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

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

CITY COUNCIL REGULAR MEETING
AGENDA
MONDAY, DECEMBER 16, 2024
COUNCIL CHAMBERS CITY HALL

FINANCE COMMITTEE – 6:30 P.M

(Barnhart, Robinson and Shepard)

REGULAR MEETING – 7:00 P.M.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

CONSENT AGENDA:

1. Approval of Claims - December 3, 2024 - $3400.
2. Approval of Claims - December 16, 2024 - $196.722.51
3. Approval of Payroll Claims - Dec. 06, 2024 - $128,460.04
4. Approval of Regular Council Meeting Minutes - December 02, 2024

VISITORS/PUBLIC COMMENT (Items not on agenda)

APPOINTMENTS:

Dillon Thorsteinson - Probationary Firefighter

5. Dillon Thorsteinson - Probationary Firefighter

UNFINISHED BUSINESS:

6. Snow Removal Information

NEW BUSINESS:

7. Arbor Day Proclamation

ORDINANCES / RESOLUTIONS:

8. Ordinance #830 - Second Reading
An Ordinance of the city council of the City of Columbia Falls, Montana, amending the Columbia Falls zoning map from CR-5 two-family residential to CRA-1 residential apartment at 535 4th Avenue West further described as lots 4 and 5 of block 40 Columbia Falls Townsite in Section 8, Township 30 North, Range 20 West, M.P.M., Flathead County, Montana.

REPORTS / BUSINESS FROM MAYOR & COUNCIL

CITY MANAGER REPORT

CITY ATTORNEY REPORT

MISCELLANEOUS

9. November Fire Department Reports
10. November Police Department Report
11. Correspondence

ADJOURN

Next Scheduled Meetings:
City Council – Regular Meeting, **January 6, 2025** – 7:00 PM
Planning Board – TBD
Parks Committee - January 14, 2025
Tree Board - January 14, 2025

CITY OF COLUMBIA FALLS
Claim Approval List
For the Accounting Period: 12/24

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct	Object	Proj	Cash Account
46700		3112 406 CLEANING OF COLUMBIA FALLS	3,400.00						
	469	11/24/24 FAC- NOV JANITORIAL SERVICE	3,400.00			1000 411200	399		101000
		Total for Vendor:	**3,400.00**						

# of Claims 1 **Total:** 3,400.00 **# of Vendors** 1

Item No.1.

CITY OF COLUMBIA FALLS
Fund Summary for Claims
For the Accounting Period: 12/24

Fund/Account		Amount
1000 GENERAL FUND		
101000 CASH/CASH EQUIVALENTS		3,400.00
	Total:	**3,400.00**

12/03/24
16:22:27

CITY OF COLUMBIA FALLS
Claim Approval Signature Page
For the Accounting Period: 12 / 24

Report ID: AP100A

Council Meeting Date: 12/16/24

Claims Submitted to Council:$ $3,400.00

Claims Denied/Withheld by Council Finance Committee:$______________ Claim #'s:________________

Prepared By: Jessica Rice, Finance Director

Jessica Rice

Approved by Mark Shrives, Interim City Manager

Mark Shrives

City Council to Approve by motion on consent agenda

This was a special run after the 12/2/24 City Council meeting. The run was to pay the City's cleaning firm - 406 Cleaners.

If you have any questions, please let me know.

Jessica Rice
(406) 892-4327

* ... Over spent expenditure

Claim/ Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
46743	3238 360 OFFICE SOLUTIONS	101.98								
	1486960-0 12/05/24 PD INKCART HP CN	43.99			1000		420100	210		101000
	1486960-0 12/05/24 PD INKCART HP BK	57.99			1000		420100	210		101000
	Total for Vendor:	101.98								
46702	2901 BALCO UNIFORM CO, INC	3,056.07								
	80754 11/01/24 PD-VEST/CARRIER STEPHENS	1,151.70			1000		420100	226		101000
	80296 10/14/24 PD-CARRIER-NALEWAY	300.90			1000		420100	226		101000
	79941 08/27/24 PD-VEST/NALEWAY	973.00			1000		420100	226		101000
	81635 12/05/24 PD-300 SHOULDER EMBLEMS	630.47			1000		420100	226		101000
	Total for Vendor:	3,056.07								
46704	2825 BATTERIES PLUS BULBS #647	44.00								
	P78306550 12/04/24 SWR-BATTERIES 12/1.5,24PKAA	44.00			5310		430600	220		101000
	Total for Vendor:	44.00								
46760	3291 BOYS AND GIRLS CLUB OF GLACIER	8,126.80								
SAINT RICHARD'S SUBDIVISION - WATER MAIN										
$73.88 LF X 110 FT - $8,126.80										
	ST RICHARD 12/12/24 WTR 8" WATER MAIN	8,126.80*			5210		430500	930		101000
	Total for Vendor:	8,126.80								
46712	1700 BRECK LAW OFFICE, PC	8,738.74								
Jan 2025 FEES										
	JAN 25 12/03/24 LGL-FEES OCT	2,113.84			1000		411100	350		101000
	JAN 25 12/03/24 CITY COURT OCT	4,308.63			1000		410365	350		101000
	JAN 25 12/03/24 WTR-FEES OCT	694.60			5210		430500	350		101000
	JAN 25 12/03/24 SWR-FEES OCT	694.60			5310		430600	350		101000
	JAN 25 12/03/24 PLG/ZONING OCT	347.30			1000		411000	350		101000
	JAN 25 12/03/24 PD-FEES OCT	140.40			1000		420100	399		101000
	JAN 25 12/03/24 WTR-FEES OCT	31.20			5210		430500	357		101000
	JAN 25 12/03/24 SWR-FEES OCT	46.13			5310		430600	357		101000
	JAN 25 12/03/24 STRS-FEES OCT	62.39			2500		430200	399		101000
	JAN 25 12/03/24 ADDITIONAL LABOR	187.15			1000		411100	350		101000
	489 11/13/24 LEGAL SRVS-G.D.WAGE CLAIM	112.50			1000		411100	351		101000
	Total for Vendor:	8,738.74								

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct	Object	Proj	Cash Account
46745		3223 CITY ELECTRIC MOTOR & CONTROLS	4,762.00						
		1231 11/30/24 SWR-1210 WIL PUMP REBUILD	4,762.00			5310 430600	360		101000
		Total for Vendor:	4,762.00						
46749		2898 CITY OF WHITEFISH	9,155.90						
		NOV 2024 11/30/24 BUILDING PERMITS	7,387.90			2394 420500	398		101000
		NOV 2024 11/30/24 ELECTRICAL PERMITS	84.50			2394 420500	398		101000
		NOV 2024 11/30/24 MECHANICAL PERMITS	1,404.00			2394 420500	398		101000
		NOV 2024 11/30/24 PLUMBING PERMITS	279.50			2394 420500	398		101000
		Total for Vendor:	9,155.90						
46741		3129 DAD BOD DIESEL & MECHANICAL	8,301.00						
		1893 12/03/24 STRS-Dmp trk tran repair	8,301.00*			2500 430200	361		101000
		Total for Vendor:	8,301.00						
46742		3026 DAILY INTER LAKE	221.32						
NO. 30781 BOYS & GIRLS CLUB ZONE CHANGE									
NO. 30773 HEAVY RESCUE STRUCTURE ENGINE									
		30324 11/24/24 P/Z-GILCHRIST ZONING	221.32			1000 411000	331		101000
		Total for Vendor:	221.32						
46701		1953 DOYLE & ASSOCIATES, P.C.	8,800.00						
		7907 11/30/24 GEN-FY23 AUDIT PROGRESS	4,000.00			1000 410500	353		101000
		7907 11/30/24 WTR-FY23 AUDIT PROGRESS	2,000.00			5210 430500	353		101000
		7907 11/30/24 SWR-FY23 AUDIT PROGRESS	2,000.00			5310 430600	353		101000
		7907 11/30/24 BLD CODE-CODE 23	800.00			2394 420500	353		101000
		Total for Vendor:	8,800.00						
46740		2501 ENCOMPASS SUPPLY	18.50						
		103633 01/12/22 SWR BLENDED LOOP END MOP	18.50			5310 430600	220		101000
		Total for Vendor:	18.50						
46728		1383 FASTENAL COMPANY	226.51						
		MTKAL28386 11/22/24 STR-SCREWS AND BOLTS	226.51			2500 430200	240		101000
		Total for Vendor:	226.51						

Item No.2.

