



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

PHONE (406) 892-4391
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**CITY COUNCIL REGULAR MEETING
AGENDA
MONDAY, OCTOBER 07, 2024
COUNCIL CHAMBERS CITY HALL**

FINANCE COMMITTEE – 6:30 P.M

Barnhart, King and Lovering

REGULAR MEETING – 7:00 P.M.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

CONSENT AGENDA:

- [1.](#) Director of Finance Job Description
- [2.](#) Approval of Payroll Claims - September 27, 2024 - \$177,236.89
- [3.](#) Approval of Final Payroll Claim Sept. 17, 2024 - \$3,411.98
- [4.](#) Approval of Change Order - Skatepark
- [5.](#) Approval of Regular Council Meeting Minutes - September 16, 2024
- [6.](#) Approval of Claims - October 7, 2024 - \$136,685.00

VISITORS/PUBLIC COMMENT (Items not on agenda)

NEW BUSINESS:

7. Appointment of Chief of Police - Chad Stephens
- [8.](#) Disposition of Surplus Property - 2002 Ford F350

REPORTS / BUSINESS FROM MAYOR & COUNCIL

CITY MANAGER REPORT

- [9.](#) Draft Request for Proposals - Executive Search Firm for the City Manager Candidate
- [10.](#) Membership and Voting Member Designation Form

CITY ATTORNEY REPORT

MISCELLANEOUS

- [11.](#) Police Department September Activity Report
- [12.](#) Fire Department August Reports
- [13.](#) Fire Department Sept. Reports

ADJOURN

Next Scheduled Meetings:

City Council – Regular Meeting, **Monday, October 21, 2024** – 7:00 PM

City Planning Commission – TBD

**CITY OF COLUMBIA FALLS
POSITION DESCRIPTION
SEPTEMBER 2024**

POSITION: Director of Finance

DEPARTMENT: Finance and Administration

ACCOUNTABLE TO: City Manager

SUMMARY OF WORK: Exempt position which under administrative supervision performs complex administrative, technical, and routine clerical functions in finance, accounting, and management as required by state statute and city policy. Supervises and oversees operations of the finance/administration department. Assists City Manager with day-to-day projects and grant administration. Work varies considerably and independent judgment is required within statutory guidelines.

NATURE OF WORK: This position performs administrative, supervisory, technical, and routine clerical and financial functions requiring attention to detail, accuracy, timeliness, fiduciary trust, and integrity that could have substantial consequences if done incorrectly. Must be able to prepare and analyze complex financial and other reports. Must be able to maintain effective and efficient financial and record systems. Must be able to deal with stressful situations, dissatisfied people, and work with frequent interruptions with tact and diplomacy. Deals with sensitive information and adheres to standards of confidentiality and numerous regulations. Position will require some evenings.

PERSONAL CONTACTS: Constant contact with the public, employees, department heads, contractors, news media, businesses, management, and other government entities.

SUPERVISION EXERCISED: Directs and administers the department operations and personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervises, plans, directs, assists, and organizes department operations, workloads, assignments and establishes departmental procedures.

Interprets policies and makes immediate and long-term decisions and solves problems.

Trains, motivates, and evaluates staff for accuracy and conformance to regulations, policies and procedures; resolves grievances; assists subordinates or performs any duty of subordinate if needed.

Oversees computer network system, software, and licensing.

Oversees permitting and collections for the building code enforcement program and planning department.

Oversees utility billing functions. Assists in developing policies and procedures for account billing, collections, and customer services.

Audits and pays all claims and bills approved by the manager and city council; reports unauthorized expenditures or deficiencies.

Ensures compliance with state law and City policy.

Serves as chief financial advisor to the City Manager. Assists with developing finance related ordinances and resolutions. Designs and implements cash management system and internal controls of the city. Assists with grant administration and completes all required reports, financial and administrative.

Manages investment of city funds in accordance with investment policies and goals, and local, state, and Federal regulations.

Monitors cash, revenues and expenditures to assure sound fiscal control and compliance with local, state, and federal requirements; assists city manager and other departments in preparing annual budget requests; assures effective and efficient use of budgeted funds and prepares final budget documents.

Assures state and national standard accounting procedures are maintained. Accounts for the collection of taxes, special assessments, fees, and all other receipts of the city. Controls the central computerized financial and management information system of the city. Posts and reconciles ledgers, bank statements, and accounts; coordinates and maintains accounting of capital assets.

Maintains financial records and prepares federal and state financial reports; administers bond and loan payments, requests grant reimbursements and signs authorized notes of indebtedness.

Prepares special assessments, special improvement district and mill levy schedules.

Prepares periodic financial, statistical, or operational reports as required and as assigned.

JOB REQUIREMENTS:

Knowledge: This position requires knowledge of generally accepted governmental accounting and budgeting practices and principals, internal control procedures, records, utility billing administration, fiscal planning and budgeting; complex tax and special assessments structures, computers, state laws, city ordinances/resolutions, history and regulations pertaining to local government treasury and finance requirements. Team building, conflict management, risk management and office safety.

Skills: This position requires skills in supervision, accounting, preparing and analyzing financial data, professional written and verbal communications, working knowledge of computer hardware and software, other applicable office equipment, and ability to manage multiple tasks.

Abilities: This position requires the ability to: supervise and evaluate staff; maintain accurate detailed, and timely information and data; maintain confidentiality; deal with stressful situations; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, the public, and other governmental agencies. Schedule, organize and logistically administer and delegate multiple projects and department operations.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

A bachelor's degree from an accredited college in accounting, finance, business or public administration or closely related field with five years of progressively more complex municipal financial responsibilities or equivalent combination of education and experience.

GFOA Certification or ability to obtain if deemed necessary.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Council Approval Date:

09/26/24
15:35:05

CITY OF COLUMBIA FALLS
Payroll Summary For Payrolls from 09/27/24 to 09/27/24

Page: 1 of 3
Report ID: P130

Item No.2.

Total for Payroll Checks

	Employee	Employer	Amount
COMA HOURS (Comp Time Accumulated)	1.50		
COMP HOURS (Comp Time Used)	10.00		234.70
OTHE HOURS (Other Time Used)	80.00		3,461.60
OVER HOURS (Overtime)	109.50		4,967.58
PERS HOURS (Personal Time Used)	40.00		1,457.09
REG HOURS (Regular Time)	2,499.00		78,535.78
SHFN HOURS (Shift B)	300.00		600.00
SHFQ HOURS (OVT B)	14.00		42.00
SICK HOURS (Sick Time)	78.86		2,162.17
VACA HOURS (Vacation Time Used)	235.64		8,001.18
VOLN HOURS (Not in use)	22.00		1,100.00
GROSS PAY	99,462.10	0.00	
NET PAY	69,776.09	0.00	
NET PAY (CHECKS)	502.15		
NET PAY (DIRECT DEPOSIT)	69,273.94		
AFLAC-POSTTAX	118.17	0.00	
AFLAC-PRETAX	213.42	0.00	
CITY OF CF ELEC	1,948.00	0.00	
CITY OF COLUMBI	20.00	0.00	
FIT	7,549.86	0.00	
FLEX ALLEGIANCE	616.00	20.00	
FOP	450.00	0.00	
HEALTHINS/PRE	3,071.00	27,285.90	
MEDICARE	1,366.41	1,366.41	
MT ST FIRE ASSO	110.07	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.	3,848.88	4,418.88	
PERS RETIREE	0.00	113.38	
PERS/FURS	1,177.70	1,580.55	
PERS/POLICE	2,460.77	3,939.99	
SIT	2,710.00	0.00	
SOCIAL SECURITY	3,189.33	3,189.33	
TEAMSTERS DUES	349.50	0.00	
UNEMPL. INSUR.	0.00	440.39	
WORKERS' COMP	0.00	3,323.48	
BECU	770.11	0.00	
CHARLES SCHWAB	1,814.27	0.00	
FIRST INTERSTAT	1,219.95	0.00	
FREEDOM BANK	3,763.11	0.00	
GLACIER BANK KA	6,458.38	0.00	
GLACIER BANK MS	3,262.89	0.00	
GLACIER BANK/CF	16,372.30	0.00	
GLACIER BANK/WF	2,087.97	0.00	
NAVY FEDERAL CR	2,451.96	0.00	
PARKSIDE CR U	8,834.26	0.00	
REGIONS BANK	2,227.13	0.00	

Payroll
9/27/24
\$177,236.89
Baw Shalavel

09/26/24
15:35:05

CITY OF COLUMBIA FALLS
Payroll Summary For Payrolls from 09/27/24 to 09/27/24

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STOCKMAN BANK	1,254.07	0.00
USAA FEDERAL	4,995.23	0.00
USBANK.	895.61	0.00
WELLS FARGO	2,569.19	0.00
WELLS FARGO, TX	2,496.78	0.00
WFISH CR UNION	7,800.73	0.00
FIT/SIT BASE	85,926.33	0.00
MEDICARE BASE	94,235.91	0.00
PERS BASE	88,318.42	0.00
SOC SEC BASE	54,091.87	0.00
UN BASE	97,862.10	0.00
WC BASE	98,906.25	0.00

Total 46,300.54
Total Payroll Expense (Gross Pay + Employer Contributions): 145,762.64
*** PAYROLL REGISTER + VOLUNTEER PAYROLL REGISTER = PAYROLL SUMMARY ***

Check Summary

Payroll Checks Prev. Out. \$77,443.79
Payroll Checks Issued \$67,857.63
Payroll Checks Redeemed \$75,324.27
Payroll Checks Outstanding \$69,977.15
Electronic Checks \$109,379.26

Deductions Accrued		Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security	6,378.66		6,378.66		212260
Medicare	2,732.82		2,732.82		212260
P.E.R.S.	8,267.76		8,267.76		212270
Unempl. Insur.	440.39	3,452.37		3,892.76	212210
Workers' Comp	3,323.48	25,381.36		28,704.84	212220
FIT	7,549.86		7,549.86		212260
SIT	2,710.00		2,710.00		212260
AFLAC-PRETAX	213.42	213.42	426.84		212230
NATIONWIDE/EMP	200.00		200.00		212280
Teamsters dues	349.50	349.50	699.00		212310
PERS/Police	6,400.76	159.83	6,560.59		212240
TEAMSTERS INIT	0.00				212310
NATIONWIDE/CITY	622.23		622.23		212280
AFLAC-POSTTAX	118.17	118.17	236.34		212230
PERS/FURS	2,758.25		2,758.25		212275
MT ST FIRE ASSO	110.07		110.07		212315
HEALTHINS/PRE	30,356.90	32,081.50	64,467.20	-2,028.80	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	1,948.00		1,948.00		212450
PERS RETIREE	113.38		113.38		212270
MUTUAL OF OMAHA	286.90	286.90	573.80		212400

09/26/24
15:35:05

CITY OF COLUMBIA FALLS
Payroll Summary For Payrolls from 09/27/24 to 09/27/24

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Total Ded.	75,986.55	62,186.10	107,460.80	30,711.85
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**** Carried Forward column only correct if report run for current period.

