax monies derived from the resort tax may be appropriated by the city council only for those activities, in those proportions, set forth below:

A. Property tax reduction for taxpayers residing in the city in an amount equal to twenty five percent (25%) of the three percent (3%) resort tax revenues derived during the preceding fiscal year;

B. Provision for the operational and capital funding of the City's Public Safety programs, in an amount equal to fifty five percent (55%) of the resort tax revenues derived during the preceding fiscal year;

C. Infrastructure capital improvements, such as parks, streets, water and sewer, in an amount equal to fourteen  percent (14%) of the resort tax revenues derived during the preceding fiscal year;

D. Provision for an amount equal to one percent (1%) of the resort tax revenues derived during the preceding fiscal year to be used for direct city administrative costs such as software and audit.

E. Cost of administering the resort tax in an amount equal to five percent (5%) of the three percent (3%) resort tax per year (as provided in subsection 3.210.510 C of this chapter).

## 3.20.910: PROPERTY TAX RELIEF FUND:

In the event the city receives more resort tax revenues than had been included in the annual municipal budget, it shall establish a municipal property tax relief fund, and all resort tax revenues received in excess of the budget amount must be placed in the fund. The entire fund must be used to replace municipal property taxes in the ensuing fiscal year.

## 3.20.1010: QUESTIONS AND INTERPRETATION:

The city manager and his agents shall be responsible for answering questions regarding those goods and services that are subject to the resort tax, and for interpreting the terms of this chapter. In order to provide consistency, the city manager and his agents shall maintain a written file of all answers provided and interpretations rendered. The city manager, in his discretion, may seek advice and/or guidance from the city attorney or the city council.

## 3.20.1110: APPEALS:

Any business may appeal to the city council any assessment of penalty or interest; provided that notice of appeal in writing is filed with the city clerk within thirty (30) days of the serving or mailing of the determination of the amount of penalty and interest due. The city council shall, at the next regular city council meeting, fix the time and place for hearing the appeal and the city clerk shall cause notice in writing to be personally served by a peace officer upon the operator. The findings and decision of the city council shall be final and conclusive and shall be served upon the appellant in the manner prescribed for service of notice of hearing or by certified mail directed to the business operator's last known address. Any amount found to be due shall be immediately payable upon service of the findings and decision.

# NOTICE OF PUBLIC HEARINGS

**NOTICE IS HEREBY GIVEN,** that the City Council of the City of Columbia Falls, Montana, will hold public hearings beginning on July 20, 2020 at 7:00 p.m. in the Columbia Falls City Hall, 130-6th Street West, Columbia Falls, Montana, for the following purposes:

<u>Preliminary Budget</u>

Presentation and consideration of the preliminary budget for fiscal year beginning July 1, 2020 and ending June 30, 2021. This hearing will be continued until final adoption of the budget after receiving the certified taxable valuation.

<u>Special Assessments</u>

Consideration of the adoption of the Street Lighting District and Street Maintenance District assessments for FY2020/2021. Council will hear any objections to the final adoption of the resolution levying special assessments for FY 2020/2021. Special Assessments are estimated as follows:

| | |
|---|---|
| Street Lighting District | $ 30,049 |
| Street Maintenance District | $316,000 |

Individual property payment schedules are available for inspection ten (10) days from this notice, in the office of the City Clerk, 130 6th Street West, Columbia Falls, Montana, during regular hours Monday through Friday, 7:00 AM to 6:00 PM.

<u>Permissive Medical Levy</u>

Consideration of adoption on the proposed tax levy to fund health insurance premium contributions for group benefits beyond the amount of contributions in effect on June 30, 1999. The actual mills for consideration will be made available upon receipt of the certified tax valuation for the year.

Taxpayers are encouraged to attend the hearings and give written or oral comments on any or all of the budget-related items. Written comments may be mailed to the City Clerk, 130 6th Street West, Room A, Columbia Falls, Montana, 59912. Questions regarding the proposed items can be made by contacting City Manager Susan Nicosia at 892-4391.

DATED THIS 15th DAY OF JUNE, 2020

s/Barb Staaland, City Clerk

Publish: Sunday July 5th and Sunday July 12th

July 17, 2020

To: Mayor & Council

From: City Manager Nicosia

RE: Project Advisory Committee – Transportation Plan

The City received one letter of interest from Kelly Hamilton expressing interest in serving on the Project Advisory Committee. Additionally, Sam Kavanagh agreed to represent the Planning Board. The Urban Transportation Committee members representing both the County and the City include:

Mayor Don Barnhart
Councilor Mike Shepard
Susan Nicosia, City Manager
Tyler Bradshaw, Public Works Dir. City
Dave Prunty, Public Works, County
Eric Mulcahy, Columbia Falls City-County Planning

Council members and public are always welcome to attend the Project Advisory Committee meetings and provide input. We will promote the project meetings and workshops to ensure public participation in the plan.

Council Action: Please appoint the members of the Transportation Plan Project Advisory Committee:
Mayor Don Barnhart
Councilor Mike Shepard
Susan Nicosia, City Manager
Tyler Bradshaw, PWD
Dave Prunty, FC PW
Eric Mulcahy, City-County Planner
Sam Kavanagh, Community Member and Planning Board Member
Kelly Hamilton, Community Member

SECOND AND FINAL READING

# ORDINANCE NO.802

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COLUMBIA FALLS, MONTANA, AMENDING THE COLUMBIA FALLS ZONING MAP TO ALLOW THE DEVELOPMENT OF A PLANNED UNIT DEVELOPMENT (PUD) OVERLAY ON PROPERTY DESCRIBED AS LOTS 8,9 AND 10 OF BLOCK 46 OF COLUMBIA FALLS TOWNSITE IN SECTION 8, TOWNSHIP 30 NORTH, RANGE 20 WEST, P.M.M., FLATHEAD COUNTY, MONTANA

WHEREAS, Erik Eckert, owner of the real property, has requested an amendment to the Columbia Falls zoning map to allow the development of a Planned Unit Development (PUD) overlay on property zoned CR-5 Two-Family Residential located on 7th Street East between 1st and 2nd Avenues East, described as Lots 8, 9 and 10 of Block 46 of Columbia Falls Townsite in Section 8, Township 30 North, Range 20 West, P.M.M., Flathead County, Montana; and

WHEREAS, the Columbia Falls Planning Department, on May 28, 2020, in Staff Report CPUD-20-02, recommended approval of the requested Planned Unit Development (PUD) subject to certain conditions; and

WHEREAS, said request was considered by the Columbia Falls City-County Planning Board in a public hearing at its regularly scheduled meeting on June 9, 2020, at which the Board adopted Staff Report CPUD-20-02 with revisions and recommended approval of the requested Planned Unit Development (PUD) subject to certain conditions as shown in Exhibit A; and

WHEREAS, a hearing on the Planned Unit Development (PUD) was held by the City Council of the City of Columbia Falls, Montana, at its regular meeting on Monday, July 6, 2020, after said hearing was advertised according to law; and at said hearing on said date, the City Council considered the recommendation of the Planning Board, the report of the Columbia Falls Planning Office, together with any and all comments filed or voiced with respect to said change; and

WHEREAS, the City Council has determined that the PUD request, subject to certain conditions, is in the best interest of the City and that the unique character of the property justified approval of a PUD of less than two acres.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA FALLS, MONTANA AS FOLLOWS:

<u>Section One.</u> <u>Findings of Fact</u>: That the Columbia Falls Planning Office Report #CPUD-20-02, dated May 28, 2020, as amended by the Columbia Falls City-County Planning Board on June 9, 2020, is hereby adopted by the Council as findings of fact with respect to said PUD request.

<u>Section Two.</u> <u>Change in Zoning Classification</u>: That the requested Planning Unit Development (PUD) overlay on property presently zoned CR-5 Two-Family Residential will

the owner to cluster the development into the more accessible and buildable southeast corner of the property described as Lots 8, 9 and 10 of Block 46 of Columbia Falls Townsite in Section 8, Township 30 North, Range 20 West, P.M.M., Flathead County, Montana.

Section Three. All documents included in the site plan and the recommendation of the Columbia Falls Planning Office is hereby incorporated by reference and the Conditions are shown in Exhibit A.

Section Four. The Council finds that the proposal complies with Chapter 18.348 of the Columbia Falls Area Zoning Regulations, and that the cluster development provides development on the less sensitive area of the site and it preserves approximately 76% of the site in green space.

Section Five. Inconsistent Provisions: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section Six. Severability: The provisions of this Ordinance are severable. If any provision of this Ordinance is held invalid, such invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision.

Section Seven. Effective Date: This Ordinance shall become effective thirty (30) days after its final passage and approval by the City Council of the City of Columbia Falls, Montana.