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct	Object	Proj	Cash Account
46748		438 FERGUSON WATERWORKS	721.76						
		0906892 11/08/24 WTR-1 1/2 DUAL CHK	721.76			5210 430500	230		101000
		Total for Vendor:	721.76						
46739		3104 FIRST CALL COMPUTER SOLUTIONS, AUGUST 2024	1,891.40						
		101508 11/30/24 MONTHLY MICROSOFT M365 SUBSCRI	91.40			1000 410580	355		101000
		101177 12/01/24 IT AGREEMENT FULL SUPPORT	1,800.00			1000 410580	355		101000
		Total for Vendor:	1,891.40						
46710		663 FLATHEAD COUNTY SOLID WASTE	2,731.47						
		15987 11/30/24 SWR-SLUDGE WASTE	2,731.47			5310 430600	395		101000
		Total for Vendor:	2,731.47						
46716		24 FLATHEAD COUNTY TREASURER	769.80						
		NOV 24 12/02/24 CRT-TECH SUR 11/24	360.00			1000 212201			101000
		NOV 24 12/02/24 CRT-LEA/CRIM CONV SURCHG 11/24	409.80			1000 212201			101000
		Total for Vendor:	769.80						
46764		21 FLATHEAD ELECTRIC COOP INC NOVEMBER 2024	12,489.76						
		121324 11/30/24 FAC-10/25-11/25/24	404.35			1000 411200	341		101000
		121324 11/30/24 PD-10/25-11/25/24	45.87			1000 420100	341		101000
		121324 11/30/24 FD-10/25-11/25/24	380.81			1000 420400	341		101000
		121324 11/30/24 PRKS-10/25-11/25/24	381.33			1000 460400	341		101000
		121324 11/30/24 POOL-10/25-11/25/24	61.74			1000 460445	341		101000
		121324 11/30/24 LIGHTING-10/25-11/25/24	2,589.07			2400 430200	341		101000
		121324 11/30/24 STRS-10/25-11/25/24	116.70			2500 430200	341		101000
		121324 11/30/24 WTR-10/25-11/25/24	2,431.94			5210 430500	341		101000
		121324 11/30/24 SWR-10/25-11/25/24	6,077.95			5310 430600	341		101000
		Total for Vendor:	12,489.76						
46705		2819 GLACIER MEDICAL ASSOCIATES	806.00						
		886892 11/19/24 PD A.GREEN PRE EMPOY	717.00			1000 420100	390		101000
		886892 11/19/24 PD A.GREEN PRE EMPLOY	89.00			1000 420100	390		101000
		Total for Vendor:	806.00						

Item No.2.

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
46753		2806 HANSON'S HARDWARE	65.73								
		613176 11/12/24 STR-SCISSOR	14.98			2500		430200	240		101000
		613191 11/14/24 STR-YEL ENAMEL	19.98			2310		470300	930		101000
		613317 11/25/24 SWR-30 UTHD ADAPTER	4.79			5310		430600	240		101000
		613406 12/03/24 WTR- TARP	25.98			5210		430500	240		101000
		Total for Vendor:	65.73								
46725		1119 HDR ENGINEERING, INC.	59,711.35								
		1200673835 11/26/24 SWR ARPA 3/24-11/24	59,711.35			5310		430600	930		101000
		Total for Vendor:	59,711.35								
46738		1659 HIGH COUNTRY LINEN SUPPLY	299.48								
		0616166 12/02/24 FAC-CITY HALL, PD, CRT, FIN	262.74			1000		411200	224		101000
		0616167 12/02/24 FAC-FIRE HALL	36.74			1000		411200	224		101000
		Total for Vendor:	299.48								
46758		3292 JACOBS ENGINEERING	35,248.66								
		W3Y27200-1 12/05/24 RAISE GRANT INV #1	22,911.63			2995		430230	930		101000
		W3Y27200-1 12/05/24 RAISE GRANT INV #1	12,337.03			2995		430550	930		101000
		Total for Vendor:	35,248.66								
46726		1690 LASALLE SAND & GRAVEL CORP	1,940.75								
		194454 11/06/24 STR--3/8 CHIP ROCK 3000	485.87			2500		430200	452		101000
		194455 11/06/24 STR- 3/8 CHIP ROCK 3000	488.32			2500		430200	452		101000
		194458 11/06/24 STR- 3/8 CHIP ROCK 3000	482.05			2500		430200	452		101000
		194481 11/06/24 STR- 3/8 CHIP ROCK 3000	484.51			2500		430200	452		101000
		Total for Vendor:	1,940.75								
46708		2869 LEADSONLINE	1,801.00								
		415342 11/15/24 PD-TRACK INVESTIGATION SYS	1,801.00			1000		420100	335		101000
		Total for Vendor:	1,801.00								
46756		999999 LEDGENDS OF THE FALLS, LLC	1,212.58								
		1166 10/24/24 CITY SHARE FOR CC REPAIR	1,212.58			5210		430500	360		101000
		Total for Vendor:	1,212.58								

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct Object	Proj	Cash Account
46747		735 MASTER TECH REPAIR	129.00							
		3806335 12/04/24 FD Repairs Husky 346XP	129.00			1000	420400	360		101000
		Total for Vendor:	129.00							
46762		3215 MCLAUCHLIN ENTERPRISE, LLC	1,396.90							
		1465 11/22/24 SWR-DYED DIESEL DELIVERY	1,212.53			5310	430600	231		101000
		1465 11/22/24 WTR-DYED DIESEL DELIVERY	184.37			5210	430500	231		101000
		Total for Vendor:	1,396.90							
46737		3283 MICHAEL RIGHETTI	157.74							
		NOV24UTL 11/11/24 Utilitie/Shrives OCT/NOV	157.74			1000	410400	390		101000
		Total for Vendor:	157.74							
46759		631 MONTANA DEPT. OF ENVIRONMENTAL	210.00							
		APPLICATION FEE ($70) & EXAM FEES FOR 2A AND 3B TESTING ($70EA).								
		DZIUK-01 12/12/24 WTR APP & EXAM FEES DZIUK, C	210.00			5210	430500	380		101000
		Total for Vendor:	210.00							
46721		3152 MONTANA ELITE LLC	619.00							
		2450-1 12/06/24 Exhst fan/ sens.con/strn relf	619.00			5310	430600	360		101000
		Total for Vendor:	619.00							
46734		43 MONTANA ENVIRONMENTAL LABORATORY	308.00							
		2411512 11/05/24 SWR Lab Testing Nutrient	67.00			5310	430600	394		101000
		2411755 11/11/24 SWR Lab Testing Nutrients	92.00			5310	430600	394		101000
		2411756 11/11/24 SWR Lab Testing Dis Alum	15.00			5310	430600	394		101000
		2412004 11/18/24 SWR Lab Testing Nutrients	67.00			5310	430600	394		101000
		2412294 11/25/24 SWR Lab Testing Nutrients	67.00			5310	430600	394		101000
46735		43 MONTANA ENVIRONMENTAL LABORATORY	151.00							
		2411835 11/08/24 WTR Lab Testing/Coliform	151.00			5210	430500	394		101000
		Total for Vendor:	459.00							

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct	Object	Proj	Cash Account
46707		3213 MONTANA FENCE	101.94						
		120524 12/05/24 PKS-6 TRTD WOODRAILS-MARANTETT	101.94			1000 460400	240		101000
		Total for Vendor:	101.94						
46733		103 MONTANA LAW ENFORCEMENT ACADEMY	1,824.00						
		24437 11/25/24 PD lodging/meals H.Naleway	1,824.00			1000 420100	380		101000
		Total for Vendor:	1,824.00						
46720		1652 MONTANA STATE FIRE CHIEFS	75.00						
		01556 12/02/24 Membership renewal 2025	75.00*			1000 420400	335		101000
		Total for Vendor:	75.00						
46732		2004 MONTANA STATE UNIVERSITY	1,750.00						
		219-45 12/06/24 FD Tuition M. Johnson	1,750.00			1000 420400	380		101000
		Total for Vendor:	1,750.00						
46731		3119 MONTANA TRUCK WORKS, LLC	5,881.40						
		369 12/06/24 FD Truck front spring repair	5,881.40			1000 420400	361		101000
		Total for Vendor:	5,881.40						
46722		1247 MURDOCH'S RANCH & HOME	109.90						
		010881217 12/10/24 Spray Paint	109.90			2310 470300	930		101000
		Total for Vendor:	109.90						
46713		52 NAPA AUTO PARTS	413.67						
Core deposit and retuned on invoice									
		101178 11/22/24 STR - Air filter/trans filter	76.73			2500 430200	232		101000
		101481 11/26/24 SWR-18 mos battery, batt charg	336.94			5310 430600	240		101000
		Total for Vendor:	413.67						
46703		2002 NORTHWEST PARTS & EQUIPMENT &	84.79						
		C344763 11/19/24 HD SPIDER BUNGEE/R/B6465A-MG	84.79			2500 430200	220		101000
		Total for Vendor:	84.79						

Item No.2.

