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

PHONE (406) 892-4391
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CITY COUNCIL REGULAR MEETING
AGENDA
MONDAY, NOVEMBER 18, 2024
COUNCIL CHAMBERS CITY HALL

FINANCE COMMITTEE – 6:30 P.M.
(Barnhart, Piper and Price)

REGULAR MEETING – 7:00 P.M.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

CONSENT AGENDA:

1. Approval of Claims - November 18, 2024 - $442,491.03
2. Approval of Payroll Claims - November 8, 2024 - $109,546.38
3. Approval of Regular Council Meeting Minutes - November 4, 2024
4. A PIF payment plan agreement made between Howard Range, of 300 1st Street W. and the City of Columbia Falls.

VISITORS/PUBLIC COMMENT (Items not on agenda)

UNFINISHED BUSINESS:

5. Change Order #2 to the Wastewater Treatment Plant Project
6. Selection of Executive Recruiting Firm for the City Manager Search

NEW BUSINESS:

7. Ex-Officio - Local Government Review Study Commission – Donald Barnhart

   This appointment is to fill the council Ex-Officio position on the Local Government Review Study Commission.

8. Flathead County Solid Waste Board and Board of Health

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

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

REPORTS / BUSINESS FROM MAYOR & COUNCIL

CITY MANAGER REPORT

CITY ATTORNEY REPORT

MISCELLANEOUS

10. Correspondence

ADJOURN

Next Scheduled Meetings:
City Council – Regular Meeting, **December 2, 2024** – 7:00 PM
Parks Committee Meeting - TBD
Planning Commission Meeting - TBD

* ... Over spent expenditure

Claim/ Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
46629	3238 360 OFFICE SOLUTIONS	453.15							
	14658820 10/11/24 FD-201X TONER	228.48			1000	420400	220		101000
	14745460 10/30/24 FAC-CLEANING SUPPLIES	175.82			1000	411200	224		101000
	14793550 11/11/24 PD- COIPER PAPER	48.85			1000	420100	210		101000
	Total for Vendor:	453.15							
46645	3061 406 INNOVATIVE SOLUTIONS LLP	22,200.00							
	111324 11/13/24 WTR-ANNL BACKFLOW TEST CONTRAC	22,200.00*			5210	430500	399		101000
	Total for Vendor:	22,200.00							
46639	999999 AARON PLEVEL	34.67							
PLEVEL WAS CHARGED FOR A 1" DUAL CHK HE DID NOT NEED									
	111324 11/13/24 WTR-REFUND PLEVEL	34.67			5210	343024			101000
	Total for Vendor:	34.67							
46606	1700 BRECK LAW OFFICE, PC	8,806.24							
OCTOBER FEES									
PLUS REVIEW WAGE & PREPARE FINAL - DENHAM									
	110624 10/01/24 LGL-FEES NOV	2,113.84			1000	411100	350		101000
	110624 10/01/24 CITY COURT NOV	4,308.63			1000	410365	350		101000
	110624 10/01/24 WTR-FEES NOV	694.60			5210	430500	350		101000
	110624 10/01/24 SWR-FEES NOV	694.60			5310	430600	350		101000
	110624 10/01/24 PLG/ZONING NOV	347.30			1000	411000	350		101000
	110624 10/01/24 PD-FEES NOV	140.40			1000	420100	399		101000
	110624 10/01/24 WTR-FEES NOV	31.20			5210	430500	357		101000
	110624 10/01/24 SWR-FEES NOV	46.13			5310	430600	357		101000
	110624 10/01/24 STRS-FEES NOV	62.39			2500	430200	399		101000
	110624 10/01/24 ADD'L LABOR	187.15			1000	411100	350		101000
	462 10/01/24 ADD'L SERVICES	180.00			1000	411100	350		101000
	Total for Vendor:	8,806.24							
46620	1260 CARQUEST AUTO PARTS	16.21							
	15651-5905 11/06/24 SWR-DIELC GREASE	16.21			5310	430600	240		101000
	Total for Vendor:	16.21							

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
46615	E	2852 CHARTER COMMUNICATIONS	314.95								
AUTO PAY											
		110124 11/01/24 PD-INTERNET 10/01-10/31/24	159.98			1000		420100	345		101000
		110124 11/01/24 SWR-INTERNET 10/01-10/31/24	154.97			5310		430600	345		101000
		Total for Vendor:	314.95								
46652		1145 CITY OF WHITEFISH BUILDING	8,522.00								
Permits issued for October 2024											
		103424 10/31/24 BUILDING PERMITS 10/24	3,771.95			2394		420500	398		101000
		103424 10/31/24 ELECTRICAL PERMITS 10/24	3,438.35			2394		420500	398		101000
		103124 10/31/24 MECHANICAL PERMITS 10/24	889.20			2394		420500	398		101000
		103124 10/31/24 PLUMBING PERMITS 10/24	422.50			2394		420500	398		101000
		Total for Vendor:	8,522.00								
46618		3120 COLUMBIA FALLS PETERBILT	269.27								
		23624CF 10/17/24 STRS-MUD FLAPS	269.27			2500		430200	232		101000
		Total for Vendor:	269.27								
46611		3026 DAILY INTER LAKE	231.27								
NO. 30781 BOYS & GIRLS CLUB ZONE CHANGE											
NO. 30773 HEAVY RESCUE STRUCTURE ENGINE											
		0000029496 10/30/24 PLNG-ZONE CHG BOYS/GIRLS	141.29			1000		411000	331		101000
		0000029408 10/27/24 FIN-SURPLUS 2001 HEAVY RES	89.98			1000		410500	331		101000
		Total for Vendor:	231.27								
46649		1797 DEPARTMENT OF ADMINISTRATION	38.40								
		ITSD521597 10/31/24 PD-ITSD/EMAIL 10/1-10/31/2	38.40			1000		420100	355		101000
		Total for Vendor:	38.40								
46608		1627 DPHHS-FCSS	200.00								
		110424 11/04/24 POOL-#10437 LIC RENEW 2025	200.00			1000		460445	335		101000
		Total for Vendor:	200.00								

* ... Over spent expenditure

Claim/ Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
46648	3278 DREAMLAND SKATEPARKS LLC	245,470.50								
	Fenholt Skatepark - Pay app #3									
	Pay App 3 11/11/24 PRKS-FENHOLT SKATEPARK	247,950.00			4010	460400		930		101000
	Pay App 3 11/11/24 PRKS- STATE 1% W/HOLDING	-2,479.50			4010	460400		930		101000
	Total for Vendor:	245,470.50								
46613	438 FERGUSON WATERWORKS	728.12								
	0906355 10/25/24 WTR-1 1/2 DUAL CHK RETURN	-624.62			5210	430500		230		101000
	0905184 10/30/24 WTR-(25) HYDRANT FLAGS	676.37			5210	430500		220		101000
	0905182 10/30/24 WTR-(25) HYDRANT FLAGS	676.37			1000	420400		220		101000
	Total for Vendor:	728.12								
46653 E	2961 FIRST BANKCARD-ELECTRONIC PYMT	7,949.76								
	111424 09/24/24 PRK-AMTOPP MEMBERSHIP	52.50			1000	460400		380		101000
	111424 09/25/24 FIN-NOTARY BOND - MURPHY	118.00			1000	410500		380		101000
	111424 09/26/24 FD-TRAINING- SMITH	899.00			1000	420730		380		101000
	111424 09/26/24 STR-MITER SAW/STAND	778.00			2500	430200		212		101000
	111424 09/26/24 FD-SPRAYER WTR/FOG MACHINE	33.59			1000	420400		220		101000
	111424 09/30/24 PD-TRAINING RICE	1,865.00			1000	420100		380		101000
	111424 09/30/24 FD-BACKGROUD CHK	136.57			1000	420400		390		101000
	111424 10/30/24 PD- TASER INSTRUCTOR CERT	990.00			1000	420100		380		101000
	111424 10/01/24 FIN- NOTARY CERT-MURPHY	25.00			1000	410500		380		101000
	111424 10/02/24 FD-FUEL	13.51			1000	420400		380		101000
	111424 11/02/24 AWS SERVICE CHARGES	143.00			1000	410580		355		101000
	111424 10/02/24 FD-RENTAL VEHICLE	274.23			1000	420400		380		101000
	111424 10/02/24 FD-LODGING CHARGE	745.80			1000	420400		380		101000
	111424 10/01/24 PD-HEADSET,FLASHDRIVE	56.64			1000	420100		210		101000
	111424 10/02/24 PD-TASER,BATTERY PACK	716.00			1000	420100		220		101000
	111424 10/04/24 FIN-NOTARY JOURNAL	70.00			1000	410500		380		101000
	111424 10/04/24 WTR-RUNNING BOARDS-2016 TRK	159.99			5210	430500		232		101000
	111424 10/04/24 FIN-SEALING SOLUTION	40.94			1000	410500		210		101000
	111424 10/10/24 FD-FOG FLUID	78.00			1000	420400		220		101000
	111424 10/15/24 FD-EAR THERMOMETER	22.44			1000	420730		220		101000
	111424 10/15/24 FD-PEDIATRIC TAPE	30.52			1000	420730		220		101000
	111424 10/17/24 WTR-WARNING LITE BAR	280.08			5210	430500		232		101000
	111424 10/16/24 PD-LAPTOP BATTERY	49.48			1000	420100		220		101000

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Claim/ Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct	Object	Proj	Cash Account
	111424 10/16/24 PD-(7)WTR THROW ROPE	179.13			1000 420100	220		101000
	111424 10/11/24 PD-SD CARD	9.99			1000 420100	210		101000
	111424 10/11/24 PD-(3)WTR CARRYING BAGS	118.65			1000 420100	220		101000
	111424 10/22/24 PD-UPDATE PD ID CARDS	58.65			1000 420100	220		101000
	111424 10/22/24 CRT-INTERPRETER FEE	3.50			1000 410360	399		101000
	111424 09/30/24 STR-RDO EQUIP REFUND	-80.40			2500 430200	220		101000
	111424 10/16/24 SWR-MONTHLY INTERNET	81.95			5310 430600	355		101000
	Total for Vendor:	7,949.76						
46619	3104 FIRST CALL COMPUTER SOLUTIONS,	87.86						
JULY 2024								
	100831 10/31/24 MONTHLY MICROSOFT NCE SUBSCRIP	87.86			1000 410580	355		101000
	Total for Vendor:	87.86						
46638	22 FLATHEAD COUNTY CLERK & RECORDER	5.00						
	1090354 09/27/24 RESOLUTION-ADOPT BUDGET	5.00			1000 410500	399		101000
	Total for Vendor:	5.00						
46600	663 FLATHEAD COUNTY SOLID WASTE	2,847.30						
SEPT 2024								
	15641 10/31/24 SWR SOLID WASTE 10/1-10/30	2,847.30			5310 430600	395		101000
	Total for Vendor:	2,847.30						
46636	24 FLATHEAD COUNTY TREASURER	1,181.00						
	103024 10/30/24 CRT-TECH SUR 10/24	566.00			1000 212201			101000
	103024 10/30/24 CRT-LEA/CRIM CONV SURCHG 10/24	615.00			1000 212201			101000
46637	24 FLATHEAD COUNTY TREASURER	8,872.86						
	111224 11/12/24 SPECIAL TAX ASSESSMENT 2024	8,872.86			1000 510100	540		101000
	Total for Vendor:	10,053.86						
46646	21 FLATHEAD ELECTRIC COOP INC	109.21						
OCTOBER 2024								
	103124 09/30/24 PD-9/25-1025/24	1.23			1000 420100	341		101000
	103124 09/30/24 FD-9/25-10/25/24	18.94			1000 420400	341		101000
	103124 09/30/24 PRKS-9/25-10/25/24	36.64			1000 460400	341		101000
	103124 09/30/24 LIGHTING-9/25-10/25/24	16.67			2400 430200	341		101000

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Claim/ Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
	103124 09/30/24 STRS-9/25-10/25/24	15.17			2500	430200	341		101000
	103124 09/30/24 WTR-9/25-10-25/24	14.92			5210	430500	341		101000
	103124 09/30/24 SWR-9/25-10/25/24	5.64			5310	430600	341		101000
	Total for Vendor:	109.21							
46632	3019 FLATHEAD PUBLISHING GROUP	1,323.00							
	028392 10/01/24 FIN-CASHIER/AP POSITION AD	595.00			1000	410500	331		101000
	028402 10/01/24 FIN-DIRECTOR OF FINANCE AD	728.00			1000	410500	331		101000
	Total for Vendor:	1,323.00							
46625	3113 GLOBAL ARCHIVES INC	166.32							
	2024066 10/25/24 WTR-MONTHLY STORAGE AS BUILTS	83.16			5210	430500	363		101000
	2024066 10/25/24 SWR-MONTHLY STORAGE AS BUILTS	83.16			5310	430600	363		101000
	Total for Vendor:	166.32							
46598	2806 HANSON'S HARDWARE	230.37							
	612994 10/30/24 SWR-MISC SCREWS	2.85			5310	430600	240		101000
	612981 10/30/24 SWR--RED LAMP	16.99			5310	430600	240		101000
	613024 11/01/24 SWR-DERB ROPE	25.99			5310	430600	240		101000
	613027 11/01/24 SWR-DRY VENT CLEAN	45.99			5310	430600	240		101000
	612986 10/30/24 SWR-GREAT STUFF, MISC SCREWS	46.13			5310	430600	220		101000
	612810 09/30/24 STR-TURNBUCKLE	28.98			2500	430200	240		101000
	612817 10/13/24 STR-MISC SCREWS	20.42			2500	430200	240		101000
	613108 11/07/24 WTR-BLEACH	10.98			5210	430500	220		101000
	613097 11/06/24 WTR-PAIL,CONTAINER,BITS	16.06			5210	430500	220		101000
	613100 11/06/24 SWR-ADAPTER	9.49			5310	430600	240		101000
	613120 11/07/24 STR-BLK NIPPLE	6.49			2500	430200	240		101000
	Total for Vendor:	230.37							
46624	1659 HIGH COUNTRY LINEN SUPPLY	273.30							
	0613072 11/04/24 FAC-CITY HALL, PD, CRT, FIN	236.56			1000	411200	224		101000
	0613073 11/04/24 FAC-FIRE HALL	36.74			1000	411200	224		101000
	Total for Vendor:	273.30							

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
46651		1485 HILL BROTHERS AUTO BODY & TOWING	5,506.25								
		AUTOBODY REPAIR FOR POLICE DEPARTMENT 2022 DODGE CHARGER - UNIT #24									
		28297 10/01/24 PD-2022 DODGE CHARGER REPAIR	5,506.25*			1000		510330	519		101000
		Total for Vendor:	5,506.25								
46601		3116 IBS, INC	388.92								
		860463-1 10/29/24 STR-CERAMIC DISC,YELLOW PAIN	388.92			2500		430200	220		101000
		Total for Vendor:	388.92								
46626		2791 IDEXX DISTRIBUTION, INC.	243.70								
		3162447668 10/22/24 SWR-GAMMA IRRAD COLILERT 2	243.70			5310		430600	222		101000
		Total for Vendor:	243.70								
46650		3221 JACOB DALIMATA	319.46								
		PEPPERBALL INSTRUCTOR TRAINING IN SPOKANE, WA									
		111324 11/13/24 PD-DALIMATA/TRAVEL MEALS	319.46			1000		420100	380		101000
		Total for Vendor:	319.46								
46647		97 KNIFE RIVER	81,946.13								
		BUSINESS DISTRICT PARKING AND SIDEWALK IMPROVEMENT PROJECT. CONTRACT #28233030									
		PAY APP 5 10/30/24 PAY APP 5-SIDEWALK PROJECT	82,773.87			2310		470300	930		101000
		PAY APP 5 10/30/24 1% WITHHOLDING	-827.74			2310		470300	930		101000
		Total for Vendor:	81,946.13								
46596		1080 LES SCHWAB TIRE CENTER	2,148.64								
		9050005977 10/23/24 SWR- NEW TIRE UNIT 16	1,228.74			5310		430600	361		101000
		9050005989 10/30/24 PD-WINTER CHANGE UNIT 24	99.96			1000		420100	361		101000
		9050059752 10/22/24 STR-(2) RETREAD	819.94			2500		430200	361		101000
		Total for Vendor:	2,148.64								
46628		162 LOGAN HEALTH - WHITEFISH	21.00								
		110824 11/02/24 PD-EVIDENCE	21.00			1000		420100	390		101000
		Total for Vendor:	21.00								

