



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

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

**CITY COUNCIL REGULAR MEETING
AGENDA
MONDAY, JANUARY 05, 2026
COUNCIL CHAMBERS CITY HALL**

FINANCE COMMITTEE – 6:30 P.M

(Barnhart, Piper and Robinson)

The Regular Council Meeting is held in the Council Chambers as well as by virtual meeting. Please contact City Clerk Barb Staaland no later than 5:00 P.M. on the night of the meeting to obtain ZOOM access by calling (406) 892-4388 or email staalandb@cityofcolumbiafalls.com

City Clerk Staaland to administer Oath of Office to - Donald Barnhart, Paula Robinson, Marijke Stob, and Christopher Semok - 4 year term.

REGULAR MEETING – 7:00 P.M.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

CONSENT AGENDA:

1. Approval of Claims - January 5, 2026 - \$110,668.59
2. Approval of Payroll Claims - December 19, 2025 - \$204,292.31
3. Approval of Payroll Claims - December 26, 2025 - \$1,811.26
4. Approval of Payroll Claims - Jan. 2, 2026 - \$126,470.64
5. Approval of Regular Council Meeting Minutes - December 15, 2022

EMPLOYEE RECOGNITION:

6. Kelly King - Public Works Street Department - 10 years of service

VISITORS/PUBLIC COMMENT (Items not on agenda)

UNFINISHED BUSINESS:

- [7.](#) Wastewater Capacity Allocation Update - The Wastewater Treatment Plant is nearing its calculated capacity to meet all requirements for previously committed wastewater capacity allocation and new requirements within current development applications. The City staff is requesting Planning Commission and City Council guidance on interim wastewater allocation priorities prior to staff completing review and scheduling of current development applications.

NEW BUSINESS:

- [8.](#) Council Committee Assignments: Initial discussion of Council Committee requirements and assignments with follow-on discussion scheduled for the January 20, 2026 Council meeting.
- [9.](#) Informational briefing as requested by the Mayor, City Council members, and Local Government Study Commissioners who requested clarification on the steps and procedures that must follow the submission of the Local Government Study Report by the Local Government Study Commission recommending a change in the form or plan of government.

REPORTS / BUSINESS FROM MAYOR & COUNCIL

CITY MANAGER REPORT

- [10.](#) City Manager Report

CITY ATTORNEY REPORT

MISCELLANEOUS

- [11.](#) Correspondence

ADJOURN

Next Scheduled Meetings:

City Council - Regular Meeting, **TUESDAY, January 20, 2026 - 7:00 PM**

Planning Board - **Thursday, January 8, 2026 - 6:00 PM**

Study Commission - **Monday, January 12, 2026 - 5:00 PM**

Study Commission - **Wednesday, January 21, 2026 - 5:00 PM**

Council/Planning Workshop - **Monday, January 26, 2026 - 7:00 PM**

12/16/25
15:48:42

CITY OF COLUMBIA FALLS
Claim Approval List
For the Accounting Period: 12/25

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Report ID: AP100V

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
48294		2537 MICROCOMM	899.50						
	21076	12/05/25 SWR-GRIT CLASSIFIER	899.50			5310 430600	934		101000
		Total for Vendor:	899.50						
48293		1295 US BANK	10,180.82						
2025	SEWER								
	010126	01/01/26 SWR-2025 WWTP PRINCIPAL	6,000.00			5310 490225	610		101000
	010126	01/01/26 SWR-2025 WWTP INTEREST	4,180.82			5310 490225	620		101000
		Total for Vendor:	10,180.82						
		# of Claims	2	Total:	11,080.32	# of Vendors	2		

**Special Claims run to pay last invoice on HB355-SLIPA Grit Classifier, Electrical Switch and Scum Pump. In addition, payment of Sewer Debt to US Bank before 1/1/26 due date.

2 claims reports are presented with both reports totaling: \$121,748.91

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CITY OF COLUMBIA FALLS
Fund Summary for Claims
For the Accounting Period: 12/25

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Fund/Account		Amount
5310 SEWER ENTERPRISE FUND		
101000 CASH/CASH EQUIVALENTS		11,080.32
Total:		11,080.32

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Claim Approval Signature Page
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Council Meeting Date: January 5, 2026

Claims Submitted to Council:\$ \$11,080.32

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

Prepared By: Jessica Rice, Finance Director

Jessica Rice

Approved by Eric Hanks, City Manager

Eric Hanks

City Council to Approve by motion on consent agenda

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
48324		3112 406 CLEANING OF COLUMBIA FALLS	3,400.00						
	637	12/22/25 FAC- DEC JANITORIAL SERVICE	3,400.00			1000 411200	399		101000
		Total for Vendor:	3,400.00						
48339		3092 ADVANCED PUMP & EQUIPMENT, INC	1,642.84						
	17217	11/24/25 SWR-GR CHECK VALVE	1,642.84			5310 430600	240		101000
		Total for Vendor:	1,642.84						
48344		2899 ALPINE FAMILY MEDICINE	125.00						
	122225	12/22/25 SWR-DOT D.SANDSON	125.00			5310 430600	399		101000
		Total for Vendor:	125.00						
48285		2953 AXON ENTERPRISE, INC.	575.25						
	403597	12/15/25 PD-PRO LICENSE FY26	575.25			1000 420100	399		101000
		Total for Vendor:	575.25						
48342		2825 BATTERIES PLUS BULBS #647	432.00						
	88070977	12/15/25 STR-BATTERIES	432.00			2500 430200	243		101000
		Total for Vendor:	432.00						
48325		1700 BRECK LAW OFFICE, PC	9,057.56						
		FEB FEES							
	FEB 26	01/02/26 LGL-FEES FEB	2,219.53			1000 411100	350		101000
	FEB 26	01/02/26 CRT-FEES FEB	4,524.08			1000 410365	350		101000
	FEB 26	01/02/26 WTR-FEES FEB	729.33			5210 430500	350		101000
	FEB 26	01/02/26 SWR-FEES FEB	729.33			5310 430600	350		101000
	FEB 26	01/02/26 P&Z-FEES FEB	364.66			1000 411000	350		101000
	FEB 26	01/02/26 PD-FEES FEB	147.42			1000 420100	399		101000
	FEB 26	01/02/26 WTR-FEES FEB	32.76			5210 430500	357		101000
	FEB 26	01/02/26 SWR-FEES FEB	48.43			5310 430600	357		101000
	FEB 26	01/02/26 STR-FEES FEB	65.51			2500 430200	399		101000
	FEB 26	01/02/26 ADDITIONAL LABOR	196.51			1000 411100	350		101000
		Total for Vendor:	9,057.56						

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48313		2708 BULLITT COMMUNICATIONS	120.00						
	81617	12/05/25 STR-2015 FORD F-250 RADIO	120.00			2500 430200	361		101000
		Total for Vendor:	120.00						
48327	E	997 CENTURYLINK - ELECTRONIC PAY	601.41						
	121825	12/18/25 CRT-12/18/25-01/17/26	25.92			1000 410360	345		101000
	121825	12/18/25 PD-12/18/25-01/17/26	116.83			1000 420100	345		101000
	121825	12/18/25 FD-12/18/25-01/17/26	87.84			1000 420400	345		101000
	121825	12/18/25 POOL-12/18/25-01/17/26	48.02			1000 460445	345		101000
	121825	12/18/25 STR-12/18/25-01/17/26	86.43			2500 430200	345		101000
	121825	12/18/25 WTR-12/18/25-01/17/26	31.97			5210 430500	345		101000
	121825	12/18/25 SWR-12/18/25-01/17/26	108.46			5310 430600	345		101000
	121825	12/18/25 COMP SER-12/18/25-01/17/26	95.94			1000 410580	345		101000
		Total for Vendor:	601.41						
48330	E	3028 CENTURYLINK - LUMEN - ELECTRONIC	410.51						
		FIBER AND DATA ONLINE DUE BY JAN 15 26							
	764648363	12/16/25 COMP-11/16/25-12/15/25	410.51			1000 410580	345		101000
		Total for Vendor:	410.51						
48333		14 CITY OF COLUMBIA FALLS	398.54						
	122425	12/24/25 FAC-11/18/25-12/17/25	116.27			1000 411200	342		101000
	122425	12/24/25 FD-11/18/25-12/17/25	35.52			1000 420400	342		101000
	122425	12/24/25 PRK-11/18/25-12/17/25	47.21			1000 460400	342		101000
	122425	12/24/25 STR-11/18/25-12/17/25	89.05			2500 430200	342		101000
	122425	12/24/25 WTR-11/18/25-12/17/25	19.38			5210 430500	342		101000
	122425	12/24/25 SWR-11/18/25-12/17/25	91.11			5310 430600	342		101000
		Total for Vendor:	398.54						
48337		776 COL.FALLS VOLUNTEER FIRE	17,206.68						
	122625	12/26/25 STATE ENTITLEMENT 2ND QUARTER	17,206.68			7120 212520			101000
		Total for Vendor:	17,206.68						

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48345		1711 COMFORT SYSTEMS USA	567.43						
	3.5 hours								
		92023357 12/24/25 SWR-UNIT HEATER REPAIRS	567.43			5310 430600	366		101000
		Total for Vendor:	567.43						
48311		2501 ENCOMPASS SUPPLY	327.34						
		114659 12/15/25 FAC-TRASH LINERS / TOWELS / TP	327.34			1000 411200	224		101000
		Total for Vendor:	327.34						
48288		438 FERGUSON WATERWORKS	3,249.44						
		0944234 12/04/25 WTR-METER RADIOS	3,249.44			5210 430500	230		101000
		Total for Vendor:	3,249.44						
48348	E	2961 FIRST BANKCARD-ELECTRONIC PYMT	6,056.05						
		3423401 11/24/25 PD-OFFICE SUPPLIES	72.83			1000 420100	210		101000
		112525 11/25/25 PD-DOCK STATION	1,340.66			1000 420100	212		101000
		8045806 11/25/25 CRT-TONER	142.75			1000 410360	210		101000
		8209043 11/25/25 CRT-COPY PAPER	281.94			1000 410360	210		101000
		113025 11/30/25 PD-T.HALL TRAINING	502.50			1000 420100	380		101000
		9240258 11/12/25 FIN-TONER	54.33			1000 410500	220		101000
		9240258 11/12/25 WTR-TONER	54.33			5210 430500	220		101000
		9240258 11/12/25 SWR-TONER	54.34			5310 430600	220		101000
		9093075 11/25/25 CRT-TONER	65.07			1000 410360	210		101000
		120225 12/02/25 FIN-AMAZON WEB SERVICES	184.00			1000 410580	355		101000
		120225 12/02/25 FD-5 PAGER BATTERIES	132.37			1000 420400	220		101000
		3058603 12/01/25 PD-BATTERIES	15.24			1000 420100	210		101000
		3058603 12/01/25 PD-LABEL MAKER TAPE	11.99			1000 420100	210		101000
		6013069 12/04/25 FIN-COMPUTER MOUSE	3.16			1000 410500	210		101000
		6013069 12/04/25 WTR-COMPUTER MOUSE	3.16			5210 430500	210		101000
		6013069 12/04/25 SWR-COMPUTER MOUSE	3.17			5310 430600	210		101000
		120525 12/05/25 CRT-INTERPRETERS	270.00			1000 410360	399		101000
		0172212 12/05/25 PD-COPY PAPER	42.99			1000 420100	210		101000
		4382650 12/06/25 PD-BINDERS / SHEET PROTECTOR	50.64			1000 420100	210		101000
		112225 11/22/25 FIN-PRIME	43.00			1000 410500	335		101000
		112225 11/22/25 WTR-PRIME	43.00			5210 430500	335		101000
		112225 11/22/25 SWR-PRIME	43.00			5310 430600	335		101000