PASSED AND APPROVED BY THE CITY COUNCIL OF COLUMBIA FALLS, MONTANA THIS _____ DAY OF JULY, 2020, THE COUNCIL VOTING AS FOLLOWS:

AYES:

NOES:

ABSENT:

____________________________________
City Clerk

APPROVED BY THE MAYOR OF COLUMBIA FALLS, MONTANA THIS ____ DAY OF JULY, 2020.

____________________________________
Mayor

ATTEST:

_________________________________
City Clerk

**EXHIBIT A**

1. The City Council approves a PUD for a project area less than two acres.

2. The Greenhaven Townhomes PUD will allow the following deviation:
    - Clustering the four units to the southeast corner of the properties.

3. The applicant's surveyor shall produce an amended plat using the townhouse exemption for review by the City Staff and said Amended Plat shall be filed with the Flathead County Clerk and Recorder prior to issuance of Certificates of Occupancy for any of the units.

4. The applicants shall provide an engineered stamped drainage plan to the Columbia Falls Public Works Department for review and approval prior to any dirt work and issuance of a building permit. The drainage plan shall address all site improvements and site work during construction and post construction.

5. The applicant shall provide a stamped set of the full geotechnical exploration and analysis to the City Public Works Department and Building Department prior to any dirt work and issuance of a building permit. The geotechnical analysis shall address all site development and construction including site grading, retaining walls, and the building.

6. The development of the site shall conform to the plans and footprints submitted in the PUD Application dated April 20, 2020.

7. The applicant shall pay a cash-in-lieu of sidewalk payment to the City of Columbia Falls. The payment will be in-lieu of a five foot wide sidewalk the length of the applicant's 7th Street East frontage at the time of Building Permit. Columbia Falls Public Works will verify the lineal foot cost.

8. All conditions of the PUD shall be complied with prior to the issuance of the occupancy permit or otherwise addressed as provided for in this PUD.

9. In the event springs are encountered during the geotechnical analysis or during construction, the applicant and his engineer shall provide a plan on how they will address foundation dewatering without impacting any neighboring properties downslope.

FIRST READING

# ORDINANCE NO. 803

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COLUMBIA FALLS, MONTANA, ADDING CHAPTER 3.20 RESORT TAX TO THE COLUMBIA FALLS MUNICIPAL CODE.

WHEREAS, the City Council desires to add Chapter 3.20 Resort Tax to the Columbia Falls Municipal Code; and

WHEREAS, the City Council carefully studied the Resort Tax Option and called for an Election on February 18, 2020 with Resolution # 1815; and

WHEREAS, the Resort Tax Election passed by the voters of the City of Columbia Falls on June 2, 2020; and

WHEREAS, the City Council conducted hearings on July 6, 2020 and July 20, 2020 for the express purpose of hearing comment on Chapter 3.20 Resort Tax as proposed; and

WHEREAS, the City Council has determined that said addition to the Columbia Falls Municipal Code is in the best interests of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA FALLS, MONTANA AS FOLLOWS:

<u>Section One</u>. <u>Section Added</u>: Chapter 3.20 Resort Tax of the Columbia Falls Municipal Code is hereby added as shown on Exhibit A attached hereto.

<u>Section Two</u>. <u>Inconsistent Provisions</u>: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

<u>Section Three</u>. <u>Severability</u>: The provisions of this Ordinance are severable. If any provision of this Ordinance is held invalid, such invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision.

<u>Section Four</u>. <u>Effective Date</u>: This Ordinance shall become effective thirty (30) days after its final passage and approval by the City Council of the City of Columbia Falls, Montana.

PASSED AND APPROVED BY THE CITY COUNCIL OF COLUMBIA FALLS, MONTANA THIS _____ DAY OF JULY, 2020, THE COUNCIL VOTING AS FOLLOWS:

AYES:

NOES:

ABSENT:

___________________________________
City Clerk

APPROVED BY THE MAYOR OF COLUMBIA FALLS, MONTANA, THIS ____ DAY OF AUGUST, 2020.

___________________________________
Mayor

ATTEST:

___________________________________
City Clerk

**EXHIBIT A**

# CHAPTER 3.20

# RESORT TAX

## 3.20.110: DEFINITIONS:

LUXURIES, MEDICAL SUPPLIES AND MEDICINE: Defined as set forth in Montana code 7-6-1501, and further in section 3.20.310 of this chapter.

RESORT TAX AND TAX: The resort tax passed by the electorate of the city and as enacted by this chapter.

## 3.20.210: RESORT TAX IMPOSED:

A. Tax Imposed: Pursuant to the election held on June 2, 2020, there is imposed a resort tax on the retail value of all goods and services sold, except for goods and services sold for resale, within the city by the following establishments:

1. Hotels, motels and other lodging or camping facilities;

2. Restaurants, fast food stores and other food service establishments;

3. Taverns, bars, nightclubs, lounges and other public establishments that serve beer, wine, liquor or other alcoholic beverages by the drink;

4. Destination ski resorts and other destination recreational facilities;

5. Establishments that sell luxuries shall collect a tax on such luxuries.

B. Rate of Tax:

1. The exact rate of the resort tax is three percent (3%).

2. The duration of the resort tax is twenty (20) years from its effective date, said effective date being October 1, 2020, and will expire September 30, 2040.

C. Duty to Collect: It is the duty of each operator of any of the establishments mentioned in this chapter to collect, upon sale, the tax herein imposed.

## 3.20.310: LUXURIES TAX:

Each business subject to the tax shall collect the same on the retail value of all goods and services sold, except goods and services sold for resale, within the city by the establishments set forth in subsection 3.20.210 A of this chapter. All luxuries shall be taxed, and "luxuries" shall mean any gift item, luxury item or other item normally sold to the public or to transient visitors or tourists; but the term does not include food purchased unprepared or unserved, medicine, medical supplies and services, appliances, hardware supplies and tools or any necessities of life. The term luxuries shall be defined to include, but shall not be limited to:

Hotels, Motels and Other Lodging or Camping Facilities:

All goods and services sold
Conference, convention or event room or space rentals
Lodging based on rental periods of less than thirty (30) days
Lodging for which the state bed tax is payable:
Bed and breakfasts
Campgrounds and RV parks
Condominium rentals
Hotels and motels

Luxuries:

Attractions:
Bowling alleys – limited to liquor/food
Concerts

Golf courses:

Cart rentals
Green fees
Memberships
Merchandise sales
Movie and live theaters
Rodeos

Rentals:

Automobiles, trucks, trailers, RVs, jeeps, etc.
Conference, convention or event room or space rentals
Golf, ski and sports equipment
Motorcycles, bicycles, ATVs, etc.
Snowmobiles, boats, jet skis, etc.

Retail sales of goods (excluding sales for resale) of:

New and Used Books of local interest
Cameras and supplies
Candles
Clothing limited to logo wear, recreational clothing, gear and accessories that have been screen printed, embroidered, or otherwise imprinted with designs depicting or containing words such as Montana, Columbia Falls, Flathead County/Valley, Glacier Park or any combination thereof
Finished craft items, including those sold at arts and crafts fairs, other than those that are household furnishings
Jewelry and art including decorative dishes and dishwares not used for meals
Mail order and catalog sales
Motorcycles, snowmobiles, jet skis, etc.

Pictures and picture frames, posters, prints, handcrafted cards
Secondhand stores and antiques
Souvenir, imprinted and gift items with logos

Sporting goods including sold as used or on consignment, except when sold at a garage sale:

Bicycles except stationary fitness or exercise bicycles

Supermarket nonfood items:

Tobacco and tobacco products and nicotine delivery systems (aka vaping)

Services:

Guides and outfitters:
Hunting, fishing, rafting, horseback rides, etc.
Recreational services and labor

Restaurants, Fast Food and Other Food Service Establishments:

All goods and services sold, including delivery charges, but not tips
Foodstuffs intended for immediate human consumption
Fraternal organizations which provide food and beverages or rent their facilities to the public and nonmembers
Soda pop, gum and candy, including individual, bulk, and packaged candy quantities
Vending machines

Taverns, Bars, Nightclubs, Lounges and Other Public Establishments Serving Beer, Wine, Liquor or Other Alcoholic Beverages by the Drink:

All alcoholic beverages, including beer and wine, sold by the drink or at retail
All goods and services sold
Private liquor stores

## 3.20.410: EXEMPTIONS TO TAX:

Notwithstanding section 3.20.310 of this chapter, sale or rental of the following goods and services shall be exempt from the tax:

Appliances:

Computers and computer supplies including webcams
Electronic communication and entertainment devices
Kitchen counter devices (mixers, toasters, etc.)
Stoves, refrigerators, freezers, washers, dryers, dishwashers, trash compactors
Telephone equipment
Vacuum cleaners

Food Purchased Unprepared Or Unserved:

Food items eligible for purchase with food stamps (except soda pop or candy)
Food items not purchased for immediate consumption; including a loaf of bread, noncarbonated drinks, fitness drinks for later consumption
Vitamins

Hardware Supplies and Tools:

Implements and supplies used in the construction, improvement, maintenance or repair of buildings and their furnishings
Lawn and garden equipment and supplies