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46634	735 MASTER TECH REPAIR	24.00								
	0500-20 11/06/24 FD-FUEL CAP	12.00			1000		420400	220		101000
	0500-5 10/30/24 STR-(3) FFILES	12.00			2500		430200	220		101000
	Total for Vendor:	24.00								
46604	3102 MATSON TRUCKING AND EXCAVATING	984.00								
MARK FISHBUCH 26 MARTHA RD										
WATER LINE REPAIR										
	10-14 10/14/24 26 MARTHA RD CITY PORTION	984.00			5210		430500	360		101000
	Total for Vendor:	984.00								
46644	146 MIKE'S CONOCO CORPORATE OFFICE	9.87								
	111324 10/31/24 FD-PROPANE	9.87			1000		420400	220		101000
	Total for Vendor:	9.87								
46605	3265 MISSION 1ST EXCAVATION	4,414.78								
WATER LINE ABANDONMENT & REPLACEMENT										
PER AGREED UPON ROUTE WITH ALL PARTIES INVOLVED										
	1081 11/04/24 WTR-LINE REPLACE/CITY SHARE	4,414.78			5210		430500	360		101000
	Total for Vendor:	4,414.78								
46642	707 MONTANA DEPT. OF REVENUE	2,479.50								
Fenholt Skatepark pay app #3										
	PAY APP 3 11/11/24 1% w/holding-Dreamland Skat	2,479.50			4010		460400	930		101000
46643	707 MONTANA DEPT. OF REVENUE	827.74								
	PAY APP 5 10/30/24 1% W/HOLDING-KNIFE RIVER	827.74			2310		470300	930		101000
	Total for Vendor:	3,307.24								
46599	43 MONTANA ENVIRONMENTAL LABORATORY	525.00								
	2410621 10/03/24 WTR-COLIFORM	150.00			5210		430500	394		101000
	2410254 09/30/24 SWR-NITRATE,NITRITE,NITROGEN	67.00			5310		430600	394		101000
	2410556 10/08/24 SWR-AMONIA/N+N/TKN	92.00			5310		430600	394		101000
	2410557 10/03/24 SWR-ALUMINUM DISSOLVED	15.00			5310		430600	394		101000
	2410858 10/15/24 SWR-NITRATE+NITRITE/TKN	67.00			5310		430600	394		101000
	2411033 10/22/24 SWR-NITRATE+NITRITE/TKN	67.00			5310		430600	394		101000

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Claim/ Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
	2411290 10/28/24 SWR-NITRATE+NITRITE/TKN	67.00			5310		430600	394		101000
	Total for Vendor:	525.00								
46616	2004 MONTANA STATE UNIVERSITY	200.00								
FIREFIGHTER 1 - ACADEMY $200 DEPOSIT										
MELISSA JOHNSON										
	110824 11/08/24 FD-ACADEMY - JOHNSON	200.00			1000		420400	380		101000
	Total for Vendor:	200.00								
46627	3119 MONTANA TRUCK WORKS, LLC	1,286.22								
	310 10/31/24 FD-2002 HME SOLENOID REPAIR	1,286.22			1000		420400	361		101000
	Total for Vendor:	1,286.22								
46602	722 MORRISON-MAIERLE, INC.	1,032.00								
	000248410 09/05/24 WTR-ON CALL SRVS	516.00			5210		430500	354		101000
	000248410 09/05/24 SWR-ON CALL SRVS	516.00			5310		430600	354		101000
	Total for Vendor:	1,032.00								
46633	1247 MURDOCH'S RANCH & HOME	171.72								
	240218 10/04/24 STR-CASE ANTIFREEZE	71.76			2500		430200	220		101000
	249240 10/23/24 SWR-HEATER	61.98			5310		430600	220		101000
	246264 10/31/24 SWR-TWIST CLEVIS	37.98			5310		430600	240		101000
	Total for Vendor:	171.72								
46622	52 NAPA AUTO PARTS	95.51								
	0990558 10/30/24 SWR-FILTER WRENCH	6.03			5310		430600	220		101000
	0990558 10/30/24 SWR-OIL FILTER	4.00			5310		430600	232		101000
	0990558 10/30/24 SWR-OIL 5W20	39.48			5310		430600	231		101000
	0991076 10/31/24 STRS-FUEL FILTER,DISCS	35.08			2500		430200	232		101000
	0991076 10/31/24 STRS-SANDING DISCS	10.92			2500		430200	220		101000
	Total for Vendor:	95.51								
46617	520 NORCO, INC.	29.04								
	4159924832 10/31/24 STRS-SOLID WIRE FOR WELDER	29.04			2500		430200	220		101000
	Total for Vendor:	29.04								

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Claim/ Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
46610	2002 NORTHWEST PARTS & EQUIPMENT &	420.95								
	C343470 10/15/24 STR-TURNBUCKLE,HOOK,TRANS CHN	138.37			2500	430200		220		101000
	C343521 10/07/24 STR-EYE NUT	10.96			2500	430200		220		101000
	C343591 10/17/24 STR-GRAB HOOK	137.04			2500	430200		220		101000
	C343788 10/23/24 STR-COUPLER,GRAB HOOK	50.22			2500	430200		220		101000
	C344115 10/31/24 SWR-1/4FP SWVL	5.52			5310	430600		240		101000
	C343563 10/17/24 STR-NYLON SLING	78.84			2500	430200		240		101000
46612	2002 NORTHWEST PARTS & EQUIPMENT &	420.95								
	C343470 10/15/24 STR-TURNBUCKLE,HOOK,TRANS CHN	138.37			2500	430200		232		101000
	C343521 10/07/24 STR-EYE NUT	10.96			2500	430200		232		101000
	C343591 10/17/24 STR-GRAB HOOK	137.04			2500	430200		220		101000
	C343788 10/23/24 STR-COUPLER,GRAB HOOK	50.22			2500	430200		220		101000
	C344115 10/31/24 SWR-1/4FP SWVL	5.52			5310	430600		240		101000
	C343563 10/17/24 STR-NYLON SLING	78.84			2500	430200		240		101000
	Total for Vendor:	841.90								
46609	1437 NORTHWESTERN ENERGY	648.51								
NATURAL GAS SERVICE										
	092724 09/27/24 FAC-9/27-10/25	178.01			1000	411200		344		101000
	092724 09/27/24 PD-9/27-10/25	23.85			1000	420100		344		101000
	092724 09/27/24 FD-9/27-10/25	66.99			1000	420400		344		101000
	092724 09/27/24 STRS-9/27-10/25	68.20			2500	430200		344		101000
	092724 09/27/24 WTR-9/27-10/25	29.67			5210	430500		344		101000
	092724 09/27/24 SWR-9/27-10/25	281.79			5310	430600		344		101000
	Total for Vendor:	648.51								
46621	2816 O'REILLY AUTO PARTS	276.17								
	496744 10/22/24 STR-SKIDSTEER BATTERY	163.02			2500	430200		232		101000
	497685 10/30/24 STR-2017 FORD BRAKE PADS	113.15			2500	430200		232		101000
	Total for Vendor:	276.17								
46614	2017 RAILROAD MANAGEMENT COMPANY III,	417.05								
10 INCH SEWER PIPELINE CROSSING										
	514706 10/25/24 SWR-LIC FEE 2/24-2/25 #300954	417.05*			5310	430600		390		101000
	Total for Vendor:	417.05								

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
46631		3136 RICE, BRANDON	387.88								
		111224 10/28/24 PD-TRAINING-RICE	387.88			1000		420100	380		101000
		Total for Vendor:	387.88								
46607		2746 SPIRIT DOCUMENT SERVICES	220.00								
		110424 11/04/24 FIN-DISPOSE CONFIDENTIAL RCRDS	73.34			1000		410500	390		101000
		110424 11/04/24 WTR-DISPOSE CONFIDENTIAL RCRDS	73.33			5210		430500	390		101000
		110424 11/04/24 SWR-DISPOSE CONFIDENTIAL RCRDS	73.33*			5310		430600	390		101000
		Total for Vendor:	220.00								
46597		1653 SUPER 1 FOODS	67.89								
		2308438 10/28/24 SWR-FC WATER	23.82			5310		430600	222		101000
		2846540 11/01/24 SWR-BORAX,AMMONIA	12.06			5310		430600	220		101000
		2310043 10/30/24 PD-CANDY	32.01			1000		420100	220		101000
		Total for Vendor:	67.89								
46641		2699 THE MAIL ROOM, INC	337.78								
D121992 & D122199											
		D121992 10/28/24 PD-MAIL SRVS 10/28/24	17.81			1000		420100	310		101000
		D121992 10/28/24 FIN-MAIL SRVS 10/28/24	37.00			1000		410500	310		101000
		D121992 10/28/24 WTR-MAIL SRVS 10/28/24	10.40			5210		430500	310		101000
		D121992 10/28/24 SWR-MAIL SRVS 10/28/24	10.40			5310		430600	310		101000
		D121992 10/28/24 CRT-MAIL SRVS 10/28/24	50.90			1000		410360	310		101000
		D121992 10/28/24 PNZ-MAIL SRVS 10/28/24	5.39			1000		411000	310		101000
		D122199 11/11/24 PD-MAIL SRVS 11/11/24	5.05			1000		420100	310		101000
		D122199 11/11/24 FIN-MAIL SRVS 11/11/24	24.81			1000		410500	310		101000
		D122199 11/11/24 WTR-MAIL SRVS 11/11/24	50.44			5210		430500	310		101000
		D122199 11/11/24 SWR-MAIL SRVS 11/11/24	50.44			5310		430600	310		101000
		D122199 11/11/24 CRT-MAIL SRVS 11/11/24	58.92			1000		410360	310		101000
		D122199 11/11/24 P/Z-MAIL SRVS 11/11/24	16.22			1000		411000	310		101000
		Total for Vendor:	337.78								
46603		1623 THE UPS STORE #4515	38.01								
		025560 11/04/24 PD-EVIDENCE SHIPPING	12.67			1000		420100	310		101000
		025710 11/11/24 PD-EVIDENCE SHIPPING (2)	25.34			1000		420100	310		101000
		Total for Vendor:	38.01								

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
46623		3200 USABLUEBOOK	10,545.46							
		00528663 10/30/24 SWR-OXYGEN SENSOR,CAP KIT	6,519.58			5310	430600	240		101000
		00528597 10/30/24 SWR-DIGITAL CONTROLLER	3,215.70			5310	430600	240		101000
		00530105 10/31/24 SWR- TEST SUPPLIES	810.18			5310	430600	222		101000
		Total for Vendor:	10,545.46							
46635		1134 VICTIM-WITNESS ADVOCATE PROGRAM	652.00							
		103024 10/30/24 CRTS- OCT 2024	652.00			2917	410360	356		101000
		Total for Vendor:	652.00							
46630		84 WESTERN BUILDING CENTER	483.51							
		411098408 10/22/24 STR- CONDUIT-POLE SHED	137.48			4000	430200	930		101000
		411098698 10/22/24 STR-COUPLING,BODY ACCESS	11.48			4000	430200	930		101000
		411128259 11/08/24 SWR-BUSIHING, ADAPTER	11.36			5310	430600	240		101000
		411058207 09/30/24 SWR-(3) CABLE CLIP	59.70			5310	430600	240		101000
		411117261 11/01/24 SWR-COUPLING,SLIP CAP,THERM	14.17			5310	430600	240		101000
		411091700 10/17/24 STR-SILVER BITS(2)	45.98*			1000	430200	220		101000
		411050146 09/25/24 WTR- BALL VALUE,NIPPLES,TEE	36.45			5210	430500	240		101000
		411100985 10/23/24 HANDRAIL PROJECT/5TH ST W	42.47			2310	470300	930		101000
		411117322 11/01/24 HANDRAIL PROJECT/5TH ST W	25.45			2310	470300	930		101000
		411109452 10/28/24 HANDRAIL PROJECT/5TH ST W	52.99			2310	470300	930		101000
		411091700 10/17/24 HANDRAIL PROJECT/5TH ST W	45.98			2310	470300	930		101000
		Total for Vendor:	483.51							
46640	E	2733 WEX Fleet Universal	5,447.09							
STATEMENT ENDING 10/31/24										
		100723577 10/31/24 PD-OCT FUEL	2,430.48			1000	420100	231		101000
		100723577 10/31/24 FIRE-OCT FUEL	1,111.08			1000	420400	231		101000
		100723577 10/31/24 PRKS-OCT FUEL	122.13			1000	460400	231		101000
		100723577 10/31/24 WTR-OCT FUEL	339.24			5210	430500	231		101000
		100723577 10/31/24 SWR-OCT FUEL	436.54			5310	430600	231		101000
		100723577 10/31/24 STRS-OCT FUEL	907.36			2500	430200	231		101000
		100723577 10/31/24 PD TRAINING	100.26			1000	420100	380		101000
		Total for Vendor:	5,447.09							

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct	Object	Proj	Cash Account
46654		3021 WGM GROUP	9,143.54						
COLUMBIA FALLS SKATEPARK CONSTRUCTION INSPECTION.									
		73262 09/10/24 PRKS-SKATEPARK INSPECTION-AUG	1,571.20			4010 460400	931		101000
		73480 10/11/24 PRKS-SKATEPARK INSPECTION-SEPT	4,527.76			4010 460400	931		101000
		73849 10/14/24 PRKS-SKATEPARK INSPECTION-OCT	3,044.58			4010 460400	931		101000
		Total for Vendor:	9,143.54						

\# of Claims 59 Total: 442,491.03 # of Vendors 53

Total Electronic Claims 13,711.80

Total Non-Electronic Claims 428779.23

For the Accounting Period: 11/24

Fund/Account	Amount
1000 GENERAL FUND	
101000 CASH/CASH EQUIVALENTS	39,847.34
2310 TAX INCREMENT DISTRICT FUND	
101000 CASH/CASH EQUIVALENTS	82,940.76
2394 BUILDING CODE ENFORCEMENT FUND	
101000 CASH/CASH EQUIVALENTS	8,522.00
2400 SPECIAL LIGHTING DISTRICT FUND	
101000 CASH/CASH EQUIVALENTS	16.67
2500 SPECIAL STREET MAINTENANCE DISTRICT FUND	
101000 CASH/CASH EQUIVALENTS	4,550.57
2917 CRIME VICTIMS ASSISTANCE FUND	
101000 CASH/CASH EQUIVALENTS	652.00
4000 CAPITAL PROJECTS FUND - Building	
101000 CASH/CASH EQUIVALENTS	148.96
4010 CAPITAL PROJECTS FUND - Parks	
101000 CASH/CASH EQUIVALENTS	257,093.54
5210 WATER ENTERPRISE FUND	
101000 CASH/CASH EQUIVALENTS	30,181.72
5310 SEWER ENTERPRISE FUND	
101000 CASH/CASH EQUIVALENTS	18,537.47
Total:	442,491.03

Council Meeting Date: 11/18/2024

Claims Submitted to Council:$ 442,491.03

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

Prepared By: Shawn Bates, Finance Director

Shawn Bates

Approved by Mark Shrives, Interim City Manager

Mark Shrives

City Council to Approve by motion on consent agenda

The following claims are significant:

406 Innovative Solutions LLP - $22,000.00 Annual backflow testing contract. (Fund 5210)
Dreamland Skateparks LLC - $247,950.00 Fenholt Skatepark pay app #3. (Fund 4010)
Knife River - $82,773.87 Biz district sidewalk and parking project final pay app. (Fund 2310)
WGM Group - $9,143.54 Fenholt Skatepark engineering inspections. (Fund 4010)

The remaining claims are routine in nature. Let me know if you have any questions.
Shawn