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct		Object	Proj	Cash Account
46730		2678 O'NEIL PRINTERS, INC	766.00							
		2345 12/03/24 BLDG BUSINESS CARD BATES	23.00			2394	420500	210		101000
		2345 12/03/24 WTR BUSINESS CARD BATES	23.00			5210	430500	210		101000
		2345 12/03/24 SWR BUSINESS CARD BATES	23.00			5310	430600	210		101000
		2345 12/03/24 FIN BUSINESS CARD BATES	23.00			1000	410500	210		101000
		2345 12/03/24 BLDG BUSINESS CARD J.RICE	23.00			2394	420500	210		101000
		2345 12/03/24 WTR BUSINESS CARD J.RICE	23.00			5210	430500	210		101000
		2345 12/03/24 SWR BUSINESS CARD J.RICE	23.00			5310	430600	210		101000
		2345 12/03/24 FIN BUSINESS CARD J.RICE	23.00			1000	410500	210		101000
		2310 10/25/24 6 BOXES WINDOW ENVELOPES	582.00			1000	410360	210		101000
		Total for Vendor:	766.00							
46750		2816 O'REILLY AUTO PARTS	239.98							
		4774-49920 11/13/24 STR- NITRILE GLOVES	27.26			2500	430200	240		101000
		4774-10065 11/27/24 STR-DEF/ANTIFREEZE	145.88			2500	430200	232		101000
		4774-10141 12/06/24 PD- CHARGER HEADLIGHTS	66.84			1000	420100	232		101000
		Total for Vendor:	239.98							
46717		3136 RICE, BRANDON	25.46							
		DEC 24 12/02/24 PD-REG REIMBURSEMENT	25.46			1000	420100	390		101000
		Total for Vendor:	25.46							
46766		2699 THE MAIL ROOM, INC	1,040.14							

INVOICE # D122327 DATE 11/25/24
INVOICE # D122530 DATE 12/9/24

THE INVOICES ABOVE WERE COMBINED ON ONE SPREADSHEET AND ALLOWCATED APPROPRIATELY BETWEEN ALL. FOR AUDIT PURPOSES ON INVOICE LOOK-UP HALF OF THE CATEGORIES WERE CODED WITH 1 INVOICE AND THE OTHER HALF WERE CODED WITH THE OTHER INVOICE. JR

		D122530 12/09/24 PD-MAIL SRVS 11/12-12/6	13.27			1000	420100	310		101000
		D122530 12/09/24 FIN-MAIL SRVS 11/12-12/6	550.80			1000	410500	310		101000
		D122530 12/09/24 WTR-MAIL SRVS 11/12-12/6	50.70			5210	430500	310		101000
		D122327 11/25/24 SWR-MAIL SRVS 11/12-12/6	50.70			5310	430600	310		101000
		D122327 11/25/24 CRT-MAIL SRVS 11/12-12/6	329.88			1000	410360	310		101000
		D122327 11/25/24 PNZ-MAIL SRVS 11/12-12/6	44.79			1000	411000	310		101000
		Total for Vendor:	1,040.14							

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct	Object	Proj	Cash Account
46727		3200 USABLUEBOOK	224.62						
		INV0055061 11/22/24 SWR-REPLACEMENT CAP LDO101	224.62			5310 430600	222		101000
		Total for Vendor:	224.62						
46715		1134 VICTIM-WITNESS ADVOCATE PROGRAM	222.20						
		NOV 24 12/02/24 CRTS- Nov 2024	222.20			2917 410360	356		101000
		Total for Vendor:	222.20						
46754		84 WESTERN BUILDING CENTER	43.29						
		4l1167886 12/07/24 PD-KEY CUTTING	3.98			1000 420100	220		101000
		4l1134373 11/12/24 STR- PAD STRP/SPRY PNT/CLOT	26.44			2310 470300	930		101000
		4L1159077 12/02/24 SWR- UBOLT	5.38			5310 430600	240		101000
		4l1168686 12/09/24 SWR-1.5 GALV COUPLING	7.49			5210 430500	240		101000
		Total for Vendor:	43.29						
46763	E	2733 WEX Fleet Universal	5,235.14						
STATEMENT ENDING 11/30/24									
		101230070 11/30/24 PD-NOV FUEL	2,171.56			1000 420100	231		101000
		101230070 11/30/24 FIRE-NOV FUEL	596.52			1000 420400	231		101000
		101230070 11/30/24 PRKS-NOV FUEL	117.39			1000 460400	231		101000
		101230070 11/30/24 WTR-NOV FUEL	326.88			5210 430500	231		101000
		101230070 11/30/24 SWR-NOV FUEL	323.70			5310 430600	231		101000
		101230070 11/30/24 STRS-NOV FUEL	1,556.08			2500 430200	231		101000
		101230070 11/30/24 FD TRAINING	143.01			1000 420400	380		101000
		Total for Vendor:	5,235.14						
46729		3021 WGM GROUP	4,470.78						
		73960 12/09/24 PRKS NOV SP INSPECTION	4,470.78			4010 460400	931		101000
		Total for Vendor:	4,470.78						

# of Claims 49 Total: 196,722.51 # of Vendors 47

Total Electronic Claims 5,235.14

Total Non-Electronic Claims 191487.37

Fund/Account	Amount
1000 GENERAL FUND	
101000 CASH/CASH EQUIVALENTS	36,041.55
2310 TAX INCREMENT DISTRICT FUND	
101000 CASH/CASH EQUIVALENTS	156.32
2394 BUILDING CODE ENFORCEMENT FUND	
101000 CASH/CASH EQUIVALENTS	10,001.90
2400 SPECIAL LIGHTING DISTRICT FUND	
101000 CASH/CASH EQUIVALENTS	2,589.07
2500 SPECIAL STREET MAINTENANCE DISTRICT FUND	
101000 CASH/CASH EQUIVALENTS	12,553.07
2917 CRIME VICTIMS ASSISTANCE FUND	
101000 CASH/CASH EQUIVALENTS	222.20
2995 RAISE Grant	
101000 CASH/CASH EQUIVALENTS	35,248.66
4010 CAPITAL PROJECTS FUND - Parks	
101000 CASH/CASH EQUIVALENTS	4,470.78
5210 WATER ENTERPRISE FUND	
101000 CASH/CASH EQUIVALENTS	16,221.30
5310 SEWER ENTERPRISE FUND	
101000 CASH/CASH EQUIVALENTS	79,217.66
Total:	196,722.51

Council Meeting Date: 12/16/24

Claims Submitted to Council:$ $196,722.51

Claims Denied/Withheld by Council Finance Committee:$______________ Claim #'s:________________

Prepared By: Jessica Rice, Finance Director

Jessica Rice

Approved by Mark Shrives, Interim City Manager

Mark Shrives

City Council to Approve by motion on consent agenda

The following ten (10) claims are significant:

1. Boys & Girls Club - $8,126.80. St. Richard's subdivision. (Fund 5210)
2. Breck - $8,738.74. Legal services. (Funds 1000, 2500, 5210 and 5310)
3. City of Whitefish - $9,155.90. Permits. (Fund 2394)
4. Dad Bod Diesel - $8,301.00. Dump truck transmission repair. (Fund 2500)
5. Doyle & Associates - $8,800.00. Audit fees progress billing. (Funds 1000, 2394, 5210 and 5310)
6. Flathead Electric - $12,489.76. Electric bill for November. (Funds 1000, 2400, 2500, 5210 and 5310)
7. HDR Engineering - $59,711.35. ARPA from 3/24-11/24. (Fund 5310)
8. Jacobs Engineering - $35,248.66. RAISE grant progress billing. (Fund 2995)
9. Montana Truck Works, Inc. - $5,881.40. Fire truck front spring repair. (Fund 1000)
10. WEX - $5,235.14. November fuel. (Fund 1000, 2500, 5210, 5310)