09/16/24
16:21:42

CITY OF COLUMBIA FALLS
Payroll Summary For Payrolls from 09/17/24 to 09/17/24

Page: 1 of 1
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Total for Payroll Checks

	Employee	Employer	Amount
PAYC HOURS (Term Comp Time)	17.25		471.10
REG HOURS (Regular Time)	25.00		682.75
SHFN HOURS (Shift B)	24.00		48.00
TRMS HOURS (Termination Sick Pay)	21.24		580.06
TRMV HOURS (Termination Vacation Pay)	60.12		1,641.88
GROSS PAY	3,423.79	0.00	
NET PAY	1,530.79	0.00	
CITY OF COLUMBI	1,200.00	0.00	
FIT	425.91	0.00	
MEDICARE	49.64	49.64	
PERS/POLICE	61.45	98.38	
SIT	156.00	0.00	
UNEMPL. INSUR.	0.00	15.41	
WORKERS' COMP	0.00	109.02	
FIT/SIT BASE	3,362.34	0.00	
MEDICARE BASE	3,423.79	0.00	
PERS BASE	682.75	0.00	
UN BASE	3,423.79	0.00	
WC BASE	3,423.79	0.00	

Total 272.45
Total Payroll Expense (Gross Pay + Employer Contributions): 3,696.24

Check Summary

Payroll Checks Prev. Out.	\$74,713.00
Payroll Checks Issued	\$2,730.79
Payroll Checks Redeemed	\$72,052.93
Payroll Checks Outstanding	\$5,390.86
Electronic Checks	\$681.19

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Medicare	99.28	99.28		212260
Unempl. Insur.	15.41	3,011.98	3,027.39	212210
Workers' Comp	109.02	22,057.88	22,166.90	212220
FIT	425.91	425.91		212260
SIT	156.00	156.00		212260
PERS/Police	159.83	159.83	319.66	212240
HEALTHINS/PRE	0.00	32,081.50	32,081.50	212400
CITY OF COLUMBI	1,200.00	1,200.00		212450
FOP	0.00			212335
Total Ded.	2,165.45	57,311.19	1,881.19	57,595.45

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

09/17/24
Final pay
\$3,411.98
Paul Skaland

Change Order No. 1

Date of Issuance: 9/25/24Effective Date: 9/25/24Project: Fenholt Park - SkateparkOwner: City of Columbia Falls

Owner Contract No. _____

Contract: 24-07-22Date of Contract: 8/20/24Contractor: Dreamland Skateparks, llcEngineer's Project No. 24-07-22**The Contract Documents are modified as follows upon execution of this Change Order:**

The original bid included an alternative bid item that added 2,250 square feet to the skatepark. This bid item was not awarded at the time of bid due to funding limitations. The items included in this alternative were bid as and addition of \$106,000 to the total amount. Funds have become available through a local nonprofit and will be utilized to cover this addition. And the City wishes to add this to the contract.

Attachments (list documents supporting change):

Bid form associated with Alternate bid item is included as Exhibit A.

CHANGE IN CONTRACT PRICE:**CHANGE IN CONTRACT TIMES:**

Original Contract Price (Base Bid):
\$ 589,000

Original Contract Time: 260 Working Days
365 Calendar Days

Substantial Completion (days or date):
Unchanged

~~[Increase]~~ ~~[Decrease]~~ From Previously Approved
Change Orders No. 0 to No. 1:
Not Applicable

Ready for final payment (days or date):
Unchanged

Contract Price Prior to Change Order:
\$ 589,000

~~[Increase]~~~~[Decrease]~~ From Previously Approved
Change Orders No. 0 to No. 1 :

Substantial Completion (days): N/A

Ready for final payment (days): N/A

~~[Increase]~~ ~~[Decrease]~~ in this Change Order
\$ 106,000

Contract Times Prior to this Change Order:
Substantial Completion (days or date): N/A
Ready for final payment (days or date): N/A

Contract Price Incorporating this Change Order:
\$ 695,000

~~[Increase]~~ ~~[Decrease]~~ in this Change Order
Substantial Completion (days or date): N/A
Ready for final payment (days or date): N/A

Contract Times with all approved Change Orders:
Substantial Completion (days or date): N/A
Ready for final payment (days or date): N/A

RECOMMENDED:

By: [Signature]
Engineer(Authorized Signature)

Date: 7-24-2024

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: [Signature]
Contractor (Authorized
Signature)

Date: 9/24/24

Alternate Bid

Item No.4.

EXHIBIT A

SECTION 00300
BID FORM

PROJECT IDENTIFICATION:

2024 SKATE PARK CONSTRUCTION AND INSTALLATION PROJECT

COLUMBIA FALLS, MONTANA

THIS BID SUBMITTED TO:

CITY OF COLUMBIA FALLS

130 6TH STREET WEST

COLUMBIA FALLS, MONTANA 59912

1.01 The undersigned Bidder proposes and agrees if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents, to perform and furnish all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

2.01 Bidder accepts all of the terms and conditions of the Advertisement or Invitation to Bid, and Instructions to Bidders, including without limitations those dealing with the disposition of Bid Security. This Bid will remain subject to acceptance for thirty (30) days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

3.01 In submitting this Bid, Bidder represents, as set forth in the Agreement, that:

A. Bidder has examined and carefully studied the Bidding Documents, other related data identified in the Bidding Documents, and the following Addenda, receipt of all which is hereby acknowledged:

Addendum No.
1

Addendum Date
Aug 7, 2024 (Amended Bid Document)

TS

B. Bidder has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the work.

C. Bidder is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect the cost, progress, and performance of the Work.

D. Bidder has carefully studied all reports of explorations and tests of conditions at or contiguous to the Site.

E. Bidder has obtained and carefully studied (or assumes responsibility for having done so) all additional or supplementary examinations, investigations, explorations, tests, studies and data concerning conditions (surface, subsurface and Underground Facilities) at or contiguous to the Site which may affect cost, progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction expressly required by the Bidding Documents to be employed by the Bidder, and safety precautions and programs incident thereto.

F. Bidder does not consider that any further examinations, investigations, explorations, test, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times and in accordance with the other terms and conditions of the Bidding Documents.

G. Bidder is aware of the general nature of the Work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.

H. Bidder has correlated the information known to the Bidder, information and observations obtained from visits to the Site, and reports identified in the Bidding Documents, and all additional examinations, investigations, explorations, test, studies, and data with the Bidding Documents.

I. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by Engineer is acceptable to Bidder.

J. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which the Bid is submitted.

4.01 Bidder further represents that this Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over Owner.

The Bidder certifies that no official of the Owner, Engineer, or any member of such official's immediate family, has direct or indirect interest in the pecuniary profits or Contracts of the Bidder.

5.01 Bidder agrees that the Work will be substantially completed and ready for final payment on or before dates or within the number of calendar days indicated in the Agreement.

6.01 The following documents are attached to and made a condition of the Bid.

A. Required Bid security in the form of a Bid Bond identified in the Invitation To Bid.

7.01 The terms used in this Bid with the initial capital letters have the meanings indicated in the Instruction to Bidders, General Conditions, and the Supplementary Conditions.

RFI - Request to the city attached
 Alternate bid attached to cover all
 applicable bid construction drawing documents

BID**ITEM DESCRIPTION****TOTAL PRICE**

1.	Construction and installation of a new skate park at the City's Fenholt Park to specifications in bid documents and subject to available funding.	12,200 SF as listed on the construction drawings attached as a "bid document"	Lump Sum \$ \$695,000.00
			12,250 SF AS PLANS LIST

TOTAL BID PRICE \$ \$695,000.00

TOTAL BID PRICE WRITTEN IN

WORDS: Six hundred ninety five thousand dollars

SUBMITTED on AUGUST 14, 2024
 (Date)

Montana Contractor's Registration Number: Montana License #54742

Employer's Tax ID Number: EIN # 33-1014854

BIDDER:**NAME/TYPE**

DREAMLAND SKATEPARKS LLC

(Name typed or printed/Type of Business Entity)

By: DANYEL SCOTT - OWNER/ PARTNER

(Authorized Individual's Signature/Title)

Doing Business
 as:

DREAMLAND SKATEPARKS LLC

Business Address: 2150 SE Hwy 101 Lincoln City OR 97367 - Mailing

6913 NE Highland Rd. Otis OR 97368 - Physical

Phone No: (503) 577-9277 FAX No: N/A

OWNER reserves the right to reject any and all bids.

Section 00300

Bid Form

Page 3 of 4

CONTRACTOR EXPERIENCE AND REFERENCES

The Bidder shall provide the following information on three projects of a similar nature to the project currently being bid that the Bidder has completed within the past five (5) years with the information as noted below. Contractor may attach additional pages to provide complete information.

PROJECT IDENTIFICATION: Specialty Concrete Construction for the Dave Olseth Skatepark phase 2

PROJECT LOCATION: Dave Olseth Skatepark Whitefish Montana

PROJECT VALUE: \$350,000.00 Phase 2 + \$290,000.00 Phase 1 Total - \$640,000.00

CLIENT AND REFERENCE CONTACT: Maria Butts - City of Whitefish Director Parks & Rec (406) 863- 2471

DESCRIPTION OF PROJECT: Steve Bullemer - City of Whitefish Parks Foreman (406) 212-0387

Design, project manager, assisted in fundraising, superintendent of all construction

Total Park size - over 23,000 SF

PROJECT IDENTIFICATION: Troy Skatepark

PROJECT LOCATION: Roosevelt Park Troy Montana

PROJECT VALUE: \$183,000.00

CLIENT AND REFERENCE CONTACT: TJ Boswell - City of Troy (509) 280-2458

DESCRIPTION OF PROJECT: Design, assist in fundraising and contractor that bid to build

Total Park Size - 6,000 SF

PROJECT IDENTIFICATION: Polson Skatepark

PROJECT LOCATION: 7th avenue skatepark Polson Montana

PROJECT VALUE: \$150,000.00- Phase 2 + \$200,000.00 Phase 1 Total - \$350,000.00

CLIENT AND REFERENCE CONTACT: Pat Nowlen- Director of Parks and Rec. (406)883- 8206

DESCRIPTION OF PROJECT: Design/build agreement. All design and construction for the skatepark

Montana Prevailing wage

Total Park size - 15,200 SF

**CITY OF COLUMBIA FALLS
CITY COUNCIL REGULAR MEETING MINUTES
HELD SEPTEMBER 16, 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 Sergeant Rice.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Councilor Lovering motioned to approve the agenda, seconded by Councilor Robinson 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 Shepard and the motion carried unanimously.

Approval of Claims - September 16, 2024 - \$560,082.57

Approval of Payroll Claims September 13, 2024 - \$109,882.33

Approval of the Regular Council Meeting Minutes - August 19, 2024

Approval of the Regular Council Meeting Minutes - September 3, 2024

VISITORS/PUBLIC COMMENT (Items not on agenda)

Chris Peterson, Hungry Horse News said there is a storm drain at the corner of Nucleus Avenue and Hwy 2 that is starting to erode.

NEW BUSINESS:

The City of Columbia Falls will receive sealed bids for the WWTP Grit Classifier Procurement until October 2, 2024, 2:00 p.m.

Interim City Manager Shrives said the last time the city put the WWTP Grit Classifier out for bid there were no bids received. This bid consists of furnishing a new grit Classifier with Cyclone for the headworks building at the WWTP.

ORDINANCES / RESOLUTIONS:

Resolution # 1933 - A Resolution of the City Council of the City of Columbia Falls, Montana, Adopting the Budget for the City for the Fiscal Year Commencing on July 1, 2024 and Ending June 30, 2025, Approving Appropriations for Each Fund of the City of Columbia Falls

Susan Nicosia gave a budget message for Mayor, City Council and Citizens of Columbia Falls.

The Fiscal Year 2025 (2025 FY) budget was developed with the goals and priorities of the City Council, the needs of the individual departments, as well as the service level expectations of our community. The 2025 FY budget represents the Council's ongoing commitment to providing outstanding service to our community by

providing appropriate staffing, improving and maintaining facilities, leveraging local funding with grants while considering the impacts to the City's property taxpayers.

The Council's 2025 FY priorities focused on public safety, public health and maintaining and improving the City's current level of services and facilities. The mission of the City Council is to provide the expected level of services necessary to foster a community in which people can live, work and play.