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	120525	12/05/25 PD-OFFICE SUPPLIES	17.70			1000 420100	210		101000
	0608204	12/05/25 PD-LAMINATING SHEETS	25.63			1000 420100	210		101000
	4694636	12/04/25 FD-MINI FUSES	4.94			1000 420400	232		101000
	120925	12/09/25 CRT-INTERPRETERS	17.50			1000 410360	399		101000
	121025	12/10/25 SWR-D.SANDERSON TRAINING	20.00			5310 430600	380		101000
	121025	12/10/25 SWR-D.SANDERSON TRAINING	20.00			5310 430600	380		101000
	121025	12/10/25 SWR-D.SANDERSON TRAINING	20.00			5310 430600	380		101000
	121025	12/10/25 SWR-D.SANDERSON TRAINING	30.00			5310 430600	380		101000
	8920220	12/08/25 FD-VINYL FILM / TOOLS	94.99			1000 420400	232		101000
	121225	12/12/25 PD-HOTEL	138.24			1000 420100	380		101000
	39310	12/12/25 PD-H. REYNOLDS / T.HENRY	891.00			1000 420100	380		101000
	8209006	12/11/25 PD-TABS / BROOM	22.39			1000 420100	220		101000
	6442652	12/15/25 PD-TONER	52.28			1000 420100	220		101000
	3622636	12/15/25 PD-BATTERIES	21.99			1000 420100	220		101000
	121625	12/16/25 PD-GRAMMARLY	144.00			1000 420100	220		101000
	6058618	12/17/25 FIN-10 KEY ADD MACHINE	67.67			1000 410500	210		101000
	121825	12/18/25 SWR-ADOBE	239.88			5310 430600	355		101000
	121225	12/12/25 PD-OFFICE SUPPLIES	52.13			1000 420100	210		101000
	8381008	12/19/25 PD-FILE SORTER	19.99			1000 420100	210		101000
	122225	12/22/25 FIN-R.ELLIOT TRAINING	50.00			1000 410500	380		101000
	122225	12/22/25 FIN-S.MURPHY	50.00			1000 410500	380		101000
	120925	12/09/25 ADMIN-CHAMBERS LUNCH	16.00			1000 410400	380		101000
	121225	12/12/25 PD-HOTEL	525.26			1000 420100	380		101000
	112425	11/24/25 FIN-ADOBE	33.33			1000 410500	355		101000
	112425	11/24/25 WTR-ADOBE	33.33			5210 430500	355		101000
	112425	11/24/25 SWR-ADOBE	33.33			5310 430600	355		101000
		Total for Vendor:	6,056.05						
48286		1892 FLATHEAD COUNTY	75.00						
	6651	12/10/25 P&Z-OWNERSHIP LIST-R.KREMSKI	75.00			1000 411000	390		101000
		Total for Vendor:	75.00						
48287		23 FLATHEAD COUNTY ELECTIONS	1,827.16						
	20251104	12/08/25 MUNICIPAL GENERAL ELECTION	1,827.16			1000 410100	399		101000
		Total for Vendor:	1,827.16						

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48331		2569 FLATHEAD COUNTY OES - FECC	748.08						
	202608	01/02/26 PD-NET MOTION FY26	748.08			1000 420100	355		101000
		Total for Vendor:	748.08						
48289		2819 GLACIER MEDICAL ASSOCIATES	1,079.00						
	111825	11/18/25 PD-H.REYNOLDS PRE EMPLOY	414.00			1000 420100	390		101000
	111825	11/18/25 PD-H.REYNOLDS PRE EMPLOY	104.00			1000 420100	390		101000
	112025	11/20/25 PD-T.HENRY PRE EMPLOY	62.00			1000 420100	390		101000
	112025	11/20/25 PD-T.HENRY PRE EMPLOY	499.00			1000 420100	390		101000
		Total for Vendor:	1,079.00						
48334		3113 GLOBAL ARCHIVES INC	166.32						
		NOVEMBER ENGINEERING DRAWINGS							
	2024272	12/25/25 WTR-MONTHLY STORAGE AS BUILTS	83.16			5210 430500	363		101000
	2024272	12/25/25 SWR-MONTHLY STORAGE AS BUILTS	83.16			5310 430600	363		101000
		Total for Vendor:	166.32						
48306		3010 GOLD COMMUNICATION SERVICES,	14,602.26						
	1737	12/16/25 PD-CAR #27 BUILD	7,318.24			4020 420100	940		101000
	1731	12/16/25 PD-PORTABLE RADIOS	7,284.02			1000 420100	212		101000
		Total for Vendor:	14,602.26						
48307		2042 GOSMA	150.00						
	20	12/17/25 ADMIN-E.HANKS GOSMA MBRSHIP	150.00			1000 410400	380		101000
		Total for Vendor:	150.00						
48315		1455 GRAINGER	14.90						
	9746988493	12/17/25 SWR-MINATURE BAYONET	14.90			5310 430600	240		101000
		Total for Vendor:	14.90						
48272		2806 HANSON'S HARDWARE	451.15						
	617735	10/21/25 SWR-ELBOW / ADPTR / COUPLING	4.73			5310 430600	240		101000
	617768	10/24/25 STR-3 STEP STOOL	67.99			2500 430200	220		101000
	618039	11/19/25 PRK-MISC SCREWS	34.20			1000 460400	220		101000
	618040	11/19/25 SWR-FILTER CARTRIDGE	43.96			5310 430600	240		101000
	618058	11/20/25 STR-SAND DISK / DRILL MNT	151.77			2500 430200	220		101000

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	618065	11/21/25 SWR-FOAM SEALANT	11.99			5310 430600	240		101000
	618109	11/26/25 FAC-DRAIN DISSOLVER	16.99			1000 411200	224		101000
	621717	11/30/25 STR-FINANCE CHARGE	1.43			2500 430200	220		101000
	617122	09/03/25 PD-OVERPAYMENT / RTRN	-1.32			1000 420100	360		101000
	618157	12/02/25 PD-MISC SCREWS / DRILL BIT	13.95			1000 420100	360		101000
	618173	12/04/25 PD-GRANITE SHELF	5.49			1000 420100	360		101000
	618134	12/01/25 SWR-20X30 TARP / BUGEE CORD	99.97			5310 430600	220		101000
48316		2806 HANSON'S HARDWARE	68.44						
	618232	12/10/25 PRK-10' WATER HOSE	12.99			1000 460400	220		101000
	618246	12/10/25 WTR-DEERSKIN GLOVE XL	29.99*			5210 430500	226		101000
	618220	12/08/25 STR-CONNECTORS	5.48			2500 430200	220		101000
	618206	12/06/25 PD-LOCK	19.98			1000 420100	210		101000
		Total for Vendor:	519.59						
48295		3116 IBS, INC	353.64						
	893999-1	12/12/25 STR-KNEE PAD/ EXT CRD / TRAY	353.64			2500 430200	220		101000
		Total for Vendor:	353.64						
48304		2791 IDEXX DISTRIBUTION, INC.	427.34						
	3189955935	12/09/25 SWR-LAB SUPPLIES	427.34			5310 430600	222		101000
		Total for Vendor:	427.34						
48290		2580 JD THINNING INC	4,654.57						
	18095	12/11/25 ADMIN-CHRISTMAS LIGHT LABOR	2,150.82			1000 410100	399		101000
	17460	07/25/25 TCP-3 LG TREES TALBOT	2,503.75			1000 410131	390		101000
		Total for Vendor:	4,654.57						
48341		3305 KENWORTH SALES COMPANY, LIGHT BAR WIRING HARNESS RAM 5500	39.70						
	39746	12/26/25 STR-REPLACEMENT CABLE	39.70			2500 430200	232		101000
		Total for Vendor:	39.70						
48291		162 LOGAN HEALTH - WHITEFISH	42.00						
	92794659	12/04/25 PD-EVIDENCE	21.00			1000 420100	399		101000
	90400915	11/22/25 PD-EVIDENCE	21.00			1000 420100	399		101000
		Total for Vendor:	42.00						

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48297		735 MASTER TECH REPAIR	35.00						
	8894.31	12/10/25 SWR-SWITCH & WIRE HARNESS	35.00			5310 430600	240		101000
		Total for Vendor:	35.00						
48323		2537 MICROCOMM	1,977.50						
	21142	12/05/25 SWR-PHASE 2 BIOREACTOR	1,977.50			5310 430600	930		101000
		Total for Vendor:	1,977.50						
48296		1860 MONTANA DEPT. OF LABOR &	36.00						
	120425	12/04/25 CFRFD-BOILER CERTIFICATE FEE	36.00			1000 420400	399		101000
		Total for Vendor:	36.00						
48349		707 MONTANA DEPT. OF REVENUE	151.35						
	WWTP PAY APP #14 1%								
	WWTP14	12/31/25 WWTP-PAY APP #14 1%	151.35			5310 430600	930		101000
		Total for Vendor:	151.35						
48298		43 MONTANA ENVIRONMENTAL LABORATORY	754.00						
	2510550	10/07/25 SWR-NITRATE, NITRATE TKN	75.00			5310 430600	394		101000
	2512120	11/12/25 SWR-AMONIA NITRATE NITRATE TK	100.00			5310 430600	394		101000
	2512342	11/17/25 SWR-NITRATE NITRATE TKN	75.00			5310 430600	394		101000
	2512585	11/26/25 SWR-NITRATE NITRATE TKN	75.00			5310 430600	394		101000
	2512812	12/09/25 SWR-NITRATE NITRATE TKN	75.00			5310 430600	394		101000
	2513027	12/09/25 SWR-ALUMINUM DISSOLVED	17.00			5310 430600	394		101000
	2512286	11/11/25 WTR-COLIFORM	160.00			5210 430500	394		101000
	2513255	12/10/25 WTR-COLIFORM	160.00			5210 430500	394		101000
	2512121	11/07/25 SWR-ALUMINUM DISSOLVED	17.00			5310 430600	394		101000
		Total for Vendor:	754.00						
48299		1247 MURDOCH'S RANCH & HOME	107.99						
	COUNCIL CUPS FOR RETIREEING LOVERING AND SHEPARD								
	258515	12/10/25 L.S.-COFFEE CUP (2)	80.00			1000 410100	220		101000
	257311	12/26/25 STR-4.5 QUART CONTAINER	27.99			2500 430200	220		101000
		Total for Vendor:	107.99						

