



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

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

**CITY COUNCIL REGULAR MEETING
AGENDA
MONDAY, FEBRUARY 03, 2025
COUNCIL CHAMBERS CITY HALL**

FINANCE COMMITTEE – 6:30 P.M

(Barnhart, Piper and Price)

REGULAR MEETING – 7:00 P.M.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

CONSENT AGENDA:

1. Approval of Claims - February 3, 2025 - \$65,550.78
2. Approval of Payroll Claims - Jan. 31, 2025 - \$192,040.56
3. Extending Marantette Park Hours from 10:00 p.m. to Midnight. Specifically on 07/12/25, 08/09/25 and 09/13/25 for Movie Night in the Park sponsored by Columbia Falls Chamber of Commerce.
4. Approval of Regular Council Meeting Minutes - January 21, 2025

VISITORS/PUBLIC COMMENT (Items not on agenda)

NOTICE OF PUBLIC HEARINGS/PUBLIC HEARINGS:

The City is proposing amending funds budgeted revenue/expenditures.

5. Amending the 24-25 Fiscal Year Budget

UNFINISHED BUSINESS:

6. Update on Railroad Street Park Housing Project - Habitat for Humanity

NEW BUSINESS:

7. Columbia Falls Fire Department ISO rating

In July of 2024 the Columbia Falls Fire Department received an evaluation from ISO to update our rating. The last time we have been evaluated was in 2017.

ORDINANCES / RESOLUTIONS:

8. FINAL READING OF ORDINANCE # 831

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COLUMBIA FALLS, MONTANA, APPROVING THE PETITION OF TOBY AND MINDY GILCHRIST FOR ANNEXATION AND INITIAL ZONING OF 274 MEADOW LAKE BLVD., DESCRIBED AS PARCEL B OF COS NO. 22075 IN THE NE1/4 SW1/4 IN SECTION 7, TOWNSHIP 30 NORTH, RANGE 20 WEST, P.M.M., FLATHEAD COUNTY, MONTANA.

9. FINAL READING OF ORDINANCE # 832

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COLUMBIA FALLS, MONTANA, AMENDING THE COLUMBIA FALLS ZONING MAP TO ALLOW THE DEVELOPMENT OF A PLANNED UNIT DEVELOPMENT (PUD) OVERLAY AT 274 MEADOW LAKE BLVD DESCRIBED AS PARCEL B OF COS NO. 22075 IN THE NE1/4 SW1/4 IN SECTION 7, TOWNSHIP 30 NORTH, RANGE 20 WEST, P.M.M., FLATHEAD COUNTY, MONTANA.

10. RESOLUTION # 1936

A RESOLUTION AMENDING SPECIFIED FUND BUDGETS FOR THE FISCAL YEAR ENDING JUNE 30, 2025.

REPORTS / BUSINESS FROM MAYOR & COUNCIL

CITY MANAGER REPORT

- 11.** Written Response from DEQ for City of Columbia Falls Montana Pollutant Discharge Elimination System (MPDES), Columbia Falls Wastewater Treatment Plant.

CITY ATTORNEY REPORT

MISCELLANEOUS

- 12.** Correspondence

ADJOURN

Next Scheduled Meetings:

City Council – Regular Meeting, **Tuesday, February 17, 2025** – 7:00 PM

Planning Board – TBD

Council Special Meeting – **Monday, February 10, 2025** – 6:30 PM

01/30/25
11:54:47

CITY OF COLUMBIA FALLS
Claim Approval List
For the Accounting Period: 1/25

Page: 1 of 10
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
46960		3112 406 CLEANING OF COLUMBIA FALLS	3,400.00						
	503	01/26/25 FAC- JAN JANITORIAL SERVICE	3,400.00			1000 411200	399		101000
		Total for Vendor:	3,400.00						
46937		3071 ACTIVE 911, INC.	472.50						
		Subscription renewal: 30 quantity - Active Alert							
	606831	01/21/25 FD-ACTIVE ALERT SUBSCRIP	472.50			1000 420400	390		101000
		Total for Vendor:	472.50						
46965		2677 ALFA LAVAL, INC.	573.68						
	284084650	01/27/25 SWR-BELT PRESS MAINTENANCE	573.68			5310 430600	240		101000
		Total for Vendor:	573.68						
46959		1260 CARQUEST AUTO PARTS	26.11						
	61723	01/17/25 SWR-FUEL	21.17			5310 430600	231		101000
	61723	01/17/25 SWR-WIPER FLUID	4.94			5310 430600	220		101000
		Total for Vendor:	26.11						
46975		3028 CENTURYLINK - BUSINESS SERVICES	378.39						
	720626295	01/16/25 COMP-12/16/24-01/15/25	378.37			1000 410580	345		101000
	720772929	01/20/25 COMP-LONG DISTANCE	0.02			1000 410580	345		101000
		Total for Vendor:	378.39						
46972	E	997 CENTURYLINK - ELECTRONIC PAY	590.24						
	011825	01/18/25 CRTS-01/18-02/17/25	32.88			1000 410360	345		101000
	011825	01/18/25 PD-01/18-02/17/25	133.74			1000 420100	345		101000
	011825	01/18/25 FD-01/18-02/17/25	74.04			1000 420400	345		101000
	011825	01/18/25 POOL-01/18-02/17/25	40.77			1000 460445	345		101000
	011825	01/18/25 STRTS-01/18-02/17/25	144.45			2500 430200	345		101000
	011825	01/18/25 WTR-01/18-02/17/25	46.97			5210 430500	345		101000
	011825	01/18/25 SWR-01/18-02/17/25	117.39			5310 430600	345		101000
		Total for Vendor:	590.24						

01/30/25
11:54:47

CITY OF COLUMBIA FALLS
Claim Approval List
For the Accounting Period: 1/25

Page: 2 of 10
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
46951		14 CITY OF COLUMBIA FALLS	373.50						
	012425	01/24/25 FAC-12/18-1/17	105.69			1000 411200	342		101000
	012425	01/24/25 FD-12/18-1/17	34.12			1000 420400	342		101000
	012425	01/24/25 STRS-12/18-1/17	100.66			2500 430200	342		101000
	012425	01/24/25 WTR-12/18-1/17	46.16			5210 430500	342		101000
	012425	01/24/25 SWR-12/18-1/17	86.87			5310 430600	342		101000
		Total for Vendor:	373.50						
46971		3290 CLEAR CAREER PROFESSIONALS LLC	5,000.00						
	1203	01/28/25 CITY MNGR SEMI-FINALIST SELEC	5,000.00			1000 410400	399		101000
		Total for Vendor:	5,000.00						
46935		1679 COMMERCIAL MACHINE SERVICES INC.	313.40						
	56851	01/14/25 STR-2017 FRD F-250 U-JNTS	313.40			2500 430200	232		101000
		Total for Vendor:	313.40						
46953		1646 CONSOLIDATED ELECTRICAL	440.00						
	1099348	01/24/25 SWR-SHOP LIGHTING	440.00			5310 430600	240		101000
		Total for Vendor:	440.00						
46936		2945 CRAPO LTD	3,676.16						
	51686	01/15/25 STRS-BLUE ICE KICKER	3,676.16			2500 430200	221		101000
		Total for Vendor:	3,676.16						
46977		3230 DEX IMAGING LLC	4,151.17						
		SERVICE CONTRACT BASE RATE FOR PRINTER IN FINANCE DEPT. 01/20/25 - 01/19/26							
		SERVICE CONTRACT OVERAGE CHARGE FOR 1/20/24 - 1/19/25							
	12678897	01/27/25 FIN-SHARP/MX-3071	1,383.72			1000 410500	363		101000
	12678897	01/27/25 WTR-SHARP/MX-3071	1,383.72			5210 430500	363		101000
	12678897	01/27/25 SWR-SHARP/MX-3071	1,383.73			5310 430600	363		101000
		Total for Vendor:	4,151.17						
46966		1953 DOYLE & ASSOCIATES, P.C.	9,400.00						
	FY2023	AUDIT - Final billing and AUP building code fund audit							
	7942	01/24/25 Fin-final billing 23 FY audit	4,500.00			1000 410500	353		101000
	7942	01/24/25 WTR-final billing 23 fy audit	2,250.00			5210 430500	353		101000

01/30/25
11:54:47

CITY OF COLUMBIA FALLS
Claim Approval List
For the Accounting Period: 1/25

Page: 3 of 10
Report ID: AP100V

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/	Document \$/	Disc \$							Cash
		Invoice #/Inv Date/Description	Line \$		PO #	Fund	Org	Acct	Object	Proj	Account
	7942	01/24/25 SWR-finall billing 23 fy audit	2,250.00			5310		430600	353		101000
	7942	01/24/25 Bldg code-AUP 23 audit	400.00			2394		420500	353		101000
		Total for Vendor:	9,400.00								
46970	E	1879 EVERGREEN WASTE CONNECTIONS	505.25								
	4848024V41	01/01/25 FAC-12/01-12/31/24	91.65			1000		411200	340		101000
	4848022V41	01/01/25 STRS-12/01-12/31/24	184.55			2500		430200	340		101000
	4847915V41	01/01/25 WTR-12/01-12/31/24	91.65			5210		430500	340		101000
	4847914V41	01/01/25 SWR-12/01-12/31/24	76.30			5310		430600	340		101000
	4847913V41	01/01/25 PRKS-12/01-12/31/24	61.10			1000		460400	340		101000
		Total for Vendor:	505.25								
46938		438 FERGUSON WATERWORKS	266.82								
		Returned, only needed one meter gasket									
	0911760	01/15/25 WTR-HYDRANT REPAIR	188.30			5210		430500	240		101000
	0912917	01/17/25 WTR-2" METER FLANGES	157.04			5210		430500	220		101000
	CM074397	01/21/25 WTR-RETURN 1 METER FLANGE	-78.52			5210		430500	220		101000
		Total for Vendor:	266.82								
46956	E	2961 FIRST BANKCARD-ELECTRONIC PYMT	2,509.73								
	112524	11/25/24 PD-SYRINGE DISPOSAL	41.99			1000		420100	220		101000
	14327	11/27/24 FD-(2)SCBA NAMEPLATE	37.05			1000		420400	220		101000
	2024110053	11/30/24 FIN-BACKGROUND CHECKS	399.94			1000		410500	399		101000
	2024110053	11/30/24 FD-420400399	172.57*			1000		420400	399		101000
	1960199921	12/03/24 COMP-CLOUD & WORK EMAIL	144.64			1000		410580	355		101000
	01556	12/01/24 FD-MEMB RENEWAL	75.00*			1000		420400	335		101000
	5900211	12/03/24 PD-GLOVES/FLASH DR	173.50			1000		420100	220		101000
	4087439	12/06/24 PD-HLIGHTRS/POST IT	35.77			1000		420100	210		101000
	3457510743	12/09/24 COMP-SITE DOMAIN	46.34			1000		410580	355		101000
	1127275	12/11/24 SWR-RAS PUMP PACKING	241.04			5310		430600	240		101000
	94863236	12/12/24 FIN-ESRI RESEARCH	40.00			1000		410500	390		101000
	94863236	12/12/24 WTR-ESRI RESEARCH	40.00			5210		430500	390		101000
	94863236	12/12/24 SWR-ESRI RESEARCH	40.00*			5310		430600	390		101000
	1767445	12/09/24 PD-PHONE CASE	21.57			1000		420100	220		101000
	1767445	12/09/24 PD-SCRN PTCTR/EAR PIECE	28.25			1000		420100	220		101000
	4181001	11/26/24 WTR-WIRELESS MOUSE	12.33			5210		430500	220		101000
	4181001	11/26/24 SWR-WIRELESS MOUSE	12.33			5310		430600	220		101000