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

Jessica Rice
(406) 892-4327

Total for Payroll Checks

12/6/24
Payroll
$128,460.04
Barb Staaland

	Employee	Employer	Amount
COMA HOURS (Comp Time Accumulated)	13.51		
COMP HOURS (Comp Time Used)	3.50		78.09
HOL HOURS (Holiday Pay)	604.10		19,856.11
HOLW HOURS (Holiday Worked @ 2.5x)	16.00		535.44
J001 HOURS (CLOTH ALLOW)	0.00		900.00
J003 HOURS (PD HOL WK)	120.00		6,650.28
OVER HOURS (Overtime)	116.25		5,249.91
REG HOURS (Regular Time)	2,248.25		73,652.57
SFTO HOURS (Shift Sup/FTO - $1.5/hour)	84.00		126.00
SHFN HOURS (Shift B)	348.00		696.00
SHFQ HOURS (OVT B)	4.50		13.50
SHFU HOURS (Hol wk B)	72.00		360.00
SICK HOURS (Sick Time)	79.25		2,204.36
VACA HOURS (Vacation Time Used)	120.00		4,389.14
GROSS PAY	114,711.40	0.00	
NET PAY	81,462.79	0.00	
AFLAC-POSTTAX	86.97	0.00	
AFLAC-PRETAX	150.29	0.00	
CITY OF COLUMBI	20.00	0.00	
FIT	10,436.82	0.00	
FLEX ALLEGIANCE	616.00	20.00	
FOP	450.00	0.00	
HEALTHINS/PRE	3,071.00	27,285.90	
MEDICARE	1,621.42	1,621.42	
MT ST FIRE ASSO	106.40	0.00	
MUTUAL OF OMAHA	286.90	0.00	
NATIONWIDE/CITY	0.00	947.76	
NATIONWIDE/EMP	200.00	0.00	
P.E.R.S.	4,128.02	4,739.37	
PERS RETIREE	0.00	138.77	
PERS/FURS	1,138.52	1,527.98	
PERS/POLICE	3,071.33	4,917.56	
SIT	3,735.00	0.00	
SOCIAL SECURITY	3,780.44	3,780.44	
TEAMSTERS DUES	349.50	0.00	
UNEMPL. INSUR.	0.00	512.16	
WORKERS' COMP	0.00	3,675.85	
BECU	1,237.75	0.00	
CHARLES SCHWAB	1,814.27	0.00	
FIRST INTERSTAT	1,275.14	0.00	
FREEDOM BANK	4,297.45	0.00	
GLACIER BANK KA	7,673.16	0.00	
GLACIER BANK MS	3,140.96	0.00	
GLACIER BANK/CF	20,067.32	0.00	
GLACIER BANK/WF	2,356.51	0.00	
NAVY FEDERAL CR	2,263.58	0.00	
PARKSIDE CR U	10,018.78	0.00	
REGIONS BANK	2,435.02	0.00	

STOCKMAN BANK	1,683.26	0.00
USAA FEDERAL	4,995.23	0.00
USBANK.	2,423.37	0.00
WELLS FARGO	2,951.77	0.00
WELLS FARGO, TX	4,047.70	0.00
WFISH CR UNION	8,781.52	0.00
FIT/SIT BASE	102,336.24	0.00
MEDICARE BASE	111,821.87	0.00
PERS BASE	98,549.72	0.00
SOC SEC BASE	60,974.92	0.00
UN BASE	113,811.40	0.00
WC BASE	109,189.24	0.00
Total		49,167.21

Total Payroll Expense (Gross Pay + Employer Contributions): 163,878.61

Check Summary

Payroll Checks Prev. Out.	$2,441.58
Payroll Checks Issued	$1,274.16
Payroll Checks Redeemed	$1,521.23
Payroll Checks Outstanding	$2,194.51
Electronic Checks	$127,185.88

Deductions Accrued		Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security	7,560.88	304.30	7,560.88	304.30	212260
Medicare	3,242.84	71.16	3,242.84	71.16	212260
P.E.R.S.	8,867.39	433.48	8,867.39	433.48	212270
Unempl. Insur.	512.16	2,377.99		2,890.15	212210
Workers' Comp	3,675.85	17,812.72		21,488.57	212220
FIT	10,436.82	323.96	10,436.82	323.96	212260
SIT	3,735.00	53.00	3,735.00	53.00	212260
AFLAC-PRETAX	150.29	150.29		300.58	212230
NATIONWIDE/EMP	200.00		200.00		212280
Teamsters dues	349.50	349.50		699.00	212310
PERS/Police	7,988.89		7,988.89		212240
TEAMSTERS INIT	0.00				212310
NATIONWIDE/CITY	947.76		947.76		212280
AFLAC-POSTTAX	86.97	86.97		173.94	212230
PERS/FURS	2,666.50		2,666.50		212275
MT ST FIRE ASSO	106.40		106.40		212315
HEALTHINS/PRE	30,356.90	30,356.90		60,713.80	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	0.00				212450
PERS RETIREE	138.77		138.77		212270
MUTUAL OF OMAHA	286.90	286.90		573.80	212400
Total Ded.	82,415.82	52,750.22	46,997.25	88,168.79	

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

CITY OF COLUMBIA FALLS
CITY COUNCIL REGULAR MEETING MINUTES
HELD DECEMBER 02, 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 and Mayor Barnhart. Absent: Councilor Shepard.

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

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA: Councilor Robinson motioned to approve the agenda with the following amendments. Add Ordinance #830 under Resolutions/Ordinance, strike notice of Public Hearing and replace with Appointments, and replace Ordinances/Resolutions with Notice of Public Hearing and Ordinance, seconded by Councilor Price and the motion carried.

CONSENT AGENDA: Councilor Robinson motioned to approve the consent agenda noting all claims appeared to be in order, seconded by Councilor Price and the motion carried unanimously.
Approval of Claims - December 2, 2024 - $746,114.62
Approval of Payroll Claims - November 22, 2024 - $188,369.79
Approval of Regular Council Meeting Minutes - November 18, 2024

VISITORS/PUBLIC COMMENT (Items not on agenda)
Matt Hutcheson, 227 7th St. E., said he witnessed two dogs not on a leash at Rivers Edge Park. Police Chief Stephens said he will look into City Code on dogs at large.

APPOINTMENTS:
Appointment of Austin Green as Probationary Police Patrol Officer

Chief Stephens said Austin Green has completed the applicant testing for the position of Probationary Police Patrol Officer, along with successful candidate testing and background investigation. Mr. Green is a Columbia Falls native, who has attended school and played sports here in Columbia Falls. Chief Stephens said the department is very happy Mr. Green has decided to choose a career of service with the Columbia Falls Police Department.

Councilor Lovering motioned to appoint Austin Green as probationary Patrol Officer, seconded by Councilor Price and the motion carried unanimously.

NEW BUSINESS:
Letter to Flathead County Commissioners from City Council - In support of NeighborWorks Montana to manage the workforce housing assistance program.
Councilor Piper motioned to approve the letter of support to the Flathead County Commissioners, seconded by Councilor King and the motion carried unanimously.

NOTICE OF PUBLIC HEARING:
City Planner Mulcahy delivered Staff Report CZC#24-01 regarding a request to amend the zoning classification from CR-5 (Two Family Residential) to CRA-1 (Residential Apartment) within the Columbia Falls Zoning Jurisdiction. The site is currently the unoccupied home of the Boys and Girls Club which recently moved across the Street in the old Glacier Gateway school building. The Boys and Girls Club of Glacier Country are selling the property, and the new purchaser has a Physical Therapy Business. Medical offices are not allowed in the CR-5 zone but they are allowed in the CRA-1 zone as a permitted use.

Councilor Price inquired about adequate parking near the school zone. Mulcahy said all parking will be required on site and not on the street. They have two lots and will use a portion of the property for customer parking. Mulcahy said they will also be required to pave the alley that abuts the onsite parking area. Councilor Robinson asked if there will be parking in the front on the property on 4th Ave. W. City Manager Shrives said 4th Ave. W. is going to be repaved and he is uncertain of what the parking design looks like. Councilor Robinson suggested taking a close look at parking as there is a blind spot at the intersection.

Mayor Barnhart opened the Public Hearing at 7:16 p.m.

Matt Hutcheson, 227 7th St. E. said he owned property just south of the said property and it is hectic with school traffic. Mr. Hutcheson said he opposes the zone change until further investigation.

Jackie Bullock said she owns Glacier Peaks Mobile Physical Therapy, LLC. She is a buyer of the Boys and Girls Club property. Her intentions are to keep her business small and serve the community of Columbia Falls.