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CITY OF COLUMBIA FALLS
Claim Approval List
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* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
48322		52 NAPA AUTO PARTS	658.57						
	134519	12/15/25 SWR-WINDSHIELD WASH	47.03			5310 430600	220		101000
	135011	12/22/25 FD-CHAMMOIS / WASH MITT	40.47			1000 420400	220		101000
	135226	12/26/25 STR-FILTERS CAT BACKHOE	297.50			2500 430200	232		101000
	134482	12/15/25 STR-FILTERS LOADER / BACKHOE	273.57			2500 430200	232		101000
		Total for Vendor:	658.57						
48292		3231 NORTHERN ROCKIES FIRE	345.00						
	1360	12/15/25 FD-LEATHER BUNKER BOOT	345.00			1000 420400	220		101000
		Total for Vendor:	345.00						
48326		2002 NORTHWEST PARTS & EQUIPMENT &	899.16						
	359215	12/05/25 STR-COUPLER / NPL / TIE	70.98			2500 430200	220		101000
	359375	12/10/25 STR-HOSE FOR TRANSFER PUMP	414.09			2500 430200	220		101000
	359375	12/10/25 WTR-HOSE FOR TRANSFER PUMP	414.09			5210 430500	220		101000
		Total for Vendor:	899.16						
48318		3341 NORTON TRAINING CORP.	534.00						
	922	12/16/25 FIN-ON DEMAND TRAINING	534.00			1000 410500	380		101000
		Total for Vendor:	534.00						
48340		2816 O'REILLY AUTO PARTS	207.27						
	CARS 23,25,26								
	146989	12/28/25 PD-OIL FILTERS	24.72			1000 420100	232		101000
	146989	12/28/25 PD-MOTOR OIL	147.44			1000 420100	231		101000
	145236	12/09/25 STR-MIRROR	13.99			2500 430200	220		101000
	145524	12/12/25 STR-LIGHTS	21.12			2500 430200	232		101000
		Total for Vendor:	207.27						
48321		3085 ORTHOPEDIC REHAB INC	800.00						
	111825	11/18/25 PD-H.REYNOLDS EMPLOY SCREEN	200.00			1000 420100	390		101000
	112025	11/20/25 PD-T.HENRY EMPLOY SCREEN	200.00			1000 420100	390		101000
	110125	12/01/25 FD-N.JOHNSON EMPLOY SCREEN	200.00			1000 420400	390		101000
	120325	12/03/25 FD-K.STYLER EMPLOY SCREEN	200.00			1000 420400	390		101000
		Total for Vendor:	800.00						

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* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
48300		3193 POMP'S TIRE SERVICE INC	1,927.49						
	2090017121	12/12/25 PD-CAR #25 WINTER TIRES	900.12			1000 420100	361		101000
	2090017122	12/10/25 PD-CAR #26 WINTERTIRES	768.84			1000 420100	361		101000
	2090017240	12/11/25 STR-2017 FRD TIRE / BALANC	258.53			2500 430200	361		101000
		Total for Vendor:	1,927.49						
48332		3192 POP A SQUAT PORTABLES	570.00						
		RIVERS EDGE, TALBOT BIKE PATH, MARANTETTE, PINWOOD, FENHOLT, COLUMBUS							
	21740	12/23/25 PRK-PORTA POTTIES (6)	570.00			1000 460400	399		101000
		Total for Vendor:	570.00						
48347		3277 PROSPECT CONSTRUCTION INC	14,984.09						
		PAY APP #14 Application Period 9/05/25 - 10/30/25							
	PAY APP 14	12/31/25 SWR-WWTP PAY APP14 9/5/-10	14,984.09			5310 430600	930		101000
		Total for Vendor:	14,984.09						
48308		243 SAFEGUARD Q B S	313.17						
	9009440467	12/06/25 FIN-1099R'S	60.21			1000 410500	220		101000
	9009440467	12/06/25 FIN-ENV & W2 FORMS	84.32			1000 410500	220		101000
	9009440467	12/06/25 WTR-ENV & W2 FORMS	84.32			5210 430500	220		101000
	9009440467	12/06/25 SWR-ENV & W2 FORMS	84.32			5310 430600	220		101000
		Total for Vendor:	313.17						
48303		2755 SHERWIN-WILLIAMS CO	64.38						
	1140-3	12/11/25 SWR-MANUAL MUSLIN PAINT	64.38			5310 430600	240		101000
		Total for Vendor:	64.38						
48329		3297 Staples, Inc	141.76						
	6050366141	12/12/25 FIN-CASHIER TONER	39.69			1000 410500	210		101000
	6050366141	12/12/25 WTR-CASHIER TONER	39.69			5210 430500	210		101000
	6050366141	12/12/25 SWR-CASHIER TONER	39.69			5310 430600	210		101000
	6050454330	12/13/25 FIN-DAILY PLANNER B.STAALA	22.69			1000 410500	210		101000
		Total for Vendor:	141.76						

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CITY OF COLUMBIA FALLS
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* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
48309		1797 STATE INFORMATION TECHNOLOGY	40.45						
	523211	11/01/25 PD-ITSD/EMAIL 11/1/25-11/30/25	40.45			1000 420100	355		101000
		Total for Vendor:	40.45						
48301		862 SUCCESSFUL SIGNS AND AWARDS	105.00						
	13909	12/16/25 ADMIN-2 NAMEPLATES	44.00			1000 410100	220		101000
	13894	12/10/25 ADMIN-ENGRAVING & SET UP	61.00			1000 410100	220		101000
		Total for Vendor:	105.00						
48317		1653 SUPER 1 FOODS	71.61						
	2476945	12/01/25 SWR-TESTING WATER	26.40			5310 430600	222		101000
	3261196	12/16/25 FD-SOAP / SPONGE	13.45			1000 420400	220		101000
	4064987	12/26/25 SWR-TESTING WATER	26.40			5310 430600	222		101000
	4064987	12/26/25 SWR-GLD AREO	5.36			5310 430600	220		101000
		Total for Vendor:	71.61						
48320	E	3340 T-MOBILE - Electronic	1,346.47						
	39666	12/10/25 ADMIN-11/10/25-12/09/25	32.06			1000 410400	345		101000
	39666	12/10/25 FIN-11/10/25-12/09/25	32.06			1000 410500	345		101000
	39666	12/10/25 FD-11/10/25-12/09/25	144.17			1000 420400	345		101000
	39666	12/10/25 FAC-11/10/25-12/09/25	12.72			1000 411200	345		101000
	39666	12/10/25 STR-11/10/25-12/09/25	73.85			2500 430200	345		101000
	39666	12/10/25 PD-11/10/25-12/09/25	685.89			1000 420100	345		101000
	39666	12/10/25 PRK-11/10/25-12/09/25	15.28			1000 460400	345		101000
	39666	12/10/25 WTR-11/10/25-12/09/25	182.86			5210 430500	345		101000
	39666	12/10/25 SWR-11/10/25-12/09/25	121.73			5310 430600	345		101000
	39666	12/10/25 CRT-11/10/25-12/09/25	45.85			1000 410360	345		101000
		Total for Vendor:	1,346.47						
48312		2699 THE MAIL ROOM, INC	354.44						
	INVOICE #D127421	12/01/25-12/12/25							
	D127421	12/15/25 PD-MAIL 12/1/25-12/12/25	11.80			1000 420100	310		101000
	D127421	12/15/25 FIN-MAIL 12/1/25-12/12/25	28.93			1000 410500	310		101000
	D127421	12/15/25 WTR-MAIL 12/1/25-12/12/25	81.98			5210 430500	310		101000
	D127421	12/15/25 SWR-MAIL 12/1/25-12/12/25	81.98			5310 430600	310		101000
	D127421	12/15/25 CRT-MAIL 12/1/25-12/12/25	112.45			1000 410360	310		101000

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CITY OF COLUMBIA FALLS
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* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
	D127421	12/15/25 P&Z-MAIL 12/1/25-12/12/25	37.30			1000 411000	310		101000
		Total for Vendor:	354.44						
48305		1623 THE UPS STORE #4515	72.68						
	015351	12/11/25 PD-EVIDENCE SHIPPING	13.39			1000 420100	310		101000
	036153	12/05/25 PD-EVIDENCE SHIPPING	13.39			1000 420100	310		101000
	036187	12/05/25 FD-SHIPPING	17.22			1000 420400	310		101000
	036973	12/20/25 PD-EVIDENCE SHIPPING	14.34			1000 420100	310		101000
	037140	12/26/25 PD-EVIDENCE SHIPPING	14.34			1000 420100	310		101000
		Total for Vendor:	72.68						
48338		3200 USABLUBOOK	242.87						
	906631	12/10/25 SWR-REPLACEMENT CAP	242.87			5310 430600	222		101000
		Total for Vendor:	242.87						
48314		84 WESTERN BUILDING CENTER	618.56						
	1709845	12/09/25 SWR-PAINT ROLLER / TRAY	17.34			5310 430600	240		101000
	1711908	12/10/25 SWR-MINI WIRE BRUSH	2.79			5310 430600	220		101000
	1714457	12/12/25 SWR-2 BRISTLE CHIP BRUSH	4.38			5310 430600	220		101000
	1717788	12/15/25 SWR-BLUE DEF / TOWELS	41.97			5310 430600	220		101000
	1722422	12/18/25 FD-BOLT/ WASHER/ NUT	5.76			1000 420400	220		101000
	1724627	12/19/25 FD-BATTERY / BOLT	14.41			1000 420400	220		101000
	1729481	12/26/25 STR-CHAINSAW KIT	449.99			2500 430200	212		101000
	1726615	12/22/25 STR-PVC ADAPTER	7.79			2500 430200	220		101000
	1722307	12/18/25 STR-11" CABLE TIE	29.98			2500 430200	240		101000
	1719700	12/16/25 STR-TAP CUBE	8.69			2500 430200	220		101000
	1709395	12/09/25 STR-PVC CONDUIT	4.59			2500 430200	220		101000
	1709488	12/09/25 STR-TAPE / PRIMER / CEMENT	19.76			2500 430200	220		101000
	1721016	12/17/25 SWR-FASTNERS / CABLE TIE	11.11			5310 430600	240		101000
		Total for Vendor:	618.56						
48302		3021 WGM GROUP	13,825.00						
	77235	12/11/25 WTR-WATER PER 11/01-11/30/25	13,825.00			5210 430500	354		101000
		Total for Vendor:	13,825.00						

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CITY OF COLUMBIA FALLS
Claim Approval List
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* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
48310		3235 Z&M ENTERPRISE, LLC	615.17						
	1847	12/15/25 SWR-UV PARTS	615.17			5310 430600	220		101000
		Total for Vendor:	615.17						
		# of Claims 58	Total: 110,668.59		# of Vendors	53			
		Total Electronic Claims	8,414.44						
		Total Non-Electronic Claims	102254.15						

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CITY OF COLUMBIA FALLS
Fund Summary for Claims
For the Accounting Period: 12/25

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Fund/Account	Amount
1000 GENERAL FUND	
101000 CASH/CASH EQUIVALENTS	40,023.23
2500 SPECIAL STREET MAINTENANCE DISTRICT FUND	
101000 CASH/CASH EQUIVALENTS	3,385.42
4020 CAPITAL PROJECTS FUND - General	
101000 CASH/CASH EQUIVALENTS	7,318.24
5210 WATER ENTERPRISE FUND	
101000 CASH/CASH EQUIVALENTS	19,257.79
5310 SEWER ENTERPRISE FUND	
101000 CASH/CASH EQUIVALENTS	23,477.23
7120 FIRE RELIEF DISABILITY/PENSION FUND	
101000 CASH/CASH EQUIVALENTS	17,206.68
Total:	110,668.59

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CITY OF COLUMBIA FALLS
Claim Approval Signature Page
For the Accounting Period: 12 / 25

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Report ID: AP100A

Council Meeting Date: January 5, 2026

Claims Submitted to Council:\$ \$110,668.59

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

Prepared By: Jessica Rice, Finance Director

Jessica Rice

Approved by Eric Hanks, City Manager

Eric Hanks

City Council to Approve by motion on consent agenda

The claims noted below are non-routine or material in nature:

1. Gold Communication Services: \$14,602.26 - Purchase portable radios for Police Department, as well as the radio for the new car build. (Fund 1000)
2. JD Thinning: \$4,654.57 - Christmas lights and large tree removal on Talbot Road. (Fund 1000)
3. Prospect Construction: \$14,984.09 - Waste Water Treatment Plant (WWTP) bioreactor pay app 14. (Fund 5310)
4. WGM Group: \$13,825.00 - Water PER. (Fund 5210)

The remaining claims are routine in nature. If you have any questions, please do not hesitate to reach out.