As a small-sized city, our annual total appropriations do not vary significantly from year to year unless impacted by capital projects. The 2025 FY budget appropriations are \$ 23,864,711, reflecting an 18% increase over the adopted 2024 FY budget of \$20,158,677. The 2025 appropriations are impacted notably by grants and capital projects. Capital outlay appropriations are \$10,684,183, accounting for 45% of the total budget. The Capital Projects are described in detail below in the Budget Summary.

The 2025 FY staffing changes include two full-time employees: an additional police officer and an additional finance/administration department position approved by Council during the preliminary budget meetings. The Council has approved an additional police officer in both 2024 and 2025 bringing the total sworn officers to 11 full-time employees. The need for the additional police officers was identified in 2018 along with the need for paid firefighters. The need for additional police officers and full-time firefighters culminated in the Resort Tax approved by the voters in June 2020 with collections beginning in October, 2021. The 2023 FY activity reflected the first full fiscal year of collections. The Resort Tax collections and appropriations are described in detail in the Budget Summary.

The 2024 Certified Taxable Valuation increased by 1.81% as it was not a revaluation year. Pursuant to state statute, 15-10-420, MCA, the City's tax increases are limited to dollars and are based on ½ the rate of inflation, or 2.80% for the 2025 FY and an allowance for newly taxable property. The inflation factor provided \$21,038 in new funding and the newly taxable property provided \$35,435 in new funding for a total of \$56,473. Based on the statutory formula, as shown in the Budget Summary, there is a corresponding decrease in the number of mills levied when the taxable valuation is increased even slightly. Due to the Resort Tax collections, the Council was able to approve a General Fund levy that was reduced by \$371,785 or 30.36 mills. The total city-wide tax levy increased by 38.620 mills. Consequently, City taxpayers will see an increase in their City taxes for the 2025 FY.

Staff recommends adoption of the budget.

Councilor Shepard motioned to adopt Resolution #1933, seconded by Councilor Piper with council voting as follows. Ayes: Robinson, Shepard, King, Lovering, Piper, Price and Barnhart.

REPORTS / BUSINESS FROM MAYOR & COUNCIL

Councilor Piper said in addition to the September 3rd council minutes referencing sheds encroaching into the alleys, he recently noticed excess vehicles and rubbish that could be considered hazardous when it comes to emergency vehicle access. Mayor Barnhart suggested notifying the Police Department when seeing potential hazards.

Piper said there is a slide at Marantette Park that has significant cracks in it and should be evaluated by the parks department for repair. Piper said at Horine Park soccer fields there is a plaque on the ground that is not visible and asked if the city can raise it up for better visibility.

Councilor Shepard said he has looked at maintenance and upkeep of 5 different Post Offices and the Columbia Falls Post Office is in the worst condition. Shepard said he is hopeful the letter council sent out will be well received and we see improvements at the Post Office.

Councilor Lovering said she saw the first bear in town and it was in the garbage. Lovering suggested getting the information out to the public on bear awareness and city ordinance.

Mayor Barnhart said the telephone box at Columbus Park needs a new cover on it but he taped it up the best he could and asked if the city could contact the telephone company to have the cover replaced.

Mayor Barnhart said our hiring committee for the City Manager position should be getting together to move forward in the hiring process. City Manager Shrives concurred and said he will set up a meeting soon.

CITY MANAGER REPORT

Interim City Manager Shrives said he has been out of city government for some time but it's all the same and comes back to you quickly. He is looking forward to assisting the City of Columbia Falls until a permanent City Manager is employed.

Mr. Shrives said the Resort Tax is such a great tool to have in place; it opens up a lot of possibilities for Columbia Falls.

Local Government Study Commission – Mr. Shrives said he recently had a conversation with Dan Clark with the Local Government Center to get an idea on how the process works. There are certain steps to go through but it could be done within six months and may not have to go on the 2026 ballot. We only have one candidate that filed and council will need to fill two additional positions said Shrives. Staff will put a notice on the city website that council will be accepting letters of interest until the close of business on October 17, 2024. Letters of interest received will be brought forward to the October 21st council meeting. The good news is the Local Government Study Commission training will be held in Kalispell sometime in December said Shrives.

The Housing Study - There was discussion at the City Planning Commission meeting on September 12th on how information would be dispersed for residents to see how the Housing Study is moving along. Staff will put information on the city website and will update as needed. WSW Consulting, Inc. will be asked to provide Housing Study information on their website as well.

City Manager Shrives said he has reached out to the City Managers in the state to get information on hiring consultants they have utilized in a hiring process. It sounds like an estimated cost for such service would be between \$30,000 - \$35,000. This price would include all recruiting, advertising, interview involvement, and are included in the hiring process. If the first interview doesn't work out they will reopen the position for a second round at no cost to the city. Shrives said he would like to discuss this further at the hiring committee meeting.

The new Chief of Police Chad Stephens will be starting work on September 30th. Mr. Shrives said he has spoken to Mr. Stephens and he believes he will be a good fit for the City of Columbia Falls.

Mr. Shrives said as discussed prior to accepting the interim position with the city he will be leaving at noon on Thursday and returning the following Wednesday or Thursday.

Staff is working on the Director of Finance job description, upon completion and council approval the city will advertise the position. Mr. Shrives said he recommends getting the Finance Director in place first in order to be part of the hiring process of the new accounting clerk position. Mayor Barnhart inquired on the salary of the Finance Director; City Clerk Staland said she believed it to be between \$80,000 - \$90,000 DOE. Mayor Barnhart said he thought council wanted it higher due to credentials. After council discussion City Manager Shrives said he will take a closer look at salaries for the Finance Director and City Manager positions.

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

Mayor

City Clerk

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Claim/	Check	Vendor #/Name/	Document \$/	Disc \$						Cash
		Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj		Account
*** Claim from another period (9/24) ****										
46438		3238 360 OFFICE SOLUTIONS	1,226.74							
	14400550-1	09/06/24 ACCOUNT CREDIT	-10.70			1000 410500	210			101000
	14525680	09/07/24 FIN-PAPER/MARKERS	75.97			1000 410500	210			101000
	14525680	09/07/24 WTR-PAPER/MARKERS	75.95			5210 430500	210			101000
	14525680	09/07/24 SWR-PAPER/MARKERS	75.95			5310 430600	210			101000
	14533250	09/09/24 PD-TONER	106.84			1000 420100	210			101000
	14541330	09/11/24 FIN-LABELMKR CARTRIDGES	14.59			1000 410500	210			101000
	14541330	09/11/24 WTR-LABELMKR CARTRIDGES	14.59			5210 430500	210			101000
	14541330	09/11/24 SWR-LABELMKR CARTRIDGES	14.59			5310 430600	210			101000
	14542870	09/12/24 FIN-EXP LGL FOLDERS	11.33			1000 410500	210			101000
	14542870	09/12/24 WTR-EXP LGL FOLDERS	11.33			5210 430500	210			101000
	14542870	09/12/24 SWR-EXP LGL FOLDERS	11.32			5310 430600	210			101000
	14550900	09/12/24 FD-PAPER	48.85			1000 420400	210			101000
	14558880	09/13/24 FAC-JANITORIAL SUPPLIES	338.69			1000 411200	224			101000
	14550890	09/13/24 FIN-POLY FILE POCKET	16.62			1000 410500	210			101000
	14550890	09/13/24 WTR-POLY FILE POCKET	16.62			5210 430500	210			101000
	14550890	09/13/24 SWR-POLY FILE POCKET	16.62			5310 430600	210			101000
	14564890	09/17/24 PD-PAPER/PENS	67.84			1000 420100	210			101000
	14570000	09/17/24 FIN-BOOK BIND SPINES	6.86			1000 410500	210			101000
	14570000	09/17/24 WTR-BOOK BIND SPINES	6.86			5210 430500	210			101000
	14570000	09/17/24 SWR-BOOK BIND SPINES	6.87			5310 430600	210			101000
	14587830	09/20/24 FIN-CALENDAR/CLOROXWIPES	13.40			1000 410500	210			101000
	14587830	09/20/24 WTR-CALENDAR/CLOROXWIPES	13.39			5210 430500	210			101000
	14587830	09/20/24 SWR-CALENDAR/CLOROXWIPES	13.39			5310 430600	210			101000
	14595160	09/23/24 PD-CASTERS	35.00			1000 420100	210			101000
	14610680	09/26/24 FIN-PAPER	32.58			1000 410500	210			101000
	14610680	09/26/24 WTR-PAPER	32.56			5210 430500	210			101000
	14610680	09/26/24 SWR-PAPER	32.56			5310 430600	210			101000
	14610681	09/27/24 FIN-LEGAL FOLDERS	42.09			1000 410500	210			101000
	14610681	09/27/24 WTR-LEGAL FOLDERS	42.09			5210 430500	210			101000
	14610681	09/27/24 SWR-LEGAL FOLDERS	42.09			5310 430600	210			101000
		Total for Vendor:	1,226.74							

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
*** Claim from another period (9/24) ****									
46475		3112 406 CLEANING OF COLUMBIA FALLS	3,400.00						
	447	09/25/24 FAC- SEPT JANITORIAL SERVICE	3,400.00			1000 411200	399		101000
		Total for Vendor:	3,400.00						
*** Claim from another period (9/24) ****									
46504		3281 ASSOCIATION OF RESORT TAX	1,260.00						
	100124	10/01/24 FIN - ANNUAL MEMBERSHIP	1,260.00			1000 410500	335		101000
		Total for Vendor:	1,260.00						
*** Claim from another period (9/24) ****									
46450		2863 BATES, SHAWN	30.45						
	091924	09/19/24 WTR-OVERNIGHT TITLE	30.45			5210 430500	310		101000
		Total for Vendor:	30.45						
*** Claim from another period (9/24) ****									
46483		6 BLACK MOUNTAIN SOFTWARE, INC.	100.00						
	01080	07/31/24 WTR-CASS CERTIFICATION 1-25-24	50.00			5210 430500	363		101000
	01080	07/31/24 SWR-CASS CERTIFICATION 1-25-24	50.00			5310 430600	363		101000
		Total for Vendor:	100.00						
*** Claim from another period (9/24) ****									
46489		1700 BRECK LAW OFFICE, PC	8,626.24						
NOVEMBER FEES 2024									
	100124	10/01/24 LGL-FEES OCT	2,113.84			1000 411100	350		101000
	100124	10/01/24 CITY COURT OCT	4,308.63			1000 410365	350		101000
	100124	10/01/24 WTR-FEES OCT	694.60			5210 430500	350		101000
	100124	10/01/24 SWR-FEES OCT	694.60			5310 430600	350		101000
	100124	10/01/24 PLG/ZONING OCT	347.30			1000 411000	350		101000
	100124	10/01/24 PD-FEES OCT	140.40			1000 420100	399		101000
	100124	10/01/24 WTR-FEES OCT	31.20			5210 430500	357		101000
	100124	10/01/24 SWR-FEES OCT	46.13			5310 430600	357		101000
	100124	10/01/24 STRS-FEES OCT	62.39			2500 430200	399		101000
	100124	10/01/24 ADDITIONAL LABOR	187.15			1000 411100	350		101000
		Total for Vendor:	8,626.24						
*** Claim from another period (9/24) ****									
46488		3181 BRIGHTLY SOFTWARE INC.	4,727.01						
SOURCEWELL CONTRACT#090320-SDI ASSET ESSENTIALS ANNUAL SUBSCRIPTION									
	INV-256899	10/01/24 SWR-ASSET ESS 10/01/24-9/3	2,836.59			5310 430600	355		101000
	INV-256899	10/01/24 WTR-ASSET ESS 10/01/24-9/3	1,890.42			5210 430500	355		101000
		Total for Vendor:	4,727.01						