CITY OF COLUMBIA FALLS
Payroll Summary For Payrolls from 11/08/24 to 11/08/24

Total for Payroll Checks

Nov. 8, 2024
Payroll
$109,546.38
Barb Staaland

	Employee	Employer	Amount
COMA HOURS (Comp Time Accumulated)	9.00		
COMP HOURS (Comp Time Used)	8.00		224.88
OVER HOURS (Overtime)	156.50		7,352.14
OVTD HOURS (STEP overtime)	8.00		327.72
REG HOURS (Regular Time)	2,636.75		85,285.19
SHFN HOURS (Shift B)	277.00		554.00
SHFQ HOURS (OVT B)	62.50		187.50
SICK HOURS (Sick Time)	9.50		211.95
VACA HOURS (Vacation Time Used)	118.25		4,185.49
GROSS PAY	98,328.87	0.00	
NET PAY	69,718.43	0.00	
AFLAC-POSTTAX	86.97	0.00	
AFLAC-PRETAX	150.29	0.00	
CITY OF COLUMBI	20.00	0.00	
FIT	8,531.22	0.00	
FLEX ALLEGIANCE	616.00	20.00	
FOP	450.00	0.00	
HEALTHINS/PRE	2,943.40	26,144.40	
MEDICARE	1,381.00	1,381.00	
MT ST FIRE ASSO	107.85	0.00	
MUTUAL OF OMAHA	286.90	0.00	
NATIONWIDE/CITY	0.00	622.23	
NATIONWIDE/EMP	200.00	0.00	
P.E.R.S.	3,526.34	4,048.56	
PERS RETIREE	0.00	130.61	
PERS/FURS	1,153.89	1,548.58	
PERS/POLICE	2,546.10	4,076.61	
SIT	3,054.00	0.00	
SOCIAL SECURITY	3,206.98	3,206.98	
TEAMSTERS DUES	349.50	0.00	
UNEMPL. INSUR.	0.00	442.49	
WORKERS' COMP	0.00	3,336.56	
BECU	321.95	0.00	
CHARLES SCHWAB	1,814.27	0.00	
FIRST INTERSTAT	1,219.95	0.00	
FREEDOM BANK	3,631.91	0.00	
GLACIER BANK KA	6,919.99	0.00	
GLACIER BANK MS	3,140.96	0.00	
GLACIER BANK/CF	17,368.88	0.00	
GLACIER BANK/WF	2,221.75	0.00	
NAVY FEDERAL CR	2,948.68	0.00	
PARKSIDE CR U	8,148.98	0.00	
REGIONS BANK	2,537.28	0.00	
STOCKMAN BANK	1,254.07	0.00	
USAA FEDERAL	5,079.23	0.00	
WELLS FARGO	2,988.90	0.00	
WELLS FARGO, TX	2,207.19	0.00	
WFISH CR UNION	7,914.44	0.00	

FIT/SIT BASE	87,192.85	0.00
MEDICARE BASE	95,241.41	0.00
PERS BASE	85,151.09	0.00
SOC SEC BASE	51,725.56	0.00
UN BASE	98,328.87	0.00
WC BASE	95,768.92	0.00
Total		44,958.02

Total Payroll Expense (Gross Pay + Employer Contributions): 143,286.89

Check Summary

Payroll Checks Prev. Out.	$2,443.26
Payroll Checks Issued	$950.08
Payroll Checks Redeemed	$0.00
Payroll Checks Outstanding	$3,393.34
Electronic Checks	$108,596.30

Deductions Accrued		Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security	6,413.96		6,413.96		212260
Medicare	2,762.00		2,762.00		212260
P.E.R.S.	7,574.90		7,574.90		212270
Unempl. Insur.	442.49	1,374.79		1,817.28	212210
Workers' Comp	3,336.56	10,379.21		13,715.77	212220
FIT	8,531.22		8,531.22		212260
SIT	3,054.00		3,054.00		212260
AFLAC-PRETAX	150.29	150.29		300.58	212230
NATIONWIDE/EMP	200.00		200.00		212280
Teamsters dues	349.50	349.50		699.00	212310
PERS/Police	6,622.71		6,622.71		212240
TEAMSTERS INIT	0.00				212310
NATIONWIDE/CITY	622.23		622.23		212280
AFLAC-POSTTAX	86.97	86.97		173.94	212230
PERS/FURS	2,702.47		2,702.47		212275
MT ST FIRE ASSO	107.85		107.85		212315
HEALTHINS/PRE	29,087.80	29,087.80		58,175.60	212400
CITY OF COLUMBI	20.00		20.00		212450
UNUM LIFE INS.	0.00	143.05		143.05	212400
FLEX ALLEGIANCE	636.00		636.00		212285
CFP ASSOCIATION	0.00				212325
FOP	450.00		450.00		212335
CITY OF CF ELEC	0.00				212450
PERS RETIREE	130.61		130.61		212270
MUTUAL OF OMAHA	286.90	286.90		573.80	212400
Total Ded.	73,568.46	41,858.51	39,827.95	75,599.02	

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

CITY OF COLUMBIA FALLS
CITY COUNCIL REGULAR MEETING MINUTES
HELD NOVEMBER 04, 2024

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

ROLL CALL: Councilor King, Councilor Lovering, councilor Piper, Councilor Price, Councilor Robinson, Councilor Shepard and Mayor Barnhart.
Also present: Interim City Manager Shrives, City Clerk Staaland, City Attorney Breck and Police Chief Stephens.

PLEDGE OF ALLEGIANCE

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

CONSENT AGENDA: Councilor Piper made motion to approve the consent agenda noting all claims appeared to be in order, seconded by Councilor Price with council voting as follows. Ayes: Price, Robinson, Shepard, King, Lovering, Piper and Barnhart.
Approval of Claims - November 4, 2024 - $1,206,167.75
Approval of Payroll Claims - Oct. 25, 2024 - $185,085.68
Approval of Regular Council Meeting Minutes - September 21, 2024
Approval of MT DOT STEP Contract for 2025 and Authorize City Manager and Police Chief to Execute
Approval of Task Order #3 - Professional Services Contract with Susan Nicosia

VISITORS/PUBLIC COMMENT (Items not on agenda)
Matt Hutcheson, 227 7th St. E. requested an update on concerns he brought forward at the last council meeting regarding the crosswalk and stop sign on 3rd Ave. E. Mr. Hutcheson would also like to know what council has come up with for audio system in the council chambers.
Mr. Hutcheson said in a past meeting it was brought up that the public could not address the council other than at the council meetings. A concern he has is citizens don't have a say in what gets approved at meetings.

NEW BUSINESS:
Mayoral Proclamation - Nov. 30, 2024, Small Business Saturday in Columbia Falls
Mayor Barnhart read the Proclamation for Small Business, Saturday, November 30, 2024.

ORDINANCES / RESOLUTIONS:
RESOLUTION #1934 - A RESOLUTION OF THE CITY COUNCIL OF COLUMBIA FALLS, MONTANA APPROVING THE FINAL PLAT OF RIVERBEND AGAIN SUBDIVISION A TWO LOT RESIDENTIAL MINOR SUBDIVISION LOCATED AT 67 HIDDEN CEDAR LOOP AND 544 EVENING STAR LANE, FURTHER DESCRIBED AS LOT 20A, OF THE AMENDED SUBDIVISION PLAT OF LOTS 20, 21, 30 & 31 OF RIVERBEND ESTATES PHASE 1 IN THE IN SECTION 17, TOWNSHIP 30 NORTH, RANGE 20 WEST, P.M.M., FLATHEAD COUNTY, MONTANA.

City Manager Shrives said this subdivision has been in the process for some time and this is the final plat for approval.

Councilor King motioned to approve Resolution #1934, seconded by Councilor Lovering.

Mayor Barnhart said this parcel is a large lot near Julies Park, and are the last buildable lots in the Riverbend subdivision.
Ayes: Robinson, Shepard, King, Lovering, Piper, Price and Barnhart.

REPORTS / BUSINESS FROM MAYOR & COUNCIL
Councilor Piper thanked city staff for taking care of the pipe near the sidewalk on the side of City Hall. Piper also thanked city crews for painting the yellow curbs by Posh Nails; noting it has made a significant difference.

Piper asked about the abandoned camper at the Sapa-Johnsrud Memorial Field. Chief Stephens replied the camper is in the county and on private property. The property owner has come with a solution to have a tow company remove the camper. Before they can remove the camper the propane system, AC and refrigerator must be removed before tow company will take it off site. Councilor King asked if it was at the expense of property owner. Chief Stephens replied that is correct.

Councilor Price said they are moving forward on the Skatepark and are hoping to be complete by December. Price asked if the police department has made progress on the theft that occurred at the construction site. Chief Stephens replied some equipment has been tracked to various pawn shops around the country such as Texas and California. Staff has spent several hours reporting serial numbers to pawn shops and looked for video from neighbors in the area. Price asked when the Skatepark is finished will cameras be installed. City Manager Shrives said he was not certain and will check on it.

Councilor Shepard said he noticed trucks parked all day in the 15 minute parking spots on Nucleus Ave. Shepard asked how the city can change the parking on Nucleus Ave. without it being a city street. City Manager Shrives said it could be employees parking in front of the businesses.

Councilor Lovering wanted to follow up with lighting at the Skatepark. Mayor Barnhart said the Skatepark is still a city park and our parks close at 10 p.m. City Manager Shrives said the plans he saw for the Skatepark did not include lighting.

Mayor Barnhart said he inquired with a public works operator on when the bathrooms were going to be installed and was told the contractor doesn't have it on their work list yet. The City has the concrete pad complete and ready for the building.

Mayor Barnhart asked about the audio system in the council chambers. City Manager Shrives said staff has called tech support on the microphones and will continue working through existing equipment. Staff will reach out to audio companies to get a quote on a new system.

Mayor Barnhart responded to a question Mr. Hutcheson had on the way the City Manager form of government is set up. If a resident has questions they take it to the City Manager and part of the City Manager duties is to address those concerns. City Manager Shrives said that is correct. There is also opportunity to comment on actions that are in the process, public hearings are an opportunity to speak in front of the Planning Commission and the Council before a decision is made.

Mayor Barnhart said there was concern that council emails were not made public, all council correspondence goes through the City Clerk, who then passes the information on to Councilors. Matt Hutcheson said he did speak to the City Clerk and she said the same thing, to contact her and she would forward the email on to council when needed.

CITY MANAGER REPORT

City Manager Shrives said the Public Works Director is looking at the stop sign and crosswalk that Mr. Hutcheson brought up at 3rd Ave. E. intersection.

Public Works Director Bates will be getting in touch with the Parks Committee to schedule a meeting very soon.

City Manager Shrives said we are looking for an ex officio member for the Local Government Review Study Commission. Mayor Barnhart asked council if anyone was interested in serving as the ex officio member for the commission. With no one wishing to serve on the commission, Mayor Barnhart said he would volunteer to be the ex officio for the commission.

There were 9 proposals submitted from recruiting firms for hiring the new City Manager. City Manager Shrives said he would like to meet with the hiring committee to review the proposals and schedule a follow up meeting next week. Mayor Barnhart asked Mr. Shrives to review the timeline for the process. Mr. Shrives said the hiring committee should select a recruiting firm by the November 18, 2024 council meeting. We will then be able to negotiate the contract. In looking at their time lines they will be working with the city potentially December through February with a recruiting process in January. Most firms said it is an 8 to 10 week process after advertising. In December the city will work with the firm on a city profile for advertising purposes.

Mayor Barnhart asked if there were any applicants for the Finance Director position. City Manager Shrives said staff has completed interviews and we are in the process of finalizing the background check on a selected individual. We will be making an offer upon a successful background check.

MISCELLANEOUS REPORTS

Chief Stephens said staff is in the process of completing a background check on a new probationary Patrol Officer, and anticipate an appointment the first part of December.

Chief said the Police Department remodel is complete and invited council to take a tour of the department.

Fire Department October Activity Reports
Police Department October Activity Report

ADJOURN: Councilor Lovering motioned to adjourn, seconded by Councilor King and the meeting adjourned at 7:34 p.m.

____
Mayor

____
City Clerk

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

AGREEMENT

THIS AGREEMENT, made and entered into this day of **October 25, 2024**, by and between **Howard Range.** An individual, of **300 1st Street West, Columbia Falls, MT 59912,** hereinafter OWNER and CITY OF COLUMBIA FALLS, a municipal corporation of 130 Sixth Street West, Columbia Falls, Montana 59912, hereinafter "City",

WHEREAS, by Municipal Code Sec. 13.04.175 (Water) and Chapter 13.12 (Sewer), the City has adopted Plant Investment Fees;

WHEREAS, the City and OWNER have entered into an agreement whereby OWNER is required to pay said Plant Investment Fee; and

WHEREAS, the parties desire a written agreement setting forth the payment plan of said Plant Investment Fee by OWNER to the City.

NOW, THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. OWNER shall pay to City its Plant Investment Fee according to the terms and conditions set forth on Exhibit "A" attached hereto and incorporated herein.

2. The first payment by OWNER has been with OWNER's Connection Application, which includes an administrative fee.

3. Interest shall be paid by OWNER pursuant to the formula set forth on Exhibit ”A”.

4. If OWNER fails to make payment, the service to the property shall be terminated ten (10) days after written notice, and the full amount of the outstanding principal and interest shall be paid in full prior to reestablishment of the service.

5. The parties agree that should any action be commenced to enforce, modify, or interpret any provision contained herein, the Court as a cost of suit shall award reasonable attorney's fees to the successful party.

6. The rights and responsibilities described in this instrument shall run with the land and shall be binding and inure to the benefit of the parties to this agreement, their respective heirs, successors, or assigns.

7. This agreement constitutes the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this agreement shall not be binding on either party except to the extent incorporated in this agreement.

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

9. The failure of either party to this agreement to insist on the performance of any of the terms and conditions of this agreement, or the waiver of any breach of any of the terms and conditions of this agreement, shall not be construed as thereafter waiving any such terms and conditions, but the same shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

IN WITNESS WHEREOF, said parties have here unto set their hands and seal the day and year here in above written.

Legal description of property: Lot 6 Block 8 of Columbia Falls S08, T30 N R20 W, according to the map or plat thereof on file and record in the office of the Clerk and Recorder of Flathead County, Montana.

CITY 0F COLUMBIA FALLS

By:____________________
Mark Shrives
Its: Interim City Manager

OWNER/Title

By:____________________
Howard Range

____
Notary Public's Signature

Printed Name _______________
Notary Public for the State of MT
County:
Residing in: Columbia Falls
My Commission Expires:

CITY OF COLUMBIA FALLS, MONTANA
WATER /SEWER HOOKUP FEES

Date:

Property Address:	Owner:	Contractor:
300 1st St W	Howard Range	Blanton Contracting
	406-200-4787	Ted Golleher
	12 Darlene Rd, Columbia Falls, MT, 59912	406-551-0170

WATER PIF 5-YR PAYMENT

Full Plant Investment	$	3,168.79	
Payment 1 Now Due:	$	633.76	
Admin Fee $250 (1/2)	$	125.00	
Plant Investment Fee Due Now	$	758.76	
Payment 2, per annum	$	633.76	plus interest*
Payment 3, per annum	$	633.76	plus interest*
Payment 4, per annum	$	633.76	plus interest*
Payment 5, per annum	$	633.76	plus interest*

SEWER PIF 5-YEAR PAYMENT

Full Plant Investment Fee	$	2,743.12	
Payment 1 Now Due:	$	548.62	
Admin Fee $250 (1	$	125.00	
Plant Investment Fee Due N	$	673.62	
Payment 2, per annum	$	548.62	plus interest*
Payment 3, per annum	$	548.62	plus interest*
Payment 4, per annum	$	548.62	plus interest*
Payment 5, per annum	$	548.62	plus interest*

*1% in addition to prior December 31 CPI

TOTAL FEES PAYABLE FROM PAGE 1	$	9,309.72
Less Full Water PIF	$	(3,168.79)
Less Full Sewer PIF	$	(2,743.12)
1/5 Water PIF Due Now	$	633.76
Water Admin Fee	$	125.00
1/5 Sewer PIF Due Now	$	548.62
Sewer Admin Fee	$	125.00
Total Due for First Payment Due Now:	$	4,830.19

EXHIBIT A

COLUMBIA FALLS
MONTANA

City Council
Agenda Item Summary

Title: Change Order #2 to the Wastewater Treatment Plant Project.

Date: November 18, 2024

Staff Contact: Mark Shrives/Shawn Bates

AGENDA ITEM SUMMARY: This Change Order adds an additional cost of $58,198.75 to the project.

BACKGROUND: When funding was being secured for the Wastwater Treatment Plant Project, grant funding and a loan from the State Revolving Loan (SRF) Fund was added in order to allow the city to fund the entire project as bid. One of the requirements of SRF funding was that the project must follow the requirement of using American Iron and Steel. When the project was bid, the project did not have the American Iron and Steel requirement.

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

FINANCIAL CONSIDERATIONS: The contract increase to the project to add the American Iron and Steel is **$58,198.75**. This will change the project costs from $4,280,000.00 to $4,338,198.75.

STAFF RECOMMENDATION: Recommend approval of Task Order Number 3Change Order # 2 in the amount of $58,198.75

SUGGESTED MOTION: I move to approve the Wastewater Treatment Plant Project Change Order #2 in the amount of $58,198.75.