Thank you,
Jessica Rice
(406) 892-4327

12/18/25
09:10:20

CITY OF COLUMBIA FALLS
Payroll Summary For Payrolls from 12/19/25 to 12/19/25

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Report ID: P130

Item No.2.

Total for Payroll Checks

	Employee	Employer	Amount
ADDL HOURS (Additional)	0.00		1,430.63
COMA HOURS (Comp Time Accumulated)	13.50		
J010 HOURS (OT TRAINING)	43.00		1,885.45
J011 HOURS (OT COURT)	3.00		129.11
OVER HOURS (Overtime)	33.75		1,603.77
OVTD HOURS (STEP overtime)	20.00		878.10
REG HOURS (Regular Time)	2,915.75		101,011.43
REG1 HOURS (Additional to regular)	6.00		179.10
SFTO HOURS (Shift Sup/FTO - \$1.5/hour)	36.00		54.00
SHFI HOURS (Step B)	20.00		60.00
SHFN HOURS (Shift B)	369.50		739.00
SHFQ HOURS (OVT B)	41.50		124.50
SICK HOURS (Sick Time)	26.42		801.42
VACA HOURS (Vacation Time Used)	99.86		3,137.82
VOLN HOURS (Not in use)	27.00		1,350.00
GROSS PAY	112,034.33	0.00	
NET PAY	79,185.82	0.00	
NET PAY (CHECKS)	337.80		
NET PAY (DIRECT DEPOSIT)	78,848.02		
AFLAC-POSTTAX	86.97	0.00	
AFLAC-PRETAX	249.32	0.00	
CITY OF COLUMBI	20.00	0.00	
FIT	8,717.88	0.00	
FLEX ALLEGIANCE	1,012.50	25.00	
FOP	450.00	0.00	
HEALTHINS/PRE	4,079.30	31,516.90	
MEDICARE	1,580.64	1,580.64	
MT ST FIRE ASSO	112.40	0.00	
MUTUAL OF OMAHA	286.90	0.00	
NATIONWIDE/CITY	0.00	2,315.12	
NATIONWIDE/EMP	200.00	0.00	
P.E.R.S.	4,379.95	5,028.66	
PERS RETIREE	0.00	18.14	
PERS/FURS	1,202.63	1,614.00	
PERS/POLICE	3,071.15	4,917.26	
SIT	3,321.00	0.00	
SOCIAL SECURITY	3,806.87	3,806.87	
TEAMSTERS DUES	271.00	0.00	
UNEMPL. INSUR.	0.00	607.37	
WORKERS' COMP	0.00	3,618.05	
CHARLES SCHWAB	1,925.44	0.00	
FIRST INTERSTAT	1,278.59	0.00	
FREEDOM BANK	3,737.17	0.00	
GLACIER BANK KA	6,732.31	0.00	
GLACIER BANK MS	3,194.96	0.00	
GLACIER BANK/CF	23,193.57	0.00	
GLACIER BANK/WF	2,444.58	0.00	
MORGAN STANLEY	4,406.79	0.00	

Dec. 19, 2025
Payroll
\$204,292.31
Barb Stalant

12/18/25
09:10:20

CITY OF COLUMBIA FALLS
Payroll Summary For Payrolls from 12/19/25 to 12/19/25

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NAVY FEDERAL CR	2,177.92	0.00
PARKSIDE CR U	11,992.82	0.00
STOCKMAN BANK	1,275.13	0.00
USAA FEDERAL	1,499.85	0.00
WELLS FARGO	2,373.15	0.00
WELLS FARGO, TX	2,948.64	0.00
WELLS VIRGINIA	1,248.44	0.00
WFISH CR UNION	8,418.66	0.00
FIT/SIT BASE	97,839.48	0.00
MEDICARE BASE	109,008.33	0.00
PERS BASE	101,006.07	0.00
SOC SEC BASE	61,401.13	0.00
UN BASE	110,434.33	0.00
WC BASE	111,893.33	0.00

Total 55,048.01
Total Payroll Expense (Gross Pay + Employer Contributions): 167,082.34
*** PAYROLL REGISTER + VOLUNTEER PAYROLL REGISTER = PAYROLL SUMMARY ***

Check Summary

Payroll Checks Prev. Out. \$3,658.01
Payroll Checks Issued \$80,911.10
Payroll Checks Redeemed \$3,215.57
Payroll Checks Outstanding \$81,353.54
Electronic Checks \$123,381.21

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security	7,613.74	7,613.74		212260
Medicare	3,161.28	3,161.28		212260
P.E.R.S.	9,408.61	9,408.61		212270
Unempl. Insur.	607.37	3,718.86	4,326.23	212210
Workers' Comp	3,618.05	21,657.30	25,275.35	212220
FIT	8,717.88	8,717.88		212260
SIT	3,321.00	3,321.00		212260
AFLAC-PRETAX	249.32	249.32	498.64	212230
NATIONWIDE/EMP	200.00		200.00	212280
Teamsters dues	271.00	271.00	542.00	212310
PERS/Police	7,988.41	7,988.41		212240
NATIONWIDE/CITY	2,315.12	2,315.12		212280
AFLAC-POSTTAX	86.97	86.97	173.94	212230
PERS/FURS	2,816.63	2,816.63		212275
MT ST FIRE ASSO	112.40	112.40		212315
HEALTHINS/PRE	35,596.20	35,596.20	76,137.40	-4,945.00
CITY OF COLUMBI	20.00	20.00		212450
FLEX ALLEGIANCE	1,037.50	1,037.50		212285
FOP	450.00	450.00		212335
PERS RETIREE	18.14	18.14		212270
MUTUAL OF OMAHA	286.90	286.90	573.80	212400
Total Ded.	87,896.52	61,866.55	125,106.49	24,656.58

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

12/29/25
08:23:58CITY OF COLUMBIA FALLS
Payroll Summary For Payrolls from 12/26/25 to 12/26/25Page: 1 of 2
Report ID: P130

Total for Payroll Checks

	Employee	Employer	Amount
ADDL HOURS (Additional)	0.00		250.24
J001 HOURS (CLOTH ALLOW)	0.00		-850.00
TRMS HOURS (Termination Sick Pay)	5.99		184.79
TRMV HOURS (Termination Vacation Pay)	72.02		2,221.82
VOLN HOURS (Not in use)	27.00		1,350.00

GROSS PAY	1,806.85	0.00
NET PAY	1,686.09	0.00
FIT	40.28	0.00
MEDICARE	26.20	26.20
P.E.R.S.	19.77	22.70
SIT	19.00	0.00
SOCIAL SECURITY	15.51	15.51
UNEMPL. INSUR.	0.00	14.62
WORKERS' COMP	0.00	176.31
GLACIER BANK/CF	1,474.76	0.00
WFISH CR UNION	211.33	0.00
FIT/SIT BASE	1,787.08	0.00
MEDICARE BASE	1,806.85	0.00
PERS BASE	250.24	0.00
SOC SEC BASE	250.24	0.00
UN BASE	2,656.85	0.00
WC BASE	4,006.85	0.00

Total 255.34
 Total Payroll Expense (Gross Pay + Employer Contributions): 2,062.19
 *** PAYROLL REGISTER + VOLUNTEER PAYROLL REGISTER = PAYROLL SUMMARY ***

Check Summary

Payroll Checks Prev. Out.	\$84,569.11
Payroll Checks Issued	\$0.00
Payroll Checks Redeemed	\$3,235.57
Payroll Checks Outstanding	\$81,333.54
Electronic Checks	\$1,871.26

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security	31.02	31.02		212260
Medicare	52.40	52.40		212260
P.E.R.S.	42.47	42.47		212270
Unempl. Insur.	14.62		3,748.10	212210
Workers' Comp	176.31		22,009.92	212220
FIT	40.28	40.28		212260
SIT	19.00	19.00		212260
AFLAC-PRETAX	0.00			212230
Teamsters dues	0.00			212310
PERS/Police	0.00			212240

Dec. 26, 2025
 Payroll
 \$ 1,811.26
 Bob Standaert

12/29/25

CITY OF COLUMBIA FALLS

Page: 2 of 2

08:23:58

Payroll Summary For Payrolls from 12/26/25 to 12/26/25

Report ID: P130

HEALTHINS/PRE	0.00			212400
MUTUAL OF OMAHA	0.00			212400

Total Ded.	376.10	25,567.09	185.17	25,758.02
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12/31/25

14:37:41

CITY OF COLUMBIA FALLS

Payroll Summary For Payrolls from 01/02/26 to 01/02/26

Page: 1 of 3

Report ID: P130

Item No.4.