Hotels, Motels and Other Lodging or Camping Facilities:

Lodging based on rental periods in excess of thirty (30) days

Medicine, Medical Supplies and Services:

Doctors, dentists, chiropractors, opticians
Medical supplies, items sold to be used for curative, prosthetic or medical maintenance purposes including exercise or fitness bicycles, fitness balls
Medicine, substances sold for curative or remedial properties, including nonprescription drugs
Psychologists, counselors, social workers
Therapeutic massage

Necessities of Life:

Funeral directors
Supermarket nonfood items:
Baby and child care products:
Disposable diapers, powder, lotion, etc.
Cleaning supplies
Deodorant
Laundry detergent and bleach
Paper products
Personal hygiene:

Combs, brushes, sunblock, lip balm
Dietary supplements
Feminine hygiene: Kotex, tampax, douche
Soap and shampoo, lotions
Toilet paper
Toothpaste and mouthwash
Vitamins

Utilities:

Public and private including propane, heating oil, garbage, power, telephone, internet and cell phones

FIRST READING

Other Items and Services:

Auto mechanical parts
Automotive accessories
Building contractors and tradesmen:
Plumbers, electricians, carpenters, roofers, drywallers, painters, masons, pest control, paving, excavating, HVAC, well drillers
Charcoal

Computer services
Contractor and homeowner equipment including vacuums and floor cleaners
Craft items and supplies including poster board
Dishes and dish wares used for meals or cooking
Furniture and home furnishings including lawn and patio furniture and used furniture
Gambling revenues
Gasoline
Housewares and sundries
Lawn, garden, landscaping supplies and compost
Light bulbs
Motor oil
New and used car and truck sales
Newspapers
Nonprofit and charitable events:
Fraternal organizations which provide food and services only to members
Nonprofit fundraisers
School sports events

Other business and professional services:

Appliance repair
Auto repair and related services
Bank charges and interest
Car wash, towing
Hair salons and barbers
Health clubs
House cleaning and janitorial services
Insurance agents:
Health, life, auto, bonds
Interior decorators
Landscaping, snow removal and lawn care
Laundry, dry cleaning and laundromats
Movers and ministorage units
Photo developing
Preschools and childcare
Printers and publishers

Professional services:

Lawyers, architects, accountants, appraisers, engineers, tax services, surveyors
Real estate commissions

School bus services
Security brokers and financial managers
Shipping agents (UPS)
Taxidermist
Taxis & Ride Sharing Services
Travel agent fees
Upholstery shops
Veterinarians
Safe deposit boxes
School supplies
Stationery and office supplies
Street legal motorcycles
Tires
Wholesale merchandise purchased for resale at retail

## 3.20.510: PAYMENT OF TAX:

A. Remittance:

1. The taxes collected by businesses each quarter are to be remitted to the city on or before the twentieth day of the following month at the end of each quarter, or if such day falls on a Saturday, Sunday or holiday, then on the next business day.

2. For good cause shown in a written request of a taxpayer who would pay less than five dollars ($5.00) a quarter, the city manager may extend the time for making returns and paying tax due.

3. For purposes of this tax, the quarters are as follows: 1st Quarter – July – September, 2nd Quarter – October – December, 3rd Quarter – January – March and 4th Quarter – April – June.

4. The resort tax will not be collected until the 2nd Quarter beginning October 1, 2021. The City Council delayed the collection of the resort tax for one year due to COVID-19.

B. Collection Duties and Responsibilities:

1. The officers responsible for receiving and accounting for the resort tax receipts are the city clerk and finance director.

2. The city manager and his agents shall be responsible for enforcing the collection of the resort tax and shall be responsible for overseeing the methods and procedures to be used in enforcing the collection of the resort tax. The city manager shall be entitled to use all lawful methods and procedures in enforcing the collection of resort taxes, including, but not limited to, random audits, correspondence demanding prompt payment, civil suits, initiating criminal prosecution and revocation of city business licenses.

C. Administrative Fee: Each collecting merchant shall be entitled to withhold five percent (5%) of the resort tax collected to defray its cost for the administration of the tax collection. The administration fee may be withheld by the business at the time of remitting the tax to the city. Failure to withhold the fee shall constitute the waiver and forfeiture of the same.

## 3.20.610: RECORDS AND TAX FORMS:

A. Forms; Confidentiality: The city shall provide each business in the city responsible for tax collection with the proper forms for reporting and remittance to the city. Remittance to the city of the resort tax shall be tabulated and accounted for on forms prescribed and furnished to the business by the city. The records and forms held by the city shall be confidential, and shall not be open to inspection by the public unless so ordered by the city council or a court of competent jurisdiction.

B. Preservation Of Records: Every business required to collect and remit the resort tax shall keep and preserve for a period of not less than three (3) years all records necessary to determine the verity of the taxes remitted and shall make the same available for audit or inspection at all reasonable times.

## 3.20.710: AUDITS:

Periodic random audits shall be conducted under the direction of the city manager or his designated representative and all business operators shall cooperate in all respects in the conduct of the audits. Failure to cooperate shall constitute a violation of the provisions of this chapter. There is nothing in this chapter that prevents routine analysis of the reported information to be verified by the Finance Director or City Clerk.

## 3.20.810: USE OF TAX MONIES:

The tax monies derived from the resort tax may be appropriated by the city council only for those activities, in those proportions, set forth below:

A. Property tax reduction for taxpayers residing in the city in an amount equal to twenty five percent (25%) of the three percent (3%) resort tax revenues derived during the preceding fiscal year;

B. Provision for the operational and capital funding of the City's Public Safety programs, in an amount equal to fifty five percent (55%) of the resort tax revenues derived during the preceding fiscal year;

C. Infrastructure capital improvements, such as parks, streets, water and sewer, in an amount equal to fourteen  percent (14%) of the resort tax revenues derived during the preceding fiscal year;

D. Provision for an amount equal to one percent (1%) of the resort tax revenues derived during the preceding fiscal year to be used for direct city administrative costs such as software and audit.

E. Cost of administering the resort tax in an amount equal to five percent (5%) of the three percent (3%) resort tax per year (as provided in subsection 3.210.510 C of this chapter).

## 3.20.910: PROPERTY TAX RELIEF FUND:

In the event the city receives more resort tax revenues than had been included in the annual municipal budget, it shall establish a municipal property tax relief fund, and all resort tax revenues received in excess of the budget amount must be placed in the fund. The entire fund must be used to replace municipal property taxes in the ensuing fiscal year.

## 3.20.1010: QUESTIONS AND INTERPRETATION:

The city manager and his agents shall be responsible for answering questions regarding those goods and services that are subject to the resort tax, and for interpreting the terms of this chapter. In order to provide consistency, the city manager and his agents shall maintain a written file of all answers provided and interpretations rendered. The city manager, in his discretion, may seek advice and/or guidance from the city attorney or the city council.

## 3.20.1110: APPEALS:

Any business may appeal to the city council any assessment of penalty or interest; provided that notice of appeal in writing is filed with the city clerk within thirty (30) days of the serving or mailing of the determination of the amount of penalty and interest due. The city council shall, at the next regular city council meeting, fix the time and place for hearing the appeal and the city clerk shall cause notice in writing to be personally served by a peace officer upon the operator. The findings and decision of the city council shall be final and conclusive and shall be served upon the appellant in the manner prescribed for service of notice of hearing or by certified mail directed to the business operator's last known address. Any amount found to be due shall be immediately payable upon service of the findings and decision.

# RESOLUTION NO. 1827

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUMBIA FALLS, MONTANA, APPROVING AN APPLICATION FOR A CONDITIONAL USE PERMIT FOR A DRIVE-THRU COFFEE STAND TO BE LOCATED AT 2620 9TH STREET WEST, MORE PARTICULARLY DESCRIBED AS PARCEL 1 COS NO. 6901 AND PARCEL A COS NO. 19185, TRACT 9DF IN NW1/4NW1/4 OF SECTION 18, TOWNSHIP 30 NORTH, RANGE 20 WEST, P.M.M., FLATHEAD COUNTY, MONTANA.

WHEREAS, an Application been filed with the City by Heather Peters, Lessee, to allow for a drive-thru coffee stand to be located at 2620 9th Street West, more particularly described as Parcel 1 COS 6901 and Parcel A COS 19185, Tract 9DF in NW1/4NW1/4 Section 18, Township 30 North, Range 20 West, P.M.M., Flathead County, Montana; and

WHEREAS, the property is currently zoned CB-2 General Business which allows, with conditional use pursuant to18.336.030 (G) in the Columbia Falls Municipal Code, the proposed drive-thru coffee shop; and

WHEREAS, said requested conditional use permit was considered by the Columbia Falls City-County Planning Board at its regular meeting on July 14, 2020, and said Board recommended granting the proposed conditional use permit, with certain conditions; and

WHEREAS, said conditional use permit was considered by the City Council of the City of Columbia Falls, Montana, at a public hearing held during the Council's regularly scheduled meeting on Monday, July 20, 2020, pursuant to public notice as required by law, and all comments filed or voiced concerning said requested conditional use permit having been considered by the City Council, along with the recommendation of the Planning Board.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA FALLS, MONTANA AS FOLLOWS:

Section One. Findings of Fact. That the City Council specifically finds that the conditions set forth in Section 18.336.030 (G) of the Columbia Falls Municipal Code are accurately evaluated as set forth in Conditional Use Report #CCU-20-02 of the Columbia Falls Planning Office, and the City Council hereby adopts said report as findings of fact in support of the requested conditional use permit.