Jesse Plevel, Board of Directors for the Boys and Girls Club and the seller’s Realtor. Plevel stated she believes there will be less traffic in the area due to less concentrated traffic.

Mayor Barnhart closed the Public Hearing at 7:21 p.m.

Councilor Piper motioned to accept Staff Report CZC#24-01 as findings of fact, seconded by Councilor King with council voting as follows. Ayes: Lovering, Piper, Price, Robinson, King, and Barnhart.

RESOLUTIONS/ORDINANCES:
First Reading of Ordinance #830
Councilor Piper motioned to approve the First Reading of Ordinance #830 to amend the Boys and Girls Club property zoning classification from CR-5 (Two Family Residential) to CRA-1 (Residential Apartment) within the Columbia Falls Zoning Jurisdiction, seconded by Councilor King and the motion carried unanimously.

REPORTS / BUSINESS FROM MAYOR & COUNCIL:
Councilor King said she noticed the lot behind the WFCU was for sale and wondered if MT Land Trust would be interested in purchasing it. Mayor Barnhart said there is a preliminary plat in place, but we have not heard anything on the property lately.

Councilor King asked if the City will be participating in the Salvation Army Bell Ringing this year. City Clerk Staaland said she will call the Chamber of Commerce to see if they have been contacted with a potential date.

Councilor King said she was pleased with the Police Department response to a traffic violator.

Councilor Price asked if city staff has set a date for the Parks Committee meeting. City Manager Shrives said Public Works Director Bates was working on it.

Councilor Lovering wanted to remind citizens to shovel their sidewalks in front of their homes and places of businesses. Mayor Barnhart said the city has an ordinance requiring property owners to shovel the sidewalks in front of their home or business. Folks are not removing the snow from the sidewalks which is making it a dangerous situation. The City needs to enforce the ordinance or do away with it said Mayor Barnhart. Mayor Barnhart asked City Manager Shrives if the city can get the sidewalks cleared along Hwy 2 before they turn to ice. After council discussion City Manager Shrives said he has a meeting with City Attorney Breck and they will review the snow removal ordinance and bring it back to council at the December 16th meeting.

CITY MANAGER REPORT

City Manager Shrives said staff recently did a Skatepark walk through and the project is near completion, the final step will be to add a sealant which requires warmer temperatures to apply. There is a 5% retainage that the city will hold until April when the project is completely finished. The warranty will start after the completion date. Shrives said the city is going to keep the Skatepark locked up until spring as there is potential to be damaged without the sealant. Staff has put up fencing and placed boulders around the park and has requested extra patrol from the Police Department. Mayor Barnhart asked about the bathroom for the park. Shrives said it was completed then damaged at the factory and will need to be repaired then delivered in the spring.

The City Manager Recruiter will be here on the December 12th and 13th said City Manager Shrives. He would like to meet separately with each councilmember. Virtual meetings are available and we can send a link for those unable to attend in person. City Manager Shrives said he has provided some questions that the Recruiter is requesting council comments.

Mayor Barnhart asked if there was a Legislative Committee meeting scheduled. Shrives said the League of Cities and Towns has a meeting on December 16th that he would like to attend and would like to schedule the meeting after that.

OTHER REPORTS:

Police Chief Stephens said he has been working with the Lions Club and Public Works Director Bates in getting ready for the Night of Lights Parade.

MISCELLANEOUS

Correspondence

ADJOURN

Councilor Lovering motioned to adjourn, seconded by Councilor Robinson and the meeting adjourned at 7:47 p.m.

____
Mayor Barnhart

____
City Clerk

COLUMBIA FALLS
MONTANA

City Council
Agenda Item Summary

Agenda Item Number ________ **Title: Volunteer Firefighter Thorsteinson**

Date: 12-6-2024

Staff Contact: Karl Weeks

AGENDA ITEM SUMMARY: Recommendation for Dillon Thorsteinson to be appointed as a Probationary Volunteer Firefighter

BAKGROUND: N/A

ANALYSIS: The membership of the Columbia Falls Fire Department has voted to approve Dillon Thorsteinson as a probationary member. Dillon first joined CFFD in 2016, served until 2022 when he moved out of State to take a job with the Department of Defense as a firefighter. He has now been hired as a career firefighter/EMT with Evergreen Fire Rescue, lives in our rural fire district, and wants to join as a volunteer again. Dillon has extensive experience and certifications including FFI, FFII, and EMT.

FINANCIAL CONSIDERATIONS: N/A

STAFF RECOMMENDATION: I recommend accepting Dillon Thorsteinson as a Probationary Volunteer Firefighter for the Columbia Falls Fire Department.

SUGGESTED MOTION: Motion made to accept Dillon Thorsteinson as a Probationary Firefighter.

ATTACHMENTS: N/A

City of Columbia Falls

Memorandum

December 16, 2024

To: Mayor and City Council
From: Mark Shrives (Interim City Manager)

At the December 2, 2024, City Council Meeting there was considerable discussion regarding the removal of snow from the City sidewalks and whose responsibility it was, especially in the highway district along Hwy 2. After that meeting I met with City Staff, and we discussed the many issues that were raised that evening by the City Council. There are several topics that I will address.

1. **City of Columbia Falls Municipal Code, Chapter 12.28 Snow Removal** (attached as enclosure 1).
   The current Municipal Code is very clear that snow removal from an abutting sidewalk is required and that every person, partnership, corporation or other entity in charge or control of any building, or lot of land within the city, fronting or abutting on or upon a paved sidewalk, shall remove and clear away or cause to be removed and cleared away, snow and ice from such paved sidewalks. In all cases, the city code requires the removal of snow from sidewalks by the abutting owner by noon on the day following the snow fall. If the snow cannot be removed in that period, the abutting owner is required to apply enough abrasive material to facilitate safe use of the sidewalks by pedestrians within that same time period, or as soon thereafter as weather permits. Finally, the city code specifically permits the placement of the removed snow on adjoining public roadways. The code charges the City Manager with contracting for the removal of the snow from these sidewalks in

instances where the abutting owner fails to do so and with charging the owner for the associated costs, after providing 10 days written notice to the owner. Only one of these notices is required per calendar year, but there are other more effective ways of ensuring the abutting owner effectively receives these notices, as discussed below. The current code is very clear regarding other items that were discussed on December 2nd. I also conducted a comparison of the City of Columbia Falls Municipal Code to the cities of Whitefish and Kalispell. Although worded a little differently, all three cities have remarkably similar codes regarding removal of snow from abutting sidewalks. To be noted, both Whitefish and Kalispell also have State Highways traversing through their cities, as does Columbia Falls. (A comparison chart is attached as enclosure 2)

As a part of the enforcement process, and as defined in the Municipal Code, when a property owner failed to remove snow from their abutting sidewalk, a letter was mailed or hand delivered to each property owner notifying them of the requirements for snow removal. (enclosure 3). The owner has 10 days to comply before the City acts and then charges the property owner. As noted in the chart at enclosure 2, Whitefish and Kalispell consider the ordinance as notice and do not send a separate letter.

2. **Purchase of Bobcat for Snow Removal**

Also discussed was the purchase of a small Bobcat for snow removal on sidewalks. I investigated the history regarding the purchase of this piece of equipment. The Bobcat was purchased to remove snow from sidewalks and bike paths the City has responsibility for. As well as sidewalks adjacent to Hwy 2 and Nucleus Ave that the owners could not clear due to MDOT snow plowing. As described above, our code sections support this action.

The City could not use TIF District funds to purchase equipment that was not for use within the boundaries of the TIF district. The City has considerable responsibility due to Welcome Park, Pinewood Park, Marantette Park, Vet's Drive Green space, all within the TIF district. The

City did not agree to clear the sidewalks on both sides of the Highway. The City is only responsible for the sidewalks that abut the City Parks.

The sidewalk along Nucleus Ave is not as problematic. The impetus for the purchase was to ensure safe passage and eliminate residents/visitors from walking in the highway right of way as the sidewalks were impassable.

The City Council also discussed the TIF District funding as it relates to snow removal. Although the Bobcat was purchased using TIF District funding, operating costs cannot be charged to the TIF District. The operating costs of the Bobcat are all included in the street maintenance district. Sidewalks are part of the statutory definition of street maintenance (public streets and sidewalks).