01/30/25
11:54:47

CITY OF COLUMBIA FALLS
Claim Approval List
For the Accounting Period: 1/25

Page: 4 of 10
Report ID: AP100V

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/	Document \$/	Disc \$							Cash
		Invoice #/Inv Date/Description	Line \$		PO #	Fund	Org	Acct	Object	Proj	Account
	4181001	11/26/24 STRS-WIRELESS MOUSE	12.33			2500		430200	220		101000
	5832121624	12/11/24 WTR-DHCP SERVICE	81.95			5210		430500	345		101000
	2110668	12/17/24 CRT-TONER	120.40			1000		410360	210		101000
	8400213	12/17/24 CRT-(3)COLOR PAPER	30.84			1000		410360	210		101000
	0906641	12/17/24 CRT-(3)COLORED PAPER	39.00			1000		410360	210		101000
	2961543451	12/18/24 SWR-ADOBE SFTWR LICENSE	239.88			5310		430600	355		101000
	3874651	12/17/24 CRT-(24) YELLOW NOTEPAD	35.87			1000		410360	210		101000
	122024	12/20/24 PRKS-N.RILEY CLASS	341.25			1000		460400	335		101000
	6592211	12/18/24 CRT-DATE STAMP/STAPLER	45.89			1000		410360	210		101000
		Total for Vendor:	2,509.73								
46974		3104 FIRST CALL COMPUTER SOLUTIONS,	1,800.00								
		AUGUST 2024									
	102629	02/01/25 IT AGREEMENT SUPPORT FEB	1,800.00			1000		410580	355		101000
		Total for Vendor:	1,800.00								
46954		2806 HANSON'S HARDWARE	144.35								
	613912	01/21/25 STRS-2" BALL VALVE	109.99			2500		430200	240		101000
	613911	01/21/25 WTR-SPADE/OXIDE BIT	23.98			5210		430500	220		101000
	613925	01/22/25 SWR-FOAM PIPE INSLTN	8.98			5310		430600	240		101000
	613890	01/17/25 SWR-MISC SCREWS	1.40			5310		430600	240		101000
		Total for Vendor:	144.35								
46939		1659 HIGH COUNTRY LINEN SUPPLY	572.78								
	0619259	12/30/24 FAC-CITY HALL, PD, CRT, FIN	236.56			1000		411200	224		101000
	0619260	12/20/24 FAC-FIRE HALL	36.74			1000		411200	224		101000
	0622289	01/27/25 FAC-CITY HALL, PD, CRT, FIN	262.74			1000		411200	224		101000
	0622290	01/27/25 FAC-FIRE HALL	36.74			1000		411200	224		101000
		Total for Vendor:	572.78								
46962		260 INSTY-PRINTS OF KALISPELL	129.86								
	262336	01/06/25 PD-CARBONLESS PAPER	129.86			1000		420100	210		101000
		Total for Vendor:	129.86								

01/30/25
11:54:47

CITY OF COLUMBIA FALLS
Claim Approval List
For the Accounting Period: 1/25

Page: 5 of 10
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
46976		3004 JIFFY LUBE #3414	153.67						
	823	01/21/25 FD-2014 FORD OIL CHANGE	153.67			1000 420400	361		101000
		Total for Vendor:	153.67						
46958		1504 KALISPELL COPY CENTER	6.99						
	264495	01/27/25 SWR-SAFETY SIGN	6.99			5310 430600	220		101000
		Total for Vendor:	6.99						
46941		97 KNIFE RIVER	924.16						
	940111	01/14/25 STR-U.P.M 6 TN	924.16			2500 430200	471		101000
		Total for Vendor:	924.16						
46957		735 MASTER TECH REPAIR	20.00						
	0500-39	01/17/25 SWR-SPRINGS REPAIR	20.00			5310 430600	240		101000
		Total for Vendor:	20.00						
46969		282 MONTANA DEPT. OF LABOR &	509.15						
	020125	02/01/25 BUILDING CODE EDUCATION FEE	509.15*			2394 420500	399		101000
		Total for Vendor:	509.15						
46955		3152 MONTANA ELITE LLC	200.00						
		SERVICE CALL FOR LIFT STATION #4 TRANSFORMER FAILURE							
	2468	12/31/24 SWR-LFT ST#4 TRANSFRMR FAIL	200.00			5310 430600	360		101000
		Total for Vendor:	200.00						
46968		3302 MT DRUG TESTING, LLC	50.00						
	817	01/27/25 PD-A.GREEN TESTING	50.00			1000 420100	399		101000
		Total for Vendor:	50.00						
46950		52 NAPA AUTO PARTS	209.26						
	105642	01/23/25 FD-REAR LIGHT FOR TRAILER	7.99			1000 420400	232		101000
	105542	01/22/25 SWR-HEATER /BLUE DUMP TRK	115.07			5310 430600	232		101000
	105564	01/22/25 SWR-1 GAL ANTIFRZ	43.98			5310 430600	232		101000
	104850	01/13/25 SWR-OIL FILTER	10.48			5310 430600	232		101000
	104850	01/13/25 SWR-FILTER PLIERS	22.79			5310 430600	220		101000
	105222	01/17/25 SWR-OIL FILTER	8.95			5310 430600	232		101000
		Total for Vendor:	209.26						

01/30/25
11:54:47

CITY OF COLUMBIA FALLS
Claim Approval List
For the Accounting Period: 1/25

Page: 6 of 10
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
46942		2168 NORTH CENTRAL LABORATORIES	392.15						
	514122	01/10/25 SWR-FBR FLTRS/SOLUTION	392.15			5310 430600	222		101000
		Total for Vendor:	392.15						
46943		2816 O'REILLY AUTO PARTS	20.47						
	104297	01/07/25 STR-BRAKEFLD	7.99			2500 430200	220		101000
	105317	01/17/25 PD-FUSES CR#20	12.48			1000 420100	232		101000
		Total for Vendor:	20.47						
46944		3085 ORTHOPEDIC REHAB INC	200.00						
	868963	01/15/25 FD-PRE SCRIN-C.WEBER	200.00			1000 420400	390		101000
		Total for Vendor:	200.00						
46945		3192 POP A SQUAT PORTABLES	380.00						
		RIVERS EDGE, TALBOT BIKE PATH, MARANETTE PARK, COLUMBUS PARK							
	18219	01/22/25 PRKS-4 PORTA POTTIES	380.00			1000 460400	399		101000
		Total for Vendor:	380.00						
46948		1042 SANDS SURVEYING, INC.	8,478.75						
	39283	11/20/24 PZ-ROUTINE SRVS 10/21-11/14/24	2,441.25			1000 411000	399		101000
	39416	12/30/24 PZ-ROUTINE SRVS 11/18-12/20/24	5,066.25			1000 411000	399		101000
	39495	01/21/25 PZ-ROUTINE SRVS 1/7-1/17/25	971.25			1000 411000	399		101000
		Total for Vendor:	8,478.75						
46947		3297 Staples, Inc	988.43						
	6021215395	01/08/25 FAC-PAPER TWL/TP	335.08			1000 411200	224		101000
	6019316127	12/13/24 FIN-COPY PAPER/PENCIL	68.83			1000 410500	210		101000
	6019316127	12/13/24 WTR-COPY PAPER/PENCIL	68.83			5210 430500	210		101000
	6019316127	12/13/24 SWR-COPY PAPER/PENCIL	68.83			5310 430600	210		101000
	6019316128	12/13/24 FIN-RD PEN/BLUE PEN	7.10			1000 410500	210		101000
	6019316128	12/13/24 WTR-RD PEN/BLUE PEN	7.09			5210 430500	210		101000
	6019316128	12/13/24 SWR-RD PEN/BLUE PEN	7.09			5310 430600	210		101000
	6019775075	12/20/24 FIN-COPY PAPER	32.56			1000 410500	210		101000
	6019775075	12/20/24 WTR-COPY PAPER	32.57			5210 430500	210		101000
	6019775075	12/20/24 SWR-COPY PAPER	32.57			5310 430600	210		101000
	6019775076	12/20/24 FIN-2 BLK 8X11	40.58			1000 410500	210		101000

01/30/25
11:54:47

CITY OF COLUMBIA FALLS
Claim Approval List
For the Accounting Period: 1/25

Page: 7 of 10
Report ID: AP100V

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/	Document \$/	Disc \$						Cash	
		Invoice #/Inv Date/Description	Line \$		PO #	Fund	Org	Acct	Object	Proj	Account
	6019775077	12/20/24 PD-BBL MAILER 25	24.38			1000		420100	210		101000
	6020354786	12/28/24 FIN-2 PK TAB/ NOTE BK/SHAR	19.06			1000		410500	210		101000
	6020952200	01/03/25 FIN-PRINTER INK 4	243.86			1000		410360	210		101000
		Total for Vendor:	988.43								
46946		1653 SUPER 1 FOODS	33.02								
	2907856	01/08/25 FD-CLOROX WIPES	14.88			1000		420400	224		101000
	2906014	01/06/25 SWR-LAB WATER	18.14			5310		430600	222		101000
		Total for Vendor:	33.02								
46932		2699 THE MAIL ROOM, INC	204.55								
	INVOICE # D122888 DATE 12/31/24										
	D122888	12/31/24 PD-MAIL SRVS 12/23-12/31/24	4.65			1000		420100	310		101000
	D122888	12/31/24 FIN-MAIL SRVS 12/23-12/31/24	11.46			1000		410500	310		101000
	D122888	12/31/24 WTR-MAIL SRVS 12/23-12/31/24	73.14			5210		430500	310		101000
	D122888	12/31/24 SWR-MAIL SRVS 12/23-12/31/24	73.14			5310		430600	310		101000
	D122888	12/31/24 CRT-MAIL SRVS 12/23-12/31/24	39.98			1000		410360	310		101000
	D122888	12/31/24 PNZ-MAIL SRVS 12/23-12/31/24	2.18			1000		411000	310		101000
46934		2699 THE MAIL ROOM, INC	212.73								
	INVOICE # D123059 DATE 1/13/25										
	D123059	01/13/25 PD-MAIL SRVS 1/2-1/10/25	19.50			1000		420100	310		101000
	D123059	01/13/25 FIN-MAIL SRVS 1/2-1/10/25	35.27			1000		410500	310		101000
	D123059	01/13/25 WTR-MAIL SRVS 1/2-1/10/25	45.53			5210		430500	310		101000
	D123059	01/13/25 SWR-MAIL SRVS 1/2-1/10/25	45.53			5310		430600	310		101000
	D123059	01/13/25 CRT-MAIL SRVS 1/2-1/10/25	59.73			1000		410360	310		101000
	D123059	01/13/25 PNZ-MAIL SRVS 1/2-1/10/25	6.45			1000		411000	310		101000
	D123059	01/13/25 FD-MAIL SRVS 1/2-1/10/25	0.72			1000		420400	310		101000
46964		2699 THE MAIL ROOM, INC	219.61								
	D123217	01/27/25 PD-MAIL SRVS 01/13-01/24	11.10			1000		420100	310		101000
	D123217	01/27/25 FIN-MAIL SRVS 01/13-01/24	17.83			1000		410500	310		101000
	D123217	01/27/25 WTR-MAIL SRVS01/13-01/24	28.48			5210		430500	310		101000
	D123217	01/27/25 SWR-MAIL SRVS01/13-01/24	28.48			5310		430600	310		101000
	D123217	01/27/25 CRT-MAIL SRVS 01/13-01/24	63.90			1000		410360	310		101000
	D123217	01/27/25 PNZ-MAIL SRVS 01/13-01/24	69.82			1000		411000	310		101000
		Total for Vendor:	636.89								