Total for Payroll Checks

	Employee	Employer	Amount
ADDL HOURS (Additional)	0.00		100.00
COMA HOURS (Comp Time Accumulated)	26.25		
COMP HOURS (Comp Time Used)	11.50		356.37
HOL HOURS (Holiday Pay)	311.27		10,715.81
HOLW HOURS (Holiday Worked @ 2.5x)	9.00		433.47
J001 HOURS (CLOTH ALLOW)	0.00		800.00
J003 HOURS (PD HOL WK)	24.00		1,207.26
J008 HOURS (PD HOL WK OT)	23.00		1,275.47
J010 HOURS (OT TRAINING)	4.00		172.14
J011 HOURS (OT COURT)	13.00		674.48
J012 HOURS (STEP SHIFTS*)	12.00		548.10
J013 HOURS (STEP B*)	12.00		36.00
OVER HOURS (Overtime)	77.50		3,462.99
REG HOURS (Regular Time)	2,357.50		81,390.49
SFTO HOURS (Shift Sup/FTO - \$1.5/hour)	72.00		108.00
SHFN HOURS (Shift B)	336.50		673.00
SHFQ HOURS (OVI B)	43.00		129.00
SHFU HOURS (Hol wk B)	36.00		180.00
SICK HOURS (Sick Time)	75.50		2,347.35
VACA HOURS (Vacation Time Used)	240.75		7,905.96
GROSS PAY	112,515.89	0.00	
NET PAY	79,616.70	0.00	
AFLAC-POSTTAX	86.97	0.00	
AFLAC-PRETAX	219.10	0.00	
CITY OF COLUMBI	20.00	0.00	
FIT	8,898.37	0.00	
FLEX ALLEGIANCE	813.67	27.50	
FOP	495.00	0.00	
GARNISHMENT	527.42	0.00	
HEALTHINS/PRE	4,079.30	31,516.90	
MEDICARE	1,590.94	1,590.94	
MT ST FIRE ASSO	112.37	0.00	
MUTUAL OF OMAHA	286.90	0.00	
NATIONWIDE/CITY	0.00	2,315.12	
NATIONWIDE/EMP	200.00	0.00	
P.E.R.S.	4,248.44	4,877.63	
PERS/FURS	1,202.45	1,613.75	
PERS/POLICE	3,020.76	4,836.58	
SIT	3,190.00	0.00	
SOCIAL SECURITY	3,636.50	3,636.50	
TEAMSTERS DUES	271.00	0.00	
UNEMPL. INSUR.	0.00	614.43	
WORKERS' COMP	0.00	3,532.40	
CHARLES SCHWAB	1,940.33	0.00	
FIRST INTERSTAT	1,246.36	0.00	
FREEDOM BANK	3,788.41	0.00	
GLACIER BANK KA	6,992.17	0.00	
GLACIER BANK MS	3,222.30	0.00	

Payroll
Jan. 2, 2026
\$124,470.64
+ [Signature]

12/31/25
14:37:41

CITY OF COLUMBIA FALLS
Payroll Summary For Payrolls from 01/02/26 to 01/02/26

Page: 2 of 3
Report ID: P130

GLACIER BANK/CF	22,166.57	0.00
GLACIER BANK/WF	2,323.34	0.00
MORGAN STANLEY	4,471.94	0.00
NAVY FEDERAL CR	2,021.19	0.00
PARKSIDE CR U	11,778.05	0.00
STOCKMAN BANK	1,195.05	0.00
USAA FEDERAL	1,844.91	0.00
WELLS FARGO	3,314.07	0.00
WELLS FARGO, TX	3,261.37	0.00
WELLS VIRGINIA	2,573.91	0.00
WFISH CR UNION	7,476.73	0.00
FIT/SIT BASE	98,732.17	0.00
MEDICARE BASE	109,718.94	0.00
PERS BASE	98,579.62	0.00
SOC SEC BASE	58,653.24	0.00
UN BASE	111,715.89	0.00
WC BASE	109,598.48	0.00

Total 54,561.75
Total Payroll Expense (Gross Pay + Employer Contributions): 167,077.64

Check Summary

Payroll Checks Prev. Out. \$103,167.09
Payroll Checks Issued \$3,174.91
Payroll Checks Redeemed \$0.00
Payroll Checks Outstanding \$106,342.00
Electronic Checks \$123,295.73

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security	7,273.00	7,273.00		212260
Medicare	3,181.88	3,181.88		212260
P.E.R.S.	9,126.07	9,126.07		212270
Unempl. Insur.	614.43	614.43	1,228.86	212210
Workers' Comp	3,532.40	3,532.40	7,064.80	212220
FIT	8,898.37	8,898.37		212260
SIT	3,190.00	3,190.00		212260
AFLAC-PRETAX	219.10	219.10	438.20	212230
NATIONWIDE/EMP	200.00	200.00		212280
Teamsters dues	271.00	271.00	542.00	212310
PERS/Police	7,857.34	7,857.34		212240
GARNISHMENT	527.42	527.42		212330
NATIONWIDE/CITY	2,315.12	2,315.12		212280
AFLAC-POSTTAX	86.97	86.97	173.94	212230
PERS/FURS	2,816.20	2,816.20		212275
MT ST FIRE ASSO	112.37	112.37		212315
HEALTHINS/PRE	35,596.20	35,596.20	71,192.40	212400
CITY OF COLUMBI	20.00	20.00		212450
FLEX ALLEGIANCE	841.17	841.17		212285
FOP	495.00	495.00		212335
MUTUAL OF OMAHA	286.90	286.90	573.80	212400

12/31/25

14:37:41

CITY OF COLUMBIA FALLS

Payroll Summary For Payrolls from 01/02/26 to 01/02/26

Page: 3 of 3

Report ID: P130

Item No.4.

Total Ded.	87,460.94	40,607.00	46,853.94	81,214.00
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*** Carried Forward column only correct if report run for current period.

CITY OF COLUMBIA FALLS
CITY COUNCIL REGULAR MEETING MINUTES
HELD DECEMBER 15, 2025

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

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

Also Present: City Manager Hanks, City Clerk Staaland, City Attorney Breck, Finance Director Rice, Fire Chief Weeks, Public Works Director Bates and Police Chief Stephens.

PLEDGE OF ALLEGIANCE

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

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

- Approval of Claims - December 15, 2025 - \$143,623.34
- Approval of Payroll Claims - Dec. 5, 2025 - \$138,062.57
- Approval of Regular Council Meeting Minutes - December 1, 2025
- Contract with Montana League of Cities and Towns - FY 2025 Annual Financial Report
- Contract for Professional Services - River's Edge Park Fishing Pier Construction
Engineering oversight for the River's Edge Park Fishing Pier Project in accordance with the scope of work provided by WGM Group
- Wastewater Treatment Plant Project - HDR Contract Amendment 4
- City staff requests Council authorization to approve Agreement 4 of Wastewater Treatment Plant Engineering Services contract with HDR Engineering for the completion of an Arc Flash Study and extended engineering construction services.
- Pinewood Aquatic Center Boiler Replacement Contract

APPOINTMENTS: Probationary Volunteer Firefighters Kelsey Styler and Nolan Johnson

Fire Chief Weeks said the membership of the Columbia Falls Fire Department has voted to accept Nolan Johnson as a probationary volunteer firefighter. Nolan has completed all pre-hire requirements, attended several of our trainings, and has shown great interest in becoming a firefighter. The department has also voted to accept Kelsey Styler as a probationary volunteer firefighter. Kelsey has extensive experience as a firefighter with Evergreen Fire and is a license paramedic. Kelsey is not available for tonight's meeting and will make arrangements to be sworn in later.

Councilor Piper motioned to approve the appointment of Nolan Johnson and Kelsey Styler as Probationary Volunteer Firefighters, seconded by Councilor Lovering and the motion carried unanimously.
City Clerk Staaland Administer Oath of Office to Nolan Johnson.

OATH OF OFFICE: City Clerk Staaland administered Oath of Office to City Judge Kristi Curtis for the term of January 1, 2026 - December 31, 2029, and Probationary Police Officer Heidi Reynolds.

Mayor Barnhart stated Councilors Shepard and Lovering have chosen not to run for reelection this year, after very long and appreciative service to the city of Columbia Falls. Councilor Shepard has been on council for approximately 30 years. He's been dedicated to the city of Columbia Falls for many, many years. Councilor Jenny Lovering has been a great addition to the City Council and has served the City of Columbia Falls for 12 years said Barnhart. We're certainly going to miss her and wish her the best after City Council.

VISITORS/PUBLIC COMMENT (Items not on agenda)

Darren Fisher, 303 3rd Avenue East. Said he had three brief comments. First, regarding the upcoming discussion on Wastewater capacity allocation, he serves as president of the Planning Commission. If questions arise related to our recent discussion, we would be happy to provide clarification at that time. Second, he was pleased to see the e-bike ordinances back on the agenda. City staff did an excellent job preparing them, and he appreciates council taking time to review the public concerns. Lastly, he thanked Councilors Shepard and Lovering for their years of service. He served 12 years on the council with both and greatly valued their dedication, experience, and contributions.

Karla Fisher thanked the departing councilors for their service and said she appreciated them very much.

Linda Miller 96 Trap Lane said Rivers Edge Park has long been a safe sanctuary for families, walkers, and others. Recently, people were throwing golf discs near the boardwalk and water without warning, creating safety concern. Although no one was hurt, it made the area feel unsafe. There is no signage or warning in the area. If this activity continues, public safety should be addressed.

NEW BUSINESS:

Mayor Barnhart read the Proclamation for Arbor Day and proclaimed May 1, 2026, as Arbor Day.

Gateway to Glacier Safety & Mobility Project

City Manager Hanks said the City is excited to be moving forward with the project, noting that not all communities were able to proceed with their federal grants. The City has federally obligated funds in place and is ready to advertise for bids. The project includes more than \$10 million in federal funding with a \$500,000 City match for water and street improvements. A 30-day bid period is planned, with bid openings in late January, an open house in February, construction beginning in March, and completion targeted for November 2026.

Councilor Piper motioned to authorize City Manager to move forward in requesting bids, seconded by Price and the motion carried unanimously.

Wastewater Capacity Allocation

City Manager Hanks reported that city staff, consulting engineers, and the Department of Environmental Quality (DEQ) have been working extensively to determine the City's remaining wastewater treatment capacity. Recent growth and development applications submitted over the past three to four months have intensified this challenge and will strain available capacity regardless of the final calculations. The City is nearing its wastewater capacity and felt it was important to provide the public, Council, and developers with a transparent understanding of where the City currently stands, the historical context behind the calculations,

and why a precise capacity number has been difficult to determine. While no definitive number is available at this time, staff can provide the general scale of remaining capacity and begin discussions regarding priorities for housing types.

At the December 11, 2025, Planning Commission meeting, which was well attended, staff reviewed the history of wastewater capacity dating back to February 2023 as part of the plant expansion and discharge permit process. HDR Engineering calculated the treatment plant's capacity using data through December 2022 and determined the bioreactor capacity to be approximately 630,000 gallons per day, down from the previously assumed 850,000 gallons per day. This reduction was driven by biochemical oxygen demand considerations, as nationwide trends such as low-flow fixtures, improved plumbing codes, and reduced inflow and infiltration have resulted in lower volumes but higher concentrations of wastewater, requiring more oxygen and biological processing. HDR recommended several projects, including the recently completed bioreactor expansion, which increased capacity to approximately 710,000 gallons per day.

In September 2023, HDR released a Basis of Design using a full BioWin model to analyze flows, nutrient levels, and plant performance. The model assumed a service population of 6,576 people, including approximately 900 residents from the Meadow Lake Water and Sewer District and 5,700 within Columbia Falls, using a growth rate of 2.3 percent. A significant factor in the analysis was the June 2022 flood event, which caused peak flows to reach approximately 630,000 gallons per day. That event became a marker for capacity calculations. Without the flood-related data, the system's maximum flow would have been approximately 570,000 gallons per day. The flood event alone represented the equivalent impact of roughly 800 to 900 people. DEQ-approved charts have been used by the City for capacity allocation since that study.