As was discussed, on Hwy 2, MDOT throws 2 ½ lanes of snow on top of the sidewalk, many times after the owner has already cleared their sidewalks. Then, the snow becomes hardpacked and almost impossible to remove without machinery. It should be noted that many owners already contract with private contractors to remove the snow from in front of their businesses and parking lots. MDOT is supposed to come back and remove the snow from the sidewalks once they get a break from removing the snow from the highway. In the last snow event, MDOT did come back and remove the snow from the Hwy 2 sidewalks about five days after the snow event. The Public Works Director is scheduling a follow up meeting with the MDOT District Supervisor for our area, to further discuss the removal of snow from the Hwy 2 sidewalks. He is also researching the existence of any agreements that may have been agreed to in the past.

3. Floater Positions

The city utilizes two floater positions to help in the operations for the street, water, and park departments. Before the floater positions were added by the City Council, the two water operators joined the street crew in plowing streets, sidewalks, and paths. Each floater position is allocated 686 hours for street maintenance. The floater hours allocated for street maintenance are not just for snow removal. The allocated hours are also used for street repair, painting crosswalks, clear vision triangle issues, covering vacations and any other operation that needs additional manpower. Currently, as it relates to snow removal, the City has five plow operators (3 street operators and 2 floaters). Typically, during a snow event, it takes the five plow operators between 8 and 10 hours to remove snow from the roadways and the safe route sidewalks. The days following a snow event are normally followed by hauling snow, answering resident complaints, and maintaining plow equipment, which are important parts of the operation. As for removing snow from the sidewalks on Hwy 2, it would be at least 2 to 3 days after a snow event before uncleared sidewalks can be addressed.

4. **City of Columbia Falls Municipal Code, Article V – Interference with Snow Removal.**
As was discussed in the chart at enclosure 2, all three cities do include provisions addressing interference with snowplow operations in their respective codes. In the City of Columbia Falls Municipal Code, Article V sections 10.57.330 Designated Unlawful and Article V 10.57.340 Impoundment Authority both address the actions that can occur if snowplow operations are impeded (enclosure 4). The City of Columbia Falls has experienced problems with cars being left on the streets during snow removal operations and with cars being parked on or over the city sidewalks. To work with the citizens before their vehicle is towed, the Chief of Police has implemented a 24-hour warning notice (enclosure 5) to allow the owner of vehicles violating the ordinance to correct the problem before further, more severe action is taken.

5. **Next Steps.**
With the start of winter already upon us, this does not seem to be the time to update the City's approach to snow removal and enforcement. To meet and discuss any changes to the current ordinance would take at least 3 months of discussion and subsequent City Council action to implement a new ordinance (if one is even wanted). I would offer the following recommendations regarding snow removal in the City and along the Hwy 2 corridor.

a. Do not change snowplow operations and enforcement of snow plowing this winter season.
b. Distribute the 10-day notice letter now, so when the next snow event occurs, all owners will already have been duly notified of the requirements for snow removal.
c. Review the current snow ordinance.
    1. Start this process in early spring.
    2. Confirm all costs included as a part of the budget planning process. That will allow for the opportunity to consider what costs the City may be able to absorb in the future.
    3. Consider the possibility of establishing a Street Maintenance District or Business Improvement District (BID) specifically directed at funding snow removal on the Hwy 2 corridor.

Note: State statute provides the City with broad taxing authority for general and special public or governmental purposes on all property within the City. As stated in MCA 7-6-4409, "The assessment made by the department of revenue for state and county purposes is the basis of taxation for cities and towns for the property situated in the city. Under the broad authority granted to the State and its subdivisions (i.e. – Cities) to levy taxes to facilitate the promotion of public health, safety, and welfare, Cities may institute special tax assessment districts for promotion of these goals in select areas of the City. For instance, the Kalispell Downtown Business Improvement District's purpose is to promote the health, safety, and welfare of the community. *This district was established in 2010.* Other cities that have established such business improvement districts include Missoula, Billings, Great Falls, and Livingston. Missoula's BID was established in 2005 to manage and maintain the common areas of downtown Missoula. The Missoula BID is responsible for garbage and recycling, snow removal, graffiti removal, and more. Business Improvement Districts are often used to fund and perform snow removal from sidewalks in areas with high pedestrian traffic. About a quarter of communities have BIDs that perform snow and ice removal. Property owners within the BID boundaries are assessed a special fee, which is used to cover the cost of snow removal services. The main goal of such BIDs is to ensure sidewalks are clear of snow, making it easier and safer for people to walk to businesses in the district. A BID board, composed of representatives from the businesses in the district, oversees the snow removal operations, including selecting a contractor and managing the budget.

MCA 7-12-1102 was enacted to provide for the creation of business improvement districts having one or more of the following purposes:

> (1) serve a public use.
>
> (2) promote the health, safety, prosperity, security, and general welfare of the inhabitants of the district and of the people of this state.
>
> (3) be of special benefit to the property within the boundaries of any district created pursuant to the provisions of this part; or
>
> (4) aid in tourism, promotion, and marketing within the district.

Clearing snow from sidewalks in high traffic business areas fits squarely within this penumbra of purposes.

Even with the above options available, it is also important to review case law and potential City liability when the City clears snow. The City Attorney provided the following information to be included for consideration:

> *First, as to sidewalks along State Highways, like Highway 2:*
>
> *Established case law and statute – both State and Federal – support the notion that, "State bears ultimate responsibility as owner of the street and* ***sidewalk*** *under Montana law." When a road is constructed by the State under the provisions of a Federal-Aid statute, there is a statutorily imposed duty that curtails the State's ability to abrogate its duty of care through a sidewalk maintenance contract with a City. State and federal*

*law imposes a nondelegable duty upon the State to maintain the **sidewalks along its roads.** When the State enters into contracts with local governments to perform required maintenance work on sidewalks, as is the case with Highway 2, such contracts do not remove the non-delegable duty of care imposed by Federal Law – 23 U.S.C. §116(a) and Montana law – see MCA 60-2-204. These contracts simply allow the State to contract with local governments to perform routine maintenance work, while the State retains ultimate responsibility for the consequences of any breach. State v. Butte-Silver Bow County, 2009 MT 414, P24*

While the duty of care for these sidewalks is with the State, if the City were to violate a provision of its sidewalk maintenance contract with the State, it would be liable to the State for that contract breach.

*That being said, common law premises liability states, "A possessor of land is not **liable** to his invitees for physical harm caused to them by any activity or condition on the land whose danger is known or obvious to them, unless the possessor should anticipate the harm despite such knowledge or obviousness." Richardson v. Corvallis Pub. Sch. Dist. No. 1, 286 Mont. 309, 316 – Also, ""[a property] owner is entitled to assume that the invitee [***14] will see and observe that which would be obvious through reasonably expected use of an ordinary person's senses." Kronen, 683 P.2d at 1317-18" Further, "it does not follow that in the case of accumulation of ice and **snow**, "those who do nothing incur no liability [and] those who **plow** . . . are exposed." – and "Such a rule also makes little sense given that many communities have adopted [***20] ordinances that require property owners to remove ice and **snow** from their **sidewalks** and parking lots."*

I hope this helps foster a better understanding of what the City's liability will or will not be when it clears snow from sidewalks, when abutting owners fail to do it – or when and if we create a *business improvement district where the City's clearing of this snow is funded.*

I hope this memo helps to provide information to understand the current process being followed, answers some funding and workforce questions, discusses the enforcement process, both for snow removal and police enforcement and provides some possibilities for the way forward.

Enclosures:

1. City of Columbia Falls Municipal Code, Chapter 12.28, Snow Removal
2. Snow Removal Comparison Chart
3. Snow Removal Letter
4. City of Columbia Falls Municipal Code 10.57.330 Designated Unlawful and 10.57.340 Impoundment Authority
5. Columbia Falls Police – 24 Hour Notice.

Columbia Falls

Item No.6.

Chapter 12.28 SNOW REMOVAL

12.28.010 Removal From Abutting Sidewalk Required

Every person, partnership, corporation or other entity in charge or control of any building or lot of land within the city, fronting or abutting on or upon a paved sidewalk, whether as owner, tenant, occupant, lessee or otherwise, shall remove and clear away or cause to be removed and cleared away, snow and ice from such paved sidewalk, to the full width thereof, in that portion of the sidewalk that abuts or is in front of such building or lot or land.

12.28.020 Time When Accumulations Shall Be Cleared

Sidewalks shall, in all cases, be cleared of snow and ice accumulations which have accumulated on a previous day or during the nighttime, by twelve noon on the day following such accumulations of snow and/or ice upon any paved side-walk within the city.