01/30/25
11:54:47

CITY OF COLUMBIA FALLS
Claim Approval List
For the Accounting Period: 1/25

Page: 8 of 10
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
46952		999999 TIFFANY BARRENTINE	400.00						
		SELLING PROPERTY AT 520 1ST AVE W. ACCOUNT 300258							
		122424 12/24/24 WTR-ACOUNT REFUND-BARRENTINE	400.00			5210 214010			101000
		Total for Vendor:	400.00						
46949		3200 USABBLUEBOOK	248.90						
		583855 01/06/25 SWR-100 PHOSPHATE TESTS	248.90			5310 430600	222		101000
		Total for Vendor:	248.90						
46967		3301 WTP EQUIPMENT CORP	16,975.00						
		HB 355 SLIPA - 20% DOWN ON APPROVED DRAWINGS FOR GRIT CLASSIFIER							
		1150-25 01/20/25 SWR-HB 355 GRIT CLASSIFIER	16,975.00			5310 430600	934		101000
		Total for Vendor:	16,975.00						
		# of Claims 41	Total:	65,550.78	# of Vendors	36			
		Total Electronic Claims		3,605.22					
		Total Non-Electronic Claims		61945.56					

01/30/25
11:54:47

CITY OF COLUMBIA FALLS
Fund Summary for Claims
For the Accounting Period: 1/25

Page: 9 of 10
Report ID: AP110

Fund/Account	Amount
1000 GENERAL FUND	
101000 CASH/CASH EQUIVALENTS	30,452.92
2394 BUILDING CODE ENFORCEMENT FUND	
101000 CASH/CASH EQUIVALENTS	909.15
2500 SPECIAL STREET MAINTENANCE DISTRICT FUND	
101000 CASH/CASH EQUIVALENTS	5,473.69
5210 WATER ENTERPRISE FUND	
101000 CASH/CASH EQUIVALENTS	4,899.22
5310 SEWER ENTERPRISE FUND	
101000 CASH/CASH EQUIVALENTS	23,815.80
Total:	65,550.78

01/30/25
11:54:47

CITY OF COLUMBIA FALLS
Claim Approval Signature Page
For the Accounting Period: 1 / 25

Page: 10 of 10
Report ID: AP100A

Council Meeting Date: 02/03/25

Claims Submitted to Council: \$ \$65,550.78

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 claims are significant:

1. Clear Career Professionals - \$5,000. City Manager Semi-Finalist selection. (Fund 1000)
2. Doyle & Associates - \$9,400. Final bill for FY23 Audit. (Funds 1000, 5210, 5310 and 2394)

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

Jessica Rice
(406) 892-4327

01/29/25
17:24:44

CITY OF COLUMBIA FALLS
Payroll Summary For Payrolls from 01/31/25 to 01/31/25

Page: 1 of 2
Report ID: P130

Total for Payroll Checks

	Employee	Employer	Amount
COMA HOURS (Comp Time Accumulated)	18.00		
COMP HOURS (Comp Time Used)	3.00		72.73
HOL HOURS (Holiday Pay)	315.20		10,307.25
HOLC HOURS (Holiday Worked @ 2.5x)	8.00		330.60
J003 HOURS (PD HOL WK)	48.00		2,222.28
OVER HOURS (Overtime)	82.00		3,629.31
OVTD HOURS (STEP overtime)	10.00		417.90
REG HOURS (Regular Time)	2,584.25		83,930.58
REG1 HOURS (Additional to regular)	5.00		1,342.71
SFTO HOURS (Shift Sup/FTO - \$1.5/hour)	48.00		72.00
SHFN HOURS (Shift B)	292.00		584.00
SHFQ HOURS (OVT B)	48.50		145.50
SHFU HOURS (Hol wk B)	24.00		120.00
SICK HOURS (Sick Time)	73.00		2,155.91
VACA HOURS (Vacation Time Used)	158.50		5,788.24
GROSS PAY	111,119.01	0.00	
NET PAY	83,659.24	0.00	
CITY OF COLUMBI	20.00	0.00	
FIT	9,962.94	0.00	
MEDICARE	1,614.38	1,614.38	
MT ST FIRE ASSO	112.83	0.00	
NATIONWIDE/CITY	0.00	217.02	
P.E.R.S.	3,919.40	4,499.84	
PERS RETIREE	0.00	78.23	
PERS/FURS	1,207.22	1,620.18	
PERS/POLICE	3,332.03	5,334.95	
SIT	3,647.00	0.00	
SOCIAL SECURITY	3,643.97	3,643.97	
UNEMPL. INSUR.	0.00	500.02	
WORKERS' COMP	0.00	3,671.07	
BECU	2,127.08	0.00	
CHARLES SCHWAB	2,046.45	0.00	
FIRST INTERSTAT	1,195.85	0.00	
FREEDOM BANK	4,126.34	0.00	
GLACIER BANK KA	6,837.69	0.00	
GLACIER BANK MS	3,206.74	0.00	
GLACIER BANK/CF	21,490.81	0.00	
GLACIER BANK/WF	2,227.43	0.00	
NAVY FEDERAL CR	3,298.13	0.00	
PARKSIDE CR U	11,024.90	0.00	
REGIONS BANK	2,493.89	0.00	
STOCKMAN BANK	1,484.26	0.00	
USAA FEDERAL	5,423.59	0.00	
USBANK.	2,523.76	0.00	
WELLS FARGO	2,936.25	0.00	
WELLS FARGO, TX	2,635.94	0.00	
WFISH CR UNION	8,580.13	0.00	
FIT/SIT BASE	102,660.36	0.00	

Payroll
Jan. 31, 2025
\$ 192,040.54
Baw Saaland

01/29/25
17:24:44

CITY OF COLUMBIA FALLS
Payroll Summary For Payrolls from 01/31/25 to 01/31/25

Page: 2 of 2
Report ID: P130

MEDICARE BASE	111,336.03	0.00
PERS BASE	98,779.97	0.00
SOC SEC BASE	58,773.45	0.00
UN BASE	111,119.01	0.00
WC BASE	109,029.17	0.00

Total	21,179.66
Total Payroll Expense (Gross Pay + Employer Contributions):	132,298.67

Check Summary

Payroll Checks Prev. Out.	\$27,138.12
Payroll Checks Issued	\$64,262.83
Payroll Checks Redeemed	\$26,234.95
Payroll Checks Outstanding	\$65,166.00
Electronic Checks	\$127,777.73

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security	7,287.94	7,287.94		212260
Medicare	3,228.76	3,228.76		212260
P.E.R.S.	8,419.24	8,419.24		212270
Unempl. Insur.	500.02	1,483.71	1,983.73	212210
Workers' Comp	3,671.07	10,940.74	14,611.81	212220
FIT	9,962.94	9,962.94		212260
SIT	3,647.00	3,647.00		212260
AFLAC-PRETAX	0.00			212230
NATIONWIDE/EMP	0.00			212280
Teamsters dues	0.00			212310
PERS/Police	8,666.98	8,666.98		212240
NATIONWIDE/CITY	217.02	217.02	434.04	212280
AFLAC-POSTTAX	0.00			212230
PERS/FURS	2,827.40	2,827.40		212275
MT ST FIRE ASSO	112.83	112.83		212315
HEALTHINS/PRE	0.00	60,713.80	-2,842.40	212400
CITY OF COLUMBI	20.00	20.00		212450
FLEX ALLEGIANCE	0.00			212285
FOP	0.00			212335
PERS RETIREE	78.23	78.23		212270
MUTUAL OF OMAHA	0.00	573.80		212400
Total Ded.	48,639.43	73,929.07	108,381.32	14,187.18

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



COLUMBIA FALLS MONTANA

City Council Agenda Item Summary

Title: Columbia Falls Area Chamber of Commerce - Movie in the Park

Date: January 28, 2025

Staff Contact: Jessica Rice

AGENDA ITEM SUMMARY: Extending Marantette Park hours from 10pm to Midnight. Specifically, on the following Saturdays; 7/12/25, 8/9/25 and 9/13/25.

BACKGROUND: The Columbia Falls Area Chamber of Commerce has been providing a free family-friendly "movie in the park" experience for the past few years. These movie nights occur at Marantette Park in front of the Don Lawrence amphitheater one Saturday of each month; July, August and September. The Chamber provides a concession stand and families bring lawn chairs and/or blankets to sit on the grass.

ANALYSIS: N/A

FINANCIAL CONSIDERATIONS: N/A

STAFF RECOMMENDATION: Extend Marantette park hours for the three days, noted above, that the Chamber will host "Movies in the Park". In addition, advise the Police Department of the days on which the park hours will be extended.

SUGGESTED MOTION: Extend Marantette Park hours from 10pm to Midnight on Saturday, July 12th, August 9th and September 13th.

ATTACHMENTS: Front page of the Columbia Falls Area Chamber of Commerce Application for Special Use Permit.

PAID

DEC 20 2024

CITY OF COLUMBIA FALLS



APPLICATION FOR SPECIAL USE PERMIT

CITY OF COLUMBIA FALLS

Movie in the Park

Name of Event

Columbia Falls Area Chamber
Organization Sponsoring Event

Laura Gadwa
Organization Officer/Authorized Representative

Box 312 C. Falls MT 59912
Mailing Address City State Zip

466-892-2072 director@columbiafallschamber.org
Daytime Phone Number Email

Date Requested: July 12, Aug 9th Facility Requested: Bandshell at
+ Sept. 13th, 2025 Marquette
Time of Use: 8:00 - 12:00pm Anticipated Attendance: 200

What contingency plan will be in place if attendance substantially exceeds estimates? We
will have volunteers on site to help.