Section Two. Permit Approved. That based upon the findings of Section One of this Resolution, the Application by Heather Peters to allow for a drive-thru coffee shop to be located at 2620 9th Street West, more particularly known as Parcel 1 COS 6901 and Parcel A COS 19185, Tract 9DF in NW1/4NW1/4 Section 18, Township 30 North, Range 20 West, P.M.M., Flathead County, Montana is hereby approved.

Section Three. Conditional Use Permit. That the conditional use permit is approved, specifically contingent upon the conditions set forth on Exhibit "A" attached hereto and incorporated herein by reference.

Section Four. Effective Date. That this Resolution shall become effective immediately upon its passage and approval by the City Council.

PASSED AND ADOPTED BY THE CITY COUNCIL OF COLUMBIA FALLS, MONTANA THIS 20th DAY OF JULY, 2020, THE COUNCIL VOTING AS FOLLOWS:

AYES:

NOES:

ABSENT:

____________________________
CITY CLERK

APPROVED BY THE MAYOR OF COLUMBIA FALLS, MONTANA THIS ____ DAY OF JULY, 2020.

______________________________
MAYOR

ATTEST:

______________________________
CITY CLERK

**EXHIBIT "A"**
**CONDITIONS OF APPROVAL**

1. The applicant shall secure a sign permit from the City of Columbia Falls for new signage appropriate to the drive-through espresso stand.
2. The applicant/owner will remove the Melby's sign face from the pole sign.
3. Secure approval from the Flathead City County Health Department for water and wastewater.
4. The applicant shall provide a sketch of the existing landscaping to show if they meet the 5% landscape requirements. If the existing landscaping is less than the 5% requirement, the applicant/owner will install the difference.
5. The applicant shall comply with the requirements of 18.440.020 Shipping Containers.

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

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

DATE: July 15, 2020
TO: Mayor and City Council
FROM: Sandy Carlson, Finance Director
Susan M. Nicosia, City Manager

**RE: Financial Report – June 2020 - Preliminary**

Attached are the following condensed monthly reports for your review. Reports reflect activity from July 1, 2019 through June 30, 2020.

We have completed 100% of the fiscal year, however final year-end postings are not complete. The accounting system has been updated to include all budgetary information including line items as prepared by the City Manager and approved by Council. Reserves within the cash report have been updated to reflect the current budgeted amounts.

First report: Summary of **Revenues Budget and Actual** for the Month of June and Year to Date. In total, we have received 81% of total revenues budgeted compared to 103% for the prior year.

Second report: Summary of **Expenditures Budget and Actual** for the Month of June and Year to Date. There are no significant variances from anticipated expenditures/expenses. In total, we have committed 55% of the total expenditure budget compared to 81% for the prior year.

Third report: Detail revenue and expenditures/expense for the General Fund, Water Operating Fund, and Sewer Operating Fund. These reports show detail totals of revenues by source and expenditures/expenses by activity.

- The General Fund has incurred $13,988 more in revenues than expenditures through June 2020, compared to $71,133 last year for the same time period. We have received $138k in unexpected reimbursement from the CARE's act.
- The Water Fund reflects revenues exceeding expenses by $34,291 to date compared to $32,180 in the prior year.
- The Sewer Fund reflects YTD expenses exceeding revenues by (12,541) compared to (157,396) in the prior year.

Fourth report: The Cash Balance report for June 2020 has been provided as a separate report for your review. Total reconciled cash/investments equal $9,355,836 compared to $8,198,849 from one year ago. The City as of June 30, 2020 had invested $7,749,157 in STIP (June average rate was .536923% - last year June rate was 2.4139%), $460,679 in Glacier Bank, MBS various term investments of $1,146,000 with rates ranging from 1.16% to 2.0%. The investment rates continue to be on a steady decline.

Should you have any questions on these reports or any financial matter, please do not hesitate to contact me via email: carlsons@cityofcolumbiafalls.com or by phone at 406-892-4327.

For the Accounting Period: 6 / 20

| Fund | Received Current Month | Received YTD | Estimated Revenue | Revenue To Be Received | % Received |
|---|---|---|---|---|---|
| 1000 GENERAL FUND | 1,091,469.33 | 2,886,166.97 | 2,887,496.00 | 1,329.03 | 100 % |
| 2310 TAX INCREMENT DISTRICT FUND | 125,891.07 | 402,484.81 | 472,500.00 | 70,015.19 | 85 % |
| 2311 TEDD-INDUSTRIAL PARK | 7.31 | 1,533.96 | 1,734.00 | 200.04 | 88 % |
| 2372 PERMISSIVE MEDICAL LEVY | 53,779.73 | 155,730.12 | 173,028.00 | 17,297.88 | 90 % |
| 2394 BUILDING CODE ENFORCEMENT FUND | 16,835.95 | 183,176.33 | 186,000.00 | 2,823.67 | 98 % |
| 2400 SPECIAL LIGHTING DISTRICT FUND | 8,510.84 | 29,821.64 | 30,619.00 | 797.36 | 97 % |
| 2500 SPECIAL STREET MAINTENANCE DISTRICT FUND | 95,658.76 | 315,510.23 | 359,823.00 | 44,312.77 | 88 % |
| 2700 CEDAR CREEK TRUST | 2,059.01 | 22,122.07 | 141,243.00 | 119,120.93 | 16 % |
| 2820 GAS TAX FUND | 7,885.42 | 94,625.04 | 94,625.00 | -0.04 | 100 % |
| 2821 Special Road/Street Allocation Program | 0.00 | 77,448.50 | 77,448.00 | -0.50 | 100 % |
| 2917 CRIME VICTIMS ASSISTANCE FUND | 938.50 | 4,903.50 | 6,000.00 | 1,096.50 | 82 % |
| 2940 CDBG-HOME INVESTMENT PARTNERSHIP PROGRAM GRANT | 0.00 | 7,627.00 | 0.00 | -7,627.00 | ** % |
| 3020 GO Street Improvements | 27,419.97 | 79,508.73 | 87,696.00 | 8,187.27 | 91 % |
| 3534 SID 34 FUND - 5th Avenue Water Main | 2,556.64 | 5,882.02 | 5,715.00 | -167.02 | 103 % |
| 3536 SID 36 FUND - Talbott & 4th Avenue Water Main | 228.60 | 4,843.26 | 5,793.00 | 949.74 | 84 % |
| 3538 SID 38 FUND - Riverwood | 8,264.68 | 25,665.46 | 29,731.00 | 4,065.54 | 86 % |
| 4000 CAPITAL PROJECTS FUND - Building Improvements | 57,825.45 | 116,758.12 | 116,000.00 | -758.12 | 101 % |
| 4010 CAPITAL PROJECTS FUND - Parks Improvements | 146.85 | 5,456.15 | 8,500.00 | 3,043.85 | 64 % |
| 4020 CAPITAL PROJECTS FUND - General Equipment | 74,311.77 | 174,837.80 | 173,083.00 | -1,754.80 | 101 % |
| 4040 CAPITAL PROJECTS FUND - Street Construction | 178.05 | 6,519.62 | 2,500.00 | -4,019.62 | 261 % |
| 5210 WATER ENTERPRISE FUND | 148,351.23 | 853,010.85 | 2,314,171.00 | 1,461,160.15 | 37 % |
| 5211 WATER CAPITAL EXPANSION | 24,565.43 | 205,574.96 | 165,000.00 | -40,574.96 | 125 % |
| 5310 SEWER ENTERPRISE FUND | 84,115.09 | 1,212,070.18 | 1,190,688.00 | -21,382.18 | 102 % |
| 5311 SEWER CAPITAL EXPANSION | 25,726.05 | 192,618.72 | 170,000.00 | -22,618.72 | 113 % |
| 7120 FIRE RELIEF DISABILITY/PENSION FUND | 17,836.60 | 66,383.86 | 69,134.00 | 2,750.14 | 96 % |
| Grand Total: | 1,874,562.33 | 7,130,279.90 | 8,768,527.00 | 1,638,247.10 | 81 % |

Item No.12.