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Claim/	Check	Vendor #/Name/	Document \$/	Disc \$						Cash
		Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
*** Claim from another period (9/24) ****										
46461		1260 CARQUEST AUTO PARTS	44.05							
	15651-5707	09/23/24 WTR-OIL 2016F350	6.52			5210 430500	232		101000	
	15651-5707	09/23/24 WTR-OIL FILTER 2016F350	37.53			5210 430500	231		101000	
		Total for Vendor:	44.05							
*** Claim from another period (9/24) ****										
46469		184 CENEX HARVEST STATES COOP	753.18							
	314397	09/20/24 FD-RURAL FIRE LP TANK	753.18			1000 420400	344		101000	
		Total for Vendor:	753.18							
*** Claim from another period (9/24) ****										
46465		3028 CENTURYLINK - BUSINESS SERVICES	374.79							
	704625969	09/16/24 COMP-8/16/24 - 9/15/24	374.79			1000 410580	345		101000	
		Total for Vendor:	374.79							
*** Claim from another period (9/24) ****										
46451	E	997 CENTURYLINK - ELECTRONIC PAY	766.58							
	091824	09/18/24 CRTS-AUG/SEPT	33.28			1000 410360	345		101000	
	091824	09/18/24 PD-AUG/SEPT	131.66			1000 420100	345		101000	
	091824	09/18/24 FD-AUG/SEPT	71.88			1000 420400	345		101000	
	091824	09/18/24 POOL-AUG/SEPT	37.72			1000 460445	345		101000	
	091824	09/18/24 STRTS-AUG/SEPT	140.85			2500 430200	345		101000	
	091824	09/18/24 WTR-AUG/SEPT	205.70			5210 430500	345		101000	
	091824	09/18/24 SWR-AUG /SEPT	145.49			5310 430600	345		101000	
		Total for Vendor:	766.58							
*** Claim from another period (9/24) ****										
46474		14 CITY OF COLUMBIA FALLS	3,230.21							
	092524	09/25/24 FAC-8/19-9/17/24	150.05			1000 411200	342		101000	
	092524	09/25/24 FD- 8/19-9/17/24	46.56			1000 420400	342		101000	
	092524	09/25/24 PRKS-8/19-9/17/24	2,605.35			1000 460400	342		101000	
	092524	09/25/24 STRS-8/19-9/17/24	100.16			2500 430200	342		101000	
	092524	09/25/24 WTR-8/19-9/17/24	52.94			5210 430500	342		101000	
	092524	09/25/24 SWR-8/19-9/17/24	88.92			5310 430600	342		101000	
	092524	09/25/24 POOL-8/19-9/17/24	186.23			1000 460445	342		101000	
		Total for Vendor:	3,230.21							

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Claim/	Check	Vendor #/Name/	Document \$/	Disc \$						Cash
		Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
		*** Claim from another period (9/24) ****								
46447		3120 COLUMBIA FALLS PETERBILT	716.37							
	4071CF	09/17/24 SWR-08 F650 OIL LEAK	716.37			5310 430600	361		101000	
		Total for Vendor:	716.37							
		*** Claim from another period (9/24) ****								
46502		2962 CURTIS, KRISTI	600.96							
		REIMBURSEMENT FOR JUDGES SCHOOL COST SEPTEMBER 23 TO 26								
	100124	10/01/24 CRT-2024 JUDGES SCHOOL	600.96			1000 410360	380		101000	
		Total for Vendor:	600.96							
		*** Claim from another period (9/24) ****								
46485		2889 DAKOTA SUPPLY GROUP	40.39							
	S104102173	09/27/24 SWR-FIT 4 PVC	40.39			4010 460400	930		101000	
		Total for Vendor:	40.39							
		*** Claim from another period (9/24) ****								
46486		2413 DIVISION OF CRIMINAL	3,786.35							
	25-09-021	09/26/24 PD- REGIST.TRAINING	3,786.35			1000 420100	363		101000	
		Total for Vendor:	3,786.35							
		*** Claim from another period (9/24) ****								
46439		2501 ENCOMPASS SUPPLY	156.92							
	101959	09/10/24 SWR-PREM TAD WH HAND TWLS	55.36			5310 430600	220		101000	
	101959	09/10/24 SWR-NITRIL GLOVES BLK XL	48.46			5310 430600	220		101000	
	101959	09/10/24 SWR-TOILET PAPER	53.10			5310 430600	220		101000	
		Total for Vendor:	156.92							
		*** Claim from another period (9/24) ****								
46508		3282 EVERGREEN WASTE CONNECTIONS	586.75							
	4771969v41	10/01/24 COUNCIL- 9/1-9/30	586.75			1000 410100	399		101000	
		Total for Vendor:	586.75							
		*** Claim from another period (9/24) ****								
46492	E	1879 EVERGREEN WASTE CONNECTIONS	554.13							
	100124	10/01/24 FAC-9/1-9/30	91.65			1000 411200	340		101000	
	100124	10/01/24 STRS- 9/1-9/30	184.55			2500 430200	340		101000	
	100124	10/01/24 WTR- 9/1-9/30	91.65			5210 430500	340		101000	
	100124	10/01/24 SWR- 9/1-9/30	76.30			5310 430600	340		101000	
	100124	10/01/24 PRKS- 9/1-9/30	61.10			1000 460400	340		101000	
	100124	10/01/24 POOL- 9/1-9/30	48.88*			1000 460445	340		101000	
		Total for Vendor:	554.13							

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Claim/	Check	Vendor #/Name/	Document \$/	Disc \$						Cash
		Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj		Account
*** Claim from another period (9/24) ****										
46440		438 FERGUSON WATERWORKS	4,965.53							
	0901096	09/04/24 WTR-38 MARTHA HYDRANT EXT	1,135.66			5210 430500	240			101000
	0900040	09/09/24 WTR-SUPPLY PARTS	64.06			4010 460400	930			101000
	2980297	09/09/24 SWR-HOUSING	91.86			5310 430600	240			101000
	0901337	09/10/24 WTR-METER PARTS	2,971.40			5210 430500	230			101000
	0900401	09/16/24 PRKS-FENHOLT BATHROOM	310.92			4010 460400	930			101000
	0902654	09/18/24 WTR-HYDRANT GASKET	391.63			5210 430500	240			101000
		Total for Vendor:	4,965.53							
*** Claim from another period (9/24) ****										
46495	E	2961 FIRST BANKCARD-ELECTRONIC PYMT	5,000.80							
	P4677269	08/22/24 STR-MOWER BLADES	80.40			2500 430200	220			101000
	092324	08/26/24 PD-FLASHDRIVES	164.80			1000 420100	210			101000
	092324	08/27/24 PD-SIRCHIE ACQUISITION	16.79			1000 420100	220			101000
	092324	08/28/24 FD-HOSE STRAP	220.63			1000 420400	220			101000
	092324	08/29/24 LEG-RETIREMENT PETERS	103.00			1000 410100	220			101000
	092324	08/29/24 LEG-RETIREMENT PETERS	20.00			1000 410100	220			101000
	092324	08/29/24 LEG-RETIREMENT PETERS	56.00			1000 410100	220			101000
	092324	08/08/24 SWR-TWO WAY DIRECT	1,954.17			5310 430600	212			101000
	092324	09/03/24 AMAZON WEB SERVICES	143.00			1000 410580	355			101000
	092324	09/04/24 CRT-KEYBOARDS	41.16			1000 410360	210			101000
	092324	09/04/24 CRT-COSTCO CHAIRS	339.98			1000 410360	212			101000
	092324	09/04/24 CRT-COSTCO HEATER	125.96			1000 410360	210			101000
	092324	09/04/24 CRT-DESK FILE ORGANIZER	39.44			1000 410360	210			101000
	092324	09/06/24 PD-DESK MATS	207.54			1000 420100	210			101000
	092324	09/11/24 FIN-NOTARY CRSE MURPHY	30.00			1000 410500	380			101000
	092324	09/11/24 FD-SYMPOSIUM THOMAS	156.00			1000 420400	380			101000
	092324	09/11/24 FIN-NOTARY CRSE WINEGAR	25.00			1000 410500	380			101000
	092324	09/14/24 FD-CLR BOOKS/STICKERS	552.10			1000 420400	220			101000
	092324	09/13/24 COMP-DOMAIN RENEWAL	22.17			1000 410580	355			101000
	092324	09/12/24 FD-TREE WEDGES/SPIKES	399.86			1000 420400	220			101000
	092324	09/16/24 SWR-BIG SKY INTERNET	81.95			5310 430600	355			101000
	092324	09/18/24 FD-BATTERY BP4.5-6	17.81			1000 420400	220			101000
	092324	09/18/24 WTR-PHONE CASE CHUCK	60.57			5210 430500	220			101000
	092324	09/17/24 FIN-CLASSIFICATION FOLDERS	80.03			1000 410500	220			101000
	092324	09/17/24 STR-PHONE CAM PROTECTOR	7.65			2500 430200	220			101000
	092324	09/17/24 WTR-PHONE CAM PROTECTOR	7.67			5210 430500	220			101000

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	092324	09/17/24 SWR-PHONE CAM PROTECTOR	7.65			5310 430600	220		101000
	092324	09/19/24 PD-OFFICE SUPPLIES	39.47			1000 420100	210		101000
		Total for Vendor:	5,000.80						
		*** Claim from another period (9/24) ****							
46481		3104 FIRST CALL COMPUTER SOLUTIONS,	1,867.10						
October 2024									
	99762	10/01/24 IT AGREEMENT FULL SUPPORT	1,800.00			1000 410580	355		101000
	100071	09/30/24 MICROSOFT SUBSCRIPTIONS	67.10			1000 410580	355		101000
		Total for Vendor:	1,867.10						
		*** Claim from another period (9/24) ****							
46499		663 FLATHEAD COUNTY SOLID WASTE	2,230.33						
SEPT 2024									
	15268	09/30/24 SWR SOLID WASTE 9/1-9/30	2,220.70			5310 430600	395		101000
	15268	09/30/24 PRK MIXED WASTE/CONSTRUCTION	9.63			1000 460400	399		101000
		Total for Vendor:	2,230.33						
		*** Claim from another period (9/24) ****							
46496		24 FLATHEAD COUNTY TREASURER	723.00						
	093024	09/30/24 CRT-TECH SUR 9/24	328.00			1000 212201			101000
	093024	09/30/24 CRT-LEA/CRIM CONV SURCHRG 9/24	395.00			1000 212201			101000
		Total for Vendor:	723.00						
		*** Claim from another period (9/24) ****							
46491		21 FLATHEAD ELECTRIC COOP INC	16,450.10						
SEPTEMBER 2024									
	093024	09/30/24 FAC-8/25-9/25/24	363.85			1000 411200	341		101000
	093024	09/30/24 PD-8/25-9/25/24	38.41			1000 420100	341		101000
	093024	09/30/24 FD-8/25-9/25/24	405.00			1000 420400	341		101000
	093024	09/30/24 PRKS-8/25-9/25/24	719.73			1000 460400	341		101000
	093024	09/30/24 POOL-8/25-9/25/25	72.63			1000 460445	341		101000
	093024	09/30/24 LIGHTING-8/25-9/25/24	2,538.65			2400 430200	341		101000
	093024	09/30/24 STRS-8/25-9/25/24	122.02			2500 430200	341		101000
	093024	09/30/24 WTR-8/25-9/25/24	5,578.27			5210 430500	341		101000
	093024	09/30/24 SWR-8/25-9/25/24	6,611.54			5310 430600	341		101000
		Total for Vendor:	16,450.10						