Description of Event and Activity in Detail: Free-family friendly
movie on a big screen.

Do you plan to sell, serve, consume or possess beer, wine or other alcoholic beverages? No
If yes; Must complete an Alcohol Addendum & include a \$75.00 fee.

Do you plan to use a bounce house or similar inflatable device? No
If yes; Must complete an Inflatable Device Addendum

Describe any recording equipment, sound amplification equipment, banners, party tents, signs, or other attention-getting devices to be used in connection with the event:

Sound speakers for movie, pop up campies,
trifles/signs

**CITY OF COLUMBIA FALLS
CITY COUNCIL REGULAR MEETING
JANUARY 21, 2025**

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, Fire Chief Weeks and Police Chief Stephens, and Public Works Director Shawn Bates.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA: Mayor Barnhart said he would like to amend the agenda by moving the Firefighter appointment before visitor comment and Resolutions and Ordinances after the Public Hearing. Councilor Robinson made motion to approve the amended agenda, seconded by Councilor King and the motion carried.

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

Approval of the January 06, 2025 Council Meeting Minutes

Approval of the Jan. 21, 2025 Claims - \$108,574.98

Approval of Payroll Claims - January 17, 2025 - \$127,146.65

Change Order #1 - WWTP Grit Classifier

Plant Investment Fee Agreement - Bob and Gina Turner

APPOINTMENT: Approval of Probationary Volunteer Firefighter - Craig Weber

Fire Chief Weeks said the membership of the Columbia Falls Fire Department has voted to approve Craig Weber as a probationary member. Craig has attended several trainings and events since submitting his application and has shown great interest. He is self-employed with a flexible schedule and will make a great addition to the department. Staff recommends appointment.

Councilor Piper made motion to appoint Craig Weber to Probationary Volunteer Firefighter, seconded by Councilor Lovering and the motion carried unanimously.

City Clerk Staaland administered Oath of Office to Craig Weber as Probationary Volunteer Firefighter.

NOTICE OF PUBLIC HEARINGS/PUBLIC HEARINGS:

Meadow Lake Blvd Combined Staff Report and Application

City Planner Mulcahy delivered all three staff reports, CA-24-01, CPUD-24-01 and CPP-24-01 under one staff report and Findings of Fact. The property is located at 274 Meadow Lake Boulevard and is currently a vacant wooded parcel. The character of this area is a mix or transitional area between lower density residential and light industrial to the east.

In 2019, when the city updated the Growth Policy, they essentially looked at this area and that transition and designated in this area as urban residential and multifamily residential. So the proposed CR-5 does comply with the Growth Policy designation that the city applied about five years ago said Mulcahy. The property in question has access to City Sewer, which is currently in Meadow Lake Boulevard. City Water is south of the property near the assisted living facility. The water service or water main would have to be extended to the property, and the applicants have done some work to determine the capacity within the Meadow Lake water main.

Fire protection with annexations would be the city fire department. Police protection would be Columbia Falls Police. Schools remain the same with school district number six. The initial zoning of the CR-5 in section two goes through the evaluation of the 12 criteria. Essentially, it meets all 12 of those criteria said Mulcahy. The planning and development was evaluated, within that section of the PUD within our subdivision regulations. Again, it complies with the Growth Policy and the Growth Policy map, as well as the residential goals and policies of our Growth Policy. A PUD is a tool to look at a project, and it's kind of unique features, and in this case the shape of the lot, and then request deviations to our zoning criteria. The applicants are proposing a deviation to the setbacks, which would have a 10-foot rear yard setback instead of 20 feet, and then a 15-foot setback in the front. The other deviation that they looked at is the private road cross-section. This being a private road they're proposing a shortened easement which would be approximately 34 feet with a 24 foot paved road surface and 5 foot sidewalks adjacent to the roadway.

One of the conditions the Planning Commission looked at and added was that there would be elevated 6 inches to create a physical separation between the driving lanes and the sidewalk. This application was presented to the city site review committee where Public Works Director Bates and Fire Chief Weeks reviewed it.

The Planning Commission also reviewed this at their last Planning Commission meeting on December 12, 2024 and recommended unanimously all three applications presented this evening. There are 30 conditions that would follow this community and subdivision. The Planning Commission added three conditions number 28, is the applicant shall include a statement in the CC&Rs and on the face of the plat that short-term rentals, less than 30-day duration, is prohibited in the subdivision. Condition 29, that sidewalks along each side of the road shall be elevated six inches to create a physical separation between the driving lanes and the sidewalk. And then last, condition 30 is a six-foot solid privacy fence installed on the back of each lot along the north and south property boundaries.

Darrin Fisher, President of the Planning Commission, said there was a two hour discussion on setbacks and parking conditions at the December 12, 2024 Planning Commission meeting. The Commission thought this was a good spot for dense housing. Mr. Fisher said they added the three amendments, elevated sidewalks, no nightly rentals and the 6 ft. privacy fencing in addition to the existing 27 conditions. The Commission thought it was a creative proposal for this space said Fisher.

Councilor Price asked if the building will be built 10 feet from the back of the property. Mulcahy said that is correct.

The applicant Toby Gilchrist said City Planner Mulcahy's staff report hits a lot of great points. Mr. Gilchrist said the goal was to match the property with the design and come up with a good solution to maximize density on

the property, along with the cost of the infrastructure and extension of the waterline while maintaining a small footprint to be attractive for first-time home buyers.

Aaron Wallace with Montana Creative said what they ended up looking at is the idea that these are smaller lots they become more affordable with smaller type units for first-time home buyers. Every time you add or take a lot out, make units a little bit larger and increase the cost for the same amount of infrastructure-based equipment.

The City requested two five-foot sidewalks on each side to make sure that we have an easy public access and then we added the rear set back. The city also requested a 20-foot setback from the sidewalk edge to the front of the garage, to get two cars in front of garage because we don't have on-street parking. We don't want to have just garage-forward design, that's why we've added another five feet to be able to put front entryways past the garage so we can get more character in the space said Wallace. When they took a look at the leftover space between the back setbacks or the back property line, they wanted to make sure the houses and floor spaces had some flexibility in the layout without going three stories high. We wanted to be efficient with these layouts and have the opportunity to possibly have a living space on the first floor.

Councilor Robinson inquired about the emergency 4,000 gallon holding tank. Doug Peppmeir with TD&H Engineering said DEQ requires you to have at least 24 hours of storage. This is an underground holding tank is for sewage, in the case of a power outage.

Councilor Price asked about the county setback being 5 feet from the property line, but we're changing to city code and that is 20 feet are you putting the building 10 feet from the property line. Mr. Wallace replied that is correct. Councilor Lovering asked what the habitat homes off of the truck route setbacks from the fence and the building were. City Planner Mulcahy said he wasn't positive but it's close to 10 feet on the back and those were almost butted up to the right of way with no room to park. We didn't want to repeat that with this project, which is why we laid out the front yard setbacks the way we did to ensure that there's going to be parking. They are also providing three guest parking spaces in the open space.

Mayor Barnhart opened the Public Hearing at 7:31 p.m.

Shirley Folkwein, 285 Shooting Star Dr. The upper Flathead Neighborhood Association said she basically is in support of this development. She acknowledges and appreciates the Planning Commission for their stipulating that there could be no short-term rentals. There are 2.2 acres of mature trees on this property, and those will basically, be cut down for development. Ms. Folkwein suggested to the Planning Commission that the city, in some way replace those trees whether it's in our parks or in town. This development could very easily meet that definition of being in the wildland-urban interface as far as fires are concerned. Ms. Folkwein would like to see these developers, as well as future developers, be required to consider the known ways to mitigate the dangers of water fire in that area.

Kris Smith, 268 Meadow Lake Boulevard, said he lives just north of the proposed development. Mr. Smith said his fence line borders the property and noticed he has a couple very large trees near the property line and would like to see another condition in place if they need to trim these trees by any means, to not butch them and, do a good job of trimming them. Mr. Smith said he is also concerned if the holding tank was going to have drain fill for any emergency purposes and how that was going to work and if it would affect his well.

Mayor Barnhart closed the Public Hearing at 7:39 p.m.

Mr. Peppmeir said the holding tank would not be connected to a drain field it just holds sewage during the power outage until the pump starts up again. It's a closed system, so it would not be going into the ground and would have no effect on the nearby well. Mayor Barnhart asked Mr. Peppmeir if you have all gravity sewer lines in the subdivision running to the community. Mr. Peppmeir said the standard gravity system is a four-inch service to each of the houses and then that would go into the lift station and then that storage tank is literally there in case of emergency.

Mayor Barnhart asked if you're not sure whether you have to upgrade or upsize the existing pressure main from the city at what point is that decision going to be made? Mr. Peppmeir said the main was actually constructed back in 1985/1986 when they rebuilt the lift station. When they rebuilt that lift station, they actually stripped it out, and they put in new pumps. They have an additional capacity, and based on those calculations right now, it looks like there's about 275 gallons per minute left of availability in that main.

Councilor Piper asked about the status of the other projects near Meadow Lake. Garnier Heights is on hold at this time and Tamarack Meadows north of Meadow Lake is in construction said Mulcahy.

Councilor Lovering said one thing that was mentioned but she didn't see, was a traffic safety study wasn't required. Lovering said she has concerns right there on the curve. City Planner Mulcahy said the applicants have to get an approach permit from the city and when the city goes out to review their approach, they will be looking at their vision and their sight distance to make sure that it complies and if it doesn't comply, then it can't move forward. There's also the ability to turn the right-of-way back to create that site distance, which was one of the outcomes for the apartments that were approved to the south said Mulcahy.

Mayor Barnhart said the one thing he does not like is we do not have a plan to convey people walking to get them up to the beginning of the sidewalk, which is in front of Timber Creek Assisted Living. At some point, he would like to see a primitive path installed. Mulcahy said when they extend the water, they would regrade back to the water main to create a primitive path. We also have the ability in Condition 8 to take what would be the cash and lieu for building a sidewalk that they're required to build on their frontage and putting that towards that primitive path.

Mr. Peppmeir said without us adding any more money, there is sidewalk money. The way it's written they would take the money and try to do what they could.

Councilor Robinson asked if there is a better word for the primitive path. Mr. Fisher added a path can be primitive and is compliant.

Councilor Price asked if the path is on the east, and the project is on the west how are they crossing the road. Councilor King said if the subdivision is on the West side then the sidewalk does not make sense to be on the east side of the road.

Mr. Mulcahy said the city needs to be cognizant that our subdivision regulations don't address off-site improvements like this. I think this was kind of a compromise to try to get an off-site improvement while they're putting in infrastructure for water. If we require \$200,000 of asphalt path off the site, I don't think we would be able to justify that. City Attorney Breck said he concurs with Mulcahy and strongly feels we would not be able to defend that.