For the Accounting Period: 6 / 20

| Fund | Committed Current Month | Committed YTD | Original Appropriation | Current Appropriation | Available Appropriation | % Committed |
|---|---|---|---|---|---|---|
| 1000 GENERAL FUND | 574,135.69 | 2,872,179.36 | 3,255,384.00 | 3,255,384.00 | 383,204.64 | 88 % |
| 2310 TAX INCREMENT DISTRICT FUND | 0.00 | 0.00 | 194,138.00 | 440,000.00 | 440,000.00 | 0 % |
| 2372 PERMISSIVE MEDICAL LEVY | 93,573.58 | 190,607.87 | 200,450.00 | 200,450.00 | 9,842.13 | 95 % |
| 2394 BUILDING CODE ENFORCEMENT FUND | 35,803.58 | 154,941.57 | 130,796.00 | 159,396.00 | 4,454.43 | 97 % |
| 2400 SPECIAL LIGHTING DISTRICT FUND | 7,768.19 | 40,595.19 | 49,883.00 | 49,883.00 | 9,287.81 | 81 % |
| 2500 SPECIAL STREET MAINTENANCE DISTRICT FUND | 32,531.89 | 348,096.32 | 468,913.00 | 468,913.00 | 120,816.68 | 74 % |
| 2700 CEDAR CREEK TRUST | 0.00 | 4,762.50 | 174,223.00 | 174,223.00 | 169,460.50 | 3 % |
| 2820 GAS TAX FUND | 79,919.00 | 125,782.78 | 164,703.00 | 164,703.00 | 38,920.22 | 76 % |
| 2821 Special Road/Street Allocation Program | 0.00 | 76,931.02 | 77,448.00 | 77,448.00 | 516.98 | 99 % |
| 2917 CRIME VICTIMS ASSISTANCE FUND | 938.50 | 4,903.50 | 6,000.00 | 6,000.00 | 1,096.50 | 82 % |
| 2940 CDBG-HOME INVESTMENT PARTNERSHIP PROGRAM | 0.00 | 0.00 | 120,508.00 | 120,508.00 | 120,508.00 | 0 % |
| 3020 GO Street Improvements | 26,223.04 | 87,985.39 | 87,987.00 | 87,987.00 | 1.61 | 100 % |
| 3534 SID 34 FUND - 5th Avenue Water Main | 5,714.45 | 5,714.45 | 5,715.00 | 5,715.00 | 0.55 | 100 % |
| 3536 SID 36 FUND - Talbott & 4th Avenue Water | 3,800.55 | 5,792.50 | 3,801.00 | 5,793.00 | 0.50 | 100 % |
| 3538 SID 38 FUND - Riverwood | 14,688.60 | 29,588.24 | 29,731.00 | 29,731.00 | 142.76 | 100 % |
| 4000 CAPITAL PROJECTS FUND - Building | 0.00 | 0.00 | 140,000.00 | 140,000.00 | 140,000.00 | 0 % |
| 4010 CAPITAL PROJECTS FUND - Parks Improvements | 0.00 | 15,703.38 | 165,000.00 | 165,000.00 | 149,296.62 | 10 % |
| 4020 CAPITAL PROJECTS FUND - General Equipment | 0.00 | 97,509.68 | 152,200.00 | 152,200.00 | 54,690.32 | 64 % |
| 4040 CAPITAL PROJECTS FUND - Street Construction | 0.00 | 16,580.31 | 307,589.00 | 307,589.00 | 291,008.69 | 5 % |
| 5210 WATER ENTERPRISE FUND | 87,820.19 | 818,719.59 | 2,396,475.00 | 2,396,475.00 | 1,577,755.41 | 34 % |
| 5211 WATER CAPITAL EXPANSION | 0.00 | 0.00 | 800,000.00 | 800,000.00 | 800,000.00 | 0 % |
| 5310 SEWER ENTERPRISE FUND | 196,227.00 | 1,225,074.76 | 1,946,313.00 | 1,946,313.00 | 721,238.24 | 63 % |
| 5311 SEWER CAPITAL EXPANSION | 0.00 | 114,300.00 | 114,300.00 | 114,300.00 | 0.00 | 100 % |
| 7120 FIRE RELIEF DISABILITY/PENSION FUND | 0.00 | 0.00 | 69,134.00 | 69,134.00 | 69,134.00 | 0 % |
| Grand Total: | 1,159,144.26 | 6,235,768.41 | 11,060,691.00 | 11,337,145.00 | 5,101,376.59 | 55 % |

For the Accounting Period: 6 / 20

1000 GENERAL FUND

| | Beginning | Debit | Credit | Net Change | Ending Balance |
|---|---|---|---|---|---|
| REVENUE | | | | | |
| 311010 Real Property Taxes | 737,200.56 | 0.00 | 403,616.61 | 403,616.61 | 1,140,817.17 |
| 311020 Personal Property Taxes | 20,625.53 | 0.00 | 513.09 | 513.09 | 21,138.62 |
| 312000 Penalty & Interest on Delinquent | 2,399.89 | 0.00 | 159.78 | 159.78 | 2,559.67 |
| 322010 Alcoholic Beverage Licenses and | 6,375.00 | 0.00 | 5,962.50 | 5,962.50 | 12,337.50 |
| 322020 Professional Business Licenses | 8,945.00 | 0.00 | 330.00 | 330.00 | 9,275.00 |
| 322030 General Business Licenses | 9,912.50 | 40.00 | 372.50 | 332.50 | 10,245.00 |
| 323060 Non-Exclusive Cable TV Franchise | 47,962.97 | 0.00 | 0.00 | 0.00 | 47,962.97 |
| 331112 Stonegarden Grant CFDA # 97.067 | 14,991.30 | 0.00 | 0.00 | 0.00 | 14,991.30 |
| 331179 Alcohol Compliance Check Program | 1,900.00 | 0.00 | 0.00 | 0.00 | 1,900.00 |
| 331991 CARES GRANT REIMBURSEMENT | 0.00 | 364.78 | 138,290.00 | 137,925.22 | 137,925.22 |
| 334000 State Grants/Hwy Safety | 6,105.64 | 0.00 | 0.00 | 0.00 | 6,105.64 |
| 334122 DNRC Grant | 750.00 | 0.00 | 0.00 | 0.00 | 750.00 |
| 334125 Fish, Wildlife & Parks Grant | 5,354.46 | 0.00 | 0.00 | 0.00 | 5,354.46 |
| 335120 Gambling Licenses & Permits | 18,975.00 | 0.00 | 0.00 | 0.00 | 18,975.00 |
| 335230 State Entitlement | 555,250.41 | 0.00 | 185,083.47 | 185,083.47 | 740,333.88 |
| 336020 State On-Behalf Retirement | 0.00 | 0.00 | 195,353.54 | 195,353.54 | 195,353.54 |
| 337340 Flathead County (EMS) | 3,668.08 | 0.00 | 0.00 | 0.00 | 3,668.08 |
| 337350 Flathead County (SRO) | 0.00 | 0.00 | 25,000.00 | 25,000.00 | 25,000.00 |
| 337360 School District #6 (SRO) | 0.00 | 0.00 | 7,000.00 | 7,000.00 | 7,000.00 |
| 341000 General Miscellaneous (Copies, | 1,724.29 | 0.01 | 48.74 | 48.73 | 1,773.02 |
| 341070 Planning and Zoning Fees | 21,857.50 | 0.00 | 1,150.00 | 1,150.00 | 23,007.50 |
| 342020 Special Fire Protection Services | 68,750.00 | 0.00 | 21,250.00 | 21,250.00 | 90,000.00 |
| 342021 Fire Protective Inspections | 21,011.00 | 0.00 | 2,171.00 | 2,171.00 | 23,182.00 |
| 346030 Swimming Pool User Fees | 5,493.65 | 52.00 | 746.00 | 694.00 | 6,187.65 |
| 346031 Parks Use Permits/Fees | 1,475.00 | 200.00 | 225.00 | 25.00 | 1,500.00 |
| 346032 Pool Concession Fees | 435.67 | 0.00 | 20.00 | 20.00 | 455.67 |
| 346033 Swim Lessons | 2,280.00 | 0.00 | 0.00 | 0.00 | 2,280.00 |
| 346034 Individual Swim Pass | 32.00 | 0.00 | 536.00 | 536.00 | 568.00 |
| 346035 Lap Swim Pass | 38.00 | 0.00 | 586.00 | 586.00 | 624.00 |
| 346036 Family Swim Pass | 525.00 | 0.00 | 2,020.00 | 2,020.00 | 2,545.00 |
| 346037 Pool Parties | 700.00 | 0.00 | 0.00 | 0.00 | 700.00 |
| 346050 Swim Team Agreement | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 351030 City Courts Fines & Forfeitures | 128,441.12 | 0.00 | 29,368.51 | 29,368.51 | 157,809.63 |
| 351031 Court Fines Surcharge | 5,675.00 | 0.00 | 1,099.55 | 1,099.55 | 6,774.55 |
| 351034 Court Administration Costs | 617.40 | 0.00 | 175.80 | 175.80 | 793.20 |
| 362000 Refunds, Rebates, Dividends | 465.52 | 0.00 | 0.00 | 0.00 | 465.52 |
| 366000 Miscellaneous | 507.85 | 0.00 | 0.00 | 0.00 | 507.85 |
| 367000 Sale of Junk/Old Supplies for | 428.60 | 0.00 | 0.00 | 0.00 | 428.60 |
| 371010 Investment Earnings | 16,039.38 | 0.00 | 575.35 | 575.35 | 16,614.73 |
| 383000 Interfund Operating Transfer | 77,784.32 | 0.00 | 70,472.68 | 70,472.68 | 148,257.00 |
| Total REVENUE | 1,794,697.64 | 656.79 | 1,092,126.12 | 1,091,469.33 | 2,886,166.97 |
| EXPENDITURES | | | | | |
| 410100 LEGISLATIVE SERVICES | 35,212.18 | 5,691.18 | 0.01 | 5,691.17 | 40,903.35 |
| 410131 Tree City Program (Tree Board) | 11,508.80 | 2,224.68 | 0.00 | 2,224.68 | 13,733.48 |
| 410132 Arbor Day (Tree Board) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 410360 CITY COURT | 155,621.40 | 16,258.74 | 1,174.92 | 15,083.82 | 170,705.22 |
| 410365 CITY COURT PROSECUTION | 37,787.39 | 0.00 | 0.00 | 0.00 | 37,787.39 |