ATTACHMENTS: Change Order #2

CHANGE ORDER NO.: 02

Owner:	City of Columbia Falls	Owner's Project No.:	NA
Engineer:	HDR Engineering, Inc.	Engineer's Project No.:	10330911
Contractor:	Prospect Construction, Inc.	Contractor's Project No.:	NA
Project:	WWTP Improvements		
Contract Name:	WWTP Improvements		
Date Issued:	November 13, 2024	Effective Date of Change Order:	November 13, 2024

The Contract is modified as follows upon execution of this Change Order:

Description:

The purpose of this Change Order is to include AIS (American Iron and Steel) requirements to Section 00900 of the contract documents and to incorporate Davis Bacon Wage requirements to the contract documents to comply with SRF Funding requirements.

Attachments:

Cost breakdown from Prospect Construction, Inc.

Change in Contract Price	Change in Contract Times
Original Contract Price: $ 5,125,000.00	Original Contract Times: Substantial Completion: August 15, 2025 Ready for final payment: September 30, 2025
Decrease from any previously approved Change Orders to Current Change Order: $ -845,000.00	Increase or Decrease from any previously approved Change Orders to Current Change Order: Substantial Completion: 0 days Ready for final payment: 0 days
Contract Price prior to this Change Order: $ 4,280,000.00	Contract Times prior to this Change Order: Substantial Completion: August 15, 2025 Ready for final payment: September 30, 2025
Increase this Change Order: $ 58,198.75	Increase or Decrease this Change Order: Substantial Completion: 0 Ready for final payment: 0
Contract Price incorporating this Change Order: $ 4,338,198.75	Contract Times with all approved Change Orders: Substantial Completion: August 15, 2025 Ready for final payment: September 30, 2025

	Recommended by Engineer (if required)	Accepted by Contractor
By:	Rickey Schultz	
	Rickey L. Schultz Jr.	
Title:	Project Manager	Project Manager
Date:	11/13/2024	11/15/2024

	Authorized by Owner	Approved by Funding Agency (if applicable)
By:		
Title:		
Date:		

PROSPECT
CONSTRUCTION, INC.
PH. (253) 446-1600
FX. (253) 446-1601

October 30th, 2024
Revised: November 8th 2024

City of Columbia Falls
Building Department
City Hall
130 6th St West
Columbia Falls, MT 59912

Attn: Rickey Shultz

Re: Columbia Falls WWTP Improvements
PCI Change Order #02 Proposal – Pricing for Approval

Dear Mr. Shultz

Please find attached pricing revised pricing for PCI Change Order #02 regarding the costs associated with the change in project funding source to include SRF funding, for your approval.

Please don't hesitate to contact me with any questions/concerns.

Sincerely,

Ethan Starbuck
Project Manager
PROSPECT CONSTRUCTION, INC.

PROSPECT
CONSTRUCTION, INC.
PH. (253) 446-1600
FX. (253) 446-1601

Summary of Additional Costs:

Increase in Pipe Materials from import sourced to domestically sourced	$48,678.54
Additional Funding Sign	$548.00
Increase in Ironworker Wages	$880.00
Additional GC Fee	$7,515.98
CGRT Additional Cost	$576.23

Total Cost.....................$58,198.75

Import Material Pricing - Credit

H.D. FOWLER COMPANY

Customer:	PROSPECT CONSTRUCTION INC - MISSOULA		**Quote #:**	Q569346
Estimator:	Ashton Bailey		**Bid Date:**	10/24/2024
Job Name:	IMPORT COLUMBIA FALLS WWTP			rev_1
Location:	COLUMBIA FALLS			

Line	Qty	UoM	Description	Unit Price	Extended Price
1	1	EA	16" X 5'6" FLGXPE DI SPOOL C/L TN140N PRIMED WITH SEEP RING	2,418.45	2,418.45
2	54.75	FT	16" CL 50 DI PIPE TJ 18.25' LENGTH ASPHALTIC COATED ANSI/AWWA C151/A21.51 AND CEMENT LINED ANSI/AWWA C104/A21.4 WITH SBR GASKET	89.23	4,885.34
3	3	EA	16" FIELD LOK TYTON JOINT GASKET SB RUBBER IMPORT ANSI/AWWA C111/A21.11	496.39	1,489.17
4	2	EA	16" MJ SLEEVE LONG PATTERN DI, AWWA C153, LESS ACCESSORIES (172 LBS)	495.28	990.56
5	1	EA	16" MJ 90 ELBOW DI, AWWA C153, C/L LESS ACCESSORIES (264 LBS)	769.23	769.23
6	2	EA	16" MJ 45 ELBOW DI, AWWA C153, C/L LESS ACCESSORIES (202 LBS)	549.96	1,099.92
7	6	EA	16" STAR GRIP MJ WEDGE RESTRAINT SERIES 3000 FOR DIP WITH ACCESSORIES STAR PIPE	275.08	1,650.48
8	2	EA	16" MJ SLEEVE LONG PATTERN DI, AWWA C153, LESS ACCESSORIES (172 LBS)	495.28	990.56
9	1	EA	16" X 5'6" FLG X PE, C/L, TN140N PRIMED	2,033.74	2,033.74
10	4	EA	16" STAR GRIP MJ WEDGE RESTRAINT SERIES 3000 FOR DIP WITH ACCESSORIES STAR PIPE	275.08	1,100.32
11	27	EA	LINK-SEAL LS-360-S EPDM & 316SS FASTENERS Note: **27LINKS PER 20" CORE**	22.16	598.32
12	1	EA	16" X 5'6" FLGXPE DI SPOOL C/L TN140N PRIMED WITH SEEP RING	2,418.45	2,418.45
13	54.75	FT	16" CL 50 DI PIPE TJ 18.25' LENGTH ASPHALTIC COATED ANSI/AWWA C151/A21.51 AND CEMENT LINED ANSI/AWWA C104/A21.4 WITH SBR GASKET	89.23	4,885.34
14	2	EA	16" MJ SLEEVE LONG PATTERN DI, AWWA C153, LESS ACCESSORIES (172 LBS)	495.28	990.56
15	1	EA	16" MJ 90 ELBOW DI, AWWA C153, C/L LESS ACCESSORIES (264 LBS)	769.23	769.23
16	2	EA	16" MJ SLEEVE LONG PATTERN DI, AWWA C153, LESS ACCESSORIES (172 LBS)	495.28	990.56
17	1	EA	16" X 5'6" FLG X PE, C/L, TN140N PRIMED	2,033.74	2,033.74
18	10	EA	16" STAR GRIP MJ WEDGE RESTRAINT SERIES 3000 FOR DIP WITH ACCESSORIES STAR PIPE	275.08	2,750.80
19	56	EA	TRENTON #1 WAX TAPE 12" WIDE 18' LONG ROLLS	108.96	6,101.76
20	14	EA	TRENTON WAX-TAP PRIMER 1GAL	64.74	906.36
21	84	EA	TRENTON POLY-PLY 6" WIDE 50' LONG	23.46	1,970.64
22	1	EA	16" FLANGE 90 WITH 16" FLANGED SIDE OUTLET BIT COATED CEMENT LINED	1,778.85	1,778.85
23	1	EA	16" FL TEE DI, AWWA C110, C/L (635 LBS) W/TNEMEC SERIES TN140 PRIME COATING	1,959.62	1,959.62
24	1	EA	16" FL 90 DEGREE ELBOW DI, AWWA C110, C/L (430 LBS) W/TNEMEC SERIES TN140 PRIME COATING	1,260.42	1,260.42

25	2	EA	16" FLANGED MUD VALVE NON RISING STEM (367-1432) AIS EXEMPT	3,208.33	6,416.66
26	1	EA	16" X 2'-9" FLG X PE C/L WITH TN140 PRIMED	1,407.26	1,407.26
27	2	EA	1-1/4" X 8' 316SS PIPE NUT AND COUPLING STEM EXT AIS DOMESTIC	645.82	1,291.64
28	2	EA	STEM GUIDE SS WITH BUSING	1,041.43	2,082.86
29	9	EA	16" FLANGE-TYTE II FULL FACE GASKET SBR NSF61 RATED IMPORT	79.27	713.43
30	2	EA	16" MJ SLEEVE LONG PATTERN DI, AWWA C153, LESS ACCESSORIES (172 LBS)	495.28	990.56
31	2	EA	16" X 3'0" FLG X PE DI SPOOL, C/L TN140N PRIMED	1,407.26	2,814.52
32	1	EA	16" PROMAG W 400 DN400 MAG METER (5W4C4H-C6ILHP5DHA1SGA+EB)	27,030.03	27,030.03
33	2	EA	16" BFV WITH FLANGED ENDS DI BODY, EPDM PACKING EPDM SEAT, DI DISC WITH 316SS STEEL EDGE, SAHFT 316SS, 8MILS BLUE DEZURIK EPOXY, G SERIES HANDWHEEL, ENK NECK	9,182.59	18,365.18
34	84	EA	3" 304SS STEEL PIPE 21' LENGTH SECTIONS	41.18	3,459.12
35	3	EA	3" WELD 45 BEND 304SS IMPORT	14.69	44.07
36	4	EA	3" WELD 90 BEND 304SS	20.31	81.24
37	5	EA	3" SOCKET WELD NECK FLANGES 304SS IMPORT	66.87	334.35
38	5	EA	3" BOLT KIT,304 STAINLESS STEEL, 4 EA - 5/8" X 2-1/2" BOLT WITH NUT,IMPORT	10.67	53.35
39	5	EA	3" 1/8" FULL FACE RED RUBBER GASKET, 150#	2.12	10.60
40	1	EA	3" SWING CHECK FLANGED END 316SS BODY, DISC, INTEGRAL SEAT; BOLTED COVER, IMPORT ONLY (4371002260)	691.74	691.74
41	1	EA	3" FULL PORT BALL VALVE, 316SS BODY AND FLANGED END, 316SS BALL AND STEM, PTFE SEAL LOKING PIPE HANDLE IMPORT ONLY	762.48	762.48
42	180	FT	2" SCH 80 IPS PVC PIPE 20' LENGTH	2.11	379.80
43	6	EA	2" SCH 80 PVC 90 ELBOW SXS	6.17	37.02
			Subtotal		**104,075.59**
			Approximate Grand Total		**104,075.59**

Domestic Material Pricing

H.D. FOWLER COMPANY

Customer: BIDDING CONTRACTORS
Estimator: Ashton Bailey
Job Name: AIS COLUMBIA FALLS WWTP
Location: COLUMBIA FALLS

Quote #: M569346.1
Bid Date: 10/24/2024
rev_1

Line	Qty	UoM	Description	Unit Price	Extended Price
1	1	EA	16" X 5'5" FLG X PE DI SPOOL WITH WEEP RING AT 19" FROM FLANGED END, CEMENT LINED TN140 PRIMED, AIS DOMESTIC	3,395.73	3,395.73
2	54.75	FT	16" CL 50 DI PIPE TJ 18.25' LENGTH ASPHALTIC COATED ANSI/AWWA C151/A21.51 AND CEMENT LINED ANSI/AWWA C104/A21.4 WITH SBR GASKET	89.23	4,885.34
3	3	EA	16" FIELD LOK TYTON JOINT GASKET SB RUBBER IMPORT ANSI/AWWA C111/A21.11 Note: **NOT AVAILABLE IN AIS DOMESTIC**	496.39	1,489.17
4	2	EA	16" MJ SLEEVE LONG PATTERN DI, AWWA C153, LESS ACCESSORIES (172 LBS) DOMESTIC	920.89	1,841.78
5	1	EA	16" MJ 90 ELBOW DI, AWWA C153, C/L LESS ACCESSORIES (264 LBS) DOMESTIC	1,333.64	1,333.64
6	2	EA	16" MJ 45 ELBOW DI, AWWA C153, C/L LESS ACCESSORIES (202 LBS) DOMESTIC	1,025.31	2,050.62
7	6	EA	16" MEGA LUG RET GLAND W/MJ ACCESSORY KIT #1116DEC EBAA	315.93	1,895.58
8	2	EA	16" MJ SLEEVE LONG PATTERN DI, AWWA C153, LESS ACCESSORIES (172 LBS) DOMESTIC	920.89	1,841.78
9	1	EA	16" X 5'6" FLGXPE DI SPOOL C/L TN140N PRIMED AIS DOMESTIC	2,830.91	2,830.91
10	4	EA	16" MEGA LUG RET GLAND W/MJ ACCESSORY KIT #1116DEC EBAA	315.93	1,263.72
11	27	EA	LINK-SEAL LS-360-S EPDM & 316SS FASTENERS Note: **27LINKS PER 20" CORE**	22.16	598.32
12	1	EA	16" X 5'5" FLG X PE DI SPOOL WITH WEEP RING AT 19" FROM FLANGED END, CEMENT LINED TN140 PRIMED, AIS DOMESTIC	3,395.73	3,395.73
13	54.75	FT	16" CL 50 DI PIPE TJ 18.25' LENGTH ASPHALTIC COATED ANSI/AWWA C151/A21.51 AND CEMENT LINED ANSI/AWWA C104/A21.4 WITH SBR GASKET	89.23	4,885.34
14	2	EA	16" MJ SLEEVE LONG PATTERN DI, AWWA C153, LESS ACCESSORIES (172 LBS) DOMESTIC	920.89	1,841.78
15	1	EA	16" MJ 90 ELBOW DI, AWWA C153, C/L LESS ACCESSORIES (264 LBS) DOMESTIC	1,333.64	1,333.64
16	2	EA	16" MJ SLEEVE LONG PATTERN DI, AWWA C153, LESS ACCESSORIES (172 LBS) DOMESTIC	920.89	1,841.78
17	1	EA	16" X 5'6" FLGXPE DI SPOOL C/L TN140N PRIMED AIS DOMESTIC	2,830.91	2,830.91
18	10	EA	16" MEGA LUG RET GLAND W/MJ ACCESSORY KIT #1116DEC EBAA	315.93	3,159.30
19	56	EA	TRENTON #1 WAX TAPE 12" WIDE 18' LONG ROLLS	108.96	6,101.76
20	14	EA	TRENTON WAX-TAP PRIMER 1GAL	64.74	906.36
21	84	EA	TRENTON POLY-PLY 6" WIDE 50' LONG	23.46	1,970.64
22	1	EA	16" FLANGE 90 WITH 16" FLANGED SIDE OUTLET BIT COATED CEMENT LINED AIS DOMESTIC (473367)	8,810.93	8,810.93
23	1	EA	16" FL TEE DI, AWWA C110, C/L (635 LBS) DOMESTIC	6,735.85	6,735.85
24	1	EA	16" FL 90 ELBOW DI, AWWA C110, C/L (430 LBS) DOMESTIC W/TNEMEC SERIES TN140 PRIME COATING	5,201.27	5,201.27
25	2	EA	16" FLANGED MUD VALVE NON RISING STEM (367-1432) AIS EXEMPT	3,208.33	6,416.66
26	1	EA	16" X 2'-9" FLG X PE C/L WITH TN140 PRIMED AIS DOMESTIC	2,218.36	2,218.36

27	2	EA	1-1/4" X 8' 316SS PIPE NUT AND COUPLING STEM EXT AIS DOMESTIC	645.82	1,291.64
28	2	EA	STEM GUIDE SS WITH BUSING	1,041.43	2,082.86
29	9	EA	16" FLANGE-TYTE II FULL FACE GASKET SBR NSF61 RATED IMPORT	79.27	713.43
30	2	EA	16" MJ SLEEVE LONG PATTERN DI, AWWA C153, LESS ACCESSORIES (172 LBS) DOMESTIC	920.89	1,841.78
31	2	EA	16" X 3'0" FLG X PE DI SPOOL, C/L TN140N PRIMED AIS DOMESTIC	2,218.36	4,436.72
32	1	EA	16" PROMAG W 400 DN400 MAG METER (5W4C4H-C6ILHP5DHA1SGA+EB)	27,030.03	27,030.03
33	2	EA	16" FLG BUTTERFLY VALVE, STYLE BAW, WITH DI BODY EPDM PACKING, AND SEAT MATERIAL, SERVICE 150B, DI DISC SHAFT MATERIAL BLUE DEZURIK EPOXY 8 MIL COATING, G-SERIES HANDWHEEL ACTUATOR EXTENSION NECK CARBON STEEL, AIS DOMESTIC	11,525.92	23,051.84
34	84	EA	3" 304SS STEEL PIPE LENGHT 21' AIS DOMESTIC	63.12	5,302.08
35	3	EA	3" 304SS WELD 45 BEND AIS DOMESTIC	193.75	581.25
36	4	EA	3" 304SS WELD 90 BEND AIS DOMESTIC	218.75	875.00
37	5	EA	3" 304SS WELD NECK FLANGE BEND AIS DOMESTIC	468.75	2,343.75
38	5	EA	3" 304SS BOLT KIT 4EA 5/8" X 2-3/4" AIS DOMESTIC	49.04	245.20
39	5	EA	3" 1/8" FULL FACE RED RUBBER GASKET, 150#	2.12	10.60
40	1	EA	3" SWING CHECK FLANGED END 316SS BODY, DISC, INTEGRAL SEAT; BOLTED COVER, AIS DOMESTIC	691.74	691.74
41	1	EA	3" FULL PORT BALL VALVE, 316SS BODY AND FLANGED END, 316SS BALL AND STEM, PTFE SEAL LOCKING PIPE HANDLE AIS DOMESTIC	762.48	762.48
42	180	FT	2" SCH 80 IPS PVC PIPE 20' LENGTH	2.11	379.80
43	6	EA	2" SCH 80 PVC 90 ELBOW SXS	6.17	37.02
			Approximate Total		**152,754.13**

Matt Borlaug / Whitefish Sign Company
231 E 1st St. Suite G Whitefish, MT 59937
whitefishsigncompany@gmail.com
(406) 730-8818

Invoice is Past Due on Tue, 10/08/2024

Invoice 1196

SALES REP INFO
Matt Borlaug
whitefishsigncompany@gmail.com
(406) 730-8818

QT#
1242

INVOICE DATE
Tue, 10/08/2024

INV.DUE DATE
Tue, 10/08/2024

TERMS
Due on receipt

ORDERED BY
Prospect Construction

CONTACT INFO
Benjamin White
bwhite@prospectconst.com
(360) 337-9633

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)	TAXABLE
1	**Design - File set up for print** Had to recreate logos, and design the sign to supplied rendering.	0.5	Hr	$100.00	$50.00	Y
2	**Infrastructure Law Sign** Rigid MDO sign printed / gloss laminated 1 quantity single sidedd 72" wide x 48" tall	1	Each	$498.00	$498.00	Y

#	PAID ON	METHOD	AMOUNT
1	**Fri, 10/11/2024**	: -XXXX-4969 Auth: 011145	$274.00

Final payment is due when invoices are received unless credit terms have been extended to include NET 30. If payments for past orders are not received within 60 days, we reserve the right to cancel future orders.