After council discussion on the path and road crossing the city could ask the county for additional signage and keep condition 8 as is.

Councilor Price inquired about fire truck turnaround. Fire Chief Weeks said he reviewed the site and the fire trucks would be able to maneuver the proposed turnaround.

Price said in regards to the City Growth Policy it says not to undermine the neighborhood's residential character. Price said she really wants more multifamily housing but believes it needs to be done responsibly. The city code has been clear with the setbacks, why is this specific project making so many changes to allow them to put in 20 more homes. City Planner Mulcahy said Growth Policy was changed for multifamily. Councilor Price said we're impacting that neighborhood and it would be different if the subdivision to the south was already built, but it's not. Is this project benefiting the residents of our community? City Attorney Breck said there's no legal theory that lets you defend a decision based on who benefits on a project.

Councilor Lovering motioned to approve all three staff reports, CA-24-01, CPUD-24-01 and CPP-24-01 under one staff report and Findings of Fact, seconded by Councilor Piper with council voting as follows. Ayes: Lovering, Piper, Robinson and Barnhart. Noes: King and Price.

ORDINANCES / RESOLUTIONS:

Ordinance # 831 - Approving the Petition for Annexation

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COLUMBIA FALLS, MONTANA, APPROVING THE PETITION OF TOBY AND MINDY GILCHRIST FOR ANNEXATION AND INITIAL ZONING OF 274 MEADOWLAKE BLVD, DESCRIBED AS PARCEL B OF COS NO. 225 IN THE NE1/4 SW1/4 IN SECTION 7, TOWNSHIP 30 NORTH, RANGE 20 WEST, P.M.M., FLATHEAD COUNTY, MONTANA.

Councilor Lovering motioned to approve Ordinance # 831, seconded by Councilor Robinson with council voting as follows. Ayes: Robinson, Lovering, Piper, Price and Barnhart. Noes: King.

Ordinance # 832 PUD at 274 Meadow Lake Blvd.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COLUMBIA FALLS, MONTANA, AMENDING THE COLUMBIA FALLS ZONING MAP TO ALLOW THE DEVELOPMENT OF A PLANNED UNIT DEVELOPMENT (PUD) OVERLAY AT 274 MEADOWLAKE BLVD DESCRIBED AS PARCEL B OF COS NO. 22075 IN THE NE1/4 SW1/4 IN SECTION 7, TOWNSHIP 30 NORTH, RANGE 20 WEST, P.M.M., FLATHEAD COUNTY, MONTANA.

Councilor Piper motioned to approve Ordinance # 832, seconded by Councilor Lovering with council voting as follows. Ayes: Lovering, Piper, Robinson and Barnhart. Noes: King and Price.

Resolution # 1935-Preliminary Plat of Meadow Lake Blvd. Subdivision

A RESOLUTION OF THE CITY COUNCIL OF COLUMBIA FALLS, MONTANA CONDITIONALLY APPROVING THE PRELIMINARY PLAT OF 274 MEADOWLAKE BLVD SUBDIVISION A TEN PARENT LOT AND 20 SUBLOT RESIDENTIAL SUBDIVISION LOCATED AT 274 MEADOWLAKE BLVD, FURTHER DESCRIBED AS PARCEL B, COS 22075 IN THE NE1/4 SW1/4 IN SECTION 7, TOWNSHIP 30 NORTH, RANGE 20 WEST, P.M.M., FLATHEAD COUNTY, MONTANA.

Councilor Lovering made motion to approve Resolution # 1935, seconded by Councilor Robinson with council voting as follows. Ayes: Lovering, Piper, Robinson and Barnhart. Noes: Price and King.

NEW BUSINESS:

Request to hire a 4th FTE hourly Firefighter in FY 25/26

NFPA 1710 and 1720 define response and staffing standards for all fire departments. One of the requirements in this code is having an engine staffed with a minimum of 4 firefighters. Adding a 4th career firefighter will address this issue and will also help to cover vacation and sick days for staff. NFPA 1710 and 1720 is one of the main factors that is considered when ISO reviews are conducted so adding this firefighter will help us to maintain or improve our ISO rating, which is currently a 5.

Fire Chief Weeks said we qualify as high priority for the SAFER grant for this position, and we will be applying for that if council gives us authorization to proceed with this request. Mayor Barnhart asked how much the SAFER grant will cover. Weeks said the first year they cover 75% of wages and benefits, the second year it's 50%, the third year is 25% and then the last two years the city has to say that they will keep them on. We met with the Rural Fire Board and discussed this, the fact that the cost is \$109,000 for a firefighter. The Rural Fire Board agreed to pay half the cost of this firefighter. City Manager Shrives said to remember once the city and rural department makes this commitment, we are committed; if we get the safer grant or not, we're committed. Councilor Lovering inquired if the city portion would come out of the resort tax funding. Shrives said that is correct. Councilor Robinson asked how much more it would cost to bring on the fourth firefighter. Chief Weeks said it's included in the \$109,000.

Councilor Piper motioned to approve the 4th FTE hourly Firefighter in FY 25/26, seconded by Councilor King and the motion passed unanimously.

DEQ Compliance Inspection Report

Shrives said he wasn't too concerned with the report based on errors he saw. A lot of those were operator errors. The city is required to respond back with our plan, which Grady Jenkins has put together. Mr. Shrives wanted council to see it before we sent our response out.

24/25 Budget Amendments

The City is proposing amending the following funds budgeted revenue and/or expenditures: Fund 2100 Resort Tax, Fund 2310 Tax Increment District, Fund 2311 TEDD Industrial Park, Fund 2312 TEDD – Columbia Rising Industrial Park, Fund 2392 Building Code Enforcement Fund and Fund 2991 ARPA of 2021. These amendments are proposed to account for revenues not known when the original budget was adopted in September 2024 and for additional unanticipated activity that has occurred during the first half of the year.

City Manager Shrives said we need to set a public hearing for the next meeting, and then we'll provide additional information at that public hearing. We want to amend that budget to show those additional revenues similar to some other funds that Susan identified, the same type of thing where we want to make sure we account for all the revenues before we move forward with the budget and any expenditures because you've got to have the revenue or you've got to have the revenue showing before you can spend the money.

Councilor Lovering motioned to have a Public Hearing on February 3, 2025 for Budget Amendments, seconded by Councilor King and the motion carried.

REPORTS / BUSINESS FROM MAYOR & COUNCIL

Councilor Piper said the Study commission met once and meets the 2nd Wednesday of each month. If you have item for us let him know and we'll get it on the agenda.

Councilor Piper said he will not be present at the Feb. 3rd council meeting.

Councilor Price asked if the city has made progress with the delinquent resort tax payments. City Manager Shrives said the City Attorney is still working out the details on the process.

Councilor Lovering gave a quick summary of the parks committee meeting last week; overall what we're thinking about is putting some new playground equipment in Columbus Park and potentially adding covered picnic tables in both Columbus and Pinewood Parks. Mayor asked approximately how much money you'd be able to put towards playground equipment. Lovering said \$50,000. was donated by the ladies at the church.

CITY MANAGER REPORT

February 3rd could be a really good night if all goes well, we will have the new speakers and new microphones in place.

City Manager Shrives said he has been in constant contact with Michael (the City Manager recruiter), he shared the first round of resumes that he had received. The position announcement closes January 24th. and then the video interviews are going to be conducted on January 31st, 1st, or 2nd we are still working on a date. Shrives said he will be involved with Michael during the interviews, along with another member from their company. There will be approximately 10 candidates that will be interviewed. That's essentially the semifinalists. The next step will happen around February 4th, he will send me the link to those interviews to share with council in a link format, and then council can watch the interviews and send me back your top five candidates. So that's going to bring us from the ten down to five. February 10th at 7:00 p.m. we can hold a special meeting to discuss the five candidates. I'll give him that list and then that's when they do the, background check, reference check, social media check, background checks. They do it for all five of the candidates. On approximately February 19th, he will provide us a report back that, gives us the results of those background checks.

This is an update on legislative, the bills that the league is kind of monitoring. Things are getting started a little bit with some hearings. So I'm on the league's list if any issues come up. So between Susan and I, we'll probably try to deal with those as needed. And the other thing that was in here, particularly if you go to the back page of this housing grant, the state of Montana did get a \$7 million grant and this is really related right to Senate Bill 382. So the state is keeping \$2 million for state housing or something. That leaves \$5 million, if we do the math, potentially the city could be seeing about \$500,000.

CITY ATTORNEY REPORT

City Attorney Breck said he is working with Fire Chief Weeks to get the fire truck sold.

Chief Weeks said there were three people out the week before last looking at the truck. We were asking \$75,000, and that's what they offered.

MISCELLANEOUS

Fire Department Reports
Police Department Reports

ADJOURN

Councilor Lovering motioned to adjourn, seconded by Councilor King and the meeting adjourned at 8:45 p.m.

**CITY OF COLUMBIA FALLS CITY COUNCIL REGULAR MEETING- MOVED DUE TO HOLIDAY MINUTES HELD ON J
21, 2025**

Item No.4.

Mayor

City Clerk

January 21, 2025

**NOTICE OF PUBLIC HEARING
CITY OF COLUMBIA FALLS
AMENDING THE 24-25 FISCAL YEAR BUDGET**

On February 3, 2025, during the 7:00 p.m. regular council meeting, the City Council of the City of Columbia Falls, shall conduct a public hearing for the purpose of taking public comment on the proposed 24-25 Fiscal Year Budget Amendments.

The City Council is conducting a public hearing on proposed budget amendments pursuant to Title 7, Chapter 6, Part 40, MCA.

The City is proposing amending the following funds budgeted revenue and/or expenditures: Fund 2100 Resort Tax, Fund 2310 Tax Increment District, Fund 2311 TEDD Industrial Park, Fund 2312 TEDD – Columbia Rising Industrial Park, Fund 2392 Building Code Enforcement Fund and Fund 2991 ARPA of 2021. These amendments are proposed to account for revenues not known when the original budget was adopted in September 2024 and for additional unanticipated activity that has occurred during the first half of the year.

Interested persons may contact Interim City Manager Mark Shrives for details on the proposed budget amendments at (406) 892-4391 or email: citymanager@cityofcolumbiafalls.com.

Public comment may be in writing addressed to the City Clerk at 130 6th Street West, Columbia Falls, MT 59912, email: staalandb@cityofcolumbiafalls.com or delivered in person to the City Council during the hearing.

DATED THIS 21st day of January 2025

Barb Staaland
City Clerk

Publish: Daily Interlake Wednesday January 22, 2025, and Wednesday January 29, 2025



COLUMBIA FALLS MONTANA

City Council Agenda Item Summary

Title: Public Hearing – 2024-25 FY Budget Amendments & Resolution Adopting Budget Amendments

Date: January 30, 2025

**Staff Contact: Interim City Manager Mark Shrives
Contract CPA Susan M. Nicosia**

AGENDA ITEM SUMMARY AND BACKGROUND:

The City Council is conducting a public hearing on proposed budget amendments pursuant to Title 7, Chapter 6, Part 40, MCA. City staff is requesting that the Council hear all budget amendment requests during this hearing.