For the Accounting Period: 6 / 20

1000 GENERAL FUND

| | Beginning | Debit | Credit | Net Change | Ending Balance |
|---|---|---|---|---|---|
| 410400 ADMINISTRATIVE SERVICES | 34,893.69 | 3,145.72 | 235.04 | 2,910.68 | 37,804.37 |
| 410500 DEPT. OF FINANCE | 152,880.62 | 16,239.25 | 1,909.69 | 14,329.56 | 167,210.18 |
| 410580 Computer Systems & Programs | 20,459.89 | 5,582.92 | 127.53 | 5,455.39 | 25,915.28 |
| 411000 PLANNING & ZONING | 51,514.26 | 7,436.62 | 0.00 | 7,436.62 | 58,950.88 |
| 411100 LEGAL SERVICES | 26,479.96 | 4,286.70 | 0.00 | 4,286.70 | 30,766.66 |
| 411200 FACILITIES ADMINISTRATION | 73,468.01 | 10,956.84 | 0.00 | 10,956.84 | 84,424.85 |
| 411800 Employee Asst Program & Flex Plan | 1,180.00 | 0.00 | 0.00 | 0.00 | 1,180.00 |
| 420100 LAW ENFORCEMENT SERVICES | 1,011,780.29 | 273,397.49 | 4,801.64 | 268,595.85 | 1,280,376.14 |
| 420160 COMMUNICATIONS/DISPATCH | 97,171.95 | 32,390.65 | 0.00 | 32,390.65 | 129,562.60 |
| 420400 FIRE PROTECTION & CONTROL | 174,982.32 | 39,247.27 | 396.20 | 38,851.07 | 213,833.39 |
| 420730 Emergency Medical Services | 9,105.18 | 6,505.00 | 6,505.00 | 0.00 | 9,105.18 |
| 430400 Transit Systems | 5,500.00 | 0.00 | 0.00 | 0.00 | 5,500.00 |
| 431100 WEED CONTROL | 99.99 | 0.00 | 0.00 | 0.00 | 99.99 |
| 431200 Flood Control-High Hazard Dam | 2,963.89 | 252.85 | 0.00 | 252.85 | 3,216.74 |
| 440600 ANIMAL CONTROL SERVICES | 4,250.00 | 0.00 | 0.00 | 0.00 | 4,250.00 |
| 460400 PARK & RECREATION SERVICES | 103,366.69 | 19,580.70 | 4,110.02 | 15,470.68 | 118,837.37 |
| 460445 SWIMMING POOL | 52,384.60 | 16,394.42 | 0.01 | 16,394.41 | 68,779.01 |
| 490500 Other Debt Service Payments | 14,976.74 | 1,841.72 | 0.00 | 1,841.72 | 16,818.46 |
| 510100 SPECIAL ASSESSMENTS | 8,546.86 | 0.00 | 0.00 | 0.00 | 8,546.86 |
| 510300 ORDINANCE CODIFICATION/CONSULTANTS | 2,200.00 | 0.00 | 0.00 | 0.00 | 2,200.00 |
| 510330 Comprehensive Liability Insurance | 77,745.96 | 0.00 | 0.00 | 0.00 | 77,745.96 |
| 510620 TERMINATION COSTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 521000 INTERFUND OPERATING TRANSFERS OUT | 131,963.00 | 131,963.00 | 0.00 | 131,963.00 | 263,926.00 |
| Total EXPENDITURES | 2,298,043.67 | 593,395.75 | 19,260.06 | 574,135.69 | 2,872,179.36 |

Revenue less Expenditures Current Month 517,333.64

Revenue less Expenditures Year to Date 13,987.61

5210 WATER ENTERPRISE FUND

| | Beginning | Debit | Credit | Net Change | Ending Balance |
|---|---|---|---|---|---|
| REVENUE | | | | | |
| 331991 CARES GRANT REIMBURSEMENT | 0.00 | 0.00 | 46.44 | 46.44 | 46.44 |
| 334122 DNRC Grant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 343020 Water Administration Fee | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 343021 Metered Water Sales | 610,278.51 | 0.00 | 50,801.90 | 50,801.90 | 661,080.41 |
| 343022 Water Testing Charge - 75-6-108 | 4,240.00 | 0.00 | 0.00 | 0.00 | 4,240.00 |
| 343024 Sale of Materials, Supplies & Misc. | 22,569.97 | 0.00 | 10,079.40 | 10,079.40 | 32,649.37 |
| 343025 Water Permit Fees | 1,349.99 | 0.00 | 249.99 | 249.99 | 1,599.98 |
| 343026 Water Connection Fees/New | 6,165.54 | 0.00 | 1,080.00 | 1,080.00 | 7,245.54 |
| 343027 Repairs/Materials & Supplies | 17,493.24 | 0.00 | 0.00 | 0.00 | 17,493.24 |
| 343028 Late Charges/Disconnect & | 7,526.61 | 0.00 | 508.50 | 508.50 | 8,035.11 |
| 362000 Refunds, Rebates, Dividends | 1,348.30 | 0.00 | 0.00 | 0.00 | 1,348.30 |
| 363020 Special Assmts - Bond P&I | 0.00 | 0.00 | 1,451.12 | 1,451.12 | 1,451.12 |
| 366000 Miscellaneous | 0.02 | 0.00 | 83,732.03 | 83,732.03 | 83,732.05 |
| 371010 Investment Earnings | 14,123.62 | 0.00 | 401.85 | 401.85 | 14,525.47 |
| 381070 Proceeds from Loans | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 382010 Sale of General Fixed Assets | 19,563.82 | 0.00 | 0.00 | 0.00 | 19,563.82 |
| 383000 Interfund Operating Transfer | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total REVENUE | 704,659.62 | 0.00 | 148,351.23 | 148,351.23 | 853,010.85 |
| EXPENDITURES | | | | | |
| 430500 Water Operating | 562,348.29 | 65,783.34 | 6,282.52 | 59,500.82 | 621,849.11 |
| 430560 Administration | 73,507.27 | 6,659.91 | 0.01 | 6,659.90 | 80,167.17 |
| 430570 Water Customer Accounting & | 66,747.66 | 5,848.22 | 0.00 | 5,848.22 | 72,595.88 |
| 490210 Revenue Bonds, Series 2005 | 15,968.75 | 15,811.25 | 0.00 | 15,811.25 | 31,780.00 |
| 510330 Comprehensive Liability Insurance | 12,327.43 | 0.00 | 0.00 | 0.00 | 12,327.43 |
| 510400 Depreciation | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total EXPENDITURES | 730,899.40 | 94,102.72 | 6,282.53 | 87,820.19 | 818,719.59 |