12.28.030 Use Of Sand Or Abrasives

In the event that snow and/or ice on a paved sidewalk has become so hard that it cannot be removed without the likelihood of damage to the sidewalk, the person or entity charged with its removal shall, within the time mentioned in Section 12.28.020, cause enough sand or other abrasive to be put or placed on the ice or snow on the sidewalk to make travel thereon reasonably safe, and shall, as soon thereafter as weather permits and ice and/or snow has softened, remove the same.

12.28.040 Deposit On Hydrants Or Storm Drains Prohibited

No person or entity charged with removal of ice and/or snow from sidewalks shall deposit or cause to be deposited any snow or ice on or against a fire hydrant or on any paved sidewalk or into, onto or upon any storm drain. It is provided, however, that snow or ice removed from paved sidewalks may be placed or windrowed on public roadways adjoining paved sidewalks, for removal therefrom by city.

12.28.050 Failure To Comply-Lien Upon Property

If the owner of any lot fails to comply with the provisions of this chapter, the city manager is hereby authorized to contract for the removal of any such snow and ice from such sidewalk and the city may pay for the same. Prior to entering into such a contract, the city shall provide ten days written notice, by certified mail, (the time period to begin running on the date of mailing) to the property owner, advising him or her of the city's intention to so contract, and enclosing a copy of this chapter. Only one such notice shall be required to be mailed in any calendar year. The amount so paid is a lien upon the lot and may be assessed and collected along with all other taxes and assessments against the property or otherwise recovered against the owner by a suit before any court of competent jurisdiction.

Encl 1
Page 1 of 1

Snow Ice Removal
Comparison

Item	Columbia Falls	Whitefish	Kalispell
Removal from Abutting Sidewalk Required by Owner (business & Residental	X	X	X
Timeframe fro Removal	noon next day	within 24 hours	noon next day
Notice Letter			
10 days to comply after letter sent	X		
Ordinance serves as notice. No other notice required		X	X
Failure to Comply - Lien on Property	X	X	X
Designated Unlawful	X	X	X
Impound Authority	X	X	X

Encl 2
Page 1 of 1

PUBLIC WORKS DEPARTMENT

CITY of COLUMBIA FALLS

130 6TH STREET WEST
COLUMBIA FALLS MT. 59912

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

DATE, YEAR

OWNER

MAILING ADDRESS

Re: Snow Removal

MR./MRS. OWNER NAME:

It has come to our attention that you are removing snow from your DRIVEWAY/SIDEWALK into the public right of way of the street. Pursuant to City Code 12.28, snow cannot be removed into the public right of way and must be stored on your own property. Attached is the City Code on Snow Removal. Feel free to reach out to me if you have any questions.

Chapter 12.28 SNOW REMOVAL

12.28.010 Removal From Abutting Sidewalk Required

Every person, partnership, corporation or other entity in charge or control of any building or lot of land within the city, fronting or abutting on or upon a paved sidewalk, whether as owner, tenant, occupant, lessee or otherwise, shall remove and clear away or cause to be removed and cleared away, snow and ice from such paved sidewalk, to the full width thereof, in that portion of the sidewalk that abuts or is in front of such building or lot or land.

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12.28.040 Deposit On Hydrants Or Storm Drains Prohibited

Encl 3
Page 1 of 2

No person or entity charged with removal of ice and/or snow from sidewalks shall deposit or cause to be deposited any snow or ice on or against a fire hydrant or on any paved sidewalk or into, onto or upon any storm drain. It is provided, however, that snow or ice removed from paved sidewalks may be placed or windrowed on public roadways adjoining paved sidewalks, for removal therefrom by city.

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Sincerely,

Chris Hanley
Public Works Director
(406)892-4430
hanleyc@cityofcolumbiafalls.com

Encl 3
Page 2 of 2

Columbia Falls

Item No.6.

ARTICLE V INTERFERENCE WITH SNOW REMOVAL

10.57.330 Designated Unlawful

It is unlawful for any person to store, park, or leave on any street or alley in the city any automobile, truck, motorcycle, trailer, boat, snowmobile, or vehicle of any sort so that the same shall prevent or interfere with the plowing or the removal of snow.

10.57.340 Impoundment Authority

Any automobile, truck, motorcycle, trailer, boat, snowmobile, or vehicle of any sort left in violation of this article may be removed by on under the authority of any police officer of the city, who shall certify the cost thereof to the police judge, who may add the amount thereof to any fine assessed against the owner on operator of the same.

Encl 4
Page 1 of 1

24 HOUR NOTICE

Columbia Falls Police

This vehicle is in violation of City code:

☐10.57.330 Interfering with the plowing or removal of snow.

☐10.57.60 Prohibited parking in specific places.

☐10.57.090 Prohibited parking.

☐Other________________________________

If this vehicle in not removed within 24 hours
of notice, it **shall be towed at the owner's expense.**

DATE OF NOTICE____________________________

TIME OF NOTICE____________________________

VEHICLE LICENSE PLATE____________________

MAKE__________ MODEL___________ YEAR_____

Officer Name and Badge #________________________

Trippet's Printing

Encl 5
Page 1 of 1

celebrate Arbor Day™

Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.

Now, Therefore, I, Donald Barnhart, Mayor of the City of Columbia Falls, do hereby proclaim May 2, 2025 as

Arbor Day

In the City of Columbia Falls, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this 16th day of December, 2024

Mayor ______________________________

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

ORDINANCE NO. #830

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COLUMBIA FALLS, MONTANA, AMENDING THE COLUMBIA FALLS ZONING MAP FROM CR-5 TWO-FAMILY RESIDENTIAL TO CRA-1 RESIDENTIAL APARTMENT AT 535 4TH AVENUE WEST FURTHER DESCRIBED AS LOTS 4 AND 5 OF BLOCK 40 COLUMBIA FALLS TOWNSITE IN SECTION 8, TOWNSHIP 30 NORTH, RANGE 20 WEST, M.P.M., FLATHEAD COUNTY, MONTANA.

WHEREAS, the Boys and Girls Club of Glacier Country Inc, owners of the real property, have requested an amendment to the Columbia Falls zoning map to change the zoning from the current CR-5 Two-Family Residential to CRA-1 Residential Apartment at 535 4th Avenue West, further described as Lots 4 and 5 of Block 40, Columbia Falls Townsite in Section 8, Township 30 North, Range 20 West, M.P.M., Flathead County, Montana.

WHEREAS, the Columbia Falls Planning Department, on November 7, 2024 in Staff Report CZC-24-01, recommended approval of the requested zoning amendment; and

WHEREAS, said request was considered by the Columbia Falls City Planning Commission in a public hearing at its regularly scheduled meeting on November 7, 2024, at which the Commission adopted Staff Report CZC-24-01 as Findings of Fact and recommended approval of the requested zoning map amendment; and

WHEREAS, a hearing on the Zoning Map Amendment was held by the City Council of the City of Columbia Falls, Montana, at a regular meeting on Monday, December 2, 2024, after said hearing was advertised according to law; and at said hearing on said date, the City Council considered the recommendation of the Planning Commission, the report of the Columbia Falls Planning Commission, together with any and all comments filed or voiced with respect to said change; and

WHEREAS, the City Council has determined that the zoning map amendment request is in the best interest of the City.

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

Section One. Findings of Fact: That the Columbia Falls Planning Commission Report #CZC-24-01, dated November 7, 2024 is hereby adopted by the Council as findings of fact with respect to said zoning map amendment request.

Section Two. Change in Zoning Classification: That the requested zoning map amendment on property presently zoned CR-5 Two-Family Residential be changed to CRA-1 Residential Apartment at 535 4th Avenue West, further described as Lots 4 and 5 of Block 40, Columbia Falls Townsite in Section 8, Township 30 North, Range 20 West, M.P.M., Flathead County, Montana.

Section Three. The Council finds that the proposal complies with the Columbia Falls City Growth Policy.

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

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

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

PASSED AND APPROVED BY THE CITY COUNCIL OF COLUMBIA FALLS, MONTANA THIS 16th DAY OF DECEMBER, 2024, THE COUNCIL VOTING AS FOLLOWS:

____
City Clerk

APPROVED BY THE MAYOR OF COLUMBIA FALLS, MONTANA THIS 16th DAY OF DECEMBER, 2024.

____
Mayor

ATTEST:

____
City Clerk

Columbia Falls Fire Department
2024 Runs

Item No.9.