Past Due Invoices are subject to a Late Payment Fee of $XX.XX for each month past due, and (or) a X% Finance Charge of the outstanding balance due each month. All materials remain the property of Company Name until paid for in full.

Subtotal:	**$548.00**
Sales Tax (0%):	**$0.00**
Total:	**$548.00**
Total Paid:	**$274.00**
Balance Due:	**$274.00**

SIGNATURE:

DATE:

PRINTED ON WED, 10/23/2024 10:55 AM BY CREATED BY

COLUMBIA FALLS
MONTANA

City Council
Agenda Item Summary

Title: Selection of Executive Recruiting Firm for City Manager Search

Date: November 18, 2024

Staff Contact: Mark Shrives

AGENDA ITEM SUMMARY: Approval of proposal submitted for executive search of City Manager

BACKGROUND: The City Council tasked the Interim City Manager to lead the hiring process of a new City Manager. The Interim City Manager recommended the hiring of an executive search firm in order to get nationwide exposure and use their expertise in finding and vetting potential candidates prior to interviews by the City Council.

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

FINANCIAL CONSIDERATIONS: Clear Career Professionals provided a full recruitment bid package at a cost of $17,000.

STAFF RECOMMENDATION: The City Council hiring committee recommends the City Council approve selection of Clear Career Professionals LLC to conduct the City Manager search for the city,

SUGGESTED MOTION: I move to approve the City Manager search proposal submitted by Clear Career Professionals LLC, and to authorize the Interim City Manager to negotiate a final contract with the firm.

ATTACHMENTS: Proposal Submitted by Clear Career Professionals LLC.

Clear Career Professionals, LLC

Proposal to Provide Professional
Executive Recruitment Services for the
Columbia Falls, Montana
City Manager Position

Michael Boese M.P.A., President
3000 Custer Rd #270191
Plano, TX. 75075
(972) 837-0916
michael@clearcareerpro.com

TABLE OF CONTENTS

Clear Career Professionals
3000 Custer Rd # 270191
Plano, Tx
972-837-0916
www.clearcareerpro.com

October 29, 2024

Mark Shrives
Interim City Manager
City of Columbia Falls

RE: Request for Proposals for Executive Search Firm for the City Manager Candidate Search

Dear Selection Committee:

Clear Career Professionals is pleased to submit our proposal to assist the City of Columbia Falls in recruiting its next City Manager. With our extensive experience in municipal recruitment, we are uniquely positioned to guide your City through a recruitment process that ensures the selection of a highly qualified leader who can meet the needs and expectations of the city and its community.

We are confident in our ability to meet the City's requirement of hiring a City Manager no later than March 3, 2025. We understand the critical role the City Manager plays in managing day-to-day operations while also leading strategic initiatives that shape the future of the city. Columbia Falls requires a City Manager who can bring innovative solutions to key challenges—managing the city's growing economy, efficiently deploying city resources, and ensuring that public services meet the needs of residents, businesses, and visitors alike. This includes managing a broad range of departments, from public safety to public works, and overseeing significant capital projects.

We go beyond the typical recruitment process by developing a deep understanding of your city's needs, culture, and long-term goals. Our recruitment process is not just about finding candidates who meet the basic qualifications. We focus on identifying individuals who are aligned with the specific leadership and management qualities Columbia Falls needs to continue its positive trajectory. Our team's background in municipal governance allows us to understand the complexities that come with managing cities, both large and small, and we are committed to ensuring that your next City Manager will have the skills and vision to succeed.

What sets us apart is our personalized and relationship-driven approach to recruitment. We specialize in attracting top-tier candidates from across the country, leveraging our vast network and proactive outreach methods. Rather than waiting for candidates to come to us, we engage directly with potential candidates, ensuring a diverse and highly qualified pool that matches your needs. Our focus on relationship-building with candidates and clients allows us to create a recruitment process that is transparent, collaborative, and results-driven.

With our commitment to delivering a tailored recruitment experience and our ability to attract national talent, we are confident that Clear can help Columbia Falls find a City Manager who will be an excellent fit for the community and its future goals.

M. Boese

Michael Boese, President

WHY CHOOSE US?

PROFILE

Clear Career Professionals is a Texas-based national recruitment and professional services firm specializing in building stronger teams for municipal governments. Our approach is both flexible and cost-effective, carefully tailored to meet the unique needs of each client. Whether it's identifying top talent for leadership roles or managing large-scale recruitment initiatives, we customize our process to align with your specific goals. We understand that a one-size-fits-all approach doesn't work, and our commitment is to deliver solutions that best fit your organization's needs.

Our team is composed of seasoned government professionals who understand the distinct challenges municipalities face. With decades of experience working within the public sector, we know what it takes to find candidates who are not only qualified but aligned with the mission and culture of your community.

What truly sets us apart is our unwavering commitment to customer service. Our collaborative process, clear communication, and consistent follow-through ensure that we deliver successful outcomes while minimizing costs and saving your staff valuable time.

At Clear Career Professionals, we're not just filling positions—we're helping build the future of your organization.

OUR NETWORK & APPROACH

We specialize in direct recruitment, drawing on our extensive experience as former city managers and public sector leaders. We understand the importance of identifying and attracting the right candidates capable of effectively leading and supporting your organization. Our extensive network allows us to maintain direct connections with accomplished public managers and professionals, enabling us to engage with qualified candidates tailored to your specific requirements.

Our recruitment process is meticulously targeted. We leverage our professional relationships and utilize trusted industry channels, including newsletters, publications, social media, and professional websites frequented by top candidates. This personalized approach ensures that we identify individuals who align with your organizational goals and culture.

While we emphasize diversity through partnerships with professional organizations, our primary objective remains the recruitment of the most qualified candidates. Our streamlined, experience-driven process minimizes both time and cost, ensuring efficient delivery of high-quality results.

RECRUITMENT HISTORY
24 MONTHS

City of Kerrville - City Manager

City of Murphy - City Manager

City of Clear Lake Shores - City Administrator

City of Van Horn - City Administrator/City Secretary

City of Kemah - City Administrator

City of Merkel - City Manager

City of Whitesboro - City Manager

City of Hondo - City Manager

City of Morgan’s Point Resort - City Manager

City of Fair Oaks Ranch - Assistant City Manager

City of Dalhart- City Manager

City of Jamaica Beach - City Administrator

City of Meadowlakes - City Manager

Village of Salado - Village Administrator

Item No.6.

REFERENCES

1. **Robin Collins, Mayor**
City of Kemah, Texas
Phone: (281) 334-1611
Email: rcollins@kemahtx.gov

2. Chelsie Montgomery, Human Resources Director
City of Murphy, Texas
Phone: (972) 468-4018
Email: cmontgomery@murphytx.org

3. Joanna Merrill, Director of Human Resources & Communications
City of Fair Oaks Ranch, Texas
Phone: (210) 698-0900 ext. 203
Email: jmerrill@fairoaksranchtx.org

4. John McAnelly, Mayor
City of Hondo, Texas
Phone: (830) 426-3378
Email: mayor@hondo-tx.org

5. Judy Eychner, Mayor
City of Kerrville, Texas
Phone: (830) 257-8000
Email: judy.eychner@kerrvilletx.gov

"As with any city, we had many other things we needed to focus on in addition to hiring. As Mayor, I would not hesitate to recommend your services to other cities.

John McAnelly
Mayor
City of Hondo, Texas"

"Overall, I strongly recommend Michael Boese with Clear Career Professionals LLC. His skills, work ethic, and personality would make him a great asset to any organization that is seeking his professionalism. If you have any further questions, please do not hesitate to contact me.

Michael Garibay
City Alderman
Van Horn, Texas"

GENERAL RECRUITMENT TIMELINE

Clear Career Professionals customizes the recruitment process to align with your goals, ensuring successful outcomes.

Recruitment Foundation
2 Weeks

- In-person meetings with council members & city staff
- Meetings with community stakeholders
- Determine the Selection Criteria
- Create a Custom Candidate Profile

Recruitment Strategy
4 Weeks

- Create a Detailed Recruiting Brochure
- Direct Outreach to Network & Candidates
- National, State, & Regional Postings

Identify Top Candidates
2 Weeks

- Screen Candidates
- Identify Semi-Finalists with Selection Committee
- Complete Virtual interviews with Semi-Finalists
- Obtain Unique Leadership Profiles
- Recommend Finalists to Selection Committee

Verify & Check Finalists
2 Weeks

- Complete Detailed Reference & Background Verifications on Finalists
- Complete Social Media and News Investigation for each Finalist
- Complete Academic Verifications

Interview & Hire
2 Weeks

- Schedule Finalist Interviews
- Facilitate Finalist Interviews
- Assist with Finalist Selection

RECRUITMENT FOUNDATION

The cornerstone of our recruitment process is understanding your community, its unique attributes, and the specific leadership qualities it requires. We recognize that finding the right leader is not a one-size-fits-all endeavor. Each organization has its distinct culture, priorities, and strategic goals, and our approach is designed to reflect and enhance these elements in finding the ideal candidate.

Our recruitment process begins with a detailed community profile, crafted through firsthand experience and thorough engagement. As former public executives, we recognize the critical importance of not only understanding your organization's needs but also immersing ourselves in your community to grasp its identity and dynamics. We allocate dedicated time to experience the community's amenities, economy, and character, while also engaging in in-depth conversations with key personnel and stakeholders.

Our information-gathering phase includes comprehensive in-person interactions with city staff, department heads, and essential community stakeholders, such as representatives from local businesses, community organizations, government agencies, and civic groups. These engagements extend to the Mayor, City Council, and Interim City Manager, allowing us to fully understand your organization's priorities, challenges, and culture from multiple perspectives.

Throughout these discussions, we examine the specific qualifications, professional background, and leadership qualities desired for the role. By understanding the expectations and strategic priorities of the organization, we gather critical insights that inform our development of precise selection criteria, a detailed position description, and an ideal candidate profile. These documents form a strong foundation for the recruitment process, ensuring that each stage is aligned with the organization's unique needs and values.

RECRUITMENT STRATEGY

Clear Career Professionals works closely with you to design a comprehensive, targeted outreach strategy that actively promotes your open position and engages top-tier candidates. Our approach is designed to reach a wide range of seasoned professionals at the national, state, regional, and local levels, ensuring a diverse and highly qualified candidate pool.

Leveraging Our Network

Our strategy is powered by an expansive network of professionals in city and municipal management. Through our established relationships, we connect with candidates who are actively exploring new opportunities as well as those who may not be actively seeking but are ideally qualified. A key component of our outreach is the custom recruitment brochure we develop for your position. This brochure highlights the role's requirements, the unique opportunities in your community, and the city's challenges and priorities, positioning your community as an appealing place for both professional growth and quality of life.

Engaging with ICMA, the AAME, and Other Key Professional Associations

To further expand our reach, we actively engage with leading professional associations, including the International City/County Management Association (ICMA) and the American Association of Municipal Executives (AAME), under the leadership of Joseph Turner. These organizations provide direct access to a network of experienced municipal executives across the country. As members, we leverage these networks, resources, and events to ensure that your recruitment reaches well-regarded professionals nationwide.

National Recruitment for a Diverse, Qualified Candidate Pool

Clear Career Professionals is committed to attracting a broad and diverse range of candidates from across the nation. We collaborate with multiple diversity-focused organizations, ensuring we reach professionals with varied backgrounds and perspectives. Our approach prioritizes finding the most qualified candidates with the skills and vision that align with your organization's needs and values.

Digital & Social Media Outreach

To maximize visibility, Clear Career Professionals promotes your recruitment brochure across various social media and digital platforms, including LinkedIn and professional municipal job boards. This targeted online presence allows us to engage with a wide-reaching audience and effectively attract a pool of candidates who align with your city's goals.

IDENTIFY TOP CANDIDATES

Once the custom recruitment strategy and marketing tools are approved, Clear Career Professionals initiates a proactive and streamlined approach to identify top candidates. We leverage our extensive network as the first point of contact, reaching out to carefully selected professionals nationwide who meet the profile criteria and encouraging them to consider the opportunity.

We systematically review, categorize, and evaluate all candidate applications according to the pre-established rating criteria, ensuring alignment with the desired skills, experience, and leadership qualities. This approach creates a highly qualified and strategically curated candidate pool tailored to meet the unique needs of your organization.

Throughout the recruitment process, we maintain full transparency by providing weekly progress reports detailing the candidate pool's evolution. All candidate information is meticulously organized and accessible, allowing us to keep accurate records for comprehensive reporting at the process's conclusion. Every candidate who submits a resume receives immediate acknowledgment and a clear timeline of the recruitment stages, ensuring they remain well-informed. We prioritize consistent communication, providing candidates with weekly updates on the process and their status, fostering a professional and engaging experience.

When the application period closes, Clear presents the city with a list of 8-10 recommended semi-finalists. Each semi-finalist participates in an interactive video storytelling interview, allowing them to narrate their professional journey. This format captures not only their career trajectory but also provides insights into their leadership style, personality, and ethical approach, offering a comprehensive view of each candidate's personal and professional demeanor.

Our semi-finalist report includes all relevant recruitment materials, a master list of applicants, and for each semi-finalist: their cover letter, resume, unique leadership profile, and video interview. This in-depth package allows you to fully assess each candidate and make informed decisions as we identify and recommend finalists for in-person interviews with the selection committee and/or City Council.

VERIFY CANDIDATE BACKGROUND

Once you approve of finalists for on-site interviews, our team initiates a thorough background verification process encompassing comprehensive reference checks, background examinations, detailed social media reviews, and academic verifications. A comprehensive report summarizing all findings will be presented to you for thorough review prior to the commencement of finalist interviews and the selection process. This ensures that you have a complete and informed perspective before making the ultimate decision.

For the background checks, we will collect information on the candidates in the following areas:

- City/County/State Criminal
- Federal District Criminal
- City/County/State Civil Litigation
- Employment Verification
- Reference Verification
- Social Media Review
- Federal District Civil Litigation
- Judgement/Tax Lien
- Sex Offender Registry
- Motor Vehicle Driving Record
- Educational Verification
- Professional Association Verification

INTERVIEW AND HIRE

Item No.6.

Upon finalizing the candidate verification and assessment, we will collaborate with you to craft the ultimate interview blueprint. This blueprint will be tailored to your organization's specific needs and objectives, ensuring a focused and effective interview process. Before conducting the interviews, we will furnish you with a comprehensive Final Candidate Report. This report will include each finalist candidate's cover letter, resume, unique leadership profile, semi-finalist video interview, and a detailed background/reference verification report.