The City is proposing amending the following funds budgeted revenue and/or expenditures:

Fund 2100 Resort Tax, Fund 2310 Tax Increment District, Fund 2311 TEDD Industrial Park, Fund 2312 TEDD – Columbia Rising Industrial Park, Fund 2392 Building Code Enforcement Fund and Fund 2991 ARPA of 2021. These amendments are proposed to account for revenues not known when the original budget was adopted in September 2024 and for additional unanticipated activity that has occurred during the first half of the year. Additionally, the Council must amend Fund 3538 SID 38 – Riverwood to account for an SID pay-off that will be applied to the principal in addition to the annual assessment. The Council will also be asked to amend Funds 3534 and 3536 SIDs 34 and 35 to allow the Finance Director to close-out the funds at year-end.

ANALYSIS: See attached Proposed Budget Amendments

FINANCIAL CONSIDERATIONS: As described on attachment. This process ensures the accuracy and completeness of the 24-25 Fiscal Year Budget.

STAFF RECOMMENDATION: Staff recommends Council approve the adoption of the budget amendment resolution. Additionally, staff recommends Council approve an additional resolution at year-end for the close-out of Funds SID 34 and 36 when the final numbers are available. Staff also recommends that Council approve additional revenue estimate adjustments to Fund 2100 Resort Tax for delinquent collections for the periods prior to June 2023 that should have been accounted for in the prior year.

SUGGESTED MOTION:

Public Hearing: No formal motion but recognize during Council discussion that Council intends to approve any future resolution amending the budget as noted during the hearing for Fund 2100 Resort Tax delinquent collections and the year-end closure of Funds 34 and 36.

Resolution: Move and second the approval of the Budget Amendment Resolution, taking into consideration any public comment on the amendments.

ATTACHMENTS: See attached.

Proposed 24-25 FY Budget Amendments

		<u>Amendment</u>	<u>Original</u>	<u>Final</u>
Fund 2100 Resort Tax Fund				
Revenues:				
2100-315120	Resort Tax -Bars & Restaurants	\$ 28,430.00	\$ 710,000.00	\$ 738,430.00
2100-315130	Resort Tax - Retail	\$ 59,510.00	\$ 550,000.00	\$ 609,510.00

Purpose: To account for the past-due resort tax collections collected after July 1, 2024 for the periods of Dec 2022 - March 2024
This adjustment will ensure the estimated revenue is accurate and prevents overstating tax relief for prior year taxes.
Recommend Council approve additional amendment for the past due collections for the remainder of the year.

Fund 2310 Tax Increment District Fund

Revenues:				
2310-311010	Real Property tax revenue	\$ 1,322,265.00	\$ -	\$ 1,322,265.00
Expenditures:				
2310-470300-930	New Improvements	\$ 1,247,265.00	\$ 1,796,488.00	\$ 3,043,753.00
2310-470300-931	Project Engineering	\$ 75,000.00	\$ -	\$ 75,000.00

Purpose: Recognize current year real tax revenue known to the City upon Flathead County computing tax notices.
Additionally, appropriate current funds which will permit the City Council to formally discuss pursuing appropriate projects, including but not limited to:
Continuing curb/gutter sidewalk project within District
Augment state or federal grant funding for traffic light at Hwy 2/Truck Route
Augment state funds to repair street lights on Nucleus Avenue (add compliant outlets for decorations)
(Current Cash Balance - \$2.9m)

Fund 2311 TEDD -Industrial Park

Revenues:				
2311-311010	Real Property tax revenue	\$ 32,098.00	\$ -	\$ 32,098.00
Expenditures:				
2311-470300-930	New Improvements	\$ 30,000.00	\$ -	\$ 30,000.00
2311-470300-931	Project Engineering	\$ 45,000.00	\$ -	\$ 45,000.00

Purpose: Recognize current year real tax revenue known to City upon Flathead County computing tax notices.
Additionally, appropriate current funds will will permit the City Council to formally discuss pursuing appropriate projects, related to the Industrial Park. Past plans have included extending the Sewer Main to the north, to the Industrial Park.
(Current cash balance - \$70,245)

Fund 2312 TEDD - Columbia Rising Ind Park

Revenues:				
2312-311010	Real Property tax revenue	\$ 112,746.00	\$ -	\$ 112,746.00
Expenditures:				
2312-470300-930	New Improvements	\$ 371,893.00	\$ -	\$ 371,893.00
2312-470300-931	Project Engineering	\$ 65,000.00	\$ -	\$ 65,000.00

Purpose: Recognize current year real tax revenue known to City upon Flathead County computing tax notices.
Additionally, appropriate current funds will will permit the City Council to formally discuss pursuing appropriate projects, related to the Columbia Rising Ind. Park. Needed project is water main replacement and upgrade of water connections at the former Plum Creek si
This project could complete the water main replacement on 4th Ave West for the 3 blocks north of the RAISE project (3rd - RR Street).
Street replacement could be accomplished with Urban Transportation Fund with TEDD replacing water main/services.
(Current cash balance - \$418,867)

Fund 2394 Building Code Enforcement Fund

Revenues:

2394-323010	Building Permits	\$	35,000.00	\$	70,000.00	\$	105,000.00
2394-323012	Plumbing/Mechanical Permits	\$	7,500.00	\$	18,500.00	\$	26,000.00
2394-323014	Building Plan Review Fees	\$	12,250.00	\$	25,500.00	\$	37,750.00
2394-323020	Electrical Permits	\$	8,000.00	\$	10,000.00	\$	18,000.00

Expenditures:

2394-420500-398	Building Inspection Services (65% of permit revenues)	\$	37,000.00	\$	84,600.00	\$	121,600.00
2394-420500-399	Other contracted Services (1 % tuition fee based on bldg permits)	\$	950.00	\$	478.00	\$	1,428.00

Purpose: To account for significant additional building permit activity and higher than anticipated permit fees.

Fund 2991 ARPA of 2021 (Local Fiscal Recovery Funds)

Expenditures:

2991-521000-820	Transfer to Other Funds	\$	4,515.00	\$	693,092.00	\$	697,607.00
-----------------	-------------------------	----	----------	----	------------	----	------------

Purpose: To appropriate the additional allocation City received from State of MT - all funds are obligated for WWTP Project Phase 2

Note: Cash on hand - \$697,606.81

Fund 3538 SID 38-Riverwood:

Revenues:

3538-363020	Special Assessments -Prin and Int	\$	7,286.00	\$	26,195.00	\$	33,481.00
-------------	-----------------------------------	----	----------	----	-----------	----	-----------

Expenditures:

3538-490300-610	Principal	\$	7,286.00	\$	17,001.00	\$	24,287.00
-----------------	-----------	----	----------	----	-----------	----	-----------

Purpose: To appropriate the SID 3 prepayment to apply to principal to avoid overdrafting the budget appropriations. The prepayment is applied to the outstanding principal to avoid incurring additional interest on the outstanding balance.

Fund 34 and 36:

3434-521000-820	Transfers to Other Funds	0
-----------------	--------------------------	---

3436-521000-820	Transfers to Other Funds	0
-----------------	--------------------------	---

Purpose: To close out Fund 34 and 36 at year end pursuant to state statute. The final debt payment is made as of June 30th and any remaining dollars in Fund 34 and Fund 36 will be transferred into the General Fund to close out the fund. The actual amount will be determined in June 2025 and a resolution will be prepared at that time.



COLUMBIA FALLS MONTANA

City Council Agenda Item Summary

Title: Columbia Falls Fire Department ISO rating

Date: January 27, 2025

Staff Contact: Karl Weeks

AGENDA ITEM SUMMARY: In July of 2024 we received an evaluation from ISO to update our rating. The last time we have been evaluated was in 2017.

BACKGROUND: Some insurance companies use the ISO rating (rated between 1 and 10 with 1 being the best) to establish homeowners and business insurance rates, the lower the rating the lower cost of insurance. In September 2017 CFFD had an evaluation performed by ISO and received a rating of 51.01 (a 5 is a score between 50 and 60).

ANALYSIS: The rating we just received scored us at 54.40, a solid 5, slight improvement of overall score but not enough to score over 60 and obtain a 4. The career staff contributed greatly to this higher score not only because of response times during the day but also due to inspecting and flowing hydrants annually. During the review in July we were advised of a few other items that can be completed annually to further increase our rating, all of which we have began doing.

FINANCIAL CONSIDERATIONS: N/A

STAFF RECOMMENDATION: N/A

SUGGESTED MOTION: N/A

ATTACHMENTS: Letter from ISO with brief explanation of new rating. If anyone wants to see the full 23 page report I can email it to you.



1000 Bishops Gate Blv. Ste 300
Mt. Laurel, NJ 08054-5404

t1.800.444.4554 Opt.2
f1.800.777.3929

January 21, 2025

Mr. Clint Peters, City Manager
Columbia Falls FPSA
130 6th St W
Columbia Falls , Montana, 59912

RE: Columbia Falls Fpsa, Flathead County, Montana
Public Protection Classification: 05/10
Effective Date: May 01, 2025

Dear Mr. Clint Peters,

We wish to thank you and Mr. Karl Weeks for your cooperation during our recent Public Protection Classification (PPC) survey. ISO has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above.

If you would like to know more about your community's PPC classification, or if you would like to learn about the potential effect of proposed changes to your fire suppression delivery system, please call us at the phone number listed below.

ISO's Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. In fact, most U.S. insurers – including the largest ones – use PPC information as part of their decision- making when deciding what business to write, coverage's to offer or prices to charge for personal or commercial property insurance.

Each insurance company independently determines the premiums it charges its policyholders. The way an insurer uses ISO's information on public fire protection may depend on several things – the company's fire-loss experience, ratemaking methodology, underwriting guidelines, and its marketing strategy.

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new classifications will improve the predictive value for insurers while benefiting both commercial and residential property owners. We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently graded as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9."
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B."

- Communities graded with single “9” or “8B” classifications will remain intact.
- Properties over 5 road miles from a recognized fire station would receive a class 10.

PPC is important to communities and fire departments as well. Communities whose PPC improves may get lower insurance prices. PPC also provides fire departments with a valuable benchmark, and is used by many departments as a valuable tool when planning, budgeting and justifying fire protection improvements.

ISO appreciates the high level of cooperation extended by local officials during the entire PPC survey process. The community protection baseline information gathered by ISO is an essential foundation upon which determination of the relative level of fire protection is made using the Fire Suppression Rating Schedule.