	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	36	50	46		404	
Weeks	18	13	13	17	11	24	36	10	15	22	7		186	46.04%
Peterson	16	3	9	13	7	17	22	10	9	12	15		133	32.92%
Smith, R.	18	6	7	14	8	21	14	12	12	24	14		150	37.13%
Thomas	17	7	9	12	7	18	26	9	10	20	11		146	36.14%
Ross	3	2	0	4	3	12	27	14	11	14	8		98	24.26%
Loughery	8	0	2	4	1	4	7	2	8	10	1		47	11.63%
Smith, K.	0	6	12	2	7	4	16	5	3	7	22		84	20.79%
Arnold	3	6	10	8	12	9	15	10	14	19	9		115	28.47%
Perkins	3	0	2	9	6	8	3	5	3	6	2		47	11.63%
Willcut	12	1	5	7	10	16	19	8	12	12	16		118	29.21%
Woodruff	13	7	12	7	5	12	12	4	5	12	8		97	24.01%
O'Brien	16	6	2	6	8	9	15	4	0	13	20		99	24.50%
Shanks	1	0	1	4	4	3	3	3	5	10	12		46	11.39%
Bates	0	1	0	2	0	5	5	1	2	5	7		28	6.93%
Stuhler	5	1	5	6	7	1	17	8	12	17	1		80	19.80%
Schrader	5	1	1	1	0	3	5	2	2	7	1		28	6.93%
Grogan	32	10	19	24	26	36	54	29	29	29	33		321	79.46%
Dickerson	7	0	2	2	2	8	5	1	3	3	1		34	8.42%
Butts	1	1	1	1	2	0	5	1	5	0	0		17	4.21%
Hogan	16	9	10	11	13	17	26	10	16	21	18		167	41.34%
Kehl, M	4	2	3	2	1	1	0	0	2	1	2		18	4.46%
Vessels	28	13	22	16	21	30	34	8	5	28	21		226	55.94%
Kienas			5	7	16	25	27	16	14	23	22		155	38.37%
Johnson			2	3	6	12	11	7	5	12	24		82	20.30%
Jost								8	5	23	14		50	12.38%
Atchley											1			
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		114	28.33%

	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	36	50	46		404	
Rural	24	9	15	18	19	22	30	14	20	26	35		232	57.43%
City	20	8	10	8	9	20	29	17	16	24	11		172	42.57%
Mutual Aid Received	0	0	0	0	0	0	2	0	0	3	1		6	1.49%
Mutual Aid Given	4	1	0	1	2	3	1	0	1	2	1		16	3.96%
Medical & MVA	14	5	9	10	12	7	27	12	14	21	15		146	36.14%

Columbia Falls Fire Department Incident Breakdown

Item No.9.

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**	**50**	**46**		**404**	**Dispatches**
ALS Medical Total	2	0	0	0	0	0	1	3	1	1	0		8	ALS Medical Total
BLS Medical Total	12	5	9	6	11	7	26	9	13	20	15		133	BLS Medical Total
Medical CPR	2	0	0	0	0	0	1	0	0	0	0		3	Medical CPR
Medical ALS	0	0	0	0	0	0	1	3	1	1	0		6	Medical ALS
Medical BLS	1	0	0	2	0	0	4	3	2	8	2		22	Medical BLS
Medical Lift Assist	6	1	6	4	11	4	8	3	3	7	2		55	Medical Lift Assist
MVA with injury	1	0	0	1	0	1	7	1	2	3	5		21	MVA with injury
Extrication	0	0	0	0	0	1	0	1	0	2	1		5	Extrication
Ambulance Driver	0	0	0	0	0	0	1	0	0	0	0		1	Ambulance Driver
MVA non injury	4	4	3	3	1	2	6	2	6	2	6		39	MVA non injury
Airport Emergency	0	0	0	0	0	0	0	0	0	0	0		0	Airport Emergency
Traffic Control	0	0	0	0	0	0	0	0	0	0	0		0	Traffic Control
HazMat	8	1	2	2	1	5	3	1	0	0	0		23	HazMat
Hazardous Conditions	2	1	3	2	0	1	3	2	6	7	2		29	Hazardous Conditions
CO	0	1	0	0	0	0	0	0	0	0	0		1	CO
Gas Leak/Odor inside	1	0	1	0	1	0	1	0	1	1	1		7	Gas Leak/Odor inside
Gas Leak/Odor outside	1	0	1	1	0	4	2	1	1	3	1		15	Gas Leak/Odor outside
Powerline	3	0	1	0	0	2	0	1	2	3	10		22	Powerline
Other	0	0	0	0	0	0	0	0	2	0	0		2	Other
Service	4	0	0	1	1	3	0	0	0	3	1		13	Service
Good Intent	2	2	0	4	3	2	4	3	3	3	4		30	Good Intent
Fire Alarm	3	2	1	0	2	5	3	2	4	0	0		22	Fire Alarm
False Alarm	3	0	1	0	1	1	5	1	0	4	3		19	False Alarm
Illegal burn	0	1	1	0	1	1	1	1	0	0	0		6	Illegal burn
Smoke Investigation, outside	0	0	0	0	0	0	1	0	1	0	1		3	Smoke Investigation, outside
Smoke Investigation, inside	1	0	0	1	0	1	1	0	1	0	1		6	Smoke Investigation, inside
Cancelled enroute	5	4	9	4	4	9	10	5	4	8	5		67	Cancelled enroute
Fire, residential	5	0	0	1	3	1	0	0	1	3	0		14	Fire, residential
Fire, chimney	0	0	1	0	0	0	0	0	0	0	0		1	Fire, chimney
Fire, commercial	1	0	0	0	0	2	2	0	0	0	1		6	Fire, commercial
Fire, vehicle	0	1	0	0	0	0	0	1	0	0	0		2	Fire, vehicle
Fire, vegetation, grass	0	0	0	0	0	1	2	0	0	0	0		3	Fire, vegetation, grass
Fire, vegetation, wildland	0	0	0	0	0	0	0	0	0	0	0		0	Fire, vegetation, wildland
Dispatch Totals	44	17	25	26	28	42	59	31	36	50	46		**404**	**Dispatch Totals**
Structure fires (In District)	2	0	0	0	1	2	2	0	0	1	0		8	Structure fires
Structure fires (Mutual aid)	4	0	0	1	2	1	0	0	1	2	1		12	
Acres burned	0	0	0	0	0	0.1	0	0	0	0	0		0.1	Acres burned

Columbia Falls Fire Department
November 2024 Inspections

Item No.9.

Business Name	Address	Date Inspected	Reinspection Date
Columbia Falls H.S. 2nd floor	610 13th St W	11/1/2024	N/A
Recovery Centers of Montana	390 Hodgson Rd	11/18/2024	N/A

Columbia Falls Police Department
Monthly Activity Report
November 2024

Police	November					5 Year Average
	2024	2023	2022	2021	2020	
Arrests (Total)	23	37	23	19	18	24
Adult	18	33	21	18	17	21
Juvenile	5	4	2	1	1	3
Accidents Investigated	30	5	7	9	14	13
Stolen Property (Value)	6119	25853	212	48464	4889	17107
Stolen Property (Recovered)	0	25111	57	40000	0	13034
Criminal Mischief (Incidents)	1	4	2	9	3	4
Damage Amount	0	500	50	2711	100000	20652
Misdemeanor Citations Issued	82	184	76	69	95	101
Traffic Offenses	72	157	65	66	81	88
Cell Phone Violations	2	6	2	2	21	7
DUI Offenses	5	18	5	2	5	7
Drug Offenses	1	3	0	2	4	2
Traffic Stops	131	252	109	118	126	147
Court Fines and Forfeitures	13325	19610	10422	15519	14396	14654
Miles Patrol	5837	8825	N/A	7470	6945	7269
911 Phone Calls	221	210	92	115	141	156
Incident Reports	654	817	649	811	789	744
Disturbances/Assaults	13	31	26	20	40	26
Felony Investigations	9	8	9	9	6	8
Buisness Checks	65	106	54	61	59	69
Welfare Checks	11	5	8	14	11	10
Citizen Assist	28	62	44	45	48	45
Agency Assist	31	41	28	48	41	38

CITY OF COLUMBIA FALLS
CORRESPONDENCE LIST
COUNCIL MEETING
December 16, 2024

12/03/24 Letter to Flathead County Commissioners

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

PHONE (406) 892-4391

FAX (406) 892-4413

December 3, 2024

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

Re: Homebuyers Assistance Program

Dear Commissioners, Abell, Holmquist, and Brodehl,

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

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

Sincerely,

Don Barnhart

Don Barnhart
Mayor
City of Columbia Falls