As population increases, additional flow capacity is required. Using a maximum flow of 570,000 gallons per day and the expanded plant capacity of 710,000 gallons per day, the City has projected a total population capacity of approximately 8,174 people. In 2025, Morrison-Maierle Engineering was contracted to complete a PER in support of MLUPA, focusing primarily on the conveyance system rather than full plant modeling due to budget constraints and to recent completion of a wastewater facility expansion project. Because the new system has not yet stabilized, full modeling is planned for Fall 2026 after one full year of operation across seasonal conditions. Based on available data, Morrison-Maierle used the 630,000-gallon peak flow at the November 20 open house, resulting in an estimated remaining capacity of approximately 800 people.

City staff are continuing to work with Morrison-Maierle, HDR, and DEQ to determine the most appropriate capacity calculation. Hanks emphasized that this is a technical determination to be made by engineers in coordination with staff, not a decision for Council. He noted that the bioreactor has been performing significantly better than modeled over the past two months, with improved discharge quality to the Flathead River. There is potential that future modeling in 2026 could show increased capacity..

Mayor Barnhart expressed concern that overly conservative assumptions could unnecessarily halt growth, while Hanks noted that despite extreme peak flows sometimes exceeding 1 million gallons per day the City has not violated its discharge permit during these occurrences. The treatment plant's hydraulic capacity exceeds two million gallons per day, and the limiting factor is nutrient removal, not liquid volume. High-flow events often dilute nutrient concentrations, allowing the plant to perform efficiently while remaining within regulatory limits.

The immediate challenge stems from development applications submitted in the last three months representing more than 1,500 people. Using current service population estimates of approximately 6,200 people, remaining capacity ranges from roughly 816 people if flood-event data is included to approximately 1,894 people if the June 2022 event is treated as an anomaly. Previously approved subdivisions must retain their allocated capacity, including several townhome and single-family developments. Some preliminary plats are nearing expiration, which could return capacity to the City if not extended.

Additional developments under active discussion include Teakettle Heights, River Highlands, apartment projects, a hotel, and other commercial and multifamily proposals. These applications have largely been paused pending resolution of capacity calculations. Hanks emphasized the need for Council guidance on prioritization, noting options such as housing type preferences, infill versus annexation, phased development, or, as a last resort, a temporary moratorium, which staff generally do not recommend.

Under MLUPA, the City must demonstrate how it will accommodate projected population growth over the next 20 years, identify housing needs, and outline actions to address infrastructure constraints. The City anticipates growth of approximately 2,500 people during that period. As part of this effort, staff plans to develop a wastewater allocation policy defining population assumptions by housing type and ensuring regulatory compliance.

A related concern involves the Meadow Lake Water and Sewer District, which is nearing its contractual capacity of 80,000 gallons per day due to allocated but unbuilt lots, despite currently averaging closer to 40,000 gallons per day. Significant inflow and infiltration issues within Meadow Lake have been documented, with recent data showing disproportionate impacts during storm events. Further analysis and corrective actions will be required, particularly as contract negotiations approach in 2032.

Hanks also discussed a 2023 legislative program allowing for DEQ-approved development plans, which would enable phased development tied to infrastructure milestones rather than requiring full buildout capacity upfront. This approach, currently used by the City of Belgrade, could be particularly beneficial for large, multi-phase projects such as Teakettle Heights. The City is well positioned to pursue this option.

Funding remains a critical consideration, with future utility rate studies and potential grant opportunities playing a role in long-term planning. Hanks stressed that while the discussion is complex, it is necessary to move forward deliberately rather than continue delaying decisions. Planning Commissioners and Councilors echoed the need for defensible policies, alignment with the housing study, and clear direction once engineering determinations are finalized.

ORDINANCES / RESOLUTIONS:

Resolution #1957 - Amending Fund 5310 Sewer Enterprise Budget Appropriations for FY 2026

City Manager Hanks said this resolution is to amend the capital improvement program to replace the dump truck when necessary at the wastewater treatment plant.

Councilor Shepard motioned to Amend Fund 5310 Sewer Enterprise Budget Appropriations for FY 2026, seconded by Councilor Lovering with council voting as follows. Ayes: Price, Robinson, Shepard, Lovering, Piper and Barnhart.

Mayor Barnhart stated the next piece of business will be a motion to move Ordinances #835-#840 back on the table for the final reading.

Councilor Lovering motioned to put Ordinances #835-#840 back on the table for final reading, seconded by Councilor Shepard and the motion carried unanimously.

FINAL READING - Ordinance #835 - Exposing Minor Children to Domestic Violence

Columbia Falls Police Department, desires to amend Chapter 9 Part 20 of the Columbia Falls Municipal Code by adding a Section 030 making it a criminal offense to expose a child or children to domestic violence.

City Manager Hanks stated Ordinance #835 was briefed two Council sessions ago, and then he tabled it due to a citizen comment concerning the jail time penalty. We have now investigated it and discussed it with the Montana League of Cities and Legal Review and determined that jail time is appropriate. This Ordinance is specifically about exposing a minor child to domestic violence.

Councilor Lovering motioned to adopt the Final Reading of Ordinance #835, seconded by Councilor Robinson, with Council voting as follows. Ayes: Robinson, Shepard, Lovering, Piper, Price and Barnhart.

FINAL READING - Ordinance #836- Definitions pertaining to the use and operation of bicycles and electrically assisted bicycles and other electrically and motor assisted vehicles and other wheeled devices on public sidewalks, public roadways and public paths and within public parks.

City Manager Hanks said this Ordinance is specific in its definitions, which reference Montana Code. City staff and the Parks and Recreation Committee discussed adding one additional definition at their last meeting to clarify public pathways. While a definition for sidewalks already exists, staff is requesting the addition of a definition for public paths. The proposed language would define a public path as a wider, shared route that safely accommodates two-way pedestrian and non-motorized traffic, unlike a narrower sidewalk intended primarily for one direction of travel. Staff requested a vote on adding this definition.

Councilor Price motioned to adopt the Final Reading of Ordinance #836, seconded by Councilor Shepard, with Council voting as follows. Ayes: Robinson, Shepard, Lovering, Piper, Price and Barnhart.

FINAL READING - Ordinance #837 - Requiring obedience with traffic control devices by bicycles and electrically assisted bicycles and other electrically and motor assisted vehicles on public sidewalks, roadways and paths.

City Manager Hanks said the Ordinance addresses obedience to traffic control devices. It requires any person operating a bicycle, skateboard, scooter, or other wheeled device, whether electrically assisted or not, on a public sidewalk, public path, or within a public park to obey all posted speed limits applicable to that area. He explained the ordinance allows the City to post and enforce speed limits on sidewalks, pathways, and within parks. No changes were made from the version presented at first reading.

Councilor Lovering motioned to adopt the Final Reading of Ordinance #837, seconded by Councilor Piper, with Council voting as follows. Ayes: Shepard, Lovering, Piper, Price, Robinson and Barnhart.

FINAL READING - Ordinance #838 - Providing penalties that may be imposed by law enforcement for violations of the ordinances contained within chapter 1- part 72.

City Manager Hanks said there are no changes from the first reading and it's specific to violations.

Councilor Piper motioned to adopt the Final Reading of Ordinance #838, seconded by Councilor Price, with Council voting as follows. Ayes: Lovering, Piper, Price, Robinson, Shepard and Barnhart.

FINAL READING - Ordinance #839 - Regulating the use of bicycles and electrically assisted bicycles and other electrically and motor assisted vehicles on public sidewalks and paths.

City Manager Hanks said a one-word correction was added for clarity regarding the use of roadways, public sidewalks, public paths, and public parks. The ordinance references Montana Code definitions for bicycles, mopeds, motorized scooters, skateboards, and other wheeled devices. These devices may be operated on sidewalks, paths, and in parks only when under human propulsion and may not be operated if powered solely by an independent power source. He explained the added word "solely" clarifies that pedal-assist or other assistive devices are allowed, provided some human propulsion is used.

Councilor Price motioned to adopt the Final Reading of Ordinance #839, seconded by Councilor Lovering, with Council voting as follows. Ayes: Piper, Price, Robinson, Shepard, Lovering and Barnhart.

FINAL READING - Ordinance #840 - Regulating the use of bicycles and electrically assisted bicycles and other electrically and motor assisted vehicles on public roadways, public sidewalks, and public paths.

City Manager Hanks said Ordinance #840 has no changes from the first reading.

Councilor Robinson motioned to adopt the Final Reading of Ordinance #840, seconded by Councilor Piper, with Council voting as follows. Ayes: Price, Robinson, Shepard, Lovering, Piper and Barnhart.

REPORTS / BUSINESS FROM MAYOR & COUNCIL

Councilor Lovering thanked council and staff for the past 12 years, noting the experience has been educational and expressing hope that more residents will get involved in City affairs. She reflected on the transformation of Nucleus Avenue since she moved to Columbia Falls, describing it as the result of 12 years of work. She asked the council to continue considering the dog park and quiet zone and not let those efforts fall by the wayside.

Councilor Shepard said he was first elected in 1996, at a time when many city streets were unpaved and dust was a major issue. One of the first accomplishments with the City Manager and then Mayor Lyle Christman was addressing infrastructure needs. He highlighted the creation of the 9-1-1 center as one of his most meaningful achievements, noting it came after years of difficulty coordinating a combined center and was ultimately driven by the events of September 11. He also referenced his involvement in the wastewater treatment facility study beginning in 2010, which has now come to fruition with the Lakeside plant. Councilor Shepard reflected on serving with multiple city managers and council members, noting the successful transition to a city-manager form of government. He acknowledged former City Manager Bill Shaw and longtime staff member Susan Nicosia for their contributions and thanked the council for the opportunity to serve.

Councilor Robinson said she appreciated working with Councilor Lovering and Shepard and thanked them for their service.

Councilor Price said it had been a pleasure working with Councilors Shepard and Lovering. Price asked how many people completed the recent survey. Hanks responded that approximately 245 to 250 responses were received and noted staff was pleased with the participation. Councilor Price also asked about the Hill side on 6th St. E. Public Works Director Bates said the City is waiting on a report from the company and expects an update by the end of the year.

Councilor Piper recalled that the disc golf group had previously presented a course layout to the Parks and Recreation Committee and council, noting the tee boxes and basket anchor points are fixed and not adjustable. He also thanked Councilors Lovering and Shepard for their years of service.

Mayor Barnhart said he read the letter from a constituent regarding frisbee activity in the park and agreed with the concerns raised. He stated the park is intended for walking, peace, and quiet, and while recreational use is allowed, courtesy and respect for others must be shown. He said the issue may need to be communicated to the organization involved.

The Mayor requested that the City Manager and City Attorney report on the outcome of the study commission's work on self-governance authority. City Manager Hanks responded that the Study Commission is scheduled to meet in late January to adopt its final report, after which it will be forwarded to Council. The Mayor requested that clarification be provided to both the Study Commission and Council regarding next steps, regardless of the final decision.

CITY MANAGER REPORT

City Hall will close at noon on December 24, remain closed on Christmas Day, and be closed on January 1. City Manager Hanks announced that staff will continue working throughout the week. Hanks reported the City will lose its Finance Director, who has accepted another opportunity. He noted she has been a significant part of the City's staff and said the City will move forward aggressively to recruit a new Finance Director.