The classification is a direct result of the information gathered, and is dependent on the resource levels devoted to fire protection in existence at the time of survey. Material changes in those resources that occur after the survey is completed may affect the classification. Although ISO maintains a pro-active process to keep baseline information as current as possible, in the event of changes please call us at 1-800-444-4554, option 2 to expedite the update activity.

ISO is the leading supplier of data and analytics for the property/casualty insurance industry. Most insurers use PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties. The PPC program is not intended to analyze all aspects of a comprehensive structural fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making loss prevention or life safety recommendations.

If you have any questions about your classification, please let us know.

Sincerely,

Alex Shubert

Alex Shubert
Manager -National Processing Center

cc: Mr. Karl Weeks, Chief, Columbia Falls Fire Department
Ms. Liz Brooks, Director, Flathead 911 Emergency Communications Center
Mr. Chris Murphy, Water Operator, Columbia Falls Water Department
Mr. Robert Bosley, Water Operator, Meadow Creek Water Users

SECOND READING

Return to:
City of Columbia Falls
130 6th Street West
Columbia Falls

ORDINANCE NO. 831

An ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COLUMBIA FALLS, MONTANA, APPROVING THE PETITION OF TOBY AND MINDY GILCHRIST FOR ANNEXATION AND INITIAL ZONING OF 274 MEADOW LAKE BLVD., DESCRIBED AS PARCEL B OF COS NO. 22075 IN THE NE1/4 SW1/4 IN SECTION 7, TOWNSHIP 30 NORTH, RANGE 20 WEST, P.M.M., FLATHEAD COUNTY, MONTANA.

WHEREAS, a written Petition to Annex has been filed by Toby and Mindy Gilchrist with the City requesting the annexation of 274 Meadow Lake Blvd., described as Parcel B of COS No. 22075 in the NE1/4 SW1/4 in Section 7, Township 30 North, Range 20 West, P.M.M., Flathead County, Montana, to the City of Columbia Falls, Montana formally described on the attached Exhibit “A,” and

WHEREAS, Toby and Mindy Gilchrist are the purported owners of all of the territory proposed to be annexed; and

WHEREAS, the annexation and initial zoning is requested as the owner wishes to connect to City Water and Sewer services; and

WHEREAS, said request was considered by the Columbia Falls City Planning Commission in a public hearing at its regularly scheduled meeting on December 12, 2024, at which the Commission adopted Staff Report CA-24-01, and recommended approval of the annexation and initial zoning from Flathead County Zone R-5 Two-Family Residential to Columbia Falls Zone CR-5 Two-Family Residential; and

WHEREAS, said proposed annexation and initial zoning was considered by the City Council of the City of Columbia Falls, Montana during the Council's regularly scheduled meeting on January 21, 2025.

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

Section One: That the annexation of the aforementioned real property is in the best interests of the City of Columbia Falls.

Section Two: That the Petition to Annex by Toby and Mindy Gilchrist who own one hundred percent of the property, for annexation of the aforementioned real property is hereby approved.

Section Three: That the zone shall be changed from the Flathead County Zone R-5 Two-Family Residential to Columbia Falls Zone CR-5 Two-Family Residential

Section Four: That the boundaries of the City of Columbia Falls, Montana are hereby extended to include the above-described territory.

Section Five: That this Ordinance shall become effective immediately upon its passage and approval by the City Council.

PASSED AND ADOPTED BY THE CITY COUNCIL OF COLUMBIA FALLS, MONTANA THIS 21ST DAY OF JANUARY 2025, THE COUNCIL VOTING AS FOLLOWS:

AYES: Lovering, Piper, Robinson and Barnhart

NOES: King and Price

ABSENT: Shepard

City Clerk

APPROVED BY THE MAYOR OF COLUMBIA FALLS, MONTANA THIS 21ST DAY OF JANUARY, 2025.

Mayor

ATTEST:

City Clerk

EXHIBIT A – Legal Description

A TRACT OF LAND IN THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 7, TOWNSHIP 30 NORTH, RANGE 20 WEST, P.M.M., FLATHEAD COUNTY, MONTANA, PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF THE NORTHEAST 1/4, GOVERNMENT LOT 3; THENCE ALONG THE EAST LINE OF GOVERNMENT LOT 3 NORTH 00°44'21" WEST 165.00 FEET; THENCE SOUTH 89°58'32" EAST 202.81 FEET; THENCE NORTH 63°37'48" EAST 191.59 FEET; THENCE SOUTH 44°52'34" EAST 155.00 FEET TO THE BEGINNING OF A 100.00 FOOT RADIUS CURVE TO THE RIGHT; THENCE SOUTHEASTERLY ALONG THE CURVETHROUGH A CENTRAL ANGLE OF 10°27'45" 182.60 FEET; THENCE NORTH 89°58'32" WEST 598.04 FEET TO THE POINT OF BEGINNING.

Shown as Parcel B of Certificate of Survey No.: 22075

Assessor's Parcel#0978165

SECOND READING

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

ORDINANCE NO. 832

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COLUMBIA FALLS, MONTANA, AMENDING THE COLUMBIA FALLS ZONING MAP TO ALLOW THE DEVELOPMENT OF A PLANNED UNIT DEVELOPMENT (PUD) OVERLAY AT 274 MEADOW LAKE BLVD DESCRIBED AS PARCEL B OF COS NO. 22075 IN THE NE1/4 SW1/4 IN SECTION 7, TOWNSHIP 30 NORTH, RANGE 20 WEST, P.M.M., FLATHEAD COUNTY, MONTANA.

WHEREAS, Toby and Mindy Gilchrist, owner of the real property, has requested an amendment to the Columbia Falls zoning map to allow the development of a Planned Unit Development (PUD) overlay on property zoned CR-5 Two-Family Residential located at 274 Meadow Lake Blvd described as Parcel B of COS No. 22075 in the NE1/4 SW1/4 in Section 7, Township 30 North, Range 20 West, P.M.M., Flathead County, Montana.

WHEREAS, the Columbia Falls Planning Department, in Staff Report CPUD-24-01, recommended approval of the requested Planned Unit Development (PUD), subject to certain conditions; and

WHEREAS, said request was considered by the Columbia Falls City Planning Commission in a public hearing at its regularly scheduled meeting on December 12, 2024, at which the Commission adopted Staff Report CPUD-24-01, and recommended approval of the Planned Unit Development (PUD) subject to certain conditions as shown in Exhibit A; and

WHEREAS, a hearing on the Planned Unit Development (PUD) was held by the City Council of the City of Columbia Falls, Montana, at its regular meeting on Tuesday, January 21, 2025, after said hearing was advertised according to law; and at said hearing on said date, the City Council considered the recommendation of the City Planning Commission, the report of the Columbia Falls Planning Office, together with any and all comments filed or voiced with respect to said change; and

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

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

Section One. Findings of Fact: That the Columbia Falls Planning Office Report #CPUD-24-01, dated December 4, 2024 and as amended by the Planning Commission on December 12, 2024, is hereby adopted by the Council as findings of fact with respect to said PUD request.

Section Two. Change in Zoning Classification: That the requested Planned Unit Development (PUD) overlay on property presently zoned CR-5 General Business will allow a setback deviation of a ten (10) foot rear yard setback. A fifteen (15) foot front yard setback except that the garage shall be twenty (20) feet from the back of sidewalk. A road deviation of a 34-foot easement with a 24-foot paved road and a five-foot concrete sidewalk immediately adjacent to the street at 274 Meadow Lake Blvd described as Parcel B of COS No. 22075 in the NE1/4 SW1/4 in Section 7, Township 30 North, Range 20 West, P.M.M., Flathead County, Montana.

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

Section Four. The Council finds that the proposal complies with Chapter 18.428 of the Columbia Falls Area Zoning Regulations, and that the height deviation results in a more attractive building, allowing for architecture.

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

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

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

PASSED AND APPROVED BY THE CITY COUNCIL OF COLUMBIA FALLS, MONTANA THIS 21ST DAY OF JANUARY 2025, WITH COUNCIL VOTING AS FOLLOWS:

AYES: Lovering, Piper, Robinson and Barnhart
NOES: King and Price
ABSENT: Shepard

City Clerk

APPROVED BY THE MAYOR OF COLUMBIA FALLS, MONTANA THIS 21ST DAY OF JANUARY 2025.

Mayor

ATTEST:

City Clerk

EXHIBIT A

1. The 274 Meadow Lake Boulevard PUD will allow the following deviations:
 - a. Setback deviation of a ten (10) foot rear yard setback. A fifteen (15) foot front yard setback except that the garage shall be twenty (20) feet from the back of sidewalk.
 - b. Road deviation of a 34-foot easement with a 24-foot paved road and a five-foot concrete sidewalk immediately adjacent to the street.
2. The project shall be built in substantial compliance with the Preliminary Plat and PUD Maps 1 -5 and dated November 2024 and prepared by TD&H Engineering, Inc.
3. Each residential unit shall provide two garage parking spaces and two driveway spaces as proposed in the application.
4. The trees within the rear yard setbacks be retained except where grading for stormwater flow is necessary to prevent flow on neighboring property. In the locations that grading is necessary for stormwater drainage, the applicant will plant a vegetative screen consisting of evergreen trees, six feet in height and every twenty feet on center.
5. The Columbia Falls Fire Chief shall approve the fire hydrant location.
6. Prior to sewer connection, the applicants will need to verify with the Columbia Falls Public Works Department that there is adequate capacity in the force main. If there is not capacity, the applicant will need to extend the gravity main from the south up to the property.
7. The applicant shall provide a 10-foot pedestrian easement along the Meadow Lake Boulevard frontage.
8. At the City's discretion, cash-in-lieu of installing sidewalk may be considered along the Meadow Lake Boulevard frontage.
9. The applicants shall work with Public Works on the water main extension so that it may be finish graded to allow for a primitive path to be completed in the future.

10. The road construction shall meet the requirements of Chapter 17.16 of the City of Columbia Falls Subdivision Regulations and the Columbia Falls Public Works Standards except as modified by these conditions. The construction plan shall be reviewed and approved by the City prior to construction. The road construction shall be certified by a registered engineer that they meet such standards following construction and the roadways and prior to Final Plat approval.
11. The applicants shall secure a new "Approach Permits" from the Columbia Falls Public Works Department for the access onto Meadow Lake Boulevard. Sight distance will be verified through this process.
12. The road easement within the subdivision shall be dedicated a private street with maintenance provided by the Homeowners Association.
13. The developer shall create a Homeowners association that will be responsible for maintenance and long-term replacement of the common area, internal roads and sidewalks, and stormwater facilities.
14. The Columbia Falls postmaster shall approve a common mailbox facility at an approved location. The facility shall meet the requirements of 17.18.250. The facility shall be installed prior to final plat or included in an SIA.
15. Developer shall provide a student loading/unloading facility at an approved location as directed by School District 6 or provide a letter from the School District stating that the bus stop is not required.
16. The sewer, water, and stormwater facilities shall be reviewed and approved by the Columbia Falls Public Works Director and Montana Department of Environmental Quality. The water, sewer, and stormwater shall be constructed in accordance with the approved plan and the construction shall be certified by a registered engineer to ensure that they meet the approved specifications. The sewer and water mains shall be accepted by the City of Columbia Falls prior to the final plat.
17. A note shall be placed on the face of the Final Plat stating: "All dwellings shall have house numbers visible from the internal subdivision road."
18. The applicants shall provide copies of the final plat drawing and as-built construction drawings for all public infrastructure and utilities existing or constructed in the right-of-way or easements. Copies of drawings shall be in both paper and digital. Digital copies shall be in a format prescribed by the City.
19. All utilities shall be installed underground and stubbed to each lot prior to the paving of the roads.
20. The Flathead County Weed Department shall approve a Weed Management Plan for the Development prior to Final Plat. A note shall be placed on the face of the final plat stating: "Lot owners are subject to the Weed Management Plan approved by the Flathead County Weed Department."