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Claim/	Check	Vendor #/Name/	Document \$/	Disc \$							Cash
		Invoice #/Inv Date/Description	Line \$		PO #	Fund	Org	Acct	Object	Proj	Account
		*** Claim from another period (9/24) ****									
46468		3075 FLATHEAD OIL	163.95								
	24-8905	09/23/24 SWR-EXTRA DUTY GEAR OIL	163.95			5310		430600	231		101000
		Total for Vendor:	163.95								
		*** Claim from another period (9/24) ****									
46470		2814 FLATHEAD PEST SOLUTIONS	69.00								
	P17955	09/23/24 FD-RURAL MONTHLYEXT BARRIER	69.00			1000		420400	399		101000
		Total for Vendor:	69.00								
		*** Claim from another period (9/24) ****									
46441		2647 FLATHEAD PET EMERGENCY	667.60								
	464551	08/01/24 PD-PET EMERGENCY	667.60			1000		420100	390		101000
		Total for Vendor:	667.60								
		*** Claim from another period (9/24) ****									
46476		3113 GLOBAL ARCHIVES INC	166.32								
	2024046	09/25/24 WTR-MONTHLY STORAGE AS BUILTS	83.16			5210		430500	363		101000
	2024046	09/25/24 SWR-MONTHLY STORAGE AS BUILTS	83.16			5310		430600	363		101000
		Total for Vendor:	166.32								
		*** Claim from another period (9/24) ****									
46462		2806 HANSON'S HARDWARE	469.22								
	612269	09/02/24 SWR-TRIMMER LINE	22.68			5310		430600	220		101000
	612283	09/03/24 WTR-EXTENSION WAND	12.99			5210		430500	220		101000
	612301	09/04/24 SWR-WTR FILTR SYSTM	54.99			5310		430600	240		101000
	612385	09/11/24 PRK-LAWN SWEEPER	284.19			1000		460400	212		101000
	612391	09/11/24 SWR-SPRAY NOZZLE	21.89			5310		430600	240		101000
	612466	09/18/24 POOL-ANTIFREEZE BLEND	29.94			1000		460445	240		101000
	612477	09/19/24 STR-UTILITY KNIFE	13.99			2500		430200	220		101000
	612507	09/22/24 SWR-13"BUNGIE CRD	5.37			5310		430600	220		101000
	612505	09/22/24 SWR-RUBBR MALLET	11.99			5310		430600	220		101000
	612315	09/05/24 WTR-POPUP ROTOR	11.19			5210		430500	220		101000
		Total for Vendor:	469.22								
		*** Claim from another period (9/24) ****									
46455		3248 HOFFENBACKERS DISCOUNT FLOORS	27,940.10								
		CARPET FOR POLICE DEPARTMENT REMAINING BALANCE									
		CARPET FOR CITY MANAGERS OFFICE REMAINING BALANCE									
		FLOORS FOR FIRE DEPARTMENT									
	4815	07/07/24 FAC-PD NEW CARPET/BAL	8,595.00			1000		411200	366		101000
	4816	07/07/24 FAC-MNGRS OFFICE CARPET/BAL	1,911.10			1000		411200	366		101000

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	4938	09/06/24 FAC-FD FLOOR	17,434.00			1000 411200	366		101000
		Total for Vendor:	27,940.10						
		*** Claim from another period (9/24) ****							
46498		1702 IWORQ SYSTEMS	900.00						
		SUPPORT NOV. 2024 - OCT. 2025							
	205004	10/01/24 STRS-INTERNET PVMT MGMT	900.00			2500 430200	355		101000
		Total for Vendor:	900.00						
		*** Claim from another period (9/24) ****							
46510		2991 JOHNSON CONTROLS FIRE PROTECTION	221.24						
	24323522	09/02/24 FD-ANNUAL SPRINKLER TEST/INS	221.24			1000 420400	366		101000
		Total for Vendor:	221.24						
		*** Claim from another period (9/24) ****							
46464		3279 KEARNEY ENTERPRIZES	5,954.00						
		EXCAVATION TO REPLACE SEWER LINE BETWEEN 2ND ST & 3RD ST							
	1154	09/03/24 SWR-SWR LINE 2ND&3RD	5,954.00			5310 430600	360		101000
		Total for Vendor:	5,954.00						
		*** Claim from another period (9/24) ****							
46482		162 LOGAN HEALTH - WHITEFISH	21.00						
	091724	09/06/24 PD-EVIDENCE	21.00			1000 420100	390		101000
		Total for Vendor:	21.00						
		*** Claim from another period (9/24) ****							
46503		999999 LUNA AARON	99.74						
		MSO OODA LOOP COURSE							
	092324	09/23/24 PD-TRAVEL CLAIM REIMBURSEMENT	99.74			1000 420100	380		101000
		Total for Vendor:	99.74						
		*** Claim from another period (9/24) ****							
46457		735 MASTER TECH REPAIR	70.00						
	0396-37	09/12/24 FD-OIL CAP	8.00			1000 420400	220		101000
	0353-17	09/12/24 FD-BLADE/SHARPENER	32.00			1000 420400	220		101000
	0396-43	09/20/24 FD-20" CHAIN	30.00			1000 420400	220		101000
		Total for Vendor:	70.00						
		*** Claim from another period (9/24) ****							
46456		3152 MONTANA ELITE LLC	135.00						
	2446	09/10/24 SWR-TROUBLESHOOT/RESET DEV	135.00			5310 430600	360		101000
		Total for Vendor:	135.00						

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*** Claim from another period (9/24) ****									
46443		43 MONTANA ENVIRONMENTAL LABORATORY	1,026.00						
	2407553	08/01/24 SWR-NITRATE+NITRATE/(TKN)	67.00			5310 430600	394		101000
	2407804	08/05/24 SWR-NITRATE+NITRAT/(TKN)	67.00			5310 430600	394		101000
	2408106	08/12/24 SWR-AMONIA/N+N/TKN	92.00			5310 430600	394		101000
	2408107	08/09/24 SWR-ALUMINUM DISSOLVED	15.00			5310 430600	394		101000
	2408419	08/20/24 SWR-NITRATE+NITRATE/TKN	67.00			5310 430600	394		101000
	2408714	08/27/24 SWR-NITRATE+NITRITE/TKN	67.00			5310 430600	394		101000
	2407818	08/06/24 WTR-LEAD&COPPER	500.00			5210 430500	394		101000
	2408057	08/07/24 WTR-COLIFORM 5EA	151.00			5210 430500	394		101000
		Total for Vendor:	1,026.00						
*** Claim from another period (9/24) ****									
46442		2707 MOUNTAIN ALARM	120.75						
		ALARM MONITORING SERVICES OCTOBER 2024							
	5215131	09/18/24 FAC-CITY HALL OCTOBER 24	57.35			1000 411200	366		101000
	5214289	09/17/24 FAC-FD OCTOBER 24	63.40			1000 411200	366		101000
		Total for Vendor:	120.75						
*** Claim from another period (9/24) ****									
46452		1247 MURDOCH'S RANCH & HOME	271.05						
	244364	09/10/24 STR-RATCHET STRAPS	94.95			2500 430200	220		101000
	244364	09/10/24 STR-SMALL ENGINE FUEL	26.99			2500 430200	231		101000
	248766	09/24/24 PRK- ANTIFREEZE	47.88*			1000 460400	210		101000
	242695	09/25/24 STR- RATCHET STRAP/PAINT PEN	101.23			2500 430200	220		101000
		Total for Vendor:	271.05						
*** Claim from another period (9/24) ****									
46454		52 NAPA AUTO PARTS	85.23						
	094145	09/10/24 WTR-6PT SOCKET	8.50			5210 430500	220		101000
	094340	09/11/24 SWR-FMALE AD W11	6.17			5310 430600	240		101000
	095712	09/25/24 WTR-DR 1116 12 PT	9.80			5210 430500	220		101000
	095448	09/23/24 SWR-BRAKE PRT CLEANER	40.68			5310 430600	240		101000
	095449	09/23/24 SWR-ADJ WRENCH x2	20.08			5310 430600	220		101000
		Total for Vendor:	85.23						
*** Claim from another period (9/24) ****									
46487		520 NORCO, INC.	12.60						
	41773055	10/01/24 STRS-CYLINDER RENTAL SEPT	12.60			2500 430200	220		101000
		Total for Vendor:	12.60						

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
		*** Claim from another period (9/24) ****							
46444		2816 O'REILLY AUTO PARTS	55.51						
	4774-49063	09/06/24 PD-OIL FILTERS(7)	55.51			1000 420100	232		101000
		Total for Vendor:	55.51						
		*** Claim from another period (9/24) ****							
46445		1495 PLATT ELECTRIC SUPPLY	971.90						
	5M66994	09/12/24 LIGHTING-STREET LIGHTS	971.90			2400 430200	240		101000
		Total for Vendor:	971.90						
		*** Claim from another period (9/24) ****							
46478		3192 POP A SQUAT PORTABLES	760.00						
	17301	09/26/24 PRKS-8 PORTA POTTIES	760.00			1000 460400	399		101000
		Total for Vendor:	760.00						
		*** Claim from another period (9/24) ****							
46490		2769 RESPONSE EQUIPMENT SPECIALISTS,	12,917.99						
	6534	09/30/24 PD-23 CHARGER UPFIT	12,917.99			4020 420100	940		101000
		Total for Vendor:	12,917.99						
		*** Claim from another period (9/24) ****							
46459		3225 RUSTIC MOOSE LLC	64.50						
	000763	09/16/24 WTR-EMBROIDERY CREW	64.50			5210 430500	226		101000
		Total for Vendor:	64.50						
		*** Claim from another period (9/24) ****							
46471		243 SAFEGUARD Q B S	311.40						
		PAYROLL CHECKS - 500 COUNT							
		EZ SHIELD SERVICE- 500 COUNT							
		9005757463 09/13/24 FIN-PAYROLL CHECKS W EZ SH	311.40			1000 410500	210		101000
		Total for Vendor:	311.40						
		*** Claim from another period (9/24) ****							
46473		1042 SANDS SURVEYING, INC.	2,730.84						
	39034	09/24/24 P/Z-ROUTINE SRVS 8/22-9/15	2,730.84			1000 411000	399		101000
		Total for Vendor:	2,730.84						
		*** Claim from another period (9/24) ****							
46448		862 SUCCESSFUL SIGNS AND AWARDS	153.95						
	12017	09/13/24 FIN-RECIEVED STAMP	62.95			1000 410500	210		101000
	12061	09/25/24 FIN-PAID STAMP	91.00			1000 410500	210		101000
		Total for Vendor:	153.95						