Finance Director Rice told Council she has greatly valued her year with the City and appreciated working with City Manager Hanks, and the rest of the staff. She emphasized her departure is not due to dissatisfaction with the position, but rather an unforeseen opportunity that placed her in a better situation. She stated she was not seeking another job and that the opportunity came to her.

MISCELLANEOUS

Correspondence

Police Department November Report

Fire Department November Reports

ADJOURN

Councilor Lovering motioned to adjourn the meeting at 8:58 p.m., seconded by Councilor Shpeard.

Mayor

City Clerk



MEMO

To: City Manager Hanks
From: City Clerk Staaland
Subject: Employee Incentive Program
Date: 12/29/25

Kelly King joined the City Street Department on 12/14/2015, celebrating 10 years of dedicated service. In recognition of his commitment, professionalism, and contributions to the City, please add him to the Council agenda for Monday, January 5, 2026, for the formal presentation of his City Logo Service Pin.

In addition, Mr. King will receive a \$100.00 service stipend (\$50. for every 5 years of service), which will be included in his January 2, 2026, payroll. This recognition reflects the City's appreciation for his years of loyal service and the positive impact he has made on our community.

Thank you.



COLUMBIA FALLS MONTANA

Item No.7.

Agenda Item Summary

Title: Wastewater System Capacity Allocation

Date: December 30, 2025

Staff Contact: City Manager Hanks; Wastewater Supervisor Grady Jenkins

EXECUTIVE SUMMARY: The Wastewater Treatment Plant (WWTP) is nearing its calculated capacity to meet all requirements for previously committed wastewater capacity allocation and new requirements within current development applications. The City staff is requesting Planning Commission and City Council guidance on interim wastewater allocation priorities prior to staff completing review and scheduling of current development applications. Planning Commission and Council should **consider the 2025 Housing Study** in developing guidance and priorities.

- **Schedule:**

- Jan 5th – Capacity update; Staff will brief intent to move forward with current CB-2 permitted use at Lazy Days Court.
- Jan 8th – Planning Commission review and discussion.
- Jan 20th – City Council review, discussion, and guidance for development applications.

- **Baseline Data:**

- The current WWTP design capacity is 0.71 million gallons per day (MGD) and can support a projected service population of **8,174**.
- Current estimated WWTP service population is **6,280**, which includes Meadow Lake Water & Sewer District.
- Remaining WWTP allocation capacity is **1,894** people.
- Previously approved committed wastewater allocation is **540** people.
- Current/near-term development applications include **1,560** people.

Risk Assessment

- Approaching 100% WWTP capacity allocation increases risk of regulatory non-compliance with nutrient limits not with hydraulic handling or sanitary sewer overflows of the basins.
- The WWTP facility design flow capacities translation to population projections are not exact and are appropriately conservative calculations influenced by population assumptions, residents per household by type, gallons per day per capita usage rates, use of annual vs peak seasonal flow averages, etc.
- Extraordinary peaks in daily/weekly flowrates are due to Inflow & Infiltration (I&I) into the system from ground flooding from across the wastewater system caused by high peak rainfalls and/or peak snow melting caused flooding.
 - The most likely cause of Columbia Falls I&I is flooding over manhole covers.
 - The WWTP facility does not have significant I&I at the facility. There is extremely low risk of Flathead River floods inundating the WWTP facility.
 - During peak I&I events, the sewage concentration entering the WWTP facility is significantly decreased from sewage concentrations during average flows.

- Ongoing capacity allocation decisions will not impact permitted by-right developments of individual residential properties within the City.

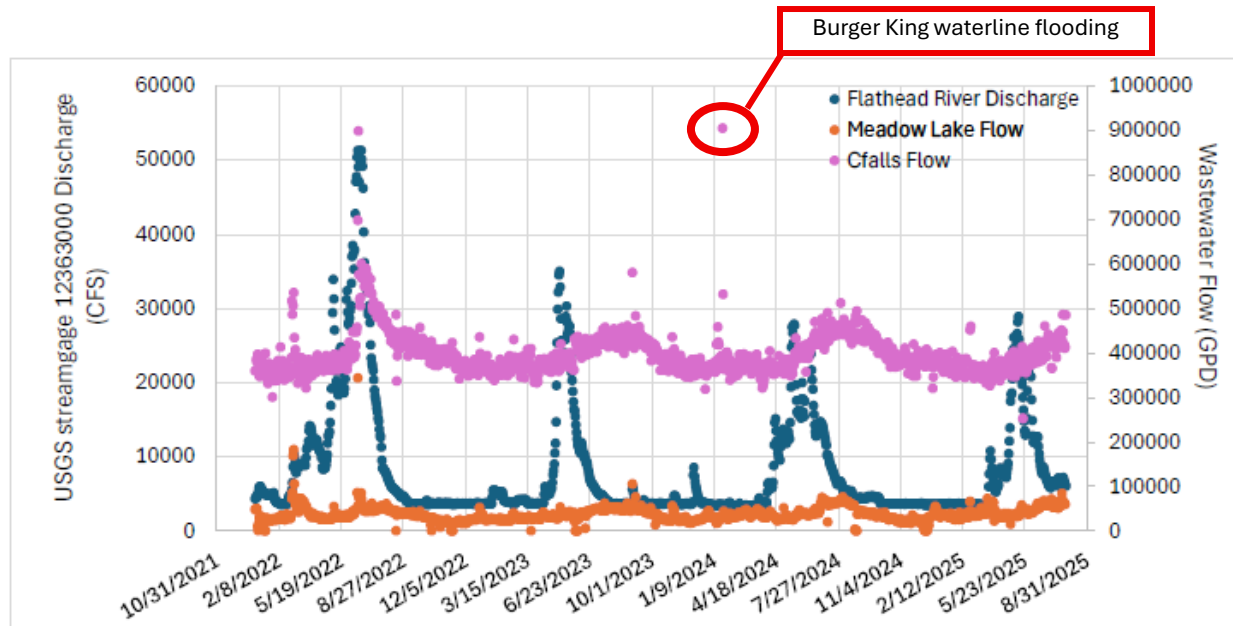


Figure 1-4: Wastewater Flows and Flathead River Discharge

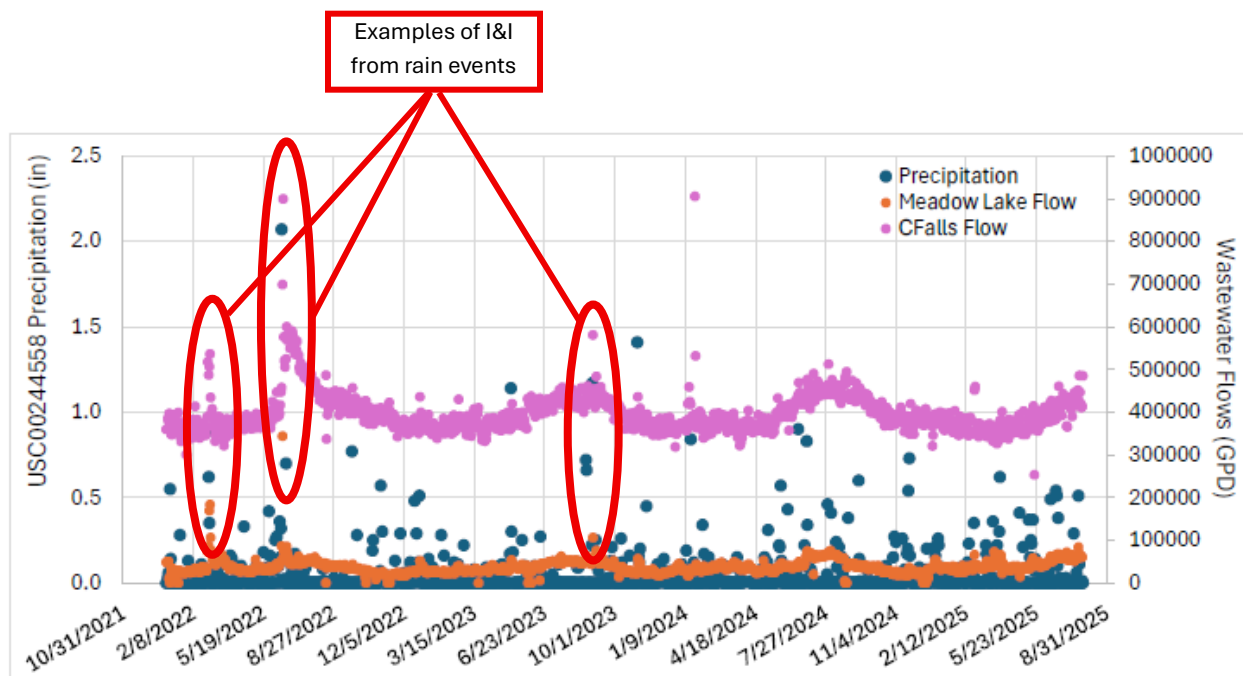


Figure 1-5: Wastewater Flows and Precipitation, measured at Kalispell Glacier Airport

WWTP Capacity Analysis

- Update from previous reporting: The June 2022 rainfall events were included and significantly impacted the 2023 Basis of Design facility modeling and calculations.
- The City and the 2025 Preliminary Engineering Report (PER) will use the 2023 Columbia Falls Basis of Design for modeled WWTP facility capacity calculations.
 - The 2025 PER was not scoped to build a WWTP facility model because of the recent 2023 Basis of Design modeling and another planned study of the facility performance in Fall 2026. The Fall 2026 study will analyze the Bioreactor Expansion project's first year of performance.
 - The 2025 PER is contracted and prioritized to create a Wastewater Conveyance System model to analyze the conveyance system capacity.