In addition to this final report, we will provide a set of recommended interview questions tailored to the position and aligned with your organizational goals. These questions are designed to elicit responses that highlight each candidate's qualifications, experience, and fit for your organization. To ensure seamless execution and uphold the integrity of the interview process, our team will be present to facilitate the finalist interviews. We will manage the logistics, coordinate with interview panel members, and ensure that the process runs smoothly and efficiently.

Our commitment is to create an interview approach that is not only exhaustive but also reflective of the mission and vision of your organization. We understand that selecting a leader is a critical decision, and our goal is to provide you with the tools and support necessary to make an informed choice. Throughout the interview process, we emphasize transparency, consistency, and fairness to ensure that each candidate is evaluated thoroughly and objectively.

At the conclusion of the selection process, we will work closely with you to notify candidates of the final decision. This includes communicating with both successful and unsuccessful candidates, providing them with feedback if desired, and addressing any questions or concerns they may have. We will also confirm final process close-out items with you, ensuring that all documentation and records are properly maintained and that the transition to the new leader is smooth and well-coordinated.

By partnering with us, you can be confident that every aspect of the interview and hiring process is handled with the utmost professionalism and care. Our goal is to help you select a leader who not only meets the technical requirements of the position but also embodies the values and vision of your organization.

2-YEAR RECRUITMENT GUARANTEE

We proudly offer a two-year guarantee for any candidate selected through our full recruitment process. If the individual hired leaves the position for any reason within two years, we will conduct a new recruitment at no additional cost to the city. This guarantee reflects our confidence in the thoroughness of our recruitment and selection process.

AGREEMENT TO USE CITY CONTRACT

We can provide our standard engagement agreement or execute a standard contract form provided by the City if preferred. Clear Career Professionals further acknowledges that our firm maintains, or will acquire, the minimum or greater of the insurance limits required.

AGREEMENT TO COMPLETE PROJECT ACCORDING TO PROJECT SCHEDULE

The timeline provided is a general breakdown of tasks, milestones, and timeframes to support a thorough and successful recruitment process.

This timeline is a suggestion only and we will work with you to finalize and approve an exact timeline.

OVERALL COST AND VALUE OF PROJECT

CITY MANAGER RECRUITMENT:

Clear Career Professionals offers a firm, fixed fee of $17,000 which includes all our expenses and costs.

The only thing you will pay Clear Career Professionals is the agreed upon fee. This includes costs for professional graphic design, background, and academic verification, and consultant travel and expenses. This means the only other costs you will be responsible for are the costs associated with the candidates' (and spouses, if invited) travel, accommodations, and meals for the interview process.

The advantage to you is you know exactly what you will pay and do not have to worry about reviewing costs associated with the project.

We will bill the fee as the phases are completed and according to the following schedule:

- $9,000 upon execution of the contract
- $5,000 upon selection of the group of semi-finalists
- $3,000 upon selection of final candidate

Michael Boese, MPA

President

Michael Boese, MPA, brings over 25 years of leadership experience in the public sector, marked by his expertise in municipal service, executive recruitment, and consulting. As President of Clear Career Professionals LLC, Michael leads the firm's initiatives in executive recruitment, leadership coaching, and strategic municipal consulting, providing tailored solutions for government entities nationwide.

Michael's recruitment experience is extensive, having led 24 executive recruitments over the past 2 years, 8 of which were for City Manager roles. His comprehensive understanding of municipal needs and executive leadership enables him to connect cities with candidates who align with the unique demands of each position.

As City Manager of Keene and City Administrator of Wimberley, Michael led impactful initiatives in sustainability, economic development, and tourism. Additionally, he served as Chief of Police for the City of Venus, Texas, and as Commander of the Professional Standards Unit with the Plano Police Department. In Plano, he developed a city-wide recruiting initiative, including the renowned Women in Law Enforcement recruiting event, which promoted workforce diversity and inclusivity.

Michael's combined experience in law enforcement leadership and municipal administration gives him a unique perspective on succession planning and organizational improvement. As a respected public speaker and instructor at the Leadership Command College (LCC) within the Law Enforcement Management Institute of Texas (LEMIT), he teaches executive leadership and police legitimacy, contributing to the development of future leaders in the public sector.

A co-founder of Clear Career Professionals, Michael is dedicated to fostering community-focused leadership and enhancing organizational excellence. His commitment to public service and strategic recruitment has made him a trusted advisor to municipalities and candidates alike.

Education

Bachelor of Arts in History
Metropolitan State University
Denver, Colorado

Master of Public Affairs
University of Texas Dallas
Richardson, Texas

Professional Affiliations

TCOLE Master Peace Officer, ICMA, TCMA, NTCMA, Region 6 & 7 TCMA, GFOA, TPCA, past member of the Texas Police Chief's Legislative Committee, and the Professional Development Committee for the Texas City Manager Association, Instructor at the Bill Blackwood Law Enforcement Management Institute of Texas (LEMIT) Leadership Command College

Kent Myers, Ph.D.

Vice President

Education

Bachelors in Criminal Justice
University of Texas
Arlington, Tx

Master of Public Administration
Texas Christian University
Ft. Worth, Texas

Ph.D. Leadership Studies
Our Lady of the Lake University
San Antonio, Texas

Professional Affiliations

ICMA, TCMA, ICMA Taskforce on job hunting handbook, TCMA Public Policy Committee, TCMA Ethics Trainer, TPPA Past President,
Arkansas Municipal League

Kent Myers, Ph.D., Vice President of Recruitment Services will collaborate with you to develop the recruitment plan and lead the search for your next City Manager.

As a seasoned professional with a 45-year tenure in city management, Dr. Myers brings a wealth of experience and leadership to any organization. Serving as the City Manager of Fredericksburg for a decade, Dr. Myers has established a track record of successful governance and community engagement. His career began as the first City Manager in Converse, Texas, and expanded to include City Manager positions in Casa Grande, Arizona; Hot Springs, Arkansas; and Port Angeles, Washington.

In 2021, Dr. Myers received a Ph.D. in Leadership Studies from Our Lady of the Lake University. Committed to community service, he actively participated in the Fredericksburg Morning Rotary Club and has been honored with the National Service to Youth Award from the Boys and Girls Clubs of America. Dr. Myers' dedication extends to education, where he served as the Manager in Residence (MIR) at the University of Texas at San Antonio for seven years. Recognized for his exceptional mentorship, Dr. Myers received the TCMA Mentor of the Year Award, showcasing his commitment to developing the next generation of leaders. As Past-President of the Texas Public Power Association (TPPA), he has demonstrated strategic leadership in the public sector.

Throughout his career, Dr. Myers played a pivotal role in hiring numerous department directors, contributing to the recruitment of highly qualified professionals in public works, planning, finance, police, and fire departments across various cities. As Vice President of Recruitment for Clear Career Professionals, Dr. Myers has lead the search for City Manager positions of Kerrville, Murphy, Kemah, and other cities. Dr. Myers is poised to bring his extensive expertise, strategic vision, and community-oriented approach to your recruitment, continuing to make a positive impact on local governance and leadership development.

ATTACHMENTS:

- Insurance
- Draft Agreement
- City of Kerrville Brochure

CERTIFICATE OF LIABILITY INSURANCE

DAT 09 | Item No.6.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hiscox Inc. 5 Concourse Parkway Suite 2150 Atlanta GA, 30328	**CONTACT NAME:**		
	PHONE (A/C, No, Ext): (888) 202-3007	**FAX (A/C, No):**	
	E-MAIL ADDRESS: contact@hiscox.com		
	INSURER(S) AFFORDING COVERAGE		**NAIC #**
	INSURER A : Hiscox Insurance Company Inc		10200
INSURED Clear Career Professionals LLC 3000 Custer Road, Suite 270191 Plano, TX 75075	**INSURER B :**		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:			P101.999.376.3	11/07/2024	11/07/2025	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 0
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ S/T Gen. Agg.
								$
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER STATUTE / OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DAT 10 | Item No.6.

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PRODUCER
Hiscox Inc.
5 Concourse Parkway
Suite 2150
Atlanta GA, 30328

CONTACT NAME:
PHONE (A/C, No, Ext): (888) 202-3007 **FAX (A/C, No):**
E-MAIL ADDRESS: contact@hiscox.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Hiscox Insurance Company Inc	10200
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Clear Career Professionals LLC
3000 Custer Road, Suite 270191
Plano, TX 75075

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE / OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY / PRO-JECT / LOC OTHER:						EACH OCCURRENCE	$
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
							GENERAL AGGREGATE	$
							PRODUCTS - COMP/OP AGG	$
								$
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS / SCHEDULED AUTOS HIRED AUTOS / NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR EXCESS LIAB / CLAIMS-MADE DED / RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER STATUTE / OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Professional Liability			P101.999.150.3	11/07/2024	11/07/2025	Each Claim: $ 2,000,000 Aggregate: $ 2,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Clear Career Professionals

Agreement for Executive Level Recruitment Services

Position: City Manager

between

Clear Career Professionals, LLC, (Clear) and City of Columbia Falls ("Organization")

Scope of Services:

Clear shall provide all services for recruitment as described in the formal recruitment proposal submitted and described in abbreviated form as follows:

- Development recruitment plan and timeline
- Production of a professional position brochure
- Advertising and marketing of the position
- Communication with prospects and candidates
- Initial screening and review of candidate applications
- Briefing with the selection committee, city manager, or hiring manager to facilitate the selection of semifinalists
- Leadership Profile Paper, for up to eight (8) semifinalists
- Recorded virtual interviews for up to eight (8) semifinalists
- Electronic delivery of semifinalist information packet and online interviews
- Briefing with the selection committee, city manager, or hiring manager to facilitate the selection of finalists
- Assistance with development of advanced exercise for finalist candidates, if desired
- Comprehensive Media Reports for up to four (4) finalist candidates
- Comprehensive background/reference verification reports on up to four (4) finalist candidates
- Electronic delivery of finalist comprehensive report
- Assistance with interview questions and interview schedule, if desired
- Assistance with stakeholder engagement, if desired
- Assistance with negotiating terms and conditions of employment, if desired

- Up to Two (2) in-person visits by the Recruiter to the Organization.
- Weekly updates regarding the progress of the recruitment, and/or direct access to Clear's applicant tracking system.

The Organization agrees:

- To provide the position description, salary range, benefits, photos/graphics and information necessary to develop the position brochure
- To respond to drafts of documents and reports in a timely manner; failure to do so may extend timelines and can negatively impact the outcome of the process
- To refer all prospective applicants to Clear and shall not accept applications independently during the recruitment / selection process
- To provide reproduction of hard copy brochure, if desired
- To provide any direct mailings desired by the Organization
- To provide legal opinions to Clear regarding when and if any information must be released in accordance with Public Information requests
- To directly reimburse finalists for travel-related expenses to finalist interview
- That Organization is ultimately responsible for candidate selections and that Organization will not discriminate against any candidate on the basis of age, race, creed, color, religion, sex, sexual orientation, national origin, disability, marital status, or any other basis that is prohibited by federal, state, or local law.
- To comply with the Fair Credit Reporting Act (FCRA) with regard to any pre- or post-adverse action notices and requirements if the Organization decides not to hire a candidate as a result of their credit history report

Clear shall be compensated by the Organization as detailed below:

Firm, fixed fee which includes all our expenses and costs: = $17,000

Billing:

The professional service fee for the recruitment is billed in three installments during the course of the recruitment. The initial installment will be billed after this agreement is executed. The second installment will be billed after semifinalists are selected. The final installment will be billed once a candidate has formally accepted the position.

$9,000 upon execution of the agreement

$5,000 upon selection of the group of semi-finalists

$3,000 upon selection of final candidate

Organization Contact for Invoicing:

Name:

Position:

Email:

Address:

Phone:

Service Guarantee:

Clear guarantees your satisfaction with the results of the executive-level recruitment for a period of two (2) years if the selected candidate is chosen from one of the eight (8) semi-finalists mutually agreed upon by both the Organization and Clear. Should you not be satisfied, Clear will repeat the entire recruitment process once more, charging only for expenses incurred.

Service Guaranteed includes:

- Termination of professional with or without cause
- Voluntary resignation of professional

Expenses in the event of a repeat search shall include:

- Ad placements, as approved by the organization, will be billed back at actual cost with no markup for overhead.
- Up to two (2) multi-day onsite visits by one Recruiter to the Organization, Meals are billed back at a per diem rate of $15 for breakfast, $20 for lunch, and $30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.

If the Organization desires any supplemental services not mentioned in the service section above, an estimate of the cost and hours to be committed will be provided at that time, and no work shall be done without approval.

Clear Career Professionals

Agreement for Executive Level Recruitment Services

Terms and Conditions:

- The Organization reserves the right to terminate this agreement at any time upon giving Clear seven days advanced written notice to Clear, Attn: Michael Boese, 3000 Custer Road #270191, Plano, Texas 75075 or by email to Michael@clearcareerpro.com. In such an event, Clear will be compensated for all work completed up to and through the date of termination.
- The Organization acknowledges that the nature of executive recruitment is such that Clear engages in discussions with prospects throughout the process who may or may not ultimately become a candidate, and that Clear is utilizing its proprietary network of relationships to identify and engage prospective candidates, and that premature release of such proprietary information, including names of prospective candidates who Clear may be having conversations with as part of the recruitment process, may be damaging to the prospects and Clear. Accordingly, the Organization acknowledges and, to the extent provided by law, agrees that all information related to this search is proprietary, and remains the property of and under the exclusive control of Clear, regardless of whether such information has been shared with the Organization or not, including all decisions regarding release of information, until such time that a finalist is named. At the time finalists are determined, all information related to the finalists shall become the property of the Organization and all decisions regarding public disclosure shall be determined by the Organization, except that psychometric assessments, questionnaires, and any information produced by Clear is proprietary and shall not become the property of the Organization or subject to disclosure. If the Organization receives an open records request, the Organization shall notify and share the request with Clear in writing as soon as possible but within no more than three (3) business days of receipt. The Organization shall provide sufficient time for Clear to notify and provide advance notice to the impacted individuals prior to the Organization releasing the required information with protected information redacted.

Approved and agreed to, this the _____ day of ____________________, 2024 by and between

______________________________ ______________________________

Michael Boese, President (Clear) City of Columbia Falls

Item No.6.

CITY MANAGER

KERRVILLE, TEXAS

Position Marketed by
Clear Career Professionals
www.clearcareerpro.com

Clear Career Professionals

Item No.6.

The Community

Kerrville, Texas, (population of 24,752), is named after James Kerr, a major in the Texas Revolution. Serving as the county seat of Kerr County, Texas, Kerrville has a storied history dating back to the 1690s when Alonso De Leon, a Spanish explorer and governor, discovered a river of rare beauty lined with giant cypress trees and named the river "Our Lady of Guadalupe". Nestled in the heart of the Texas Hill Country, right along the gorgeous Guadalupe River, Kerrville is a vibrant community full of friendly people, where clean fresh air and breathtaking views are a way of life.

With beautiful parks and abundant recreational activities, Kerrville has long been recognized as one of the healthiest areas of Texas. Kerrville and the surrounding areas are full of historic sites which have shaped the history of Texas. Residents and visitors enjoy an active lifestyle with many fun and exciting things to do.

With a lively historical downtown district, the city comprised of 20.7 square miles is located in eastern Kerr County. Only 65 miles northwest of San Antonio and 24 miles southwest of Fredericksburg.

The Kerrville Police Department is TPCA Accredited and staffed with 61 sworn personnel. The Fire Department is an ISO 2 department with 81 dedicated team members. The Public Works Department operates and maintains water production and distribution, water reclamation, wastewater collection, streets and bridges, drainage, and solid waste/recycling.

The community is served by the highly rated Kerrville Independent School District, an accredited 5-A school district. With six traditional campuses, one early childhood center, and an academic alternative high school, Kerrville ISD educates more than 4,950 students.

Kerrville has a diversified group of residents who share a love of living in the Texas Hill Country in a unique historical community.

Population
24,752

Median Income
$57,107

Median Home Value
$206,400

Governance and Organization

The City of Kerrville (https://www.kerrvilletx.gov/) is a Home Rule Municipality with a five-member City Council comprised of four council members and the mayor. The City Council establishes a vision, considerers local legislation, makes appointments to the organization's commissions and committees, approves the annual budget, and appoints the city manager. The city manager is the chief executive officer of the city, leading the organization's employees, managing an annual budget of $97.7 million, and is responsible to the council for the management of all city affairs. After appointment, the city manager is required to reside within city limits. The mayor and all four council members are elected at large to two-year terms with two council members being elected the opposite year as the mayor and two council members.