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Claim/	Check	Vendor #/Name/	Document \$/	Disc \$						Cash
		Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
		*** Claim from another period (9/24) ****								
46467		3222 SUMMIT FIRE & SECURITY LLC	439.00							
	2478965	08/19/24 STR-INSPECTION EXTINGUISHERS	439.00			2500 430200	399		101000	
		Total for Vendor:	439.00							
		*** Claim from another period (9/24) ****								
46460		1653 SUPER 1 FOODS	41.24							
	2794325	09/10/24 SWR-DRINKS(WATER)	25.20			5310 430600	222		101000	
	3673835	10/01/24 SWR-DRINKS(WATER)	16.04			5310 430600	222		101000	
		Total for Vendor:	41.24							
		*** Claim from another period (9/24) ****								
46477		3280 SUSAN M NICOSIA, CPA, LLC	7,000.00							
	92624	09/26/24 FIN-BUDGETPREP/GRANT ADMIN	2,333.34			1000 410500	399		101000	
	92624	09/26/24 WTR-BUDGETPREP/GRANT ADMIN	2,333.33			5210 430500	399		101000	
	92624	09/26/24 SWR-BUDGETPREP/GRANT ADMIN	2,333.33			5310 430600	399		101000	
		Total for Vendor:	7,000.00							
		*** Claim from another period (9/24) ****								
46449		1644 THE CHEMNET CONSORTIUM	245.00							
	123955	09/17/24 SWR-DRUG SCREEN JENKINS	70.00			5310 430600	399		101000	
	123955	09/17/24 SWR-DRUG SCREEN SANDSON	70.00			5310 430600	399		101000	
	123955	09/17/24 PRK-DRUG SCREEN RILEY	70.00			1000 460400	399		101000	
	123955	09/17/24 SWR-ALCOHOL SCRIN JENKINS	35.00			5310 430600	399		101000	
		Total for Vendor:	245.00							
		*** Claim from another period (9/24) ****								
46494		2699 THE MAIL ROOM, INC	259.32							
	D1215302	09/09/24 PD-MAIL SRVS 9/9-9/27	16.15			1000 420100	310		101000	
	D1215302	09/09/24 FIN-MAIL SRVS 9/9-9/27	81.28			1000 410500	310		101000	
	D1215302	09/09/24 WTR-MAIL SRVS 9/9-9/27	7.15			5210 430500	310		101000	
	D1215302	09/09/24 SWR-MAIL SRVS 9/9-9/27	7.15			5310 430600	310		101000	
	D1215302	09/09/24 CRT-MAIL SRVS 9/9-9/27	142.99			1000 410360	310		101000	
	D1215302	09/09/24 PNZ-MAIL SRVS 9/9-9/27	4.60			1000 411000	310		101000	
		Total for Vendor:	259.32							
		*** Claim from another period (9/24) ****								
46484		3016 TRANSUNION RISK AND ALTERNATIVE	200.00							
	20240701	08/01/24 PD- CONTRACT 7/1-7/31	100.00			1000 420100	335		101000	
	20240801	09/01/24 PD-CONTRACT 8/1-8/31	100.00			1000 420100	335		101000	
		Total for Vendor:	200.00							

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Claim/	Check	Vendor #/Name/	Document \$/	Disc \$						Cash
		Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
*** Claim from another period (9/24) ****										
46501		3200 USABUEBOOK	28.03							
	00318376	03/27/24 SWR-TESTS SUPPLIES shipping	28.03			5310 430600	222		101000	
		Total for Vendor:	28.03							
*** Claim from another period (9/24) ****										
46511	E	1218 VERIZON WIRELESS	1,734.25							
	9979768910	09/12/24 ADMIN-8/13/24-9/12/24	22.45			1000 410400	345		101000	
	9979768910	09/12/24 FIN-08/13/24-9/12/24	22.45			1000 410500	345		101000	
	9979768910	09/12/24 FIRE-8/13/24-9/13/24	140.46			1000 420400	345		101000	
	9979768910	09/12/24 FAC-08/13/24-9/12/24	12.44			1000 411200	345		101000	
	9979768910	09/12/24 STRS-8/13/24-9/12/24	112.00			2500 430200	345		101000	
	9979768910	09/12/24 PD-8/13/24-9/12/24	847.30			1000 420100	345		101000	
	9979768910	09/12/24 PRKS-8/13/24-9/12/24	49.78			1000 460400	345		101000	
	9979768910	09/12/24 WTR-8/13/24-9/12/24	184.23			5210 430500	345		101000	
	9979768910	09/12/24 SWR-8/13/24-9/12/24	84.67			5310 430600	345		101000	
	9979768910	09/12/24 CRT-08/13/24-9/12/24	49.78			1000 410360	345		101000	
	9979768910	09/12/24 FAC PWD PHONE	52.17			1000 411200	212		101000	
	9979768910	09/12/24 STR PWD PHONE	52.18			2500 430200	212		101000	
	9979768910	09/12/24 WTR PWD PHONE	52.17			5210 430500	212		101000	
	9979768910	09/12/24 SWR PWD PHONE	52.17			5310 430600	212		101000	
		Total for Vendor:	1,734.25							
*** Claim from another period (9/24) ****										
46497		1134 VICTIM-WITNESS ADVOCATE PROGRAM	377.00							
	093024	09/30/24 CRTS- SEPT 2024	377.00			2917 410360	356		101000	
		Total for Vendor:	377.00							
*** Claim from another period (9/24) ****										
46505		2338 WEEKS, KARL	103.00							
FORCE	2024	CONFERENCE SISTERS OREGON								
	100224	10/02/24 FD-MEALS REIMBURSE	103.00			1000 420400	380		101000	
		Total for Vendor:	103.00							
*** Claim from another period (9/24) ****										
46463		84 WESTERN BUILDING CENTER	833.39							
	41999473	08/28/24 STR-LEVEL	12.99			2500 430200	220		101000	
	411009118	09/03/24 FD-CLEANER/GLUE	22.98			1000 420400	220		101000	
	411008370	09/03/24 STR-LEVEL(2)	23.98			2500 430200	220		101000	
	411019013	09/09/24 STR-SEAL/BRUSH/CUTTER	56.20			2500 430200	220		101000	
	411020568	09/10/24 STR-WAFER	13.11			2500 430200	240		101000	

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		Invoice #/Inv Date/Description	Line \$		PO #	Fund Org Acct	Object	Proj	Account	
	411025437	09/14/24 WTR- MISC FASTENERS	2.38			5210 430500	240		101000	
	411026643	09/12/24 FAC-FD ELEC BALAST	27.99			1000 411200	240		101000	
	411033583	09/17/24 WTR-U BOLTS	15.96			5210 430500	240		101000	
	411025118	09/12/24 SWR-CABLE TIES	34.07			5310 430600	220		101000	
	411034175	09/17/24 PRK-BLR DRAIN PARK RR	15.98			1000 460400	240		101000	
	411033131	09/17/24 STR- 2x6 TREATED	23.16			2500 430200	240		101000	
	411032686	09/17/24 STR-2x6/2X4 TREAT	31.28			2500 430200	240		101000	
	411035736	09/18/24 SWR-PAINT SUPPLIES	19.26			5310 430600	220		101000	
	411035044	09/18/24 SWR-EXT CORD/PLUG	20.78			5310 430600	220		101000	
	311036757	09/18/24 WTR-CURB REPAIR	347.49			5210 430500	220		101000	
	411038416	09/19/24 STR-2x4 TREATED	8.12			2500 430200	240		101000	
	411037680	09/19/24 SWR-PADLOCK	13.99			5310 430600	220		101000	
	311038373	09/19/24 WTR-CURB REPAIR	20.48			5210 430500	220		101000	
	311044445	09/23/24 SWR-15A LA DPLX	19.99			5310 430600	240		101000	
	311050146	09/25/24 PRK-PARTS FENHOLT RR	36.45			4010 460400	930		101000	
	411049974	09/25/24 FAC-PD TOWEL DISP	66.75			1000 411200	240		101000	
		Total for Vendor:	833.39							
		*** Claim from another period (9/24) ****								
46472		2092 WESTERN STATES EQUIPMENT	234.43							
	IN00292384	09/12/24 2007 BACKHOE CAT HEATER	234.43			5210 430500	232		101000	
		Total for Vendor:	234.43							
		*** Claim from another period (9/24) ****								
46466		3205 WESTERN STATES FIRE PROTECTION	300.00							
		REPAYING DUPLICATE BACKFLOW TESTS DONE FOR 3 PROPERTIES MANAGED BY 5 STAR								
		RENTALS & PROPERTY MANAGEMENT. WAS NOT NOTIFIED BY CONTRACTED COMPANY, 406								
		INNOVATIONS, THET THEY WERE ALREADY COMPLETED								
	951702	09/03/24 WTR-809 SCENIC DR	100.00			5210 430500	399		101000	
	951704	09/03/24 WTR-1120 2ND AVE	100.00			5210 430500	399		101000	
	951706	09/03/24 WTR-1126 2ND AVENUE	100.00			5210 430500	399		101000	
		Total for Vendor:	300.00							
		*** Claim from another period (9/24) ****								
46493	E	2733 WEX Fleet Universal	5,453.47							
		STATEMENT ENDING 09/30/24								
	100139478	09/30/24 PD-SEPT FUEL	2,874.22			1000 420100	231		101000	
	100139478	09/30/24 FIRE-SEPT FUEL	642.20			1000 420400	231		101000	
	100139478	09/30/24 PRKS-SEPT FUEL	535.25			1000 460400	231		101000	
	100139478	09/30/24 WTR-SEPT FUEL	273.89			5210 430500	231		101000	

10/04/24
14:15:27

CITY OF COLUMBIA FALLS
Claim Approval List
For the Accounting Period: 10/24

Page: 14 of 16
Report ID: AP100V

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
	100139478	09/30/24 SWR-SEPT FUEL	299.27			5310 430600	231		101000
	100139478	09/30/24 STRS-SEPT FUEL	743.59			2500 430200	231		101000
	100139478	09/30/24 PASSPORT-PD MCCONNELL	85.05			1000 420100	380		101000
		Total for Vendor:	5,453.47						
		*** Claim from another period (9/24) ****							
46500		3201 WILD HEART PSYCHOLOGY	800.00						
	092924	09/29/24 PD-EVALUATION	800.00			1000 420100	390		101000
		Total for Vendor:	800.00						
		*** Claim from another period (9/24) ****							
46480		2740 WOODLAND FLORAL & GIFTS	60.00						
	016011	09/26/24 FLOWERS-MARK SHEPARD	60.00			1000 410100	220		101000
		Total for Vendor:	60.00						
		# of Claims	67	Total:	136,685.00	# of Vendors	62		
		Total Electronic Claims			13,509.23				
		Total Non-Electronic Claims			123175.77				

10/04/24
14:15:28

CITY OF COLUMBIA FALLS
Fund Summary for Claims
For the Accounting Period: 10/24

Page: 15 of 16
Report ID: AP110

Fund/Account	Amount
1000 GENERAL FUND	
101000 CASH/CASH EQUIVALENTS	71,985.51
2400 SPECIAL LIGHTING DISTRICT FUND	
101000 CASH/CASH EQUIVALENTS	3,510.55
2500 SPECIAL STREET MAINTENANCE DISTRICT FUND	
101000 CASH/CASH EQUIVALENTS	3,363.39
2917 CRIME VICTIMS ASSISTANCE FUND	
101000 CASH/CASH EQUIVALENTS	377.00
4010 CAPITAL PROJECTS FUND - Parks	
101000 CASH/CASH EQUIVALENTS	451.82
4020 CAPITAL PROJECTS FUND - General	
101000 CASH/CASH EQUIVALENTS	12,917.99
5210 WATER ENTERPRISE FUND	
101000 CASH/CASH EQUIVALENTS	18,062.25
5310 SEWER ENTERPRISE FUND	
101000 CASH/CASH EQUIVALENTS	26,016.49
Total:	136,685.00

10/04/24
14:15:28

CITY OF COLUMBIA FALLS
Claim Approval Signature Page
For the Accounting Period: 10 / 24

Page: 16 of 16
Report ID: AP100A

Council Meeting Date: 10/07/2024

Claims Submitted to Council: \$ 136,685.00

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:

Kearney Enterprizes - \$5954.00 Sewer main repair between 2nd St W & 3rd St W. (Fund 5310)
Susan M. Nicosia, CPA, LLC - \$7000.00 Budget prep and grant admin. (Fund 1000, 5210 & 5310)
Response Equipment Specialists - \$12,917.99 PD 2023 Charger vehicle upfit. (Fund 4020)
Hoffenbacker's Discount Flooring - \$27,940.10 City Manager's office carpet, PD flooring & FD flooring. (Fund 1000)

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

**City of Columbia Falls
Public Notice
Disposition of Surplus Property**

The Columbia Falls City Council has declared the following equipment surplus, obsolete, and no longer suitable for City purposes at a regular meeting held October 7, 2024:

2002 Ford F350 (VIN #1FTWF32512EC40673)

The City Council also declared their intent to sell or dispose of the surplus asset in the most efficient, cost-effective manner, including public auction or sealed bids or to any political subdivision of the State of Montana.