21. That the parkland requirement shall be met by the open space shown on the PUD Map and as prescribed in the PUD regulations. The applicants shall install the basketball hoop and pickle ball court as shown on the Preliminary Plat/PUD Maps.
22. Assessment for taxation and special assessments for lands within the common areas shall be proportionally shared among all lots in the subdivision. The proportion may be equal or based upon the area of the lot in proportion to the total area of all lots. Such assessment shall be reported to Flathead County, billed and collected with other tax and assessment due each lot.
23. Plat notes shall be added to the face of the plat delineating that the parks and common area are dedicated in perpetuity and that said space(s) will be owned and maintained by the Homeowners Association. Changes to the use and/or management of the common space or parks shall be approved by the Homeowners Association and the City.
24. The following notes indicating the PUD deviations shall be placed on the face of the final plat:
 - a. Setback deviation of a ten (10) foot rear yard setback. A fifteen (15) foot front yard setback except that the garage shall be twenty (20) feet from the back of sidewalk.
 - b. Road deviation of a 34-foot easement with a 24-foot paved road and a five-foot concrete sidewalk immediately adjacent to the street.
25. All improvements to the public right-of-way shall be complete or guaranteed through a Subdivision Improvement Agreement (SIA) prior to final plat approval. The Developer shall warranty all infrastructure improvements for a minimum of one (1) year after approval of the final plat.
26. The applicant shall provide a letter from the applicable Solid Waste Contractor stating that Solid Waste Service is available to the Subdivision. The CC&R's will encourage the use of a Solid Waste contractor for residences in the subdivision.
27. The preliminary plat shall expire three (3) years after the approved effective date stipulated by the City Council. Extensions may be granted by the City Council if the applicant requests an extension 30-days prior to the expiration of the plat or any remaining phase.
28. The applicant shall include statement in the CC&R's and on the face of the plat that, "short term rentals, less than a 30-day duration, is prohibited in this subdivision."
29. The sidewalks along each side of the road shall be elevated 6 inches to create a physical separation between the driving lanes and the sidewalk.
30. A six-foot solid privacy fence shall be installed on the back of each lot along the north and south property boundaries.

RESOLUTION NO. 1936

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLUMBIA FALLS, MONTANA, AMENDING SPECIFIED FUND BUDGETS FOR THE FISCAL YEAR ENDING JUNE 30, 2025

WHEREAS, the City wishes to recognize unforeseen revenues and appropriations for the fiscal year ending June 30, 2025; and

WHEREAS, Section 7-6-4006, MCA provides for the adjustment of appropriations by the governing body; and

WHEREAS, the City Council gave notice of their intent to amend the 2024-25 Fiscal Year budget and held a public hearing for the purpose of taking comment on the proposed amendments at their regular meeting on February 3, 2025; and

WHEREAS, upon holding the public hearing, Council approved amending the budgets as needed to ensure accuracy and completeness and to prevent the City from exceeding their budget authority.

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

Section One: The City of Columbia Falls 24-25 Fiscal Year budgets are hereby amended pursuant to Exhibit A attached hereto.

Section Two: The City Council hereby authorizes the City Finance Director to make the necessary fund appropriation amendments to ensure that the budget authority is not overspent for all expenditures through June 30, 2025 and the amendments to revenues as indicated to properly account for the financial activity within the funds.

Section Three: This Resolution shall become effective immediately upon its passage and approval by the City Council.

PASSED AND ADOPTED BY THE CITY COUNCIL OF COLUMBIA FALLS, MONTANA THIS 3rd DAY OF FEBRUARY 2025, THE COUNCIL VOTING AS FOLLOWS:

AYES:
NOES:
ABSENT:

City Clerk

APPROVED BY THE MAYOR OF COLUMBIA FALLS, MONTANA THIS 3rd DAY OF FEBRUARY 2025.

ATTEST:

Mayor

City Clerk

**Resolution #1936 - Exhibit A
24-25 FY Budget Amendments**

Fund 2100 Resort Tax Fund		<u>Amendment</u>	<u>Original</u>	<u>Final</u>
Revenues:				
2100-315120	Resort Tax -Bars & Restaurants	\$ 28,430.00	\$ 710,000.00	\$ 738,430.00
2100-315130	Resort Tax - Retail	\$ 59,510.00	\$ 550,000.00	\$ 609,510.00
 Fund 2310 Tax Increment District Fund				
Revenues:				
2310-311010	Real Property tax revenue	\$ 1,322,265.00	\$ -	\$ 1,322,265.00
Expenditures:				
2310-470300-930	New Improvements	\$ 1,247,265.00	\$ 1,796,488.00	\$ 3,043,753.00
2310-470300-931	Project Engineering	\$ 75,000.00	\$ -	\$ 75,000.00
 Fund 2311 TEDD -Industrial Park				
Revenues:				
2311-311010	Real Property tax revenue	\$ 32,098.00	\$ -	\$ 32,098.00
Expenditures:				
2311-470300-930	New Improvements	\$ 30,000.00	\$ -	\$ 30,000.00
2311-470300-931	Project Engineering	\$ 45,000.00	\$ -	\$ 45,000.00
 Fund 2312 TEDD - Columbia Rising Ind Park				
Revenues:				
2312-311010	Real Property tax revenue	\$ 112,746.00	\$ -	\$ 112,746.00
Expenditures:				
2312-470300-930	New Improvements	\$ 371,893.00	\$ -	\$ 371,893.00
2312-470300-931	Project Engineering	\$ 65,000.00	\$ -	\$ 65,000.00
 Fund 2394 Building Code Enforcement Fund				
Revenues:				
2394-323010	Building Permits	\$ 35,000.00	\$ 70,000.00	\$ 105,000.00
2394-323012	Plumbing/Mechanical Permits	\$ 7,500.00	\$ 18,500.00	\$ 26,000.00
2394-323014	Building Plan Review Fees	\$ 12,250.00	\$ 25,500.00	\$ 37,750.00
2394-323020	Electrical Permits	\$ 8,000.00	\$ 10,000.00	\$ 18,000.00
Expenditures:				
2394-420500-398	Building Inspection Services (65% of permit revenues)	\$ 37,000.00	\$ 84,600.00	\$ 121,600.00
2394-420500-399	Other contracted Services (1 % tuition fee based on bldg permits)	\$ 950.00	\$ 478.00	\$ 1,428.00
 Fund 2991 ARPA of 2021 (Local Fiscal Recovery Funds)				
Expenditures:				
2991-521000-820	Transfer to Other Funds	\$ 4,515.00	\$ 693,092.00	\$ 697,607.00

Fund 3538 SID 38-Riverwood:

Revenues:

3538-363020	Special Assessments -Prin and Int	\$	7,286.00	\$	26,195.00	\$	33,481.00
-------------	-----------------------------------	----	----------	----	-----------	----	-----------

Expenditures:

3538-490300-610	Principal	\$	7,286.00	\$	17,001.00	\$	24,287.00
-----------------	-----------	----	----------	----	-----------	----	-----------



January 30, 2025

The Honorable Donald Barnhart, Mayor
City of Columbia Falls
130 6th Street West, Room A
Columbia Falls, MT 59912

RE: Written Response for City of Columbia Falls, Montana Pollutant Discharge Elimination System (MPDES) Permit #MT0020036: Columbia Falls Wastewater Treatment Plant

Dear Mayor Donald Barnhart:

The Department of Environmental Quality (DEQ) has received your **January 10, 2025**, written response addressing findings in the compliance evaluation inspection report. I have reviewed the written response. Based on the information provided in the written response, I am rescinding the January 3, 2025, Violation Letter. I am not requesting any additional information. I would like to thank Grady Jenkins and John Paliga for their time, patience, and professionalism during the CEI. Montana DEQ would like to thank you for your attention to this matter and for doing your part to protect water quality and human health. If you have any questions or require compliance assistance, please contact me at (406) 437-8333.

Please remember all information can be submitted electronically through your **FACTS** account. If you do not have a **FACTS** account or need assistance with your **FACTS** account, please contact Wendy Simons with the MPDES Data Management Team at (406) 444-0574 or wendy.simons@mt.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "John O'Bannon", is located below the "Sincerely," text.

John O'Bannon
Compliance Inspector
Compliance, Training, and Technical Assistance
Water Quality Division
Montana Department of Environmental Quality
john.obannon@mt.gov

cc: Grady Jenkins – jenkinsg@cityofcolumbiafalls.com
FACTS

**CITY OF COLUMBIA FALLS
CORRESPONDENCE LIST
COUNCIL MEETING
FEBRUARY 3, 2025**

01/16/2025 Letter of support – Glacier Trails FY 2025 Montana Trail
Stewardship grant application



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

PHONE (406) 892-4391

FAX (406) 892-4413

January 16, 2025

Montana Fish, Wildlife & Parks
P.O. Box 200701
Helena, MT 59620-0701

Re: Letter of Support – Gateway to Glacier Trails FY2025 Montana Trail Stewardship grant application

To Whom It May Concern,

The City Council of the City of Columbia Falls is in full and continued support of the efforts of the local nonprofit, Gateway to Glacier Trails, to enhance the multi-use Cedar Flats trail system surrounding Columbia Falls. Their work on this trail system north of town is providing additional much-needed recreational opportunities for locals and visitors alike, and Phase III of the Crystal Cedar trail plan will be a welcome addition.

The City of Columbia Falls has worked diligently to expand shared-use paths within the city, and the development and maintenance of trails close to town in Cedar Flats is in line with our vision of expanded recreation in the area. The planned additional trails will provide relief to over-recreated areas and new opportunities for recreationists to enjoy the vast beauty in our backyard.

Grant funds from the Montana Trail Stewardship Grant Program would assist Gateway to Glacier Trails in trail construction. We are excited about the full Cedar Flats plan to construct 25 miles of multi-use trail north of town and believe it will bring a lasting positive impact on the City of Columbia Falls. We encourage you to help expand local recreation opportunities by funding their Montana Trail Stewardship grant application.

Sincerely,

Mayor
Don Barnhart