The City's current departments include Administration, Finance, Police, Fire, Emergency Medical Services, City Secretary, Information Technology, Development Services, Human Resources, Public Works, Public Library, Parks & Recreation, Office of Innovation, and the Municipal Court.

The Position

Under the direction of the City Council, Kerrville's City Manager serves as the organization's chief administrative officer, ensuring daily operations align with the City Council's vision, policies, and community goals.

The position manages and coordinates projects, develops and presents the annual budget, monitors expenditures and the City's adherence to federal, state, and local laws, and serves as a sounding board for elected and appointed leaders, providing the background, data, and guidance they need to make informed decisions. It also assists in setting short-term and long-term goals for the organization with an eye on sustainable finances and maintaining Kerrville's excellent quality of life.

The successful candidate will monitor the performance of City employees, review policies and procedures to improve customer service, and make recommendations to City Council as needed to keep the organization's workforce efficient and effective. The position is also responsible for contract administration and enforcing City laws, permits, and franchises.

As the organization's leader, the City Manager is responsible for providing direction and support to City departments, demonstrating exemplary character, resolving grievances, and inspiring employees. He/She should also play an integral role in representing the City to residents, developers, business owners, members of the media, neighboring communities regional organizations, and state and federal agencies.

Position Priorities

- Commitment to the fulfillment of the 2050 Comprehensive Plan
- Mentoring and continued development of the management team
- Developing capital for quality-of-life projects
- Effectively managing the $45 million public safety building project
- Continued improvements to City's infrastructure
- Downtown beautification
- Increasing community support for future financial obligations

Position Challenges

- Limited Workforce Housing
- Aging Infrastructure
- Accelerated City growth
- Preparing for the solar eclipse
- Limited local childcare for workforce
- Employee retention

Opportunities

- Working with stable, effective, and professional management staff
- Overall good financial position
- Updates to multiple city ordinances
- Extension of river trail
- Improved relations with Kerr County
- Supportive community
- Great Comprehensive Plan
- Excellent community leaders and volunteers
- Engaged community philanthropy

The Ideal Candidate

MINIMUM QUALIFICATIONS

- Possession of a Master's Degree in Public Administration or a related field from an accredited college or university.
- Five to seven years of increasingly more responsible experience in local government, including service as a city manager or assistant city manager.
- Strong, experienced local government manager with a solid background of successful accomplishments in responsible management positions in an organization comparable to the City of Kerrville or larger.
- Experience with a rapid growth environment and effective growth management policies, including experience with the management of water resources and the conservation of natural resources.
- Strong background in municipal budgeting and finance.
- Strong background in motivational techniques.

PREFERRED CHARACTERISTICS

- Servant leadership skills
- Effectiveness in leading diverse groups
- High level of integrity and empathy
- Approachable with excellent communication skills
- Active in the community
- Long-Range vision for the community
- Understanding of the small-town culture
- Commitment to continuous improvement
- Enthusiasm

Compensation and Benefits

The City of Kerrville is offering a salary range of $180,000 to $220,000 for this position commensurate with experience and qualifications. The organization also provides a competitive benefits package including medical insurance with dental and vision options, as well as term life insurance. Additional benefits include paid holidays, sick leave, vacation leave, and long-term disability.

The City of Kerrville participates in the Texas Municipal Retirement System (TMRS), which pairs a 7% employee contribution with a 2:1 employer match.

How To Apply

The position is open until filled.
First Review Deadline: 5 p.m. | Friday | July 21, 2023

Please email your cover letter and resume in .pdf format to
applykerrville@clearcareerpro.com
Faxed and mailed submissions will not be considered.

For more information on this position contact:
Kent Myers, Vice President of Recruitment Services - 830.998.4101
kent@clearcareerpro.com

The City of Kerrville is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is the City's intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.

Resources

City Website:
https://www.kerrvilletx.gov

Kerrville Convention & Visitors Bureau
https://www.kerrvilletexascvb.com/

Kerrville ISD Website:
www.kerrvilleisd.net

Kerr County Website:
www.kerrcountytx.gov

Kerrville 2050 Comprehensive Plan
www.kerrvilletx.gov/1617/Kerrville-2050-Comprehensive-Plan

Kerrville EDC
www.kerredc.com/

COLUMBIA FALLS
MONTANA

City Council
Agenda Item Summary

Title: Acceptance of Saint Richards Subdivision Water Main Extension by Boys and Girls Club of Glacier Country Inc. and Release of Irrevocable Letter of Credit.

Date: November 18, 2024

Staff Contact: Mark Shrives/Shawn Bates

AGENDA ITEM SUMMARY: This Agenda Item requires two separate actions by the City Council. The first, is the acceptance of the Saint Richards Subdivision Water Main Extension Infrastructure and the second is the release of the letter of credit provided by Freedom Bank

BACKGROUND: On June 29, 2023, a Subdivision Improvement Agreement was entered into between the City of Columbia Falls and the Boys and Girls Club of Glacier Country Inc. The Subdivision Improvement Agreement is included (attachment 1). All requirements that were to be met are outlined in the subdivision Improvement Agreement. Additionally, a requirement of the Subdivision Improvement Agreement was a guarantee of funds in the sum of $239,342.00. That guarantee was provided in the form of an Irrevocable Letter of Credit provided by Freedom Bank. (attachment 2).

ANALYSIS: The work has been completed by the Boys and Girls Club of Glacier Country Inc and the Public Works Director has provided a letter outlining that all requirements of the Subdivision Improvement Agreement have been met (attachment 3). With the acceptance of the Infrastructure, the City Council will also need to approve release of the letter of credit for return to Freedom Bank and the Interim City Manager will provide a letter notifying the bank of the release of the irrevocable Letter of Credit (attachment 4).

FINANCIAL CONSIDERATIONS: None

STAFF RECOMMENDATION: Staff is providing two recommendations.

1. The acceptance of the infrastructure installed by the Boys and Girls Club of Glacier Country Inc
2. The release of the Irrevocable Letter of Credit No.56

SUGGESTED MOTION: There are two separate motions required.

1. **I move to accept the Public Works Director recommendation to approve and accept the water main improvements installed by the Boys and Girls Club of Glacier Country Inc.**

2. **I move to release the Irrevocable Letter of Credit No 56**

ATTACHMENTS:

1. Subdivision Improvement Agreement
2. Irrevocable Letter of Credit No.56 provided by Freedom Bank.
3. Letter from Public Works Director recommending acceptance of the infrastructure.
4. Proposed letter from Interim City manager to Freedom Bank, returning the Irrevocable Letter of Credit No.56

Please Return to:
City of Columbia Falls
130 6th St. W.
Columbia Falls, MT 59912

202400004272
Page: 1 of 7
Fees: $56.00
Debbie Pierson, Flathead County MT by JR 3/8/2024 9:19 AM

SUBDIVISION IMPROVEMENT AGREEMENT

** E034650 + 0510040 jd

THIS AGREEMENT, made and entered into this 29th day of June 2023 by and between the CITY OF COLUMBIA FALLS of Flathead County, Montana, Party of the First Part and hereinafter referred to as the CITY, and Boys and Girls Club of Glacier Country, a not for profit Corporation located at 535 4th Avenue West, P.O. Box 961 Columbia Falls, MT 59912, Party of the Second Part and hereinafter referred to as DEVELOPER.

WITNESSETH:

THAT WHEREAS, the Developer is the owner and developer of a new subdivision known as Saint Richards Subdivision located at 1210 9th ST West, Columbia Falls, Montana, 59912 and,

WHEREAS, the City has conditioned its approval of the final plat of Saint Richards Subdivision upon the conditions as set forth in the Preliminary Plat of the Subdivision (attached as Exhibit A) being completed; and

WHEREAS, the Developer wishes to receive a final plat before all improvements are completed and the Developer wishes to bond for the completion of those improvements not yet complete; and

WHEREAS, the Columbia Falls Subdivision Regulations require that a subdivider shall provide a financial security of 125% of the estimated total cost of construction of said improvements as evidenced by an estimate prepared by a licensed public engineer included herewith as "Exhibit B"; and

WHEREAS, the estimated total cost of construction of said improvements is the sum of $239,342.00.

NOW THEREFORE, in consideration of the approval of the final plat of said Subdivision by the City, the Developer hereby agrees as follows:

1. The Developer shall deposit as collateral with the city a Letter of Credit, or other acceptable collateral as determined by the city council of Columbia Falls, in the amount of $299,200.00. Said Letter of Credit or other collateral shall have an expiration date of at least sixty (60) days following the date set for completion of the improvements, certifying the following:

a. That the creditor guarantees funds in the sum of $239,342.00, the estimated cost of completing the required improvements in the Saint Richards Subdivision.

Attchment 1
Page 1 of 6

b. That if the Developer fails to complete the specified improvements within the required period, the creditor will pay to the City immediately, and without further action, such funds as are necessary to finance the completion of those improvements up to the limit of credit stated in the letter;

2. That said required improvements shall be fully completed by May 24, 2026, per the MT DEQ approval letter.

3. That upon completion of the required improvements, the Developer shall cause to be filed with the city a statement certifying that:

a. All required improvements are complete;

b. That the improvements are in compliance with the minimum standards specified by the city for their construction and that the Developer warrants said improvements against any and all defects for a period of two (2) years from the date of acceptance of the completion of those improvements by the City;

c. That the Developer knows of no defects in those improvements;

d. That these improvements are free and clear of any encumbrances or liens;

e. That a schedule of actual construction costs has been filed with the City; and,

f. All applicable fees and surcharges have been paid.

4. The Developer shall cause to be filed with the city copies of final plans, profiles, grades and specifications of said improvements, with the certification of the registered professional engineer responsible for their preparation that all required improvements have been installed in conformance with said specifications.

IT IS ALSO AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS, TO-WIT:

That the Developer shall provide for inspection of all required improvements by a registered professional engineer before the Developer shall be released from the Subdivision Improvement Agreement.

That if the city determines that any improvements are not constructed in compliance with the specifications, it shall furnish the Developer with a list of specific deficiencies and may withhold collateral sufficient to insure such compliance. If the city determines that the Developer will not construct any or all of the improvements in accordance with the specifications, or within the required time limits, it may withdraw the collateral and employ such funds as may be necessary to construct the improvement or improvements in accordance with the specifications. The unused portions of the collateral shall be returned to the Developer or the crediting institution, as is appropriate.

IN WITNESS WHEREOF, the Parties have hereunto set their hands and seals the day and year herein before written.

Saint Richards Subdivision
Boys and Girls Club of Glacier Country

by

~~Shane Parks~~, President
Keith Valentine

STATE OF MONTANA
COUNTY OF FLATHEAD

On this 22 day of February, 2024, before me, a Notary Public for the State of Montana, personally appeared Keith Valentine, known to me to be the President of Boys and Girls Club of Glacier country, whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal this day and year first above written.

Barb Staaland
Notary Public for the State of Montana
Residing at
Columbia Falls

My Commission Expires 01-19-2027

BARB STAALAND NOTARIAL SEAL STATE OF MONTANA
BARB STAALAND
NOTARY PUBLIC for the State of Montana
Residing at Columbia Falls, Montana
My Commission Expires
January 19, 2027

CITY OF COLUMBIA FALLS

By:

City Manager

ATTEST:
By:
Barb Staaland
City Clerk

CITY OF COLUMBIA FALLS, MONT CORPORATE SEAL MONTANA

Page 3 of 6

EXHIBIT A

Conditions of approval as fixed to the Waiver of Preliminary Plat - Saint Richards Subdivision

1. The final plat of Saint Richards Subdivision shall substantially comply with the preliminary plat received February 14, 2022, by the City of Columbia Falls.

2. The sewer, stormwater, and water facilities shall be reviewed and approved by the City of Columbia Falls Public Works Department and the Montana Department of Environmental Quality.

3. A note shall be placed on the face of the Final Plat stating: "All buildings shall have address numbers visible from the public street."

4. The preliminary plat shall expire three (3) from the date of this letter unless the applicant requests an extension at least 45 days prior to the expiration.

EXHIBIT B

This agreement specifically includes the following improvements, their projected construction completion date and construction costs as estimated by the project engineer.

ENGINEER'S OPINION OF POTENTIAL PROJECT COST

OWNER	Boys & Girls Clubs of Glacier Country
PROJECT NAME	New Columbia Falls Club - Subdivision Improvements Agreement Bond Basis
LOCATION	Columbia Falls, MT
ENGINEER	Evensen Engineering & Consulting, Inc.
ESTIMATE DATE	June 7, 2023
PROJECT NO.	22-003

PRELIMINARY QUANTITIES					ENGINEER'S ESTIMATE	
TASK NO.	ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	COST
1		CONSTRUCTION COSTS				
	00700.01	MOBILIZATION	1	LS	11000	$ 11,000.00
	00700.02	TAXES, BONDS & INSURANCE	1	LS	7000	$ 7,000.00
	00700.03	GENERAL REQUIREMENTS	1	LS	3000	$ 3,000.00
	00700.04	CONSTRUCTION TRAFFIC CONTROL	1	LS	10000	$ 10,000.00
	02112.01	PAVEMENT SAW CUT	930	LF	5	$ 4,650.00
	02235.01	1.5" MINUS CRUSHED BASE COURSE	210	CY	55	$ 11,550.00
	02510.01	2" THICKNESS OF ASPHALT CONCRETE PAVEMENT BASE COURSE. GRADE PG 58-28	878	SY	17	$ 14,926.00
	02510.02	2" THICKNESS OF ASPHALT CONCRETE PAVEMENT SURFACE COURSE. GRADE PG 58-28	878	SY	17	$ 14,926.00
	02510.03	3" THICKNESS OF ASPHALT CONCRETE PAVEMENT SURFACE COURSE. GRADE PG 58-28	280	SY	25	$ 7,000.00
	02660.02	8" C900 PVC PIPE	448	LF	95	$ 42,560.00
	02660.03	10" C900 PVC PIPE	479	LF	100	$ 47,900.00
	02660.04	8"x6" MJ TEE	1	EA	1200	$ 1,200.00
	02660.05	8" 90 DEGREE MJ BEND	1	EA	1000	$ 1,000.00
	02660.06	10" 22.5 DEGREE MJ BEND	5	EA	1200	$ 6,000.00
	02660.07	10" 45 DEGREE MJ BEND	1	EA	1200	$ 1,200.00
	02660.08	10"x6" MJ TEE	2	EA	1500	$ 3,000.00
	02660.10	6" MJ GATE VALVE	2	EA	2500	$ 5,000.00
	02660.11	8" MJ GATE VALVE	1	EA	3000	$ 3,000.00
	02660.12	10" MJ GATE VALVE	1	EA	3500	$ 3,500.00
	02660.13	HYDRANT ASSEMBLY	2	EA	6000	$ 12,000.00
	02000.03	WATER MAIN CONNECTION	2	EA	2500	$ 5,000.00
	02730.01	8" SDR35 PVC SANITARY SEWER MAIN	113	LF	110	$ 12,430.00
	02730.02	48" BASIC MANHOLE	2	EA	4500	$ 9,000.00
	02000.04	EX. SANITARY SEWER CONNECTION	1	EA	2500	$ 2,500.00
						$ -
					TASK 1 SUBTOTAL	$ 239,342.00
			BOND AMOUNT			$ 299,200.00

Page 6 of 6

FREEDOM BANK

Irrevocable Letter of Credit

Letter of Credit No.56
Dated: June 29, 2023
Expiration Date: July 25, 2026
Amount: $299,200.00

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

We hereby establish in your favor an irrevocable letter of credit up to the aggregate amount of $299,200.00 at the request of the Boys and Girls Club of Glacier Country for the St. Richards Subdivision.

If the developer of the St. Richards Subdivision fails to complete the specified improvements in the St. Richards Subdivision within the time period set forth in the attached Improvements Agreement, we will pay on demand your draft or drafts for such funds, to the limit of credit set forth herein, as are required to complete said improvements. All drafts must indicate the number and date of this letter of credit and be accompanied by a signed statement of an authorized official that the amount is drawn to install improvements not installed in conformance with the Improvements Agreement and specifying the default or defect in question.

All drafts must be presented prior to the expiration date stated above, and this letter of credit must accompany the final draft for payment.

This letter may not be withdrawn or reduced in any amount prior to its expiration date except by your draft or written release.