Any taxpayer wishing to comment on this action may do so by contacting Mark Shrives, Interim City Manager, City Hall, 130 6th Street West, Room A, Columbia Falls, MT 59912 or by calling 406- 892-4391 within 15 days of the publication of this notice, October 28, 2024.

Barb Staaland, City Clerk

Publication Date: Sunday, October 13, 2024

**REQUEST FOR PROPOSALS
for
Executive Search Firm
for the
City Manager Candidate Search**



**COLUMBIA FALLS
MONTANA**

**Proposals are due NLT 5:00 PM Mountain Time (our clock)
October 31, 2024**

RETURN TO:

Interim City Manager Mark Shrives
citymanager@cityofcolumbiafalls.com

City of Columbia Falls, MT – City Manager Candidate Search
Request for Proposals

Purpose:

The purpose of this RFP is to solicit proposals for the engagement of an Executive Search Firm (the “Firm”) to assist the City Council in conducting a nationwide search for and selecting a City Manager.

Proposals are requested from firms that have a demonstrated ability to perform the tasks identified in the scope of services and deliverables in this RFP.

Objective:

The objective of this RFP is to secure the services of an experienced Executive Search Firm (“the Firm” that can provide all necessary expertise, tools, materials, equipment, staffing, and overall services to assist the City Council in filling the City Manager vacancy. The Firm shall specialize in recruitment for municipal organizations and/or have extensive executive-level personnel recruitment experience for similar sized organizations.

The successful proposer shall perform the services under the awarded agreement as an independent contractor. Nothing in the awarded agreement shall be interpreted or construed to constitute the successful proposer or any of its agents or employees to be the agent, employee, or representative of the City.

Proposals must be responsive to the City’s request. The City shall determine the most responsive and qualified responding firm at a reasonable cost. Cost alone shall not be the determinative factor. The City reserves the right in its absolute discretion to make no award or contract.

Instructions:

To be eligible for selection consideration, a submittal package must contain all documentation detailed in this Request for Proposal (RFP). Proposers must submit one (1) electronic PDF formatted proposal via email attachment or cloud storage link. The electronic version of the submittal package shall be provided via email to citymanager@cityofcolumbiafalls.com

Proposals received after the published date and time will not be considered. It is the sole responsibility of the Firm to ensure that their proposal is received on time.

If a Firm finds a discrepancy or omission from the Request for Proposal (“RFP”), or should require additional clarification of any part thereof, an email request for interpretation may be submitted to citymanager@cityofcolumbiafalls.com. Any interpretation of, or change made to the RFP will be made by written addendum to each Firm and shall become part of the request for any contract awarded.

Specific Questions regarding this proposal should be sent to citymanager@cityofcolumbiafalls.com no later than **5:00 p.m. October 23, 2024**.

Each Firm, by submission of its signed proposal, agrees to be bound by each and every term and condition contained in this RFP.

A copy of this Request for Proposal may be downloaded at the City of Columbia Falls website under the latest news section. www.cityofcolumbiafalls.org

Background and History

The City of Columbia Falls, MT, population approximately 5,600 is located just minutes from Glacier National Park. Over the last several years, the City has moved from an industrial community to a tourist-based community. The City utilizes a manager-council form of government that consists of an elected Mayor and six elected City Councilmembers who have equal authority to set policy, approve the budget and hire the City Manager. The City Manager has the responsibility of managing the day-to-day operations of the city including assigning resources, hiring staff, and providing services throughout the city. The primary goals for the City Manager include the introduction of new and improved opportunities needed to strengthen a community, advance the city's economy, and meet customer expectations. For the city, customers can be defined as its residents, its businesses, its visitors, its elected officers, and city employees. In efforts to meet these goals, the City Manager must identify and implement solutions that are considered as strategic advancements for city operations and often will involve implementing solutions across the organization. The City Manager works to provide administration of programs and services for the city that expands across 5 departments. These departments include police, fire, public works (including water, wastewater, streets and parks), planning and zoning, along with administrative and support services. Collectively, the city has 35 fulltime employees, 3 part-time employees and 16 seasonal employees during the summer swimming pool season. The City's total 2024-2025 FY Budget Appropriations were \$23,864,711 including \$10,684,183 in capital outlay appropriations. The 2024-2025 FY General Fund budget appropriations were \$5,097,864.

Scope of Services

Full Recruitment Package:

The executive search firm will conduct recruitment of a City Manager and assist the City Council in selecting a qualified candidate, including the following services:

1. Work with the Mayor, City Council and Interim City Manager to develop characteristics and attributes of the successful candidate, selection criteria and recruitment process.
2. Develop recruitment strategies and timelines for approval by the City.
3. Develop an accurate and enticing job description and a custom brochure describing the City Manager position, the City organization and the community, for approval by the City.
4. Conduct targeted recruitment of qualified and experienced individuals and develop and execute appropriate nationwide and local advertisements (including social media, online job listings and other appropriate resources).
5. Receive and process application materials.
6. Provide initial screening of all applications against the qualifications required in the job description and recommend potential semifinalist and document the reasons for not selecting applications.
7. Assist with the selection of semifinalist and finalists.
8. Conduct credential verification and background referencing at the appropriate time.

City of Columbia Falls, MT – City Manager Candidate Search
Request for Proposals

9. Develop a final selection process with the City Council and coordinate the final selection process, including interviews with City Council and staff, City tours and interaction with City employees and community members.
10. Work with the City Clerk to facilitate any on-site portion of the process including scheduling, making travel and lodging arrangements per City specifications.
11. Conduct all background and reference checks on final candidate(s) and report results to the city.
12. Provide timely notification and follow up and feedback to all candidates not selected for the position.

Limited Recruitment Package (Optional):

If your firm offers the ability to provide partial or limited recruitment services, please address how that process would work and identify from the list above, what your firm would provide using a limited recruitment model.

Other Items:

The Firm must provide regular progress reports to the City Council, through the Interim City Manager.

The executive search firm will meet as needed with City Council, Mayor, and other City staff to develop the recruitment and discuss progress and candidates. This can be done via Zoom.

Proposal Details

Proposals must be typewritten. Emphasis should be on completeness and clarity of content; Do not include any promotional material. It is the responsibility of all proposers to examine the entire RFP package and seek clarification of any item or requirement before submitting the proposal. The City may request that the Firm participate in an oral interview after the initial evaluation process to clarify information or inform the City with system features prior to final selection.

Specifications

Proposers are requested to present the following information:

1. **Qualifications:** Describe the background, public sector experience and search capabilities of your firm. Please give specific information regarding your qualifications to conduct City Manager searches for entities similar to the City of Columbia Falls or larger. Describe how members of your firm have developed personal contacts with potential candidates for this position.
2. **Scope of Services:** Provide a scope of services and a proposed outline of tasks, products, and project schedule that meets or exceeds the aforementioned criteria. Provide the full recruitment package and a limited recruitment package (if applicable) as separate documents.

3. **Consulting Staff:** Provide the name of the individual responsible for the project, the percentage of the time that will be allocated to the project, and the specific experience of the individual relative to the project. Please include how many searches this individual has conducted for City Manager positions along with the number of searches conducted within the last two years.
4. **References:** Provide a minimum of three (3) clients who can verify your firm's ability to provide the scope of services requested and include a brief description of the work along with contract awarding and completion dates for each. For each reference, include the name(s), telephone numbers(s) and email address of the client's project manager. The City requires references from cities that have recently hired City Managers or Department Directors. Also, please provide a list of current clients who are receiving services like those requested by the City of Columbia Falls and a short description of the work in which you are currently engaged.
5. **Fee Schedule:** Provide a detailed fee schedule outlining the services as presented in your proposal. If proposal includes any expenses that will be billed separately from professional fees, provide a detailed estimate of such expenses. The fee schedule must comprehensively include all fees the Firm foresees charging for the recruitment project.
6. **Approach:** Provide a general description, based on experience, as to how the firm will approach the process, including methodology and estimated timelines, and how they will involve and work together with the City towards the successful selection of the candidate.
7. **Contract:** Provide a sample of the contract the Firm expects to use, if selected, by the City. The City of Columbia Falls reserves the right to require its own contract or contract terms including, without limitation, terms generally used by The City of Columbia Falls or required by the State of Montana, or Federal law, or otherwise protective of or helpful to the City of Columbia Falls.
8. **Professional Liability Insurance:** Provide proof of professional liability insurance and workers compensation insurance as required.
9. **Hiring Date:** Ability to meet City's timeline of hiring permanent City Manager NLT March 3, 2025

Evaluation/Scoring

An Evaluation Committee will convene after receipt of the proposals to evaluate them for responsiveness to the RFP and to prepare a ranking of recommendations to the City Council for entering into service agreement negotiations. Negotiations will commence with the first-ranked organization as identified by the City Council. If the City and the first-ranked organization are unable to finalize an agreement, then the negotiation process will move to the second-ranked organization and so forth.

The point system for the evaluation and scoring of responsive proposals will be as follows:

Organization Overview, **0 – 20 points**

Experience/ References, **0 – 20 points**

Familiarity with the City, **0 - 15 points**

Approach, **0 – 25 points**

Cost Proposal and Timeline, **0 – 20 points**

TOTAL POINT RANGE 0 – 100 POINTS

City of Columbia Falls, MT – City Manager Candidate Search
Request for Proposals

Timeline

The following is the anticipated timeline for the selection process:

RFP Release Date: **October 8, 2024**

Proposal Submission Deadline: **October 31, 2024**

Evaluation and Recommendation of Recruitment Firm: **November 1 – November 13, 2024**

City Council Meeting to accept Evaluation Committee Recommendation: **November 18, 2024**

Contract Award: **November 19 – November 27, 2024**, based on final negotiations with selected firm.

Rights of Review

The City reserves the right without prejudice to reject any or all proposals or to request additional information from any and all firms submitting proposals. This RFP shall not commit the City to engage any firm for the services described in this RFP.

Confidential Material

All materials submitted in response to this RFP will become public records, subject to inspections. All confidential materials should clearly be identified with the words “Confidential Disclosure” to be placed in a separate file and will be protected as allowed by Montana Statutes.

By submitting proposals, each proposer expressly acknowledges and agrees that the City will not be responsible or liable in any way for any losses that the contractor may suffer from disclosure of information or materials to third parties and the Firm agrees to defend, indemnify, and hold harmless the City from all costs (including reasonable attorneys’ fees) arising from or related to any action taken pursuant to Montana’s Public Record’s Law and FOIA.

Termination:

The City reserves the right to cancel the whole or any part of a contract issued as a result of this RFP due to failure of the firm to carry out any term, promise or condition of the contract for recruitment services. The City will issue a written notice of default to the firm for failing to act in compliance with the terms and conditions of such contract. Termination will be through 30 days’ notice by either party, at any time.

Not a Contract:

This RFP is not a contract and creates no legal rights for persons or entities submitting proposals.

Mark W. Shrives
Interim City Manager
City of Columbia Falls, MT

ASSOCIATION OF RESORT TAX DISTRICTS, AREAS, AND COMMUNITIES

Item No.10.

DBA Montana Resort Tax Association

Membership and Voting Member Designation Form

COLUMBIA FALLS

Based on collections of: \$1,400,000

Pro rata annual membership fee of 0.09% = \$1,260.00

Name of agency (ie Big Sky Resort Area District): CITY OF COLUMBIA FALLS

Voting Member: MARIL SHRIVES
First Name Last Name

Email: CITYMANAGER@CITYOFCOLUMBIAFALLS.COM

Phone: 406-892-4384

Mail: 130 6TH ST W

COLUMBIA FALLS, MT 59912

I certify that the governing body deems me capable of being the Voting Member representing our agency.