Table 4: Projected Population and Flows

Year	Estimated Population ¹	Cumulative Growth	Average Flow (MGD)	Maximum Month Flow ² (MGD)	Maximum Day Flow ³ (MGD)	Peak Hour Flow ⁴ (MGD)
2022	6,576⁵	-	0.44	0.57	1.01	1.37
2023	6,733	157	0.45	0.58	1.05	1.40
2024	6,892	316	0.46	0.60	1.07	1.42
2025	7,055	479	0.47	0.61	1.10	1.45
2026	7,205	629	0.48	0.62	1.12	1.48
2027	7,358	782	0.49	0.64	1.15	1.51
2028	7,514	938	0.50	0.65	1.17	1.53
2029	7,674	1,098	0.51	0.66	1.20	1.56
2030	7,837	1,261	0.52	0.68	1.22	1.59
2031	8,004	1,428	0.53	0.69	1.25	1.62
2032	8,174	1,598	0.54	0.71	1.27	1.65
2033	8,348	1,772	0.55	0.72	1.30	1.68
2034	8,526	1,950	0.57	0.74	1.33	1.71

Wastewater Capacity Allocation Ledger & Current Development Applications

- Current assumed service population of **6,280** allows **1,894** available population capacity.
- Current Approved Reserved Allocation: 540 people
 - 30 people = 12 Townhomes @ 2.5/unit (812 4th Ave W)
 - 50 people = 20 Townhomes @ 2.5/unit (274 Meadowlake Blvd)
 - 255 people = 26 SFH and 76 attached @ 2.5/unit (Garnier Heights – Meadowlake Blvd)
 - Preliminary plat expires in June 2026
 - 258 people = 103 SFH @ 2.5/unit (Tamarack Meadows – MLWS)
 - (-53 people) = Recovered capacity from Lazy Days Court Trailer Park
- Current/Near-Term Development Applications: 1,560 people
 - 844 people = 421 units (Teakettle Heights)
 - 240 Apts / 56 Townhomes / 125 SFH
 - 438 people = 175 SFHs @ 2.5/unit (River Highlands)
 - 68 people = 40 apartments @ 1.7/unit (302 Meadowlake Blvd)
 - 160 people = 107 hotel rooms @ 1.5/unit (Lazy Days Court)
 - 20 people = Commercial (Lazy Days Court)
 - 30 people = undisclosed multi-family

City Manager Recommendation

- Allocate up to **95% of projected population capacity** (+1,500 people total allocation)
- The City intends to provide allocation to the two Lazy Days Courts projects. These projects are permitted use in current CB-2 zoning and the projects are redevelopments of a property that previously had wastewater allocation.
- Approve allocation to 302 Meadowlake Blvd (apartments) which is a reapplication of a previously approved development application that expired. Development of this project is directly related to the success of the 274 Meadowlake Blvd (apartments) approved project.
- Coordinate with the Teakettle Heights developer to reduce requested capacity in current application. Allow Garnier Heights' application to expire in June 2026 and re-capitalize allocation for consideration within the Teakettle Heights application.
- Once this batch of development applications are considered, the City intends to adopt a moratorium on new multi-family developments (or other high wastewater flow applications) until further analysis can be completed.

Way Ahead

- Policy Guidance Needed:
 - Jan 8th – Planning Commission review and discussion.
 - Jan 20th – City Council review, discussion, and allocation guidance.
 - Planning Commission and City Council should **consider the 2025 Housing Study** in developing guidance and interim priorities. Considerations could include:
 - Housing type (Single Family, Townhomes, Apartments, Hotels, etc.)
 - Zoning Use
 - Infill development vs. Annexation
 - Construction and Occupancy timeline

LIST OF COUNCIL COMMITTEES

<u>Committee</u>	<u>Members</u>
<u>Public Safety:</u>	King Piper Barnhart Alt: Shepard
<u>Public Works:</u>	Shepard Barnhart King Alt: Lovering
<u>Parks & Rec:</u>	Lovering Robinson Price Alt: Piper
<u>Land Use:</u>	Lovering Piper Price Alt: Barnhart
<u>Legislative:</u>	Shepard Lovering Robinson Alt: Price
<u>Tree Board:</u>	Robinson King
<u>Economic Development:</u>	Barnhart Lovering Robinson Alt: Price
<u>Impact Fee Committee:</u>	Vacant Susan Nicosia Mike Shepard
<u>Finance:</u>	Mayor Council (Rotation)
<u>Personnel/Salary Negotiations:</u>	Shepard King Robinson Alt: Barnhart



COLUMBIA FALLS MONTANA

Item No.9.

City Council Agenda Item Summary

Title: Local Government Study Commission

Date: January 5, 2026

Staff Contact: City Manager and City Attorney

AGENDA ITEM SUMMARY:

Informational briefing as requested by the Mayor, City Council members, and Local Government Study Commissioners who requested clarification on the steps and procedures that must follow the submission of the Local Government Study Report by the Local Government Study Commission recommending a change in the form or plan of government.

City staff researched the timing and financial analysis of an election for the change in the form or plan of government.

DISCUSSION:

- In the attached memorandum, the City Attorney provides an overview of the statutory requirements for the City Council and the Local Government Study Commission.
- **March 9, 2026** – Deadline for governing bodies to pass a resolution calling for a local government election to be held on the date of the primary election on **June 2nd**. The election could also be held with the General Election on November 3rd.
- Per MCA 13-1-405: Date of local government elections -- call for election.
 1. A local government election must be held on the same day as the primary election day established in 13-1-107 or the general election day established in 13-1-104, except that an election concerning funding may be called as a special election.
 2. A local government election may not be held sooner than **85 days** after the date of the order or resolution calling for the election.
 3. Pursuant to 13-19-201, the governing body authorized by law to call an election shall specify in the order or resolution calling for the election whether the governing body is requesting that the election be conducted by mail.

* *The Federal Primary must be a polling place election.*

FINANCIAL CONSIDERATIONS:

- Fund 2350 FY26 Budget: \$10,000 for an election
 - 2024 General Election costs were \$3.14 per ballot for just over 3,000 registered voters.
- Fund 2350 Balance: \$46,143 remaining
 - Not included: City staff wage reconciliation for services rendered to the Commission.
- Following the completion of the Local Government Study Commission, Fund 2350's unspent funds will be transferred to the General Fund.



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Marcy M. Hall, Legal Assistant
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December 30, 2025

Members of the City Council
City of Columbia Falls

Dear Council Members:

I was asked to provide a brief synopsis of the steps and procedures that must follow the submission of the Local Government Study Report by the Local Government Study Commission recommending a change in the form or plan of government.

As you know, once the Study Commission recommends a change to a different form or plan of government, the question must be submitted to the voters. MCA 7-3-192. Upon that recommendation by the Study Commission, the governing body – i.e. – the Council – shall call an election on the question of changing the form of government from general powers to special powers. That election must be conducted in accordance with MCA Title 13, Chapter 1, Part 4. In particular, MCA 13-1-405 states that such an election may not be held sooner than 85 days after the date of the resolution passed by the Council calling for the election. There are two dates available under the law for the election – either the same day of the primary election or the day established for the general election. The resolution passed by the Council, calling for the election, must specify whether the election is to be held by mail.

The Study Commission's recommendation to the Council should also include a proposed date for an election on the question of whether to adopt a new plan of government.

The question of adopting a different form of government must be submitted to the voters on the ballot in substantially the following form:

“Vote for one:

☐ **FOR adoption of the (self-government charter, amendment to an existing charter, or plan of government) proposed for (insert name of local government) proposed by petition of the people.**

☐ **FOR the existing form of government.”**

MCA §7-3-150

Page 2
December 30, 2025

These are the procedures that must be followed pursuant to a recommendation by the Local Government Study Commission to adopt a different form or plan of government. If you still have questions about this, please feel free to contact me at my office and I'll be happy to answer your questions to the best of my ability.

Sincerely,

A handwritten signature in blue ink, consisting of a large, stylized 'J' followed by a horizontal line that curves upwards at the end.

Justin G. Breck
City Attorney



City Manager's Report

City Calendar

5 Jan: City Council Regular Mtg

- Seating of the 2026 City Council

8 Jan: Planning Commission

- Utility Infrastructure Capacity Allocation
- MLUPA update

20 Jan (Tues): City Council Regular Mtg

- Police and Fire Annual Report
- Utility Infrastructure Capacity Allocation

21 Jan: Government Study Commission

- Adopt Final Report

26 Jan: Joint City Council & Planning Commission Workshop

- LUP Survey and Existing Conditions

2 Feb: City Council Regular Mtg

12 Feb: Planning Commission

- MLUPA Workshop – Discuss Data Collection, Research, and Analysis Phase.

16 Feb: City Council Regular Mtg

- Mid-Year Budget Update



Staff Highlights

City Manager

- Utility Infrastructure PERs
- Land Use Plan
- Developer Applications
- Website Transition – Live in Feb
- County Landfill Biosolid Coordination (14 Jan)

Finance & Admin

- Now Hiring – Finance Director
- Roger Elliot – Interim Finance Director (16 Jan)

Fire

- Helena Flats Fire Response

Public Works & Planning

- Gateway to Glacier Safety & Mobility Project
- Downtown Sidewalk and Parking Project
- River's Edge Park Projects
- Pool Modernization Projects
- Utility Infrastructure PERs
- MLUPA – Zoning and Subdivision

Police

- Technology Upgrade

City Manager Report

- **Newly Elected Official Training Series**
 - Jan 23 – 9 AM
- **MT Executive Forum (Mayors, CMs)**
 - Mar 4-6 – Livingston
- **Land Use Plan Development –**
 - City's Planning and Zoning website includes a MLUPA section
 - **Water PER** – Ongoing; City reviewing analysis of current Infrastructure
 - **Sewer PER** – Ongoing; City reviewing analysis of current Infrastructure
 - **Land Use Planning** – Analysis of Existing Conditions. Focus Group Schedule:
 - Jan 21 – Economic Development
 - Jan 28 – Land Use & Housing
 - Jan 29 – Recreation & Natural Resources
 - Interviews - ongoing
 - **Subdivision and Zoning Codes**

Public Engagement Opportunities

✓ Nov 13	Joint Council & Planning Commission	Item No.10.
	- Land Use Plan Kickoff	
✓ Nov 20	Open House - Utility Infrastructure Public Meeting 1	
Dec-Feb	Land Use Plan Outreach Round 1	
	- Surveys, Interviews, Focus Groups	
✓ Dec 11	Planning Commission – Utility Infrastructure	
✓ Dec 15	City Council – Utility Infrastructure	
Jan 8	Planning Commission	
Jan 26	Joint Council & Planning Commission Workshop	
	- LUP Existing Conditions & Survey Results	
Feb __	Open House - Utility Infrastructure Public Meeting 2	
Feb 12	Planning Commission (<i>LUP workshop</i>)	
	- Discuss LUP Existing Conditions & Survey Results	
Mar 12	Planning Commission (<i>LUP workshop</i>)	
	- Future Land Use Map & Recommendations Workshop	
Apr __	Virtual Public Meeting – Outreach Round 2	
Apr 9	Planning Commission	
Apr 13	Joint Council and Planning Commission Workshop	
	- Future Land Use Map & Recommendations Workshop	
	- Final thoughts	
Apr 23	MLUPA Public Hearing Planning Commission	
May 4	MLUPA Public Hearing Council – First Reading	
May 18	MLUPA Public Hearing Council – Approves Plan	

Capital Improvement Projects: *City Staff is available to discuss current project details with the public*

- **Gateway to Glacier Safety & Mobility Project** (www.columbiafallsgatewaytoglacier.com)
 - Bid Advertisement; Bid Opening Jan 26 **Open House–Mid-Feb**; Construction Mar 2026
- **Downtown Sidewalk and Parking Improvement – Phase 2**
 - **Contract awarded**; Construction in 2026



- **Railroad St Pathway Project (MDT-led)**
 - Construction in Spring 2026
- **River's Edge Projects**
 - **Fishing Pond Accessibility Project:** Advertise for bids in Jan; Construction in Spring 2026
 - **Signage:** Ongoing coordination
- **Pinewood Aquatic Center Modernization**
 - Boiler contract awarded
 - Wading Pool Features
 - Pool House Improvements

Visit the City of Columbia Falls Website and Contact Us for Questions

<https://www.cityofcolumbiafalls.org/>

<https://www.cityofcolumbiafalls.org/contact-us>

**CITY OF COLUMBIA FALLS
CORRESPONDENCE LIST
COUNCIL MEETING
January 5, 2026**

12/26/2025 – Trumbull Creek Times Newsletter - F.H. Stoltze Land & Lumber Co.