Freedom Bank

Don Bennett, President

Attachment 2
Page 1 of 1

P.O. BOX 2076 ★ 530 9TH ST. WEST ★ COLUMBIA FALLS, MT 59912
PHONE 406-892-1776 ★ FAX 406-892-6620
www.freedombankmt.com

PUBLIC WORKS DEPARTMENT

CITY of COLUMBIA FALLS

130 6TH STREET WEST
COLUMBIA FALLS MT. 59912

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

Date: November 15, 2024

To: Mark Shrives, Interim City Manager
Don Barnhart, Mayor
City Council Members

RE: Saint Richard's Subdivision Water Main Extension

Boys and Girls Club of Glacier Country Inc. has completed construction of a water main extension on Veteran's Drive in general accordance with the project plans, specifications and City of Columbia Falls and Department of Environmental Quality (DEQ) standards.

I have received 1 full size hard copy of the as-built construction drawings certified by Evensen Engineering, the Engineering representative for the developer. All record drawings were provided to DEQ by Evensen Engineering.

The water main extension included the installation of approximately 448 feet of 8" C900 PVC mainline with one 6" lead to a standard fire hydrant and 483 feet of 10" C900 PVC mainline with one 2" water service line and one 6" fire line. The water main has an estimated value of $220,575. I have received the engineer's valuation sheet for public infrastructure.

All Public Works conditions for the extensions have been completed and I would recommend the City Council approve the water main improvements.

Sincerely,

Shawn Bates
City of Columbia Falls
Public Works Director

Attachment 3
Page 1 of 1

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

PHONE (406) 892-4391

FAX (406) 892-4413

November 19, 2024

Freedom Bank
Attn: Don Bennett
PO Box 2076
Columbia Falls, MT 59912

RE: Irrevocable Letter of Credit No. 56 for the Boys and Girls Club of Glacier Country Inc. for the St. Richards Subdivision Water Main Extension

Dear Mr. Bennett

This letter is to advise you that at the regular City Council meeting held on November 18, 2024, the City Council accepted the infrastructure (water main) installed by the Boys and Girls Club on Veterans Drive and approved releasing the security.

I have included the Irrevocable Letter of Credit No. 56 held by the City for security on the project, with an expiration date of July 25, 2006. Thank you for your assistance in ensuring the completion of the Saint Richards Subdivision Water Main Extension as required by the final plat and Subdivision Improvement Agreement.

Sincerely,

Mark Shrives
Interim City Manager
City of Columbia Falls

Encl: Irrevocable Letter of Credit No. 56

Attachment 4
Page 1 of 1

CITY OF COLUMBIA FALLS
CORRESPONDENCE LIST
COUNCIL MEETING
NOVEMBER 18, 2024

11/14/24 Letter from US Postal Service to Senator Daines regarding the city complaint.

11/15/24 Email from Pat Malone – Promoting workforce housing in the Flathead

GOVERNMENT RELATIONS

UNITED STATES
POSTAL SERVICE

November 6, 2024

The Honorable Steve Daines
United States Senate
Washington, DC 20510-2606

Dear Senator Daines:

This responds to your October 9 correspondence on behalf of Columbia Falls Mayor Don Barnhart, regarding the Post Office in that community.

I understand your interest in in this matter. Please know that we share your desire for keeping postal facilities maintained to standards that reflect pride in our history and in being an integral part of the community.

The U.S. Postal Service owns the Columbia Falls Post Office facility and is responsible for maintenance and upkeep, which is performed by custodial staff or contracted locally. For more information about maintenance efforts, we contacted local postal officials and shared Mayor Barnhart's concerns about the facility.

Postal officials explained that the custodial weed eater had stopped working and they were unable to perform landscaping maintenance while awaiting a replacement. However, the Columbia Falls Postmaster was able to find an alternative appliance, and the weeds and grass have now been trimmed. Additionally, officials had been waiting for a paving company to fill the potholes in the parking lot. That work was completed in late October. Local officials will continue working to ensure the facility is maintained to high standards.

Thank you for writing. If I can be of assistance in other postal matters, please let me know.

Sincerely,

Jennifer Selde

Jennifer Selde
Director, Government Liaison

475 L'ENFANT PLAZA SW ROOM 10804
WASHINGTON DC 20260-3500
WWW.USPS.COM

B Staaland

From:	Pat Malone <pcmwccc@hotmail.com>
Sent:	Friday, November 15, 2024 10:40 AM
To:	Randy Brodehl; pholmquist@flathead.mt.gov; babell@flathead.mt.gov
Cc:	Connie Malone ; Pat Malone; editor@flatheadbeacon.com; editor@bigforkeagle.com; editor@whitefishpilot.com; edit@dailyinterlake.com; Chris Peterson; B Staaland
Subject:	Promoting Workforce Housing in the Flathead
Attachments:	Daily I read stories about the lack of affordable housing or NIMBY challenges to new housing projects or service workers forced to commute hours to find housing or young families forced to live in shelters or severe and un.docx

RECEIVED
NOV 15 2024
CITY OF COLUMBIA FALLS

Honorable Flathead County Commissioners.

Since the Legislature passed SBs 245, 323 and 382 our family has been actively involved with the City of Columbia Falls in updating their growth management plans and development codes. One important outcome of this effort will be to promote more long-term, permanent affordable and workforce housing. Attached are some very preliminary and initial thoughts from our family.

Another bill, HB 819, was also passed which allows Counties to create "Community Reinvestment Organizations" (CRO) to help fund workforce housing projects. **We urge you to authorize the creation of an CRO** so that Flathead County can become eligible for $4.5 million in state funding toward this goal.

This program can help ensure that essential workers—teachers, healthcare professionals, firefighters, and police officers—can afford to live and thrive in the communities they serve. It also supports local builders and businesses, which depend on a stable and local workforce. HB 819 provides a pathway to address these struggles. Flathead County's $4.5 million allocation, when paired with private investments, can provide up to $9 million in funding for homebuyers. Failing to act in authorizing a CRO by January 15, 2025, would mean these funds will be forfeited to other counties, leaving our community without this critical support.

We have younger family members and many friends who lack the earned income to affordable safe, decent and affordable housing, yet some work more than one job to pay bills. They're responsible members of our County. Some have families of their own. But our extremely high-priced housing costs don't allow them to find an apartment or a home that is truly affordable (at least without being overcrowded or seeking family support - which many do).

<u>We urge you to accept the funding allocated to Flathead County under HB819 and designate a Community Reinvestment Organization (CRO) to administer these funds.</u> This program represents a unique and critical opportunity to address workforce housing challenges in our County.

Sincerely,

The Patrick Malone Family, Columbia Falls.

Columbia Falls Planning Commission Members.

Daily I read stories about the lack of affordable housing or NIMBY challenges to new housing projects or service workers forced to commute hours to find housing or young families forced to live in shelters or unsafe, crowded housing conditions due to high rental prices or a high percentage of housing stock empty most of the year due to second/vacation home owners. Housing is definitely an issue and concern and should be a high priority for everyone, but what are the real problems and solutions.

Our family just completed a 7,000-mile cross country car trip. We visited 17 states and hundreds of mostly small towns. Whether walking, biking or driving we saw for sale and for rent signs, we saw new construction, we saw lots of vacant land or saw unoccupied and/or poor condition housing and we saw millions of square feet of upper story empty commercial space along Main Streets. We saw very little of persons being unhoused, living in cars or public space. We saw housing purchase prices vary beyond belief: from $1.3 million in Newport Rhode Island to $185k in Malone New York. Though we did not visit these states we know that median home prices nationwide vary from as low as $229,000 in Arkansas to as high as $787,000 in California. The US has a median home price of $412,000 (source: Redfin, September 2023).

Montana and especially tourist destinations like the Flathead and Gallatin Valleys have seen median housing prices jump from $138,950 in 2000 to **$699,000** today in the Flathead and from $260,000 in 2013 to **$757,000** today in Gallatin. This compares to Montana overall at $99,500 in 2000 and **$559,983** today. (sources: Redfin, Flathead Growth Plan, Gallatin Association of Realtors, US Census, Zillow). Meaning....most of us could not afford to purchase the homes we live in today at these prices! With the growth of housing purchase and rent pricing far outstripping wages, we all know there is a housing affordability problem. But what is to be done?

Knowing there's a problem is one thing, but finding appropriate solutions is quite another. As you know, the 2023 Montana State Legislature took some steps to act by passing several pieces of legislation and appropriated $225 million. HB 819 appropriated $175 million toward unspecified local housing initiatives and $50 million for low-interest developer loans. SB 245 forces towns over 7,000 to allow more apartments in commercial zones. SB 528 requires towns to allow accessory dwelling units. SB 323 makes duplex housing allowable on any residential lot in towns over 5,000. SB 382 requires towns over 5,000 and counties over 70,000 to overhaul planning and zoning ordinances (which you are doing now). Many other ideas died (like taxing and regulating STRs, establishing a state workforce housing tax credit, providing assistance for renters, and protect mobile home park tenants). Many observers have said these changes are too restrictive, too limited in scope, and too underfunded.

In October 2022 the Montana Department of Labor released a report with some very general recommendations to reduce the affordability gap by expanding housing production and the residential housing construction workforce. https://lmi.mt.gov/_docs/Publications/EAG-Articles/1022-HousingAffordability.pdf). In April 2024 the Montana Budget & Policy Center offered some suggestions for 2025 action. (https://montanabudget.org/post/hb-819-affordable-housing). Some MT cities have suggested local communities and developers be more aggressive in preserving existing affordable housing, authorize deed restricted housing, securing Federal tax credits/CDFI/HOME funding, establishing and funding housing trust funds, expanding affordable housing incentives, promoting infill development (like ADUs), investigating rent-control, etc.

From my 45 years as a community planner, the issue boils down to four areas. First, community development codes, secondly community social services, third tax policy, and four personal resident income/expenses.

A. On the development side **the primary issue is density.** Density plus exclusionary zoning that al[lows] only single-family and excludes apartments/ADUs, etc.; has too high parking requirements; promote land trusts; allow for tiny homes/modular housing/RVs/manufactured home parks; grant density bonuses; use expedited permitting,
Other factors include revising/reducing development standards (ROW/street widths, private v. public streets, reducing impact fees, sidewalks, etc.).
BUT.....ONLY for truly affordable, permanent housing (not the PR stuff most local developers say).
For example: https://www.theurbanist.org/2024/11/04/sleepy-bainbridge-island-decides-how-to-grow-up/

B. On the services side, communities need some form of or access to trust funds for cheap financing, housing voucher programs for housing authorities, rental assistance support, eviction prevention and relocation services, home purchase assistance, facilitating employer-assisted housing/workforce housing (like with Weyerhaeuser, Xanterra, etc.),
For example: https://www.theurbanist.org/2024/11/01/county-advances-social-housing-billion-dollar-bond-study/

C. On the tax side our country needs to modify property tax policy to allow for higher property taxes on vacant homes, second/vacation homes, luxury homes, and vacant land. Some countries utilize site value taxation which can be very helpful in driving growth and development to vacant and underutilized land instead of open space or farmland. Gain approval to impose real estate transfer taxes at time of any purchase/sale like Washington State (which can fund the service strategies). Advocate for a sales tax so that tourists can more directly participate in funding municipal expenses like water, sewer, drainage, bike trails, etc.

D. On the cost of living side there is not much any municipality can do. However, by reducing commute distances, promoting transit/carpooling, promoting a local living wage, encouraging energy efficient home designs (like solar), etc. you can directly impact the affordability gap (by influencing short and long-term operating costs).

Resources:
https://localhousingsolutions.org/wp-content/uploads/2021/06/Housing-Solutions-Lab-Framing-Paper-Final.pdf
https://apautah.org/wp-content/uploads/2020/08/Affordable-Housing-Guide_20200720.ss-002.pdf
https://www.cbpp.org/research/housing/addressing-the-affordable-housing-crisis-requires-expanding-rental-assistance-and
https://www.townofeagle.org/DocumentCenter/View/17261/Innovative-Strategies-to-Promote-Affordable-Housing

Increasing overall town density is the single greatest tool you have (and by that I mean 3 to 4 times what it is today). The Appendix shows a variety of housing forms and neighborhood density designs - all come from Washington State. By increasing density I'm also referring to increasing building heights, reducing setbacks, reducing parking, promoting more mixed use development, etc. (To fully achieve this type of urban form you will need to prepare detailed design guidelines, initiate a design review process and undertake a lot of developer education).

Even my hometown of Spokane has finally begun to more fully embrace inclusionary zoning that favors multiple over single-family development. (Read article - https://www.inlander.com/news/how-spokane-gained-its-urbanist-reputation-28817737).

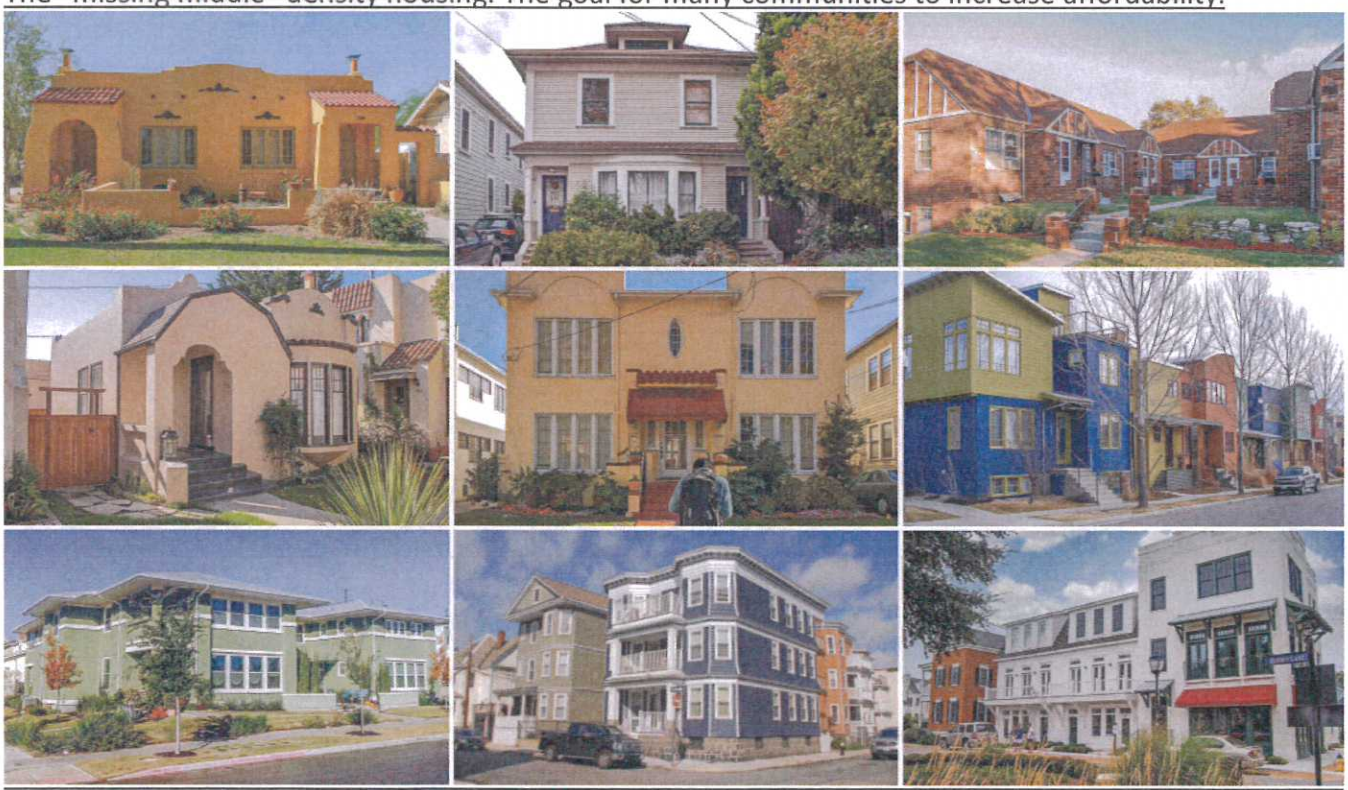
Our family lives in the Wildcat Estates subdivision, which I believe should be the lowest density in town. Anyway, some initial thoughts and best of luck.

Patrick Copeland Malone, 1373 Wildcat Drive.

APPENDIX

Pictures of density by form:

The "missing middle" density housing. The goal for many communities to increase affordability.



Pictures of density by units per acre:

10 units per acre (appropriate for areas previously zoned SF, approximately Talbot south, Hilltop to west)

15-18 units per acre (appropriate for areas previously zoned multi-family, approximately 12th ave to west, Talbot to south & Nucleus ave to east)

34-36 units per acre (appropriate for the core area/CBD, approximately Railroad on north, 4th ave on east & 4th ave on west)