Signature Date

Additional representatives from your agency - Name & contact information:

Please submit the completed form and payment by September 15, 2024, to:

Association of Resort Tax Districts, Areas, and Communities

C/O City of Whitefish

Attn: Dana Smith, City Manager

P.O. Box 158

Whitefish, MT 59937

Big Sky | Columbia Falls | Cooke City | Craig | Gardiner | Red Lodge | Red Lodge Mountain
St. Regis | Virginia City | West Yellowstone | Whitefish | Wolf Creek

**Columbia Falls Police Department
Monthly Activity Report
September 2024**

Police	September					5 Year Average
	2024	2023	2022	2021	2020	
Arrests (Total)	29	40	24	25	13	26
Adult	25	35	18	17	13	22
Juvenile	4	5	6	8	0	5
Accidents Investigated	16	12	16	17	23	17
Stolen Property (Value)	7276	60880	11372	1855	3749	17026
Stolen Property (Recovered)	356	60080	5376	0	168	13196
Criminal Mischief (Incidents)	4	8	7	7	6	6
Damage Amount	599	1160	815	3936	2610	1824
Misdemeanor Citations Issued	147	262	109	166	101	157
Traffic Offenses	126	250	96	149	95	143
Cell phone Viol.	5	6	3	4	8	5
DUI Offenses	17	15	2	6	1	8
Drug Offenses	5	5	3	3	3	4
Traffic Stops	279	395	188	218	189	254
Court Fines and Forfeitures	18730	22189	15031	21328	12912	18038
Miles Patrolled	8022	7623	5720	6736	6489	6918
911 Phone Calls	231	271	142	196	148	198
Incident Reports	1000	1203	989	982	872	1009
Domestic Abuse/Assault	39	38	36	46	34	39
Felony Investigations	11	10	13	6	6	9
Business Checks	76	100	59	74	50	72
Welfare Checks	16	21	18	10	17	16
Citizen Assist	46	69	77	53	39	57
Agency Assist	41	48	47	34	33	41

Columbia Falls Fire Department
2024 Runs

Item No.12.

	Jan	Feb	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	Calls YTD 2	2024
calls	44	17	25	26	28	42	59	31					272	
Weeks	18	13	13	17	11	24	36	10					142	52.21%
Peterson	16	3	9	13	7	17	22	10					97	35.66%
Smith, R.	18	6	7	14	8	21	14	12					100	36.76%
Thomas	17	7	9	12	7	18	26	9					105	38.60%
Ross	3	2	0	4	3	12	27	14					65	23.90%
Loughery	8	0	2	4	1	4	7	2					28	10.29%
Smith, K.	0	6	12	2	7	4	16	5					52	19.12%
Arnold	3	6	10	8	12	9	15	10					73	26.84%
Perkins	3	0	2	9	6	8	3	5					36	13.24%
Willcut	12	1	5	7	10	16	19	8					78	28.68%
Woodruff	13	7	12	7	5	12	12	4					72	26.47%
O'Brien	16	6	2	6	8	9	15	4					66	24.26%
Shanks	1	0	1	4	4	3	3	3					19	6.99%
Bates	0	1	0	2	0	5	5	1					14	5.15%
Stuhler	5	1	5	6	7	1	17	8					50	18.38%
Schrader	5	1	1	1	0	3	5	2					18	6.62%
Grogan	32	10	19	24	26	36	54	29					230	84.56%
Dickerson	7	0	2	2	2	8	5	1					27	9.93%
Butts	1	1	1	1	2	0	5	1					12	4.41%
Hogan	16	9	10	11	13	17	26	10					112	41.18%
Kehl, M	4	2	3	2	1	1	0	0					0	0.00%
Vessels	28	13	22	16	21	30	34	8					172	63.24%
Kienas			5	7	16	25	27	16					96	35.29%
Johnson			2	3	6	12	11	7					41	15.07%
Jost							8						8	2.94%
Ryan	0	1	7	5	6	5	9							
Dolph	9	6	1	0	2									
Kemppainen	1	0	1	1	0	0	7							
Vanhaverbeke	0	0	0	0	5	4								
Kehl, S	9	3	7	8	3	0	1							
			#1 month		#2 month		2024 #1					Department Ave	76	28.07%
	Jan	Feb	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	Calls YTD 2024	
Total calls	44	17	25	26	28	42	59	31					272	
Rural	24	9	15	18	19	22	30	14					151	55.51%
City	20	8	10	8	9	20	29	17					121	44.49%
Mutual Aid Received	0	0	0	0	0	0	2	0					2	0.74%
Mutual Aid Given	4	1	0	1	2	3	1	0					12	4.41%
Medical & MVA	14	5	9	10	12	7	27	12					96	35.29%

Columbia Falls Fire Department Incident Breakdown

Item No.12.

2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	2024
Dispatches	44	17	25	26	28	42	59	31					272	Dispatches
ALS Medical Total	2	0	0	0	0	0	1	3					6	ALS Medical Total
BLS Medical Total	12	5	9	6	11	7	26	9					85	BLS Medical Total
Medical CPR	2	0	0	0	0	0	1	0					3	Medical CPR
Medical ALS	0	0	0	0	0	0	1	3					4	Medical ALS
Medical BLS	1	0	0	2	0	0	4	3					10	Medical BLS
Medical Lift Assist	6	1	6	4	11	4	8	3					43	Medical Lift Assist
MVA with injury	1	0	0	1	0	1	7	1					11	MVA with injury
Extrication	0	0	0	0	0	1	0	1					2	Extrication
Ambulance Driver	0	0	0	0	0	0	1	0					1	Ambulance Driver
MVA non injury	4	4	3	3	1	2	6	2					25	MVA non injury
Airport Emergency	0	0	0	0	0	0	0	0					0	Airport Emergency
Traffic Control	0	0	0	0	0	0	0	0					0	Traffic Control
HazMat	8	1	2	2	1	5	3	1					23	HazMat
Hazardous Conditions	2	1	3	2	0	1	3	2					14	Hazardous Conditions
CO	0	1	0	0	0	0	0	0					1	CO
Gas Leak/Odor inside	1	0	1	0	1	0	1	0					4	Gas Leak/Odor inside
Gas Leak/Odor outside	1	0	1	1	0	4	2	1					10	Gas Leak/Odor outside
Powerline	3	0	1	0	0	2	0	1					7	Powerline
Other	0	0	0	0	0	0	0	0					0	Other
Service	4	0	0	1	1	3	0	0					9	Service
Good Intent	2	2	0	4	3	2	4	3					20	Good Intent
Fire Alarm	3	2	1	0	2	5	3	2					18	Fire Alarm
False Alarm	3	0	1	0	1	1	5	1					12	False Alarm
Illegal burn	0	1	1	0	1	1	1	1					6	Illegal burn
Smoke Investigation, outside	0	0	0	0	0	0	1	0					1	Smoke Investigation, outside
Smoke Investigation, inside	1	0	0	1	0	1	1	0					4	Smoke Investigation, inside
Cancelled enroute	5	4	9	4	4	9	10	5					50	Cancelled enroute
Fire, residential	5	0	0	1	3	1	0	0					10	Fire, residential
Fire, chimney	0	0	1	0	0	0	0	0					1	Fire, chimney
Fire, commercial	1	0	0	0	0	2	2	0					5	Fire, commercial
Fire, vehicle	0	1	0	0	0	0	0	1					2	Fire, vehicle
Fire, vegetation, grass	0	0	0	0	0	1	2	0					3	Fire, vegetation, grass
Fire, vegetation, wildland	0	0	0	0	0	0	0	0					0	Fire, vegetation, wildland
Dispatch Totals	44	17	25	26	28	42	59	31					272	Dispatch Totals
Structure fires (In District)	2	0	0	0	1	2	2	0					7	Structure fires
Structure fires (Mutual aid)	4	0	0	1	2	1	0	0					8	
Acres burned	0	0	0	0	0	0.1	0	0					0.1	Acres burned

Columbia Falls Fire Department August 2024 Inspections

Item No.12.

[illegible]

Item No.13.

- 48 -

Columbia Falls Fire Department Incident Breakdown

Item No.13.

2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	2024
Dispatches	44	17	25	26	28	42	59	31	36				308	Dispatches
ALS Medical Total	2	0	0	0	0	0	1	3	1				7	ALS Medical Total
BLS Medical Total	12	5	9	6	11	7	26	9	13				98	BLS Medical Total
Medical CPR	2	0	0	0	0	0	1	0	0				3	Medical CPR
Medical ALS	0	0	0	0	0	0	1	3	1				5	Medical ALS
Medical BLS	1	0	0	2	0	0	4	3	2				12	Medical BLS
Medical Lift Assist	6	1	6	4	11	4	8	3	3				46	Medical Lift Assist
MVA with injury	1	0	0	1	0	1	7	1	2				13	MVA with injury
Extrication	0	0	0	0	0	1	0	1	0				2	Extrication
Ambulance Driver	0	0	0	0	0	0	1	0	0				1	Ambulance Driver
MVA non injury	4	4	3	3	1	2	6	2	6				31	MVA non injury
Airport Emergency	0	0	0	0	0	0	0	0	0				0	Airport Emergency
Traffic Control	0	0	0	0	0	0	0	0	0				0	Traffic Control
HazMat	8	1	2	2	1	5	3	1	0				23	HazMat
Hazardous Conditions	2	1	3	2	0	1	3	2	6				20	Hazardous Conditions
CO	0	1	0	0	0	0	0	0	0				1	CO
Gas Leak/Odor inside	1	0	1	0	1	0	1	0	1				5	Gas Leak/Odor inside
Gas Leak/Odor outside	1	0	1	1	0	4	2	1	1				11	Gas Leak/Odor outside
Powerline	3	0	1	0	0	2	0	1	2				9	Powerline
Other	0	0	0	0	0	0	0	0	2				2	Other
Service	4	0	0	1	1	3	0	0	0				9	Service
Good Intent	2	2	0	4	3	2	4	3	3				23	Good Intent
Fire Alarm	3	2	1	0	2	5	3	2	4				22	Fire Alarm
False Alarm	3	0	1	0	1	1	5	1	0				12	False Alarm
Illegal burn	0	1	1	0	1	1	1	1	0				6	Illegal burn
Smoke Investigation, outside	0	0	0	0	0	0	1	0	1				2	Smoke Investigation, outside
Smoke Investigation, inside	1	0	0	1	0	1	1	0	1				5	Smoke Investigation, inside
Cancelled enroute	5	4	9	4	4	9	10	5	4				54	Cancelled enroute
Fire, residential	5	0	0	1	3	1	0	0	1				11	Fire, residential
Fire, chimney	0	0	1	0	0	0	0	0	0				1	Fire, chimney
Fire, commercial	1	0	0	0	0	2	2	0	0				5	Fire, commercial
Fire, vehicle	0	1	0	0	0	0	0	1	0				2	Fire, vehicle
Fire, vegetation, grass	0	0	0	0	0	1	2	0	0				3	Fire, vegetation, grass
Fire, vegetation, wildland	0	0	0	0	0	0	0	0	0				0	Fire, vegetation, wildland
Dispatch Totals	44	17	25	26	28	42	59	31	36				308	Dispatch Totals
Structure fires (In District)	2	0	0	0	1	2	2	0	0				7	Structure fires
Structure fires (Mutual aid)	4	0	0	1	2	1	0	0	1				9	
Acres burned	0	0	0	0	0	0.1	0	0	0				0.1	Acres burned