Revenue less Expenditures Current Month 60,531.04

Revenue less Expenditures Year to Date 34,291.26

For the Accounting Period: 6 / 20

5310 SEWER ENTERPRISE FUND

| | Beginning | Debit | Credit | Net Change | Ending Balance |
|---|---|---|---|---|---|
| REVENUE | | | | | |
| 331991 CARES GRANT REIMBURSEMENT | 0.00 | 0.00 | 318.34 | 318.34 | 318.34 |
| 343030 Sewer Administrative Fees | 50.00 | 0.00 | 0.00 | 0.00 | 50.00 |
| 343031 Sewer Service Charges | 958,607.17 | 0.00 | 80,999.46 | 80,999.46 | 1,039,606.63 |
| 343032 Sewer Connection Fees/New | 4,099.93 | 0.00 | 899.98 | 899.98 | 4,999.91 |
| 343033 Sewer Permit Fees | 1,300.00 | 0.00 | 299.99 | 299.99 | 1,599.99 |
| 343035 Sale of Materials, Supplies & Misc. | 1,040.87 | 0.00 | 162.41 | 162.41 | 1,203.28 |
| 343038 Disposal Fee Agreements | 24,734.43 | 0.00 | 0.00 | 0.00 | 24,734.43 |
| 362000 Refunds, Rebates, Dividends | 2,908.50 | 0.00 | 0.00 | 0.00 | 2,908.50 |
| 363020 Special Assmts - Bond P&I | 0.00 | 0.00 | 861.31 | 861.31 | 861.31 |
| 371010 Investment Earnings | 20,914.19 | 0.00 | 573.60 | 573.60 | 21,487.79 |
| 383000 Interfund Operating Transfer | 114,300.00 | 0.00 | 0.00 | 0.00 | 114,300.00 |
| Total REVENUE | 1,127,955.09 | 0.00 | 84,115.09 | 84,115.09 | 1,212,070.18 |
| EXPENDITURES | | | | | |
| 430600 Sewer Operating | 751,506.95 | 75,133.89 | 113.25 | 75,020.64 | 826,527.59 |
| 430610 Sewer Administration | 73,500.08 | 6,710.56 | 0.01 | 6,710.55 | 80,210.63 |
| 430670 Sewer Customer Accounting & | 66,726.10 | 5,797.14 | 0.00 | 5,797.14 | 72,523.24 |
| 490200 Revenue Bonds, Series 2000 | 84,670.00 | 84,840.00 | 0.00 | 84,840.00 | 169,510.00 |
| 490215 Revenue Bonds, Series 2009 | 23,578.75 | 23,395.00 | 0.00 | 23,395.00 | 46,973.75 |
| 510330 Comprehensive Liability Insurance | 28,865.88 | 0.00 | 0.00 | 0.00 | 28,865.88 |
| 510400 Depreciation | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total EXPENDITURES | 1,028,847.76 | 195,876.59 | 113.26 | 195,763.33 | 1,224,611.09 |

Revenue less Expenditures Current Month ( 111,648.24)

Revenue less Expenditures Year to Date ( 12,540.91)

Grand Total Revenue less Expenditures Current Month 466,216.44

Grand Total Revenue less Expenditures Year to Date 35,737.96

For the Accounting Period: 6/20

| Fund/Account | Beginning Balance | Received | Transfers In | Disbursed | Transfers Out | Ending Balance |
|---|---|---|---|---|---|---|
| 1000 GENERAL FUND | | | | | | |
| 101000 CASH/CASH EQUIVALENTS | -121,485.81 | 902,558.24 | 38.20 | 134,812.56 | 220,283.43 | 426,014.64 |
| 102000 CASH - RESERVE | 659,300.00 | 0.00 | 0.00 | 0.00 | 0.00 | 659,300.00 |
| 102015 Cash-Restricted for | 24,183.56 | 0.00 | 0.00 | 0.00 | 0.00 | 24,183.56 |
| 102200 CASH - RESTRICTED DONATIONS | 1,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 |
| 103000 CASH - CHANGE FUND/PETTY CASH | 200.00 | 0.00 | 0.00 | 0.00 | 0.00 | 200.00 |
| Total Fund | 563,197.75 | 902,558.24 | 38.20 | 134,812.56 | 220,283.43 | 1,110,698.20 |
| 2310 TAX INCREMENT DISTRICT FUND | | | | | | |
| 101000 CASH/CASH EQUIVALENTS | 244,093.72 | 125,891.07 | 0.00 | 0.00 | 0.00 | 369,984.79 |
| 102000 CASH - RESERVE | 226,638.00 | 0.00 | 0.00 | 0.00 | 0.00 | 226,638.00 |
| Total Fund | 470,731.72 | 125,891.07 | | | | 596,622.79 |
| 2311 TEDD-INDUSTRIAL PARK | | | | | | |
| 101000 CASH/CASH EQUIVALENTS | -206.88 | 7.31 | 0.00 | 0.00 | 0.00 | -199.57 |
| 102000 CASH - RESERVE | 5,569.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,569.00 |
| Total Fund | 5,362.12 | 7.31 | | | | 5,369.43 |
| 2372 PERMISSIVE MEDICAL LEVY | | | | | | |
| 101000 CASH/CASH EQUIVALENTS | 32,339.60 | 53,779.73 | 0.00 | 86,119.18 | 0.00 | 0.15 |
| 102000 CASH - RESERVE | 7,798.00 | 0.00 | 0.00 | 7,454.40 | 0.00 | 343.60 |
| Total Fund | 40,137.60 | 53,779.73 | | 93,573.58 | | 343.75 |
| 2394 BUILDING CODE ENFORCEMENT FUND | | | | | | |
| 101000 CASH/CASH EQUIVALENTS | 35,998.83 | 16,845.95 | 0.00 | 10.00 | 23,797.02 | 29,037.76 |
| 102000 CASH - RESERVE | 131,176.00 | 0.00 | 0.00 | 0.00 | 0.00 | 131,176.00 |
| Total Fund | 167,174.83 | 16,845.95 | | 10.00 | 23,797.02 | 160,213.76 |
| 2400 SPECIAL LIGHTING DISTRICT FUND | | | | | | |
| 101000 CASH/CASH EQUIVALENTS | 7,748.24 | 8,510.84 | 0.00 | 0.00 | 5,258.50 | 11,000.58 |
| 102000 CASH - RESERVE | 20,772.00 | 0.00 | 0.00 | 0.00 | 0.00 | 20,772.00 |
| Total Fund | 28,520.24 | 8,510.84 | | | 5,258.50 | 31,772.58 |
| 2500 SPECIAL STREET MAINTENANCE DISTRICT FUND | | | | | | |
| 101000 CASH/CASH EQUIVALENTS | 14,883.05 | 95,771.93 | 120.89 | 0.00 | 28,152.09 | 82,623.78 |
| 102000 CASH - RESERVE | 86,109.00 | 0.00 | 0.00 | 0.00 | 0.00 | 86,109.00 |
| Total Fund | 100,992.05 | 95,771.93 | 120.89 | | 28,152.09 | 168,732.78 |
| 2700 CEDAR CREEK TRUST | | | | | | |
| 101000 CASH/CASH EQUIVALENTS | 117,379.82 | 2,059.01 | 0.00 | 0.00 | 0.00 | 119,438.83 |
| 102030 Cash/Investments-Restricted | 1,024,444.26 | 26,532.10 | 0.00 | 0.00 | 0.00 | 1,050,976.36 |
| Total Fund | 1,141,824.08 | 28,591.11 | | | | 1,170,415.19 |
| 2820 GAS TAX FUND | | | | | | |
| 101000 CASH/CASH EQUIVALENTS | 110,953.45 | 7,885.42 | 0.00 | 0.00 | 79,919.00 | 38,919.87 |
| 2821 Special Road/Street Allocation Program | | | | | | |
| 101000 CASH/CASH EQUIVALENTS | 517.48 | 0.00 | 0.00 | 0.00 | 0.00 | 517.48 |
| 2917 CRIME VICTIMS ASSISTANCE FUND | | | | | | |
| 101000 CASH/CASH EQUIVALENTS | 0.00 | 938.50 | 0.00 | 0.00 | 215.00 | 723.50 |
| 2940 CDBG-HOME INVESTMENT PARTNERSHIP PROGRAM GRANT FUND | | | | | | |
| 101000 CASH/CASH EQUIVALENTS | 128,135.00 | 0.00 | 0.00 | 0.00 | 0.00 | 128,135.00 |
| 3020 GO Street Improvements | | | | | | |
| 101000 CASH/CASH EQUIVALENTS | -9,379.58 | 27,419.97 | 0.00 | 26,223.04 | 0.00 | -8,182.65 |
| 102000 CASH - RESERVE | 43,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 43,000.00 |
| Total Fund | 33,620.42 | 27,419.97 | | 26,223.04 | | 34,817.35 |

| Fund/Account | Beginning Balance | Received | Transfers In | Disbursed | Transfers Out | Ending Balance |
|---|---|---|---|---|---|---|
| 3534 SID 34 FUND - 5th Avenue Water Main | | | | | | |
| 101000 CASH/CASH EQUIVALENTS | 3,555.73 | 2,556.64 | 0.00 | 5,714.45 | 0.00 | 397.92 |
| 3536 SID 36 FUND - Talbott & 4th Avenue Water Main | | | | | | |
| 101000 CASH/CASH EQUIVALENTS | 3,877.20 | 228.60 | 0.00 | 3,800.55 | 0.00 | 305.25 |
| 3538 SID 38 FUND - Riverwood | | | | | | |
| 101000 CASH/CASH EQUIVALENTS | 3,054.16 | 8,264.68 | 0.00 | 0.00 | 14,688.60 | -3,369.76 |
| 102010 CASH - SID RESTRICTED BOND | 17,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 17,000.00 |
| Total Fund | 20,054.16 | 8,264.68 | | | 14,688.60 | 13,630.24 |
| 4000 CAPITAL PROJECTS FUND - Building Improvements | | | | | | |
| 101000 CASH/CASH EQUIVALENTS | 82,932.56 | 57,825.45 | 0.00 | 0.00 | 0.00 | 140,758.01 |
| 102000 CASH - RESERVE | 27,010.00 | 0.00 | 0.00 | 0.00 | 0.00 | 27,010.00 |
| Total Fund | 109,942.56 | 57,825.45 | | | | 167,768.01 |
| 4010 CAPITAL PROJECTS FUND - Parks Improvements | | | | | | |
| 101000 CASH/CASH EQUIVALENTS | 146,106.27 | 146.85 | 0.00 | 0.00 | 0.00 | 146,253.12 |
| 102000 CASH - RESERVE | 180,279.00 | 0.00 | 0.00 | 0.00 | 0.00 | 180,279.00 |
| Total Fund | 326,385.27 | 146.85 | | | | 326,532.12 |
| 4020 CAPITAL PROJECTS FUND - General Equipment | | | | | | |
| 101000 CASH/CASH EQUIVALENTS | -17,866.25 | 74,311.77 | 0.00 | 0.00 | 0.00 | 56,445.52 |
| 102000 CASH - RESERVE | 163,194.00 | 0.00 | 0.00 | 0.00 | 0.00 | 163,194.00 |
| Total Fund | 145,327.75 | 74,311.77 | | | | 219,639.52 |
| 4040 CAPITAL PROJECTS FUND - Street Construction | | | | | | |
| 101000 CASH/CASH EQUIVALENTS | 304,630.73 | 178.05 | 0.00 | 0.00 | 0.00 | 304,808.78 |
| 102016 CASH-RESTRICTED RR STREET | 96,809.52 | 0.00 | 0.00 | 0.00 | 5,689.07 | 91,120.45 |
| Total Fund | 401,440.25 | 178.05 | | | 5,689.07 | 395,929.23 |
| 5210 WATER ENTERPRISE FUND | | | | | | |
| 101000 CASH/CASH EQUIVALENTS | 139,273.29 | 148,907.13 | 982.03 | 348.25 | 79,133.62 | 209,680.58 |
| 102222 CASH - Bond Reserve, 2005 | 35,308.00 | 0.00 | 0.00 | 0.00 | 0.00 | 35,308.00 |
| 102230 CASH - Surplus Capital | 261,733.25 | 0.00 | 0.00 | 0.00 | 0.00 | 261,733.25 |
| 102240 CASH - Replacement & | 386,754.00 | 0.00 | 0.00 | 0.00 | 0.00 | 386,754.00 |
| 103000 CASH - CHANGE FUND/PETTY CASH | 150.00 | 0.00 | 0.00 | 0.00 | 0.00 | 150.00 |
| Total Fund | 823,218.54 | 148,907.13 | 982.03 | 348.25 | 79,133.62 | 893,625.83 |
| 5211 WATER CAPITAL EXPANSION | | | | | | |
| 102230 CASH - Surplus Capital | 1,532,916.26 | 24,565.43 | 0.00 | 0.00 | 0.00 | 1,557,481.69 |
| 5310 SEWER ENTERPRISE FUND | | | | | | |
| 101000 CASH/CASH EQUIVALENTS | 108,710.01 | 81,417.33 | 2,819.53 | 348.25 | 168,618.90 | 23,979.72 |
| 102220 CASH - Bond Reserve, 2000 | 183,940.00 | 0.00 | 0.00 | 0.00 | 0.00 | 183,940.00 |
| 102225 Cash-Bond Reserve - 2009 Series | 72,111.25 | 0.00 | 0.00 | 0.00 | 0.00 | 72,111.25 |
| 102230 CASH - Surplus Capital | 313,893.54 | 0.00 | 0.00 | 0.00 | 0.00 | 313,893.54 |
| 102235 CASH - Restricted WWTP | 481,734.52 | 0.00 | 0.00 | 0.00 | 0.00 | 481,734.52 |
| 102240 CASH - Replacement & | 200,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 200,000.00 |
| 103000 CASH - CHANGE FUND/PETTY CASH | 150.00 | 0.00 | 0.00 | 0.00 | 0.00 | 150.00 |
| Total Fund | 1,360,539.32 | 81,417.33 | 2,819.53 | 348.25 | 168,618.90 | 1,275,809.03 |
| 5311 SEWER CAPITAL EXPANSION | | | | | | |
| 102230 CASH - Surplus Capital | 847,108.32 | 25,726.05 | 0.00 | 0.00 | 0.00 | 872,834.37 |
| 7120 FIRE RELIEF DISABILITY/PENSION FUND | | | | | | |
| 101000 CASH/CASH EQUIVALENTS | 0.00 | 17,837.47 | 0.00 | 0.00 | 15,893.85 | 1,943.62 |

For the Accounting Period: 6/20

| Fund/Account | Beginning Balance | Received | Transfers In | Disbursed | Transfers Out | Ending Balance |
|---|---|---|---|---|---|---|
| 7196 FLEXIBLE SPENDING ACCOUNT | | | | | | |
| 105100 Amount held by Flex Plan | 5,477.14 | 1,146.85 | 0.00 | 0.00 | 0.00 | 6,623.99 |
| 7910 PAYROLL FUND | | | | | | |
| 101000 CASH/CASH EQUIVALENTS | 36,183.62 | 0.00 | 205,378.14 | 197,988.52 | 0.59 | 43,572.65 |
| 7930 CLAIMS FUND | | | | | | |
| 101000 CASH/CASH EQUIVALENTS | 9,595.57 | 0.00 | 432,310.88 | 309,445.62 | 0.00 | 132,460.83 |
| Totals | 8,416,788.43 | 1,711,312.37 | 641,649.67 | 772,264.82 | 641,649.67 | 9,355,835.98 |

*** Transfers In and Transfers Out columns should match. There are a couple exceptions to this: 1) Canceled Electronic Checks and 2) Payroll Journal Vouchers that include local deductions set up with receipt accounting. Please see cash reconciliation procedure in manual or call for more details.

Item No.13.

## Columbia Falls Police Department
## Monthly Activity Report
## June 2020

| Police | June | | | | | 5 Year Average |
|---|---|---|---|---|---|---|
| | 2020 | 2019 | 2018 | 2017 | 2016 | |
| Arrests (Total) | 26 | 25 | 24 | 34 | 13 | 24 |
| Adult | 24 | 24 | 21 | 29 | 12 | 22 |
| Juvenile | 2 | 1 | 3 | 5 | 1 | 2 |
| Accidents Investigated | 14 | 9 | 9 | 17 | 9 | 12 |
| Stolen Property (Value) | 21611 | 10985 | 35241 | 2838 | 9754 | 16086 |
| Stolen Property (Recovered) | 16000 | 4120 | 30121 | 0 | 5550 | 11158 |
| Criminal Mischief (Incidents) | 8 | 6 | 3 | 9 | 2 | 6 |
| Damage Amount | 1150 | 1827 | 3430 | 4297 | 110 | 2163 |
| Misdemeanor Citations Issued | 152 | 119 | 81 | 238 | 213 | 161 |
| Traffic Offenses | 142 | 110 | 78 | 221 | 197 | 150 |
| Cell Phone Viol. | 28 | 8 | 1 | 2 | 2 | 8 |
| DUI Offenses | 4 | 1 | 2 | 4 | 4 | 3 |
| Drug Offenses | 6 | 4 | 1 | 8 | 3 | 4 |
| Traffic Stops | 232 | 283 | 175 | 255 | 241 | 237 |
| Court Fines and Forfeitures | 21,220 | 12,463 | 16,075 | 23,205 | 14,300 | 17,453 |
| Miles patrolled | 6193 | 6207 | 5488 | 5929 | *** | 5,954 |
| 911 Phone Calls | 145 | 161 | 73 | 91 | 94 | 113 |
| Incident Reports | 969 | 845 | 718 | 988 | 731 | 850 |
| Domestic Abuse/Assault | 39 | 26 | 24 | 25 | 15 | 26 |
| Felony Investigations | 8 | 10 | 8 | 5 | 8 | 8 |
| Business Check | 64 | 52 | 56 | 53 | 24 | 50 |
| Welfare Checks | 13 | 4 | 11 | 15 | 11 | 11 |
| Citizen Assist | 60 | 56 | 69 | 125 | 79 | 78 |
| Agency Assist | 42 | 51 | 54 | 75 | 39 | 52 |

# CITY OF COLUMBIA FALLS
# CORRESPONDENCE LIST
# COUNCIL MEETING
# July 20, 2020

07/06/2020 – Trumbull Creek Times – June 2020 Newsletter.

07/10/20 – Letter from Flathead Electric – Pulse Project.

07/10/2020 – Letter from DNRC RE: Grant Agreement RRG-20-1767- Water Supply Well No. 3 Project.

MMIA Summer 2020 Newsletter